



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Thursday July 23, 2020  
SPECIAL MEETING 4:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

## 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 Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

#### **TO ATTEND BY TELECONFERENCE:**

**Toll-Free Dial-In Number: (866)848-2216**

**CONFERENCE CODE: 5193676302**

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

### SPECIAL MEETING 4:30 P.M.

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

1. Call business meeting to order 4:30 p.m.- By President Pease
2. Pledge of Allegiance – Led by President Pease
3. Roll Call – All Present.

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

None.

#### **C. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding Landscaping in the District.

General Manager Mike Davies states the Town, Parks and Recreation Department as well as the Parks and Recreation Committee have been working diligently to address a variety of landscaping challenges in the Town. He reminded the Board that COVID-19 put a halt to any landscaping as the County prohibited landscaping for a few months. Parks and Landscape Manager Bill Engelman provided the Board with a presentation explaining the challenges each zone presents and the type of landscaping needs that can be observed throughout the Town. His presentation also delved into zone budgets and financial limitations and possibilities. It was discussed that Zone 57 is owned by Contra Costa County and the Town receives a minimal budget to address landscape needs within it, as is the same case with other county zones within the Town. Parks and Landscape Manager Bill Engelman agreed with the community's concerns regarding the need for stronger efforts, however the Town has a small staff and upkeep is a challenge. For this reason, Parks and Landscape Manager Bill Engelman introduced the option to maximize labor by reducing plants that require maintenance and bringing in dry landscape. This long term solution will save water and employee resources.

Another implementation will include the landscaping employees concentrating on individual locations for an hour every morning to focus on weed removal and then rotating locations throughout the Town. A second

concept will be the Own-A-Park project, which will include assigning parks to employees to encourage accountability and pride in their work.

Board members questioned financing distribution for landscaping needs, zone budgets and introduced the option of returning county owned zones to Contra Costa County for landscaping responsibility. General Manager Mike Davies advised that when concerns were addressed with county personnel, Town was told to lower its expectations. Discussion was held regarding Prop 218 and how it will affect the possibility of creating an umbrella assessment to add to the landscape budgets between zones.

Director Bill Mayer expressed concern with faulty irrigation equipment. This has caused water to be wasted on sidewalks instead of plants.

Discussion was had regarding landscaping staff's use of work time and GPS systems recently installed in Town vehicles.

President Pease questioned if Town could find out how the process is working for other locations that Contra Costa County owns and to which it distributes a reduced budget. Are we all getting the same percent?

General Manager Mike Davies let President Pease know that he would follow up on this concern with the county supervisor's office and bring it back to the Board in the future.

Director Kevin Graves mentioned the option to hire a contractor to do a landscaping project and have Town landscaping staff just maintain afterwards. It was recommended that Town staff obtain an estimate of what it would cost for an outside contractor to do a major clean up, put down ground cover and maybe some plants in the areas of the front entrance, Discovery Bay Blvd, Clipper Drive and Newport Drive. After obtaining the estimate, bring the matter back before a Special Parks and Recreation Committee Meeting.

#### **D. FUTURE AGENDA ITEMS**

#### **E. ADJOURNMENT**

1. Adjourn at 5:34 p.m. to the next regular meeting of August 5, 2020 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 on the District's website located at <https://www.todb.ca.gov>."