



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

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 5, 2020
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING
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.

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 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 including Vice-Chair Graves joining via Teleconference.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
None
- C. DRAFT MINUTES TO BE APPROVED**
1. Approve June 3, 2020 Internal Operations Committee DRAFT meeting minutes.
Motion made by Vice-Chair Kevin Graves to approve items on the Consent Calendar as presented.
Second by Chair Robert Leete.
- D. DISCUSSION ITEMS**
1. Discussion Regarding Treasury Update.
Finance Manager Julie Carter brought forth to the committee a plan to change the District's treasury duties from Contra Costa County to the Town's control. Presently Contra Costa County is managing funds for the Town and charging the Town an administrative fee for their work. Finance Manager Julie Carter states that in transferring the management of our funds back to the Town it will prevent delays in processing payments, save staff resources, eliminate all fees associated with the administration of our funds among other obstacles. To initiate this process, we must have a robust comprehensive finance policy and have it reviewed by our attorneys and finance consultants. Finance Manager Julie Carter will develop this policy and will bring it before the Board for Review. This will initiate the separation of Town funds from County control.
Public Comment Regarding:

- Question if the fees on property tax bills pertaining to wastewater fees will now be processed by the town if the Town manages its' own money.
Chair Leete answered public comment advising that wastewater charges will continue to be billed through Contra Costa County as per state law.

2. Discussion Regarding Emergency Operations Plan.

Executive Assistant Maddie Kibriya informed the committee of her review and update to the Emergency Operations Plan. She is coordinating with Governor's Office of Emergency Services and surrounding jurisdictions to bring together a plan and coordination actions in the event of a disaster. Reclamation 800 and the Town are sharing operations plan with one another. Executive Assistant Maddie Kibriya is updating emergency supplies in the Town office and will hold a training for staff once it is safe to do so.

Chair Leete asked if there are plans to include other local agencies.

Executive Assistant Maddie Kibriya stated that she is beginning to coordinate with local jurisdictions and hopes to expand to other local areas once plan is updated.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourned at 4:41 p.m. 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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