



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

**MINUTES 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. – By Chair 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 DRAFT minutes of March 3, 2021, Communications Committee meeting.
Motion made by Vice-Chair Callahan to accept the minutes as presented.
Second by Chair Graham.

D. PRESENTATION

Chair Graham requested to speak about the Town Hall Meeting scheduled for June 26, 2021. General Manager Mike Davies advised that notice will be posted on social media next week and invitations will be sent out.

Discussion between Committee and General Manager Mike Davies regarding the flow of the Town Hall meeting. How questions will be presented. Research will be done to check if a health permit will be required.

E. DISCUSSION ITEMS

1. Discussion Regarding Archive Social.

Assistant General Manager Dina Breitstein explained the need and function of Archive Social. It is a cloud storage for social media. The Town will use it to save posts, comments and much more to its storage as well as ensuring compliance with the state's records retention laws. Assistant General Manager Dina Breitstein conducted research to find the most beneficial and effective storage for the Town's social media accounts. Vice-Chair Callahan asked about accounts for Directors to respond to the public on approved media sites. Assistant General Manager Dina Breitstein explained that question would be deferred to the Town's legal department.

Vice-Chair Callahan requested to have staff draft communication on approved media sites for the Town.

2. Discussion Regarding Draft Communication Placard.

Assistant General Manager Dina Breitstein presented the new Town of Discovery Bay placard to the Committee. The placard will be used to communicate with the public through an easy to recognize image.

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

Executive Assistant Maddie Kibriya informed the Committee of the upcoming Water Quality Report, referred to as the Consumer Confidence Report (CCR) going digital. Notice will be given to the public in their May and June water bill that the CCR will be available electronically through the Town of Discovery Bay website. If anyone would like a printed copy, those can still be requested to be mailed out. This will save the Town \$5,770 a year.

Motion made by Chair Graham to update the delivery of the CCR to be done electronically.

Second by Vice-Chair Callahan.

F. FUTURE DISCUSSION/AGENDA ITEMS

Vice-Chair Callahan requested a draft communication for official social media platforms for Town of Discovery Bay.

General Manager Mike Davies clarified if Vice-Chair Callahan requested an update to Policy and Procedures to include archiving social media records.

Vice-Chair Callahan made clear his request to specifically list approved platforms for communication from the Town.

Chair Graham requested a future discussion regarding Town Hall planning.

General Manager Mike Davies advised that the next Communications Committee meeting will be held in July, at that time the Town Hall event would have already taken place but planning can be discussed next month at the Internal Operations Committee meeting.

G. ADJOURNMENT

1. Adjourned at 3:55 p.m. 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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