



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT  
SDLF Gold-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING  
OF THE STANDING INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, December 7, 2022  
3:30 P.M. – 4:30 P.M.**

**NOTICE  
Coronavirus COVID-19**

In response to the current proclaimed State of Emergency, indoor masking recommendations, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting by Zoom Webinar (if available) or in person.

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

**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](http://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 October 5, 2022, Internal Operations Committee Meeting.

**D. PRESENTATIONS**

**E. DISCUSSION ITEMS**

1. Discuss ADA Accessibility Statement

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Adjourn to the next Standing Internal Operations Committee meeting on February 1, 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."



**TOWN OF DISCOVERY BAY**  
 A COMMUNITY SERVICES DISTRICT  
**SDLF Gold-Level of Governance**



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING  
 OF THE STANDING INTERNAL OPERATIONS COMMITTEE  
 OF THE TOWN OF DISCOVERY BAY  
 Wednesday, October 5, 2022  
 3:30 P.M. – 4:30 P.M.**

**Internal Operations Committee Members**

*Chair Michael Callahan  
 Vice-Chair Carolyn Graham*

**A. ROLL CALL**

1. Meeting called to order at 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 August 3, 2022, Internal Operations Committee Meeting.

Vice-Chair Graham made a Motion to Approve the August 3, 2022, Draft Minutes.  
 Chair Callahan second.

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

**D. PRESENTATIONS**

1. Internal Operations Update.

None.

**E. DISCUSSION ITEMS**

1. Discussion Regarding Draft Investment Policy

Presented by General Manager, Dina Breitstein.

- Staff will be revising the Investment Policy as the County is no longer the Town's treasurer. Staff will present the Investment Policy at the October 19, 2022, Board of Directors Meeting.

2. Webinar Update – Zoom

Presented by General Manager, Dina Breitstein.

- The District will be moving forward with Zoom. Estimated timeline for implementing Zoom is early November or December.

3. Discussion Regarding Website Buttons – Ease of Information

- Added two new buttons on the [www.todb.ca.gov](http://www.todb.ca.gov) homepage.
  - Applications and Forms.
  - Emergency and Prevention Planning.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Meeting adjourned at 3:37p.m. to the next Standing Internal Operations Committee meeting on December 7, 2022, at the Community Center located at 1601 Discovery Bay Boulevard.

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# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

## Accessibility Statement

The Town of Discovery Bay Community Services District ("Town") is committed to providing accessible facilities, elements, and channels of communication to all members of the public. As part of our commitment, the Town provides an accessible website compatible with the Web Content Accessibility Guidelines (WCAG 2.1) and commercial screen reading software. All features of the website are coded to allow individuals with vision and other impairments to understand and navigate the website to the same degree as someone without disabilities.

We are actively working to make consistent progress on the quality of our website. We appreciate your patience while we make improvements and add personable elements to this part of our customer service. We strive to ensure all the pages on our website meet W3C WAI's [Web Content Accessibility Guidelines](#) 2.1, Level AA conformance.

If you have any problems accessing content on our site or need special assistance or accommodations, please use the form below to report any issues or call us at (925) 634-1131.

### Report an issue with our site:

Your name (required)

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URL of the page you found the issue (required)

Additional comments

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