



TOWN OF DISCOVERY BAY

"A COMMUNITY SERVICES DISTRICT"

SDLF PLATINUM-Level of Governance

Chair Ashley Porter and Vice-Chair Lesley Belcher

NOTICE OF THE REGULAR MEETING OF THE INTERNAL OPERATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY August 05, 2026 03:30 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 3:30 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 May 28, 2026. Page 4
Sponsor(s): Kelly Rajala, Board Secretary

D. UPDATES

E. PRESENTATIONS

F. DISCUSSION ITEMS

- F.1 Discussion & Possible Recommendation to Adopt Resolution 2026-10 Rescinding the Town of Discovery Bay Board of Directors Policy 16 Introductory Period New Employees. Page 7
Sponsor(s): Stephen Griswold, Assistant General Manager
- F.2 Discussion & Possible Recommendation to Adopt Resolution 2026-11 Rescinding the Town of Discovery Bay Board of Directors Policy 24 Use of Town Equipment for Local Non-Profits Page 13
Sponsor(s): Stephen Griswold, Assistant General Manager
- F.3 Discussion & Possible Recommendation to Adopt a Proposal to Submit to Discovery Bay Voters Limiting the Number of Terms a Town of Discovery Bay Board of Director May Serve. Page 19
Sponsor(s): Stephen Griswold, Assistant General Manager
- F.4 Discussion & Possible Recommendation to Amend the Board of Directors Bylaw to Alter Board of Directors Meeting Frequency. Page 21
Sponsor(s): Stephen Griswold, Assistant General Manager

G. FUTURE 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 SPECIAL MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
May 28, 2026 04:00 PM**

Chair Ashley Porter and Vice-Chair Lesley Belcher

A. ROLL CALL

Meeting was called to order at 4:12pm.

Roll call was taken and all members were present.

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

None.

C. CONSENT CALENDAR

Moved By Vice-Chair Lesley Belcher

Seconded By Chair Ashley Porter

Motion to approve the Consent Calendar.

Motion Carried (2 to 0)

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

D. UPDATES

None.

E. PRESENTATIONS

None.

F. DISCUSSION ITEMS

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

Presented by Assistant General Manager Stephen Griswold.

- AB 2561 requires local public agencies to present information on the following during a public hearing before the governing board at least once per fiscal year:
 - the status of vacancies
 - recruitment and retention efforts
 - identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process
- The Town currently has a 4.3% vacancy rate.
- There are 23 Budgeted positions.
- Administrative Assistant II recruitment estimated July 1, 2026.
- Committee agrees to bring forward to the full Board of Directors.

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

Committee requested this item be placed on agenda for discussion.

- Director Belcher inquired on the process of choosing representatives for regional meetings.
- Director Porter gave an historical timeline of regional committee meeting stipends.
- Committee discussed the possibility of revising the policy on regional committee meetings.

Public Speaker commented on transparency and ground rules for regional meetings.

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

Committee requested that this item be on the agenda.

- Committee suggests holding one monthly Board of Directors meeting held on the first Wednesday of the month.
- Second meeting of the month would be held in months where there is a specific need.
- Committee would like to see fiscal savings of less meetings.

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

Committee requested this item be placed on the agenda for discussion.

- Currently there are no term limits.

- Item was looked at in 2021-2022.
- Item would have to be on a ballot.
- Staff could look into cost and timing of adding to ballot.

G. FUTURE DISCUSSION/AGENDA ITEMS

None.

H. ADJOURNMENT

Meeting was adjourned at 5:03pm.

A handwritten signature in cursive script that reads "Kelly Rajala". The signature is written in black ink and is positioned above a horizontal line.

Kelly Rajala



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion & Possible Recommendation to Adopt Resolution 2026-10 Rescinding the Town of Discovery Bay Board of Directors Policy 16 Introductory Period New Employees.

Meeting Date: August 5, 2026

Prepared By: Stephen Griswold, Assistant General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Internal Operations Committee take the following action:

- Discuss and make a Recommendation that the Board of Directors Adopt Resolution 2026-10 Rescinding the Town of Discovery Bay Board of Directors Policy 16 Introductory Period New Employees and Resolution No. 2013-01.

EXECUTIVE SUMMARY:

On January 2, 2013, the Board of Directors adopted Resolution No. 2013-01 establishing a 180-day introductory period for newly hired employees. The Board also adopted Policy No. 016, which codified the District's introductory period requirements.

Staff has completed a comprehensive review of the District's Board resolutions and policies to eliminate duplicate or obsolete governing documents. The provisions contained in Resolution No. 2013-01 and Policy No. 016 have since been incorporated into Policy No. 005 (Personnel Manual), which serves as the District's governing document for personnel policies.

Adoption of the proposed resolution will rescind Resolution No. 2013-01 and repeal Policy No. 016, eliminating duplicative governance while maintaining the District's existing 180-day introductory period through the Personnel Manual.

FISCAL IMPACT:

N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

1. Resolution 2026-10
2. Resolution No. 2013-01
3. Policy 016 Introductory Period for New Employees



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO 2026-10

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
RESCINDING RESOLUTION NO. 2015-16 AND ELIMINATING
POLICY NO. 024 – USE OF TOWN OWNED EQUIPMENT FOR LOCAL NON-PROFITS**

WHEREAS, on September 2, 2015, the Board of Directors adopted Resolution No. 2015-16, adopting Policy No. 024, *Use of Town Owned Equipment for Local Non-Profits*; and

WHEREAS, Policy No. 024 established procedures governing the use of District-owned equipment by qualifying local nonprofit organizations for community events; and

WHEREAS, the Board of Directors has determined that it is no longer in the best interest of the District to maintain a policy authorizing the use of District-owned equipment by outside organizations due to operational, liability, staffing, and resource considerations; and

WHEREAS, the Board of Directors finds that rescinding Resolution No. 2015-16 and eliminating Policy No. 024 will remove an outdated policy that no longer reflects the District's operational practices.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay Community Services District as follows:

SECTION 1. Resolution No. 2015-16, entitled "*A Resolution of the Board of Directors of the Town of Discovery Bay Community Services District Adopting Use of Town Owned Equipment for Local Non-Profits Policy No. 024*," is hereby rescinded in its entirety.

SECTION 2. Policy No. 024, *Use of Town Owned Equipment for Local Non-Profits*, is hereby repealed and shall no longer have any force or effect.

SECTION 3. The General Manager is authorized to remove Policy No. 024 from the District's Board Policy Manual and make any administrative changes necessary to implement this Resolution.

SECTION 4. The Board Secretary shall certify to the adoption of this Resolution.

Bryon Gutow
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 5, 2026 by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTENTION:

Kelly Rajala
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2013-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING A 180 DAY INTRODUCTORY
PERIOD FOR NEWLY HIRED EMPLOYEES**

WHEREAS, Town of Discovery Bay Community Services District does not have an established introductory period for newly hired employees; and

WHEREAS, industry "best practices" recommend a time period of an established duration for employers to assess the job functions and the necessary skills of newly hired employees; and

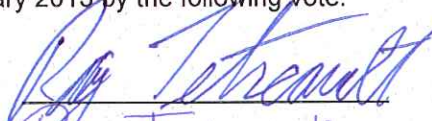
WHEREAS, a 180 day Introductory Period for newly hired employees is an appropriate period of time for a new hire evaluation.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That a newly hired employee's first 180 days of employment are an Introductory Period and is considered a continuation of the employment selection process.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED AND ADOPTED this 2nd day of January 2013 by the following vote:

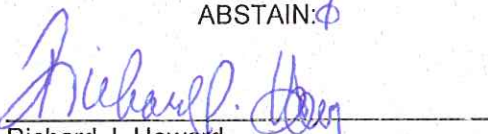


Day Tetreault

Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 2, 2013, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0



Richard J. Howard
Board Secretary

 Town of Discovery Bay		
Program Area: Administrative	Policy Name: Intro Period New Employees	Policy Number: 016
Date Established: January 2, 2013	Date Amended: N/A	Resolution: 2013-01

I. PURPOSE

This policy establishes an introductory period for newly hired employees.

II. AUTHORITY

This has been approved by the District for use in matters regarding new hired employees.

III. GUIDELINES

- Industry “best practices” recommends a time period of an established duration for employers to assess the job functions and the necessary skills of newly hired employees.
- A 180 day Introductory Period for newly hired employees is an appropriate period of time for a new hire evaluation.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion & Possible Recommendation to Adopt Resolution 2026-11 Rescinding the Town of Discovery Bay Board of Directors Policy 24 Use of Town Equipment for Local Non-Profits.

Meeting Date: August 5, 2026

Prepared By: Stephen Griswold, Assistant General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Internal Operations Committee take the following action:

- Discuss and make Recommendation that the Board of Directors Adopt Resolution 2026-11 Rescinding the Town of Discovery Bay Board of Directors Policy 24 Use of Town Equipment for Local Non-Profits and Resolution No. 2015-16.

EXECUTIVE SUMMARY:

On September 2, 2015, the Board of Directors adopted Resolution No. 2015-16 establishing Policy No. 024, which authorized the use of certain District-owned equipment by qualifying local nonprofit organizations for community events.

Staff has reviewed the District's existing Board policies and determined that Policy No. 024 is no longer necessary and does not reflect the District's current operational practices. The District no longer wishes to maintain a formal program allowing outside organizations to use District-owned equipment.

Adoption of the proposed resolution will rescind Resolution No. 2015-16, repeal Policy No. 024, and remove the policy from the District's Board Policy Manual.

FISCAL IMPACT:

N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

1. Resolution No. 2026-11

2. Resolution No. 2015-16 Use of Town Owned Equipment for local Non-Profits
3. Policy 024 Use of Town Owned Equipment for local Non-Profits



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO 2026-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
RESCINDING RESOLUTION NO. 2013-01 AND ELIMINATING POLICY
NO. 16 - INTRODUCTORY PERIOD FOR NEW EMPLOYEES**

WHEREAS, the Town of Discovery Bay Community Services District is a public agency in the state of California; and

WHEREAS, on January 2, 2013, the Board of Directors adopted Resolution No. 2013-01 establishing a 180-day introductory period for newly hired employees; and

WHEREAS, since the adoption of Resolution No. 2013-01, the District has adopted and periodically updated Personnel Policy No. 005 (Personnel Manual), which governs the terms and conditions of employment for District employees; and

WHEREAS, the provisions establishing a 180-day introductory period for newly hired employees have been incorporated into Personnel Policy No. 005 (Personnel Manual); and

WHEREAS, maintaining the same employment provisions in both a standalone resolution and the Personnel Manual is unnecessary and may create inconsistencies if future amendments are made; and

WHEREAS, the Board of Directors finds that rescinding Resolution No. 2013-01 will consolidate employee policies into the District's Personnel Manual without changing the District's employment practices.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay Community Services District as follows:

SECTION 1. Resolution No. 2013-01, entitled "A Resolution of the Board of Directors of the Town of Discovery Bay Community Services District Establishing a 180-Day Introductory Period for Newly Hired Employees," is hereby rescinded in its entirety.

SECTION 2. Policy No. 016, *Introductory Period for New Employees*, is hereby repealed and shall no longer have any force or effect. The rescission shall not eliminate or modify the District's 180-day introductory period, which shall continue to be governed by Personnel Policy No. 005 (Personnel Manual), and may be amended.

SECTION 3. The General Manager is authorized to remove Policy No. 016 from the District's Board Policy Manual and make any administrative changes necessary to implement this Resolution.

SECTION 4. The Board Secretary shall certify to the adoption of this Resolution.

Bryon Gutow
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 5, 2026 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTENTION:

Kelly Rajala
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPT USE OF TOWN OWNED EQUIPMENT
FOR LOCAL NON-PROFITS POLICY NO. 024**

WHEREAS, This Policy establishes procedures for the outside use of Town owned equipment and the manner in which it is made available to the community for local community events; and

WHEREAS, The Town of Discovery Bay owns and maintains a fleet of vehicles and equipment necessary to carry out the day-to-day operations of the Town; and

WHEREAS, The Town owns a variety of portable generators in various sizes, a trailerable light stand, message board, and other rolling stock and equipment; and

WHEREAS, The District will provide one piece of equipment free of charge to local (Discovery Bay based) 501(c) 3 non-profit groups for events which are open to the public and for which there is no charge to residents, subject to the operational needs of the District and conditions listed in Policy No 024.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Policy No. 024 Use of Town Owned Equipment for Local Non-Profits is hereby adopted

SECTION 2. Policy No. 024 Use of Town Owned Equipment for Local Non-Profits is incorporated herein and is made a part of this Resolution

SECTION 3. The Board Secretary shall certify the adoption of this Resolution

PASSED, APPROVED AND ADOPTED THIS 2nd DAY OF SEPTEMBER, 2015.

Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 2, 2015, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Richard J. Howard
Board Secretary

 Town of Discovery Bay		
Program Area: Board Policy	Policy Name: Use of Town Owned Equipment	Policy Number: 024
Date Established: September 2, 2015	Date Amended: N/A	Resolution: 2015-16

Purpose of Policy

This Policy establishes procedures for the outside use of Town owned equipment and the manner in which it is made available to the community for local community events.

General Criteria

The Town of Discovery Bay owns and maintains a fleet of vehicles and equipment necessary to carry out the day-to-day operations of the Town. The Town owns a variety of portable generators in various sizes, a trailerable light stand, message board, and other rolling stock and equipment.

The District will provide one piece of equipment free of charge to local (Discovery Bay based) 501(c) 3 non-profit groups for events which take place within Discovery Bay, are open to the public and for which there is no charge to residents, subject to the operational needs of the District and the following conditions:

- 1) Except for use of the equipment, any costs incurred by the District associated with the provision of equipment (e.g., transportation, labor, etc.) shall be the responsibility of the event organizer;
- 2) The District shall be recognized as an event sponsor through signage or inclusion in any promotional materials distributed before or during the event;
- 3) Event organizer shall furnish proof of insurance in an amount not less than one million dollars (\$1,000,000.00) and naming the District as an additional insured pursuant to Article 24 of District Policy No. 13 *Park Rules and Regulations*.
- 4) That equipment will not be transported by anyone other than a District representative authorized to transport District owned assets.
- 5) The provision of District equipment shall be at the sole discretion of the General Manager.

In the event additional equipment is requested or if the requested equipment exceeds 48 hours the following fees shall apply:

- 1) That there is a Two-Hour minimum.
- 2) Each additional piece of equipment is \$25/hour, \$25 fuel surcharge (if applicable), \$25 for delivery and \$25 for pick-up.
- 3) That equipment will not be transported by anyone other than a District representative authorized to transport District owned assets.



Town of Discovery Bay *“A Community Services District”* **STAFF REPORT**

Agenda Title: Discussion & Possible Recommendation to Adopt a Proposal to Submit to Discovery Bay Voters Limiting the Number of Terms a Town of Discovery Bay Board of Director May Serve.

Meeting Date: August 5, 2026

Prepared By: Stephen Griswold, Assistant General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Internal Operations Committee take the following action:

- Discuss a Proposal to Submit to Discovery Bay Voters Limiting the Number of Terms a Town of Discovery Bay Board of Director May Serve.

EXECUTIVE SUMMARY:

In accordance with the California Community Services District Law, the term of office of each member of the Town's Board of Directors is four years or until his or her successor qualifies and takes office. Current California law does not limit how many terms a Town Director may serve.

By California law, the Town's Directors may adopt, or the Town's voting residents may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a Director may serve on the Town's Board of Directors. Any proposal to limit the number of terms a Director may serve on the Town's Board of Directors can only apply prospectively, meaning that previous terms of re-elected incumbents do not count toward the term limit put in place.

Any limitation on the number of terms a Director may serve only becomes operative after being submitted to Town's voting residents at a regularly scheduled election and a majority of the votes cast on the proposal favor the adoption of the proposal.

The procedure for the Town's Board of Directors to take action to propose a limit to the number of terms a Director may serve on the Town's Board of Directors is as follows:

1. At a noticed public meeting of the Town, a majority of the Town Board of Directors must vote to adopt a term limit proposal by resolution requesting the question of whether limits should be imposed to limit the number of terms a Director may serve be placed on the ballot of next regularly scheduled election. The resolution would include specific information regarding the proposed term limitation and the form of the question to be asked of the voters.
2. Send the approved resolution to the County Elections Official requesting that question be placed on the ballot for the next regularly scheduled election.

3. If a majority of voters favor the proposal, then the Town will adopt an ordinance imposing the limitation proposed. As with any Town election, the Town would be responsible for the costs of placing the question of whether limits should be imposed to limit the number of terms a Director may serve on the ballot, in addition to the proportional costs of conducting the regularly scheduled election.

The Board last considered this matter at its regular meeting on February 2, 2022, under the agenda item "Discussion and Possible Action to Adopt a Proposal to Submit to Discovery Bay Voters Limiting the Number of Terms a Town of Discovery Bay Board of Director May Serve."

At that meeting, legal counsel presented a draft resolution requesting that the question of Board member term limits be placed on the ballot, along with a draft ordinance that would become effective if approved by the voters. Staff also presented preliminary cost estimates received from the Contra Costa County Elections Office. At the time, the estimated additional cost to place the measure on the ballot was approximately \$20,000 to \$40,000, with additional costs estimated at approximately \$3,000 per voter guide page, resulting in an estimated \$9,000 for a three-page voter information statement translated into the required languages.

Board discussion primarily focused on the anticipated election costs, fiscal responsibility, and whether there was sufficient public interest to justify placing the measure before the voters. Directors discussed the possibility of residents initiating the process through the initiative procedure, although legal counsel explained that a voter-initiated measure would not eliminate the District's responsibility for election-related costs if the measure qualified for the ballot.

Additional discussion included the initiative process, signature requirements, election procedures, and potential funding sources for the election costs. Following Board deliberation, no motion was made and no action was taken to place a term limits measure on the ballot.

If the Board desires to submit a term limits measure to the voters at the November 3, 2026, Statewide General Election, the District must comply with the election calendar established by the Contra Costa County Elections Division. The Board's resolution requesting consolidation of the measure with the statewide election generally must be adopted and transmitted to the County Elections Official by August 7, 2026, along with any required ballot materials.

FISCAL IMPACT:

Cost Estimate per Contra Costa County Elections Division:

- Cost per Registered Voter = \$2.50 - \$4.00
- Cost per Page of Voter Guide = \$3,500 + \$1,000 translation costs
- Total Estimated District Cost = \$29,000 - \$40,000

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

February 2, 2022 - Discussion & Possible Action to Adopt a Proposal to Submit to Discovery Bay Voters Limiting the Number of Terms a Town of Discovery Bay Board of Director May Serve.

December 15, 2021- Discuss & Provide Direction to Town General Manager and Staff Regarding Director Term Limit

ATTACHMENTS:

N/A



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion & Possible Recommendation to Amend the Board of Directors Bylaw to Alter Board of Directors Meeting Frequency.

Meeting Date: August 5, 2026

Prepared By: Stephen Griswold, Assistant General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Internal Operations Committee take the following action:

- Discuss the proposed amendment to the Board of Directors Bylaws regarding the frequency of regular Board meetings and recommend staff prepare and present amended Board Bylaws for Board consideration that would:
 - Establish one regular Board meeting per month, to be held on the first Wednesday of each month;
 - Maintain two regular Board meetings during the months of June and November;
 - Retain the Board's authority to call Special Meetings as necessary in accordance with the Ralph M. Brown Act and the Board Bylaws.

EXECUTIVE SUMMARY:

The District's Board of Directors currently conducts two regular meetings each month in accordance with the Board Bylaws. This meeting schedule has historically provided the Board with opportunities to consider District business, receive operational updates, and conduct public hearings as necessary.

During a recent meeting of the Internal Operations Committee, Committee members discussed whether the current frequency of regular Board meetings continues to best meet the operational and governance needs of the District. As part of that discussion, the Committee considered the District's current workload, the volume of routine agenda items presented at regular meetings, and the Board's ability to conduct District business efficiently while maintaining transparency and public access.

Following its discussion, the Internal Operations Committee requested that staff prepare a proposed amendment to the Board Bylaws for the Committee's consideration. The proposed amendment would revise the Board's regular meeting schedule from two regular meetings per month to one regular meeting per month, with the exception of the months of June and November, during which two regular meetings would continue to be scheduled.

Staff identified June as an appropriate exception because it is typically one of the District's busiest months for Board action. During June, the Board is responsible for conducting public hearings and adopting the annual operating and capital budgets, establishing appropriations, considering rates and fees as applicable, and completing other fiscal year-end actions that often require multiple meetings to ensure adequate public review.

and deliberation.

Staff also recommends retaining two regular meetings during November. Historically, November often includes end-of-year financial matters, policy updates, annual organizational planning, contract approvals, and other time-sensitive items that benefit from additional scheduling flexibility before the holiday season and the close of the calendar year.

The proposed amendment would apply only to the schedule of regular meetings and would not restrict the Board's authority to conduct District business when additional meetings are warranted. Pursuant to the Ralph M. Brown Act and the District's Board Bylaws, the Board of Directors would continue to have the authority to call Special Meetings whenever necessary to address urgent or time-sensitive matters that cannot reasonably wait until the next regular meeting. Likewise, Emergency Meetings may still be convened when authorized by law.

Should the Board's workload increase in the future due to major capital projects, policy initiatives, emergencies, or other significant District business, the Board would retain the flexibility to schedule additional Special Meetings as needed. Accordingly, the proposed amendment is intended to modify only the routine meeting schedule while preserving the Board's ability to respond efficiently to District business throughout the year.

If the Internal Operations Committee recommends approval of the proposed amendment, the recommendation will be forwarded to the full Board of Directors for consideration at a future regular meeting in accordance with the District's procedures for amending the Board Bylaws.

FISCAL IMPACT:

The proposed amendment is estimated to reduce annual District expenditures by approximately \$14,750, consisting of:

- Board Member Stipends: Approximately \$5,750
- Legal Counsel Costs: Approximately \$3,000
- Staff Time (agenda preparation, meeting administration, minutes, and packet production): Approximately \$6,000

Estimated Total Annual Savings: Approximately \$14,750

Actual savings may vary depending on the number of Special Meetings convened throughout the year.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

N/A