



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, September 2, 2020
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 Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has 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 CODE: 5193676302
To view the Agenda and Presentation Materials go to
Agenda Packet and Materials at: www.todb.ca.gov/

Communications Committee Board Members

*Chair Bill Pease
Vice-Chair Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 3:30 p.m. by Chair Bill Pease.
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 July 1, 2020 Standing Communications Committee meeting.

D. DISCUSSION ITEMS

1. Discussion Regarding Monitoring Well Project Delay Communications.

Assistant General Manager Dina Breitstein discussed a delay in the Monitoring Well Project. The project was scheduled to start last weekend, however the construction truck had mechanical issues. A new notice was sent to the affected community members notifying them of the delay. The Town's website was updated with this information. The construction has now started.

Chair Pease asked if anyone in the community has called with inquiries about the notice we sent out.

Assistant General Manager Dina Breitstein responded that we have not received any calls regarding this notice.

Vice-Chair Gutow mentioned he lives in the affected area and his neighbors have approached him with questions, however he has not heard any disruptions coming from the jobsite.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

Agenda Title:

Discuss Cancellation of January 6, 2021 Communications Committee Meeting.

Recommended Action

Cancel the January 6, 2021 Communications Committee Meeting.

Executive Summary

Each year the Town of Discovery Bay offices are closed for the Holiday Season. This year the closure is Thursday, December 24, 2020 through January 3, 2021. The next scheduled Communications Committee Meeting is three days later on January 6, 2021. Staff normally prepares, finalizes, and posts the Committee Meeting Agenda on the Friday before the meeting. Staff will not have returned to work in time to prepare and post the Agenda 72 hours prior to the Meeting.

Refer to chart below for dates Town offices are open and closed.

DECEMBER 2020 / JANUARY 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	21 OPEN	22 OPEN	23 OPEN	24 CLOSED	25 CLOSED	26 CLOSED
27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED	31 CLOSED	1 CLOSED	2 CLOSED
3 CLOSED	4 OPEN	5 OPEN	6 COMIT-MTNG	7 OPEN	8 OPEN	

Staff Recommendation is to CANCEL the January 6, 2021 Committee Meeting.

A Special Communications Committee Meeting can be arranged for January 20, 2021 or another time convenient to the Committee.

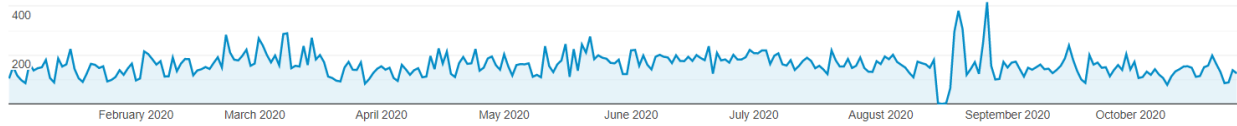
Previous Relevant Board Actions for This Item

Attachments

None

AGENDA ITEM: D-1

Year To Date Visits to todb.ca.gov by Week



What is being accessed? (August 1, 2020- October 31, 2020)

The Town of Discovery Bay - 4,123

Calendar - 3,406

About Discovery Bay - 3,139

Water Services - 1,381

Board of Directors - 1,183

Welcome to Xpress Bill Pay - 889

Agendas & Minutes - 810

District Services - 714

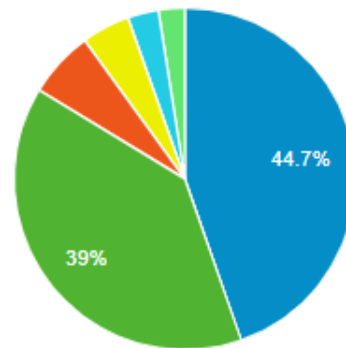
Living Here - 689

Homeowner Associations - 673

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Town emails from TODBAdmin@todb.ca.gov	Email	63	
Facebook or other social media.	Social	5	