



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Bill Pease • Director – Robert Leete • Director – Bryon Gutow

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, December 19, 2018

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Bill Pease • Director – Robert Leete • Director – Bryon Gutow

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday December 19, 2018
REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: 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. Oath of Office for Elected Board Members.
4. 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 by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. 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 view point 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 DRAFT minutes of regular and closed session meeting for December 5, 2018.
2. Approve Register of District Invoices.
3. Approve Resolution No. 2018-15 Assigning Check Signing Signature Authority.

D. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of November 2018.

E. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Updates to the Park Rules and Regulations Policy 012.

F. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT

I. CORRESPONDENCE RECEIVED

1. Received – State Route 4 Bypass meeting minutes for October 11, 2018.

J. FUTURE AGENDA ITEMS

K. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

L. CLOSED SESSION:

1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(b)
One Potential Case.

M. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

N. ADJOURNMENT

1. Adjourn to the regular meeting on January 16, 2019 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 Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday December 5, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: 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. – By President Graves.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All Present.

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

Public Comment Regarding:

- Thanked the Board, Sheriff Department and CHP with the work they are doing.

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 DRAFT minutes of regular meeting for November 7, 2018.
2. Approve DRAFT minutes of special meeting for November 20, 2018.
3. Approve Register of District Invoices.
4. Approve Board and Management Attendance at the 2019 Annual State of the Town Event.
5. Approve Cancellation of Regular Board Meeting on January 2, 2019.
6. Approve Storage Space Lease Agreement between the Town of Discovery Bay and the Discovery Bay Lions Club and a Storage Space Lease Agreement between the Town of Discovery Bay and the Discovery Bay Community Foundation.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Leete

Vote: Motion Carried – AYES: 5, NOES: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – Deputy Chief of Staff Lea Castleberry provided an update regarding the Holiday Open House.
2. Sheriff's Office Report – Lieutenant Foley – Provided the details of the Sheriff Report regarding the reported activity for the month of November. There was discussion regarding the nature of calls, move in date of the Sheriff Office in the Brentwood Police Department location, and Director Leete's ride along with a Sheriff Deputy.
3. CHP Report – Officer Thomas provided an update for the month of November.
4. East Contra Costa Fire Protection District Report – Battalion Chief Ross Macumber – Provided the details regarding the East Contra Costa Fire Protection District report for the month of November. Also provided details regarding the hiring of a Fire Marshal. There was discussion regarding the duties of the Fire Marshal (Code Enforcement, Inspecting Schools, and Churches). The Fire Board meetings have been moved to the 2nd Wednesday of the month at the Brentwood location, 150 City Park Way. Brentwood, CA 94513

E. LIAISON REPORTS

None.

F. PRESENTATIONS

1. **Recognition** – Board Member Chris Steele for 8 years of service to the Town of Discovery Bay.

General Manager Davies – Provided the accomplishments and recognition of service of Board Director Chris Steele. The accomplishments include:

- Duly elected in 2010 and reelected in a second term in 2014.
- Served as President of the Board in 2012 and 2015.
- Sat on several Board Committees which includes the Community Center, Communications Committee, Parks and Recreation Committee.
- Eight years of service accomplishments include adding two new Water Wells, purchasing the Community Center, and the new roof to the Community Center. Collaborating with community members to initiate a variety of recreation programs, development of the Splash Pad, Play Structure at Ravenswood Park, dedicating the Cornell Park Ball Field in memory of Town Resident Darryl Weeden, and the Roberta Fuss Tot Lot renovation. Hiring Veolia as the Operator for our Water and Wastewater Plants, approval of major improvements to Wastewater Plant No. 2, Water Meter Installation Project, implementation of the Dog Park, improvements to the BBQ area and the community grounds, the Monarch Butterfly Waystation, and the Community Garden. Current projects underway include the Discovery Bay Front Entrance, the Dog Park renovations, Electric Sign Board, and improvements to the swimming pool.

Director Steele is known to have a kind heart, commitment to our community, passionate regarding recreation programs and is dedicated to bringing families together to enjoy the our Parks and the beauty of Discovery Bay.

General Manager and President Graves Provided gifts to Board Director Chris Steele and pictures were taken.

President Graves – Provided Certificate of Recognition from Congressman Jerry McNerney, State Senator Steve Glazer.

Assembly Member Jim Frazier's Office Erica Rodriguez – Provided a Certificate of Recognition and gifts.

Supervisor, CCC District III, Diane Burgis Lea Castleberry – Provided a Certificate of Recognition.

President Graves – Provided additional recognition from Board Members and Staff for the eight years of service.

Director Steele – Thanked the Staff and the Community.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding the current scope of the Community Center Swimming Pool Project and consideration of a Scope of Work Agreement with Terracon Consultants Inc.

General Manager Davies – Provided the background and details regarding the Community Center Swimming Pool Project. Also provided details related to the scope of work agreement with Terracon Consultants Inc. to conduct a site assessment and provide a geotechnical report related to the Community Center Swimming Pool. Terracon Consultants Inc. – Provided answers to questions related to a soil analysis, the design of the pool, assessment of the pool, the completion date, the location and size of the pool, and ADA compliance.

Public Comment Regarding:

- Pool Project; is there a need for a competitive size pool.
- Thanked the Board and Staff regarding the Pool Project, along with details of the pool that will serve the community, and using the money for other things at the Community Center.
- Pool Project; River Otters have made plans for their season at a different location, size of the pool, other programs can utilize the pool, and the money for the improvements.

There was discussion regarding year-round swimming and the size of the pool.

- Pool Project; there is a need for a pool for the community, growth improvement of Discovery Bay.
- Pool Project; significant changes to the Community Center, a master report for the rest of the facilities.

There was discussion regarding the funding of the pool, hiring consultants, the Community Center is a great asset, size of the pool, and the geotechnical report. The discussion continued regarding the pool report from Terracon Consultants Inc. related to the cost of the pool, the of size of the pool, and the possibility of delaying the season, no guarantee of moving forward with a larger pool due to the limit of funds, and the architectural plans to be included that were created in 2015.

Motion by: Director Steele to approve agreements with Terracon Consultants, Inc. in an amount of \$32,650.00, plus a 15% contingency, and authorize the General Manager to execute all documents and furtherance thereof.

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

2. Discussion and Possible Action Regarding Diffuser Permit Assistance - Apply for the necessary permits to repair the damaged diffuser outfall in Old River.

Director Pease – Provided an update regarding the Diffuser Permit Assistance.

Water and Wastewater Manager Koehne – Provided additional details regarding the Diffuser.

There was discussion regarding the permit assistance to repair the damaged diffuser outfall in Old River and the different options.

Motion by: Director Pease to authorize Advisian (WorleyParsons Group) to apply for the necessary permits to construct repairs to the diffuser outfall in Old River. Permits include the State Lands Commission, the Army Corps of Engineers, and the California Fish and Wildlife. Contract amount is \$34,735. This does not include the application fee or other permit costs directly to each public agency. Authorize the General Manager to execute all contracts and up to 10% change orders if needed. Authorize the General Manager to pay the cost of the

applications and any other permit costs to each agency once those costs are worked out based on the applications submitted by Advisian.

Second by: Director Leete

Vote: Motion Carried – AYES: 5, NOES: 0

2. Discussion and Possible Action to Establish an Updated and Restated Employee Personnel Manual and Approve Resolution No. 2018-14.

General Manager Davies – Provided the details regarding the updated and restarted Employee Personnel Manual. There was discussion regarding the Employee Personnel Manual reviewed at the Internal Operations meeting.

Motion by: Director Leete to approve the updated and restated Employee Personnel Manual and approve Resolution No. 2018-14.

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

H. MANAGER'S REPORT

Water and Wastewater Manager Koehne – Provided an update regarding the reduction of water use.

Parks and Landscape Manager Miller – Provided an update regarding the Front Entrance improvements. There was discussion regarding the improvement work being done.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

Director Leete – Provided the details of the East County Water Management Association meeting; working with the State related to the split of the Basin.

Director Pease – Provided the details of the Water and Wastewater meeting related to the O&M manual (on track).

2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

1. P6 efforts related to the License Plate Readers.

General Manager Davies provided the details regarding the License Plate Readers also stated that there is a meeting scheduled with General Manager Davies, Assemblymember Jim Frazier, CHP, and Caltrans, January 3, 2019 at 1:00 p.m. related to the problem on Highway 4 and Discovery Bay Boulevard.

K. CORRESPONDENCE RECEIVED

1. Received – East Contra Costa Fire Protection District meeting minutes for October 1, 2018.

2. Received – Byron Municipal Advisory Council meeting minutes for September 25, 2018.

L. FUTURE AGENDA ITEMS

The regular meeting adjourned at 8:04 p.m. to the Closed Session.

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery - The Board is now adjourning into closed session regarding item N-1.

N. CLOSED SESSION:

1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(b) One Potential Case.

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery - Reporting from Closed Session on item N-1 and there is no reportable action.

P. ADJOURNMENT

1. The meeting adjourned at 8:20 p.m. to the next regular meeting of December 19, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-11-18

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 19, 2018

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

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

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.

Fiscal Impact:

Amount Requested \$ 253,042.76

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

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

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2018/2019

AGENDA ITEM: C-2

For The Meeting On December 19, 2018
Town of Discovery Bay CSD
For Fiscal Year's 7/18 - 6/19

Veolia Water North America	\$135,058.44
SWRCB	\$23,527.00
Neumiller & Beardslee	\$15,383.13
CaliforniaChoice Benefit Admin	\$14,554.28
Stantec Consulting Services Inc	\$14,325.00
U.S. Bank Corporate Payment System	\$12,636.99
Town Of Discovery Bay CSD	\$8,322.90
J.W. Backhoe & Construction, Inc.	\$6,167.68
Badger Meter	\$5,515.33
TASC	\$2,358.99
City Of Brentwood	\$2,299.93
Herwit Engineering	\$2,184.18
Matrix Trust	\$1,370.48
Luhdorff & Scalmanini	\$1,217.29
Koff & Associates	\$1,200.00
Karina Dugand	\$1,020.00
Big Dog Computer	\$817.50
Verizon Wireless	\$687.26
Univar	\$566.68
ReliaStar Life Insurance Company	\$550.00
Brentwood Ace Hardware	\$428.82
Kevin Graves	\$345.00
Robert Leete	\$345.00
William Mayer	\$345.00
Office Depot	\$280.61
Bill Pease	\$230.00
Comcast	\$223.20
MailFinance	\$214.58
Water Utility Customer	\$171.77
Cintas	\$165.03
Alhambra	\$106.83
Lesley Marable	\$92.87
UniFrist Corporation	\$91.49
Discovery Pest Control	\$68.00
Shred-It USA-Concord	\$57.78
County Of Contra Costa, Dept of Info Tec	\$54.00
Department of Justice	\$49.00
Star Awards	\$10.72

\$253,042.76



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 19, 2018

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Resolution No. 2018-15 Assigning Check Signing Signature Authority.

Recommended Action

Adopt Resolution No. 2018-15 removing former Town of Discovery Bay Board Member, Chris Steele and adding newly elected Board Member, Bryon Gutow to the list of authorized signatories on the Bank of Agriculture and Commerce Community Bank accounts to sign checks from the Town of Discovery Bay CSD checking accounts for and on behalf of the Town of Discovery Bay CSD.

Executive Summary

When there is a Board Member change, it is necessary to adopt an updated resolution establishing signing authority for warrants that the District issues through our bank, Bank of Agriculture and Commerce Community Bank.

This Resolution removes former Board Member Chris Steele and adds new Board Member, Bryon Gutow.

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?:

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

Resolution No. 2018-15.

AGENDA ITEM: C-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2018-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,**

**A CALIFORNIA COMMUNITY SERVICES DISTRICT (CSD)
TO REMOVE FORMER DIRECTOR CHRIS STEELE
AND ADD DIRECTOR BRYON GUTOW
ON THE DISTRICT'S BANK ACCOUNTS,
BANK OF AGRICULTURE AND COMMERCE COMMUNITY BANK
TO SIGN ON CHECKS FROM THE TOWN OF DISCOVERY BAY CSD
CHECKING ACCOUNTS AND TO SIGN ON TRANSACTIONS WRITTEN
FOR THE TOWN OF DISCOVERY BAY CSD CD ACCOUNT**

WHEREAS, the Town of Discovery Bay CSD desires to remove former Director, Chris Steele and add Director Bryon Gutow on their five public bank accounts with Bank of Agriculture and Commerce Community Bank to sign on checks written from the Town of Discovery Bay CSD Checking Accounts and to sign on transactions written for the Certificate of Deposit, which are all listed below:

50017249 – Water and Wastewater (CSD)
50020304 – Discovery Bay Community Center
50306399 – Certificate of Deposit (CD)
22007884 – General Fund Account
22008560 – Deposit Holding Account

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay CSD does the following:

1. That Bank of Agriculture and Commerce Community Bank, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 94505, is hereby directed to remove former Director Chris Steele, and add Director Bryon Gutow on the above five banking accounts to be able to sign on checks written and sign on transactions written from these accounts on behalf of the District.
2. The Town of Discovery Bay CSD Board of Directors require that valid signatures on checks written and transactions written from these accounts by both the President and Vice President, and one other Director, or, in the absence of the elected officers, any two Directors.
3. That this Resolution supersedes all previous Resolutions that have removed or added Directors on the District's Bank of Agriculture and Commerce Community Bank Accounts to sign on checks from the Town of Discovery Bay CSD Checking accounts and to sign on transactions written for the Town of Discovery Bay CSD CD Account.

PASSED AND ADOPTED this 19th day of December 2018 by the following vote:

Kevin Graves
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 December 19, 2018 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary

**Town of Discovery Bay, CA
Water & Wastewater**

MONTHLY OPERATIONS REPORT

Oct/Nov 2018

3382 Days of Safe Operations

164,731 worked hours since last recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar**
 - **Great Shake Out**
 - **Heavy Equipment Operation**
 - **Good Practice Health & Safety Video**

- **Operation**
 - **None this month**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

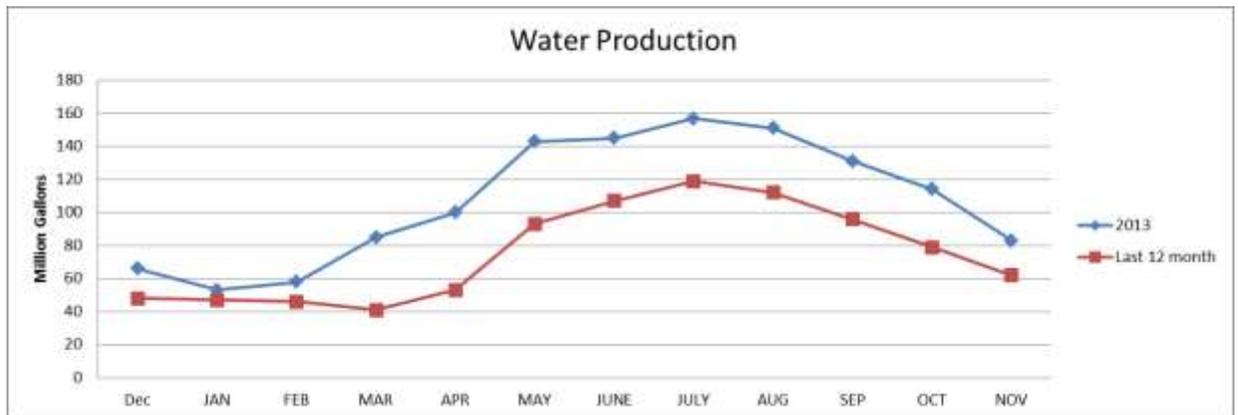
WATER SERVICES

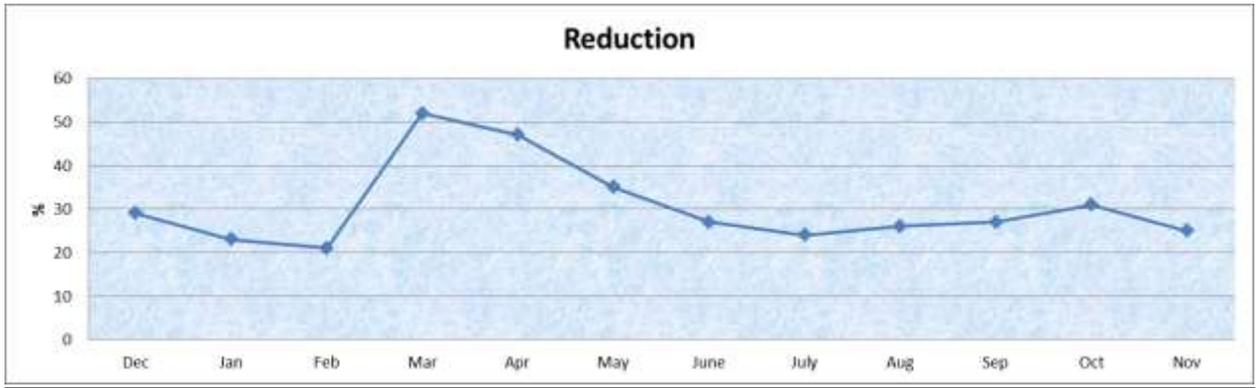
Groundwater Well:

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2018 Monthly Water Production Table (MG):

January	February	March	April	May	June
41	46	41	53	93	107
July	August	September	October	November	December
119	112	96	79	62	





Chemical Usage:



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 36	• 0	• 0	• 0	• 5

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>Oct Lab Data</i>	<i>Nov Lab Data</i>
Flow, MG Effluent, monthly total		35	36
Flow, MG Daily Influent Flow, avg.	N/A	1.4	1.4
Flow, MG Daily Discharge Flow, avg.	2.35	1.1	1.2
Effluent BOD ₅ , lbs/d, monthly avg.	350	11	14
Effluent TSS, lbs/d, monthly avg.	200*	8	11
Effluent BOD ₅ , mg/L, monthly avg.	20	1	1
Effluent TSS, mg/L, monthly avg.	10*	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	ND	ND
% Removal BOD ₅ , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm annual avg.	2100	2158	2159

*New TSS Limit went into effect

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• N/A	• N/A	• N/A

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 0	• 43

Performed weekly lift station inspections

Sewer System:

- Continue collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers will be inspected during assessment.

MAINTENANCE

Preventive and Corrective:





Call & Emergency Response

Call Outs	Emergencies
2	0
Regular Hours	Overtime
1675	31

TERMS

WWTP

WASTEWATER TREATMENT PLANT

WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
December 19, 2018

Prepared By: Mac Kaiser, Recreation Supervisor
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Discussion and Possible Action Regarding Updates to the Park Rules and Regulations Policy 012.

Recommended Action

Approve the DRAFT administrative revisions to Board Policy #012 including the addition of a section related to Dog Park Rules and Regulations as recommended by the Standing Parks and Recreation Committee.

Executive Summary

Annually, or as needed, Staff has reviewed Board Policy #012 (Parks Rules and Regulations – last revised 05/3/17).

Attached hereto, are the relevant sections of Policy #012, with Administrative revisions including the addition of a section related to Dog Park Rules and Regulations as recommended by staff.

The DRAFT revisions were reviewed and discussed at the December 19, 2018 Standing Parks and Recreation Committee meeting. The committee's recommendation is for Board approval of the DRAFT revisions for Policy #012.

Previous Relevant Board Actions for This Item

Attachments

DRAFT Board Policy #012.

AGENDA ITEM: E-1



Town of Discovery Bay

Program Area: Parks and Landscaping	Policy Name: Park Rules and Regulations	Policy Number: 012
Date Established: April 20, 2011	Date Amended: December 19, 2018	Resolution: 2013-13

GENERAL INFORMATION

These Rules and Regulations shall apply to all Town of Discovery Bay Community Services District’s (District) owned or maintained Parks and common areas.

PARK HOURS

Park hours shall be based upon the amount of light available for the safety of park users. Closing hours are one-half hour after sunset to one-half hour before sunrise on the following day.

When the parks are closed, lighted pathways may be used for traveling from one location to another; however, loitering on any pathway, park area or parking lot after the park is closed is prohibited.

No person may enter, loiter or remain, or allow or maintain a motorized vehicle, bike or skateboard, in any park after the park is closed for public use. No vehicle may be left overnight for any reason, without the authorization of the General Manager or his/her designee.

PARK USE

In general, park use is on a first come, first served basis. However, reservations are strongly encouraged and are required for all sports leagues, organizations, groups over 50, or any time a user intends to bring inflatable play equipment into any Park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Individuals or groups wishing to make a reservation must be at least 18 years of age. Applications must be submitted to the Community Center office a minimum of five (5) days in advance of their scheduled event.

To reserve an area in one of the Parks, the following process must be followed:

1. The user must obtain a packet from the Community Center which includes the following:
 - a. Park Usage & Rental Policy
 - b. Park Reservation & Rental Fee Schedule
 - c. Park Reservation & Use Permit Application

2. All Fees and Deposits must be paid to the Community Center at time of rental

All terms and regulations of the "Park Usage & Rental Policy" shall apply to reservations.

IV. ATHLETIC FIELDS (BASEBALL & SOCCER)

In general, the use of all baseball and soccer fields will be governed by "Memorandum of Understanding (MOU)" which is negotiated annually with specific user groups.

When a field is not scheduled for use under a League or Organization agreement (MOU), it is available for public use. Reservations for day use can be made at the Community Center.

All users will adhere to the "Rainy Day" policy where if it has rained anytime in the three-hour period prior to scheduled field use, all activity shall be canceled. If rain begins during field use and continues for thirty minutes, all activity shall be canceled. Additionally, if the field is obviously too wet or in a condition where practice or active play would damage the field or turf, such practice play shall be postponed until the field has dried out to a point where footprints will not make a lasting impression. Users may reschedule their event or receive a refund if they have been rained out.

Users may not use fences for backstops, goals, or the like, which may cause damage.

V. BASKETBALL COURTS

For safety reasons, open-toe shoes or sandals are not permitted.

Hanging from the basketball rims and slam dunking is not permitted.

All disputes and disagreements shall be handled in a calm manner. Fighting or loud, abusive language is prohibited and will lead to removal from the courts.

When players are waiting, the following rules apply:

1. Games are played to 11 points, with each basket being worth 1 point.
2. Winning teams may remain on the court until they lose.
3. Full court games take precedence over half-court games; however, if a half-court game is in progress, full court games must wait for the current game to finish before taking court.
4. If the winning team of a half-court game does not wish to play full-court, they must leave the court.

VI. TENNIS COURT

For safety reasons, tennis shoes must be worn at all times.

Courts are to be used for Tennis or Tennis-like sports, ONLY. All other equipment is strictly prohibited.

Tennis courts may be reserved at the Community Center on a first come, first served basis.

Players holding reservations have priority use of the Tennis Courts; however, if the reservation holder arrives late (20 minutes) or more, the reservation is forfeited. When operating on a first come, first served basis, one user cannot hold a court while waiting for another. All users must be present to secure a court.

When players are waiting, the following rules apply (except in the circumstance of a reservation):

1. Users already in play on the court may finish their match.
2. Singles matches may not exceed 1 hour.
3. Doubles matches may not exceed 1 ½ hours.
4. Once a match has been completed, the players must give use of the court to waiting users.

No animals are allowed on the court or inside the tennis area.

Persons not abiding by the above rules may be denied permission to use tennis courts in the future. No alcohol or food allowed on tennis courts.

VII. SPLASH PAD

The Splash Pad is unsupervised and subject to the following rules of use:

1. All persons using the facility do so at their own risk.
2. All children must have adult supervision at all times.
3. Swim suits and/or appropriate attire must be worn at all times.
4. Footwear/sandals are strongly recommended.
5. Food and/or beverages of any kind are not allowed on the Splash Pad.
6. No glass containers or breakable objects are allowed on the Splash Pad.
7. No skateboards, roller blades, bicycles, and/ or scooters are allowed on the Splash Pad.
8. Dogs/pets are not allowed on the Splash Pad.
9. Swim diapers are required for all non-toilet-trained users.
10. Roughhousing or violent play is prohibited.
- 11. The Splash Pad is not available for reservation.**

Operations Hours will vary depending on temperature, time of year, budget availability and safety concerns.

VII. SWIMMING POOL

General Pool Rules

1. All users over the age of 2 entering the pool facility must pay an entrance fee.
2. Swimmers must shower before entering pool.
3. All users will comply with the direction of the Lifeguard(s) and/or Aquatics Staff. Failure to comply will result in dismissal from the facility.
4. Users will limit their conversations with the Lifeguards. General questions should be directed to Aquatics Staff in office.
5. Users shall not block the view of a Lifeguard.

6. Food and drinks may be consumed on lawn areas inside or surrounding the pool area; No food or drinks of any kind will be allowed on the pool deck.
7. No glass containers are allowed within the pool area.

Children under thirteen years of age must be accompanied by a responsible person over the age of 18.

Children six years of age and under must remain within arm's reach of the adult, in or out of the water, at all times.

Children between the ages of 13 and 18 need not be accompanied by a responsible person over the age of 18, provided their parent/guardian signs a Town approved waiver in the presence of Aquatics personnel.

Attire

All swimmers must wear a bathing suit. Only clean bathing suits are allowed in the pool.

Rash guards that are loose are permitted in the water for sun protection purposes only.

Clothing with metal zippers, snaps, buckles or buttons are not permitted.

Street clothing including T-Shirts, basketball shorts, cut-offs, bike shorts, leotards, etc. are not allowed in the water.

Infants and Toddlers must wear swim diapers under their swimsuits.

Conduct and Safety

1. No running in the pool area.
2. No roughhousing inside the pool area, showers or locker rooms.
3. No person shall hang on the back of another person.
4. No floatation devices (water wings, inflatable tubes, etc.). Only US Coast Guard approved lifejackets that have been inspected by Aquatics personnel are allowed. An adult must be supervising the child at all times.
5. No profanity.
6. Animals are not permitted in the pool area.
7. Swimmers may be required to demonstrate, to a lifeguard, that they can swim one width of the pool to be eligible to swim in the deep end.

Operations hours will vary depending on temperature, time of year, budget availability and safety concerns.

IX. ANIMALS WITHIN THE PARK

No person owning, possessing, harboring or controlling any animal shall allow such animal to be at large. In the case of a dog, at large means "not under effective restraint by a leash". In the case of animals other than dogs, at large means "not in the immediate presence or under their effective control of such person, in any place or position with the capacity to injure persons or property, or fights, bites or causes harm to any other animal or person".

It shall be the responsibility of persons having charge of any animal to collect and dispose of excrement deposited in any public park/area.

No animal may enter or remain within any park area reserved for children or enter any play apparatus area.

No animal may be left unattended.

With the authorization from the District's General Manager, or his/her designee, animals may be brought onto public parks or facilities for the purpose of animal shows, exhibits, festivals and the like.

All park users are subject to Contra Costa County Ordinances relating to animal control services. Violations may be reported directly to Contra Costa County Animal Services at (925) 608-8400.

X. DOG PARKS

Dog parks are only those areas designated as such by the District Manager and clearly marked by signs and fencing.

1. PRESENCE IN THE DOG PARK IS AT YOUR OWN RISK - Owners are legally responsible for the actions and behavior of their dog(s) at all times.
2. Dog owners must be within the dog park and supervising their dog at all times.
3. Leashes must be removed once inside the dog park; however, the owner must always have a leash readily available at all times.
4. There is a limit of three (3) dogs per person per visit.
5. Dog waste must be cleaned up immediately by the dog's owner and properly disposed of. It is the owner's responsibility to have sufficient waste bags available for this purpose.
6. All children under the age of 13 must be accompanied by an adult.
7. Pet treats and food are not allowed in the dog park.
8. No smoking or glass containers are permitted on the property.
9. Dog park hours at the Community Center coincide with Community Center hours.
10. No bicycles, skateboards, roller blades or motorized vehicles allowed.
11. Dogs must remain leashed at all times when outside the dog park.
12. No aggressive dogs allowed. Aggressive dogs shall be leashed and removed immediately.
13. Dogs in heat, sick dogs, and puppies under 4 months of age are not allowed.
14. All Dogs must wear a collar with a current rabies tag and identification.
15. Excessive barking is not allowed. Dogs should be under voice control by their owner.
16. Owners are to fill any holes their dog digs.

Persons who fail to comply with these rules are subject to immediate ejection from the Dog Park and may have further use of the dog park denied.

XI. AUTOMOBILES, BICYCLES AND OTHER CONVEYANCES

Unless specifically authorized, no person shall drive or propel any automobile, truck, motorcycle, motor scooter, motorized skate board or scooter, or any other motor or electric powered vehicle or other conveyance within any park, except on the roads, driveways and/or parking lots provided and designated by the District General Manager or his/her designee for such use. Wheelchairs are an exception.

Parking overnight in any park parking lot is prohibited.

No person shall park any vehicle on any lawn or planted area in any park, unless specifically authorized by the District's General Manager or his/her designee.

No person shall wash, grease, service or repair any vehicle in public park areas unless authorized by the District's General Manager.

No motor vehicle or other conveyance shall be parked in any other area than an established or designated parking area.

Persons shall not ride or drive any horse or other animal within parks or common areas, unless authorized to do so by the District's General Manager or his/her designee.

Persons riding bicycles, skateboards or skates may ride upon the designated improved park road or pathway (asphalt or concrete) only, and then only when operated in a safe manner and yielding to pedestrians. Tricks and exhibitions, including grinding, jumping starts and rails on benches, are strictly prohibited.

Caution and courtesy shall be followed when riding bicycles, skateboards or roller skates within any public park.

XII. FIRES, CAMPFIRES AND BARBEQUES

Fires, campfires, and barbecues (BBQ) shall be permitted only in grills already provided in the park and may not be left unattended. Fuel shall be of such types and fires kindled in such a manner as to prevent the danger of fire in the surrounding vegetation. No personal BBQ's are allowed unless specifically authorized by the District's General Manager or his/her designee.

Before leaving the premises, a park user starting a fire in an authorized place shall be responsible for assuring that the fire is thoroughly extinguished. Used coals, fuel or other flammable material used to cook should be left on the grill provided in the park and should not be dumped into garbage receptacles, bushes or on any lawn area.

XIII. USE OF INFLATABLE PLAY EQUIPMENT

The District requires any user or operator, who intend to bring inflatable play equipment into the park 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.

Inflatable play equipment may only be operated in areas specifically designated by the District.

Power sources are not available at Ravenswood Park or the Community Center BBQ area. Generators may be used only with District authorization, and only between the hours of 10am and 6pm.

XIV. GOLF, ARCHERY AND HORSESHOES

No person shall play or practice golf, archery or horseshoes, except in designated areas.

XV. MODEL AIRPLANES, CARS AND OTHER SIMILAR DEVICES

No person shall fly model airplanes, drones or operate gas powered model cars, vehicles, or other similar gas powered remote controlled devices within the grounds of any District park.

Battery powered remote controlled vehicles or devices may be used, but in a courteous manner, yielding to pedestrians and other park users.

XVI. RESTROOM USE

All persons shall cooperate in maintaining restrooms in a neat and sanitary condition.

XVII. ALCOHOL

No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within a park area (reserved or not).

Violation of this regulation shall be grounds for immediate removal from any park area, citation by the Contra Costa County Sheriff's Department, and revocation of future use and reservation privileges.

XVIII. DISORDERLY CONDUCT PROHIBITED

Public parks are for the enjoyment and benefit of those persons who desire to use the facilities in an orderly manner. Disorderly conduct, including the following, is prohibited:

1. Use of language which is offensive and likely to provoke an immediate violent reaction, including playing music which would do the same.
2. Throwing of rocks, stones or other missiles, likely to cause damage to any person, property, or animal. Use of typical play equipment, such as a Frisbee or baseball, shall be allowed so long as it does not endanger other park users.
3. Carrying firearms or other dangerous weapons in the park, that is potentially dangerous to human safety and wildlife, other than police officers in the discharge of their duties. Weapons prohibited under this section include, but are not limited to: firearms, any gun, pistol, bow and arrow, slingshot, or any type of object or device capable of propelling a projectile, knives (other than pocket or kitchen knives for the purpose of preparing or serving food), daggers, and martial arts weaponry, axes or machetes.
4. Possess, sell, display or discharge any fireworks or firecracker of any sort, except with explicit written authorization from the District General Manager and the East Contra Costa Fire Protection District.
5. Playing any game of chance, or operating any gaming table or instrument, or equipment designed for such game of chance.
6. Aggressive behavior, such as pushing, shoving, or intentionally walking/riding close to another while walking, running, riding a bicycle, scootering, skateboarding, or roller/in-line skating.
7. Begging or soliciting contributions or subscriptions.
8. Climbing upon or tending to deface any wall, fence, shelter, building, structure or other public facility or equipment.

9. Appearing unclothed or in such attire, costume or clothing as to be exposed to public view.

Persons who are disorderly or publicly offensive to other park users or nearby residents shall be asked to cease such activity, and upon failure to do so, may be required to leave the park.

XIX. EXCESSIVE NOISE PROHIBITED

No person shall make excessive noise that distracts or disturbs park patrons or nearby residents.

XX. SELLING AND ADVERTISING

No person shall sell, offer for sale, or give away any goods, wares or merchandise, or services (including training courses) within any park without having obtained authorization from the District's General Manager or his/her designee.

No person shall affix, cause to be posted or affixed to any tree, shrub, plant, fence, building, structure, monument, wall apparatus, post, bridge, bench, gate or other physical object, any handbill, circular, booklet, card, pamphlet, sheet, poster or written or printed notice advertising any commodity, article, merchandise, business activity, person, or thing within any public park without the prior authorization of the District's General Manager or his/her designee.

XXI. EMERGENCIES

In an emergency or when the District's Board of Directors shall determine that the public interest, or public health, or public safety demands such action, any park, or any part or portion thereof, may be closed to the public and all persons may be excluded there from until the District's Board of Directors or emergency personnel shall determine that public use of the park or the portion thereof may be properly resumed and orders the park or portion of thereof reopened to public use.

XXII. EXHIBITIONS, EVENTS, FESTIVALS, MEETINGS & 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 a function, business meeting, assembly, demonstration or any large gathering (with the exception of a parade) where the expected attendance is 50 people or more occupying the park at any one time, must first obtain permission from the District's General Manager or his/her designee.

All requests for authorization under this section must be submitted no less than 60 days prior to the event to allow District staff time to prepare for the event.

Groups of any size requiring the assistance from the District (i.e. street barricades, etc.) must make a request in writing to the District at least 60 days prior to the event and may be required to reimburse the District for costs incurred as a result of the event. The District's General Manager or his/her designee may waive these requirements on a case-by-case basis.

Users wishing to stage or disperse a parade in a park and who have the necessary permit from the District are exempt from the requirements of this section.

XXIII. CAMPING

No person shall camp, lodge, erect a tent, or other temporary structure overnight in any public park without the authorization of the District's General Manager or his/her designee.

XXIV. CARE AND MAINTENANCE OF THE PROPERTY

All refuse and debris within the park area shall be deposited within the appropriate can or receptacle provided. When a can or receptacle is not provided or is full, users must remove their refuse or trash from the park and properly dispose of it elsewhere.

No person shall cut, break, injure, tamper with, deface, remove or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign, regulations, structure, apparatus or property; or climb any tree or wall, stand or sit upon monuments, bases, fountains, railings, fences, or any other property not designated for such purposes, nor shall persons hitch a horse or other animal to any tree or structure.

No person shall construct or erect any building, run or string any public service utility except by special written authorization.

No person shall wear footwear that will damage, injure, or create the need for excessive maintenance on any field, court, deck, floor, turf, or specialized surface prepared for particular games or activities.

Only persons authorized by the District shall perform any work in or upon the park. Work, such as taking up or replacing soil, turf, ground, pavement, structures, trees, shrubs, plants, or flowers, shall be performed solely under the authorization of the District's General Manager or his/her designee.

No person shall use a park or any portion of the park when posted by the District as being closed for any reason, including, but not limited to when the park or portion thereof is closed for repairs or maintenance.

No user may engage in graffiti, tagging, or other defacing of District property or the property of others.

No person shall place or dump any foreign material including dirt, rocks, grass clippings, building materials, bottles, cans or anything similar on or within all parks and common areas.

XXV. CONDITIONS AND LIMITATIONS

Entry into the parks including reservations issued under the provisions of this chapter are subject to such reasonable conditions as the issuing body may deem necessary in order to ensure that the proposed use will be compatible with the general use of the park. Such conditions may include, but are not limited to the following:

1. Limitations on the times during which the proposed use will be permitted;
2. Limitations on the locations at which the use will be permitted;

3. Limitations on the number of people that will be permitted to participate in a use given a location;
4. Requirement that the applicant furnishes 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.
5. Requirement that the applicants furnish private patrol or security where the nature of the use will impose undue burdens on the sheriff services of the District;
6. Requirement that the applicants provide temporary sanitary facilities, trash containers, etc.
7. Require that the applicant post fees, deposits, or other security to cover the extraordinary costs which may be incurred by the District as a result of the proposed use.

No conditions imposed under these Rules and Regulations shall unreasonably interfere with the rights of individuals to express themselves or assemble, provided, however, that such activities shall be subject to such reasonable regulations so as to ensure the rights of the people to use their public parks shall not be unreasonably impaired. All users shall comply with all park rules and regulations unless otherwise specifically exempted there from.

END

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

JOINT EXERCISE OF POWERS AGENCY

October 11, 2018

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Diane Burgis at 7:11 P.M.

ROLL CALL

PRESENT: Doug Hardcastle (Oakley), Robert (Bob) Taylor (Brentwood), Sean Wright (Antioch), and Chair Diane Burgis (Contra Costa County)

ABSENT: None

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Hardcastle, seconded by Director Wright, the Authority adopted the Consent Items by the following vote:

AYES: Hardcastle, Taylor, Wright, and Burgis

NOES: None

ABSTAIN: None

ABSENT: None

- A. APPROVED minutes of the June 14, 2018 and September 13, 2018 meetings.
- B. **Mokelumne Trail Bicycle/Pedestrian Overcrossing Project:** APPROVED Addendum #14 to the Final Environmental Impact Report (FEIR) for the State Route 4 Bypass Project, specific to Mokelumne Trail Bicycle/Pedestrian Overcrossing Project.
- C. **Balfour Road Interchange Project:** APPROVED and AUTHORIZED the Secretary, or designee, to execute on behalf of the Authority, Amendment No. 1 to the Agreement between the State Route 4 Bypass Authority and Meridian Professional Center – Brentwood Owners Association Relating to Replacement Parking at the Meridian Professional Center, Brentwood, to allow for the transfer of the parking area to the Association before a notice of completion is recorded.

DETERMINATION ITEM

A. RECEIVE Status Report on Projects Associated with the Former SR4 Bypass

Mr. Dennis reported that the Balfour Road Interchange had moved along well and ramps were open with the exception of the loop on-ramp, expected to be open by the end of the year.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

ADJOURNMENT

Chair Burgis adjourned the meeting of the State Route 4 Bypass Authority at 7:12 P.M. to Thursday, November 8, 2018 at 6:30 P.M. or other day/time deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk