



# 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

**NOTICE OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, July 1, 2020  
STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING  
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/](http://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.
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 DRAFT minutes of May 6, 2020 Standing Communications Committee meeting.

**D. DISCUSSION ITEMS**

1. Discussion Regarding Annual Water Quality Report Update.
2. Discussion Regarding Community Center Facebook Page Update.
3. Discussion Regarding COVID – 19 Reopening Update.

4. Discussion Regarding Sign Board Communications.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

**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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**MINUTES OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY**

Wednesday, May 6, 2020

**STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING**

3:30 P.M. – 4:30 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**NOTICE**  
**Coronavirus COVID-19**

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**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 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. March 4, 2020 Communications Committee DRAFT meeting minutes.  
Motion by Chair Gutow to approve the Draft Minutes.  
Second by Chair Pease.

**D. DISCUSSION ITEMS**

1. Discussion Regarding Google Analytics Comparison Report.  
Administrative Assistant, Yesenia Monarrez provided update on use and traffic on [www.todb.ca.gov](http://www.todb.ca.gov).  
Explanation was given reflecting who is accessing the website, which pages are most trafficked and length of stay on each webpage. Discussion also included demographic location and method of access for the website. Comparison was made between Year to Date numbers and the month of April 2020.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**F. ADJOURNMENT**

1. Adjourn to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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