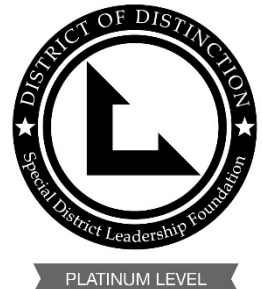




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday September 21, 2022, 7:00 P.M.**

**NOTICE  
Coronavirus COVID-19**

In response to the current proclaimed State of Emergency, indoor masking recommendations, and recommended measures to promote social distancing imposed by State and local officials, 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 (if available) or in person.

**TO ATTEND IN PERSON:** The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

**TO ATTEND BY WEBINAR:**

**Please register for the Regular Meeting of the Board of Directors by:** (Copy and paste into your browser the registration URL. You will then be directed to download the webinar to your device and register with LogMeIn, Inc.)

**Registration URL** <https://attendee.gotowebinar.com/register/2847060441153323791>  
**Webinar ID#:** 832-380-259

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

**For listen only mode dial** +1 (631) 992-3221 ID# 450-843-931

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. 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 Board 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 Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board 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 Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

**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.

1. Approve Regular Board of Directors DRAFT Meeting minutes from September 7, 2022.
2. Approve Register of District Invoices.
3. Approve Resolution 2022-32 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.

**D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS**

**E. PRESENTATIONS**

1. Veolia Presentation.

**F. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action Regarding Approval to Place a Holiday Tree at the Community Center.
2. Discussion and Possible Action to Approve Funding for the Community Center Grounds Improvement Project.
3. Discussion and Possible Action to Approve Resolution 2022-33 Establishing a Policy for Discovery Bay Recreation and Sports, Inc. Priority Use of the Community Center Pickleball Courts.

**G. MANAGER'S REPORT**

**H. GENERAL MANAGER'S REPORT**

**I. DIRECTOR REPORTS**

**J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

**K. CORRESPONDENCE RECEIVED**

**L. MUNICIPAL ADVISORY COUNCIL**

**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on October 5, 2022, beginning at 7:00 p.m. 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."

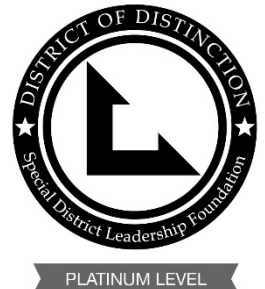
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



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

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday September 7, 2022, 7:00 P.M.

#### REGULAR MEETING 7:00 P.M.

##### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance led by Water/Wastewater Manager Aaron Goldsworthy.
3. Roll Call was taken, and all members were present.

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

1. Resident comment.
  - Resident asked President Graves if he needed to make a public comment about a question he had prior to the meeting. President Graves said that it was not necessary and that they would talk later.

##### 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.

1. Approve Regular Board of Directors DRAFT Meeting minutes from August 17, 2022.
2. Approve Register of District Invoices.
3. Approve Resolution 2022-31 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.

Vice President Porter made a Motion to Approve the Consent Calendar.

Director Graham seconded.

Vote: Motion carried – AYES: 5, NOES 0, ABSTAINED 0, ABSENT 0.

##### D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.

Stephen Griswold presented via teleconference.

- New Postmaster for Discovery Bay- Supervisor Burgis' office attended the Installation of the new Discovery Bay Postmaster, Mr. Kevin Temple.
- Emergency Plan Simulation- The County participated in a multi county delta flood exercise where they simulated a levee break in Discovery Bay to evaluate response of emergency agencies and first responders.

2. Sheriff's Office Report.

Tony Fontenot presented for the month of August.

- They received 478 calls for service with approximately 60 reports taken.
- They made 37 traffic stops.

3. CHP Report.  
None.
4. ~~Contra Costa Fire Report~~ (Assignment by Con Fire Pending)  
None.

**E. PRESENTATIONS**

1. None.

**F. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Approve a Contract with Luhdorff & Scalmanini Consulting Engineers to Provide Water Grant Funding Services.

Presented by Jason Coleman and Jacques DeBra, Luhdorff & Scalmanini Consulting Engineers.

- Funding Options- Discussed options for funding of upcoming CIP projects with a focus on grant funding opportunities.
- Identified 10-year CIP priorities- Highest priority is AC Pipe R&R Project. There are 18 miles of AC pipe that need replacing within the Town.
- Financing Options- Bonds are available as well as the Drinking Water State Revolving Fund (DWSRF). DWSRF has the lowest interest rate which is estimated at 1.6%.

Public comment-

1. Resident suggested utilizing solar panels and battery packs to charge an electric vehicle fleet.

Director Gutow made a Motion to Approve Staff's recommendation to approve a contract with Luhdorff & Scalmanini, Consulting Engineers (LSCE) to provide water grant funding services.

Director Graham seconded.

Vote: Motion carried – AYES: 5, NOES 0, ABSTAINED 0, ABSENT 0.

2. Discussion and Possible Action to Approve a Certificate of Appreciation to Adams Pool Solutions Signed by the President of the Board.

Presented by President Graves.

- Adams Pool Solutions worked closely with staff throughout the entire pool process. Tony Adams is a local resident who has done a lot for the community. President Graves wanted to acknowledge his excellence in refurbishing our community pool.

Vice President Porter made a Motion to Approve staff recommendation to approve a Certificate of Appreciation to Adams Pool Solutions.

Director Graham seconded.

Vote: Motion carried – AYES: 5, NOES 0, ABSTAINED 0, ABSENT 0.

**G. MANAGER'S REPORT**

None

**H. GENERAL MANAGER'S REPORT**

None

**DIRECTOR REPORTS**

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan). September 7, 2022.

Update provided by Director Carolyn Graham.

- Discussed new Eye On Water Project.
- Discussed replacing Go To Meetings with Zoom.

- b. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter). September 7, 2022.

Update Provided by Vice President Ashley Porter.

- Discussed Community Center Grounds Improvements.
- Proposal from Discovery Bay Pickleball Group about adding electrical plugs.
- Discussed extending the Resolution with the Pickleball group through 2024.
- Discussed a holiday tree at the Community Center.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter). September 7, 2022

Update provided by President Kevin Graves.

- Updates on Vac Truck, Denitrification Project, and Diffuser Project.

**J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

1. CSDA Conference August 22-24, 2022. President Graves and Director Graham.

Update Provided by Director Graham and President Graves.

- Attended various seminars on climate change and long range planning.
- Found it helpful to network with others who face the same challenges in their Districts.

**K. CORRESPONDENCE RECEIVED**

None.

**L. MUNICIPAL ADVISORY COUNCIL**

1. Pantages Update

Update Provide by Water/ Wastewater Manager Aaron Goldsworthy.

- Showed Drone photos of conceptual design and progress.
- Discussed the temporary retention basin used to fill water trucks for dust control.

Public Comment.

1. Resident via telephone had questions about the reporting agency regarding the extraction of water from the delta.

**M. FUTURE AGENDA ITEMS**

None.

**N. ADJOURNMENT**

1. Meeting adjourned at 8:24 p.m.to the next Regular Meeting of the Board of Directors on September 21, 2022, beginning at 7:00 p.m. 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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# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

September 21, 2022

**Prepared By:** Julie Carter, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Approve Register of District Invoices.

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 453,868.03

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2022/2023

AGENDA ITEM: C-2

**Request for Authorization to Pay Invoices**  
**For The Meeting On September 21, 2022**  
**Town of Discovery Bay CSD**  
**Fiscal Year 7/22 - 6/23**

Pacific Gas & Electric	\$160,777.56
Veolia Water North America	\$149,870.56
Town of Discovery Bay CSD	\$41,169.05
BrightView Landscape Services, Inc.	\$17,250.00
U.S. Bank Corporate Payments	\$16,024.51
BSK Associates	\$11,584.50
Robert Half	\$9,284.15
Canline Pipeline Solutions	\$7,617.09
Badger Meter	\$5,605.22
Herwit Engineering	\$5,072.50
Univar Solutions USA Inc.	\$4,709.68
Precision IT Consulting	\$4,510.00
LEHR	\$2,876.18
Mt Diablo Resource Recovery	\$2,304.49
Michelle Dominge	\$1,920.00
U.S. Bank	\$1,650.00
Carolyn Graham	\$1,455.22
Daniel Elliott	\$1,334.08
Karina Dugand	\$1,082.25
Verizon Wireless	\$948.96
Lincoln Aquatics	\$869.43
ODP Office Solutions, LLC	\$857.48
Brentwood Ace Hardware	\$785.82
Kevin Graves	\$690.00
Streamline	\$480.00
Ashley Porter	\$460.00
Bryon Gutow	\$460.00
Watersavers Irrigation Inc.	\$354.03
Core & Main LP	\$344.74
Backflow Distributors, Inc.	\$286.73
Michael Callahan	\$230.00
Geotab USA, Inc.	\$197.50
Stericycle	\$194.16
UniFirst Corporation	\$167.05
Alhambra	\$157.10
Department of Justice	\$147.00
Denalect Alarm Company	\$111.00
Bay Area Driving School, Inc.	\$29.99

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**\$453,868.03**





**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION 2022-32**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN DISCOVERY BAY COMMUNITY SERVICES DISTRICT RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Town of Discovery Bay Community Services District (the "Town") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Town's legislative body are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative body conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, the Town's Board of Directors previously adopted a Resolution, Number 2021-16 on October 20, 2021, finding that the requisite conditions exist for the legislative body of the Town to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must make findings that the Board has reconsidered the circumstances of the state of emergency that exist in the Town, and that either the state of emergency continues to directly impact the ability of the members to meet safely in person, or State or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency continues to exist throughout California as a result of the threat of COVID-19; and

WHEREAS, currently the dominant strain of COVID-19 in the country continues to be more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations, therefore, meeting in person would present imminent risks to the health or safety of attendees and members; and

WHEREAS, the Cal-OSHA adopted emergency regulations (Section 3205) imposing requirements on California employers, including measures to promote social distancing remain in effect; and

WHEREAS, the Contra Costa County Health Officer, through guidance and current health orders, strongly encourages indoor masking for everyone, regardless of vaccination status, recommends measures for social distancing when individuals have been exposed to COVID-19, and also acknowledges that close contact to other persons increases risk of transmission.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. AB 361 Compliance. The Board of Directors began using teleconferencing in accordance with subdivision (e) of Section 54953 of the Government Code, as amended by AB 361, on October 20, 2021, and have made the requisite findings by majority vote not later than 30 days after October 20, 2021, and every 30 days thereafter.

Section 3. State of Emergency. The Board of Directors hereby reconsiders the circumstances of the current State of Emergency proclaimed by the Governor on March 4, 2020, and find that the ongoing conditions of the State of Emergency directly impact the ability of members to meet safely in person.

Section 4. Measures to Promote Social Distancing. The Board of Directors hereby finds that Cal-OSHA and the County Health Official continue to recommend measures to promote physical distancing.

Section 5. Remote Teleconference Meetings. The General Manager of the Town of Discovery Bay Community Services District is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

---

Kevin Graves  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a meeting, held on September 21, 2022, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Dina Breitstein  
Board Secretary



Water and Waste Water Monthly Report  
Town of Discovery Bay

*Presented September 2022*

## Safety & Training

Safe Work Days: 4,751

### VNA University:

Annual OSHA Personal Protective  
Equipment: Employee Essentials

### Weekly Safety Topics:

8/3 – Sun Safety

8/10 – Insect (Mosquito) & Feral Animal Safety

8/17 – Back Injury

8/23 – Heat Stress

8/31 – Dog Bites/Attack

## Water Well Status

Willow WTP

01

Active

02

Active

06

Active

Newport WTP

04

Active

05

Active  
(Emergency)

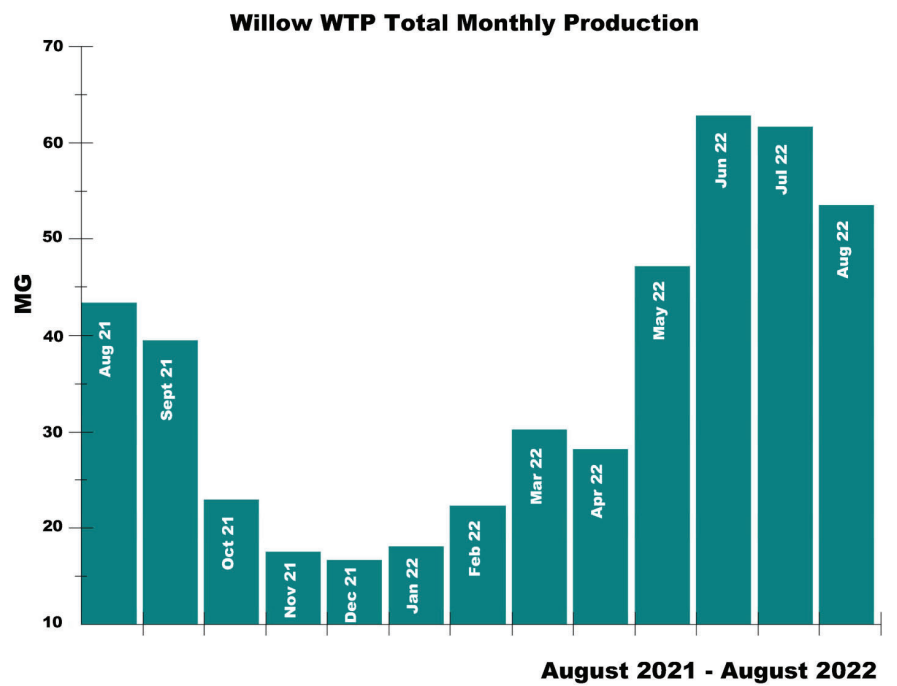
07

Active

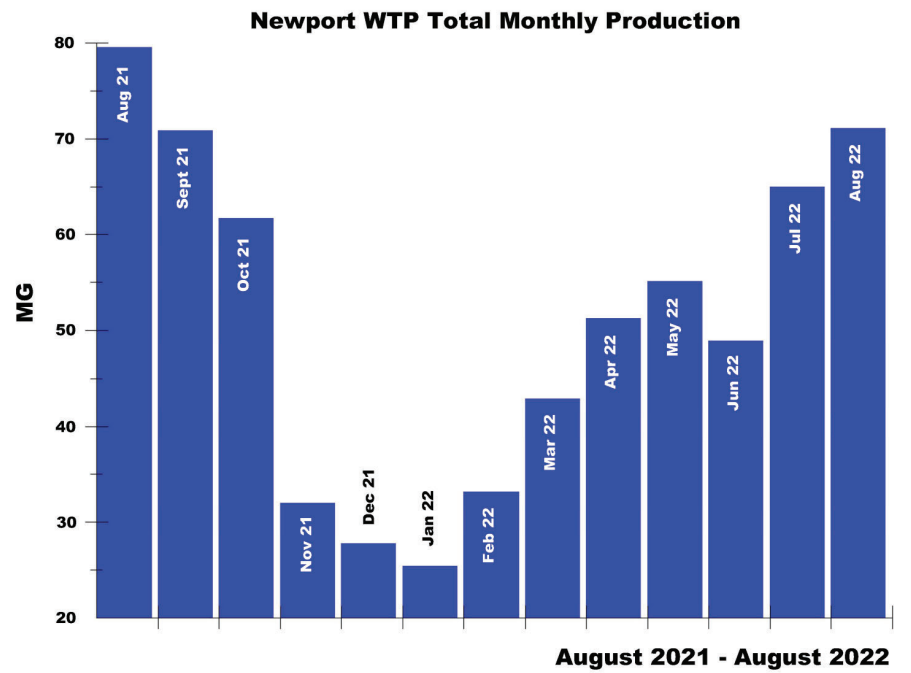
## Water Production & Chemicals

Willow WTP	Production (MG) 53.50	Chemicals (gal) (Sodium Hypochlorite) 2,330
Newport WTP	Production (MG) 71.06	Chemicals (gal) (Sodium Hypochlorite) 4,535
TOTAL	Production (MG) 124.56	Chemicals (gal) (Sodium Hypochlorite) 6,865

## Water Production - Willow Total Monthly Production



## Water Production - Newport Total Monthly Production





## **Water Compliance**

Coliform Samples Collected: 25

Coliform Positive Results: 0

Water Quality Complaints: 1

Hydrant Flushing: 7

Valve Exercising: 7

## Lift Station Status

**A**

Active

**C**

Active

**D**

Active

**E**

Active

**F**

Active

**G**

Active

**H**

Active

**J**

Active

**R**

Active

**S**

Active

**Newport**

Active

**Lakeshore**

Active

**Lakes**

Active

**Lakes 4**

Active

**Bixler**

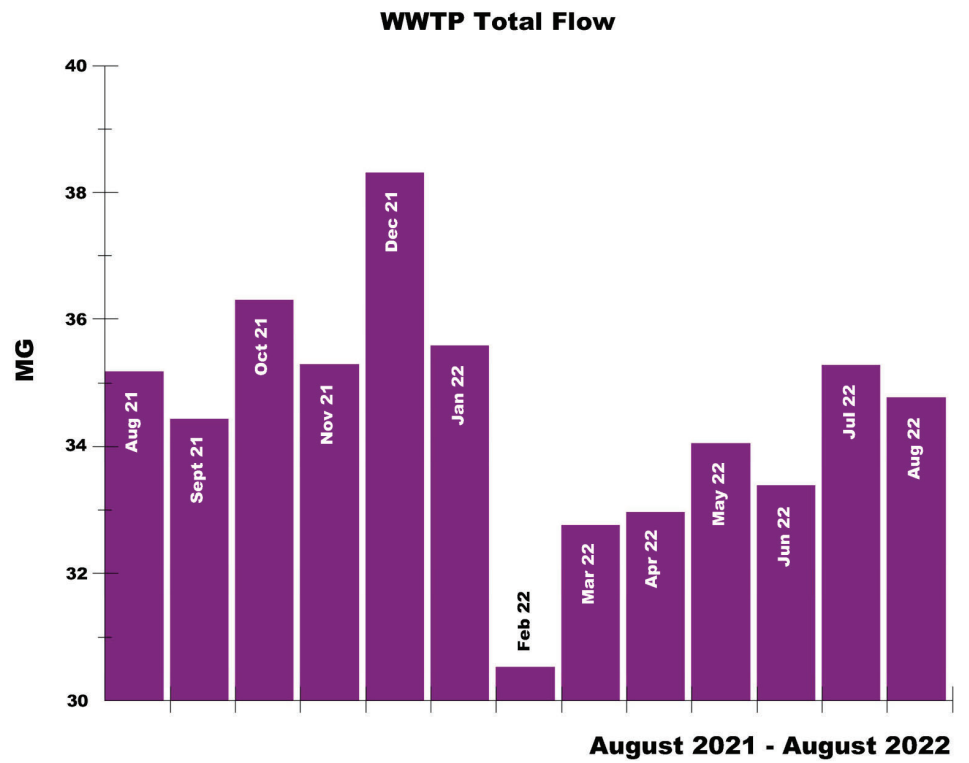
Active

## Wastewater Flow & Chemicals

WW Plant 1	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	0	0	0
WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	34.76	1.20	1.12
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	33.97	0	0

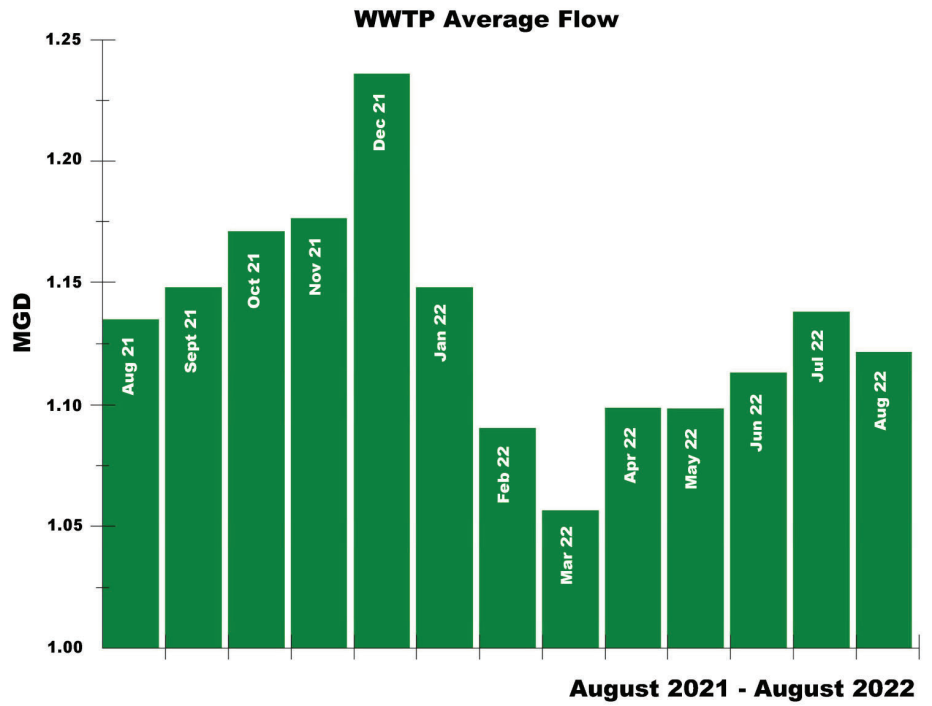
## WWTP 2

### Total Monthly Flow



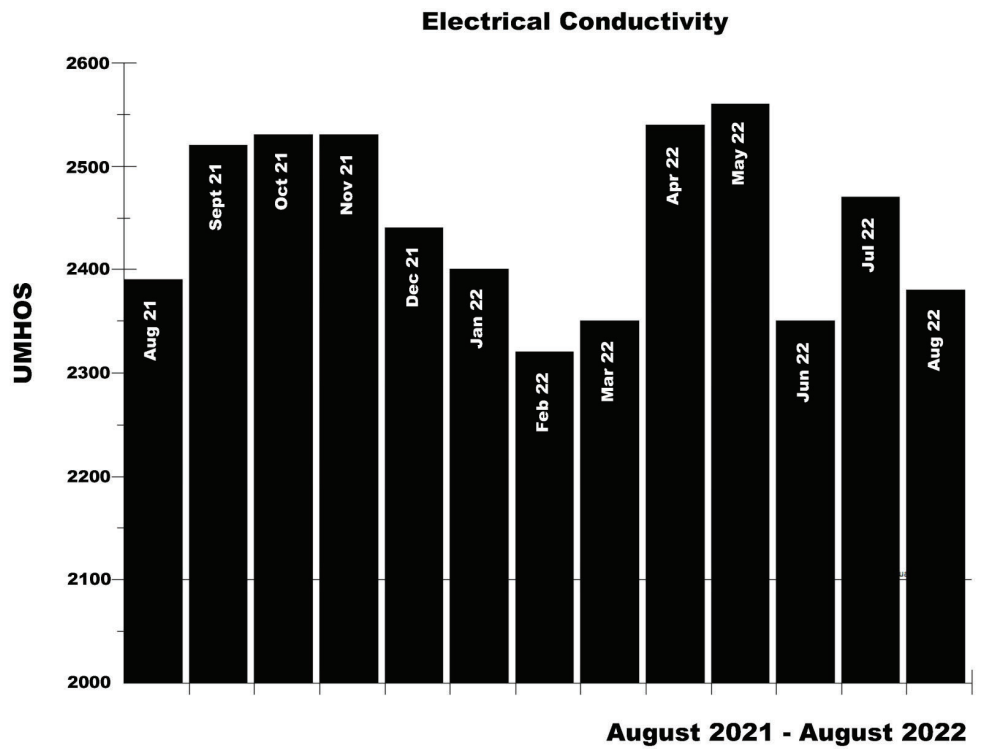
## WWTP 2

### Average Discharge Flow



## WWTP 2

### Monthly Conductivity



## Wastewater Compliance

Effluent BOD<sub>5</sub>, mg/L < 10: **1.1**

Effluent TSS, mg/L < 10: **1.4**

Total Coliform 7 day median < 23: **2.2**

Total Coliform daily max < 240: **2.2**

Eff NTU daily avg < 2: **1**

Eff Ammonia (N), mg/L < 8.4: **ND**

Removal BOD<sub>5</sub>, monthly > 85%: **99.4%**

Removal TTS, monthly > 85%: **99.0%**

Conductivity annual avg < 2,400: **2,421**

**Maintenance  
& Improvements**

SSOs: 0

Customer Inquires: 0





# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

September 21, 2022

**Prepared By:** Dina Breitstein, General Manager  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Discussion and Possible Action Regarding Approval to Place a Holiday Tree at the Community Center.

### Recommended Action

Approve that a community-owned Holiday Tree be allowed on the south front lawn area of the Community Center subject to conditions of staff approval.

### Executive Summary:

Vandals cut down the Holiday Tree formerly located at the Hoffman Shopping Center. Since then, community leaders in Discovery Bay have taken it upon themselves to come together and purchase a twenty-foot artificial holiday tree so that Discovery Bay could continue the tradition of a community holiday tree lighting event.

In 2021, the tree was set up at the Hoffman Shopping Center. This year, it was requested that the tree be placed at the Community Center. Staff met with community members Rita Caruso and Lisa Combs to discuss the best placement of the Holiday Tree at the Community Center. Staff reviewed locations to place the tree and settled on the south front grass area of the Community Center property (see attached picture for the site). Upon board approval, staff will require that the community group provide insurance and indemnify the Town of any liability.

### Tree Description:

- artificial tree
- tree height is 20 feet tall plus 3ft star tree topper and decorations
- weight 915 pounds

### Installation & Tear Down:

- Casey Banks will install the tree
- proposed installation date, the weekend of November 26, 2022;
- proposed tear-down date, the weekend of January 7, 2023.

### Attachments

1. Picture- Proposed Tree Placement

AGENDA ITEM: F1





# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 21, 2022

**Prepared By:** Monica Gallo, Recreation Programs Supervisor  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Discussion and Possible Action to Approve Funding for the Community Center Grounds Improvement Project.

### Recommended Action

Approve expenditures for the Community Center Grounds Improvement Project ("CCGIP") in the amount of \$128,400.00, with a not to exceed amount of \$78,400 to come from the Hoffman settlement fund; and authorize the General Manager to execute any and all contracts and purchases associated therewith.

### Executive Summary

The Community Center acts as the hub of our community and has recently gone through several much-needed improvements with the very popular swimming pool, dog park, tennis and pickleball courts and most recent golf cart parking. The Board of Directors have decided to periodically conduct outdoor board meetings to showcase our upgraded Community Center amenities. The location and backdrop of the outdoor board meetings will be on the grounds located behind the N/E corner of the Community Center. Currently, this area is a nonfunctional unimproved eye-sore of wasted space that detracts from the other upgraded amenities at the Community Center.

Staff's recommendation is to not only make this location functional and suitable for outdoor Board Meetings, but to also rehabilitate the space into a drought tolerant area that can be enjoyed by adults and children year-round.

The first portion of the CCGIP will be taking the north side of the proposed area and turning it into a shaded area for parents and children to hang out and enjoy the creativity of music. Music ignites all areas of child development and skills, including intellectual, social-emotional, motor, language, and literacy. It has been found that music helps facilitate learning other subjects and enhances skills that children inevitably use in other areas.

The second portion of the CCGIP will be taking the larger area abutting the N/E corner of the Community Center and turning it into a multi-use area for all to enjoy. Not only will this area allow for additional seating and shade for people to congregate, relax and be social, but it will also serve as the perfect location for outdoor board meetings, Movies in the Park, and other special events

### Estimated Expenses

Project Cost: \$107,000.00  
20% Contingency: \$21,400.00  
Not to Exceed Total: \$128,400.00

Funding sources: \$20,000 from Community Center donations, \$30,000 from Water/Wastewater, and \$78,400.00 from the Hoffman settlement.

Staff presented this improvement project idea to the Parks and Recreation Committee on September 7<sup>th</sup> and is now bringing it before the board for consideration.

Staff requests the approval of expenditures for the Community Center Grounds Improvement Project in the amount of \$128,400.00, with a not to exceed amount of \$78,400 to come from the Hoffman settlement fund; and authorize the General Manager to execute any and all contracts and purchases associated therewith.

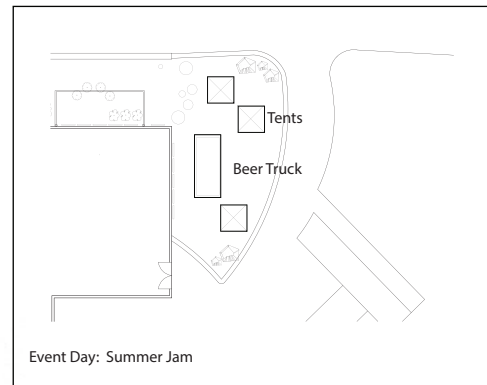
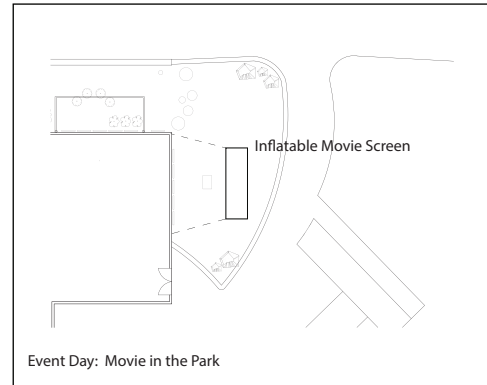
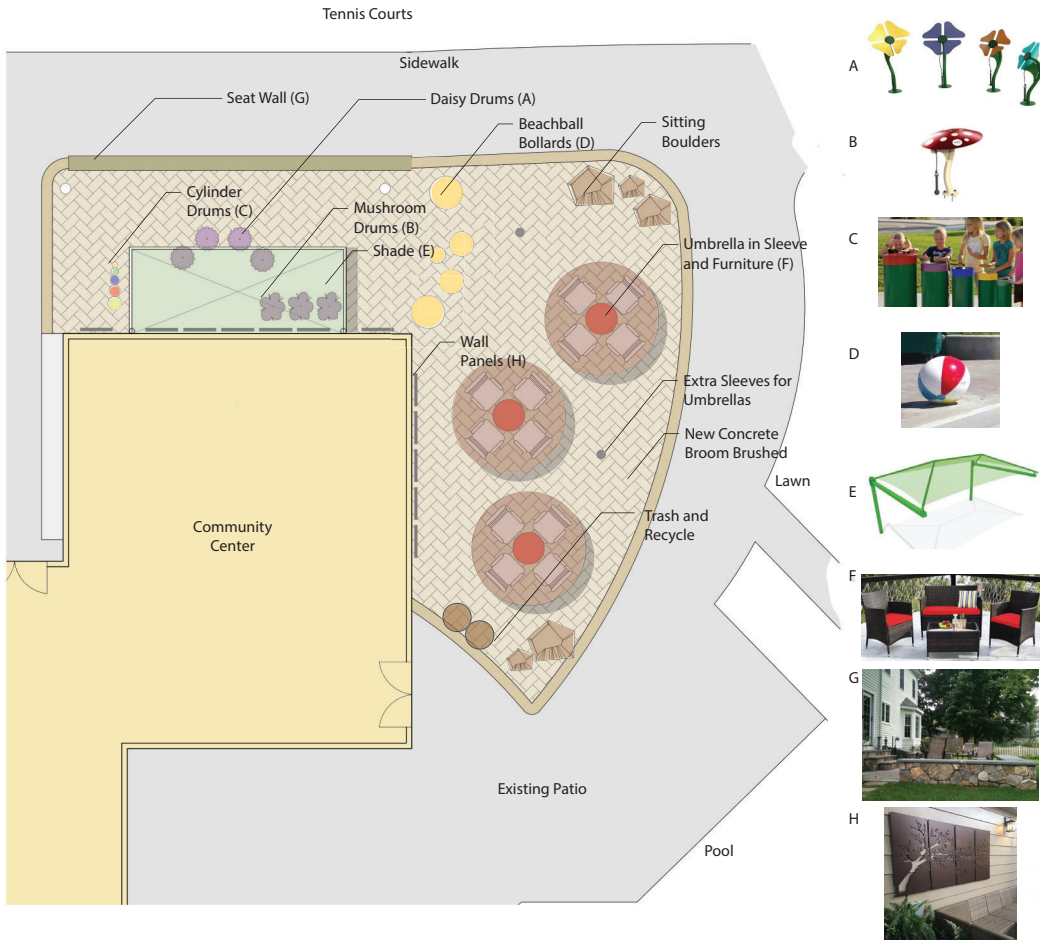
**Previous Relevant Board Actions for This Item**

**Attachments**

Before photo, proposed plan and images

AGENDA ITEM: F2





Community Center Play Area Ideas





# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

September 21, 2022

**Prepared By:** Michael Davies, Assistant General Manager  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Discussion and Possible Action to Approve Resolution 2022-33 Establishing a Policy for Discovery Bay Recreation and Sports, Inc. Priority Use of the Community Center Pickleball Courts.

### Recommended Action

Approve the extension of the DBRS priority use of the Community Center pickleball Courts Resolution 2022-33, under the same terms, priorities, and use conditions contained in Resolution 2020-24, to December 31, 2024.

### Executive Summary

In 2020, the District used a combination of grant funds and a Discovery Bay Recreation and Sports, Inc ("DBRS") donation of \$30,000 to convert two Community Center tennis courts into pickleball courts. As an acknowledgement of the DBRS monetary donation, the Board passed Resolution 2020-24 allowing limited priority use of the pickleball courts to DBRS. Resolution 2020-24 is set to expire December 31, 2022.

Staff recommends extending by Resolution the same limited terms, priorities, and use conditions of Resolution 2020-24 to December 31, 2024. Staff is open to discussion with DBRS regarding modifying the days and times of priority use contained in Section 2 of Resolution 2020-24. Staff recommends, in the best interest of the District, the general public, and revenue generation, that all other provisions in Resolution 2020-24 remain the same.

### Attachments

1. Resolution 2020-24
2. Resolution 2022-33 (extension)

AGENDA ITEM: F3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2020-24**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT  
ESTABLISHING A POLICY FOR DISCOVERY BAY RECREATION AND SPORTS, INC.  
PRIORITY USE OF THE COMMUNITY CENTER PICKLEBALL COURTS**

WHEREAS, Discovery Bay Recreation & Sports, Inc. ("DBRS") expressed interest in the Town of Discovery Bay Community Services District (the "Town") converting seldom used tennis courts at the Town's Community Center into pickleball courts; and

WHEREAS, the Town conducted a study of the costs required to convert the Community Center tennis courts into pickleball courts and determined that the costs exceeded grant funding awarded to the Town for recreation purposes; and

WHEREAS, DBRS provided a monetary donation of up to \$30,000 to the Town for the purpose of covering the funding gap for the project to convert tennis courts at the Town's Community Center to pickleball courts (the "Pickleball Courts"); and

WHEREAS, the Pickleball Courts are a vital community resource that are used to foster community involvement and development; and

WHEREAS, to acknowledge the monetary donation by DBRS for the Pickleball Courts, the Town's Board of Directors (the "Board") desires to prioritize use of the Pickleball Courts by DBRS for purposes specified in this Resolution, to the extent that such use does not interfere with Town activities or other Town-related uses.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

**SECTION 1. Priorities for Use of Pickleball Courts**

Use of the Pickleball Courts will be in accordance with the following priorities, listed from first to last:

1. Town-related or sponsored programs and/or activities
2. Paid rentals
3. General Public
4. Discovery Bay Recreation & Sports, Inc. ("DBRS")

**SECTION 2. DBRS Use of Pickleball Courts #3-6**

Provided there are no conflicting (i) Town-related or sponsored programs and/or activities, or (ii) paid rentals, DBRS will have the right to use the Pickleball Courts #3, 4, 5, 6 according to the following schedule:



1. Tuesdays, Thursdays, and Saturdays between the hours of 8am through 12pm
2. Wednesdays from 4pm (3pm during standard time) until close
3. Mondays and Fridays from 4pm (3pm during standard time) until close

**SECTION 3. DBRS Tournament Use**

DBRS will submit a Special Event Permit Application to the Town for use of the Pickleball Courts to conduct a pickleball tournament at least 60 calendar days before the first day of the tournament.

Provided there are no conflicting (i) Town-related or sponsored programs and/or activities, or (ii) paid rentals, the Town will waive rental charges otherwise applicable to DBRS for its use of the Pickleball Courts to conduct two pickleball tournaments per calendar year.

**SECTION 4. Conditions of Use**

Any use of the Pickleball Courts by DBRS will be subject to all terms, conditions, rules, regulations, and policies for the use of the Town's facilities, as currently approved and as amended or added by the Town from time to time.

The Town reserves the right to cancel, revoke, or suspend any and all use of the Pickleball Courts by DBRS, with or without cause.

**SECTION 5.** This Resolution will take effect immediately and remain in effect until December 31, 2022, unless the Town's Board of Directors take action directing otherwise.

PASSED, APPROVED, AND ADOPTED THIS 18 DAY OF November 2020.



Bill Pease  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on November 18, 2020, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0



Michael R. Davies  
Board Secretary



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2022-33**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT  
ESTABLISHING A POLICY FOR DISCOVERY BAY RECREATION AND SPORTS, INC.  
PRIORITY USE OF THE COMMUNITY CENTER PICKLEBALL COURTS**

WHEREAS, Discovery Bay Recreation & Sports, Inc. (“DBRS”) expressed interest in the Town of Discovery Bay Community Services District (the “Town”) converting seldom used tennis courts at the Town’s Community Center into pickleball courts; and

WHEREAS, the Town conducted a study of the costs required to convert the Community Center tennis courts into pickleball courts and determined that the costs exceeded grant funding awarded to the Town for recreation purposes; and

WHEREAS, DBRS provided a monetary donation to the Town for the purpose of covering the funding gap for the project to convert tennis courts at the Town’s Community Center to pickleball courts (the “Pickleball Courts”); and

WHEREAS, the Pickleball Courts are a vital community resource that are used to foster community involvement and development; and

WHEREAS, to acknowledge the monetary donation by DBRS for the Pickleball Courts, the Town’s Board of Directors (the “Board”) desires to prioritize use of the Pickleball Courts by DBRS for purposes specified in this Resolution, to the extent that such use does not interfere with Town activities or other Town-related uses; and

WHEREAS, resolution 2020-24 expires on December 31, 2022, the Town Desires to extend the resolution for another two-year term.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

**SECTION 1. Priorities for Use of Pickleball Courts**

Use of the Pickleball Courts will be in accordance with the following priorities, listed from first to last:

1. Town-related or sponsored programs and/or activities
2. Paid rentals
3. General Public
4. Discovery Bay Recreation & Sports, Inc. (“DBRS”)

**SECTION 2. DBRS Use of Pickleball Courts #3-6**

Provided there are no conflicting (i) Town-related or sponsored programs and/or activities, or (ii) paid rentals, DBRS will have the right to use the Pickleball Courts #3, 4, 5, 6 according to the following schedule:

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**SECTION 4. Conditions of Use**

Any use of the Pickleball Courts by DBRS will be subject to all terms, conditions, rules, regulations, and policies for the use of the Town’s facilities, as currently approved and as amended or added by the Town from time to time.

The Town reserves the right to cancel, revoke, or suspend any and all use of the Pickleball Courts by DBRS, with or without cause.

**SECTION 5.** This Resolution will take effect immediately and remain in effect until December 31, 2024, unless the Town’s Board of Directors take action directing otherwise.

PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022.

\_\_\_\_\_  
Kevin Graves  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 21, 2022, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Dina Breitstein  
Board Secretary