



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, September 1, 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 July 7, 2021, Regular Parks and Recreation DRAFT meeting minutes.

D. PRESENTATIONS

1. Parks and Recreations Update.

E. DISCUSSION ITEMS

1. Discussion Regarding Parks, Landscaping, and Community Center Project Funding Availability.
2. Discussion Regarding Rebidding of Synthetic Turf – Community Center Pool.

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, July 7, 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.

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

None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve May 5, 2021, Regular Parks and Recreation DRAFT meeting minutes.
Motion made by Vice Chair Porter to approve DRAFT Minutes from May 5, 2021, as presented.
Second by Chair Gutow.

D. PRESENTATIONS

1. Parks and Recreations Update.
None.

E. DISCUSSION ITEMS

1. Discussion Regarding a Request by Discovery Bay Recreation and Sports ("DBRS") to Install a Shade Structure in the Waiting Area of the Community Center Pickleball Courts.
General Manager Mike Davies advised the Committee of the request by DBRS to construct a shade structure at the pickleball courts at the Community Center. In order to build the requested shade structure there is a need to do a soil test to ensure practicality of the structure. This project will be funded by a donation from DBRS to the Town of Discovery Bay given specifically for the purpose of this shade structure. Recommendation to present this project to the Board is sought by the staff.

Vice Chair Porter asked if this project would need to adhere to any bidding procedures.

General Manager Mike Davies advised that the total amount of the project will determine if bids are required. He advised that this project may be excluded from the bidding process depending on sole source guidelines and these questions will be addressed with the Town's legal counsel.

Chair Gutow asked if the structure would belong to Town of Discovery Bay or if DBRS will maintain ownership.

General Manager Mike Davies stated it would be Town of Discovery Bay property donated by DBRS.

Vice Chair Porter asked about other shade structure options.

Chair Gutow asked if staff endorsed the structure design presented.

General Manager Mike Davies advised the staff does not oppose to it.

Vice Chair Porter asked if the funds have been completely raised.

General Manager Mike Davies advised that DBRS has always been reliable. DBRS will have a pickleball tournament to continue to raise proceeds for this project.

Bob Lyman spoke on behalf of DBRS and advised the Committee that the comments made General Manager Mike Davies have correctly reflected the objective.

Vice Chair Porter asked for time frame for completion of this project.

Bob Lyman stated the goal is to have the contractor come in first quarter of next year.

General Manager Mike Davies asked through the chair for Mr. Lyman to advise the Committee why DBRS picked this shade structure design.

Bob Lyman advised the long term value of this structure was a better option. Quality and appearance were also considered.

Committee recommended this item be taken to the Board for consideration.

2. Discussion Regarding Discovery Bay Recreation and Sports, Inc. (DBRS) Rental of All Six Tennis Courts for Pickleball Tournament.

Recreation Program Supervisor Monica Gallo advised the Committee that DBRS will hold a pickleball tournament on September 18 and 19, 2021, 8:00 a.m. – 5:00 p.m. to raise funds for pickleball court improvements. All six pickleball courts at the Community Center will be used and DBRS is requesting permission to rent out the six tennis courts and to temporarily modify the tennis courts into pickleball courts for the weekend. Recreation Program Supervisor Monica Gallo stated staff is requesting feedback regarding the rental of all six tennis courts.

Chair Gutow asked Recreation Program Supervisor Monica Gallo if she foresees an issue with the tennis players opposing to the rental of all the tennis courts.

Recreation Program Supervisor Monica Gallo stated she spoke to one of the tennis players and was advised giving up one weekend was not an issue for him.

Chair Gutow mentioned there are also tennis courts available at Cornell Park.

Committee agreed to allow DBRS to rent six tennis courts for the weekend of September 18 -19, 2021, for pickleball use.

3. Discuss Facility and Parks Rental Fee Schedule Revisions.

Recreation Program Supervisor Monica Gallo advised that review of the Facility and Parks Rental Fee Schedule is done periodically or as needed. The current modification includes special events fee being added and rental fees have been minimally modified. A proposal of the projected fee schedule was presented to the Committee recommends this item be discussed with the Board.

Public comment regarding:

- Price of daily pricing for pickleball courts.

4. Discussion Regarding Island Designs.

Parks and Landscape Manager Bill Engelman discussed designs, reduction in water consumption, drought tolerant plants, landscape enhancements for Discovery Bay Boulevard.

Committee Chairs agreed that the planned landscape Parks and Landscape Manager Bill Engelman presented looked great.

Chair Gutow recommended putting up a sign on the island for residents who walk their dogs and do not clean up after them.

F. **FUTURE DISCUSSION/AGENDA ITEMS**

Chair Gutow asked for an update on Discovery Bay Boulevard.

Parks and Landscape Manager Bill Engelman advised of projects that are being finished up and upcoming projects.

Vice Chair Porter requested a Special Park and Recreation Committee meeting to give updates on items such as the progress of the Community Center pool, grants and other projects.

Chair Gutow recommended having monthly Park and Recreation Committee meetings.

General Manager Mike Davies and the Committee discussed the process and need for monthly Parks and Recreation Committee Meetings. He stated the Board will need to make that decision.

Vice Chair Porter asked for Special Meetings on the months that Regular Park and Recreations Committee does not meet for the next six months.

General Manager Mike Davies recommended a Special Meeting at 6:00 p.m. in the middle of the month that

currently doesn't have a Regular Park and Recreation Committee Meeting.

G. ADJOURNMENT

1. Adjourned at 5:10 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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DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 1, 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 Parks, Landscaping, and Community Center Project Funding Availability.

Recommended Action

Discussion on Sources of Funding and Potential Community Beautification Enhancement Projects.

Executive Summary

At the November 4, 2020 Parks & Recreation Committee Meeting, staff brought the following list to the committee to discuss landscaping and facility improvement ideas. Staff has made a few modifications to this list and is requesting discussion and feedback on the possibility of moving forward with any of the following....

Community Center

- Parking lot and pathway lighting for both safety and aesthetics
- Refurbish wall ball
- Refurbish area adjacent to wall ball and leading to community garden
- Remove existing underperforming turf and shrub at north east side of property
- Widen walkway at west side of pool leading to BBQ area
- Patio furniture and shade
- Uniform trash and recycle receptacle throughout property
- Freshen BBQ area
- New concrete walk between building and wall ball area
- Reconstruction and regrading of front landscaping
- New front fencing
- Parking lot

Cornell Park

- Uniform trash and recycle receptacles *
- Replacement of BBQ, BBQ tables and furniture *
- Restrooms
- Basketball court resurfacing and benches *
- Baseball field enhancements with new backstop
- Irrigation pump
- Tennis court repainting
- Playground surface tear out and replace with mulch
- Enhance entrance from Willow Lake Road
- Sports field lawn rehabilitation
- Outdoor exercise equipment

*Part of Prop 68 Per Capita Grant Application to Come

Zone 8

- Replacement of landscape medians to dry scape on DB Blvd. and Discovery Point
- Replacement of landscaping Seal Way and Sand Point Island

Ravenswood Park / Zone 9

- East and West landscaping on Poe Drive
- Median landscaping on Poe Drive
- Fencing around Ravenswood Park
- Enhancement of landscaping surrounding Ravenswood Park
- Enhancement of Wilde Drive
- Enhancement of landscaping at walk through from Keats Court and Wilde Drive
- Refurbish trellis structures at Ravenswood Park

Previous Relevant Board Actions for This Item**Attachments****AGENDA ITEM: E-1**