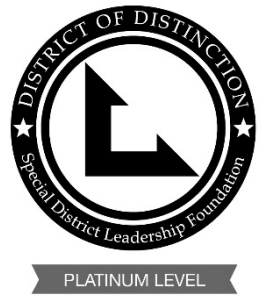




TOWN OF DISCOVERY BAY

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

MINUTES OF THE REGULAR MEETING OF THE COMMUNICATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, November 1, 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)

None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Communications DRAFT Meeting minutes of September 6, 2023.

Vice-Chair Gutow made a Motion to Approve the September 6, 2023, Draft Minutes.
Chair Graham seconded.

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

D. UPDATES

1. Cornell Park and Ravenswood Park Shadow Boxes.

Presented by Assistant General Manager Allan Cantando.

- Shadow boxes have been added to Ravenswood and Cornell Parks. They will be used for park rental information as well as general information.
- Chair Graham had questions regarding potential vandalism as well as how the posted information will stay current.
- Vice-Chair Gutow stated the need for the font on posted information to be large enough to attract attention.

2. Social Media Update.

Presented by Assistant General Manager Allan Cantando.

- There are approximately 600 users who signed-up for Slick Text updates.
- Slick Text will be utilized only for water and wastewater emergencies such as a main break or sanitary sewer overflow.
- Landscape updates have been posted to social media sites.
- Chair Graham suggested bringing the large Town banners to future events such as the Halloween Trick or Treating.

E. FUTURE DISCUSSION/AGENDA ITEMS

None.

F. ADJOURNMENT

1. Adjourned at 3:44p.m. to the next Standing Communications Committee meeting on January 3, 2024, at the Community Center located at 1601 Discovery Bay Boulevard.

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"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."