



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

**NOTICE OF THE REGULAR MEETING OF
THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday September 21, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 5:15 P.M.
Website address: www.todb.ca.gov**

Communications Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Amanda Dove; Jennifer Mixon; Chris Middleton

- A. **ROLL CALL**
1. Call business meeting to order 5:15 p.m.
 2. Roll Call
- B. **PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
The public may address the Committee on any item that is described in the agenda. The public may comment on any item on the agenda at the time that item is taken up. Any person wishing to speak must come up and speak from the podium. Any clarifying questions from the Committee Members must go through the Chair.
- C. **APPROVE MINUTES**
1. Minutes of previous Communications meeting dated July 20, 2011
 2. Minutes of previous Communications meeting dated August 10, 2011
- D. **DISCUSSION ABOUT EXISTING AND POTENTIAL FUTURE METHODS OF COMMUNICATION**
1. Social Media Update
 2. Use of Town of Discovery Bay CSD Website
 3. Electronic Message Signage Options
 4. Newsletters and their use in local government
- E. **SET COMMITTEE CALENDAR**
- F. **FUTURE DISCUSSION/AGENDA ITEMS**
- G. **ADJOURNMENT**
1. Adjourn to the next Communications Committee meeting located at 1800 Willow Lake Road – in back of the Delta Community Presbyterian Church.

"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 twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD 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 CSD

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**MINUTES OF THE REGULAR MEETING OF
THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday July 20, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 5:00 P.M.
Website address: www.todb.ca.gov**

Communications Committee Members

Kevin Graves, Chair; Chris Steele, Vice Chair; Amanda Dove; Jennifer Mixon; Chris Middleton

A. ROLL CALL

The meeting was called to order at 5:00 P.M. by Board President Graves

B. SELECT COMMITTEE CHAIR AND VICE CHAIR

President Graves was nominated to be the Chair and Director Steele was nominated for Vice Chair. The motion passed 5-0.

C. BROWN ACT REVIEW AND LEGAL REQUIREMENT OF COMMITTEE MEMBERS

General Manager Howard provided the committee with a review of the Brown Act and its application to the Committee and its members.

D. DISCUSSION ABOUT EXISTING AND POTENTIAL FUTURE METHODS OF COMMUNICATION

The committee had a discussion on the different types of communications that the District may want to consider in providing information to the public, including Facebook, Twitter, RSS Feeds, and other methods of social media.

The committee also discussed the name of the Town of Discovery Bay and its confusion within the community about the CSD and its roles and responsibilities.

Committee members Dove and Middleton were selected to work together towards establishing social media ideas for consideration at the next meeting of the Communications Committee.

E. SET COMMITTEE CALENDAR

The next committee meeting was set for Wednesday August 10, 2011 at 5:00 pm.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

The meeting was adjourned at 6:15 pm.



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**MINUTES OF THE REGULAR MEETING OF
THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday August 10, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 5:00 P.M.
Website address: www.todb.ca.gov**

Communications Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Amanda Dove; Jennifer Mixon; Chris Middleton

A. ROLL CALL

1. The meeting was called to order at 5:03 p.m. by Board President Graves. Committee members Mixon and Steele arrived at 5:06 pm.

B. Public Comments

There were no Public Comments

C. DISCUSSION ABOUT EXISTING AND POTENTIAL FUTURE METHODS OF COMMUNICATION

1. Social Media Opportunities
2. Options for the CSD to disseminate public information
3. Use of Town of Discovery Bay Website

General Manager Howard and Committee members Dove and Middleton previewed the CSD possible Face Book and Twitter Pages.

The Committee discussed possible locations for a Community Message Board, and would like to see what the possible costs may be as well as any issues relative to Contra Costa County's sign ordinance restrictions.

Staff will return with cost estimates, possible locations, and sample policies relative to signs and their application in local government.

D. SET COMMITTEE CALENDAR

The next committee meeting was set for Wednesday September 7, 2011 at 5:15 pm.

E. FUTURE DISCUSSION/AGENDA ITEMS

The topic of "Newsletters", would like to be added to the next Committee agenda for discussion and consideration.

F. ADJOURNMENT

The meeting was adjourned at 5:55 pm.