



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY**
Wednesday, February 5, 2020
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING
4:30 P.M. – 5:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov

Internal Operations Committee Members

*Chair Robert Leete
Vice-Chair Kevin Graves*

- A. ROLL CALL**
1. Call business meeting to order 4:30 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 District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.
- C. DRAFT MINUTES TO BE APPROVED**
1. December 4, 2019 Internal Operations Committee DRAFT meeting minutes.
- D. DISCUSSION ITEMS**
1. Discussion Regarding SB998 Internal Procedures.
 2. Discussion Regarding Personnel Updates.
 3. Discussion Regarding Automated License Plate Readers.
- 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."



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**MINUTES OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, December 4, 2019
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING
4:30 P.M. – 5:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Internal Operations Committee Members

*Chair Robert Leete
Vice-Chair Kevin Graves*

- A. ROLL CALL**
1. Call business meeting to order 4:30 p.m. – By Chair Leete.
 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 7, 2019 Internal Operations Committee DRAFT meeting minutes – Approved.
 2. September 9, 2019 Internal Operations Committee Special DRAFT meeting minutes – Approved.
- D. DISCUSSION ITEMS**
1. Discussion Regarding District Office Winter Break Closure.
General Manager Davies – Provided the details regarding the District Office Winter Break Closure. There was discussion regarding the closure.
 2. Discussion Regarding Cancellation of Regular Board Meeting on January 1, 2020.
General Manager Davies – Provided the details regarding the cancellation of the Regular Board meeting on January 1, 2020. The consensus of the Internal Operations Committee is to cancel the Regular Board meeting for January 1, 2020.
 3. Discussion Regarding Storage Space Lease Agreements.
General Manager Davies – Provided the details regarding the storage space lease agreements and the increase of the rent. There was discussion regarding the condition of the storage space units and to do a site survey. The discussion continued regarding the office located at 1037 Discovery Bay Boulevard.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- None.
- F. ADJOURNMENT**
1. The meeting adjourned at 4:35 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-06-19

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



CONTRA COSTA COUNTY OFFICE OF THE SHERIFF
DAVID O. LIVINGSTON
SHERIFF - CORONER

January 23, 2020

Town of Discovery Bay
1800 willow Lake Road
Discovery Bay, CA 94505-9376

ATTN: Michael Davies, General Manager

Dear Mr. Davies,

As you are aware, I have been working on an Automated License Plate Reader (ALPR) project for the Town of Discovery Bay. The project is being conducted at the request of the Discovery Bay P-6 Committee and being funded by P-6 funds.

The project's goal is to provide an investigative tool to police investigators in solving crimes purpose is to create a virtual security perimeter for the Town of Discovery Bay. To date, ALPR cameras have been installed along the Bixler Road corridor and have already yielded several stolen vehicle hits and aided in their recovery and arrest of suspects.

The last segment of the project is covering the Hwy 4 corridor. A location has been identified to protect the eastern perimeter and entrance to the Discovery Bay area. The location is a Town of Discovery Bay owned light pole on Cherry Hills Drive. The light pole number is #015A.

I would like to request permission to mount and ALPR camera to this light pole and use it as an electrical source for the ALPR camera and its cellular communication system. The Sheriff's Office will be responsible for any maintenance of the ALPR system once installed.

Sincerely,

Steve Borbely, Captain
Contra Costa County Office of the Sheriff
Special Operations Division Commander
1980 Muir Road
Martinez, Ca. 94553

