



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Gold-Level of Governance**



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING  
OF THE STANDING INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, June 7, 2023 3:30 P.M.**

**Internal Operations Committee Members**

Chair Michael Callahan  
Vice-Chair Kevin Graves

**A. ROLL CALL**

1. Called business meeting to order 3:30 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 DRAFT minutes of April 5, 2023, Internal Operations Committee Meeting.

Vice-Chair Graves made a Motion to Approve the April 5, 2023 Draft Minutes.  
Chair Callahan seconded.

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

**D. PRESENTATIONS**

None.

**E. DISCUSSION ITEMS**

1. Discuss Job Description for Project Accounting Analyst.

Presented by General Manager Dina Breistein.

- Job description was finalized for the position of Project Accounting Analyst.
- Position added multiple duties to the current Accounting Position.

Vice-Chair Graves made a Motion to Approve the Project Accounting Analyst job description.  
Chair Callahan seconded.

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

**F. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**G. ADJOURNMENT**

1. Adjourned at 3:35p.m. to the next Standing Internal Operations Committee meeting on August 2, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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