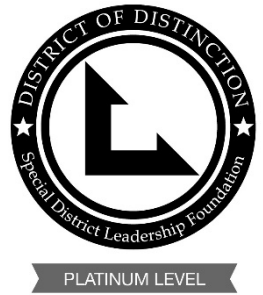




TOWN OF DISCOVERY BAY

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 REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 2, 2022, 3:30 P.M.**

**NOTICE
Coronavirus COVID-19**

In response to the current proclaimed State of Emergency, indoor masking recommendations, and recommended measures to promote social distancing imposed by State and local officials, 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 (if available) or in person.

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

TO ATTEND BY WEBINAR:

Please register for the Communications Committee Meeting by: *(copy and pasting into your browser the registration URL. You will then be directed to download the webinar to your device and register with LogMeIn, Inc.)*

Registration URL: <https://attendee.gotowebinar.com/register/3560764435184815115>
Webinar ID# 564-573-747

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: +1 (415) 655-0052 **ID#** 997-220-472

Download Agenda Packet and Materials at www.todb.ca.gov

Communications Committee Members

*Chair Carolyn Graham
Vice-Chair Michael Callahan*

A. ROLL CALL

1. Call business meeting to order 3:30 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 issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Communications DRAFT Meeting minutes of September 7, 2022.

D. PRESENTATIONS

E. UPDATES

1. Update on Halloween Candy and Community Center Marketing.

F. DISCUSSION

1. Discussion Regarding Landscape Projects in Town.
2. Discussion with Possible Action to Cancel the January 4, 2023, Standing Communications Committee Meeting.

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Standing Communications Committee meeting on January 4, 2023, 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."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, September 7, 2022, 3:30 P.M.**

Communications Committee Members

*Chair Carolyn Graham
Vice-Chair Michael Callahan*

A. ROLL CALL

1. Call business meeting to order 3:30 p.m.
2. Roll Call was taken and all committee 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 July 6, 2022.

Vice-Chair Callahan made a Motion to Approve the July 6, 2022, Draft Minutes.
Chair Graham second.

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

D. PRESENTATIONS

None.

E. UPDATES

1. How to Video: “Eye on Water”

Presented by General Manager Dina Breitstein.

- Create a video with step-by-step instructions on how to sign up for Eye on Water and post online. Also add a blurb on bills to direct residents to posted videos.

2. Video/Teleconference Software

Presented by General Manager Dina Breitstein.

- There have been issues with Go To Meeting connecting the table and camera during Board and committee meetings.
- Staff evaluated Zoom and Blue Jeans as possible replacement products. Zoom is both widely known and offers various apps that can be added to customize the meetings.

F. DISCUSSION

None.

G. FUTURE DISCUSSION/AGENDA ITEMS

1. Discuss ways to convey committee meeting information with the public.
2. Discuss creating informational “fun-facts’ to share on social media and website. For example: letting residents know about mandated hydrant flushing.

H. ADJOURNMENT

1. Meeting adjourned at 3:43 p.m. to the next Standing Communications Committee meeting on November 2, 2022, at the Community Center located at 1601 Discovery Bay Boulevard.

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