



TOWN OF DISCOVERY BAY

"A COMMUNITY SERVICES DISTRICT"

SDLF PLATINUM-Level of Governance

Chair Ashley Porter and Vice-Chair Lesley Belcher

**NOTICE OF A SPECIAL MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
May 28, 2026 04:00 PM**

To Attend In-Person:

Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505

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 87646214722

To Download Agenda Packet & Materials: <http://www.todb.ca.gov/>

A. ROLL CALL

1. Call Business Meeting to Order 4:00 p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

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. CONSENT CALENDAR

C.1 Approve Internal Operations Committee DRAFT Meeting Minutes from February 3, 2026.

Page 3

Sponsor(s): Kelly Rajala, Board Secretary

D. UPDATES

E. PRESENTATIONS

F. DISCUSSION ITEMS

F.1 Discussion and Possible Recommendation to Accept the Annual AB 2561 Report for FY 25/26.

Page 6

Sponsor(s): Stephen Griswold, Assistant General Manager

F.2 Discussion and Possible Feedback to Amend Policy 008 to Remove Regional Committee Assignments and Associated Stipends.

F.3 Discussion and Possible Feedback to Amend the Board of Directors Bylaws to Alter Board of Directors Meeting Frequency.

F.4 Discussion and Possible Feedback on the Process of Establishing Term Limits for Elected Directors.

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

Adjourn to the next Regular Meeting of the Internal Operations Committee 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.



**MINUTES OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
February 03, 202603:30 PM**

A. ROLL CALL

Roll call was taken and all members were present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

None.

C. DRAFT MINUTES TO BE APPROVED

C.1 Approve Internal Operations DRAFT Meeting Minutes of October 2, 2024.

Moved By Vice-Chair Lesley Belcher

Seconded By Chair Ashley Porter

Director Belcher made a motion to approve the consent calendar.

Director Porter seconded.

Carried

D. UPDATES

None.

E. PRESENTATIONS

None.

F. DISCUSSION ITEMS

F.1 Discussion & Possible Feedback to Amend Policy 008 - Reimbursement of Expense/Travel.

Committee discussed amending the policy on regional meeting reporting. Committee would like to require an agenda as well as a summary of the meeting attended in order to be

compensated for attendance.

Public speaker commended the committee and staff for their great discussion.

Committee directed AGM Griswold to make changes as discussed and bring to the full Board of Directors at a future meeting.

F.2 Discussion & Possible Recommendation to Adopt Amended Policy 001 - Conflict of Interest.

AGM Griswold stated that the policy was updated to reflect current government guidelines on gifts.

Committee agrees to bring forward to the full Board of Directors at a future meeting.

F.3 Discussion & Possible Recommendation to Adopt Amended Policy 006 - Records Management, Retention, & Destruction.

AGM Griswold stated the Retention Policy was updated to reflect recent government requirements. Policy was amended to reflect the processes the Town uses in retention of records.

Committee agrees to bring forward to the full Board of Directors at a future meeting.

F.4 Discussion & Possible Recommendation to Adopt Amended Policy 018 - California Public Records Act.

AGM Griswold stated the policy was amended to reflect current state laws. Policy was last updated in 2013.

Public speaker thanked staff for making his written public comment submission available at the meeting. Speaker would like policy to state responses be delivered electronically. He also expressed concern over having to schedule an appointment for viewing of documents.

Committee agrees to make suggested changes and bring forward to the full Board of Directors.

F.5 Discussion & Possible Recommendation to Adopt Amended Policy 005 - The Town of Discovery Bay CSD Personnel Manual.

AGM Griswold gave a PowerPoint presentation illustrating key changes to the existing Personnel Manual.

Committee discussed the merits and drawbacks of the proposed changes to time-off offered in the policy.

Director Belcher does not recommend bringing the amended policy to the full Board of

Directors.

Director Porter recommends bringing the amended policy to the full Board of Directors.

G. FUTURE DISCUSSION/AGENDA ITEMS

None.

H. ADJOURNMENT

Adjourned at 4:36p.m.

Kelly Rajala



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Recommendation to Accept the Annual AB 2561 Report for FY 25/26.

Meeting Date: May 28, 2026

Prepared By: Stephen Griswold, Assistant General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Internal Operations Committee make the following recommendation to the Board of Directors:

- Accept the Annual AB 2561 Report for FY 25/26.

EXECUTIVE SUMMARY:

California Assembly Bill (AB) 2561 became effective January 1, 2025, and added Section 3502.3 to the California Government Code. The legislation requires local public agencies to conduct an annual public hearing prior to adoption of the final budget to present information regarding vacancies, recruitment, retention efforts, and any identified hiring obstacles.

The Town of Discovery Bay currently has one vacant position, representing approximately a 4.35% vacancy rate. The position is currently under recruitment review. During FY 25/26, the Town successfully recruited and onboarded several employees and the Town continues to support recruitment and retention efforts through competitive compensation adjustments, professional development opportunities, technology improvements, career advancement opportunities, and employee wellbeing initiatives.

At this time, staff has not identified any necessary changes to policies, procedures, or recruitment activities that may be creating hiring obstacles. Staff will continue to evaluate recruitment and retention strategies and implement improvements as needed.

Because the Town's vacancy rate remains below the 20% threshold established in AB 2561, the additional detailed vacancy reporting requirements do not apply at this time.

FISCAL IMPACT:

N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

1. FY 25/26 AB 2561 Presentation



AB 2561 Public Hearing:

Town of Discovery Bay CSD FY 25/26 Vacancies, Recruitment, and Retention Efforts

May 28, 2026

Legislative Background & Requirements

- Assembly Bill 2561 (AB 2561) became effective January 1, 2025, and added Section 3502.3 to the California Government Code.
- This bill requires local public agencies to present information on the following during a public hearing before the governing board at least once per fiscal year:
 - (1) the status of vacancies;
 - (2) recruitment and retention efforts; and
 - (3) identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.
- If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.



Staffing & Vacancy Status

Total Authorized Positions - 23

- The Town of Discovery Bay currently has budgeted for 20 full-time employees (FTE) and 3 part-time employees broken out across 4 departments.
 - Administration - 5
 - Finance - 4
 - Landscaping, Parks & Recreation - 7
 - Water & Wastewater – 7
- There are currently zero (0) bargaining units in the Town so all FTE are unconsidered unrepresented.

Monthly Vacancy Information

FY 2025-2026	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	*Jun
# of Vacancies Created	1	0	1	1	1	0	0	0	0	0	0	0
# of Vacancies Filled	0	0	2	1	0	0	1	0	0	0	0	0
# of Remaining Vacancies	1	2	1	1	2	2	1	1	1	1	1	1
# of Budgeted FTEs	23	23	23	23	23	23	23	23	23	23	23	23
Vacancy %	4.3%	8.7%	4.3%	4.3%	8.7%	8.7%	4.3%	4.3%	4.3%	4.3%	4.3%	4.3%

Current Vacancy by Department

Department	# of Vacancies	# of Budgeted Positions	% of Vacancies
Administration	1	5	20 %
Finance	0	4	0 %
Landscaping, Parks & Recreation	0	7	0 %
Water & Wastewater	0	7	0 %
Total	1	23	4.3%

- There Toare no departments exceeding 20% vacancy rate.

Current Vacancy by Classification(s)

Administrative Assistant II – Recruitment Estimated July 1, 2026

- Vacant since November 2025 due to voluntary resignation.
- Position has been under review prior to opening for recruitment.
- This position is located in the administration department and will help support district administration as well as communications/outreach.
- Historically this position has been difficult to fill successfully, and qualified candidates are in high demand.



Recruitment Efforts

General Recruitment Information

Recruitment Statistics:

- Total # of Vacancies Filled During FY 25/26: 4
 - Vacancies Filled by External Candidate(s): 4
 - Average # of Calendar Days to Fill Vacancies: 62
 - Vacancies Filled by Internal Candidate(s): 0
 - Average # of Calendar Days to Fill Vacancies: N/A



Retention Efforts

General Retention Information

- Market-aligned salary ranges through completed Classification & Compensation Study.
- Ongoing Personnel Manual updates to ensure compliance and best practices.
- Comprehensive health, dental, vision, and ancillary benefit options.
- Employer matched contributions to employee retirement plan.
- Paid vacation, sick leave, holidays, and other leave benefits.
- Employee Assistance Program (EAP) resources for wellness and support.
- Professional development and training opportunities.
- Opportunity for annual merit-based salary increases.
- Collaborative small-team environment with opportunities for growth and impact in the community.



Questions?