



TOWN OF DISCOVERY BAY

"A COMMUNITY SERVICES DISTRICT"

SDLF PLATINUM-Level of Governance

Chair Lesley Belcher and Vice-Chair Bryon Gutow

NOTICE OF THE REGULAR MEETING OF THE COMMUNICATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY September 02, 2026 03:30 PM

To Attend In-Person:

Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting:

To Attend by Zoom Webinar: <https://us06web.zoom.us/j/86583270406>

To Attend by Phone: +1 (669) 444-9171 OR +1 (719) 359-4580 & Webinar ID 86583270406

To Download Agenda Packet & Materials: <http://www.todb.ca.gov/>

A. ROLL CALL

1. Call business meeting to order at 3:30p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

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. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

C.1 Approve Communications Committee DRAFT Meeting Minutes from May 6, 2026. Page 3

D. UPDATES

D.1 Communications Specialist Introduction.
Sponsor(s): Stephen Griswold, Assistant General Manager

E. PRESENTATIONS

F. DISCUSSION ITEMS

F.1 Discussion and Possible Feedback on Executing the SMS Emergency Text Notification Test. Page 5
Sponsor(s): Stephen Griswold, Assistant General Manager

G. FUTURE AGENDA ITEMS

H. ADJOURNMENT

Adjourn to the next Regular Meeting of the Communications Committee 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.



**MINUTES OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
May 06, 2026 03:30 PM**

Chair Lesley Belcher and Vice-Chair Bryon Gutow

A. ROLL CALL

Meeting was called to order at 3:30pm.

Roll call was taken and all members were present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

None.

C. CONSENT CALENDAR

Moved By Chair Lesley Belcher

Seconded By Vice-Chair Bryon Gutow

Motion to approve the Consent Calendar.

Motion Carried (2 to 0)

C.1 Approve Communications Committee DRAFT Meeting Minutes from March 4, 2026.

Moved By Chair Lesley Belcher

Seconded By Vice-Chair Bryon Gutow

For (2): Chair Lesley Belcher, and Vice-Chair Bryon Gutow

Motion Carried (2 to 0)

D. UPDATES

D.1 General Communications Updates

Presented by Assistant General Manager Stephen Griswold.

- New utility billing conversion occurred. Advanced communication and noticing was highly beneficial in process going smoothly.
- Staff received multiple calls due to water quality concerns. Volume of calls decreased significantly once information was posted on social media.
- Scheduled Town Hall with Lori Wilson's office was postponed due to lack of RSVPs.
- Audio from all historical Board and Committee meetings are available on the website.
- Future "No Wipes in the Pipes" campaign is being planned for the fall.
- Communication Policy is being amended to streamline several policies.

E. **PRESENTATIONS**

None.

F. **DISCUSSION ITEMS**

F.1 Discuss and Provide Feedback on Proposed District Site Tour Program.

Presented by Assistant General Manager Stephen Griswold.

- Staff is proposing a District Site Tour Policy.
 - Potentially 2 tours per calendar year.
 - Each tour limited to 10 people.
 - Preregistration would be required.
 - Tour would last approximately 2 hours.
 - Staff is evaluating safety, security and liability concerns.
 - There would be minimal fiscal impact.

The Committee sees a benefit in offering tours.

G. **FUTURE AGENDA ITEMS**

None.

H. **ADJOURNMENT**

Meeting was adjourned at 4:04.



Town of Discovery Bay *"A Community Services District"* **STAFF REPORT**

Agenda Title: Discussion and Possible Feedback on Executing the SMS Emergency Text Notification Test.

Meeting Date: September 2, 2026

Prepared By: Stephen Griswold, Assistant General Manager

Submitted By: Stephen Griswold, Assistant General Manager

RECOMMENDED ACTION:

Staff recommends that the Communications Committee take the following action:

- Discuss and provide feedback regarding a proposed test of the Town of Discovery Bay's emergency notification text messaging platform, SlickText, during September 2026 in recognition of National Preparedness Month.

EXECUTIVE SUMMARY:

The Town of Discovery Bay currently utilizes SlickText as a text messaging platform to communicate important information directly with community members. The platform currently has nearly 800 registered participants. Text messaging can be an important communications tool during emergencies or other urgent situations when timely information needs to be shared with the community. As with any emergency communications system, periodic testing is important to help ensure the platform is functioning as intended and that staff are familiar with the process for preparing and distributing emergency notifications.

Staff is proposing a test of the Town's SlickText emergency notification capabilities during September 2026 as part of National Preparedness Month. The proposed test would provide an opportunity to:

- Confirm that the Town's emergency messaging procedures are functioning as intended;
- Test the process for preparing, approving, and distributing a time-sensitive message;
- Evaluate message delivery and identify any potential technical or operational issues;
- Increase public awareness of the Town's text messaging notification system; and
- Encourage additional residents to register for Town notifications.

The test message would clearly identify itself as a test and would not require any action from recipients. Staff would also use the opportunity to remind residents about the importance of being prepared for emergencies and to encourage community members who are not currently subscribed to sign up for Town text message notifications. Following the test, staff may review the results and identify any lessons learned or opportunities to improve the Town's emergency communications procedures.

FISCAL IMPACT:

N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

N/A