



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer • Director- Ashely Porter

**MINUTES OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, October 7, 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/](http://www.todb.ca.gov/)

### Internal Operations Committee Members

*Chair Kevin Graves  
Vice-Chair Ashley Porter*

- A. ROLL CALL**
  - 1. Call business meeting to order 4:30 p.m.- By Chair Kevin Graves
  - 2. Roll Call- All present with the exception of Assistant General Manager Dina Breitstein.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**  
None.
- C. DRAFT MINUTES TO BE APPROVED**
  - 1. Approve August 5, 2020 Internal Operations Committee DRAFT meeting minutes.  
Motion made by Chair Graves to approve minutes as presented.  
Second by Vice-Chair Ashley Porter.
- D. DISCUSSION ITEMS**
  - 1. Discussion Regarding an Updated and Restated Employee Personnel Manual.  
General Manager Mike Davies discussed recommended amendments to the Personnel Manual. Recommended change to revise 457B plan for employees. Current Personnel Manual states employee is the sole contributor, amendment will reflect a match from the Town. The Town will also need to approve the amount of the match annually.  
Second recommended amendment to the Town’s Personnel Manual is regarding employee vacation accrual. At this moment employees accrue one week of vacation per year, but they are not allowed to take it until after they have been an employee for a full year. Discussion will be to accrue two weeks per year and employee will be allowed to take one week of vacation in their first year of employment.  
Town is seeking recommendation to bring these items to the Board.  
Chair Graves clarified that these items have previously been discussed in negotiations and suggestions have been made to submit both amendments to the Board.  
Chair Graves and Vice-Chair Porter agreed these two recommendations should be presented to the Board for

review.

2. Discuss Cancellation of the December 2, 2020 Regular Board Meeting and Internal Operations Committee Meeting.

General Manager Mike Davies discussed the upcoming Thanksgiving Holiday and the proceeding Internal Operations Committee meeting on December 2, 2020. Challenge is posed as agendas are posted on the Friday prior to Regular meetings. Due to the holiday, posting on this day would not be possible. Recommendation is for Town to cancel Internal Operations meeting on December 2, 2020 and schedule a Special Internal Operations Meeting if necessary.

Chair Graves asked if posting agenda prior to the holiday time off would be an option.

General Manager Mike Davies advised that Agendas usually take a week to prepare.

Chair Graves advised it is a reasonable request and a Special Internal Operations Meeting can be scheduled if the need arises.

General Manager Mike Davies said the same issue will present itself with all the committee meetings.

Vice-Chair Porter asked if the discussion pertained only to the meetings on December 2, 2020 or will this also be a discussion for the meetings on January 6, 2021.

General Manager Mike Davies advised that the recommendation being presented to the Board will include Board meetings in December and January.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

General Manager Mike Davies advised that the Town is in the process of updating its Emergency Procedures Manual. The update will be presented to the Internal Operations Committee prior to being brought to the Board for approval.

Chair Graves asked if the Manual will be updated by a consultant.

General Manager Mike Davies advised it will be done in-house.

Vice-Chair Porter asked when the last time was the manual was updated.

General Manager Mike Davies replied that the manual was written in 2015.

**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."

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