



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Kevin Graves • Vice-President - Chris Steele • Director - Brian Dawson • Director - Mark Simon • Director - Ray Tetreault

NOTICE OF THE REGULAR MEETING OF
THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday November 16, 2011
REGULAR MEETING 5:30 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

Communications Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Amanda Dove; Jennifer Mixon; Chris Middleton

REGULAR MEETING 5:30 P.M.

A. ROLL CALL

1. Call business meeting to order 5:30 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 item that is described in the agenda. The public may comment on any action item on the agenda at the time that item is taken up. Any person wishing to speak must come up and speak from the podium. Any clarifying questions from the Committee Members must go through the Chair.

C. APPROVE MINUTES

1. Minutes of previous Communications meeting dated October 19, 2011

D. REVIEW DRAFT RECOMMENDATIONS REPORT TO BOARD OF DIRECTORS

E. SET COMMITTEE CALENDAR

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Communications Committee meeting located at 1800 Willow Lake Road – in back of the Delta Community Presbyterian Church.

"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 twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD 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

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MINUTES OF THE REGULAR MEETING OF
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Communications Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Amanda Dove; Jennifer Mixon; Chris Middleton

REGULAR MEETING 5:30 P.M.

A. ROLL CALL

The meeting was called to order at 5:31 p.m. by Board President Graves. All Committee Members were present with the exception of Committee Member Dove.

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

There were no Public Comments

C. APPROVE MINUTES

1. Minutes of previous Communications meeting dated September 21, 2011

Motion made – by Committee Member Steele, Second by Committee Member Middleton, the minutes were approved from the September 21, 2011 Communications Committee Meeting. The motion carried by the following vote: AYES: 3 – Chair Graves, Vice-Chair Steele, and Member Middleton, NOES: 0, ABSENT: 1 – Member Dove, ABSTAIN: 1 - Mixon

D. DISCUSSION ABOUT EXISTING AND POTENTIAL FUTURE METHODS OF COMMUNICATION

1. Update on Town of Discovery Bay CSD Website

General Manager Howard indicated that staff was presently in the process of working with web engineers to make improvements to the Town's website.

2. Update on Electronic Message Signage Options

General Manager Howard provided some options for consideration relative to a community message board. The committee asked about pricing for a variety of different types of signs. The General Manager will report that the cost for two (2) different signs presented is very minimal. The Committee directed staff to include a message sign to be located at the Northwest corner of Highway 4 and Bixler Road in the final set of committee recommendations that will be presented to the Board.

3. Update on Newsletter

General Manager Howard updated the Committee on efforts between Committee Members Dove, Middleton and the General Manager. It was the direction to include a biennial four (4) page newsletter as a part of the Committee's final recommendations to the Board.

4. Redefine Purpose of Committee

The General Manager, Committee and public participated in this discussion. Pat Richardson suggested that the purpose should be to "Draw the Community Together." The committee concurred with this observation. William Richardson also commented on apathy in general.

E. **SET COMMITTEE CALENDAR**

The next Committee meeting was set for Wednesday, November 16, 2011 at 5:30 p.m.

F. **FUTURE DISCUSSION/AGENDA ITEMS**

G. **ADJOURNMENT**

The meeting was adjourned at 6:16 p.m. to the next Communications Committee meeting on November 16, 2011 located at 1800 Willow Lake Road – in back of the Delta Community Presbyterian Church.

RH/cmc – 11.8.11

DRAFT