



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, September 2, 2020
3:30 P.M. – 4:30 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 Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has 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 CODE: 5193676302
To view the Agenda and Presentation Materials go to
Agenda Packet and Materials at: www.todb.ca.gov/

Communications Committee Board Members

*Chair Bill Pease
Vice-Chair Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 3:30 p.m.
2. Roll Call.

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

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. Approve DRAFT minutes of July 1, 2020 Standing Communications Committee meeting.

D. DISCUSSION ITEMS

1. Discussion Regarding Monitoring Well Project Delay Communications.
2. Discussion Regarding Town Website Update.

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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**MINUTES OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, July 1, 2020
STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING
3:30 P.M. – 4:30 P.M.**

**NOTICE
Coronavirus COVID-19**

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Communications Committee Board Members

*Chair Bill Pease
Vice-Chair Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 3:30 p.m. – By Chair Pease
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. Approve DRAFT minutes of May 6, 2020 Standing Communications Committee meeting.
Motion by Chair Bryon Gutow to approve DRAFT minutes of May 6, 2020 Standing Communications Committee meeting.
Second by Chair Pease.

D. DISCUSSION ITEMS

1. Discussion Regarding Annual Water Quality Report Update.
Executive Assistant Maddie Kibriya presented the Consumer Confidence Report/ Annual Water Quality Report. The report is available on www.todb.ca.gov. This report provides information about local drinking water quality. The Town's water continues to comply with and surpass all state and federal requirements. All distribution and certification obligations for the CCR have been satisfied. Executive Assistant Maddie Kibriya stated that in the future the Town will mail out a postcard directing community members to the Town's website for the CCR which will save the Town mailing cost of the CCR pamphlet.

2. Discussion Regarding Community Center Facebook Page Update.

Recreation Program Supervisor Monica Gallo discussed with the committee the success of the Community Center's Facebook page. This page provides updates and a way to communicate easier with the public.

Vice President Bryon Gutow asked how many followers the Community Center's Facebook page currently has.

Recreation Program Supervisor Monica Gallo will investigate the current number and continue to monitor the success of the Facebook page.

3. Discussion Regarding COVID – 19 Reopening Update.

Recreation Program Supervisor Monica Gallo discussed the rescheduling of reopening activities and classes at the Community Center. Everything was on track to resume business on July 2, 2020, however new order issued by California Governor Gavin Newsom has extended the restriction with no end date. Recreation Program Supervisor Monica Gallo informed of the purchase of windscreens for 6 tennis courts at the Community Center.

4. Discussion Regarding Sign Board Communications.

General Manager Mike Davies advised that additional staff is being trained to help with the display of the sign board. The sign board is used to provide alerts, safety issues and updates to the community. Sign board can be used by community members who wish to post a public message. Policy for posting on the sign board is available on Town website.

President Pease requested an update at a future Board meeting to inform of the interest the public has in using the sign board.

Vice President Bryon Gutow commented on the landscaping in close proximity to the sign board.

E. FUTURE DISCUSSION/AGENDA ITEMS

None.

F. ADJOURNMENT

1. Adjourned at 3:44 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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What's Being Viewed and For How Long?

June 1- August 31, 2020

Homepage	4,134	1:27
About Discovery Bay	3,792	1:34
Water Service	1,582	1:50
Xpress Bill Pay	862	3:14
Living Here	857	:50
District Services	713	:28
Employment	677	1:56
Home Owner Associations	626	1:54
Park Reservations/ Landscape Services	613	:53

Observations:

- Same interests as previous reports
- HOA first time on list
- Desire to work here

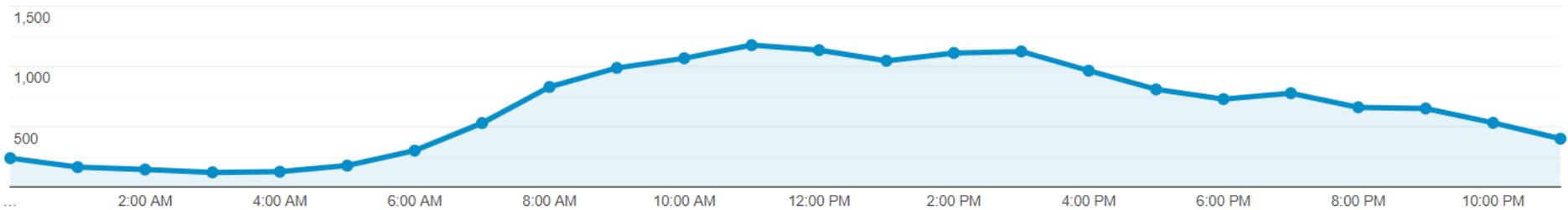
What's Being Viewed and For How Long?

Year To Date 2020

Homepage	16,211	1:27
About Discovery Bay	7,274	1:40
Water Service	3,756	1:41
Xpress Bill Pay	2527	3:52
Employment	2,466	4:05
Living Here	1,841	:42
Home Owner Associations	1,625	1:58
District Services	1,583	:29
Agendas & Minutes	1,513	:25

June 1- August 31 2020

Average Hourly Traffic



5.03% of your visits used site search

algae

Dog park

water

water service

bids

Budget

application

application for water service

Which page do people stay on the longest?

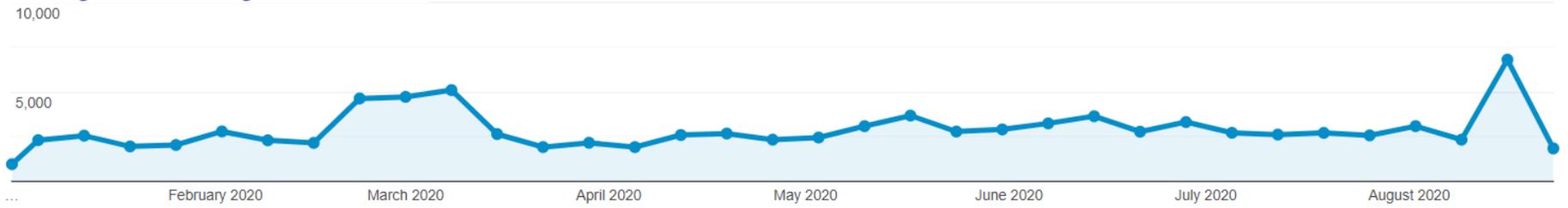
Agendas & Minutes

Average Length:

27:10

Year To Date 2020

Average Weekly Traffic



4.80% of your visits used site search

taxonomy:191.277

application

jobs

application for water service

water

water service

bid

Which page do people stay on the longest?

Agendas & Minutes

Average Length:

35:08