



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



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

### NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday March 6, 2024 7:00 P.M.

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

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

**TO ATTEND BY ZOOM WEBINAR:** <https://us06web.zoom.us/j/85454370841>

**TO ATTEND BY PHONE:** +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

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

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

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

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. Roll Call.

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

##### **C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting minutes from February 21, 2024.
2. Approve Register of District Invoices.

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

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. Contra Costa County Fire Protection District Report.

##### **E. MUNICIPAL ADVISORY COUNCIL**

**F. PRESENTATIONS**

1. Water and Wastewater Rate Study Presentation.

**G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Approve the Parks and Recreation 2024 Programs, Activities, and Event Fee Waivers.
2. Discussion and Possible Action to Approve the 2024 Parks and Recreation Public Event Calendar.
3. Discussion and Possible Action Regarding the Town's participation in the Discovery Bay Yacht Club's Opening Day Parade.

**H. MANAGER'S REPORT**

**I. GENERAL MANAGER'S REPORT**

**J. DIRECTOR REPORTS**

1. Standing Committee Reports.
  - a. Communications Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) March 6, 2024.
  - b. Parks & Recreation Committee Meeting (Committee Members Michael Callahan and Bryon Gutow) March 6, 2024.
  - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) March 6, 2024.

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

**L. CORRESPONDENCE**

**M. LEGAL REPORT**

**N. FUTURE AGENDA ITEMS**

**O. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on March 20, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

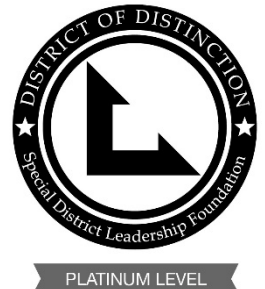
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday February 21, 2024 7:00 P.M.**

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

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

1. Called business meeting to order 7:00 p.m.
2. President Callahan led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present including Director Porter who joined the meeting remotely due to a medical emergency.

Director Graves made a motion to make the allowances to legally have Director Porter participate in the Board Meeting.

Vice President Graham seconded.

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

Director Porter stated there was no one in the room with her.

**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 Regular Board of Directors DRAFT Meeting minutes from February 7, 2024.
2. Approve Register of District Invoices.

Director Gutow made a Motion to Approve the Consent Calendar.

Director Graves seconded.

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

**D. PRESENTATIONS**

1. Veolia Presentation.

Presented by Anthony Harper, Projects Manager for Veolia.

- Well 7 is back online as of February.
- Well 5 is no longer operational.
- Town is under the allowable conductivity level for 2024.

**E. DISCUSSION AND POSSIBLE ACTION**

None.

**F. MANAGER'S REPORT**

None.

**G. GENERAL MANAGER'S REPORT**

Presented by General Manager Dina Breitstein.

- Cecchini Ranch Property is bringing the project to the County for approval. This will be a 55+ Community.

**H. DIRECTOR REPORTS**

1. Standing Committee Reports.

- a. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) February 21, 2024.

Vice President Graham reported the Committee discussed a Water and Wastewater Rate Study and a new Commercial Card program. Both items will be coming to the Board at a future date.

- b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) February 21, 2024.

Director Graves reported the Committee had a presentation from Mobile Modular for a new District Office. This item will come to the Board in March. Assistant General Manager Cantando gave an update on increasing security.

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

1. CON Fire – February 6, 2024 (Director Carolyn Graham).

Vice President Graham reported that there was a great video shown of the firefighters.

**J. CORRESPONDENCE**

None.

**K. LEGAL REPORT**

None.

**L. FUTURE AGENDA ITEMS**

None.

**M. ADJOURNMENT**

1. Adjourned at 7:10p.m. to the next Regular Meeting of the Board of Directors on March 6, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**AGENDA ITEM:  
C2**

**Agenda Title:** Approve Register of District Invoices.

**Meeting Date:** March 6, 2024

**Prepared By:** Margaret Moggia, Finance Manager & Lesley Marable, Accountant

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

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**RECOMMENDED ACTION:**

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

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**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.

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**FISCAL IMPACT:**

Amount Requested: \$ 934,097.85

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

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

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

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**ATTACHMENTS:**

1. Request for Authorization to Pay Invoices for the Town of Discovery Bay CSD 2023/2024

**Request for Authorization to Pay Invoices**  
**For The Meeting On March 6, 2024**  
**Town of Discovery Bay CSD**  
**Fiscal Year 7/23 - 6/24**

Veolia Water North America	\$264,727.88
Loprest Division of WRT	\$184,005.00
Myers & Sons Construction, LLC	\$173,493.17
Pacific Gas & Electric	\$107,339.95
San Joaquin County Office Of Ed	\$57,297.83
Town of Discovery Bay CSD	\$54,067.51
Stantec Consulting Services Inc	\$27,979.25
Luhdorff & Scalmanini	\$22,435.00
Neumiller & Beardslee	\$16,695.22
Badger Meter	\$5,661.11
Mt Diablo Resource Recovery	\$5,527.60
HASA INC	\$3,903.97
Lechowicz & Tseng Municipal Consultants	\$3,510.00
Valencia Janitorial Plus	\$3,090.00
Watersavers Irrigation Inc.	\$1,161.01
Alhambra	\$1,092.35
Cintas	\$587.74
ODP Office Solutions, LLC	\$505.86
Dennis Dean Allen	\$240.00
Core & Main LP	\$195.23
Quadient Leasing USA, Inc.	\$194.12
UniFirst Corporation	\$124.29
Costco	\$120.00
Kelly Rajala	\$101.04
Water Utility Customer	\$42.72

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**\$934,097.85**

# Town of Discovery Bay CSD

## Potential Water and Sewer Rate Adjustments



March 6, 2024



LECHOWICZ + TSENG  
MUNICIPAL CONSULTANTS

Alison Lechowicz  
Project Manager



# Background

- Water and sewer utilities are enterprise funds and should be self-supported by rate revenues
- Water and sewer rates are subject to Proposition 218
  - Rates must be based on the reasonable cost of service
  - Rates must proportionally recover costs based on how customers take service
  - Covers rates over a maximum 5-year period (Town typically prefers 4 year plans)
  - Procedural requirements: conduct a rate study, mail a notice to property owners/tenants, hold a hearing a minimum of 45 days later, protest vote
- Last rate study was conducted in 2020





# Rate Study Goals

- Update the cost of service
- Collect sufficient funds to cover:
  - Operations
  - Debt obligations
  - Repair and replacement of infrastructure
  - Funding of reserves for emergencies
- Meet legal requirements
- New rates effective July 1 (concurrent with the fiscal year and property tax submittal)

# WATER FUND





# Current Monthly Water Rates

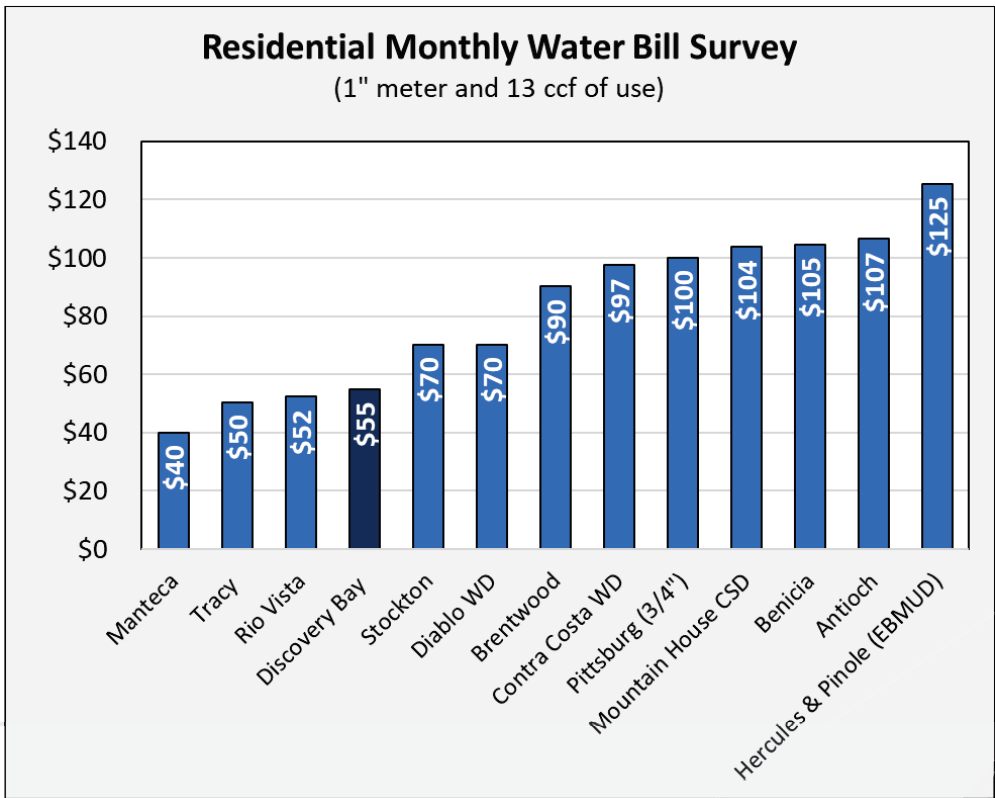
Vacant	\$14.67
Non-irrigation Account Charge	
up to 1 Inch Meter	\$22.62
1 1/2 Inch Meter	\$42.24
2 Inch Meter	\$65.92
3 Inch Meter	\$129.20
4 Inch Meter	\$200.40
6 Inch Meter	\$398.18
Irrigation Account Charge	
up to 1 Inch Meter	\$20.26
1 1/2 Inch Meter	\$37.90
2 Inch Meter	\$59.07
3 Inch Meter	\$115.73
4 Inch Meter	\$180.27
6 Inch Meter	\$359.54
Meter Install Fee (10-year payback)	\$8.01
Volume Rate - All Usage (\$/ccf)	\$2.479
ccf = 100 cubic feet = 748 gallons	

	FY2024 Est. Revenues
Meter Fees	\$1.79M
Install Fee	\$0.34M
Volume (Usage)	\$2.84M
Less Delinquencies	<u>(\$0.10M)</u>
<b>Total Rate Revenue</b>	<b>\$4.87M</b>



# Water Bill Survey

- Typical single family residential Town customer is served by a 1" meter, uses 13 ccf monthly, and pays a monthly bill of \$54.85 (does not include a meter installation fee)





## Water Fund Current Financial Position

- Current revenues of about \$5M adequately cover current operating costs of about \$4.9M (O&M and outstanding debt)
- 2017 and 2022 outstanding bonds
- \$1.8M in existing operating reserves
- Inflationary increases needed for operations
- Financial challenge is to fund necessary capital projects



# Water Capital Funding

- Existing capital reserves of \$1.7M and developer fees of \$1.9M
- Anticipated major projects
  - Project costs and timing to be refined over next few months
  - Water share approximately 50% of Office building \$3M to \$5M
  - Water pipeline replacements of up to \$20M; could be phased over 5 to 10 years
  - Underwater crossings \$2.6M
- Hypothetical financing of capital projects
  - Every \$5M of future debt proceeds is estimated to cost about \$410,000 in annual debt service costs (20 years at 5.25% interest)
  - Each \$5M of debt = about a 10% increase to current rates; about a \$5.50 increase to the average monthly bill

# WASTEWATER FUND





# Current Monthly Sewer Rates

Residential Unmetered	Monthly (\$/month)
Single Family - Each DU	\$87.15
Multiple Family/Condos - Each DU	\$70.17
Vacant	\$18.67
	Use
Nonresidential Metered	(\$/ccf)
Business/Government/Clubs	\$7.109
Restaurants/Bars/Dining Facilities	\$19.078
Schools	\$6.475
Other Domestic Strength Users	\$7.109
DU = Dwelling Unit - billed on tax roll	
ccf = 100 cubic feet = 748 gallons	

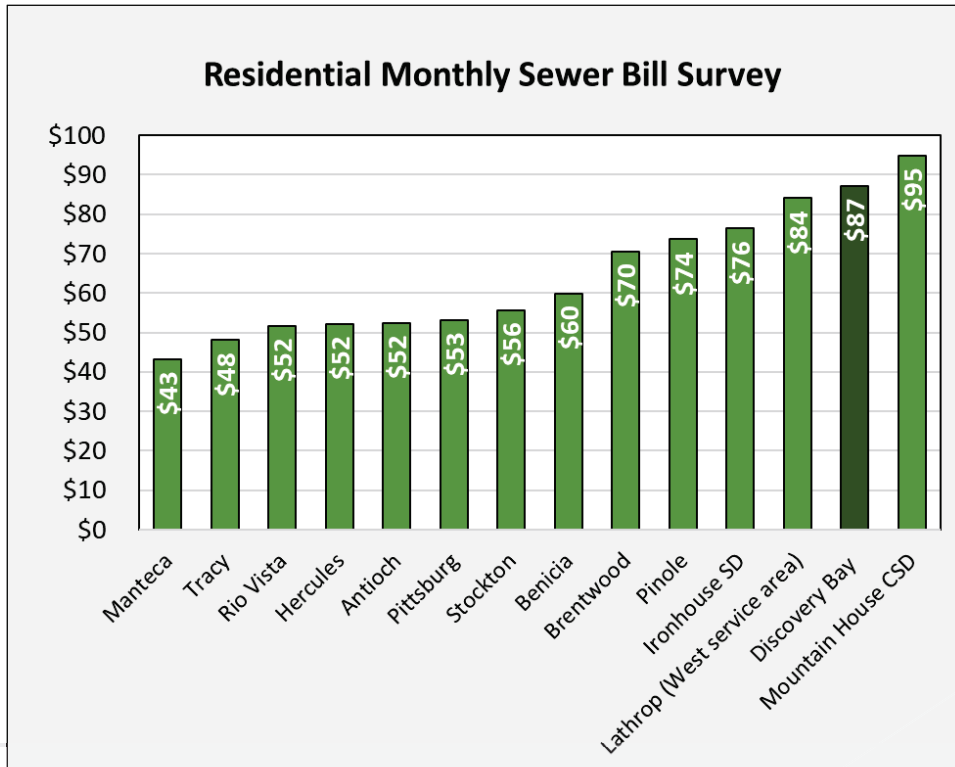
	FY2024 Est. Revenues
Fixed Fees	\$6.28M
Metered Flow	<u>\$0.11M</u>
<b>Total Rate Revenue</b>	<b>\$6.39M</b>





# Sewer Bill Survey

Residential customers are billed on the tax roll. Monthly equivalent costs are shown below.

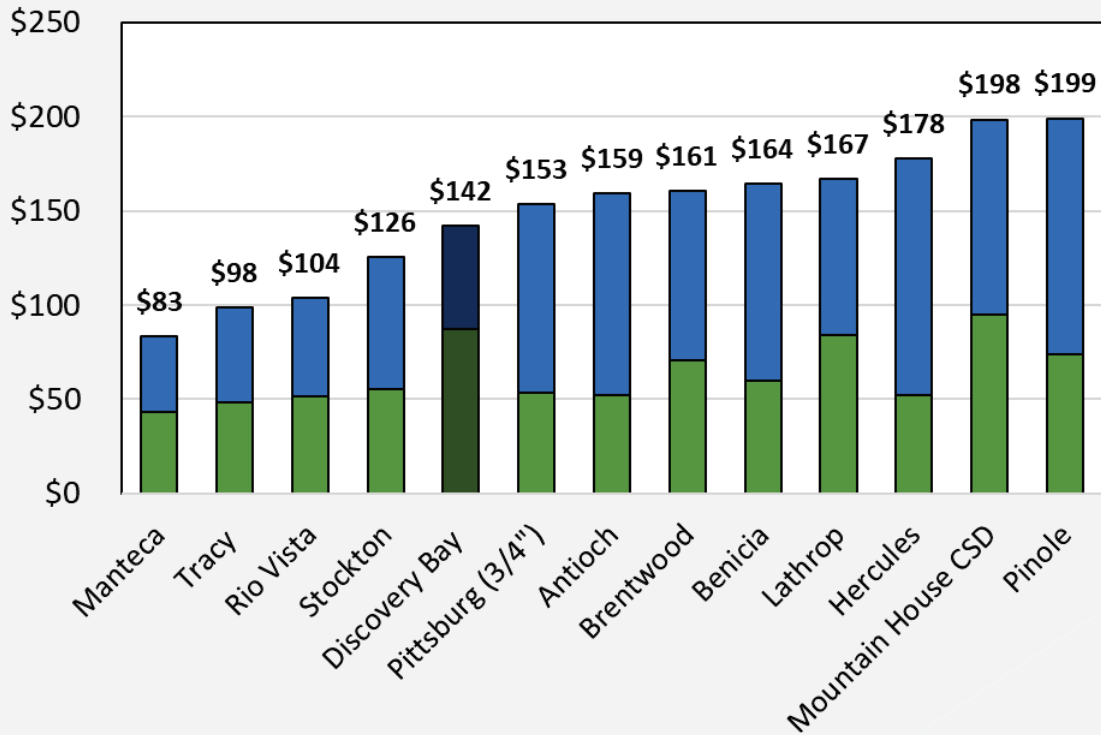




# Combined Monthly Bill Survey

## Residential Monthly Water & Sewer Bill Survey

(1" meter and 13 ccf of water use)





## Sewer Fund Current Financial Position

- Current revenues of about \$6.6M adequately cover current operating costs of about \$6.0M (O&M and outstanding debt)
- 2017 and 2022 outstanding bonds
- \$1.7M in existing operating reserves
- Inflationary increases needed for operations
- Financial challenge is to fund necessary capital projects



# Sewer Capital Funding

- Existing capital reserves of \$3.1M and developer fees of \$0.2M
- Upcoming major projects
  - Project costs and timing to be refined over next few months
  - Sewer share approximately 50% of Office building \$3M to \$5M
  - Plus about \$8M in treatment plant equipment and upgrades, pipeline replacements, lift stations, and vehicles
- Hypothetical financing of capital projects
  - Every \$5M of future debt proceeds is estimated to cost about \$410,000 in annual debt service costs (20 years at 5.25% interest)
  - Each \$5M of debt = about an 6.3% increase to current rates; about a \$5.50 increase to the monthly bill



# Rate Study Tentative Schedule

- Presentations
  - February 21 (intro presentation to the Finance Committee)
  - March 6 (Informational Board presentation)
  - April 3 or April 17<sup>th</sup> (finalize the rate study)
- Proposition 218 notices mailed to customers April 19 or May 3
  - Customers have the right to protest the water rates, sewer rates, or both
  - Protests must be in writing and be received by the end of the public hearing
  - If more than 50% of property owners protest, rates cannot be implemented
- Public hearing will be held June 5 or June 19
- If approved, rates will go into effect July 1
- Each year, Board will review the budget and rates (if approved). Board has the option to adopt lower rates without additional hearings.



# Conclusion





# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Approve the Parks and Recreation 2024 Programs, Activities, and Event Fee Waivers.

**Meeting Date:** March 6, 2024

**Prepared By:** Monica Gallo, Recreation Programs Supervisor

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

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### RECOMMENDED ACTION:

Approve Fee Waivers for the following Park and Recreation 2024 Programs, Activities, and Events.

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### EXECUTIVE SUMMARY:

The Town of Discovery Bay Community Services District Board of Directors (Board) adopted the Park & Facility Usage and Rental Policy #13 on April 20, 2011, and it was Revised on May 3, 2017. Town policies may be found at [www.todb.ca.gov](http://www.todb.ca.gov).

Requirements in the Policy, except those identified as “prohibited”, may be waived or modified on a case-by-case basis by the General Manager, or his/her designee, upon the finding of public interest; and any such modification (including modification to fees) shall be summarized on the next available Board Agenda.

Staff is submitting for Board acceptance the following 2024 Programs, Activities, and Events whose “Fees” are being waived by the General Manager upon the finding of public interest per the Park & Facility Usage and Rental Policy #13.

“Scouts of America Troop 514” weekly Tuesday meetings held throughout the year at the Discovery Bay Community Center from 5:30PM to 6:30PM for a fee total waiver amount of \$775.00. Troop 514 annually provides an agreed upon in-kind service project for the Town.

“Annual Easter Egg Hunt” conducted by the Discovery Bay Lions Club at the Discovery Bay Community Center from 7:30AM to 11:30AM for a fee waiver total amount of \$240.00.

“Summer Jam” is a concert to be put on by the Discovery Bay Lions Club twice a year to be located at the Community Center. This is solely a Lions Club Event. The Lions Club will have use of the Community Center grounds from Friday (set up), Saturday (event), Sunday (cleanup/tear down) for a fee waiver total amount of \$940 (per concert) (3hrs @ \$60/hr. Fri, all day event Sat. \$580, 3hrs @ \$60/hr. Sun). For a total of \$1,880.00 for two concerts in the summer months of 2024.

A \$1,500.00 refundable deposit will be collected and returned upon Town staff inspection of grounds confirming there is no damage to the Community Center.

The swimming pool will be closed for Summer Jam events.

Staff recommends acceptance of the above 2024 Programs, Activities, and Event Fee Waivers by the General Manager for a total amount of \$2,895.00.

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**FISCAL IMPACT:**

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

None.

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**ATTACHMENTS:**

None.





# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Approve the 2024 Parks and Recreation Public Event Calendar.

**Meeting Date:** March 6, 2024

**Prepared By:** Monica Gallo, Recreation Programs Supervisor

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

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**RECOMMENDED ACTION:**

Approve the Parks and Recreation Public Event Calendar for 2024.

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**EXECUTIVE SUMMARY:**

The Town opened the doors to our Community Center in January 2014, and not only have we grown our programming, grounds and amenities by leaps and bounds, we have also made great improvements to our parks.

The Community Center continues to develop and improve, and staff is always interested in working with various community groups to provide free as well as paid programming throughout the year. There also continues to be a variety of private parties that occur year-round including birthdays, family reunions, and many others that schedule their events at the Community Center.

Staff have developed the attached event calendar for Board Considerations. The list includes a total of 9 events, all of which have been held in previous years and although we have not received requests from all on the list, we would like to be prepared should these groups choose to continue with their traditions. Upon approval of the Parks and Recreation Events Calendar for 2024, there will be no need for further board authorization.

All events are subject to the terms and conditions in the Park Usage Rental Policy (Policy #013) and District Recreation Facilities Alcohol Policy (Policy #022). Both policies are located on the District website at [www.todb.ca.gov](http://www.todb.ca.gov) Town of Discovery Bay Policies.

Staff recommends approving the Parks and Recreation Public Event Calendar for 2024.

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**FISCAL IMPACT:**

N/A

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

N/A

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**ATTACHMENTS:**

1. Proposed 2024 Parks and Recreation Public Event Calendar.

2. Policy 13 – Park and Facility Usage and Rental Policy.
3. Policy 22 – Alcohol Policy.

## 2024 Parks and Recreation Public Event Calendar

2024 Event Dates	Times	Location	Event Title	Event Description	Approximate Attendance Numbers	Event Sponsors	Vendors on site	Food on site	Alcohol on site	Town/County Licenses Required	Fees Charged/Waived
March 30	7:30AM-11:30AM	DBCC	Easter Egg Hunt	DB Lions Club Easter Egg Hunt	500+	DB Lions Club	No	Coffee	No	TODB Special Event Permit	Fees Waived
May 4-5	7:00AM-5:00PM	DBCC	Fundraising Pickleball Tournament	Pickleball Tournament - Resolution #2020-24	200	Discovery Bay Recreation & Sports	No	Yes	No	TODB Special Event Permit	Fees Waived for pickleball courts only
May 19	6:00AM-5:00PM	Cornell Park	Car Show	Car Show, amplified sound, food music, and alcohol	300	Discovery Bay Community Foundation	Yes	Yes	Yes	TODB Special Event Permit, CCC Health Permit, ABC Licence	Fees Charged
June 1	8AM-10PM	DBCC	Summer Jam	Family friendly event featuring live music, food and alcohol	1,000-1,500	DB Lions Club	No	Yes	Yes	TODB Special Event Permit, CCC Health Permit, ABC License	Fees Waived
June	7PM-10:30PM	DBCC	Movie in the Park	Family friendly movie @ Community Center	50-75	Town Event	No	No	No	Movie Licensing	N/A Town Event
July	7PM-10:30PM	DBCC	Flick n Float	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	No	No	Movie Licensing	N/A Town Event
August	7PM-10:30PM	DBCC	Flick n Float	Family friendly movie/night swim at the Community Center	50-75	Town Event	No	No	No	Movie Licensing	N/A Town Event
September	7PM-10:30PM	DBCC	Movie in the Park	Family friendly movie @ Community Center	50-75	Town Event	No	No	No	Movie Licensing	N/A Town Event
September 7	8:00AM - 10:00PM	DBCC	Summer Jam	Family friendly event featuring live music, food and alcohol	1,000-1,500	DB Lions Club	No	Yes	Yes	TODB Special Event Permit, CCC Health Permit, ABC License	Fees Waived
September 28-29	7AM-5PM	DBCC	Fundraising Pickleball Tournament	Pickleball Tournament - Resolution #2020-24	200	Discovery Bay Recreation & Sports	No	Yes	No	TODB Special Event Permit	Fees Waived for pickleball courts only
October 26	8AM-1PM	DBCC	Paws on Parade	Dog Parade	100	DB Lions Club	Yes	Yes	No	TODB Special Event Permit	Fees Waived
December 6	5AM-8:30PM	DBCC	Cocoa w/ Santa & Tree Lighting	Tree lighting event and cocoa with Santa	200	DB Lions Club	No	Yes	No	TODB Special Event Permit	No Fees involved for front parking lot area



## Town of Discovery Bay

<b>Program Area:</b> Parks and Landscaping	<b>Policy Name:</b> Park & Facility Usage & Rental Policy	<b>Policy Number:</b> 013
<b>Date Established:</b> April 20, 2011	<b>Date Amended:</b> May 3, 2017	<b>Resolution:</b> 2016-17

### **I. GENERAL INFORMATION**

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant prior to the approval of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

## **II. ELIGIBILITY & PRIORITY**

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

## **III. RESERVATION REQUIREMENTS**

The renter must be over 18 years of age, and submit a complete Reservation Form to the Community Center, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be approved or signed until the requesting user has paid the applicable deposits and fees.

**Insurance Requirements:** All sports leagues, organizations, or inflatable play equipment operators are required to 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 additional insured on the policy. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

**Cancellations:** Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

**Clean Up:** Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

**Deposit Forfeiture:** Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

**Prohibited Activities:** No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

**Food Preparation:** Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

**Exhibitions, Events, Festivals, Meeting and Assemblies:** Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

#### **IV. MISCELLANEOUS**

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors.

Requirements listed herein, except those identified as "prohibited", may be waived or modified on a case-by-case basis by the General Manager, or designee, upon the finding of public interest; any such modification (including modification to fees) shall be summarized on the next available board agenda.

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015

October 19, 2016

May 3, 2017



# Town of Discovery Bay

<b>Program Area:</b> Parks & Recreation	<b>Policy Name:</b> Alcohol Policy	<b>Policy Number:</b> 022
<b>Date Established:</b> September 3, 2014	<b>Date Amended:</b> 09/18/2019	<b>Resolution:</b> 2014-21

## **POLICY STATEMENT**

The Town of Discovery Bay Community Services District supports the ability to allow renters of District facilities the ability to host private parties and to serve or consume alcohol during facility rentals when it is determined by staff to be feasible and age appropriate. This policy provides the framework to guide renters in the process to be able to serve or consume alcohol for private parties and events. The Policy outlines the procedural structure that adjusts to the different types of facility rentals based on the number of planned attendees. Management within the District must determine the appropriateness for alcohol consumption during all potential rentals to maintain consistency with this policy.

## **APPLICATION, AGREEMENT, & SPECIAL ALCOHOL PERMIT**

Each potential renter that would like to serve or consume alcohol during a facility rental must fill out the appropriate application and agreement as well as the special alcohol permit. The rental applicant must also meet all guidelines listed in the agreement. The District reserves the right to accept or reject an individual or group's offer to serve or consume alcohol. It is strictly prohibited to sell or barter alcohol, and will be cause for immediate revocation of the permit and the cancellation of the event.

## **SPECIAL ALCOHOL PERMIT QUALIFICATIONS**

- **Age** - Any person seeking to rent a District facility who intends on serving or consuming alcohol must be 21 years of age with a valid ID, and anyone who wishes to serve or consume alcohol during the rental must be 21 years of age and have a valid ID. Special Alcohol permits will not be issued if the guest of honor is a minor or if the majority of the attendees are minors.
- **Applications & Fees** - All applicants must fill out a rental application for the facility they would like to rent. All rental fees and deposits must be paid in full prior to the event. The Special Alcohol permit must be filled out completely and submitted at least (2) weeks prior to the rental. The alcohol permit fee for the Special Alcohol Permit is based on the number of attendees who will be present during the rental period.  
  
1-50 Attendees - \$50  
51-100 Attendees - \$75  
100+ Attendees - \$100
- **Insurance** - Applicants shall provide a Certificate of Insurance that names the "Town of Discovery Bay CSD" as the certificate holder, additional insured and include the Additional Insured Endorsement. Must provide proof of commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate at least (10) business days prior to the event.



## **DETERMINING AND APPROVAL – SPECIAL ALCOHOL PERMIT**

Once the District has received a Special Alcohol permit application, the Department Manager will review the permit and make sure that all qualifications have been met. Completed forms will be reviewed for approval by the General Manager, or designee, prior to issuance of a Special Alcohol Permit.

## **FACILITIES**

The following are the District facilities at which serving or consumption of alcohol may be approved during facility rentals with the required permits and fees

### **Indoor Facilities**

Discovery Bay Community Center's Multi-purpose Room  
Discovery Bay Community Center's Art Room

### **Outdoor Facilities**

Discovery Bay Community Center's Event Lawn  
Discovery Bay Community Center's BBQ Area

## **RULES AND REGULATIONS**

1. District facility attendant(s) shall be required by the District for rentals with 35 or more attendees. An added fee of \$20.00/hour per attendant will be charged and due at time of reservation. Generally, the District will require one facility attendant up to 35 participants, a second attendant up to 70 participants, and a third facility attendant for events with 70+. The actual number of facility attendants required may be higher and/or lower and is at the sole discretion of the District.
2. All guests who will be served alcohol must be at least 21 years old and be able to provide a valid ID. Guests who cannot provide a valid ID will be acknowledged as a minor. There are No Exceptions.
3. Alcohol service includes beer, wine, & champagne. Liquor and other distilled spirits are prohibited (Glass beer bottles are prohibited).
4. Alcohol may only be brought in by the person or organization responsible for the rental or a licensed caterer. Guests may not bring their own beverages to the event. Non-Compliance may result in the cancellation of the event and/or forfeiture of deposit at the discretion of Town staff.
5. Alcohol is not to be consumed outside of the rental area(s) and shall not be consumed in entry ways or parking lots.
6. All rentals that request alcohol must have a certificate of insurance that names Town of Discovery Bay as an additional insured, as described above.
7. Alcohol will not be permitted when the guest of honor is a minor, or when a majority of the attendees are minors.
8. Alcohol service must stop (30) minutes before the designated end time of the rental.
9. There may be additional requirements for rentals with more than (50) attendees including but not limited to necessity of security at the expense of the renter, at the discretion of Town staff.
10. Alcohol service or consumption that has not been approved or fails to comply with all requirements of the agreement will result in termination of rental, and forfeiture of rental deposit.
11. The event host is responsible to fulfill all requirements of the agreement. The District is not responsible for any loss of the rental expense due to the requirements not being met.



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action Regarding the Town’s participation in the Discovery Bay Yacht Club’s Opening Day Parade.

**Meeting Date:** March 6, 2024

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

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

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### RECOMMENDED ACTION:

Staff has no recommendation. If the Board of Directors wish to participate in the Opening Day Parade, the recommended action would be to authorize the General Manager to coordinate entry and approve related expenses from the appropriate revenue sources up to an amount to be determined by the Board of Directors.

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### EXECUTIVE SUMMARY:

The Discovery Bay Yacht Club is hosting its annual opening day parade on April 13, 2024 (*flyer attached*). The Yacht Club representative planning the parade contacted staff asking if the Town would like to enter a boat. The theme for the parade is **Honor Our Heroes**. The other local government agencies entering the parade are ConFire, the Contra Costa Sheriff’s Department, and Reclamation District 800.

In determining whether an appropriation of public funds or property is to be considered a gift, the primary question is whether the funds are to be used for a public or private purpose. If they are for a public purpose, they are not a gift within the meaning of the Constitution.

Public purpose can be broadly defined as those things necessary for the common good and general welfare for the enumerated powers the Town provides to the people within the Town’s jurisdiction. The Opening Day parade promotes recreation of the residents of Discovery Bay and thus falls within one of the enumerated powers the Town is authorized to carry out.

The Town of Discovery Bay does not own a boat or have a general fund account to finance the decorations, fuel, refreshments, or any other incidental costs associated with the parade event. Town staff cannot be required to assist the Town’s participation in any aspect of this event. Staff has been advised by legal that if Town staff were to willingly participate, it must be acknowledged by the Town’s insurance providers that staff participation is covered and that any staff participation is compensated. In the event the Board decides to participate in the Opening Day parade, the Board of Directors would need to decide on a boat to enter the parade as well as funding for fuel, refreshments, decorations, and incidentals.

There is no cost to enter a boat in the Discovery Bay Yacht Club’s Opening Day Parade. There would, however, be costs resulting from the Town’s participation, inclusive of fuel, refreshments, decorations, and incidentals.

The intent for this item is for the Board of Directors to conduct an open discussion and provide direction to the General Manager regarding the Town of Discovery Bay participating in the Discovery Bay Yacht Club’s Opening Day parade, complete with the resulting authorized costs, which include financing of the fuel, refreshments, decorations, and incidentals.

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**FISCAL IMPACT:**

To be determined by the Board of Directors.

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

N/A

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**ATTACHMENTS:**

1. Discovery Bay Yacht Club 2024 Opening Day Parade Informational Flyer



# Discovery Bay Yacht Club

Channel 72 37.9064° N, 121.6067° W

[Back](#)

[Add to my calendar](#)

*When* **13 Apr 2024**  
*Location* Bays of Discovery Bay

## 2024 OPENING DAY PARADE

*Spaces left* 28

*Registered* **22 registrants**

Registration

**Opening Day Parade**

[Register](#)



### 2024 OPENING DAY PARADE

#### Honor Our Heroes

**Heroes - Teachers, First Responders, Military, Police, Coast Guard, Firefighters, Medical Teams, Nurses, Doctors, Dentists, Paramedics, Veterinarians, etc.**

**April 13th**

Come One, Come All! This year we are celebrating boating and the Discovery Bay community. If you have a boat, assemble your crew and join us.

This parade is open to the general public to sign up and take part in. Event participants will assemble in their boats on Kellogg creek just off the point of Newport Lane. The parade will begin at 12:00 pm after the Blessing of the Fleet. Once under way it will wind around through every other bay of Discovery Bay and conclude in Marina Bay just beyond "F" dock near the marina. Participants and their

guests are invited to come to the Yacht Club following the parade for awards, drink and food but must have a wristband (wristbands will be handed out at the skippers meeting).

All Boats registering for the parade must have a VHF Radio on board. If you don't have one, you can purchase one from Amazon.

The link below will take you directly to the radio we recommend from Amazon.

*VHF Handheld Radio*

**Registration is open!**

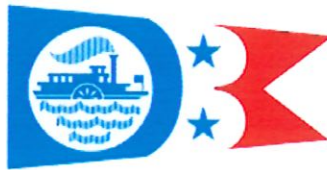
**Mandatory Skippers Meeting is scheduled on Wednesday, March 27th at 7:00pm**

Parade Questions? Email [paraderegistration@dbyc.com](mailto:paraderegistration@dbyc.com)

## GET IN TOUCH

5871 Marina Blvd  
Discovery Bay, CA 94505  
Call: 925-634-1210

[Contact Us](#)



**Discovery Bay Yacht Club**

## CLUB HOURS

Mon - Thurs	5pm - 10pm
Friday	4pm - 12am
Saturday	5pm - 10pm
Sunday	9am - 9pm