



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, April 5, 2023
3:30 P.M.**

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

REMOTE TELECONFERENCE LOCATION:
174 Bundel Ave.
Fort Leavenworth, KS 66027

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/87646214722>

TO ATTEND BY PHONE: 1+(669) 444-9171 or 1+(719) 359-4580 **WEBINAR ID:** 876 4621 4722

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

Internal Operations Committee Members

Chair Michael Callahan
Vice-Chair Kevin Graves

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 February 1, 2023, Internal Operations Committee Meeting.

D. PRESENTATIONS

1. Driver Safety Score Card.

E. DISCUSSION ITEMS

1. Parks and Recreation Code of Conduct Policy.
2. Website Policy – Policy 10.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Internal Operations Committee meeting on June 7, 2023, 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 STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 1, 2023
3:30 P.M. – 4:30 P.M.**

Internal Operations Committee Members

Michael Callahan
Kevin Graves

A. ROLL CALL

1. Business meeting called to order 3:30 p.m.
2. Roll Call was taken, and all members were 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 December 7, 2022, Internal Operations Committee Meeting.

Vice-Chair Graves made a Motion to Approve the December 7, 2022, Draft Minutes.

Chair Callahan seconded.

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

D. PRESENTATIONS

None.

E. DISCUSSION ITEMS

1. Discussion Regarding Establishing Chair and Vice-Chair.

Chair will be Michael Callahan. Vice-Chair will be Kevin Graves. Positions will switch January of 2024.

2. Discussion Regarding Draft Vehicle Use Policy.

Presented by Assistant General Manager, Allan Cantando.

- Policy was last updated in 2013.
- Committee discussed the subject of drivers being additionally insured.
- Committee discussed the subject of using vehicles as cooling/heating stations.

Committee recommends bringing the item to a future Board of Directors Meeting.

3. Discussion Regarding East County Water Management Agreement.

Presented by General Manager, Dina Breitstein.

- East County Water Management proposes Amendment #2 stating that a General Manager may vote in the absence of a Board Member.

Committee recommends bringing this item to a future Board of Directors Meeting.

F. FUTURE DISCUSSION/AGENDA ITEMS

None.

G. ADJOURNMENT

1. Meeting adjourned at 3:45 p.m. to the next Standing Internal Operations Committee meeting on April 5, 2023, 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."

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DRAFT



Parks and Recreation Code of Conduct DRAFT

Goal and Definitions

Goal – The goal of the Recreation Services Department (the “Department”) is to provide and promote recreational activities for persons interested in good conduct, fair play, and sportsmanship in a pleasant, safe and healthy environment. One objective in developing this Code of Conduct is to enhance the enjoyment of the activity by the participants.

Definitions – For the purpose of the Code of Conduct, unless otherwise apparent from the context or defined elsewhere in the Code of Conduct, certain words and phrases used are defined as the following:

“Activity” is defined as a specified form of action in the area of recreation. An Activity may include, but is not limited to, a class, program, sports league, special event, training, or meeting.

“Flagrant” is defined as extreme or deliberate violation of rules and regulations and/or customary acceptable behavior.

“Instructor” is defined as one who imparts knowledge or skill to another.

“Official” is defined as an authorized authority who supervises the play of a sport or event.

“Parent” is defined as mother, father, legal guardian, grandparent, aunt, uncle, brother, sister or anyone representing that child at an event.

“Participant” is defined as one who takes part in an activity or program.

“Person of Authority” is defined as any full or part-time Town of Discovery Bay employee authorized to supervise and enforce Town of Discovery Bay rules, regulations or codes as they pertain to a specific activity.

“Spectator” is defined as an observer or on-looker of an activity.

“Volunteer” is defined as an individual, coach, manager, team parent, umpire, referee, teacher, or Town official who is giving their time and expertise, and acting in a non-paid capacity.

Code of Conduct – This Code of Conduct will be in effect before, during and immediately after all Town of Discovery Bay (“Town”) activities when on Town controlled property. All activities held on Town controlled property shall be conducted in compliance with the Town of Discovery Bay Policy #12, Rules and Regulations (“R/R”) specific to utilizing a particular facility/program. Violations of the Code of Conduct and R/R may result in penalties specified below. Violations of the Code of Conduct policy may also result in civil and/or criminal action.

Section 1 – Abusive Manner – NO PERSON SHALL;

- Refuse to abide by an officials’/instructors/person of authority’s decision(s)Be guilty of overt demonstration of dissent at an official’s/instructors/person of authority’s decision(s) by throwing sports gear or equipment or any other forceful action.
- Dispute with or disrespect an official/instructor/person of authority or publicly discuss with an activity participant or spectator, a decision reached by an official/instructor/person of authority in a derogatory or abusive manner.
- Verbally attack in an abusive manner any other person.
- Act in a disruptive manner.
- Use profane, obscene or vulgar language.
- Use lewd, obscene or indecent conduct or expression, including profanity, harassment, discrimination, intimidation, threats or offensive language or behavior.
- Verbally, visually or physically harass any official/instructor/person of authority, volunteer, participant or spectator.

Section 2 – Rough Tactics – NO PERSON SHALL;

- Direct or use unnecessary rough tactics in the course of an activity against the body and person of another person.

Section 3 – Aggression – NO PERSON SHALL:

- Attack or act in an aggressive manner towards another person; be a willing participant in a fight; or threaten another person with a physical or verbal attack.

Section 4 –Gambling – NO PERSON SHALL:

- Gamble or place bets concerning the outcome of an activity with any spectator, volunteer, official/instructor/person of authority, or participant.

Section 5 – Use of Tobacco Products, Alcohol or Drugs – NO PERSON SHALL;

- During the course of an activity as a participant, spectator, volunteer, or official/instructor/person of authority; partake in smoking or chewing tobacco products.
- Appear at the activity area at any time in an intoxicated condition or be allowed to consume alcoholic beverages while participating, watching, officiating/instructing, or volunteering during an activity. The presence and/or the consumption of any and all alcoholic beverages are prohibited at all Town parks and the Community Center. See Town Policy #12, section XVI.

Section 6 – Suspended or Non-Registered Participants – NO PERSON OF AUTHORITY/VOLUNTEER SHALL;

- Knowingly allow a suspended participant to participate in a game, match meet, or activity during the participant's time of suspension in any manner (such as a player, coach or scorekeeper) allow a non-registered person to activity participate in a game, match, meet, or activity.

Section 7 – Soliciting – NO PERSON SHALL;

- Use any park or facility for the purpose of conducting a commercial business without a vendor permit. See Town Policy #12.

Section 8 – Violations and Disciplinary Process – Any flagrant violation of the Code of Conduct, the Town Policy #12 and/or R/R can/may result in immediate expulsion from the class/program/facility.

Violations-

- In case an incident arises that is not covered by the Code of Conduct, and/or R/R, the lead supervisor will determine what action will be taken.
- Flagrant violations or repeated violations of the Code of Conduct, Town Policy #12 and/or R/R will result in an extended suspension and probation or expulsion from the Departments activities or use of facility.
- Any person ejected from an activity must leave the facility or grounds immediately; the person must remove himself/herself out of sight and sound of the official/instructor/person of authority.

Disciplinary Process –

VERBAL WARNING: if a participant/spectator violates the Code of Conduct, Town Policy #12 and/or R/R, the instructor/person of authority will verbally request that the behavior to discontinued. Failure of a participant / spectator to comply with the instructors/person of authority's request may lead to the expulsion of the individual(s).

EXPULSION: Should the participant/spectator fail to comply with the verbal warning, the consequences shall be; participant or spectator will be expelled from the class/activity. Expelled participants/spectators will not be refunded their registration fee.



Town of Discovery Bay

Program Area: Administrative	Policy Name: Website Policy	Policy Number: 010
Date Established: September 1, 2010	Date Amended: N/A	Resolution: 2010-14

~~Thank you for visiting the official website of the Town of Discovery Bay Community Services District. We are providing this notice to explain our online information practices and the choices you can make about the way your information is collected and used by the Town of Discovery Bay CSD.~~

Conditions of Use

By visiting the Town of Discovery Bay [CSD Community Service District \(CSD\)](#) website, users agree that they will not use the website for any unlawful activity, or use it in any way that would violate the terms and conditions of use. This website is governed and construed by the laws of the State of California. Any use of the website shall comply with all District, State and Federal laws and regulations. Unauthorized attempts to upload information or change information on this website are strictly prohibited and may be punishable under state law and federal statutes including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. We monitor network traffic to identify unauthorized attempts to upload or change information or to otherwise cause damage to the District's website. Anyone using this website expressly [consents to such monitoring](#).

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Communications to the [District \(CSD\)](#) via this website shall in no way be deemed to constitute legal or official notice to the Town of Discovery Bay CSD, its agencies, officers, employees, representatives or agents with respect to any existing, pending or future claim or cause of action against the Town of Discovery Bay CSD or any of its agencies, officers, employees, representatives or agents where notice is required by Federal, State or local law. Nor shall communications to the District via this website be deemed to constitute legal or official notice for any other purpose.

Changes are made periodically to [District \(CSD\)](#) documents, including [District \(CSD\)](#) documents, [District \(CSD\)](#) regulations, guidelines, and schedules, and these changes may or may not be reflected in the materials or information present on this website. Additionally, because the site is frequently under development, materials and information may be deleted, modified or moved to a different part of the website without advance notice.

Under no circumstances shall the Town of Discovery Bay CSD be liable for any actions taken or omissions made from reliance on any information contained herein from whatever source nor shall the District be liable for any other consequences from any such reliance.

The Town of Discovery Bay CSD is neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of this website or

with respect to the material contained on this website, including without limitation, any material posted on the website. This website and all materials contained on it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The Town of Discovery Bay CSD is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the website and/or the materials contained on the website whether the materials contained on the website are provided by the Town of Discovery Bay CSD, or a third party.

Links from Town of Discovery Bay CSD Website

The Town of Discovery Bay CSD permits the establishment of links to external websites on the District's official website solely in conformance with this website policy. In the establishment and maintenance of its official website, the District does not intend in any manner to create nor does it create a forum or other means by which public discourse, exchange of opinions, or discussion on issues of any nature may occur. The District is not responsible for, does not endorse, and cannot assure the accuracy of information on these outside websites.

Organizations wishing to establish external links on the District's website must submit a request to the District. The request must contain all information necessary to verify the facts as stated and is necessary to determine whether the proposed link is in compliance with this policy. The Town of Discovery Bay CSD General Manager will review the merits of the requested external link, keeping in mind the criteria and examples listed below, to determine whether the link serves the overall purpose of the District's website. A request will not be denied because of a viewpoint espoused by the person or entity.

At its discretion the District may provide links to external sites that fall into one of the following categories:

Other governmental agencies; utilities, both public and private; bona fide educational institutions as defined in the Internal Revenue Code §501(c)(6); elected public officials; and local and regional public transportation agencies.

The District may, at its discretion, allow links and informational postings for events, meetings, public appearances, and other "community associated" happenings pursuant to this policy and in compliance to the following terms and conditions:

The "event" must be hosted by a public or non-profit or other Community Based organization and the event benefits Discovery Bay; the event must be open to public participation but is not necessarily a "free" event (i.e., golf tournament, fundraising event, concert, etc); the event is a charitable/fundraising event that benefits Discovery Bay in some fashion; and if the event itself is something that the community would enjoy, find valuable, or obtain valuable information by attending. The event must be held by a public or non-profit organization, or a for-profit organization doing non-profit or charitable work (for example, a company sponsoring a 5K run where the proceeds benefit charitable or non-profit organizations). The event must be open to the general public.

The Town of Discovery Bay CSD may decline to post/promote any event should the District's General Manager find that the event does not meet these guidelines and/or should anything about the event itself be found to be objectionable and inconsistent with the policies contained herein.

The Town of Discovery Bay CSD reserves the right to: (1) deny an external link request to any person, business or organization when it is determined, following review of a request, that the entity or organization for which request is made does not meet the criteria set forth in this policy; and/or (2) deny an external link request to any person, business or organization which fails to provide all required information, or fails to provide truthful information.

Some examples, but not all, of the type of websites that the District's website will not provide an external link to other websites or to promote via the events calendar are as follows:

Promoting or exhibiting hate, bias, discrimination, pornography; libelous or otherwise defamatory content; associated with, sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or any ballot proposal; associated with political organizations or other organizations advocating a position on a local, state or federal issue; and furthering the agenda of a political organization or candidate running for office. Additionally, individual and/or personal home pages will not be Allowed.

The District reserves the right to immediately and without notice to any person or organization: (1) remove any external link if the nature of the organization or business to which the link relates no longer complies with the District's external link Policy; (2) discontinue an external link at any time if entities' website provides or promotes hate, bias, discrimination, pornography, false, slanderous, illegal, political (see above examples of websites the District will not link to), or incorrect information at any time; or (3) to revise this policy without prior notice when to do so is deemed to be in the best interests of the Town of Discovery Bay CSD.

Location and Appearance of External Links

The District reserves the right to determine how and where External links will appear on its website; i.e. what page the link appears on and where the link is placed on the page.

Copyright/Trademark

The District Seal, brand and banner are trademarks of the Town of Discovery Bay CSD. Any use of the materials stored on the District's website is prohibited without the written permission of the Town of Discovery Bay CSD. The Town of Discovery Bay CSD retains all intellectual property rights including copyrights on all text, graphic images and other content. This means that the following acts or activities are prohibited without prior, written permission from the Town of Discovery Bay CSD: (1) modification and/or re-use of text, images or other website content from a District server; (2) distribution of the District's website content; or (3) "mirroring" the District's information on a non-District server.

Third Party Materials

Some materials and information used on the Town of Discovery Bay CSD's website were generated by third parties who have consented to the District's use or placement of such materials on this site. These materials are owned by those parties. Use of these third party materials for any purpose is prohibited. Persons seeking to use or modify third party materials for any purpose should contact the owner of such materials directly. These materials include icons and graphics used in links to other organizations' sites, as well as various items of general content.

Disclaimer of Endorsement

Some of the links made available to you through the Town of Discovery Bay CSD's website will allow you to leave the District's site. Please be aware that the Internet sites available through these links, and the materials that you may find at those sites are not provided by, endorsed by or under the control of the Town of Discovery Bay CSD. Therefore, the District cannot and does not make any representation to you about these sites or the materials available on the sites. The fact that you may be able to access these additional sites from the District's website is not an endorsement or recommendation to you by the District of any of these sites or any material found there. The District is providing these links only as a convenience to you, and your access to these additional sites is done at your own risk.

General Disclaimer

The materials and information contained on or obtained from this website, are distributed and transmitted "AS IS" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Information contained on this website, including information obtained from external links thereon, is provided without any representation of any kind as to accuracy or content and should be verified by the user. The Town of Discovery Bay CSD is not responsible for any general, direct, special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the website and/or the materials contained on the site whether the materials contained on the website are provided by the Town of Discovery Bay CSD or a third party.

Indemnification/Hold Harmless

By using the District's website, user agrees to indemnify or hold harmless the Town of Discovery Bay CSD for any occurrence resulting from an act of user's use of the District's website. The District will take all reasonable precautions to safeguard the confidentiality of user information, but is not liable for any injury caused by the disclosure of that information, whether caused by security breach, accident, inadvertence, or any other act resulting in disclosure.

Links to the Town of Discovery Bay CSD's Website

Advance permission to link to the District's Website is not necessary. However, the organization linking to the Town of Discovery Bay CSD's website should understand that content and internal web links may change at any time without notice.

Entities and individuals shall not link to the District's website nor capture pages within frames and present the District's website content as its own, or otherwise misrepresent this website's content or misinform users about the origin or ownership of its content.

PRIVACY AND SECURITY POLICY

Privacy Statement

The Town of Discovery Bay CSD ("District") is committed to protecting the privacy of the individuals utilizing the District's Website; however, personal information submitted to the District's Website may be subject to disclosure pursuant to various California laws, including, but not limited to, the California Civil Discovery Act of 1986 and the California Public Records Act. The District may share such information with other agencies if: (1) the information relates to that agency; (2) to protect the interests of others; (3) to protect and defend the rights or property of the District; or (4) as otherwise provided by law.

The District's Website contains links to other sites. Please be aware that the District is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Website that collects personally identifiable information. This privacy statement applies solely to information collected by the District's Website.

The Town of Discovery Bay CSD does not use its Website to:

Collect personal information for commercial marketing. The District will not send you unsolicited email regarding any commercial offers or advertisements at any time.

Create individual profiles with the information provided by users of this site, nor does it give such personal information to third parties or private organizations. The District does not track personal information about individuals and their visits.

The Town of Discovery Bay CSD does use its Website to:

Collect personal information for the purpose of responding to a user's request or input, or to complete an online transaction. If a user chooses to provide the District with personal information, such as sending an e-mail to a District employee or by filling out and submitting an online form located on the District's Website, the District may use that information to respond to the user's message and to assist in obtaining information the user may have requested. The District treats e-mails submitted by a user the same way it treats letters to the District. The District will not share e-mail addresses submitted by a user through the District's website.

Provide electronic commerce capabilities, should a user provide any personal information and/or payment information while using the District's Website. Such information may be collected, processed and disclosed to complete an online transaction and for record-keeping for such activities as billing, permits, licenses and other business-related purposes.

Collect usage statistics for site management, such as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance issues. The information does not identify you personally. The following information about your visit is collected: the Internet domain and/or IP address from which you access the District's Website; the type of browser and operating system used to access the District's Website; the date and time of the visit; the pages visited; and if you link to the District's Website from another website, the address of that Website.

The District's Website may transfer information to your computer through cookies or other technology. The use of cookies or similar technology is an industry standard and does not personally identify users, although they do identify a user's computer. Cookies or similar technology can make the Internet more useful by storing information about your preferences on a particular site. If preferred, you can configure your browser to refuse cookies. However, you may not be able to take full advantage of the District's website if you do so.

Security Statement

The District Website utilizes encryption technology. However, the user should not assume that information submitted to the District Web server would be treated as confidential (See above Privacy Statement). If a user submits information to the District's server through a web page containing visible indicators of active encryption technology, the District will take all reasonable precautions to safeguard the confidentiality of such information.

Web Accessibility Guidelines

The Town of Discovery Bay CSD is committed to providing equal access to its electronic information technologies and services for all residents, visitors and business customers. As the World Wide Web has become an essential means by which we provide information to and conduct transactions with our community, our goal is to provide information and services in ways that work effectively for all.

It is one of our goals to continually improve the Web site to achieve compliance with the latest standards in functionality and universal accessibility. We follow the federal ADA Section 508 rules.

Tools for Blind & Visually Impaired Users

Adobe, the makers of Acrobat and Acrobat Reader, have developed tools to assist blind and visually impaired users. Please visit the **Adobe Accessibility** area for more information. Please note that the tools designed to create simple HTML documents easily read by standard speech-synthesis software will not retain the graphic images or text formatting of an original Adobe PDF.

Additional Applications

Some of the services and information posted on Town of Discovery Bay CSD website require that a user download and install additional applications as part of their browser software. The basic versions of these applications are offered, at no cost, on the vendors' Web sites. These applications include:

Adobe Acrobat Reader - The District uses Adobe Acrobat to create Portable Document Format (PDF) files to provide online access to District documents in their original formatting. There are several converter applications available online that will convert PDF documents into a variety of alternate document formats, including simple HTML. Please visit **PDF Zone** for additional resources.