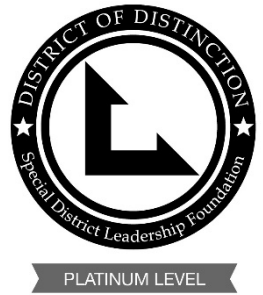




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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, March 1, 2023 3:30 P.M.**

**NOTICE
Coronavirus COVID-19**

In response to the current proclaimed State of Emergency, indoor masking recommendations, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically (if available) or in person.

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

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

*Carolyn Graham
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 November 2, 2022.

D. PRESENTATIONS

E. UPDATES

1. SMS Alerts (SlickText).
2. Mobile Citizen Phone Application.

F. DISCUSSION

1. Discussion Regarding Establishing Chair and Vice-Chair.

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Standing Communications Committee meeting on May 3, 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."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

PLATINUM LEVEL

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

MINUTES OF THE REGULAR MEETING OF THE COMMUNICATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, November 2, 2022, 3:30 P.M.

Communications Committee Members

Chair Carolyn Graham
Vice-Chair Michael Callahan

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 Regular Communications DRAFT Meeting minutes of September 7, 2022.

Vice-Chair Callahan made a Motion to Approve the September 7, 2022, Draft Minutes.
Chair Graham second.

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

D. PRESENTATIONS

None.

E. UPDATES

1. Update on Halloween Candy and Community Center Marketing.

Presented by General Manager, Dina Breitstein,

- The Halloween parade was a success. Three Board members and two staff members were in attendance handing out candy. An advertisement for an upcoming children's paint night was also distributed along with the candy.

F. DISCUSSION

1. Discussion Regarding Landscape Projects in Town.

Presented by General Manager, Dina Breitstein.

- Staff will add a "projects" button to the website where updates can be posted.

Chair Graham would like to utilize social media and electronic sign board to direct traffic to the website where information will be posted.

Vice-Chair Callahan asked if our website platform offers a “subscribe” function for residents requesting information in certain categories. Staff will look into this option.

2. Discussion with Possible Action to Cancel the January 4, 2023, Standing Communications Committee Meeting.

Presented by General Manager, Dina Breistein.

- Staff will not be available to prepare an agenda the week prior to the January 4, 2023, Standing Communications Committee Meeting due to the Holiday closure.

Committee members agree to the cancellation of the January 4, 2023, Standing Communication Committee Meeting.

G. FUTURE DISCUSSION/AGENDA ITEMS

1. Chair Graham would like to see the electronic sign board utilized more.

H. ADJOURNMENT

1. Meeting adjourned at 3:38p.m. to the next Standing Communications Committee meeting on March 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."