



**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.