



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE SPECIAL MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 17, 2021
6:00 P.M. – 7:00 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 Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have 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 ID **5193676302#**

Download Agenda Packet and Materials at www.todb.ca.gov

Communications Committee Board Members

*Carolyn Graham
Michael Callahan*

A. ROLL CALL

1. Call business meeting to order 6:00 p.m. – By Board Member Carolyn Graham
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. November 4, 2020 Communications Committee DRAFT meeting minutes.
Motion made by Committee Member Callahan to approve items on the Consent Calendar as presented.
Second by Committee Member Graham.

D. DISCUSSION ITEMS

1. Discuss Hosting an Open House/Town Hall and Recommend a Date and Time.
General Manager Mike Davies discussed the idea of hosting an Open House/ Town Hall for the community. Recommendation from staff included the possibility of setting up stations for Town contractors where the public will be able to speak to someone from that department and become familiar with what they do and how they fit into the Town of Discovery Bay community. This Open House/ Town Hall will be a way to invite the public to enjoy the amenities the Town has to offer at the Community Center grounds and ask questions about Town projects.
Committee Member Graham recommended inviting Save the Delta, Department of Boating and Waterways and Reclamation 800 to participate with a station.
Committee members discussed a date for this project and agreed upon June 26, 2021.

General Manager Mike Davies advised of Health Department restrictions for social gatherings and that they might pose an issue in the planning of this event.

Committee Members agreed to bring this item to the Board for discussion.

2. Discuss ways of Better Communicating with all Areas of the Town.

Conversations among Committee Members and General Manager Mike Davies included topics such as reaching out to the Lakeshore area to encourage participation in Town meetings. Committee Member Graham suggested possibly setting out a digital board to remind Lakeshore area of meeting dates and times. Committee Member Callahan suggested communicating with the press any important items which the public might have large interest in. Talk also included update regarding the current part time position in the Parks and Recreation Department. This position will be posted as a full time position in the Summer.

3. Activity Guide Advertising

Recreation Program Supervisor Monica Gallo discussed the Seasonal Activity Guide that is sent out by mail to each Town of Discovery Bay home. She suggested making only a digital copy of this guide, saving the Town \$5,500 each time the guide is up for printing. Currently, there are 6,600 paper copies being ordered and mailed out with paid postage three times a year. The guides are mailed out for the Winter/Spring, Summer and Fall/Winter bringing the total yearly expense to approximately \$16,500. Making only digital copies will save the Town \$13,500 of the cost.

Committee Member Graham stated that some in the community look forward to receiving the Activity Guide in the mail and not everyone has access to a computer.

Committee Member Callahan recommended having the public to ask for a paper copy if they preferred it to a digital copy.

Discussion was held among Committee Members and staff regarding different ways to make the guide available to the public. Also discussed was guide content.

Committee Members recommended printing 500 paper copies of the Activity Guide to make them available upon request, as well as making digital guides available to all of Town of Discovery Bay.

Committee Member Graham recommended inviting more traffic to the Town's Facebook page.

Committee Member Callahan suggested an update to the hold music the public hears when calling Town of Discovery Bay.

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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