



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

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, November 4, 2020

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

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SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 4, 2020
REGULAR MEETING 7:00 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: (877)778-1806
CONFERENCE CODE **891949**

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 DRAFT minutes of October 21, 2020 Regular Board of Director's meeting.
2. Approve Register of District Invoices.
3. Approve Cancellation of the December 2, 2020 Regular Board Meeting.
4. Approve Cancellation of the January 6, 2021 Regular Board Meeting.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Assembly Member Jim Frazier, District 11.
2. Supervisor Diane Burgis, District III Report.
3. Sheriff's Office Report.

4. CHP Report.
5. East Contra Costa Fire Protection District Report.

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Approval of Resolution No. 2020-23 Amending Park Rules and Regulations Board Policy No. 012.

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Bill Pease and Bryon Gutow) November 4, 2020.
 - b. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) November 4, 2020.
 - c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) November 4, 2020.
2. Other Reportable Items.

K. CORRESPONDENCE RECEIVED (Information Only)

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting 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



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday October 21, 2020
REGULAR MEETING 7:00 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.

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CONFERENCE CODE **891949****

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REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – by President Bill Pease.
2. Pledge of Allegiance- Led by Director Porter.
3. Roll Call- All Present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)
None

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 DRAFT minutes of regular meeting for October 7, 2020.
2. Approve Register of District Invoices.

Motion made by Director Kevin Graves to approve Consent Calendar as presented.

Second by Director Ashley Porter.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

Public comment offered. None was stated.

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of September

Update given on Water and Wastewater Plants productivity by Veolia Project Manager Gerry Lemus. He discussed water quality testing. Update regarding safety, no incidents have taken place. Reports continue to be submitted to the state as required. Project Manager Gerry Lemus advised that non-potable water is recycled in Town of Discovery Bay.

President Bill Pease asked how the non-potable water is being used.

Veolia Project Manager Gerry Lemus advised it is used for the water pumps and at the golf course. Monthly

bacteriological samples show no issues during testing. Announcement was made regarding a Hydrant Flash Exercise and Valve Exercise which will contribute to the Asset Management Program. More information will be given at the next Veolia presentation.

Public Comment Regarding:

- The use of recycled water on the golf course.

Veolia Project Manager Gerry Lemus advised the recycled water is used for irrigation of plants at the golf course.

President Bill Pease asked if any golfers walk through any irrigated areas where recycled water has been used.

Veolia Project Manager Gerry Lemus replied that areas where golfers play are not irrigated by recycled water.

F. DISCUSSION AND ACTION ITEMS

1. Discussion and Possible Action Regarding Lengthening the Community Pool to 75 Feet, Replacement of Pool Equipment Concrete Slab, Installation of Equipment Enclosure and Modification of Existing Pool Equipment.

Project Manager Mike Yeraka provided the Board with an updated cost to lengthen the Community Pool, replace pool equipment's concrete slab, install equipment enclosure and to modify existing pool equipment. All these recommended items are outlined in a Change Order Form provided by Adam's Pool Solutions. Original quote from Adam's Pool Solutions was \$104,413. The revised quote of \$106,843 reflects an addition of four more rope anchors and compliance with prevailing wage laws. Project Manager Mike Yeraka advised that Adam's Pool Solutions recommended the pool skimmers be changed out as they have been exposed to the sun for approximately 2 years. Information was provided about the installation of an equipment shed. The old concrete slab will need to be removed and new one with the capability to support the new equipment will need to be installed. Also, to provide proper accommodation for a larger amount of water, it will be necessary to add a fourth filter. It was recommended the Board authorized the Town's General Manager execute the Change Order to extend the pool to 75 feet for \$106,843, and to authorize Town's General Manager execute any and all agreements to remove and replace existing pool equipment, install additional filter, install equipment shed and concrete slab and any other actions required to complete the project up to a total project cost of \$452,000.

Director Ashley Porter asked if Adam's Pool Solutions' Scope of Work includes warranty of expanding the shallow end of the pool.

Project Manager Mike Yeraka stated that typically Change Orders will be in addition to any agreements on an established contract. The existing contract required the contractor to warranty everything for 12 months from the date of the contract agreement.

Public Comment Regarding:

- Expenses for the pool project
- Request to remove item 1F from this Agenda.
- Expense for the pool project.
- Possibility of additional cost for the pool that are not being discussed today.
- Concern regarding warranty and guarantee for the pool.
- Guarantee and warranty.

President Bill Pease asked Project Manager Mike Yeraka about warranty details.

Project Manager Mike Yeraka stated there is a 12 month warranty in the original agreement. The Change Order does not mention the warranty nor does it exclude it. Therefore, the language in the original agreement is still valid.

President Bill Pease asked what the estimated date of completion for the pool is as given by Adam's Pool Solutions.

Project Manager Mike Yeraka stated the project will be done near April 2021 or May 2021.

Director Kevin Graves clarified this project is mentioned today to save money, not to add more expense.

Project Manager Mike Yeraka confirmed that the revision in the project has mention only of different avenues the Town can take to save money on projects that have been deemed necessary for the completion of the pool.

Vice President Bryon Gutow asked if the financial impact would be \$80-90k for extension of the pool.

Project Manager Mike Yeraka advised the original quote from Adam's Pool Solutions was \$22,575 and the extension of the pool would be an additional \$84,000.

Director Kevin Graves made a motion to modify and accept the Change Order from Adam's Pool Solutions to what has been proposed in the diagram presented to the Board tonight.

President Bill Pease clarified the motion to authorize the General Manager to execute the attached change order with Adams Pool Solutions in the amount of \$106,843.00 to extend the pool to 75 feet, and to authorize the General Manager to execute any and all agreements to remove and replace the existing pool

equipment, install additional filter, install equipment shed and concrete slab and any other actions required to complete the project up to a total project cost of \$452,000.00.

Director Kevin Graves confirmed that he is making a motion to move forward with the modifications as indicated by Project Manager Mike Yeraka.

Second by Vice President Bryon Gutow.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

2. Discussion and Possible Action Regarding Approval of Resolution No. 2020-22 Declaring Certain Property as Exempt Surplus Land and Authorizing its Sale.

Legal Counsel Andy Pinasco presented the request to approve a Pre-Annexation Agreement with Lodgepole Investment, LLC. Lodgepole has requested an easement to be used for ingress, egress and public utilities.

The Board directed Town staff to negotiate the terms and condition of this easement. Lodgepole has agreed to the terms and conditions set before the Board in tonight's agenda. The recommended action tonight is for the Board to approve Resolution 2020-22 which will determine the easement is exempt surplus land and it will allow the Town to transfer the easement to Lodgepole allowing them access to their property from Newport Drive. The easement includes a good faith negotiation to determine mutually satisfactory sales price and terms for an easement agreement. The price of \$15,000 represents the easement's fair market value and has been agreed upon by Lodgepole and the Town.

Director Kevin Graves asked if a previously discussed stop sign is included in the easement's negotiation.

Legal Counsel Andy Pinasco advised that is included in the agreement.

Director Bill Mayer advised he didn't see reference to a light pole in the agreement. He asked if it was still a consideration.

Legal Counsel Andy Pinasco stated that coordination with Lodgepole will take place to make sure something is done to accommodate for a light pole.

Public Comment Regarding:

- Appraisal value.

President Bill Pease said the appraiser appears to be very qualified. Asked if staff agrees.

Legal Counsel Andy Pinasco advised that the appraiser is well known in the community and has used them in the past.

Vice President Bryon Gutow asked for the Board to bring this item to a Closed Session to discuss this further.

Director Bill Mayer made motion to approve item as recommended by staff.

Second by Director Ashley Porter.

Vote: Motion Carried – AYES: 4, NOES: 1, ABSTAINED: 0, ABSENT: 0

G. MANAGER'S REPORT

1. Community Center Polling Location Update.

Recreation Program Supervisor Monica Gallo provided the Board with an update to add a polling location at the Town of Discovery Bay Community Center. The Community Center will be open on November 3, 2020 from 7:00 a.m. to 8:00 p.m. Voters can also drop off ballots if they prefer to not come in and vote. Election office officials will be responsible for providing any necessary protective equipment for their volunteers and sanitizer for the voters. Currently there is drop off box at the Yacht Club.

Director Kevin Graves asked if the drop off box at the Yacht Club is secure.

Recreation Program Supervisor Monica Gallo advised that it is secure and ballots get picked up every day, and absentee ballots can also be dropped off there.

Assistant General Manager Dina Breitstein advised the Board that Town staff will be using a new email server named Microsoft 365. Email access will not be available from October 23, 2020 at 5:00 p.m. until Monday, October 26, 2020 at 12:01 a.m. The current mail server is outdated and could cause a security issue.

H. GENERAL MANAGER'S REPORT

1. Groundwater Sustainability Plan Update.

Update was given regarding the Groundwater Sustainability Plan by General Manager Mike Davies. In a joint Memorandum of Understanding created with seven other Groundwater Sustainability Agencies, we are writing a Groundwater Sustainability Plan as required by the Department of Water Resources. This GSP is to be completed by January 31, 2022. We are on track to complete the GSP on time. A meeting with the public was held to provide information and receive feedback regarding the GSP. There is more information on the Town website.

I. CORRESPONDENCE RECEIVED

J. FUTURE AGENDA ITEMS

1. Director Ashley Porter requested Town staff review the Governor's Executive Order and look into the possibility of conducting meetings via video conferencing.

President Bill Pease asked for clarification of Director Ashley Porter's request.

Director Ashley Porter asked for a discussion with Town's communications team to revisit doing meetings through video conference to align with other municipalities, schools, etc.

Director Kevin Graves agreed it is something to look into.

Director Bill Mayer also concurred it is a good direction to go in.

President Bill Pease requested Town staff do some research regarding cost of equipment and to analyze staff time for setting up.

General Manager Mike Davies stated the Town will bring this item back for a presentation to the Board once all information is gathered.

K. ADJOURNMENT

1. Adjourned at 7:53 p.m. to the regular meeting on November 4, 2020 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

November 4, 2020

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, 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 \$ 225,404.17

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 2020/2021

AGENDA ITEM: C-2

Request for Authorization to Pay Invoices
For The Meeting On November 4, 2020
Town of Discovery Bay CSD
Fiscal Year 7/20 - 6/21

Pacific Gas & Electric	\$114,040.22
Town of Discovery Bay CSD	\$39,260.45
Dryco Construction, Inc.	\$36,993.00
Neumiller & Beardslee	\$9,575.50
California Special Districts Assoc.	\$7,805.00
Contra Costa County	\$6,053.80
Freedom Mailing Service, Inc	\$2,906.44
Matrix Trust	\$2,573.83
Upper Case Printing, Inc.	\$1,301.23
TASC	\$1,073.30
Precision IT Consulting	\$693.55
Watersavers Irrigation Inc.	\$667.66
Bill Brandt Ford	\$564.57
Discovery Bay Designs	\$413.89
Office Depot	\$408.42
Aflac	\$365.58
Discovery Bay Chamber of Commerce	\$205.00
ReliaStar Life Insurance Company	\$200.00
UniFirst Corporation	\$120.00
Water Utility Refund Customer	\$85.83
Shred-It USA-Concord	\$71.86
Verizon Wireless	\$25.04
	\$225,404.17



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

Agenda Title:

Approve Cancellation of the December 2, 2020 Regular Board Meeting.

Recommended Action

Cancel the December 2, 2020 Regular Board Meeting.

Executive Summary

This year the Regular Board Meeting in December falls on the next Wednesday after the Thanksgiving holiday. Staff normally prepares, finalizes, and posts the Agendas on the Friday before the meeting. Staff will not have returned to work in time to prepare and post the Agenda 72 hours prior to the Meeting. Staff recommends that the December 2, 2020 Regular Board Meeting be cancelled.

The next Regular Board Meeting will take place on December 16, 2020 and this meeting date is typically when newly elected Board Members are seated.

This matter was discussed at the Internal Operations Committee Meeting and their recommendation is to approve the cancellation.

Previous Relevant Board Actions for This Item

Attachments

None

AGENDA ITEM: C-3



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

Agenda Title:

Approve Cancellation of January 6, 2021 Regular Board Meeting

Recommended Action

Cancel the January 6, 2021 Regular Board Meeting.

Executive Summary

Each year the Town of Discovery Bay offices are closed for the Holiday Season. This year the closure is Thursday, December 24, 2020 through January 3, 2021. The next scheduled Regular Board Meeting is three days later on January 6, 2021. Staff normally prepares, finalizes, and posts the Board Meeting Agenda on the Friday before the meeting. Staff will not have returned to work in time to prepare and post the Agenda 72 hours prior to the Meeting.

Refer to chart below for dates Town offices are open and closed.

DECEMBER 2020 / JANUARY 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	21 OPEN	22 OPEN	23 OPEN	24 CLOSED	25 CLOSED	26 CLOSED
27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED	31 CLOSED	1 CLOSED	2 CLOSED
3 CLOSED	4 OPEN	5 OPEN	6 COMMIT-MTNG	7 OPEN	8 OPEN	

Staff Recommendation is to CANCEL the January 6, 2021 Board Meeting.

The next Regular Board Meeting will be on January 20, 2021, and this meeting date is when change of Board Officers and Committee assignments usually takes place.

Previous Relevant Board Actions for This Item

Attachments

None

AGENDA ITEM: C-4



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

Agenda Title:

Discussion and Possible Action Regarding Approval of Resolution No. 2020-23 Amending Park Rules and Regulations Board Policy No. 012.

Recommended Action

Approve Resolution No. 2020-23 Amending Park Rules and Regulations Board Policy No. 012 (attached).

Executive Summary

Annually or as needed, Board Policies are reviewed and updated. The attached Draft Board Policy No. 012 – Park Rules and Regulations has been updated to include a provision concerning use of the tennis courts and new pickleball courts, as well as some minor clean-up language.

The current Park Rules and Regulations Policy was updated on December 19, 2018 and can be located at https://www.todb.ca.gov/sites/main/files/policy_012_-_park_rules_regulations_sec._xii_and_xxiv_revisions_12-19-2018_-_mk.pdf.

Staff recommends approval of Resolution No. 2020-22 Amending Park Rules and Regulations Board Policy No. 012 as attached.

Previous Relevant Board Actions for This Item

December 19, 2022

Attachments

Resolution No. 2020-23
 Draft Board Policy No. 012 – Park Rules and Regulations

AGENDA ITEM: G-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2020-23

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
ADOPTION OF AMENDED PARK RULES AND REGULATIONS
BOARD POLICY NO. 012**

WHEREAS, the Town of Discovery Bay Community Services District (“Town”) owns and maintains parks and recreations facilities located within Discovery Bay; and

WHEREAS, the Town previously adopted Park Rules and Regulations on April 20, 2011 and several Board approved amendments have been made to the Park Rules and Regulations since that time; and

WHEREAS, the Town’s Park Rules and Regulations Policy was last updated and amended December 19, 2018; and

WHEREAS, the Town’s Park Rules and Regulations are contained in Board Policy No. 012; and

WHEREAS, the Town endeavors to keep Town policies current, relevant and lawful by periodically reviewing and updating its policies; and

WHEREAS, it is necessary to update and amend the Town’s Board Policy No. 012 - Park Rules and Regulations.

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

SECTION 1. The Board adopts the Park Rules and Regulations Policy No. 012 as amended and attached.

SECTION 2. This Resolution shall take effect immediately upon its adoption.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4th 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 4, 2020, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

Michael R. Davies

Board Secretary

 <h2 style="margin: 0;">Town of Discovery Bay</h2>		
Program Area: Parks and Landscaping	Policy Name: Park Rules and Regulations	Policy Number: 012
Date Established: April 20, 2011	Date Amended: November 4, 2020	Resolution: 2020 - 23

I. GENERAL INFORMATION

These Rules and Regulations shall apply to all Town of Discovery Bay Community Services District's (District) owned or maintained parks and common areas.

II. PARK HOURS

Park hours, other than the Community Center grounds, shall be based upon the amount of light available for the safety of park users. Closing hours are one-half hour after sunset to one-half hour before sunrise on the following day.

When the parks are closed, lighted pathways may be used for traveling from one location to another; however, loitering on any pathway after the park is closed is prohibited.

No person may enter, loiter or remain, or allow or maintain motorized vehicles, bike or skateboard, in any park after the park is closed for public use. No vehicle may be left overnight for any reason, without the authorization of the General Manager or his/her designee.

III. PARK USE

In general, park use is on a first come, first served basis. However, reservations are strongly encouraged and are required for all sports leagues, organizations, groups over 50, or any time a user intends to bring inflatable play equipment into any park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Individuals or groups wishing to make a reservation must be at least 18 years of age. Applications must be submitted to the Community Center office a minimum of **seven (7) business** days in advance of their scheduled event.

To reserve an area in one of the Parks, the following process must be followed:

- a. The user must obtain a packet from the Community Center which includes the following:
 - a) Park Reservation and Use Permit Application
 - b) Parks Rental Fee Schedule
 - c) Park Rules & Regulations, Policy 012
 - d) Park & Facility Usage & Rental Policy, Policy 013

2. All fees and deposits must be paid to the Community Center at time of rental application.

All terms and regulations of the “Park Rules and Regulations and Park & Facility Usage & Rental Policy” shall apply to reservations.

IV. COMMUNITY CENTER PARK HOURS

Community Center park hours will generally coincide with the Community Center staff hours of operation. Special events, maintenance or other circumstances may extend or reduce hours that the park and grounds will be open to the public.

V. COMMUNITY CENTER PARK USE

In general, Community Center park area is on a first come, first served basis. However, reservations are strongly encouraged and are required for all sports leagues, organizations, groups over 50, or any time a user intends to bring inflatable play equipment to the park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Individuals or groups wishing to make a reservation must be at least 18 years of age. Applications must be submitted to the Community Center office a minimum of seven (7) business days in advance of their scheduled event.

Unless otherwise authorized by the General Manager, to reserve an area, the following process must be followed:

1. The user must obtain a packet from the Community Center which includes the following:
 - a) Facility Rental & Use Permit Application
 - b) Facility Rental Fee Schedule
 - c) Park Rules and Regulations Policy No. 012
 - d) Park & Facility Usage & Rental Policy No. 013
2. All Fees and Deposits must be paid to the Community Center at time of rental application.

All terms and regulations of the “Park Rules and Regulations Policy” and the “Park & Facility Usage & Rental Policy” shall apply to reservations.

- a) No trespassing after hours
- b) Special events and organized facility use by groups in excess of 50 participants by Permit only
- c) Alcoholic beverages by Permit only
- d) Dogs shall be leashed, except in designated areas, and under control at all times. Please dispose of your dog’s waste
- e) Barbecues and fires are permitted only in grills already provided in the park
- f) Hobby aircraft use of any type is prohibited
- g) No glass containers
- h) Golfing is prohibited
- i) Motorized vehicles or scooters are prohibited
- j) It is unlawful to damage any public property, including plant material

VI. ATHLETIC FIELDS (BASEBALL & SOCCER)

In general, the use of all baseball and soccer fields will be governed by “Memorandum of Understanding (MOU)” which is negotiated annually with specific user groups.

When a field is not scheduled for use under a League or Organization agreement (MOU), it is available for public use. Reservations for day use can be made at the Community Center.

All users will adhere to the “Rainy Day” policy where if it has rained anytime in the three-hour period prior to scheduled field use, all activity shall be cancelled. If rain begins during field use and continues for thirty minutes, all activity shall be cancelled. Additionally, if the field is obviously too wet or in a condition where practice or active play would damage the field or turf, such practice play shall be postponed until the field has dried out to a point where footprints will not make a lasting impression. Users may reschedule their event or receive a refund if they have been rained out.

Users may not use fences for backstops, goals, or the like, which may cause damage.

VII. BASKETBALL COURTS

For safety reasons, open-toe shoes or sandals are not permitted.

Hanging from the basketball rims and slam dunking is not permitted.

All disputes and disagreements shall be handled in a calm manner. Fighting or loud, abusive language is prohibited and will lead to removal from the courts.

When players are waiting, the following rules apply:

- a) Games are played to 11 points, with each basket being worth 1 point.
- b) Full court games take precedence over half-court games; however, if a half-court game is in progress; full court games must wait for the current game to finish before taking court.
- c) If the winning team of a half-court game does not wish to play full court, they must leave the court

VIII. TENNIS COURTS / PICKLEBALL COURTS

For safety reason, tennis shoes must be worn at all times.

Courts are to be used for Tennis or Pickleball, ONLY. All other equipment is strictly prohibited.

Tennis/Pickleball courts may be reserved at the Community Center for a fee.

Players holding reservations have priority use of the Courts; however, if the reservation holder arrives late (20 minutes) or more, the reservation is forfeited.

When operating on a first come, first serve basis, one user cannot hold a court while waiting for another. All users must be present to secure a court.

When players are waiting, the following rules apply (except in the circumstance of a reservation):

- a) Users already in play on the court may finish their match.

- b) Singles matches may not exceed 1 hour.
- c) Doubles matches may not exceed 1 ½ hours.
- d) Once a match has been completed, the players must give use of the court to waiting users.

The following activities are prohibited on courts: skateboarding, roller-skating, street hockey, bicycling, ball playing, and any other non-court activities. No hanging on or touching the net.

Pets, food, alcoholic beverages, and glass containers are not allowed on the courts at any time.

The only chairs and tables allowed on the court surface are those that will in no way scratch, dent, mar, deface or otherwise damage the court surface. All chairs and tables must be removed at the end of play.

Persons not abiding by the above rules may be denied permission to use the courts in the future.

IX. SPLASH PAD

- a) The Splash Pad is unsupervised. All persons using the facility do so at their own risk. All children must have adult supervision at all times
- b) Swimsuits and/or appropriate attire must be worn at all times. Footwear/sandals are strongly recommended.
- c) Food and/or beverages of any kind are not allowed on the Splash Pad. No glass containers or breakable objects are allowed on the Splash Pad.
- d) No skateboards, roller blades, bicycles, and/or scooters are allowed on the Splash Pad. Dogs/pets are not allowed on the Splash Pad.
- e) Swim diapers are required for all non-toilet-trained users.
- f) Roughhousing or violent play is prohibited.

The Splash Pad is not available for reservation.

Operations Hours will vary depending on temperature, time of year, budget availability and safety concerns.

VII. SWIMMING POOL

General Pool Rules

- a) All users over the age of 2 entering the pool facility must pay an entrance fee. Swimmers must shower before entering pool.
- b) All users will comply with the direction of the Lifeguard(s) and/or Aquatics Staff. Failure to comply will result in dismissal from the facility.
- c) Users will limit their conversations with the Lifeguards. General questions should be directed to Aquatics Staff in office.
- d) Users shall not block the view of a Lifeguard.
- e) Food and drinks may be consumed on lawn areas inside or surrounding the pool area
- f) No food or drinks of any kind will be allowed on the pool deck.
- g) **Pets, alcoholic beverages**, glass containers or Styrofoam are not allowed on the pool deck at any time
- h) Children under thirteen years of age must be accompanied by a responsible person over the age of 18.

- i) Children between the ages of 13 and 18 need not be accompanied by a responsible person over the age of 18, as so long as their parent/guardian signs a waiver in the presence of Aquatics personnel.

Attire

All swimmers must wear a bathing suit. Only clean bathing suits are allowed in the pool. Rash guards that are loose are permitted in the water for sun protection purposes only. Clothing with metal zippers, snaps, buckles or buttons are not permitted. Street clothing including T-Shirts, basketball shorts, cut-offs, bike shorts, leotards, etc. are not allowed in the water. Swim diapers are required for all non-toilet trained users.

Conduct and Safety

- a) No running in the pool area.
- b) No roughhousing inside the pool area, showers, or locker rooms.
- c) No person shall hang on the back of another person.
- d) No floatation devices (water wings, inflatable tubes, etc.). Only US Coast Guard approved lifejackets that have been inspected by Aquatics personnel are allowed. An adult must be supervising the child at all times.
- e) No profanity
- f) Animals are not permitted in the pool area.
- g) Swimmers may be required to demonstrate, to a lifeguard, that they can swim one width of the pool to be eligible to swim in the deep end.

Operation Hours will vary depending on temperature, time of year, budget availability and safety concerns.

IX. ANIMALS WITHIN THE PARK

No person owning, possessing, harboring, or controlling any animal shall allow such animal to be at large. In the case of a dog, at large means "not under effective restraint by a leash." In the case of animals other than dogs, at large means "not in the immediate presence or under their effective control of such person, in any place or position with the capacity to injure persons or property, or fights, bites or causes harm to any other animal or person."

It shall be the responsibility of persons having charge of any animal to collect and dispose of excrement deposited in any public park/area.

No animal may enter or remain within any park area reserved for children or enter any play apparatus area.

No animal may be left unattended.

With the authorization from the District's General Manager, or his/her designee, animals may be brought onto public parks or facilities for the purpose of animal shows, exhibits, festivals, and the like.

All park users are subject to Contra Costa County Ordinances relating to animal control services. Violations may be reported directly to Contra Costa County Animal Services at (925) 608-8400.

X. DOG PARK

Dog Park hours will generally coincide with the Community Center staff hours of operation. Special events, maintenance or other circumstances may extend or reduce hours that the Dog Park will be open to the public.

The Dog Park may be closed for the following:

- a. Park maintenance.
- b. During periods of inclement weather.
- c. Other circumstances deemed by staff to be necessary.

Rules and Regulations:

- a) Use at your own risk – owners are responsible for the actions and behavior of their dog(s).
- b) Dog waste must be cleaned up immediately by the dog's owner. Dog waste bags may be available at the park entrance as a convenience; however, dog owners are responsible for ensuring a bag is available to retrieve their dog's waste.
- c) Owners must be within the dog park and supervising their dog(s) at all times with leash readily available. Limit three dogs per person per visit.
- d) All children under age 13 must be accompanied by an adult.
- e) Pet treats and food are not allowed inside the dog park.
- f) No smoking, alcohol or glass containers allowed on the property.
- g) No bicycles, skateboards, roller blades or motorized vehicles allowed.
- h) Leashes should be removed once inside the dog park.
- i) No aggressive dogs allowed. Aggressive dogs must be leashed and removed immediately.
- j) Dogs in heat and puppies under 4 months of age are not allowed.
- k) All dogs must wear a collar with a current rabies tag and identification.
- l) Excessive barking is not allowed. Dogs should be under voice control by their owner.
- m) Owners must fill any holes their dog digs.

XI. AUTOMOBILES, BICYCLES AND OTHER CONVEYANCES

Unless specifically authorized, no person shall drive or propel any automobile, truck, motorcycle, motor scooter, motorized skate boards or scooter, or any other motor-powered vehicle within any park, except on the roads, driveways and/or parking lots provided and designated by the District General Manager or his/her designee for such use.

Parking overnight in any park parking lot is prohibited.

No person shall park any vehicle on any lawn or planted area in any park, unless specifically authorized by the District's General Manager or his/her designee.

No person shall wash, grease, service or repair any vehicle in public park areas unless authorized by the District's General Manager.

No motor vehicle or other conveyance shall be parked in any other area than an established or designated parking area.

Persons shall not ride or drive any horse or other animal within parks or common areas, unless authorized to do so by the District's General Manager or his/her designee.

Persons riding bicycles, skateboards or skates may ride upon the designated improved park road or pathway (asphalt or concrete) only, and then only when operated in a safe manner and yielding to pedestrians. Trick and exhibitions, including grinding, jumping starts and rails on benches, are strictly prohibited.

Caution and courtesy shall be followed when riding bicycles, skateboards, or roller skates within any public park.

XII. FIRES, CAMPFIRES AND BARBEQUES

Fires, campfires, and barbecues (BBQ) shall be permitted only in grills already provided in the park and may not be left unattended. Fuel shall be of such types and fires kindled in such a manner as to prevent the danger of fire in the surrounding vegetation. No personal BBQ's are allowed unless specifically authorized by the District's General Manager or his/her designee.

Before leaving the premises, a park user starting a fire in an authorized place shall be responsible for assuring that the fire is thoroughly extinguished. Used coals, fuel or other flammable material used to cook should be left on the grill provided in the park and should not be dumped into garbage receptacles, bushes or on any lawn area.

XIII. USE OF INFLATABLE PLAY EQUIPMENT

The District requires any user, or operator, who intend to bring inflatable play equipment into the park provide the District with a Certificate of Liability Insurance showing valid liability coverage in the amount of \$1,000,000. A separate additional insured endorsement must be submitted listing the "Town of Discovery Bay CSD, its officers, officials, employees, and volunteers" as Certificate Holder and additional insured on the policy. Insurance Certificates must be submitted to the District at least **seven (7) business** days prior to the scheduled reservation.

Inflatable play equipment may only be operated in areas specifically designated by the District. Power sources are not available at Ravenswood Park or the Community Center. Generators may be used only with District authorization.

XIV. GOLF, ARCHERY AND HORSESHOES

No person shall play or practice golf, archery or horseshoes, except in designated areas.

XV. MODEL AIRPLANES, CARS AND OTHER SIMILAR DEVICES

No person shall fly model airplanes or operate gas powered model cars, vehicles, or other similar gas-powered remote-controlled devices within the grounds of any District Park.

Battery powered remote controlled vehicles or devices may be used, but in a courteous manner, yielding to pedestrians and other park users.

XVI. RESTROOM USE

No person shall use restrooms designated for the opposite sex, except children (age 6 and under) accompanied by an adult. All persons shall cooperate in maintaining restrooms in a neat and sanitary condition.

XVII. ALCOHOL

Unless permitted, no person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within a park area (reserved or not).

Violation of this regulation shall be grounds for immediate removal from any park area, **forfeiture of deposit**, citation by the Contra Costa County Sheriff's Department, and revocation of future use and reservation privileges.

XVIII. DISORDERLY CONDUCT PROHIBITED

Public parks are for the enjoyment and benefit of those persons who desire to use the facilities in an orderly manner. Disorderly conduct, including the following, is prohibited:

- a) Use of language which is offensive and likely to provoke an immediate violent reaction, including playing music which would do the same.
- b) Throwing of rocks, stones, or other missiles, likely to cause damage to any person, property, or animal. Use of typical play equipment, such as a frisbee or baseball, shall be allowed so long as it does not endanger other park users.
- c) Carrying firearms or other dangerous weapons in the park, that is potentially dangerous to human safety and wildlife, other than police officers in the discharge of their duties.

Weapons prohibited under this section include, but are not limited to: firearms, any gun, pistol, bow and arrow, slingshot, or any type of object or device capable of propelling a projectile, knives (other than pocket or kitchen knives for the purpose of preparing or serving food), daggers, and martial arts weaponry, axes or machetes.

- d) Possess, sell, display or discharge any fireworks or firecracker of any sort, except with explicit written authorization from the District General Manager and the East Contra Costa Fire Protection District.
- e) Playing any game of chance, or operating any gaming table or instrument, or equipment designed for such game of chance.
- f) Aggressive behavior, such as pushing, shoving, or intentionally walking/riding close to another while walking, running, riding a bicycle, scootering, skateboarding, or roller/in-line skating.
- g) Begging or soliciting contributions or subscriptions.
- h) Climbing upon or tending to deface any wall, fence, shelter, building, structure or other public facility or equipment.
- i) Appearing unclothed or in such attire, costume, or clothing as to be exposed to public view.

Persons who are disorderly or publicly offensive to other park users or nearby residents shall be asked to cease such activity, and upon failure to do so, may be required to leave the park.

XIX. EXCESSIVE NOISE PROHIBITED

No person shall make excessive noise that distracts or disturbs park patrons or nearby residents.

XX. SELLING AND ADVERTISING

No person shall sell, offer for sale, or give away any goods, wares or merchandise, or services (including training courses) within any park without having obtained authorization from the District's General Manager or his/her designee.

No person shall affix, cause to be posted or affixed to any tree, shrub, plant, fence, building,

structure, monument, wall apparatus, post, bridge, bench, gate or other physical object, any handbill, circular, booklet, card, pamphlet, sheet, poster or written or printed notice advertising any commodity, article, merchandise, business activity, person, or thing within any public park without the prior authorization of the District's General Manager or his/her designee.

XXI. EMERGENCIES

In an emergency or when the District's Board of Directors shall determine that the public interest, or public health, or public safety demands such action, any park, or any part or portion thereof, may be closed to the public and all persons may be excluded from entering or remaining therein until such park or area is reopened to the public.

XXII. EXHIBITIONS, EVENTS, FESTIVALS, MEETINGS & ASSEMBLIES

Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, parade, concert, picture show, bandstand, performance, entertainment or other form of amusement, or a function, business meeting, assembly, demonstration or any large gathering where the expected attendance is 50 people or more occupying the park at any one time, must first obtain permission from the District's General Manager or his/her designee.

All requests for authorization under this section must be submitted no less than 60 days prior to the event to allow District staff time to prepare for the event.

Groups of any size requiring the assistance from the District (i.e. street barricades, etc.) must make a request in writing to the District at least 60 days prior to the event and may be required to reimburse the District for costs incurred as a result of the event. The District's General Manager or his/her designee may waive these requirements on a case-by-case basis.

Users wishing to stage or disperse a parade in a park and who have the necessary permit from the District are exempt from the requirements of this section.

XXIII. CAMPING

No person shall camp, lodge, erect a tent, or other temporary structure overnight in any public park without the authorization of the District's General Manager or his/her designee.

XXIV. CARE AND MAINTENANCE OF THE PROPERTY

All refuse and debris within the park area shall be deposited within the appropriate can or receptacle provided. When a can or receptacle is not provided or is full, users must remove their refuse or trash from the park and properly dispose of it elsewhere.

No person shall cut, break, injure, tamper with, deface, remove or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign, structure, apparatus or property; or climb any tree or wall, stand or sit upon monuments, bases, fountains, railings, fences, or any other property not designated for such purposes, nor shall persons hitch a horse or other animal to any tree or structure.

No person shall construct or erect any building, run or string any public service utility except by special written authorization.

No person shall wear footwear that will damage, injure, or create the need for excessive maintenance on any field, court, deck, floor, turf, or specialized surface prepared for particular

games or activities.

Only persons authorized by the District shall perform any work in or upon the park. Work, such as taking up or replacing soil, turf, ground, pavement, structures, trees, shrubs, plants, or flowers, shall be performed solely under the authorization of the District's General Manager or his/her designee.

No person shall use a park or any portion of the park when posted by the District as being closed for any reason, including, but not limited to when the park or portion thereof is closed for repairs or maintenance.

No user may engage in graffiti, tagging, or other defacing of District property or the property of others. No person shall place or dump any foreign material such as dirt, rocks, grass clippings, building materials, bottles, cans or anything similar on or within all parks and common areas.

XXV. CONDITIONS AND LIMITATIONS

Entry into the parks including reservations issued under the provisions of this chapter are subject to such reasonable conditions as the issuing body may deem necessary in order to ensure that the proposed use will be compatible with the general use of the park. Such conditions may include, but are not limited to the following:

- a) Limitations on the times during which the proposed use will be permitted.
- b) Limitations on the locations at which the use will be permitted.
- c) Limitations on the number of people that will be permitted to participate in a use given a location.
- d) Requirement that the applicant furnishes a CERTIFICATE OF LIABILITY INSURANCE showing valid liability coverage in the amount of \$1,000,000. A separate ADDITIONAL INSURED ENDORSEMENT must be submitted listing the "Town of Discovery Bay CSD, its officers, officials, employees, and volunteers" as Certificate Holder and additional insured on the policy. Insurance Certificates must be submitted to the District at least **seven (7) business** days prior to the scheduled reservation.
- e) Requirement that the applicants furnish private patrol or security where the nature of the use will impose undue burdens on the Sheriff services of the District.
- f) Requirement that the applicants provide temporary sanitary facilities, trash containers, etc.
- g) Require that the applicant post fees, deposits, or other security to cover the extraordinary costs which may be incurred by the District as a result of the proposed use.

No conditions imposed under these Rules and Regulations shall unreasonably interfere with the rights of individuals to express themselves or assemble, provided, however, that such activities shall be subject to such reasonable regulations so as to ensure the rights of the people to use their public parks shall not be unreasonably impaired. All users shall comply with all park rules and regulations unless otherwise specifically exempted there from.

END