



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE SPECIAL MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 17, 2021
6:00 P.M. – 7:00 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 6:00 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. November 4, 2020 Communications Committee DRAFT meeting minutes.

D. DISCUSSION ITEMS

1. Discuss Hosting an Open House/Town Hall and Recommend a Date and Time.
2. Discuss ways of Better Communicating with all Areas of the Town.
3. Activity Guide Advertising

E. FUTURE DISCUSSION/AGENDA ITEMS

F. 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."

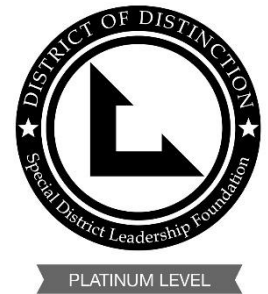
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Robert Leete • Director – Bill Mayer • Director Ashely Porter

**MINUTES OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 4, 2020
3:30 P.M. – 4:30 P.M.**

**NOTICE
Coronavirus COVID-19**

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TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866)848-2216
CONFERENCE CODE: 5193676302
To view the Agenda and Presentation Materials go to
Agenda Packet and Materials at: www.todb.ca.gov/

Communications Committee Board Members

*Chair Bill Pease
Vice-Chair Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 3:30 p.m. -By Chair Bill Pease
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 DRAFT minutes of September 2, 2020 Standing Communications Committee meeting. Motion to approve DRAFT minutes as presented made by Vice-Chair Bryon Gutow. Second by Chair Bill Pease. Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. DISCUSSION ITEMS

1. Discuss Cancellation of the January 6, 2021 Communications Committee Meeting. General Manager Mike Davies discussed the cancellation of the Communication Committee meeting scheduled on January 6, 2021 due to the holiday schedule. Motion made by Vice-Chair Gutow to cancel Communications Committee Meeting for January 6, 2021. Second by Chair Pease. Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

2. Discuss Communicating Town Office and Community Center Holiday Closures to the Public. General Manager Mike Davies discussed the closure of the Community Center during the holiday. An update of the hours for the Community Center will be posted on the Town bulletin boards, the electronic board as well as a General Manager's Letter on the Town's website.

3. Discuss Update on Facebook Page.

Recreation Program Supervisor Monica Gallo updated the Committee regarding the use of the Town's Facebook page. Recreation Program Supervisor Monica Gallo advised that currently there are 2,832 people following the Town's Facebook page. She stated that the frequency of the usage and posting has increased. She declared there is a large interest from the public. There is an uploaded video of the pickleball courts and it has received many 'Likes.'

Vice-Chair Gutow asked if there is a schedule on the frequency of updates on the Facebook page.

Recreation Program Supervisor Monica Gallo advised that research is being done to determine the appropriate update frequency so as to not update too often or too far apart.

Vice-Chair Gutow asked if Recreation Program Supervisor Monica Gallo is the only person updating the Facebook page or are several people in charge of updating information on the page.

Recreation Program Supervisor Monica Gallo stated that both she and Assistant General Manager Dina Breitstein have accessibility to update the material on the Facebook page.

Vice-Chair Bryon Gutow asked if the material posted to the Facebook page is limited to information pertaining to the Community Center or will it also contain general information for the Town.

General Manager Mike Davies advised that the content of the Facebook page will be limited to Community Center information however, if any Town emergency information needs to be relayed to the public, the Facebook page can be used for that purpose.

4. Discuss Website Usage Report.

Administrative Assistant Yesenia Monarrez provided update on the usage and accessibility of the Town's website. Discussion included webpages being accessed, browsers being used to access the websites, and number of visits on the Town's website so far this year.

E. FUTURE DISCUSSION/AGENDA ITEMS

Vice Chair Gutow asked if the possibility of video teleconferencing the meetings has been researched.

Assistant General Manager Dina Breitstein advised that the research has been initiated and information is still being received. Information will be presented when all data is gathered. Assistant General Manager Dina Breitstein is also contacting other districts to check on what they are using and comparing cost.

F. ADJOURNMENT

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