



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, July 7, 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 May 5, 2021, Communications Committee DRAFT meeting minutes. Motion made by Vice-Chair Callahan to approve minutes for May 5, 2021, Communications Committee Meeting.
Second by Chair Graham.

D. PRESENTATION

1. Communications Update.
General Manager Mike Davies advised the committee that on February 19, 2021, the Town sent letters to the Lakeshore Homeowner’s Association and the Lakes Homeowner’s Association to encourage participation in Town meetings. There has not been any response to these letters. Participation in these HOA meetings are not open to the public and require an invitation for anyone not living in the HOA. In the interest of communication, General Manager Mike Davies asked the Committee for suggestions to open dialog between the town and the HOA.
Chair Graham asked if the Town could send a letter to the HOA seeking invitation to attend an HOA meeting. General Manager Mike Davies advised Chair Graham that she could mention to the Town of Discovery Bay

Board at a Board of Directors meeting that she will be seeking a recommendation from the Town Board to request an invitation to these HOA meetings.

Chair Graham asked if there are any upcoming updates to the community which will provide the opportunity to use the new Town of Discovery Bay template.

General Manager Mike Davies advised that Recreation Program Supervisor Monica Gallo is putting together an update with Park and Recreation information for the public which will be shared with the media and Brentwood Press.

E. DISCUSSION ITEMS

1. Discussion Regarding Updating the Digital Deployment Website to the New Streamline Platform.

Assistant General Manager Dina Breitstein gave the Committee an update regarding the transition to a new Town of Discovery Bay website. For the time being, the website will have the same look. As things on the Town website get updated, they will take on a new look. This update is easier to navigate and specifically designed for Community Services Districts to aid the public in accessibility to all necessary and pertinent town information with ease.

2. Discussion Regarding Blood Drive.

Recreation Program Supervisor Monica Gallo reported a scheduled blood drive being held on October 13, 2021, at the Community Center from 9:00 a.m. to 3:00 p.m. This event is being held by the American Red Cross and scheduling for a donation will be all done through the American Red Cross directly.

3. Distribution of Annual Water Quality Report/Consumer Confidence Report for 2020.

Executive Assistant Maddie Kibriya updated the Committee with information regarding the electronic distribution of the 2020 Annual Water Quality Report/ Consumer Confidence Report. This report was uploaded to todb.ca.gov/ccr on July 1, 2021. The public was advised of the availability of this report through their June water bill and emails were sent to members of the public who have elected to be notified of water updates through the Town's website. Hard copies of this report can be printed by the public at home or picked up at the Town Office. The electronic distribution of these reports has saved the Town \$5,777 plus the cost of postage. Executive Assistant Maddie Kibriya thanked the Town staff for a collaborative effort to ensure prompt and environmentally responsible distribution of the 2020 Annual Water Quality Report/ Consumer Confidence Report to the community.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourned at 3:44 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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