



# 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, June 2, 2021  
3:30 P.M. – 4:30 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 3:30 p.m. – Led by Chair 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 April 7, 2021, Internal Operations Committee Meeting.  
Motion made by Vice-Chair Graham to approve the DRAFT Minutes.  
Second by Chair Callahan.  
Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0
- D. PRESENTATIONS**
1. Internal Operations Update.
- E. DISCUSSION ITEMS**
1. Discussion Regarding Boot Policy.  
Water and Wastewater Manager Aaron Goldsworthy advised the Committee of the proposal to update the Town's Boot Policy. It was last revised over 16 years ago. The proposed revision will be more detailed in identifying the type of boot needed by Town staff depending on the work they perform and the department they work in. The revision will not change the reimbursable rate. Staff is requesting approval for the Boot

Policy revision to accurately describe the necessary boot required by each department.

2. Discussion Regarding Discovery Bay Communications Placard.

General Manager Mike Davies presented image options to the Committee for review and possible selection of a Town placard. The Committee was asked to select their preference and allow the staff to bring it to the Board for possible vote.

Chair Callahan and Vice-Chair Graham agreed upon image option number 1 (one) to present to the Board.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Adjourned 3:39 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."