



# 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

**MINUTES 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. – by Chair Michael Callahan
  2. Roll Call – All Present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None.
- C. DRAFT MINUTES TO BE APPROVED**
1. Approve DRAFT minutes of February 3, 2021 Internal Operations Committee Meeting.  
Motion made by Vice-Chair Graham to approve items on the Consent Calendar as presented.  
Second by Chair Callahan.  
Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0
- D. PRESENTATIONS**
1. Internal Operations Update.  
None.
- E. DISCUSSION ITEMS**
1. Discussion Regarding Changes to Bylaws of Proposed New Times for Internal Operations Committee Meeting and the Finance Committee Meeting.  
For reasons of functionality, General Manager Mike Davies requested Internal Operations Committee Board approve a change in Bylaws of the Internal Operations Committee Meetings. An exchange between the Finance Committee and the Internal Operations Committee would switch the meeting times of each of these meetings.  
Motion by Vice-Chair Graham to amend Bylaws to allow for time change of the Internal Operations

Committee Meeting to 3:30 p.m.

Second by Chair Callahan.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

2. Discussion Regarding the Town’s Mission, Vision, Goals, and Value Statement.

General Manager Mike Davies recommended to include language to sync better with the Goals of our Mission, Vision, Goals and Value Statement. Suggested to add “Champion diversity and inclusion.” Recommendation to present this item to the Board for review.

Motion made by Chair Callahan to present this item to the Board.

Second by Vice-Chair Graham.

3. Discussion Regarding Revisions to the Administrative Assistant/Park-Recreation Assistant Position.

General Manager Mike Davies advised of update to the classification of Administrative Assistant/Park and Recreation Assistant A and B. Change of description has been done to accurately reflect the duties of that position. Changes pertain to flexibility in work hours and days to accommodate the Parks and Receptions Department’s schedule and wording to include responsibilities in social media.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**G. ADJOURNMENT**

1. Adjourned at 4:38 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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