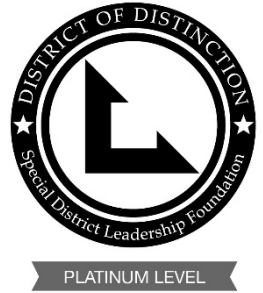




# TOWN OF DISCOVERY BAY

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, November 1, 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](http://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 September 6, 2023.

#### D. PRESENTATIONS

#### E. UPDATES

1. Cornell Park and Ravenswood Park Shadow Boxes.
2. Social Media Update.

**F. DISCUSSION**

**G. FUTURE DISCUSSION/AGENDA ITEMS**

**H. ADJOURNMENT**

1. Adjourn to the next Standing Communications Committee meeting on January 3, 2024, 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



PLATINUM LEVEL

## 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, September 6, 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 Director Graham was absent.

#### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

- The speaker questioned why Summer Jam was not promoted on Nextdoor. Staff clarified that it is a Lions Club event and not a Town sponsored event. The speaker would like to place a landscaping survey on Nextdoor.

#### C. DRAFT MINUTES TO BE APPROVED

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

Draft Minutes were not approved due to a lack of quorum.

#### D. PRESENTATIONS

None.

#### E. UPDATES

1. New Banners and Flyers.

Presented by Assistant General Manager Allan Cantando.

- Staff created new banners and flyers for the upcoming Town Hall Event to be held on September 16, 2023.
- Banners feature QR codes to join the Town social media sites. Banners will be displayed at the Summer Jam event on September 9, 2023.

2. Social Media and SMS.

- Month long landscaping updates on Nextdoor had 3300 views. Staff has received positive feedback on the postings.

Public Comment:

- The speaker suggested placing arrows on the flyers to make the QR codes more prominent.

**F. DISCUSSION**

None.

**G. FUTURE DISCUSSION/AGENDA ITEMS**

- Assistant General Manager Allan Cantando stated a quote will be coming to a future meeting from an Audio Video company for upgrading the Community Center.

**H. ADJOURNMENT**

1. Adjourned at 3:39p.m. 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."

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DRAFT



