



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE SPECIAL MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
WEDNESDAY, November 15, 2017
STANDING INTERNAL OPERATIONS COMMITTEE SPECIAL MEETING 6:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Internal Operations Committee Members

*Chair Kevin Graves
Vice-Chair Robert Leete*

- A. ROLL CALL**
1. Call business meeting to order 6:00 p.m.
 2. Roll Call
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- During Public Comments, the public may address the Committee on any issue within the Committee's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time that item is before the Committee for consideration. Any person wishing to speak must come up to the designated location. There will be no dialog between the Committee and the commenter. Clarifying questions must go through the Committee.
- C. DRAFT MINUTES TO BE APPROVED**
1. August 10, 2017 Internal Operations Committee DRAFT meeting minutes.
- D. DISCUSSION ITEMS**
1. Discussion related to notification of Board and Committee meetings for Board Members.
 2. Discussion related to Town of Discovery Bay Text and Email.
 3. Discussion related to the Regular Board meeting on December 20, 2017.
 4. Discussion related to the District Office Winter Break Closure.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- F. ADJOURNMENT**
1. Adjourn to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."