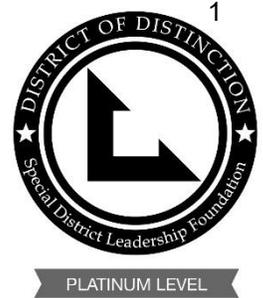




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**NOTICE OF THE REGULAR MEETING  
OF THE PARKS AND RECREATION COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, September 2, 2020  
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 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**  
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**

*Chair Kevin Graves  
Vice-Chair Bryon Gutow*

**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 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. DRAFT MINUTES TO BE APPROVED**

1. Approve DRAFT minutes of July 1, 2020 Standing Parks and Recreation Committee meeting.

**D. DISCUSSION ITEMS**

1. Discussion Regarding Landscape Contracting for Zone 8.
2. Discussion Regarding County Landscape Zones.
3. Discussion Regarding Pool Plans and Communications with the Current Pool Contractor.
4. Discussion Regarding Pickleball Update.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

**F. 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

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES OF THE REGULAR MEETING  
OF THE PARKS AND RECREATION COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, July 1, 2020  
STANDING PARKS AND RECREATION COMMITTEE REGULAR  
MEETING 4:30 P.M. – 5:30 P.M.**

**NOTICE  
Coronavirus COVID-19**

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**Parks and Recreation Committee Board Members**

*Chair Kevin Graves  
Vice-Chair Bryon Gutow*

**A. ROLL CALL**

1. Call business meeting to order 4:30 P.M.- by Chair Graves
2. Roll Call – All Present.

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

None.

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve DRAFT minutes of May 6, 2020 Standing Parks and Recreation Committee meeting.  
Motion to approve minutes for May 6, 2020 Standing Park and Recreation Committee meeting made by Vice-Chair Gutow.  
Motion was second by Chair Graves.

**D. DISCUSSION ITEMS**

1. Discussion Regarding Community Center Facebook Page Update.  
Recreation Program Supervisor Monica Gallo discussed update on the Towns Facebook page. This page is being used as a resource for promotions and information regarding the Community Center.  
Chair Graves commented that he has received many positive comments from the public regarding the Dog Park's appearance and accessibility.  
Vice-Chair Gutow stated that this method of social media is popular and recommended frequent use and prompt updates on the Facebook page.
2. Discussion Regarding COVID – 19 Reopening Update.  
Recreation Program Supervisor Monica Gallo provided update on most recent restrictions due to COVID-19.

Community Center was looking forward to reopening to the public. Governor Newsom has once again tightened the restrictions preventing planned activities at the Community Center to be postponed until further notice. Announcement made regarding the purchase of new windscreens for the tennis courts. Contra Costa County Sheriff's Office's Discovery Bay RAD Kids Camp has been cancelled for this year. Vice-Chair Gutow and Chair Graves both commented on Movies at the Park. They have both recommended allowing the event to take place so long as state guidelines are being complied with. General Manager Mike Davies reminded the Committee that we would also have to adjust staffing needs once we are able to introduce events back to the community.

**3. Discussion Regarding Poe Street Dryscape Update.**

Parks and Landscape Manager Bill Engelman gave update on landscaping advancements on Poe Street. Chair Graves asked about time of completion.

Parks and Landscape Manager Bill Engelman stated that everything should be done in approximately 2 weeks if all materials come in on time.

Vice-Chair Gutow commented on budget requirements for this project.

Parks and Landscape Manager Bill Engelman stated that once this test project is complete, he will gather more data to estimate future project area costs. This will allow him to pace the process at a comfortable level according to budget.

Chair Graves asked the Town to look into the possibility of inviting the public and staff to go to renovated sites to see the results of landscaping efforts.

**4. Discussion Regarding Pickleball Court Update.**

Parks and Landscape Manager Bill Engelman informed the Committee that the Pickleball project has been made available for the public to place Requests for Proposals as of last week. Bids have been received. Closing date for the RFP bids is July 21<sup>st</sup>, 2020.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

**F. ADJOURNMENT**

1. Adjourn at 4:42 p.m. 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."

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# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

September 2, 2020

**Prepared By:** Bill Engelman, Parks and Landscape Manager  
**Submitted By:** Michael R. Davies, General Manager

### Agenda Title

Discussion and Possible Action Regarding Landscape Contracting for Zone 8

### Recommended Action

To receive direction on moving forward with a landscape solution in Zone 8. Staff's recommendation is to have the Town's in-house landscape crew move forward with landscaping on Newport Drive starting in October and Clipper Drive starting November of 2020.

### Executive Summary

On July 23, 2020, the Board of Director's held a special meeting to receive an update on the District's landscaping issues and future rehabilitation plan. At this meeting, staff provided the Board with a presentation detailing each zone by landscape type, current conditions, budget and financial constraints, future issues, and proposed corrective plan. As well as introducing options for reducing high-water labor-intensive plants and landscape and replacing it with dryscape.

The Board of Director's discussed many options to resolve the landscape areas in distress. As a result, staff was tasked with acquiring contractor quotes for a major landscape clean up. This would include the elimination of weeds, removal of dead plants, and adding new ground cover and plants located at the front entrance, Discovery Bay Blvd, Clipper Drive, and Newport Drive. Once received, the quotes were to be brought back before a Special Parks and Recreation Committee Meeting. The meeting was scheduled for August 12, 2020; however, staff did not receive the quotes from the contractor in time to move forward with the special meeting. One contractor submitted a quote this week and one other contractor was not interested after meeting.

The quotes being brought forward this evening were received this week and presented to the Parks and Recreation Committee this afternoon.

#### Landscaping Quotes Submitted:

Landscape Contractor (Brightview)  
In-house Landscape Crew

Staff's recommendation is to receive direction on moving forward with a landscape solution in Zone 8. Staff's recommendation is to have the Town's in-house landscape crew move forward with landscaping on Newport Drive starting in October and Clipper Drive starting November of 2020.

**Previous Relevant Board Actions for This Item**

**Fiscal Impact:**  
**Amount Requested:**  
**Sufficient Budgeted Funds Available?**  
**Prog/Fund # Category:**

**Attachments**  
Zone 8 Landscape Enhancements Cost Comparison

**AGENDA ITEM:**

## APPROXIMATE LANDSCAPE ENHANCEMENT COSTS

### Zone 8 - Enhancements

	<u>SQ FT</u>	<u>Cost From Contractor</u>	<u>Approximate Length</u>	<u>In-house cost w/some dryscape (material only)</u>	<u>In-house cost w/o any dryscape (material only)</u>	<u>Approximate Length</u>
<b>Front Entrance</b>	10,246	<b>\$27,000</b>	NA	<b>\$8,000</b>	<b>\$8,000</b>	NA
<b>Clipper Drive</b>	119,550					
Plants		\$90,000	1 - 1.5 months	\$33,000	\$33,000	2.5 - 3 months
Mulch and fabric		\$69,000		\$30,400	\$54,100	
Rock		\$0		\$43,475	\$0	
Prep and clean		\$10,000		\$0	\$0	
<b>TOTAL</b>		<b>\$169,000</b>		<b>\$106,875</b>	<b>\$87,100</b>	
<b>Disco Blvd.</b>	96,448					
Plants		\$76,100	1 month	\$20,700	\$20,700	1.5 - 2 months
Mulch and fabric		\$0		\$19,400	\$35,000	
Rock		\$0		\$27,600	\$0	
Prep and clean		\$7,500		\$0	\$0	
<b>TOTAL</b>		<b>\$83,600</b>		<b>\$67,700</b>	<b>\$55,700</b>	
<b>Newport Drive (South)</b>	6,715					
Plants		\$5,300	1 - 2 weeks	\$2,000	\$2,000	2 - 3 weeks
Mulch and fabric		\$0		\$1,700	\$3,100	
Rock		\$0		\$2,500	\$0	
Prep and clean		\$1,000		\$0	\$0	
<b>TOTAL</b>		<b>\$6,300</b>		<b>\$6,200</b>	<b>\$5,100</b>	
<b>TOTAL ALL PROJECTS</b>		<b>\$285,900</b>		<b>\$188,775</b>	<b>\$155,900</b>	