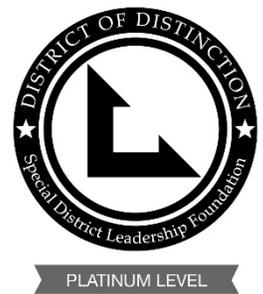




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES 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/

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 July 1, 2020 Standing Parks and Recreation Committee meeting.
Motion made by Vice-Chair Gutow to approve DRAFT Standing Parks and Recreation Committee minutes for July 1, 2020 as presented.
Second by Chair Graves.

D. DISCUSSION ITEMS

1. Discussion Regarding Landscape Contracting for Zone 8.
Parks and Landscape Manager Bill Engelman discussed the planned process to tackle the landscape issues plaguing the Town. First, update was given regarding current progress made. Then, Parks and Landscape Manager Bill Engelman and General Manager Mike Davies advised the committee of the cost to bring in a contractor to do a cleanup. This cost was compared to the inhouse cost of keeping Town’s landscape team as the sole laborers for enhancement needs. Parks and Landscape Manager Bill Engelman’s suggestion was to have a contractor do the cleanup of the Town’s needs and then allow the Town’s landscape team keep up with enhancements.
Chair Graves asked if we have an idea if quote provided by contractor is accurate.
Parks and Landscape Manager Bill Engelman stated inhouse cost would be about ⅓ of the contractor’s quote.

Chair Graves asked Parks and Landscape Manager Bill Engelman if he had the time, supplies and manpower required to do it all inhouse.

Parks and Landscape Manager Bill Engelman encouraged proceeding with inhouse enhancements. He suggested beginning with Newport Drive in October, then as the seasons change and landscaping needs slowdown in November, tackle Clipper in sections.

General Manager Mike Davies clarified the option for a contractor to do clean up, i.e. weeding, shrubbery, without mulch or any enhancements, in conjunction to inhouse enhancements would be the Town's suggestion. This option would fall under \$25,000, thus meaning it will not require a Request for Proposal, saving the Town funds and time.

Chair Graves clarified that this would be the most economical option. The use of outside contracting for clean up and inhouse landscapers for enhancements will assist with wisely making use of Town Landscaper's efforts.

General Manager Mike Davies indicated outside contractor would be used to do the inexpensive supplemental work allowing for Town landscapers to remain focused on enhancing and maintaining control of the more labor intensive tasks.

Chair Graves suggested having this placed as an Action Item on the Board of Directors meeting on September 16, 2020 at 7:00 p.m.

General Manager Mike Davies clarified that this item does not require Board approval as the contractor's quote is less than his budget authority as stated in the Town's Purchasing & Procurement Policy.

Chair Graves recommended notifying the Board of this item.

Parks and Landscape Manager Bill Engelman and Vice-Chair Gutow exchanged landscaping ideas and providing familiarity between different areas in the Town.

Chair Graves mentioned repairing the concrete fence in Zone 9.

Vice-Chair Gutow asked if there was money in the budget to repair the concrete fence presently.

General Manager Mike Davies advised the high cost of the concrete blocks has delayed its repair.

Vice-Chair Gutow recited the order he would like to see the landscape areas be addressed.

Chair Graves expressed confidence in the Town's capabilities to design and execute enhancements inhouse and to contract for remedial landscaping.

Public comment regarding:

- money that is designated for zone 8 that can be used for this.

Chair Graves said the money in question is not available. It may be available for landscaping and other issues at a later time.

General Manager Mike Davies and Chair Graves discussed presenting this item to the Board as a Discussion Item.

2. Discussion Regarding County Landscape Zones.

General Manager Mike Davies had a telephone meeting with County Public Works regarding their landscape zones in Discovery Bay jurisdiction upon the request of the Board. Questions asked by the Town to County Public works were as noted below.

- How does the County determine how much will be withheld by the county to allow for landscaping funds to the Town?

County replied that there is no set formula to generate such an amount. Monies are held in a reserve depending on the needs of the zone.

- Do the same rates and same methodology apply to other areas of the county? Can we be provided with examples?

Discovery Bay is unique in that we have a public agency landscape contract. We can ask for extra money to be taken out of the reserve for that zone if any money is there.

General Manager Mike Davies asked about the possibility to use County General Funds to support underfunded areas?

There may be Chief Administrative Officer discretionary money that we can ask for but that would be under rare circumstances. County staff included that any unspent funds from the previous year may be used for maintenance and landscape needs including paying a contractor to catch up on deferred maintenance.

- Can you provide any landscape agreements between the County and other areas?

There are no other agreements. Town of Discovery Bay is the only agreement and there is nothing similar to what we have. Other zones across the county are suffering worse than Discovery Bay. Some zones run out of funds months before the end of the fiscal year and no landscape services are provided during that time. County Public Works Landscaping Department is understaffed. Stating that if County was to provide landscaping services, they would not be able to provide the quality of service the inhouse landscapers can provide. Adding that landscape complaints are commonplace throughout the county. County Public Works staff mentioned previous talks about Discovery Bay taking over ownership their zone's and talks fell through.

Chair Graves added that the talks fell through because County was willing to give Town of Discovery Bay the responsibility of landscaping their zones, but not willing to contribute financially.

General Manager Mike Davies states that County Public Works staff advised the desire to work collaboratively and release funds to help with prioritized landscaping needs.

Chair Graves asked for identification of parties involved in the conference call.

The call was summarized and emailed to County staff for approval. The transcript was sent back with additions but no edits.

Vice-Chair Gutow asked how Town of Discovery Bay will proceed with the information received.

General Manager Mike Davies stated he interpreted the conversation to summarize that County will continue to administrate funds for their zone landscaping and Town of Discovery Bay will declare how funds were spent and what is still needed. At that point, County will review the need to contribute any additional funds for landscaping of their zones.

Chair Graves recommended speaking to Supervisor Diane Burgis and Lea Castleberry regarding advocating on the behalf of Town of Discovery Bay for maintenance funds.

Vice-Chair Gutow asked if this reiterates that we should go back to the overlay we discussed a year ago.

Chair Graves recommended putting that as a discussion on the next Agenda.

3. Discussion Regarding Pool Plans and Communications with the Current Pool Contractor.

General Manager Mike Davies provided the Committee with an update regarding the Community Center Pool plans. He spoke to Tony Adams of Adams Pool Solutions on August 23, 2020. Mr. Adams stated that in order to get the pool refurbished by April 2021, he would need to get the final approval by October 2020.

Chair Graves recommended updating the Board on this information.

General Manager Mike Davies said the plans for the pool have been approved by the County. Once a contractor has been identified, permits will be issued. Total cost of permits is \$22,029. With this information, General Manager Mike Davies asked Terracon if there is a new estimated pool cost. Terracon's reply was an estimated pool cost of \$1,418,609.00. This response was received approximately an hour ago and Town has not had time to reflect on this significant increase in cost.

Chair Graves asked what was included in the cost provided by Terracon.

General Manager Mike Davies stated that it is unknown what requirements the County has made regarding additional constraints. The cost given by Terracon includes the pool and restrooms.

Chair Graves asked if the \$22k is included in the Terracon quote.

General Manager Mike Davies stated it doesn't appear to be included. Mr. Davies reminded the Committee that this also does not include any cost associated with a Request for Proposal for supervision of the project.

Chair Graves recommended to place this item on the Board Agenda for discussion and possible action to move forward with a bigger pool or to refurbish the current pool. He stated that not making a decision is an act to take away another season of swimming.

General Manager Mike Davies agreed to bring this item to the Board.

Public comment regarding:

The cost quoted by Terracon doesn't include the money already spent with Terracon.

Chair Graves advised that the funds already spent were required to get the Town to this point and not included in the quote provided.

4. Discussion Regarding Pickleball Update.

Recreation Program Supervisor Monica Gallo provided an update on the Pickleball court conversions. New courts should be completed by early November. Contract has been executed with DRYCO to start next week with the conversion.

Chair Graves asked if the funds for this project are actually available in our account.

Recreation Program Supervisor Monica Gallo stated forms will need to be submitted with the backup and then we will be reimbursed.

Vice-Chair Gutow asked if there will be a need to do repairs to tennis courts at Cornell Park.

Recreation Program Supervisor Monica Gallo indicated that there has not been any discussion about that topic yet but it is on the radar.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourn at 5:20 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."

"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."

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