



A Friend to the Environment

## MT. VIEW SANITARY DISTRICT PUBLIC INFORMATION COMMITTEE MEETING AGENDA

9:00 A.M. NOVEMBER 19, 2013  
CONFERENCE ROOM, 3800 ARTHUR ROAD,  
MARTINEZ, CALIFORNIA

NOTICE: Members of the public may address the Committee Members on any item of interest that is within the subject matter jurisdiction of the Committee. Individuals who wish to speak should furnish their name and address to the secretary and the agenda item number. Individuals will be heard during the Committee's consideration of the item. If the item is not listed on the agenda, the individual should describe the subject matter to the secretary, and it will be called under agenda item "Public Comment." Time limit is three (3) minutes subject to reasonable modification by the Committee. If you have a physical impairment that requires special accommodations to participate, please call the Board Secretary's office at least 24 hours in advance of the meeting at 925-228-5635.

Any writings or documents provided to the Committee after distribution of the agenda packet regarding any item on the Agenda will be made available for public inspection in the Mt. View Sanitary District Office at 3800 Arthur Road during normal business hours.

1. ROLL CALL OF DIRECTORS
  
2. PUBLIC COMMENT
  
3. OLD BUSINESS
  - A. COMMUNICATIONS PLANNING AND WORKING SESSION
    1. PRESENTATION OF DRAFT COMMUNICATIONS PLAN - CIRCLEPOINT
    2. PROVIDE FEEDBACK ON COMMUNICATIONS PLAN STRATEGY, KEY MESSAGES, KEY STAKEHOLDERS AND COMMUNICATION TACTICS
    3. PROVIDE DIRECTION TO COMMUNICATION PLAN PROJECT TEAM AS NECESSARY

4. NEW BUSINESS

A. WEBSITE PLANNING AND WORKING SESSION

1. PRESENTATION OF DRAFT WEBSITE WIRE-FRAME AND SITE MAP
2. PRESENTATION AND DISCUSSION OF SAMPLE WEBSITES TO IDENTIFY PREFERRED WEBSITE "LOOK AND FEEL"
3. PROVIDE DIRECTION TO COMMUNICATION PLAN PROJECT TEAM AS NECESSARY

5. FUTURE AGENDA ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

6. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, DECEMBER 12, 2013, AT 6:30 P.M.