



# TOWN OF DISCOVERY BAY CSD

A COMMUNITY SERVICES DISTRICT

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

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NOTICE OF THE REGULAR MEETING OF  
THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday October 19, 2011  
REGULAR MEETING 5:30 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

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

## REGULAR MEETING 5:30 P.M.

### A. ROLL CALL

1. Call business meeting to order 5:30 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 September 21, 2011

### D. DISCUSSION ABOUT EXISTING AND POTENTIAL FUTURE METHODS OF COMMUNICATION

1. Update on Town of Discovery Bay CSD Website
2. Update on Electronic Message Signage Options
3. Update on Newsletter
4. Redefine Purpose of Committee

### 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.

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"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

A COMMUNITY SERVICES DISTRICT

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

### Communications Committee Members

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

### REGULAR MEETING 5:15 P.M.

#### A. ROLL CALL

The meeting was called to order at 5:17 p.m. by Board President Graves. All Committee Members were present with the exception of Committee Member Mixon.

#### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There were no Public Comments.

#### C. APPROVE MINUTES

On Motion by Committee Member Middleton, Second by Committee Member Steel, the minutes were approved from the July 20, 2011 and August 10, 2011 Communications Committee Meetings.

The motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 Mixon

#### D. DISCUSSION ABOUT EXISTING AND POTENTIAL FUTURE METHODS OF COMMUNICATION

##### 1. Social Media Update

General Manager Howard and Committee Member Dove discussed social media opportunities. General Manager Howard will review the previously Board adopted policy related to the internet and bring that policy back to the next meeting to review with the Committee.

##### 2. Use of Town of Discovery Bay CSD Website

General Manager Howard indicated that staff was presently in the process of working with web engineers to make improvements to the District's website. The Committee recommended that social media links be made apart of those changes.

##### 3. Electronic Message Signage Options

General Manager Howard provided some options for consideration relative to a community message board. The committee asked about pricing for a variety of different types of signs. The General Manager will report back with those results at the next meeting.

##### 4. Newsletters and their use in local government

General Manager Howard provided copies of various local government's newsletters in electronic format (distributed a CD). The General Manager will work with Committee Members Middleton and Dove to address regularity of distribution and costs prior to the next meeting.

#### E. SET COMMITTEE CALENDAR

The next committee meeting was set for Wednesday October 19, 2011 at 5:30 p.m.

#### F. FUTURE DISCUSSION/AGENDA ITEMS

Redefine Purpose of Committee

#### G. ADJOURNMENT

The meeting was adjourned at 6:28 p.m.