



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

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**NOTICE OF AGENDA OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY CSD  
Tuesday December 6, 2011  
REGULAR MEETING 5:00 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 5:00 P.M.**

**A. ROLL CALL**

1. Call business meeting to order 5:00 p.m.
2. Roll Call

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

The public may comment on any item on the Agenda that is before the Committee for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Committee and the commenter. Any clarifying questions from the Committee must go through the Chair.

**C. APPROVE MINUTES**

1. Minutes of previous Communications meeting dated November 16, 2011

**D. REVIEW DRAFT RECOMMENDATIONS REPORT TO BOARD OF DIRECTORS**

**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

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF THE REGULAR MEETING OF  
THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday November 16, 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

The meeting was called to order at 5:32 P.M. by Board President Graves. All Committee Members were present.

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

There were no Public Comments

##### C. APPROVE MINUTES

1. Minutes of previous Communications meeting dated October 19, 2011

Motion by: Committee Member Middleton

Seconded by: Member Steele,

Vote: Motion Carried – AYES: 4, NOES: 0, ABSTAIN – 1 Dove

##### D. REVIEW DRAFT RECOMMENDATIONS REPORT TO BOARD OF DIRECTORS

There was one public speaker – Mr. William Richardson asked that the Committee meetings be recorded; inquired about the name of the Town of Discovery Bay Community Services District; and commented about the purpose of the committee.

The General Manager presented the draft recommendations report to the committee. After reviewing the report, the committee made a number of comments and suggested that they come back after a more thorough review. The General Manager indicated he would email the report to the committee and asked that they provide input and feedback to him in order to draft the final report for Board considerations.

##### E. SET COMMITTEE CALENDAR

The next committee meeting was set for Tuesday, December 6, 2011 at 5:00 pm.

##### F. FUTURE DISCUSSION/AGENDA ITEMS

Draft final Communications Committee report to Board

##### G. ADJOURNMENT

1. The meeting was adjourned 6:12 p.m. to the next Communications Committee meeting located at 1800 Willow Lake Road – in back of the Delta Community Presbyterian Church.

RH/cmc – 11.17.11