



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, May 5, 2021
STANDING PARKS AND RECREATION COMMITTEE REGULAR MEETING
4:30 P.M. – 5:30 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 Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have 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 ID **5193676302#**

Download Agenda Packet and Materials at www.todb.ca.gov/

Parks and Recreation Committee Board Members

*Chair Bryon Gutow
Vice-Chair Ashley Porter*

A. ROLL CALL

1. Call business meeting to order 4:30 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 March 3, 2021 Regular Parks and Recreation meeting.
2. Approve DRAFT minutes of April 21, 2021 Special Parks and Recreation meeting.

D. PRESENTATIONS

1. Parks and Receptions Update.

E. DISCUSSION ITEMS

1. Discussion Regarding Tennis Courts Refurbishing.
2. Discussion Regarding Prop 68 Per Capita Grant Project Selection – Top 5 Staff Recommendations.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Parks and Recreation 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."

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**MINUTES OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, March 3, 2021
STANDING PARKS AND RECREATION COMMITTEE REGULAR MEETING
4:30 P.M. – 5:30 P.M.**

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Parks and Recreation Committee Board Members

*Chair Bryon Gutow
Vice-Chair Ashley Porter*

A. ROLL CALL

1. Call business meeting to order 4:30 P.M. – by Chair Gutow
2. Roll Call – All Present, Vice-Chair Porter joined the Parks and Recreation Committee Meeting via teleconference.

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

Public comment regarding:

- Closing hours of the Community Center grounds.

C. DRAFT MINUTES TO BE APPROVED

1. Approve January 28, 2021 Special Parks and Recreation DRAFT meeting minutes.
Motion made by Vice-Chair Porter to approve the DRAFT minutes.
Second by Chair Gutow.

D. PRESENTATIONS

1. Parks and Recreations Update.
General Manager Mike Davies updated the committee with new hours for the Community Center and the Community Center grounds. He advised that on Wednesdays when the Town has Board meetings, the gate will remain open until the sun sets or until the Board meetings conclude, whichever comes first.

E. DISCUSSION ITEMS

1. Discussion Regarding Contra Costa County Special Zone Financials.
Parks and Landscape Manager Bill Engelman introduced Rochelle Johnson, Special Districts Manager for Contra Costa County office. Special Districts Manager Johnson provided a summary of financial accounts and

available funds for projects in Zone 35, Zone 57 and Zone 61. Zone 57 has depleted the majority of its budget during the enhancement made to Regatta Park. Details were provided of Capitol Improvement Project budgets in these zones. Maintenance and landscape enhancement ideas were discussed for each zone. The budgets discussed in this presentation can also be found in the Engineer's Report available through Contra Costa County.

2. Discussion Regarding Discovery Bay Recreation and Sports Inc. ("DBRS") Request for a TUFF Shed, Benches and Temporary Pop-up Shade at the Pickleball Courts.

DBRS has requested to install benches on the pickleball courts and a shed in the rear of the pickleball courts to store their equipment. Recreation Program Supervisor Monica Gallo stated there is currently a shed available to DBRS, however they have requested to have a larger replacement. DBRS will purchase the shed and the benches. Town of Discovery Bay staff will install the benches to the court. Additionally, DBRS has also requested permission to put up pop up canopies, to provide shade to spectators, which will be removed after each daily use. Chair and Vice-Chair recommended this item be presented to the Board for discussion.

3. Discussion Regarding Opening the Restrooms at Cornell Park.

General Manager Mike Davies advised that at the present time it is not feasible to open the public restrooms and grant the public access to drinking fountains at Cornell Park. Centers for Disease Control recommends sanitizing and stocking the facilities on a daily basis and budget does not permit that. Prior to COVID-19, a janitorial service was providing this maintenance. In between cleaning service days, the facilities presented an issue with heavy use by delivery drivers, construction workers or people who were traveling through. This heavy usage led to overflowed toilets and vandalism which the Town's landscaping staff was tasked with tending. This took time away from landscaping and maintenance responsibilities. Bids for janitorial services once a day have determined a substantial expense increase.

Staff recommendation is that the facilities at Cornell Park remain closed due to COVID restrictions and increase in cost to sanitize and stock the facilities.

Vice-Chair Porter asked about permanently closing the facilities.

General Manager Mike Davies advised that this is a good option that can be mentioned to the Board.

Public comment regarding:

- Providing a place for the public to use the restroom when they visit Town parks.

Chair Gutow and Vice-Chair Porter recommended this item be sent to the Board for consideration.

General Manager Mike Davies advised the Committee that Contra Costa County has told the Town not to open up the water fountains in their parks within the Town of Discovery Bay.

Public comment regarding:

- The use of restroom in the Community Center during pickleball tournaments.

General Manager Mike Davies advised that COVID-19 restrictions will be considered as well as employee availability and public safety. It might be necessary to bring in portable restrooms.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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**MINUTES OF THE SPECIAL MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, April 21, 2021
SPECIAL MEETING 6:00 P.M. – 7:00 P.M.**

**NOTICE
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Parks and Recreation Committee Board Members

*Chair Bryon Gutow
Vice-Chair Ashley Porter*

SPECIAL MEETING 6:00 P.M.

A. ROLL CALL

1. Call business meeting to order 6:00 P.M. – By Chair Bryon Gutow
2. Roll Call – All Present.

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

None.

C. DISCUSSION ITEMS

1. Discussion Regarding Poolside Landscape and Hardscape.
With the construction of the Community Center Pool, some of the surrounding landscape has been destroyed. General Manager Mike Davies advised the committee of three possible options for landscaping enhancements.
Parks and Landscape Manager Bill Engelman conveyed some possibilities to the committee for landscaping. Option 1 is to add sod throughout the pool area. Option 2 is to place concrete. Option 3 would be to create composite decking. Other ideas were also discussed. Chair Gutow and Vice-Chair Porter discussed the cost of materials and installation of each option and mentioned the possibility of combining options.
Chair Gutow asked how much use the public was getting out of the pool.
Recreation Program Supervisor Monica Gallo advised of peak times during summer and reported that at times the pool can have as many as 50 people.
Vice-Chair Porter requested clarification on maintenance for each presented option.
General Manager Mike Davies stated that staff recommends the use of artificial turf if grass is selected. This option requires little to no maintenance, remains green year round and doesn't release debris into the pool. Staff informed the committee of process to use the pool including the requirement to pay a fee and get a

wristband, receive notification of pool rules and the equipment public is allowed to bring in for personal use. Committee members mentioned the need to expand the 400 square foot pathway near the pool. Assistant General Manager Dina Breitstein asked about the life expectancy for artificial turf. Parks and Landscape Manager Bill Engelman advised that it can last up to 20 years. By consensus, the recommendation of the Park and Recreation Committee is to go with all artificial turf. This item will be presented to the Finance Committee for discussion and budgeting.

General Manager Mike Davies mentioned the need to budget for any chipped concrete or need for fresh concrete depending on damage after the pool is done.

Chair Gutow asked staff to be as inclusive as possible when discussing needs and concerns.

Recreation Program Supervisor Monica Gallo discussed the desire to expand the ADA pathway.

General Manager Mike Davies clarified, the committee has opted to use all artificial turf and then examine the areas within the fence perimeter that may need additional concrete work. Options to move the fence on the west side of the pool to allow greater width to the pathway from the Community Center building and the perimeter fence, and also the possibility of cementing that area for larger ADA access will be assessed.

Committee Chairs mentioned the need to fix the lighting.

Parks and Landscape Manager Bill Engelman advised that he will assess the lighting and either cap or replace any broken lighting.

2. Discussion Regarding Landscape Concepts for Discovery Bay Boulevard Corners.

Parks and Landscape Manager Bill Engelman advised of landscape enhancements to Clipper, Discovery Bay Boulevard and the islands on the Boulevard. Those plans were set aside due to the application for the Prop 68 Competitive Grant. With the funds that have not yet been used, Parks and Landscape Manager Bill Engelman asked the Committee to allow the landscaping improvements on the corners of Discovery Bay Boulevard/ Seal Way and Discovery Bay Boulevard/ Riverlake.

Chairs and Committee discussed cost and possibility to extend the enhancement to areas along the Boulevard that are also Town of Discovery Bay responsibility.

General Manager Mike Davies suggested looking into what the Chair and Vice-Chair recommend and then reviewing where the budget would come from, including the option to use the Hofmann funds.

Parks and Landscape Manager Bill Engelman asked the Chairs for approval to use the funds from the planned landscape enhancements planned for Clipper, Discovery Bay Boulevard and the islands to concentrate on the improvements to the landscaping in both corners of Seal/ Discovery Bay Boulevard and Riverlake/ Discovery Bay Boulevard.

Chair and Vice-Chair agreed that this is a good option.

Parks and Landscape Manager Bill Engelman will come up with a concept and bring it to the next Parks and Recreation Committee Meeting for review.

D. ADJOURNMENT

1. Adjourned at 6:43 p.m. to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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Court Resurfacing Project





Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 5, 2021

Prepared By: Bill Engelman, Parks and Landscape Manager and Monica Gallo, Recreation Programs Supervisor
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion Regarding Prop 68 Per Capita Grant Project Selection – Top 5 Staff Recommendations.

Recommended Action

Make a recommendation to the Board of Directors to approve the five listed Cornell Park improvements.

Executive Summary

California Proposition 68 (also the Natural Resources Bond or the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018) was a legislatively referred constitutional amendment that appeared on ballots in California in the June primary election in 2018. It was a \$4.1bn bond measure to fund parks, environmental projects, water infrastructure projects and flood protection measures throughout California.

The Town of Discovery Bay is entitled to apply for approximately \$187,441.00 of grant funds through California State Parks Prop 68 Per Capita Program for park improvement projects. Projects must be capital outlay for recreational purposes and not used to supplement existing expenditures. This grant requires the District to match funds of twenty percent (20%) of the total project cost. Using inhouse labor will contribute to this 20% match.

California Parks requests approval by resolution from the Board of Directors to move forward with the application process. Resolution #2020-25, Approving Application(s) for Per Capita Grant Funds was passed at the November 18, 2020 Board of Directors meeting.

At the Special Parks and Recreation Committee meeting held on January 28, 2021, staff reported that Cornell Park would benefit the most from this grant as it is the Town's oldest park and in need of many upgrades. Staff was tasked to bring our Top 5 suggestions to the Park and Recreation Committee.

The application package deadline is December 31, 2021. Staff would like to receive approval from the Committee, in ranking order of importance, so Staff is able to bring a recommended list with preliminary costs to the May 19, 2021 Board of Directors meeting.

Top 5 - Cornell Park – Staff Recommendation:

- Sports field lawn rehabilitation
- Replacement of Barbeque area to include tables, prep table and refurbish grass area
- Basketball court overlay, benches, and new basketball hoops
- Uniform benches, trash and recycle receptacles throughout park
- Restrooms

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: E-2