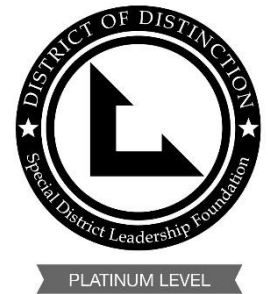




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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.

2. Discussion Regarding Town Website Update.

Administrative Assistant Yesenia Monarrez updated the committee with the Town's analytic data. Documentation was provided which show the most frequented webpages and the average length of viewing time. Some webpages are temporary trends, such as News and Employment pages. These pages become an interest when there is new information available to the public. Comparison was done to analyze the last 90 days and the Year to Date numbers. Majority of topics remain consistently popular. Public was encouraged to continue checking todb.ca.com periodically for updates and the latest news affecting the community.

Vice-Chair Gutow asked if the mobile site can be modified to include more information that is available to only desktop users.

Administrative Assistant Yesenia Monarrez stated this has been mentioned to the website vendor and it is currently in the works.

E. FUTURE DISCUSSION/AGENDA ITEMS

Chair Pease requested more utilization of the Town's Electronic Sign.

F. ADJOURNMENT

1. Adjourn to the next Standing Communications Committee meeting 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."

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