



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, November 3, 2021
4:30 P.M. – 5:30 P.M.**

NOTICE **Coronavirus COVID-19**

The Town of Discovery Bay Community Services District Board Chambers will be open to the public as well as attendance by video conference and telephone for this meeting. Masks are required for in person attendance. On September 16, 2021, Governor Newsom signed into law AB 361, enabling public agencies to continue using teleconferencing with modified notice and physical access requirements for public meetings during a proclaimed State of Emergency.

In response to the current proclaimed State of Emergency, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

TO ATTEND IN PERSON: Masks are required to be worn inside the building.

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 August 2, 2021, Special Parks and Recreation DRAFT Meeting minutes.
2. Approve September 1, 2021, Regular Parks and Recreation DRAFT Meeting minutes.

D. PRESENTATIONS

1. Parks and Receptions Updates.

E. DISCUSSION ITEMS

1. Discussion Regarding "Safety Tips When Walking At Night".
2. Discussion Regarding Landscape Median Concepts for Discovery Point and Willow Lake.
3. Discussion Regarding Community Center Golf Cart Parking Concept.
4. Discussion Regarding Community Center Wall Ball.
5. Discussion Regarding Community Center Open Space Concept.
6. Discussion Regarding Community Center Front Landscaping Concept.

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."

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



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**MINUTES OF THE SPECIAL MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 2, 2021
SPECIAL MEETING 4:00 P.M. – 5:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866)848-2216
CONFERENCE CODE: **5193676302**
To view the Agenda and Presentation Materials go to
Agenda Packet and Materials at: www.todb.ca.gov/

Parks and Recreation Committee Board Members

*Chair Bryon Gutow
Vice-Chair Ashley Porter*

SPECIAL MEETING 4:00 P.M.

A. ROLL CALL

1. Call business meeting to order 4:00 P.M.
2. Roll Call – All present.

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

None.

C. DISCUSSION ITEMS

1. Discussion Regarding the Installation of Two (2) Monitoring Wells at Cornell Park.
Water Engineer Justin Shobe advised the Committee of the need to install two monitoring wells. As part of a Groundwater Sustainability Agency (GSA), the Sustainable Groundwater Management Act (SGMA) requires Town of Discovery Bay to produce a Groundwater Sustainability Plan (GSP). The GSP will establish an outline for long-term groundwater basin viability. Town of Discovery Bay has entered into a Memorandum of Understanding (MOU) with seven other agencies that draw water from the East Contra Costa County Subbasin (ECCC Subbasin) to collectively produce this GSP. The SGMA requires ECCC Subbasin be monitored using groundwater monitoring wells. In working with staff, Cornell Park was identified as the ideal location to place these two monitoring wells.
Water Engineer Justin Shobe stated the two wells would be two inches in diameter and approximately 15 feet deep and 30 feet deep. They can be drilled and completed in one day causing minimal noise to nearby residents. Funds from the Prop 68 Grant have been awarded and will be used for this purpose.
It is staff's recommendation to have the Committee allow this Agenda Item to be presented to the Board of Directors for review and possible approval.

Committee Chairs asked clarifying questions about the requirements of the monitoring wells.

Committee agreed to recommend this item to the Board of Directors.

2. Update on Community Center Pool and Landscaping.

Recreation Program Supervisor Monica Gallo provided an update on the Community Center Pool. The Tile on the pool has been completed. The Tuff Shed has not been delivered and Recreation Program Supervisor Monica Gallo is waiting to hear back from the vendor. Adam's Pool is ready to set the concrete around the pool decking. Shortly after that, inspectors will be called in. Currently, everything remains on schedule to open the Community Center Pool by the end of September 2021.

Parks and Landscape Manager Bill Engelman gave an update regarding the installation of synthetic turf around the pool. The price of synthetic turf has substantially increased. Originally, Town of Discovery Bay obtained an estimate of \$55,000, \$81,000 with contingencies for synthetic turf. On July 28, 2021, two vendors provided bids for the project. One bid was \$113,000 and the other was for \$166,000. Staff is seeking guidance regarding the substantial jump in price and recommends reviewing the possibility of laying gray landscape fabric for weed control and postponing the project until after Winter 2021 to see if prices in materials drop. Chair Bryon Gutow asked if the bids submitted provided a breakdown in prices or if bids were submitted with a lump sum amount.

Parks and Landscape Manager Bill Engelman advised the bids were entered with a lump sum.

Committee Chairs would like to see the bids broken down per charge to better understand the quotes given by vendors.

Vice-Chair Ashley Porter asked if the request for expedited service had an impact in the increase of cost.

Parks and Landscape Manager Bill Engelman replied that this could be a factor in cost estimate.

Vice-Chair Ashley Porter asked if it was possible to re-bid this project to request a breakdown of cost of work, materials.

General Manager Mike Davies advised that he would raise that question to Legal Counsel.

3. Discussion Regarding Contracting with the California Conservation Corps for Landscape Services.

Parks and Landscape Manager Bill Engelman advised the Committee that the Landscape Department has been short a landscaper for a year. In an effort to be fiscally cognizant, the option to hire a crew from California Conservation Corps (CCC) was assessed. The CCC provides a crew leader and three corps members between the ages of 18-25 years old for an annual cost of \$49,850. This expense is not subject to prevailing wage. Parks and Landscape Manager Bill Engelman will oversee and provide direction for all the work. The services they will provide include mowing, detailing, tree and shrub care and fertilizing in Town parks. The areas of concentration include the Community Center, Slifer, Regatta and Cornell Parks. In winter months an installation crew can help with street-scaping and other installation duties. Staff recommends moving forward with the hiring of a corps crew for the maintenance of Town parks in lieu of hiring another Town landscaper and present the option to the Board of Directors at the Board meeting on August 18, 2021.

Vice-Chair Porter asked about the proposed schedule for the corps crew.

Parks and Landscape Manager Bill Engelman advised they will work Monday through Thursday.

Chair Gutow asked if the Town will need to provide equipment for the crew to use and a tentative start date.

Parks and Landscape Manager Bill Engelman advised the corps members have all their own equipment and are able to start once the Board approves the contract.

Committee Chairs commended Parks and Landscape Manager Bill Engelman for his diligence in saving the Town money and creative thinking in resolving the Town's landscaping team's shortage saving the Town \$15,000 annually.

Vice-Chair Porter asked for an update on the status of the Proposition 68 Grant for Clipper Linear Park.

Parks and Landscape Manager Bill Engelman advised he met with someone and a decision regarding the Town's application for the grant will be made in September 2021.

Chair Gutow asked for an update on the Discovery Bay Blvd islands.

Parks and Landscape Manager Bill Engelman advised the irrigation on the islands will be turned off to intentionally stop anything from growing. This will help prepare the islands for new plants in the fall.

Vice-Chair Porter asked for the Town to inform the community of this plan to prevent calls regarding lack of maintenance on the islands.

General Manager Mike Davies advised the public will be notified.

D. ADJOURNMENT

1. Adjourned at 4:40 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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forty-eight hours prior to the time of the meeting.”

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DRAFT



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**MINUTES 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.

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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.
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 July 7, 2021, Regular Parks and Recreation DRAFT meeting minutes.
Motion made by Vice-Chair Porter to approve items on the Consent Calendar as presented.
Second by Chair Gutow.

D. PRESENTATIONS

E. DISCUSSION ITEMS

1. Discussion Regarding Parks, Landscaping, and Community Center Project Funding Availability.
Parks and Landscape Manager Bill Engelman gave the committee an update on a list of potential projects selected to review and prioritize.
Vice-Chair Porter expressed concerns regarding strategic spending.
Discussion between staff and Chairs regarding future plans and the need to use financial resources in potential landscaping for future construction plans. The use of the Ball Wall at the Community Center was discussed.
General Manager Mike Davies reminded the Committee that using any funds from the Hofmann account will need Board review and approval.

Committee Chairs directed staff to obtain quotes for projects which will need priority consideration. Parks and Landscape Manager Bill Engelman advised the Committee that Cornell Park requires attention. One of the most crucial repairs will be needed on the rubber flooring of the playground area. Chair Gutow stated the replacement of the rubber flooring at the playground will need to be addressed quickly to prevent any safety concerns.

Committee Chairs agreed with the four items presented as requiring repairs or replacement at Cornell Park. The items mentioned are baseball field enhancements with new backstops, irrigation pump, playground surface tear out and replace with a better product and sports field lawn rehabilitation.

Discussion between Committee and staff regarding bathrooms at Cornell Park. There has been graffiti and vandalism plaguing Cornell Park.

General Manager Mike Davies advised of possible new legislation stating a requirement to keep park bathrooms open 24 hours a day for use by the homeless.

Parks and Landscape Manager Bill Engelman advised the Committee of interest in replacing landscape along Seal Way and Sand Pointe island.

Chair Gutow advised that priority should be placed on projects along Discovery Bay Boulevard and along Willow Lake Road first.

Update was given regarding the string lighting on Discovery Boulevard and Highway 4.

Parks and Landscape Manager Bill Engelman expressed interest in landscape enhancements along the Ravenswood Parks corners.

Chair Gutow recommended seeing what Pantages does once they start their project and then decide if the Town wants to coordinate with their plan.

General Manager Mike Davies reminded the Committee that the Conservation Corps team has begun working at the Town parks.

Chair Gutow issued a reminder to staff to do their part to keep the Town looking good. If things are out of place or an area needs attention, do what you can to rectify that.

2. Discussion Regarding Rebidding of Synthetic Turf – Community Center Pool.

Parks and Landscape Manager Bill Engelman explained the draft timeline for rebidding synthetic turf at the Community Center Pool. The bids will be marketed towards synthetic turf specialists.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

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

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Safety Tips When Walking At Night



Once the sun goes down it is always safer to walk with a group or buddy up with a friend or dog.



Be confident and purposeful when walking at night. Say 'hi' to other park goers and make eye contact.



Let someone know when you are going out for a walk. Take your cell phone with you when outside.



If there are no sidewalks, walk facing traffic so you can see and react to oncoming vehicles.



Wear clothes and shoes with reflective patches or stripes. Avoid wearing dark clothing.



Don't be predictable. Mix up your routes and schedule. Choose paths that are well lit at night.



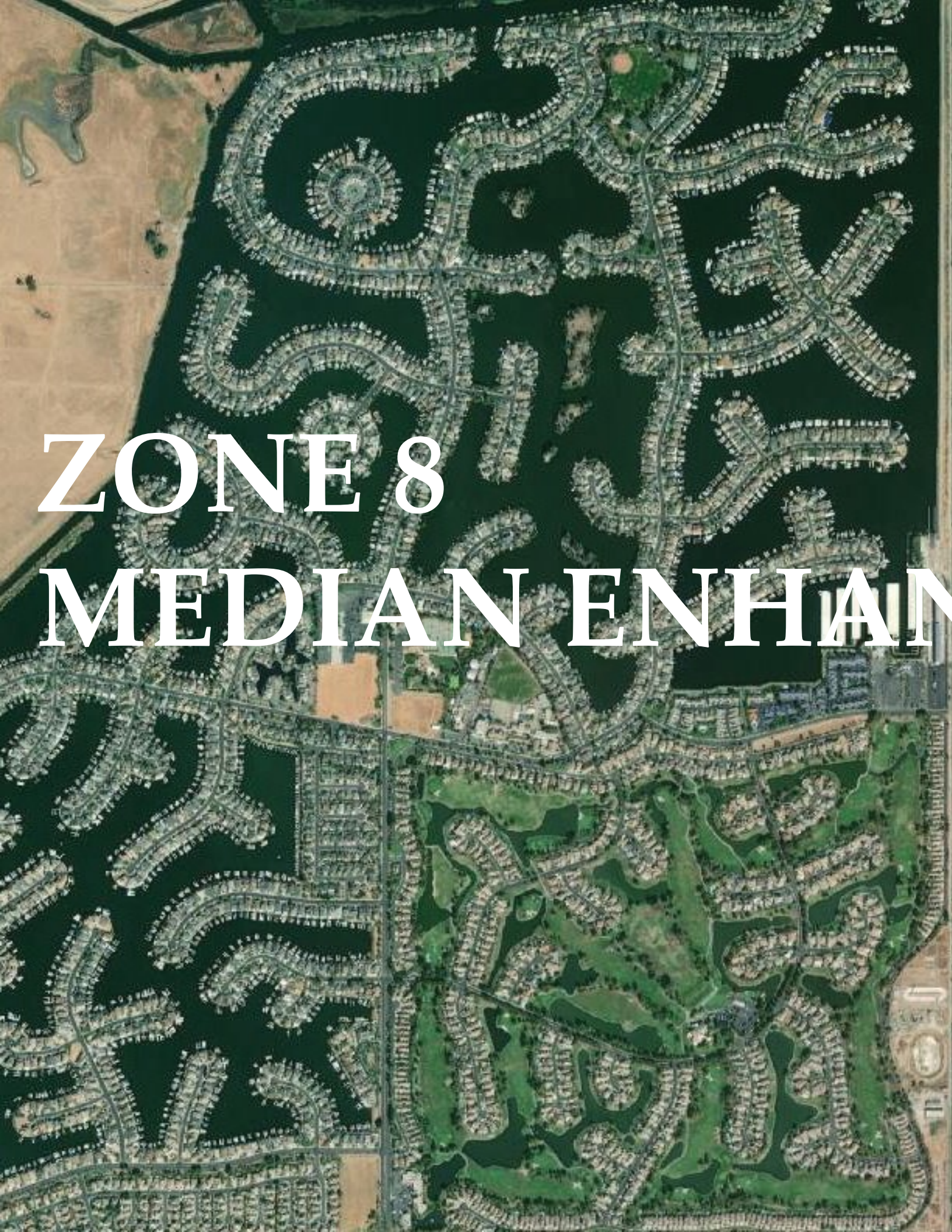
Keep earphone volume low enough to hear what's going on around you. Stay alert outdoors.



Keep your eyes up and your phone in your pocket. Don't post your itinerary on social media.

CCC Sheriff (925) 646-2441
Non-Emergency Line

CCC Sheriff (925) 335-1500
CHP (925) 646-4980

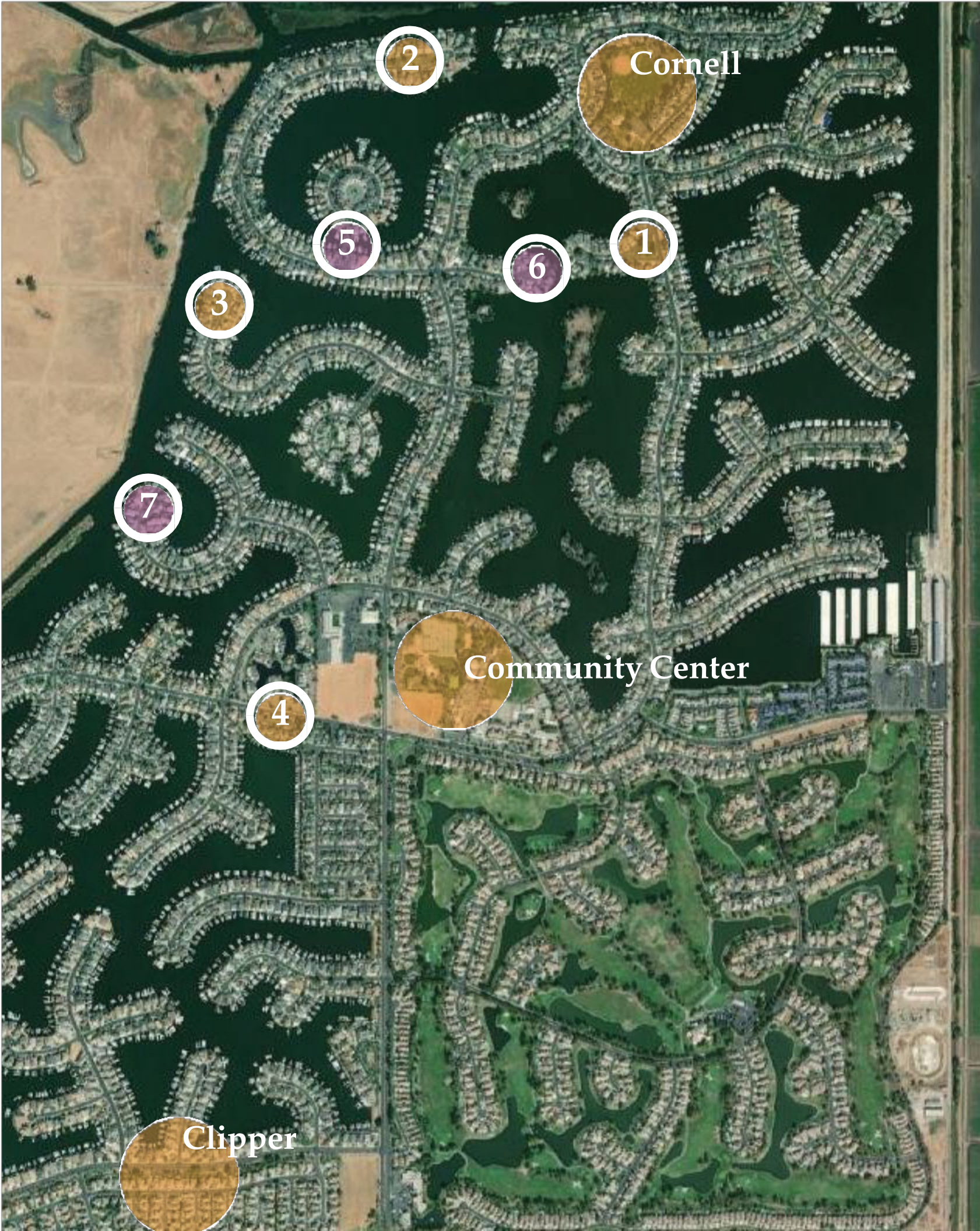


ZONE 8

MEDIAN ENHANCEMENTS

POTENTIAL ACTIVE USE SPACES

DRYSCAPE ONLY SPACES

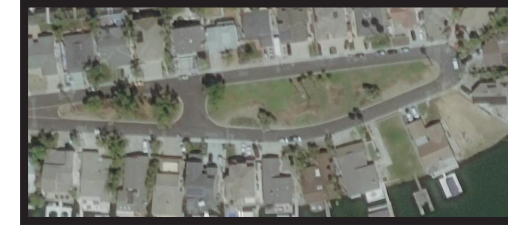


POTENTIAL ACTIVE USE SPACES

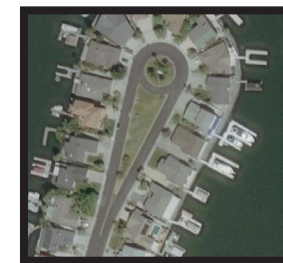
1. Willow Lake
1/2 acre



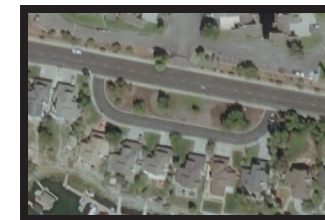
2. Discovery Point
1/2 acre



3. Cabrillo Point
1/5 acre

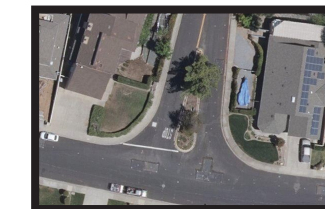


4. Sand Point
1/4 acre

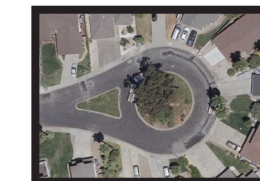


DRYSCAPE ONLY SPACES

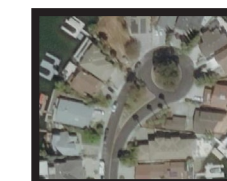
5. Lido Circle



6. Laguna Ct.



7. South Point



POTENTIAL ACTIVE USE SPACES

1. Willow Lake

1/2 acre



2. Discovery Point

1/2 acre



3. Cabrillo Point

1/5 acre



4. Sand Point

1/4 acre



DRYSCAPE ONLY SPACES

5. Lido Circle



6. Laguna Ct.



7. South Point



Art



Games



Seating



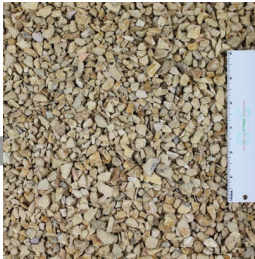
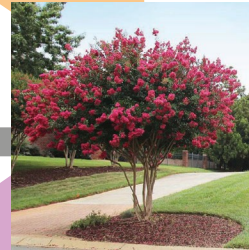
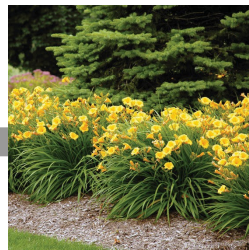
Stone Benches

CONCEPTS



Unique Trellis/Arbors

MATERIALS



CONSISTENT THEME





Community Center Golf Cart Parking





Proposed Site



- Signage

- Parking Stoppers

- Asphalt

- Striping



• IDEAS

- Re-Paint Green Fence Posts Black
- Re-Paint Curb Yellow
- Push Back Rock and Create Boarder
- Asphalt and Stripe Parking Lines
- Parking Stoppers
- Signage
- Beautify Area w/ Potted Plants

COMMUNITY
CENTER
WALL BALL





Before



Before

Goal





IDEAS:

- Grind down cracks in concrete pad
- Fill cracks with filler
- Paint concrete and mark out for tennis and pickleball
- Repair wall ball surface both sides and paint

Did you know: Our wall ball gets used daily, is quite popular and we have had many requests that it be repaired.

COMMUNITY CENTER GATHERING AREA





Current Condition



MEANDERING WALKWAY TO COMMUNITY GARDEN



IDEAS

This area can be utilized for families to picnic during swimming, after a match of tennis or pickleball, after visiting the dog park or just to hang out and relax.

It may also be used for food truck parking during special events.



COMMUNITY CENTER FRONT LANDSCAPING









IDEAS:

- Meandering rock paths
- Pine Tree as focal point
- Safety and landscape up-lighting
- Uniform landscaping to match throughout Town
- Large boulders for seating
- Benches at edges

