



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, November 3, 2021  
3:30 P.M.-4:30 P.M.**

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

The Town of Discovery Bay Community Services District Board Chambers will be open to the public as well as attendance by video conference and telephone for this meeting. Masks are required for in person attendance. On September 16, 2021, Governor Newsom signed into law AB 361, enabling public agencies to continue using teleconferencing with modified notice and physical access requirements for public meetings during a proclaimed State of Emergency.

In response to the current proclaimed State of Emergency, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

**TO ATTEND IN PERSON:** Masks are required to be worn inside the building.

**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](http://www.todb.ca.gov)

### **Communications Committee Board Members**

*Chair Carolyn Graham  
Vice-Chair Michael Callahan*

**A. ROLL CALL**

1. Call business meeting to order 3:30 p.m. – By Chair 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**

None

**D. PRESENTATION**

1. Communications Updates

General Manager Breitstein was excited to announce that the Town is now on Instagram @todb94505. Currently, the Town has 8 posts and 37 followers. On October 29, 2021, in acknowledgement of Halloween, the Town set up a table by the Sheriff's department and Town Staff (General Manager Breitstein, Recreation Programs Supervisor Gallo, and Executive Assistant Kibriya) handed out candy. Director Gutow and Director Graham stopped by and took a picture (which was posted on Instagram). Director Callahan also stopped by. Interim General Manager Davies reported on the progress of obtaining a Community-Alert Text (SMS) System for the Town. There is a plan to get together with Director Callahan to locate a txt service that has software where the user's information will be downloaded if they sign up (so we can reduce employee time duplicating information).

Chair Graham question: When would we use the emergency text?

Interim Assistant General Manager response: The emergency text would be used in instances where, perhaps, there's a main break and could affect the Town's water or wastewater services. We could only use it to report things that are under our jurisdiction.

General Manager Breitstein cautioned on the use of the phrase 'emergency text service' and suggested to instead say 'Text Alerts.'

**E. DISCUSSION ITEMS**

1. Discussion Regarding Safety Tips When Walking at Night.

Executive Assistant Kibriya presented to the committee the info graphic titled 'Safety Tips When Walking at Night' which was created by Town Staff to help Discovery Bay residents adjust to the end of daylight savings time change. The flyer offers safety tips for park-goers and important safety phone numbers for the Contra Costa County Sheriff and CHP. The flyer is posted on the Town website, under the 'News You Can Use' section, and will also be shared on Instagram and Facebook.

2. Discussion Regarding Date, Time, Agenda and Budget of Discovery Bay Town Hall Event.

General Manager Breitstein opened the discussion to the committee regarding the Town Hall Event. Staff would like to schedule the event for June 4, 2022. This date was selected with consideration towards the weather during that time of year so anyone who comes to the event can enjoy Open Swim. The staff report, included in the agenda packet, details the agenda for the Town Hall event as well as the budget, advertising plan, dignitary invitees, and booth invitees. Staff is seeking open discussion, as well as recommendation by the Communications Committee to bring this item before the Board of Directors for approval.

Chair Graham likes the plan and appreciates the thought put into it, but the date might have to be reconsidered after the first of the year.

Vice-Chair Callahan made a motion to present item to the Board.

Seconded by Chair Graham.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

None

**G. ADJOURNMENT**

1. Adjourned at 3:38 p.m. 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."