



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

PLATINUM LEVEL

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

NOTICE OF THE REGULAR MEETING OF THE COMMUNICATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, September 6, 2023 3:30 P.M.

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

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/86583270406>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 865 8327 0406

Download Agenda Packet and Materials at www.todb.ca.gov

Communications Committee Members

Chair Carolyn Graham

Vice-Chair Bryon Gutow

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 a 3-minute time limit)

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. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Communications DRAFT Meeting minutes of July 5, 2023.

D. PRESENTATIONS

E. UPDATES

1. New Banners and Flyers.
2. Social Media and SMS.

F. DISCUSSION

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Standing Communications Committee meeting on November 1, 2023, 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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President – Ashley Porter • Vice-President – Michael Callahan • Director – Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

MINUTES OF THE REGULAR MEETING OF THE COMMUNICATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, July 5, 2023 3:30 P.M.

Communications Committee Members

Chair Carolyn Graham

Vice-Chair Bryon Gutow

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)

- The first speaker would like the sign-up tab on the website to be more obvious. He suggested a welcome email be sent after signing up. He also wanted agendas to be published earlier.
- The second speaker said there was room for improvement in terms of communication. He asked for Board meetings to be video recorded.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Communications DRAFT Meeting minutes of May 3, 2023.

Vice-Chair Gutow made a Motion to Approve the May 3, 2023, Draft Minutes.

Chair Graham seconded.

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

D. PRESENTATIONS

None.

E. UPDATES

None.

F. DISCUSSION

1. Discuss Draft Communications Policy.

Presented by Assistant General Manager Allan Cantando.

- The DRAFT Communications Policy addresses a variety of methods of communication with the public. Attached to the policy was a sample “Press Release” form.

Chair Graham mentioned the Public Agency program for Nextdoor. She also asked about a template for any information that goes out to the public.

The committee would like more detailed information to be included in future communication with the public.

The item will be brought to a future Board Meeting.

Public comment:

- The speaker inquired on the age of the signboard. He mentioned “implied warranty of merchantability” in California.

G. FUTURE DISCUSSION/AGENDA ITEMS

1. Chair Graham would like to look at options for additional signboards for the west side of the Town.
2. Chair Graham would like to look into the possibility of recording meetings on video.

H. ADJOURNMENT

1. Meeting adjourned at 3:49p.m. to the next Standing Communications Committee meeting on September 6, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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DRAFT

TODB SMS COMMUNITY ALERTS

TODB SMS Community Alerts will be used to inform community members about a variety of situations, such as urgent or critical situations in neighborhoods, major service interruptions, unexpected road closures or temporary detours regarding water and wastewater issues.

SMS text messages, which can be received in analog cell phones and smartphones, are sent to ensure that affected individuals receive critical information and subsequent updates.

These time-sensitive public safety messages are sent to mobile devices who sign-up or register to receive alerts for specific geographic areas. For the Town of Discovery Bay, five zones have been identified (noted on map as 1, 2, 3, 4, or 5).

Registering for this free service takes only a few minutes through a simple online or texting process. Anyone who lives, works or has an interest in Discovery Bay is encouraged to register their cell phone number to receive messages.

To register your mobile device, please use one of the options below:



TODB #1

For More Information Visit: [HTTPS://TODB.CA.GOV/SMS-COMMUNITY-ALERTS](https://todb.ca.gov/sms-community-alerts)

To REGISTER VIA TEXT MESSAGES

TEXT JOIN TODB
TO **888-619-2659**

RESPOND TO PROMPTS TO PROVIDE
YOUR INFORMATION.

To REGISTER VIA TEXT PROMPT



To USE WEBSITE FORM



