



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT  
SDLF Gold-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING  
OF THE STANDING INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, April 7, 2021  
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 Michael Callahan  
Vice-Chair Carolyn Graham*

- 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. 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 February 3, 2021 Internal Operations Committee Meeting.
- D. PRESENTATIONS**
1. Internal Operations Update.

**E. DISCUSSION ITEMS**

1. Discussion Regarding Changes to Bylaws of Proposed New Times for Internal Operations Committee Meeting and the Finance Committee Meeting.
2. Discussion Regarding the Town's Mission, Vision, Goals, and Value Statement.
3. Discussion Regarding Revisions to the Administrative Assistant/Park-Recreation Assistant Position.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. 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."