



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES 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](http://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. – By Chair Graves
2. Roll Call – All present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. DRAFT MINUTES TO BE APPROVED**

1. August 10, 2017 Internal Operations Committee DRAFT meeting minutes – Approved.

**D. DISCUSSION ITEMS**

1. Discussion related to notification of Board and Committee meetings for Board Members.  
General Manager Davies – Provided the details regarding the Board and Committee meeting notifications related to wording changes for the Outlook meeting invitations.  
There will be additional Outlook Calendars for the Board and Committee members to view from their iPads. District IT staff will be installing Outlook to each of the Board Members iPads and from the iPads the following calendars will be available for viewing:
  - Meeting Calendar – All Board and Committee meetings
  - Vacation Calendar – Vacations for Board and Staff
  - Community Center Events – Events at the Community Center along with other events.
2. Discussion related to Town of Discovery Bay Text and Email.  
General Manager Davies – Provided the details regarding Town of Discovery Bay Text and Email related to a new law stating the use of your private phone or email to conduct business can be discoverable through a Public Records Act; have to comply with record keeping etc. Staff stated that the District will provide Town phones to Board Members who want the Town Phones. There was additional discussion related to business items sent via text and email through a personal phone.
3. Discussion related to the Regular Board meeting on December 20, 2017.
4. Discussion related to the District Office Winter Break Closure.  
General Manager Davies – Provided the details regarding items D-3 and D-4 – The recommendation from the Internal Operations Committee is to present to the Board at the December 6, 2017 meeting the cancellation of the Regular meeting of January 3, 2018. There was discussion regarding the Thanksgiving Closure and the Winter Break Closure that is on the water bills along with our Town Website.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

1. Employee Probationary Period – In progress.
2. Marijuana Policy – In progress.
3. Travel and Expense Policy – In progress.

**F. ADJOURNMENT**

1. The meeting adjourned at 6:22 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-16-17

<http://www.todb.ca.gov/agendas-minutes>