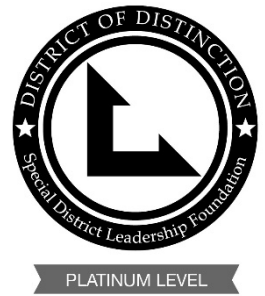




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer • Director – Ashley Porter

**MINUTES OF THE SPECIAL MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 18, 2020
SPECIAL PARKS AND RECREATION COMMITTEE
5:00 P.M. – 6:00 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 Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has 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 CODE: 5193676302
To view the Agenda and Presentation Materials go to
Agenda Packet and Materials at: www.todb.ca.gov/

Parks and Recreation Committee Board Members

*Chair Kevin Graves
Vice-Chair Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 5:00 P.M. by Chair graves.
2. Roll Call – All Present.

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

None.

C. DRAFT MINUTES TO BE APPROVED

- 1.

D. DISCUSSION ITEMS

1. Terracare Landscaping Performance Update.
General Manager Mike Davies advised the committee of the lack of fulfillment of the Scope of Work by Terracare Associates as agreed upon on the Professional Service Agreement. Parks and Landscape Manager Bill Engelman advised photographs have been taken of work that has not been completed and will be submitted to Terracare Associates. Town will request a pesticide report as proof of spraying. Chair Graves advised that the situation might need to be elevated up the chain of command at Terracare. Vice-Chair Gutow asked if Town was being pressured for payment. Parks and Landscape Manager Bill Engelman advised there are currently two outstanding invoices, one is past due. He stated that he will contact Terracare to request completion of work, or proof it has been done before payment is issued.

2. Prop 68 Competitive Grant- Clipper Drive Linear Park.

General Manager Mike Davies informed the committee there is a Prop 68 Per Capita Grant which was discussed previously and staff has also become aware there is a Prop 68 Competitive Grant which Town can apply for. The plan was to originally use \$100,000 to refresh Clipper Drive. With the Prop 68 Competitive Grant the Town could convert landscaping on Clipper Drive into a linear park. The vision of this linear park will include a path for dog walking, wider paths, benches, exercise equipment, lighting and landscaping. In order to apply for the Competitive Grant, the Town must meet certain criteria. The area on Clipper Drive meets the criteria if it is a linear park.

Chair Graves was in accord with the idea and had suggestions of what can be included in the proposed park features.

Parks and Landscape Manager Bill Engelman advised that part of the criteria to qualify for the Competitive Grant includes holding five community-wide engagement sessions to obtain input from the public.

Vice-Chair Gutow asked for an estimated cost of applying. Will Town be required to submit an engineering report of proposed park?

Parks and Landscape Manager Bill Engelman reported there will be no upfront cost to apply.

Chair Graves stated any cost of planning for the project can be paid for from the grant money. He expressed being in favor of giving staff ability to put off plans for Clipper Drive until a definitive answer from the grant application is given.

Application deadline is March, all submitted applications will need to be reviewed and a final answer will be rendered approximately in September.

General Manager Mike Davies advised that Clipper Drive will continue to be maintained however, an overhaul will not be done until decision is made regarding the Competitive Grant.

3. Alternative Landscape Project(s).

General Manager Mike Davies advised that with the lack of Community Center activities and need for additional staff during COVID-19, there are available funds in the amount of \$168,000 that are available for Zone 8 landscaping. With the additional funds and the postponement of a large project on Clipper Drive, the Town's landscape crew is available to tackle some other projects. Discussion took place between the staff and Chairs regarding areas to work on next. General Manager Mike Davies advised the committee that the Town would like to keep \$100,000 available for Clipper Drive in case the Competitive Grant does not get approved. About \$14,000 has been set aside to pay Terracare. The Town would like to use the remainder of the funds on other Zone 8 areas.

Vice-Chair Gutow asked Parks and Landscape Manager Bill Engelman if it was his interpretation that approval was received for Clipper, Newport and Discovery Bay Blvd projects at the Board Meeting on September 2, 2020.

Parks and Landscape Manager Bill Engelman said that was his understanding.

General Manager Mike Davies and the committee had a discussion regarding their individual interpretation of the Board's recommendation for landscaping at the September 2, 2020 Board Meeting.

Chair Graves asked for a clear amount of funds available for landscaping use.

General Manager Mike Davies advised that funds can be derived from other accounts.

Chair Graves asked to see more detail in areas that need work and a break down of the cost to do some work in those areas before giving direction.

Vice-Chair Gutow advised Discovery Bay Blvd is accessed with more frequency than the location where the islands are. He would like to see more work being done on Discovery Bay Blvd.

General Manager Mike Davies recommended using the time it takes to receive a decision regarding the Competitive Grant to start and finish a project that can be addressed with the \$50,000 left for Zone 8 landscaping.

Committee Chairs continued to discuss possible areas that could use the landscaping.

Vice-Chair Gutow recommended Town post notice on Clipper Drive to let the public know that it will be renovated soon.

Parks and Landscape Manager Bill Engelman advised that the funds from the Competitive Grant are available to spend until 2025.

General Manager Mike Davies recommended to brighten up Discovery Bay Blvd and then move to doing the project on the Discovery Bay islands.

Chairs agreed with that recommendation.

Vice-Chair Gutow requested clarification on actual amount of funds available for these projects.

Finance Manager Julie Carter advised that the Town would need to have the Financial Audit completed before accurate forecasts can be made.

General Manager Mike Davies advised that there will always be some outstanding invoices that have not been processed but the numbers will be as exact as possible.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. 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."

"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."

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