



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
WEDNESDAY August 1, 2018
STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING 5:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Communications Standing Committee Board Members

*Chair Bill Mayer
Vice-Chair Chris Steele*

A. ROLL CALL

1. Call business meeting to order 5:30 p.m. – By Chair Mayer.
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. May 2, 2018 Communications Committee DRAFT meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Update regarding the Message Board.
General Manager Davies – Provided an update regarding the Message Board related to the Encroachment permit from the County and a PG&E Easement.
There was discussion regarding the easement border, site plans, and the location of the Message Board. Hold pattern with the County.
2. Update regarding the Town of Discovery Bay Website.
Administrative Assistant McCool – Provided an update regarding a new feature for the Town Website; the new feature will be for announcements and emergencies. The new feature is also ADA compliant with a variety of colors, can be positioned (top, left, right, bottom), ability to link to a page on our website as well as an external URL, and provided a demo of the new feature. There was discussion regarding the new feature; time length of the announcement or emergency, a webinar with Digital Deployment sometime next year (remotely or in attendance) with a review of the capabilities, Town website comparison to other websites, keeping up with best practices, along with new and innovative features that are available for our website.

E. FUTURE DISCUSSION/AGENDA ITEMS

1. Message Board Policy.

F. ADJOURNMENT

1. The meeting adjourned at 5:54 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-02-18

<http://www.todb.ca.gov/agendas-minutes>