



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, June 2, 2021
3:30 P.M. – 4:30 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866) 848-2216
CONFERENCE ID **5193676302#**

Download Agenda Packet and Materials at www.todb.ca.gov/

Internal Operations Committee Members

*Chair Michael Callahan
Vice-Chair Carolyn Graham*

- A. ROLL CALL**
1. Call business meeting to order 3:30 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. 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 viewpoint of the Committee members.
- C. DRAFT MINUTES TO BE APPROVED**
1. Approve DRAFT minutes of April 7, 2021 Internal Operations Committee Meeting.
- D. PRESENTATIONS**
1. Internal Operations Update.
- E. DISCUSSION ITEMS**
1. Discussion Regarding Boat Regulations.
 2. Discussion Regarding Discovery Bay Communications Placard.

F. FUTURE DISCUSSION/AGENDA ITEMS**G. 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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PLATINUM LEVEL

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**MINUTES OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY**

Wednesday, April 7, 2021

4:30 P.M. – 5:30 P.M.

NOTICE
Coronavirus COVID-19

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

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Internal Operations Committee Members

Chair Michael Callahan

Vice-Chair Carolyn Graham

A. ROLL CALL

1. Call business meeting to order 4:30 p.m. – by Chair Michael Callahan
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. Approve DRAFT minutes of February 3, 2021 Internal Operations Committee Meeting.
Motion made by Vice-Chair Graham to approve items on the Consent Calendar as presented.
Second by Chair Callahan.
Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. PRESENTATIONS

1. Internal Operations Update.
None.

E. DISCUSSION ITEMS

1. Discussion Regarding Changes to Bylaws of Proposed New Times for Internal Operations Committee Meeting and the Finance Committee Meeting.
For reasons of functionality, General Manager Mike Davies requested Internal Operations Committee Board approve a change in Bylaws of the Internal Operations Committee Meetings. An exchange between the Finance Committee and the Internal Operations Committee would switch the meeting times of each of these meetings.

Motion by Vice-Chair Graham to amend Bylaws to allow for time change of the Internal Operations Committee Meeting to 3:30 p.m.

Second by Chair Callahan.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

2. Discussion Regarding the Town's Mission, Vision, Goals, and Value Statement.
General Manager Mike Davies recommended to include language to sync better with the Goals of our Mission, Vision, Goals and Value Statement. Suggested to add "Champion diversity and inclusion."
Recommendation to present this item to the Board for review.
Motion made by Chair Callahan to present this item to the Board.
Second by Vice-Chair Graham.
3. Discussion Regarding Revisions to the Administrative Assistant/Park-Recreation Assistant Position.
General Manager Mike Davies advised of update to the classification of Administrative Assistant/Park and Recreation Assistant A and B. Change of description has been done to accurately reflect the duties of that position. Changes pertain to flexibility in work hours and days to accommodate the Parks and Receptions Department's schedule and wording to include responsibilities in social media.

F. FUTURE DISCUSSION/AGENDA ITEMS

None.

G. ADJOURNMENT

1. Adjourned at 4:38 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 2, 2021

Prepared By: Aaron Goldsworthy, Water and Wastewater Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion Regarding the Town of Discovery Bay Revised Boat Regulations.

Recommended Action

To provide possible feedback regarding the revised boat regulations.

Executive Summary

Staff reviewed the Town of Discovery Bay Boat regulation and has updated it with current boat requirements. Staff is looking for possible feedback regarding the update to the boat regulations.

Previous Relevant Board Actions for This Item

Fiscal Impact:

Amount Requested:


Sufficient Budgeted Funds Available?

Prog/Fund # Category:

Attachments

Current Boat Regulation
 Revised Boat Regulation

AGENDA ITEM: E-1

 <h2 style="margin: 0;">Town of Discovery Bay</h2>		
Program Area: Administrative	Administrative Regulation: Safety Footwear Administrative Regulation and Procedure	Administrative Regulation: No. 2015-002
Date Established: 7/22/15	Date Amended: 6/19/17	Applies to: Designated Employees

PURPOSE

This administrative Regulation applies to all Maintenance, Parks and Landscape, and Water and Wastewater personnel of the Town of Discovery Bay.

Safety footwear shall be worn at all times during employee(s) work shift, as per the provisions of this Administrative Regulation.

Section I

Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. Examples of activities requiring protective footwear would include anyone working in the following trades: carpentry, electrical, mechanics and maintenance workers, laborers, gardeners and ground keepers.

Section II

Employees who are exposed to the hazards described in Section I are required to wear safety footwear that meets the standards of ASTM F-2412-05, Standard Test Methods for Foot Protection and ASTM 2413-05, Standard Specification for Performance Requirements for Foot Protection. Safety footwear must meet the following requirements:

- Must meet the ASTM standards cited above
- High top ankle support of 8 inches
- Closed toe and closed heel
- Non-absorbent material upper
- Heel must not be higher than 1 inch

Special Hazard Protection

- Sole Puncture

The construction of the boot is designed to reduce the possibility of puncture wounds of the soles of the feet by objects such as nails, glass, or sharp metal that can penetrate the soles of footwear.

- Metatarsal Footwear

If there is a possibility of injury to the Metatarsal of the foot, the construction of the boot includes protection of the upper foot (metatarsal bones) and the toe area. It is designed to prevent or reduce injuries when the toe and metatarsal areas of the foot are exposed to "drop" hazards. Metatarsal protection can be of internal or external design.

- Electrical Hazard Footwear

The sole construction is designed to reduce hazards due to the contact of the sole with electrically energized parts and to provide secondary electrical hazard protection on substantially insulated surfaces. The soles of electrical hazard footwear are designed to reduce the potential of electrical shock when soles are exposed to open circuits of 600 volts or less under dry conditions.

- Other Requirements

Additional foot protection requirements include: water resistance (wet or damp exposures), heat resistance – top (heat or fire exposure like welding), heat resistance – sole (firefighting), slip resistance (slippery or wet exposures), and high – cuts (low level flying pebbles, thick underbrush, weed eater operations, etc.).

Section III

The Town of Discovery Bay will reimburse employees who are required to wear protective shoes plus insoles not to exceed \$250 annually. Employees must provide a copy of their receipt prior to the reimbursement. Shoes must comply with Section II of this Administrative Regulation. Employees are encouraged to bring a copy of this Administrative Regulation when purchasing protective shoes.

BUY A BOOT THAT MEETS THIS CRITERIA:

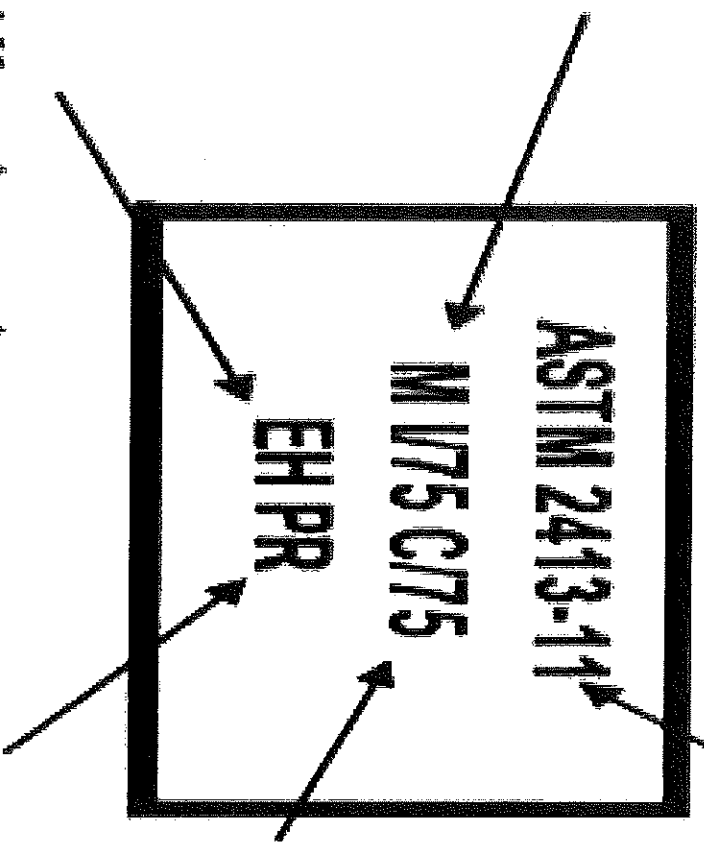
F2412-XX

F2413-XX

ANSI Z41

11 signifies the year of the standard

M signifies Male




I and C signify Impact and Compression protection

EH signifies Electrical Hazard protection

PR signifies Puncture Resistance protection

EXAMPLE ASTM F24513-11 LABEL

 <h2 style="margin: 0;">Town of Discovery Bay</h2>		
Program Area: Administrative	Administrative Regulation: Safety Footwear Administrative Regulation and Procedure	Administrative Regulation: No. 2015-002
Date Established: July 2015 Amended: June 2017	Date Amended: 6-2-2021	Applies to: Designated Employees

PURPOSE

This administrative Regulation applies to all Maintenance, Parks and Landscape, and Water and Wastewater personnel of the Town of Discovery Bay.

Safety footwear shall be worn at all times during employee(s) work shift, as per the provisions of this Administrative Regulation.

Section I

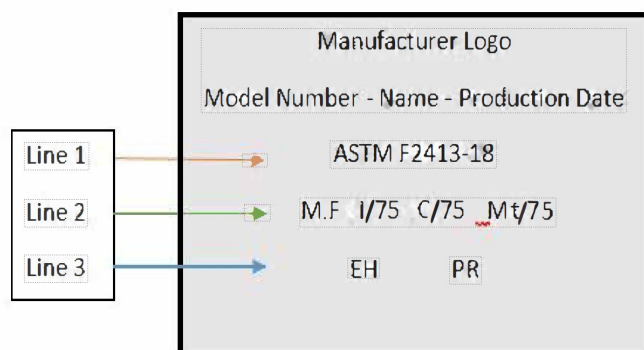
Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. Examples of activities requiring protective footwear would include anyone working in the following trades: carpentry, electrical, mechanics and maintenance workers, laborers, gardeners and ground keepers.

Section II

Employees who are exposed to the hazards described in Section I are required to wear safety footwear that meets the standards of ASTM F-2413-18, Standard Test Methods for Foot Protection and ASTM 2413-18, Standard Specification for Performance Requirements for Foot Protection. Safety footwear must meet the following requirements:

Water and Wastewater Boot Requirements

- Must meet the ASTM standards cited above
- High top ankle support of at least 6 inches
- Closed toe and closed heel
- Non-absorbent material upper
- Heel must not be higher than 1 inch
- I - Impact Resistance of 75
- C - Compression Resistance of 75
- Mt - Metatarsal protection 75
- PR - Puncture Resistant



- EH - Electric Shock Resistance

Parks and Landscape Boot Requirements

- Must meet the ASTM standards cited above
- High top ankle support of at least 8 inches
- Closed toe and closed heel
- Non-absorbent material upper
- Heel must not be higher than 1 inch
- I - Impact Resistance of 75
- C - Compression Resistance of 75
- Mt - Metatarsal protection 75
- PR - Puncture Resistant
- EH - Electric Shock Resistance
- Water Resistant - Water resistant is not shown on ASTM boot label

All boots must have toe protection known as Safety Toe

Accepted toe protection listed below.

- Steel Toe
- Hard Plastic
- Alloy
- Fiberglass
- Carbon Fiber
- Kevlar

Section III

The Town of Discovery Bay will reimburse employees who are required to wear protective shoes plus insoles not to exceed \$250 annually. Employees must provide a copy of their receipt prior to the reimbursement. Shoes must comply with Section II of this Administrative Regulation. Employees are encouraged to bring a copy of this Administrative Regulation when purchasing protective shoes.

ASTM F2413 covers the minimum design, performance, testing, labeling, and classification requirements, and prescribes fit, function, and performance criteria for footwear designed to be worn to provide protection against a variety of workplace hazards that can potentially result in injury. Replacing the specification ANSI Z41, ASTM F2413 covers performance criteria for a wide range of footwear. OSHA incorporates this reference standard in (CFR) 1910.

For each performance requirement (below), three tests are administered (per ASTM F2413: Footwear Test Methods). The test with the lowest score is the test result applied to the footwear classification.

Footwear need not meet all of the below requirements to conform to ASTM F2413, but should clearly state which of the requirements the footwear meets. Requirements are as follows:

- **Impact resistance for the toe area of footwear.** While a steel toe is not required, a protective toe cap should be a permanent part of the footwear. Four classifications of impact resistance are listed: Class 75 (2500 pounds) for men, Class 75 for women, Class 50 (1000 pounds) for men, and class 50 for women.
- **Compression resistance for the toe area of footwear.** Compression resistance is classified the same way as impact resistance: Class 75 (men and women) and Class 50 (men and women).
- **Metatarsal protection** that reduces the chance of injury to the metatarsal bones at the top of the foot. Footwear should be designed, constructed, and manufactured so that a metatarsal impact guard is positioned partially over the protective toe cap and extended to cover the metatarsal bone area. Metatarsal protection is also identified as Class 50 (men and women) and Class 75 (men and women).
- **Conductive properties** which reduce hazards that may result from static electricity buildup, and reduce the possibility of ignition of explosives and volatile chemicals.
- **Electric shock resistance** should protect the heels and toes from a secondary source of electric shock resistance protection to the wearer.
- **Static dissipative (SD) properties** to reduce hazards due to excessively low footwear resistance that may exist where SD footwear is required. SD footwear should reduce the excess static electricity by conducting the charge (from body) to ground while simultaneously maintaining a high level of resistance to protect the wearer.
- **Puncture resistance of footwear bottoms.** A puncture resistant plate should be positioned between the insole and outsole and made an integral and permanent part of the footwear.
- **Chain saw cut resistance.** Footwear should protect the foot area between the toe and lower leg when operating a chain saw.
- **Dielectric insulation.** Footwear should be designed, constructed, and manufactured to provide accidental insulation if accidental contact is made with electrical conductors or circuits.
- In addition, ASTM F2413 requires that a **hazard assessment** be conducted in accordance with OSHA 1910.132 and OSHA 1910.136 to determine the requirements that are needed for protective footwear.

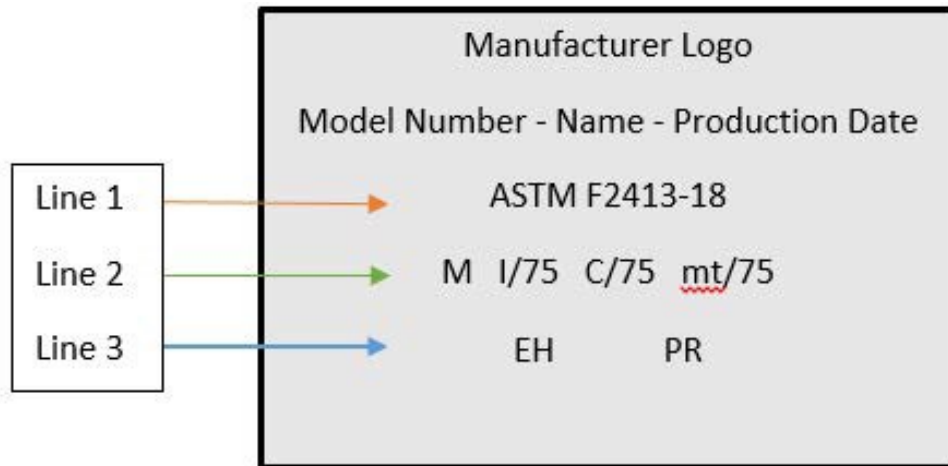
Labeling and Identification:

The ASTM F2413 label uses a specific four-line format to identify the type of footwear and the hazards it protects against:

- Line 1: Identifies compliance with ASTM F2413
- Line 2: Identifies gender of user (M/F), and the classification for impact resistance and compression resistance.

- Lines 3: Identifies metatarsal and specific types of hazards the footwear protects against.

A label should include the components listed in the example shown below. These examples are taken directly from ASTM 2413:



From ASTM F2413 – Section 7, Labeling and Identification.

The label must list the requirements the footwear meets, as demonstrated by the examples above. Footwear may protect against nine categories. The protection provided is described on the label using the abbreviation shown below.

- **CD** – Identifies protection against conductive hazards.
- **EH** – Identifies footwear with outsole and heel made of electrical insulation properties; one that is also shock resistant.
- **SD** – Identifies footwear designed to reduce the accumulation of excess static electricity.
- **PR** – Identifies footwear designed to be puncture resistant.
- **Mt** – Identifies footwear designed to be impact resistant to the top of the foot (metatarsal).
- **CS** – Identifies footwear which provides chain saw cut resistance.
- **DI** – Identifies footwear which provides dielectric insulation.
- **I** – Impact resistant footwear (class 50 or 75 – described previously).
- **C** – Compression resistant footwear (class 50 or 75 – described previously).

The numbered section at the end of each description provides a reference to the section in ASTM 2413 that describes the performance requirements a product must meet before it can be labeled as protecting against the specific hazard. It also describes the testing procedure used.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 2, 2021

Prepared By: Dina Breitstein, Assistant General Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion Regarding the Town of Discovery Bay Communications Placard.

Recommended Action

To provide a recommendation regarding the design and use of a town placard for public communication announcements, updates, news, and notices.

Executive Summary

At the May 19, 2021 Board of Directors meeting, Staff presented a town placard to standardize town communications, news, announcements, updates, and business. Staff created and presented options to the board. The board requested that Staff bring the item back to the committee for further discussion and recommendation.

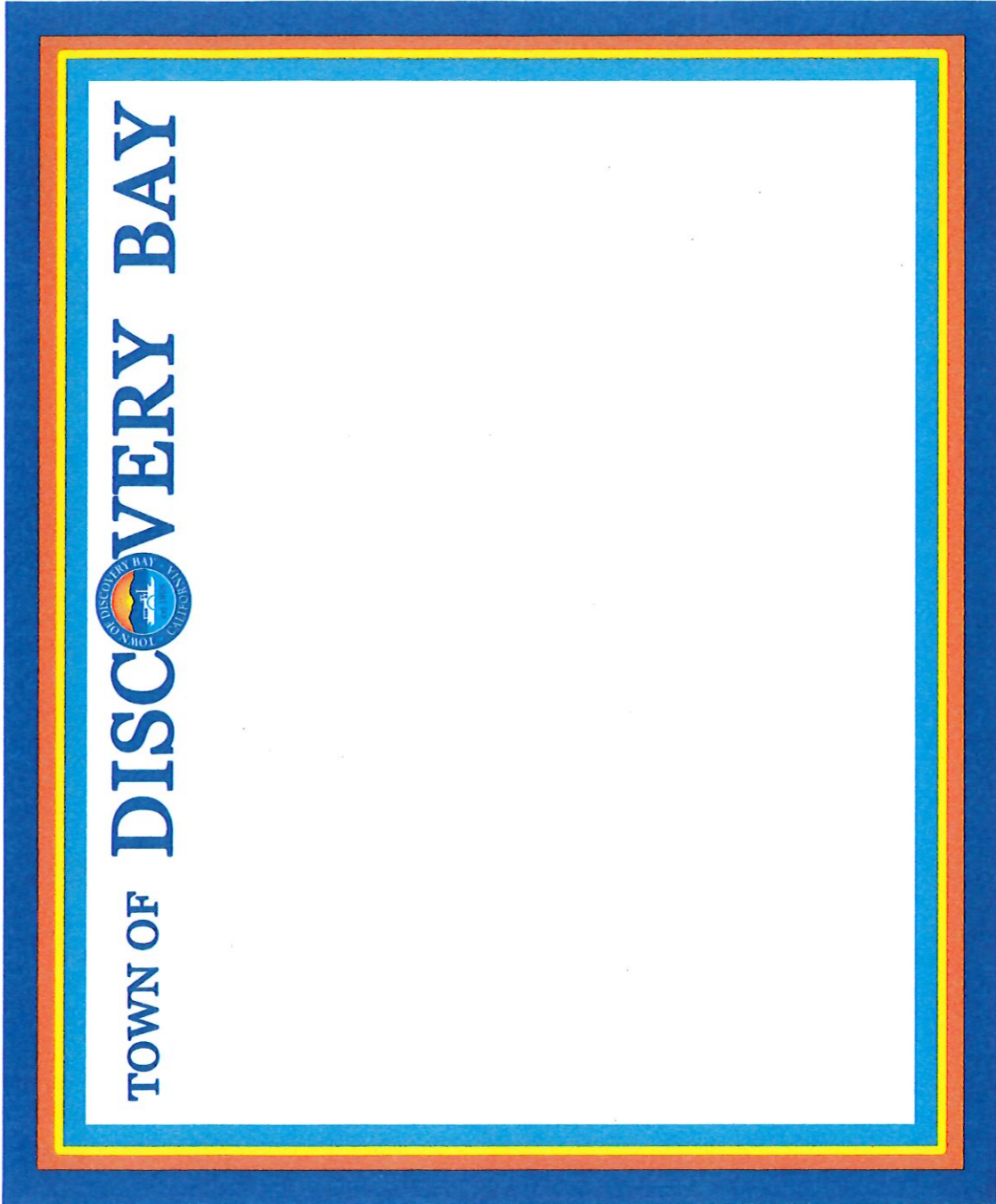
Previous Relevant Board Actions for This Item

Fiscal Impact:
Amount Requested:
Sufficient Budgeted Funds Available?
Prog/Fund # Category:

Attachments

Proposed Communications Placards

AGENDA ITEM: E-2



TOWN OF **DISCOVERY BAY**







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