



# 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 November 7, 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](http://www.todb.ca.gov)**

**Communications Committee Board Members**

*Chair Bill Mayer  
Vice-Chair Chris Steele*

**A. ROLL CALL**

1. Call business meeting to order 5:32 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. August 1, 2018 Communications Committee DRAFT meeting minutes – Approved.

**D. DISCUSSION ITEMS**

1. Discussion Regarding an Update Related to the Electronic Message Board.  
General Manager Davies – Provided an update regarding the Electronic Message Board related to CEQA, County impacts, mitigation, permits along with public comment on the project, Zoning Commission and Building Department.
2. Discussion Regarding an Update Related to Google Analytics Dashboards.  
Administrative Assistant McCool – Provided an update regarding Goggle Analytics Dashboard and Top Pages. There was discussion regarding the content in the reports.
3. Discussion Regarding an Update Related to the Sign up for Email Updates Notification.  
Administrative Assistant McCool – Provided an update regarding the Sign up for Email Updates Notification through MailChimp overview and a Campaign Report. There was discussion regarding the content in the reports.

Recreation Programs Supervisor Kaiser – Provided additional details regarding our Website and Facebook related to Recreation. The discussion continued related to different request for items to be placed on our Website along with accomplishments to the Community Center and Staff.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

1. Community Survey placed on our Facebook Page and Website related to Recreation.

**F. ADJOURNMENT**

1. The meeting adjourned at 5:56 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-08-18

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