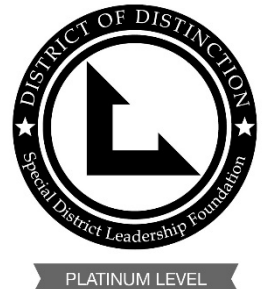




TOWN OF DISCOVERY BAY

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 PARKS AND RECREATION COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday May 4, 2022, 4:30 P.M.

NOTICE Coronavirus COVID-19

In response to the current proclaimed State of Emergency, indoor masking requirements, 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 accommodate the public during this period of time, 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 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 Parks and Recreation Committee 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/6573488963321394702>
Webinar ID# 923-593-867

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

For listen only mode dial: 562-247-8422 ID# 712-037-010

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

Parks and Recreation Committee Board Members

*Chair Byron Gutow
Vice-Chair Ashely 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 Parks and Recreation DRAFT Meeting minutes from January 19, 2022.
2. Approve Parks and Recreation DRAFT Special Meeting minutes from April 20, 2022.

D. PRESENTATIONS

1. None.

E. UPDATES

1. Golf Cart Parking Lot at Community Center.
2. Lifeguard Hiring.

F. DISCUSSION / AGENDA ITEMS

1. None.

G. FUTURE AGENDA ITEMS

H. ADJOURNMENT

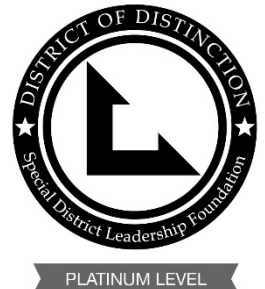
1. Adjourn to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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**MINUTES OF THE SPECIAL MEETING
 OF THE PARKS AND RECREATION COMMITTEE
 OF THE TOWN OF DISCOVERY BAY
 Wednesday January 19, 2022, 5:30 P.M.**

NOTICE
Coronavirus COVID-19

In response to the current proclaimed State of Emergency, indoor masking requirements, 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 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 WEBINAR:

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Webinar ID# 409-026-723

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

For listen only mode dial: (631) 992-3221 **ID#** 617-715-123

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

Parks and Recreation Committee Board Members

*Chair Bryon Gutow
 Vice-Chair Ashely Porter*

- A. ROLL CALL**
 - 1. Call business meeting to order 3:30 p.m. – By Chair Gutow.
 - 2. Roll Call – all present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
 None
- C. DRAFT MINUTES TO BE APPROVED**
 - 1. None.
- D. PRESENTATIONS**
 - 1. None.

E. DISCUSSION ITEMS

1. Discussion Regarding Willow Lake Island Design Ideas.

Park and Landscape Manager Engelman presented his design idea for Willow Lake Island to turn it into usable park space for the public. The approximate total cost of this project is between \$85,000 - \$120,000 depending on the materials used and amenities chosen.

Chair Gutow and Vice-Chair Porter like the design idea presented and agree the cost seems reasonable.

Chair Gutow appreciates the shade structure ideas and meditation space but is on the fence regarding implementing space for games due to the close proximity of Cornell Park.

General Manager Breitstein commented that a discussion needs to be had about how to finance the project; Item can be brought to the Finance Committee.

General Manager Breitstein question: Would you like us to bring it to the next Finance Committee meeting?

Chair Gutow answered affirmatively.

Vice-Chair Porter concurred.

2. Discussion Regarding the Community Swim Price Increase.

Recreation Programs Supervisor Gallo presented an update on the pool project and was happy to report the Town is ahead of schedule for the 2022 aquatic season. In 8 years, the Town has never increased the community swim price, but we're now offering a larger pool and it's a good time to revisit the fee schedule. Current Fee Schedule: \$3 per person for general admission all day with in/out privileges, \$2 per person for non-swimmers, children 2 years and under enter free; Season Passes offered at \$35 per individual, \$125 per family of four with the ability to add additional members for \$24 each; or \$20 for a 10 Card Punch Pass Proposed Fee Schedule: \$5 per person for general admission, \$3 general admission for non-swimmers, continuing children 2 and under for free; Season Passes \$45 per individual, \$160 per family of four with each additional member being \$38 each; \$35 for 10 Card Punch Pass.

Chair Gutow question: Is there any data on how many per category have been sold in the past?

Recreation Programs Supervisor Gallo response: The individual season pass seems to be the least popular and the most common item sold is the 10 Card Punch Pass.

Recreation Programs Supervisor Gallo inquired how the Board felt about the minimal increase in general swimmer admission from \$3 to \$5.

Chair Gutow question: Has there ever been pushback from the public on the current prices? Expressed that the proposed rates are reasonable.

Recreation Programs Supervisor Gallo response: There has never been pushback from the public for the current price of admission.

Vice-Chair Porter question: How many general admissions would we need to sell to break-even / offset operational costs for one day? Supports increasing swim prices but wants to ensure it is a sufficient increase to cover costs and not have to raise them again in the near future.

Recreation Programs Supervisor Gallo consulted Finance Manager Carter who stated quite a few would need to be sold just to cover the cost of 2-3 lifeguard salaries for one day. Let the record show the pool design was never intended to break even when previously budgeted because it is designed and intended as a community gathering place. However, calculations will be completed and presented as requested.

General Manager Breitstein question: What are other community pools charging?

Recreation Programs Supervisor Gallo responded that Brentwood charges \$8 general admission to their community pool.

Chair Gutow question: Has the hiring process for lifeguards begun?

Recreation Programs Supervisor Gallo stated the community center staff have posted fliers at the community center gate and doors, as well as Facebook and Instagram. Recreation Programs Supervisor Gallo reached out to Callahan's Coffee and Cones and they've volunteered to post the flier for lifeguards in their store's front window. Recreation Programs Supervisor Gallo has also developed a relationship with the Byron School District Superintendent and he's been sent the flier to distribute in the newsletter to families. The Liberty High School Swim Coach has agreed to also spread the word to all three schools: Heritage, Freedom, and Liberty. Fliers will also be distributed at the Oakley Youth Fair this year.

3. Discussion Regarding the Cornell Park Bathroom Graffiti.

Parks and Landscape Manager Engelman discussed the ongoing issue with graffiti and vandalism occurring at the Cornell Park bathrooms. In the past four months the bathrooms have been entirely repainted three times due to graffiti. The last occurrence also included vandalism with Christmas trees stuffed into toilets and pumpkins smashed into urinals. Graffiti is the biggest issue at hand. Parks and Landscape Manager Engelman presented possible options for solution: (A) get rid of the bathrooms, (B) enclose them entirely and keep them locked only opening them for certain events, (C) status quo. There is a coating that could be used to diminish damage but that will still require staff labor if graffiti continues to occur; this is a consistent issue that is negatively affecting the budget overall.

The Park and Recreation Committee would like to see numbers presented for options (A) and (B), plus what the impact has been financially over the past 6 months.

4. Discussion Regarding the Community Center Activities Guide.

Recreation Programs Supervisor Gallo confirmed the Community Center's Activities Guide is complete for February through May 2022 and will be posted on the Town's website, Facebook page, and Instagram. Specific programs will be further promoted through the use of fliers. The Community Guide also includes information on the Town's dog park(s) and the need for lifeguards. In April 2022, Safety Training Pros will be hosting a blended lifeguard learning class at the Town's pool to train people who want to become a lifeguard.

F. FUTURE DISCUSSION / AGENDA ITEMS

1. None

G. ADJOURNMENT

1. Adjourned at 5:58 p.m. to the next Park & Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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**NOTICE OF THE MEETING
MINUTES OF THE SPECIAL PARKS
AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday April 20, 2022**

Parks and Recreation Committee Board Members

*Chair Byron Gutow
Vice-Chair Ashley Porter*

A. ROLL CALL

1. Call business meeting to order 5:00 p.m.
2. Roll Call.

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

No public comment.

C. DRAFT MINUTES TO BE APPROVED

1. None.

D. PRESENTATIONS

1. None.

E. UPDATES

1. None.

F. DISCUSSION / AGENDA ITEMS

1. Discussion Regarding the Discovery Bay Recreation and Sports, Inc. (“DBRS”) Proposal to Convert Two Community Center Tennis Courts into Combination Tennis-Pickleball Courts.
Presentation by Parks and Recreation Supervisor, Monica Gallo.

- Three residents stating public opinions:
 - Pickleball representative 1: Pickleball is gaining popularity and is one of the fastest growing sports in the U.S. Pickleball makes people happy, easy to learn, and creates a sense of community. Resident is proposing the Board to approve Pickleball by only using the tennis courts as long as no one is playing, bringing portable nets, and making it a dual purpose court. People are waiting to play on Saturday’s; games are relatively short.
 - Tennis representative 1 (Liberty High School Tennis Coach, Discovery Bay Tennis Association): Tennis Association has put a lot of money towards nets and windscreens that are being maintained by the Town, Cornell can’t be used for tennis, coaches come out to teach, leagues are scheduled on Sundays, drop in days, there is scheduling conflict between Pickleball and tennis. Tennis resident is suggesting the need to restore the tennis court at Cornell by keeping it open during holidays so that it can be used by the community.
 - Resident tennis player: Cornell park tennis court can’t be used for tennis. Cornell could be used for Pickleball and overflow. Discovery Bay is losing people to Diamond Hills because the courts are not updated.

- United States Tennis Association Representative, Northern California: putting down lines prohibit sanction tournaments, there is a six court minimum for any major tournament, each league has a minimum line number. Discovery Bay is part of the Diablo North Region putting down lines would be a hinderance and also may disqualify Discovery Bay being part of Diablo North.
- \$15K grant available.

Chair Gutow inquired when the last time Cornell has been resurfaced. Supervisor Gallo stated that Cornell painted over with Pickleball lines which can't be used for tennis. Resurfacing was last done in 2013/14. Courts are recommended to be resurfaced every five years; Cornell is due.

Vice-Chair Porter inquired about funds raised with USTA and tournaments. Manager, Gallo stated that two teams, four different captains with opposing teams rent courts. USTA requests to rent six courts, however two courts remain open for residents, USTA rents the back four courts with staggered times, and also rented throughout the year. Youth mostly use the courts during weekend and school breaks.

Vice-Chair Porter expressed the desire to remain fair and equitable to both parties, Chair Gutow recommended future agenda topic should include Cornell resurfacing, lighting, and extending hours.

2. Discussion Regarding Clipper Drive Revitalization Project. Presentation by Parks and Landscape Manager, Bill Engelman.

- Finance recommended funding from the Hoffman Settlement in the amount not to exceed \$370K in addition to \$100K in carryover funding from Fiscal Year 2020-21, grand total of \$470K.
- Three problem areas – narrow walking path, proposing to create a concept that will allow wider path with a free form pattern. Wall esthetics, proposing to create a landscape panel screen that will be offset from the wall by 2-3' ft. that will allow for repairs on the homeowner's side not to interfere with the landscaping side. Lack of seating, proposing to use dry scape materials to create boulder seating in conjunction with those widened areas.
- Complete project budget (basic) - \$260K; staff recommendation to incorporate (a la carte features) \$375K to include new dog stations, trash receptacles, solar lighting with low emittance for homeowners, and painting of the utility boxes with the help from local schools.

Chair Gutow inquired about the path. Manager, Engelman described the path would be made of decomposed granite material at the same elevation as the walk, the pathway would be an additional 4-8' ft. The concrete would stay in place, the sewer drain could be addressed as a potential walking hazard along with addressing the maintenance of the decorative planter boxes. Chair Gutow inquired about the cost differential with removing all the concrete Vice-Chair Porter agreed to repairing it correctly.

Chair Gutow inquired about the plan for the trees that line the sound wall currently there are several different varieties. Manager, Engelman explained there are some plant material that are in good condition that we could keep; however, for the entire swap there is a plant material that would be used for a more uniform look throughout the scape.

Vice-Chair Porter inquired about incorporating a shade structure, Manager, Engelmann recommended to consider the boulder seating area or near the playground. General Manager, Dina Breitstein recommended to ensure the placement of the structure does not encroach homeowner's backyard view or across the street view and to ask residents nearby.

Manager, Engelman stated the first construction phase would be to identify the trees and panels and the trees along the wall would be the first step to take to the Board. Next steps would be the pathway, general landscape, and boulder seating. Vice-Porter recommended priorities should be the wall screen trees and panels, solar lighting, dog stations, and trash receptacles then look at sidewalks and boulder seating.

General Manager, Dina Breitstein confirmed that the concept and Manager Engelman's phasing plan would need to be brought to the Board for approval in May to start the project.

No public comment.

3. Update Regarding Graffiti and Vandalism.
Presentation by Landscape Manager, Bill Engelman.

- Since September 2021 six episodes costing approximately \$6K for time and materials just for the Cornell bathrooms. Anti-graffiti will minimize some of the graffiti, still needs to be power washed.
- General Manager, Dina Breitstein stated that tagging is being sent to the Sherriff's Office.

No public comment.

G. ADJOURNMENT

1. Meeting adjourned at 5:52 p.m. to the next Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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//ag – 04/26/22