



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
WEDNESDAY November 1, 2017
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 Chris Steele
Vice-Chair Bill Mayer*

A. ROLL CALL

1. Call business meeting to order 5:30 p.m. – By Chair Steele.
2. Roll Call – All present.

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

Public Comment Regarding:

- Stationary sign for Discovery Bay for the Service Clubs.

C. DRAFT MINUTES TO BE APPROVED

1. August 2, 2017 Standing Communications Committee DRAFT meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Update on Stationary Message Board.

General Manager Davies – Provided an update regarding the stationary message board related to the research, cost, and locations.

Office Assistant Rajala – Provided an update regarding the Stationary Message Board related to the locations and the cost. The Community Center site will be a double-sided sign and the Well No. 4 site will be single-sided (that is the difference in cost). There was discussion regarding the on-going cost (maintenance), warranty, preventative maintenance, and software is cloud based (upload messages remotely). The discussion continued regarding the locations along with incorporating the Service Signs (Service Clubs) into a proposal to the Board. The recommendation from the Communications Committee; bring to the Board the Stationary Message Board for the Well No. 4 site location. The discussion continued regarding the Stationary Message Board; it is within the Budget, procedure for what is allowed to be placed on the message board, and the hours set for the message board (dusk to dawn).

E. FUTURE DISCUSSION/AGENDA ITEMS

1. Stationary sign for Discovery Bay for the Service Clubs.
2. Digital Deployment Presentation at the Board Workshop (Date TBA).
3. Survey for billing feedback (Timeframe in May 2018).

There was discussion regarding Google Analytics related to creating custom reports.

F. ADJOURNMENT

1. The meeting adjourned at 6:02 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-02-17

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