



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



PLATINUM LEVEL

## SDLF Platinum-Level of Governance

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

**MINUTES OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, March 6, 2024 3:30 P.M.**

**Communications Committee Members**

*Chair Bryon Gutow  
Vice-Chair Carolyn Graham*

**A. ROLL CALL**

1. Called business meeting to order 3:30 p.m.
2. Roll Call was taken, and 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 Regular Communications DRAFT Meeting minutes of November 1, 2023.

Vice-Chair Graham made a Motion to Approve the November 1, 2023, Draft Minutes.  
Chair Gutow seconded.

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

**D. DISCUSSION ITEMS**

1. Discussion and Possible Feedback Regarding Future Meeting Schedule.

Presented by General Manager Dina Breitstein.

- The Bylaws were changed at the February 2, 2024 Board of Directors Meeting to allow each committee to decide the frequency of their meetings.
- Staff recommends changing the meetings to being held “as needed” in the future.
- Chair Gutow prefers to hold the meetings “as needed.”
- Vice-Chair Graham disagrees with holding them “as needed.”
- The Committee could not come to a consensus.
- GM Breitstein will contact legal counsel for further direction.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

- Vice-Chair Graham would like to revisit adding an electronic sign board on Bixler.
- Chair Gutow would like to discuss more effectively communicating with Discovery Bay West.

**F. ADJOURNMENT**

1. Adjourned at 3:39p.m. to the next Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.