



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Kevin Graves • Vice-President – Ashley Porter • Director – Bryon Gutow • Director – Michael Callahan • Director – Carolyn Graham

NOTICE OF THE MEETING MINUTES OF THE COMMUNICATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday July 6, 2022

Communications Committee Board Members Chair Carolyn Graham Vice-Chair Michael Callahan

A. ROLL CALL

1. Call business meeting to order 3:30 p.m.
2. Roll Call – 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 Communications Committee DRAFT Meeting minutes from March 2, 2022.

Vice-Chair Callahan made a Motion to Approve the Draft Minutes.

Chair Graham second.

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

D. PRESENTATIONS

1. None.

E. COMMUNICATIONS UPDATE

1. Supervisor Burgis Sponsored Food Safety Class – July 16, 2022, at the Community Center.
Presented by General Manager, Dina Breitstein.
 - Sponsored Food Safety Class has been promoted in conjunction with the Board of Supervisors. Flyers have been posted on Town's social media platforms and website, Lyons Club and others who host events in Town have been contacted to support this event.

F. DISCUSSION ITEMS

1. Townhall Event Recap.
Presented by General Manager, Dina Breitstein.
 - Overall positive responses and feedback.
2. Chamber of Commerce Points of Interest Pamphlet.
Presented by Vice-Chair Michael Callahan.
 - Next Chamber Meeting Vice-Chair Callahan will recommend the Points of Interest Pamphlet to be sponsored by The Chamber with The Town as a resource.
3. Viewership Statistics for Town's Website & Social Media.
Presented by General Manager, Dina Breitstein.
 - IG – 190 followers, FB – 3500 followers.
 - Website – Month of July 915 subscribers; 17, 611 website views.
 - General Manager Breitstein will contact Legal regarding posting or sharing Town's link on other social media platforms.

4. Board Letter to Supervisor Regarding Assistance with Transient Occupancy Problems.
Presented by Chair Graham.
 - Short term rental rules reviewed through the County – complaints of noise, parking, and trash has increased.
 - Committee would like to organize and draft bulleted items to include on a draft letter to present to the Board for approval to Supervisor, Diane Burgis Office regarding short term rentals.
5. Future “By the Pool” Board Meeting.
Presented by General Manager, Dina Breitstein.
 - Safety concerns will need to be addressed; General Manager Breitstein recommended hosting the meeting during cooler weather possibly on the veranda with a lifeguard on duty for any trips and falls.

G. FUTURE AGENDA ITEMS

H. ADJOURNMENT

1. Meeting adjourned at 3:57 p.m. to the next Standing Communications Committee meeting on September 7, 2022, 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."