



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, May 5, 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

Communications Committee Board Members

*Chair Carolyn Graham
Vice-Chair Michael Callahan*

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. 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 DRAFT minutes of March 3, 2021 Communications Committee meeting.

D. PRESENTATION

1. Communications Update.

E. DISCUSSION ITEMS

1. Discussion Regarding Archive Social.
2. Discussion Regarding Draft Communication Placard.
3. Discussion Regarding Delivery Methods of Annual Water Quality Report / Consumer Confidence Report (“CCR”).

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Communications 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."



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

**MINUTES OF THE REGULAR MEETING
OF THE STANDING COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, March 3, 2021
3:30 P.M. - 4:30 P.M.**

NOTICE **Coronavirus COVID-19**

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Communications Committee Members

*Chair Carolyn Graham
Vice-Chair Michael Callahan*

A. ROLL CALL

1. Call business meeting to order 3:30 p.m. By Committee Member Carolyn Graham.
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 February 17, 2021 Special Communications Committee Meeting DRAFT minutes. Motion made by Committee Member Michael Callahan to approve minutes. Second by Committee Member Carolyn Graham.

D. PRESENTATIONS

1. Communications Update.
None.

E. DISCUSSION ITEMS

1. Discussion Regarding Chair and Vice-Chair.
Motion made by Committee Member Michael Callahan to appoint Committee Member Carolyn Graham as Chair and Committee Member Michael Callahan will be appointed Vice-Chair of the Communications Committee.
Second by Committee Member Carolyn Graham.
2. Discussion Regarding the Message Board Policy.
General Manager Mike Davies advised that Town staff was tasked with reviewing the Message Board Policy

in effect since 2019 when the Electronic Message Board was initially installed. General Manager Mike Davies discussed the possibility of adding an authorized user from schools and granting them the ability to post events that are open to the public on the Town's Electronic Message Board. Upon reviewing this request with Town's legal counsel, it was established that the risk would need to be considered closely.

Vice-Chair Callahan expressed concern regarding a balance between logistics and protecting the Town.

Legal Counsel Andy Pinasco requested clarification of schools that could be involved in posting on the electronic board.

Chair Graham advised that some of the schools are not located within Discovery Bay however, they have students who live within Discovery Bay.

General Manager Mike Davies asked Legal Counsel Andy Pinasco which funds will be charged for the necessary legal research and policy drafting of an electronic board policy and which account will fund any possible resulting litigation.

Vice-Chair Callahan indicated he would like to explore other options to help facilitate communications.

Legal Counsel Andy Pinasco explained that he is in favor of what will create the least amount of risk for the Town, and that is to keep the policy and electronic board functioning as it was intended; Town communication with the public.

Chair Graham advised Legal Counsel Andy Pinasco that concerns from the community conveyed lack of support from Town of Discovery Bay for its schools since schools are not able to post events on the electronic board. She recommended suspending this item and keep it in mind for the future.

3. Discussion Regarding Eye on Water Campaign.

Assistant General Manager Dina Breitstein advised the Board of the Eye on Water website which allows residents to view their water bill, water usage and provides text alerts for any potential leaks if it identifies an anomaly. Town staff will begin to advise the public of its benefits and encourage them to sign up.

Vice-Chair Callahan advised of a device out on the market that shuts off when it identifies a leak.

General Manager Mike Davies and Assistant General Manager Dina Breitstein mentioned to the Committee the possibility of obtaining new meter readers. This item will be discussed in the Water and Wastewater Committee Meeting later today.

4. Discussion Regarding Like Us on FB Campaign

Recreation Program Supervisor Monica Gallo gave update regarding the effort to get the community to Follow and Like the Town of Discovery Bay's Facebook page. Notice has been placed on all Town staff's email signatures, letterhead paper, Activities Guide, on the Town website and on the Town's Electronic Board. Monthly water bills will also promote the page and the request has been made to have it added to email blasts. The Town's Facebook page will be updated with information about the Community Center, Community Pool, Pickleball Courts as well as many other items of public interest.

F. FUTURE DISCUSSION/AGENDA ITEMS

Chair Graham inquired about creating a template for posting updates on projects on Facebook or meeting summaries. She also requested a job description for the position opening in June 2021.

G. ADJOURNMENT

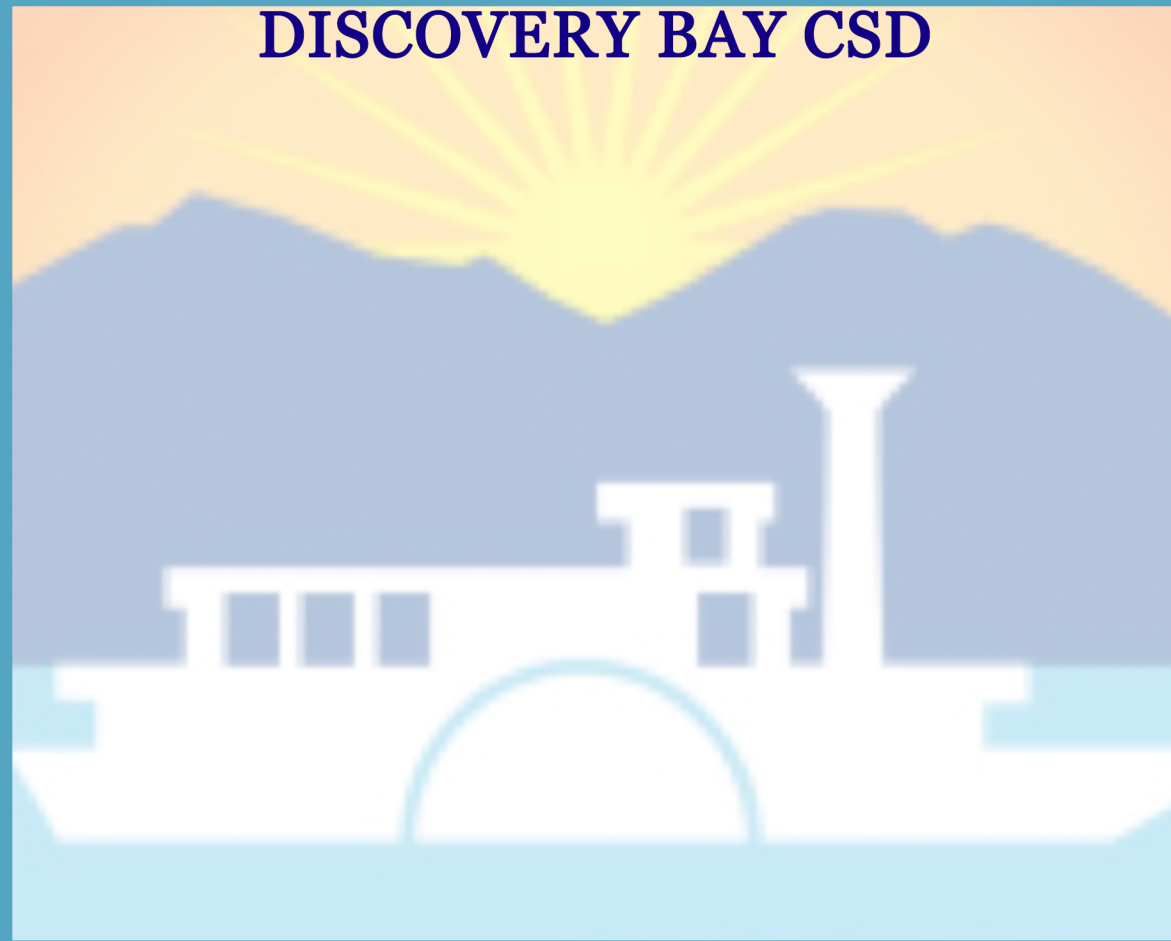
1. Adjourn to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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DISCOVERY BAY CSD



DISCOVERY BAY CSD

**You are cordially invited to
meet your Board of Directors
at**

**The Town of
Discovery Bay CSD
Town Hall Event**

**Dignitary Introductions &
State of the Town Address
Begin at 11:30 AM**

Saturday June 26, 2021

11:00 – 1:00 PM

**Discovery Bay Community Center
1601 Discovery Bay Blvd**



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 5, 2021

Prepared By: Maddie Kibriya, Executive Assistant
Submitted By: Michael Davies, General Manager

Agenda Title

Discussion Regarding Delivery Methods of Annual Water Quality Report / Consumer Confidence Report ("CCR").

Recommended Action

Recommend to the Board of Directors the delivery of our CCR electronically online at <https://www.todb.ca.gov/ccr>

Executive Summary

The District is required to mail or otherwise directly deliver one copy of its CCR to each bill-paying customer annually. In addition, the District must make a good faith effort to reach customers who may not get the water bill, but do receive water services (i.e. renters). The CCR must be distributed by mail or electronic delivery methods no later than July 1st, 2021.

These reports provide our residents information on local drinking water quality. In the past, the District has satisfied the CCR delivery requirement by mailing out tri-fold pamphlets to each bill-paying water customer. We learned last year, that the District is a "small community water system" servicing less than 10,000 meters. This allows the District to transition to an electronic delivery method of the CCR online through the direct website address <https://www.todb.ca.gov/ccr>. By eliminating the production and mailing of a paper pamphlet, the District will have an annual cost savings of approximately \$5,777.

To ensure direct delivery to every bill-paying customer, the District will include outreach notifications on May and June's water bills that the CCR will be available to view on our website. Outreach methods for notification may be, but are not limited to: CCR notices printed on the water bill, a water bill insert, posting the CCR on the home page of the [todb.ca.gov](http://www.todb.ca.gov) website, and emails sent directly to our water customers.

To meet the needs of customers wanting a paper copy, the phone number to the District Office will be printed on the water bill to request a paper copy be mailed to them. The CCR will be available to print on demand in-house as needed.

Previous Relevant Board Actions for This Item

Attachments:

AGENDA ITEM: E-3