



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE SPECIAL MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 21, 2024 5:30 P.M.**

Internal Operations Committee Members

Chair Kevin Graves
Vice-Chair Michael Callahan

A. ROLL CALL

1. Called business meeting to order 5:30 p.m.
2. Roll Call was taken, and all members were 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 Regular Internal Operations Committee DRAFT Meeting Minutes of December 6, 2023.

Vice-Chair Callahan made a Motion to Approve the December 6, 2023 Draft Minutes.

Chair Graves seconded.

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

D. DISCUSSION ITEMS

1. Discussion Regarding the Board Policy #002 – Bylaws.

Presented by General Manager Dina Breitstein.

- Staff has worked on updating Policy #2 Bylaws.
- Staff proposes changing Section 2A, which applies to Water and Wastewater Committee Members.
- Changes state that the senior committee member shall have first choice option to either remain on the committee for an additional two-year term or to participate in the selection.
- The first reason for the proposed change is the committee members' existing understanding of current Water and Wastewater projects that is necessary due to long term technically challenging projects.
- The second reason for the proposed changes is training and knowledge sharing. It is vital for the staff to ensure ongoing participation of a senior committee member when handling complex problems.
- The third reason for the proposed change is board advisory responsibility. It is advantageous for both the board and staff to retain an experienced committee member as the board depends on the committee to make informed decisions regarding capital improvement projects.

The Committee agrees with the proposed changes and agrees to bring forward to a future Board of Directors Meeting.

E. FUTURE DISCUSSION/AGENDA ITEMS

None.

F. ADJOURNMENT

1. Adjourned at 5:36p.m. to the next Internal Operations Committee Meeting at the Community Center located at 1601 Discovery Bay Boulevard.