



# 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, March 3, 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.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have 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 ID **5193676302#**

Download Agenda Packet and Materials at [www.todb.ca.gov/](http://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 January 28, 2021 Special Parks and Recreation DRAFT meeting minutes.

#### **D. PRESENTATIONS**

1. Parks and Recreations Update.

#### **E. DISCUSSION ITEMS**

1. Discussion Regarding Contra Costa County Special Zone Financials.
2. Discussion Regarding Discovery Bay Recreation and Sports Inc. ("DBRS") Request for a TUFF Shed, Benches and Temporary Pop-up Shade at the Pickleball Courts.

3. Discussion Regarding Opening the Restrooms at Cornell Park.

**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."



# TOWN OF DISCOVERY BAY

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**MINUTES OF THE SPECIAL MEETING  
OF THE PARKS AND RECREATION COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Thursday, January 28, 2021  
SPECIAL MEETING 5:00 P.M. – 6:00 P.M.**

**NOTICE  
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**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/](http://www.todb.ca.gov/)

**Parks and Recreation Committee Board Members**

*Bryon Gutow  
Ashley Porter*

**SPECIAL MEETING 5:00 P.M.**

**A. ROLL CALL**

1. Call business meeting to order 5:00 P.M. – By Board Member Gutow
2. Roll Call – All present.

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

Public comment regarding:

- Pickleball court fundraising update. Requested to meet with Town staff regarding a layout of proposed ideas for pickleball courts to assist in fundraising.

Board Member Gutow advised to communicate with Recreation Program Supervisor Monica Gallo to coordinate efforts.

**C. DISCUSSION ITEMS**

1. Discussion Regarding Chair and Vice-Chair.

Decision to appoint Chair and Vice-Chair was settled between Board Members Ashley Porter and Bryon Gutow. Bryon Gutow will be Chair and Ashley Porter will be Vice-Chair.

2. Pool Update.

Recreation Program Supervisor Monica Gallo advised the Committee that Tuff Shed and Adams Pool have begun working on the pool renovations simultaneously.

Chair Gutow asked for a time frame for completion of this project.

Recreation Program Supervisor Monica Gallo stated the contractors have advised that the completion goal is May 2021.

Chair Gutow, Vice-Chair Porter and Recreation Program Supervisor Monica Gallo discussed personnel for the pool and pool rates. They also spoke about recreational vendors that will provide exercise classes and

activities for the public. Recreation Program Supervisor Monica Gallo advised the Committee of the process of contracting with vendors for recreational pool activities.

3. Prop 68 Statewide Park Program Competitive Grant Update.

Parks and Landscape Manager Bill Engelman updated the Committee with latest efforts to gather information from the public regarding ideas and opinions for Clipper Linear Park. There will be one more meeting to engage the public in the project and afterwards, staff will prepare a Resolution for the Board on February 17, 2021 Regular Board Meeting. All measures are on track to apply for the Prop 68 Competitive Grant by March 12, 2021.

4. Resolution for Prop 68 Statewide Park Program Competitive Grant.

Finance Manager Julie Carter described the details of the forthcoming Resolution for the Prop 68 Competitive Grant.

5. Prop 68 Per Capita Grant – Top 5 List.

Parks and Landscape Manager Bill Engelman reminded the Committee that the Per Capita Grant has allocated \$187,441 to the Town. This allocation requires Town to match it at 20%. Top five (5) landscaping and improvement ideas for Cornell Park were selected and are as follows;

- Sports Field Rehabilitation
- Uniform benches, table and receptacles
- Basketball court resurfacing
- Replacement of Barbeque area to include table and prep table
- Restroom update

Parks and Landscape Manager Bill Engelman suggested funds remain in Zone 8 to update the Towns oldest park infrastructure. Discovery Bay Recreation and Sports has offered to make the required 20% match available to the Town of Discovery Bay Park and Recreations Department if the funds are used for projects that they concur with.

General Manager Mike Davies advised the Committee that the Pickleball community has expressed interest in these allocated funds; however, the Town sees a larger need for the utilization of these funds at Cornell Park.

Vice-Chair Ashley Porter asked which option would have a larger service to the community.

Parks and Landscape Manager Bill Engelman expressed the frustration of the community with the sports field, basketball court and the severity to replace the barbeque area. She also mentioned concern with concentrating on water conservation efforts during the improvements.

6. Ravenswood Park.

Parks and Landscape Manager Bill Engelman gave update on Ravenswood Park play equipment.

McNabb Construction, Inc. has ordered the play structure and the window for installation of the equipment will be approximately four (4) weeks.

Chair Bryon Gutow requested a breakdown of budgets available in each zone to help in decision making processes for each area or project.

General Manager Mike Davies advised that a breakdown is possible and will also provide a projected budget and a summary of expenditures to date for Ravenswood Park.

Vice-Chair Porter asked about communication with Contra Costa County Public Works Department. Inquired if it would be possible to have a representative from the county participate in this committee meeting in the future.

General Manager Mike Davies advised he would ask and provide feedback at another meeting.

#### **D. ADJOURNMENT**

1. Adjourned at 5:36 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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# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

March 3, 2021

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

**Submitted By:** Mike Davies, General Manager

### Agenda Title

Discussion Regarding Discovery Bay Recreation and Sports Inc. ("DBRS") Request for a TUFF Shed, Benches and Temporary Pop-up Shade at the Pickleball Courts

### Recommended Action

Discussion and possible feedback regarding Discovery Bay Recreation and Sports Inc. ("DBRS") requests for placing a TUFF shed, permanent benches and pop-up shade structure at the Community Center pickleball courts.

### Executive Summary

DBRS is requesting that they be allowed to place a (4'X12') tuff shed ("shed") at the north end of the waiting area of the pickleball courts (see diagram). This would be a removeable structure that is not affixed to the surface of the courts or fencing. The tuff shed would be purchased by and ownership remain with DBRS. Conditions of approval and rules of use would be subject to staff approval and written agreement. This would be the only DBRS container that would stay on the court until removed at a later date. Staff has no issues with this request by DBRS; however, the committee does need to be aware that once the tuff shed is removed there will be surface discoloration due to unequal sun fading with the rest of the court area.

DBRS is requesting the use of one or more free standing canopies (see diagram) to provide shade during DBRS play time. Staff has no issues with this request, if it complies with staff's conditions of approval and rules of use.

DBRS is requesting that they be allowed to affix benches at locations within the waiting area of the pickleball courts (see diagram). DBRS will purchase these benches with mounting hardware and donate these items to the Town. The Town would then install the benches. Staff has no issues with this request by DBRS; however, careful placement of the benches must be considered as they will not be moved to accommodate a future permanent shade structure. The benches are subject to Town approval before acceptance.

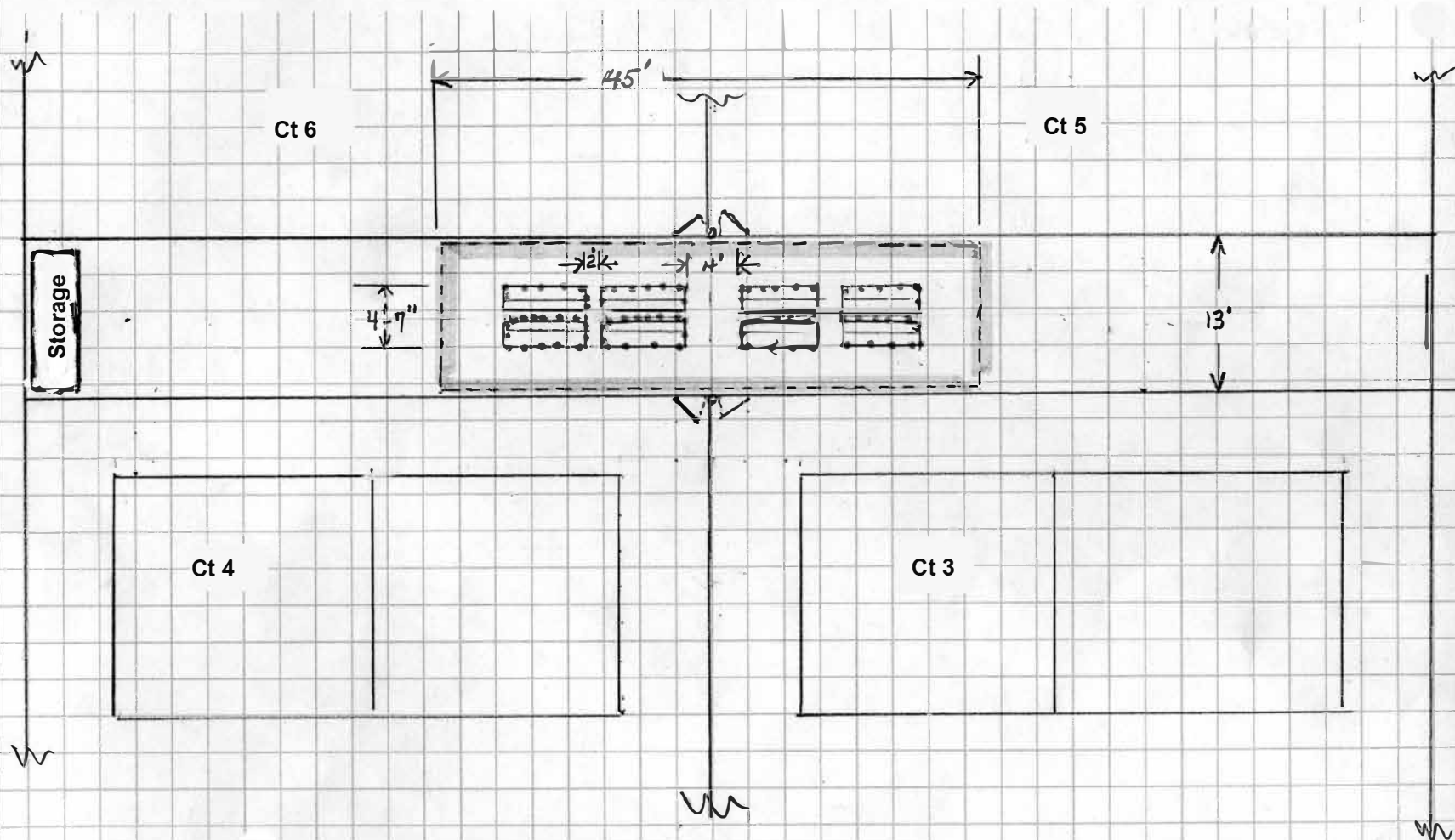
DBRS by way of note, also intends to raise money for the purchase of a permanent shade structure to be installed in the future. This matter will be brought back to the Committee and Board once funds become available.

### Previous Relevant Board Actions for This Item

### Attachments

Pictures and diagrams

AGENDA ITEM: E-2



- NOTES:**
- 1) Shade structure to be 12' X 45' centered over benches.
  - 2) Storage to be 4' X 12' Tuff Shed.
  - 3) Eight Contour 6' Benchs mounted back-to-back 6" apart at top, centered in 13' waiting area.

Discovery Bay Community Center  
Pickleball Court Waiting Area  
Bench, Shade and Storage

Date: 2/1/2021      Scale: 1/4"=3'

**Contour 6' bench mounted  
back to back centered in  
waiting area**



Contour 6' Bench



**4' X 12' Tuff Shed**



**12' X 12' Pop Up Canopy to be used as temporary shade when needed.**

