



# TOWN OF DISCOVERY BAY

"A COMMUNITY SERVICES DISTRICT"

**SDLF PLATINUM-Level of Governance**

**Chair Lesley Belcher and Vice-Chair Bryon Gutow**

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**NOTICE OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
May 06, 2026 03:30 PM**

**To Attend In-Person:**

Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting:

**To Attend by Zoom Webinar:** <https://us06web.zoom.us/j/86583270406>

**To Attend by Phone:** +1 (669) 444-9171 OR +1 (719) 359-4580 & Webinar ID 86583270406

**To Download Agenda Packet & Materials:** <http://www.todb.ca.gov/>

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**A. ROLL CALL**

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

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)**

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. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

C.1 Approve Communications Committee DRAFT Meeting Minutes from  
March 4, 2026.

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Sponsor(s): Kelly Rajala, Board Secretary

**D. UPDATES**

D.1 General Communications Updates

Sponsor(s): Stephen Griswold, Assistant General Manager

**E. PRESENTATIONS**

**F. DISCUSSION ITEMS**

F.1 Discuss and Provide Feedback on Proposed District Site Tour Program.

Sponsor(s): Stephen Griswold, Assistant General Manager

**G. FUTURE AGENDA ITEMS**

**H. ADJOURNMENT**

Adjourn to the next Regular Meeting of the Communications Committee 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.



**MINUTES OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
March 04, 2026 03:30 PM**

Director Lesley Belcher and Director Bryon Gutow

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**A. ROLL CALL**

Meeting was called to order at 3:30p.m.

Roll call was taken, and all members were present.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes).**

None.

**C. CONSENT CALENDAR**

C.1 Approve Regular Communications DRAFT Meeting Minutes of September 3, 2025.

**Moved By** Director Bryon Gutow

**Seconded By** Director Lesley Belcher

Motion to approve the consent calendar.

**Motion Carried (2 to 0)**

**D. UPDATES**

D.1 Quarterly Communications Update - Q1 2026

Assistant General Manager Stephen Griswold gave a Communications Update for Q1 2026.

- Website traffic has more than doubled.
- Quarterly newsletter has maintained a 62% open rate.
- Social Media has increased growth. 141 new followers on social media.

Director Gutow asked clarifying questions on tracking of clicks/interaction.

Director Belcher asked if the information is universal or tailored to each mode of communication.

## **E. PRESENTATIONS**

### **E.1 Overview & Training on Agenda Management Software eScribe**

Assistant General Manager Griswold demonstrated the new eScribe Agenda Management Software.

- In Fall 2025 staff evaluated several different agenda software platforms.
- Staff chose to purchase eScribe.
- There is a new iframe on the Town website homepage to access both PDF and HTML versions of the agenda packets.
- The Board will receive meeting agendas directly from the eScribe system.
- Electronic voting will be implemented in the future.
- The committee asked clarifying questions about the new agenda process.
- eScribe platform will be live at the March 18th Board of Directors Meeting.

## **F. DISCUSSION ITEMS**

None.

## **G. FUTURE AGENDA ITEMS**

Director Gutow mentioned revisiting the "wipes in the pipes" campaign.

Director Belcher commented on the effectiveness of the communication regarding the cross-connection project.

## **H. ADJOURNMENT**

Meeting adjourned at 3:53p.m.