



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



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

**NOTICE 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.
 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. August 7, 2019 Internal Operations Committee DRAFT meeting minutes.
 2. September 9, 2019 Internal Operations Committee Special DRAFT meeting minutes.
- D. DISCUSSION ITEMS**
1. Discussion Regarding District Office Winter Break Closure.
 2. Discussion Regarding Cancellation of Regular Board Meeting on January 1, 2020.
 3. Discussion Regarding Storage Space Lease Agreements.
- 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."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



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

**MINUTES OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 7, 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. June 5, 2019 Internal Operations Committee DRAFT meeting minutes – Approved.
- D. DISCUSSION ITEMS**
1. Discussion Regarding the Electronic Message Board.
General Manager Davies – Provided an update regarding the Electronic Message Board. There was discussion regarding the service with Verizon, types of wireless settings, and details regarding message board usage.
 2. Discussion Regarding Breathing Protection for Workers Exposed to Wildfire Smoke.
General Manager Davies – Provided the details regarding breathing protection for workers exposed to wildfire smoke. There was discussion regarding training for the use of breathing protection masks.
 3. Discussion Regarding Water-Shut Off Law Effective February 1, 2020.
General Manager Davies – Provided the details regarding the water-shut off law related to safe drinking water, shut-off water (minimum of 60 days late). There was discussion regarding a current policy, practice for water shut-offs, aid programs, and AQUA membership. The discussion continued regarding several sections of the water shut-off law and the number of shut-offs per year.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- None.
- F. ADJOURNMENT**
1. The meeting adjourned at 4:46 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-13-19
<http://www.todb.ca.gov/agendas-minutes>



TOWN OF DISCOVERY BAY

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**MINUTES OF THE SPECIAL MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Monday, September 9, 2019
STANDING INTERNAL OPERATIONS COMMITTEE SPECIAL MEETING
9:00 A.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 9:00 a.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. DISCUSSION ITEMS**
1. Discussion Regarding Selection of New District IT Consultant.
Assistant General Manager Breitstein – Provided details regarding the IT selection process and Staff Recommendation. Provided additional details regarding the proposals and rated each based on responsiveness, public agency experience, technical expertise, cyber security, and costs. The strongest consultant is Precision IT. The other consultants that provided quotes were Verve Networks, Serve3 Networks, and Crown Enterprise. There was discussion regarding comparison cost for each of the other consultant's quotes. The discussion continued regarding Precision IT Consulting. The consensus of the Internal Operations Committee is to recommend Precision IT Consulting to the Board at the September 18, 2019 Board meeting under Consent.
- D. FUTURE DISCUSSION/AGENDA ITEMS**
None.
- E. ADJOURNMENT**
1. The meeting adjourned at 9:07 a.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 09-09-19
<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

Internal Operations

STAFF REPORT

Meeting Date

December 4, 2019

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Cancellation of Regular Board Meeting on January 1, 2020.

Recommended Action

Cancel the Regular Board Meeting of January 1, 2020.

Executive Summary

Each year the Town of Discovery Bay offices are closed for the Holiday Season. This year, the closure is Tuesday, December 24, 2019 through January 1, 2020.

Since the Regular Board Meeting falls on a holiday, New Year's Day, the meeting will be cancelled. Please refer to chart below for dates TODB offices are open and closed.

DECEMBER 2019 / JANUARY 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16 OPEN	17 OPEN	18 Board Meeting	19 OPEN	20 OPEN	21 CLOSED
22 CLOSED	23 OPEN	24 CLOSED	25 CLOSED	26 CLOSED	27 CLOSED	28 CLOSED
29 CLOSED	30 CLOSED	31 CLOSED	1 Board Meeting	2 OPEN	3 OPEN	5

Staff's recommendation is that the Internal Operations Committee recommends cancellation of the Regular Board Meeting of January 1, 2020. The next Regular Board Meeting would take place on January 15, 2020.

Previous Relevant Board Actions for This Item

Attachments

None.

AGENDA ITEM: D-2