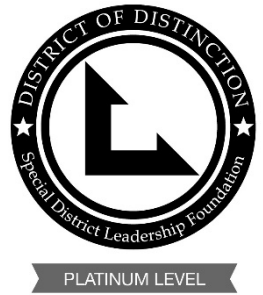




TOWN OF DISCOVERY BAY

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, September 7, 2022, 4:30 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 Parks and Recreation Committee Meeting by: *(copy and pasting 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/3268838599082589200>
Webinar ID# 692-384-635

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#** 368-168-605

Download Agenda Packet and Materials at www.todb.ca.gov

Parks and Recreation Committee 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 Regular Parks and Recreation DRAFT Meeting minutes of July 6, 2022.

D. PRESENTATIONS

- 1.

E. UPDATES

1. Project Review by Zone

F. DISCUSSION

1. Discussion and Possible Action to Recommend Funding for the Community Center Grounds Improvement Project.
2. Discuss DBRS Proposal to Repair, Reinstall, and Extend Electrical Service to the Community Center Pickle Ball Courts.
3. Discuss Extending DBRS Priority Use of the Community Center Pickleball Courts to December 31, 2024.
4. Discussion Regarding a Holiday Tree at the Community Center.

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Standing Parks and Recreation Committee meeting on November 2, 2022, 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."

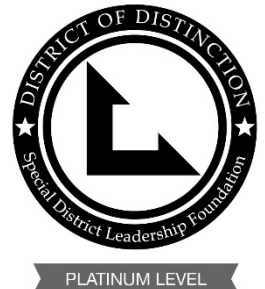
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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NOTICE OF THE REGULAR MEETING MINUTES OF THE PARKS AND RECREATION COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday July 6, 2022

Parks and Recreation Committee Board Members

Chair Byron Gutow
Vice-Chair Ashley Porter

A. ROLL CALL

1. Call business meeting to order 4:30 p.m.
2. Roll Call – all members were present.

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

Resident comment:

- The shade structure on the tennis courts in the middle is worn down and needs to be looked at and replaced.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Parks and Recreation DRAFT Meeting minutes from May 4, 2022.

Vice-Chair Porter made a Motion to Approve the Draft Minutes.

Chair Gutow second.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. PRESENTATIONS

1. Pool Construction Picture Book Presentation.

Presented by Landscape Manager, Bill Engelman.

- Acknowledgement and commendation to Recreation Programs Supervisor, Monica Gallo for putting together the timeline and photos of the Pool Construction Project.

No public comment.

E. UPDATES

1. Summer Programs and Staffing Update.

Presented by Landscape Manager, Bill Engelman.

- Swim lessons are popular, most classes are full. Feedback on Swim Instructors have been great. Water Aerobics is continuing to grow.
- Tennis Camp went well.
- Good turnout for movies in the park.
- Despite the national Lifeguard shortage, the Community Center has been able to keep the pool hours open.

F. DISCUSSION / AGENDA ITEMS

1. Pickleball Court Warranty – Repair Discussion.

Presented by Landscape Manager, Bill Engelman.

- Manufacturer will do a patch and resurface off all six Pickleball Courts.

2. Pickleball Shade Canopy Request by DBRS.
Presented by General Manager, Dina Breitstein.
 - Residents proposed and will donate sail to block the sun over the bleachers and chairs in the areas between Pickleball and Tennis Courts 1 and 2.
3. Electrical Lighting to Courts.
 - Item postponed to next meeting.
4. Clipper Drive Landscape Concepts.
Presented by Landscape Manager, Bill Engelman.
 - Budget approved and concepts have been narrowed down.
 - Going out to bid for panels and other items.
 - Phase 1 – Being September, will take approximately 4-5 weeks.
 - Phase 2 – Begin November, will take approximately 8-9 weeks.
 - Coming soon signs can be added.
5. Project Review by Zone.
Presented by Landscape Manager, Bill Engelman.
 - Listing of projects to be accomplished within the Fiscal Year will be updated as needed.
6. Prop 68 Discussion – Late Fall Timeframe.
Presented by Landscape Manager, Bill Engelman.
 - Approved to move forward - deadline December 2023, will go out to bid late Fall.
 - The County is using their Prop 68 per capita funds to include an add on addition for the playground at Regatta.
7. Zone 57 Discussion – County Earmarked \$11,000 for Enhancements.
Presented by Landscape Manager, Bill Engelman.
 - Funds to be used to repair and enhance the entrance and exits of the Regatta Development at Highway4 and Bixler Road.

No public comments.

G. FUTURE AGENDA ITEMS

H. ADJOURNMENT

1. Meeting adjourned at 5:19 p.m. to the next Standing Parks and Recreation Committee meeting on September 7, 2022, 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."

LANDSCAPING PROJECTS FOR FISCAL YEAR 2022-23

<u>TOWN ZONES</u>	<u>Proposed Project</u>	<u>Estimated Cost</u>	<u>Potential Vendor</u>	<u>Approximate Schedule</u>	<u>Comments</u>
<u>Zone 8</u>					
	Clipper Drive	\$ 470,000	Bid/Corps/TODB	Sept./Oct.	
	Lido Median	\$ 3,000	TODB	3Q 2022	COMPLETED
	Willow Lake Road island enhancements	\$ 40,000	TODB/Bid	2Q 2023	Dryscape
	Prop 68 - Cornell Park	\$ 187,441	Bid/Corps/TODB	2023	Basketball court, BBQ area, benches and trash receptacles throughout
	<i>Estimated Subtotal</i>	\$ 700,441			
<u>Zone 9</u>					
	Fence repair	\$ 15,000	Corps/TODB	4Q 2022	
	Wilde enhancements	\$ 25,000	TODB	2023	
	<i>Estimated Subtotal</i>	\$ 40,000			
<u>SPECIAL ZONES</u>					
<u>Zone 35 Medians</u>					
	Remove and replace vegetation, add dryscape and drip irrigation	\$ 10,000	Corps	4Q 2022	
	Install lighted enhancement	\$ 70,000	Bid	TBD	Possible bollard lighting, decorative street lighting, marque or directional sign
	<i>Estimated Subtotal</i>	\$ 80,000			
<u>Zone 57 Regatta Park</u>					
	Define and enhance shrubs beds nearest playground	\$ 2,000	TODB	TBD	May wait until new play structure is added from County Prop 68 funds
	Enhance areas nearest BBQ areas	\$ 1,000	Corps	4Q 2022	
	Enhance front sign entrance	\$ 5,000	Corps	4Q 2022	
	Repave and stripe parking lot	\$ 20,000	Bid	1Q 2023	
	New trash cans at park (6)	\$ 10,000	TODB	TBD	
	New neighborhood entrance signs		TBD	TBD	
	<i>Estimated Subtotal</i>	\$ 38,000			
<u>Zone 57 Streets</u>					
	Enhance all three entrances to this community	\$ 11,000	Corps/TODB	2Q 2023	To include the median on Porthole Drive
	<i>Estimated Subtotal</i>	\$ 11,000			
<u>Zone 61 Slifer Park</u>					
	Basketball court resurfaced	\$ 50,000	Bid	4Q 2022	
	Enhancements nearest BBQ areas and benches along paths	\$ 7,000	Corps	1Q 2023	COMPLETED
	Enhancements nearest basketball courts	\$ 2,500	Corps	1Q 2023	COMPLETED
	<i>Estimated Subtotal</i>	\$ 59,500			
<u>Zone 61 Streets</u>					
	Enhance Preston and Point of Timber intersection	\$ 10,000	Corps/TODB	2Q 2023	



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
September 7, 2022

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

Agenda Title

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

Recommended Action

Recommend to the Board 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 requests a recommendation to the Board to approve 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.

Attachments

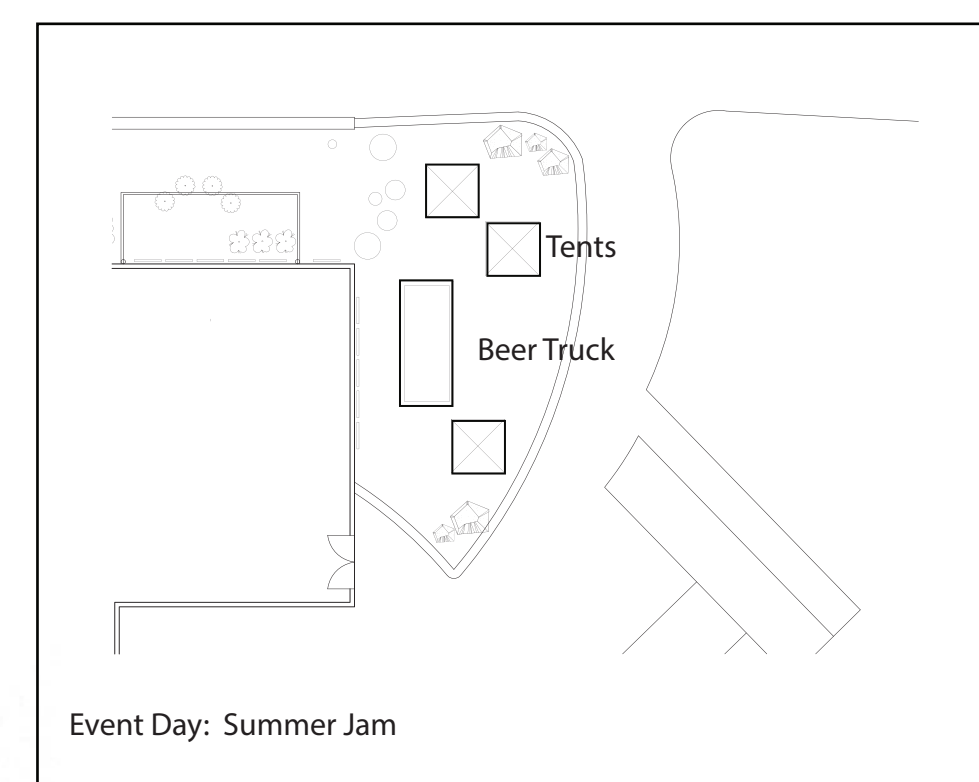
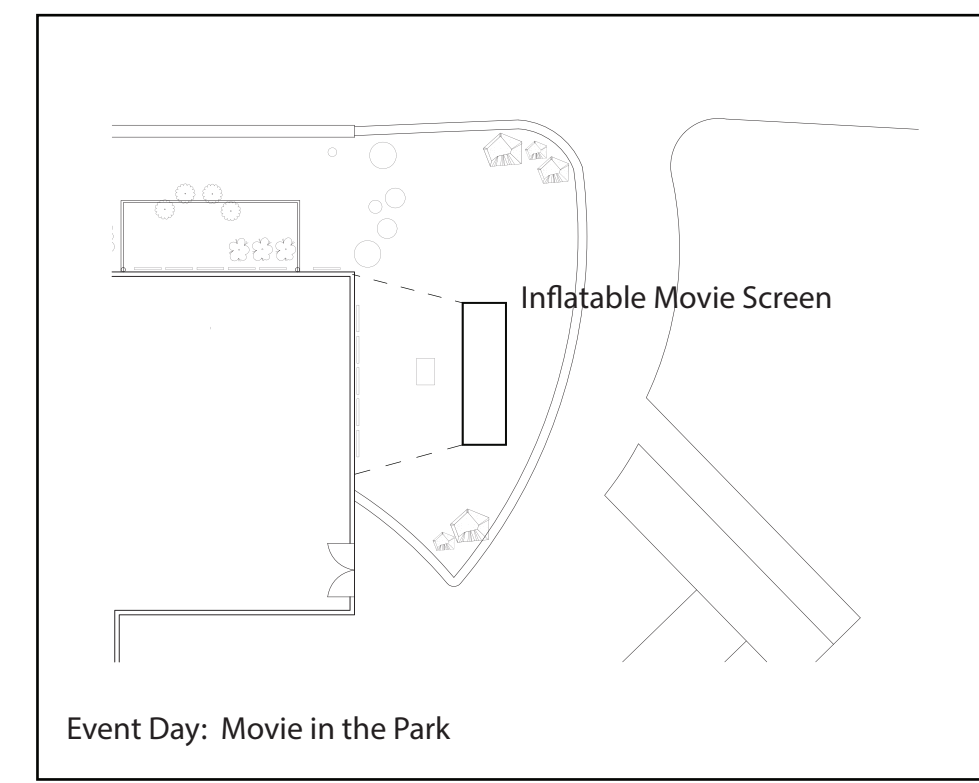
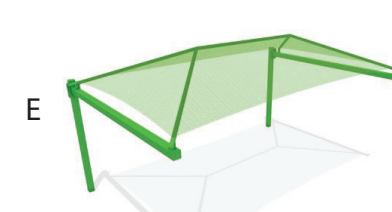
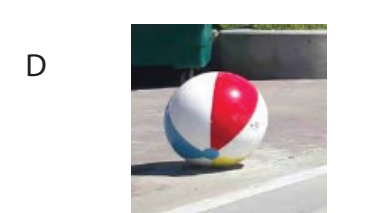
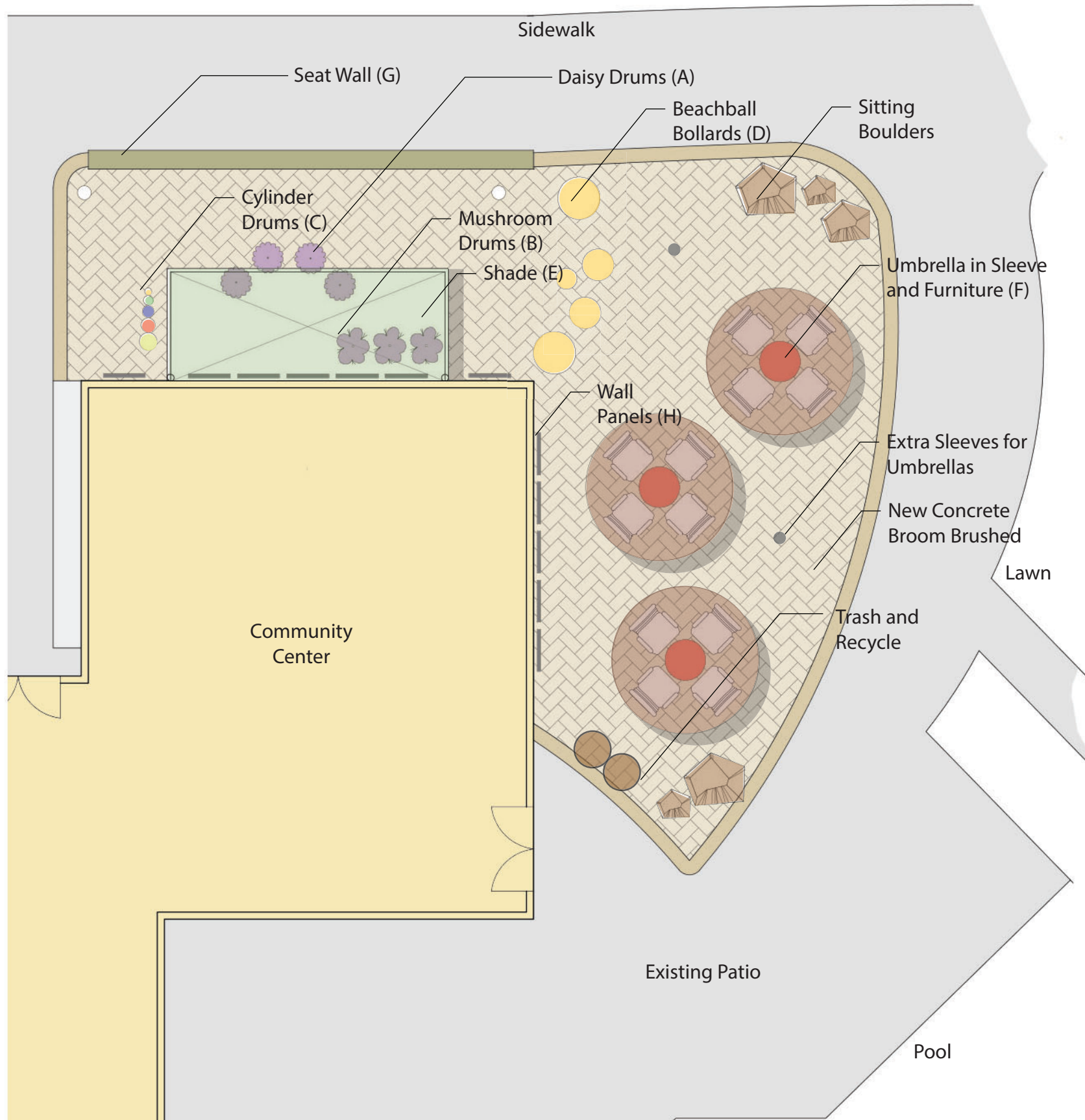
1. Before photo
2. Proposed CCGIP Plan

AGENDA ITEM: F1



F1-1

Tennis Courts





DISCOVERY BAY RECREATION AND SPORTS, INC.
P.O. Box 1614, DISCOVERY BAY, CA 94505

MEMO TO: Town of Discovery Bay, Parks & Recreation Committee

Byron Gutow, Committee Chair

Ashley Porter, Committee Vice Chair

Monica Gallo, Recreation Programs Supervisor

DATE: August 26, 2022

SUBJECT: Proposal to repair and reinstall the tennis courts 20amp 110V service and extend it to the pickleball storage.

This proposal is to repair the 110 Volt service to the tennis courts and extend it to the Pickleball storage located on the north side of the Pickleball court waiting area.

The routing will be on top of the fence as before using much of the original conduit. What will be new is a 125 amp properly grounded sub panel, mounted on a uni-strut structure, all new 12 ga wiring, 4 new gsi outlets, needed conduit, fittings, and straps.


The goal of this is to provide power for use at tournaments, removing the need to bring in a gas-powered generator to operate the computer, printer, and PA system. In addition to maintain the batteries for the court blower and pickleball machine used for training.

A California licensed electrical contractor has reviewed the site with the County Building Department. He reports that the repair can be done under permit and inspected by the County inspector and will meet all applicable electrical codes. If approval is received Discovery Bay Recreation & Sports will contract with and pay the electrical contractor. He will coordinate his work with the Town of Discovery Bay staff, providing his insurance and licensing information and any additional technical information.

All work being done can be accomplished from outside of the courts so will not affect any use of the tennis or pickleball courts and would be completed in 2-3 days once the sub-panel is installed.

We would hope to get approval so this work can be completed prior to the winter weather.

Sincerely,



Robert Lyman, Secretary

CC: Chris Sullivan, President

Randi Laforge, Past President

Dina Breitstein, TODB General Manager



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 7, 2022

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

Agenda Title

Discuss Extending DBRS Priority Use of the Community Center Pickleball Courts to December 31, 2024.

Recommended Action

Recommend to the Board extending DBRS priority use of the Community Center pickleball Courts, 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

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

"A Community Services District"

STAFF REPORT

Meeting Date

September 7, 2022

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

Agenda Title

Discussion Regarding a Holiday Tree at the Community Center.

Recommended Action

Recommend to the Board 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: F4



Shell

Taste This Kitchen Cafe

Discovery Bay Shopping Center

Tina Fagundes - Real Estate Professional

Discovery Bay

Discovery Bay Blvd

Discovery Bay Blvd

Riverlake Rd

Riverlake Rd

Farmers Insurance Andrew Gast

Dina Consultation

Town of Discovery Bay - Community Center
Holiday Tree Display