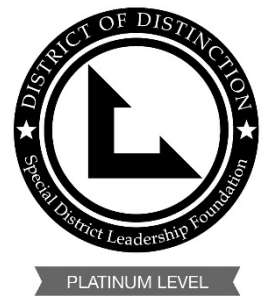




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



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

**MINUTES OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 4, 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 Kevin 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 September 2, 2020 Standing Parks and Recreation Committee meeting. Motion to approve DRAFT minutes as presented made by Vice-Chair Gutow. Second by Chair Graves.
Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. DISCUSSION ITEMS

1. Discuss Cancellation of January 6, 2021 Parks & Recreation Committee Meeting. General Manager Mike Davies advised Committee that due to the holiday schedule, it is recommended that the Standing Park and Recreation Committee Meeting scheduled for January 6, 2021 be cancelled. Due to office closure, there will not be sufficient time to allow for the creation and posting of the Committee Agenda. Chair Graves asked for the date of the next scheduled meeting after the one scheduled in January. General Manager Mike Davies advised the next one is scheduled for March 2021. Vice-Chair Gutow advised that he would like a Special Meeting before March 2021. Chair Graves agreed with Vice-Chair Gutow so there is not too much time between meetings since there will be new Board Members. He recommended staff wait to schedule a Special Parks & Recreation Committee Meeting until the new Board Members are situated.
Motion made by Vice-Chair Gutow to cancel Parks and Recreation Committee Meeting for January 6, 2021.

Second by Chair Graves

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

2. Discussion Regarding Holiday Closure Community Center.

Recreation Program Supervisor Monica Gallo reported the planned closure of the Community Center during the holiday season. She advised that Town staff will lock and unlock the grounds so that the public can still have access to the Community Center grounds. Scheduled closures of the Community Center are December 26-30, 2020 and January 2-3, 2021. The gates will be opened at 8:00 a.m. and closed at 5:00 p.m. December 31, 2020 hours are 8:00 a.m.-2:00 p.m. Community Center grounds will be closed December 24-25, 2020 and January 1, 2021.

Chair Graves stated all this information will be posted on the Town's website and Facebook page. He also thanked Town managers for keeping the grounds open on their own time.

3. Discussion and Update Regarding Ravenswood Park.

Parks and Landscape Manager Bill Engelman advised that Ravenswood structure plan has been approved by Contra Costa County. Next step is to go out for Requests for Proposals on November 10-11, 2020. to install the play structure. Bid opening will be scheduled for December 3, 2020.

Chair Graves reminded us that the approval for the play structure has already been given.

Vice-Chair Gutow asked if the play structure has already been purchased.

Parks and Landscape Manager Bill Engelman stated the purchase of the play structure has not been done.

Vice-Chair Gutow asked for the amount of expected lead time.

Parks and Landscape Manager Bill Engelman said the lead time is about six weeks.

Chair Graves estimated that installation of the equipment would be done mid-January. Parks and Landscape Manager Bill Engelman agreed.

4. Discuss California State Parks – Prop 68 Per Capita Grant Money.

Parks and Landscape Manager Bill Engelman advised that the county advised the Town that Parks and Recreation is entitled to apply for \$187,441.00 in grant funds through the Per Capita Program for Park Capital Improvement Funding. Town will need to match 20% of the total project cost. Contra Costa County informed the Town they require \$8,000 to be used in Zone 35, Zone 57 and Zone 61. The process to apply for these funds has already been initiated. A resolution stating that Town is applying for these funds will be presented to the Board on November 18, 2020. Parks and Landscape Manager Bill Engelman discussed deadlines for the application for these funds.

Vice-Chair Gutow stated that this grant is a wonderful opportunity.

Chair Graves advised that the Parks and Recreation Committee will request that the Board approve the resolution once it is presented.

Public Comment Regarding:

- Commit to trying to raise the required 20% if there could be enhancements to the pickleball courts.

Chair Graves asked the public speaker to submit a proposal to Recreation Program Supervisor Monica Gallo with his ideas and Town can see if his ideas fall within the required guidelines.

5. Discuss Parks, Landscaping and Community Center Project Funding Availability.

Parks and Landscape Manager Bill Engelman advised that staff was tasked with creating a list of landscaping projects that need to get done. This list was presented to the Parks and Recreation Committee today.

Vice-Chair Gutow asked if the list can be prioritized.

Parks and Landscape Manager Bill Engelman replied that internally, there has been a smaller list of the top five projects that can be addressed first.

Vice-Chair Gutow asked if these projects would need to be contracted out.

Parks and Landscape Manager Bill Engelman confirmed that some of these projects cannot be done in-house.

Chair Graves asked if by the second meeting in January 2021 it will be known which Board member will be on each Committee.

General Manager Mike Davies advised that the Committee members will be known by the second meeting in January 2021. He recommended that these items be revisited with the new Committee members to allow for prioritizing and discussion of expenses and planning.

Chair Graves advised that he thinks Cornell Park needs attention.

Discussion between the Committee members and General Manager Mike Davies took place about the possibility of creating a Special Parks and Recreation Committee Meeting before the next scheduled meeting in March 2021. This will allow the new Committee members to get acclimated to the process and have time to inform themselves of the recommended projects.

Public Comment Regarding:

- Receiving input from the public regarding which landscape projects are addressed first.

Chair Graves advised that the committee and Town staff will need to minimize the project list, then the Committee can request public input.

- Enhancements to the Tennis and Pickleball courts.
- Postponing work on Cornell Park.

6. Discuss Draft Revisions to Policy No. 012 Park Rules and Regulations.

General Manager Mike Davies advised that Policy No. 012 Park Rules and Regulations has been reviewed and literature has been updated to include wording for the pickleball courts amongst other details. The existing policy is online and it can be compared to the highlighted information on the proposed revision.

Recreation Program Supervisor Monica Gallo said changes include park hours, language to reference pickleball courts and other information that was not addressed due to changes to the Community Center grounds.

Public Comment Regarding:

- Possibility of including descriptive language for Pickleball activities in the Park Rules and Regulations Policy.

Chair Graves advised that this topic can be self-regulated by the players on the court.

7. Discussion and Update Regarding the New Pickleball Courts.

Update from Recreation Program Supervisor Monica Gallo regarding the opening and current status of the Pickleball courts. She expressed satisfaction with the work done by DRYCO. States it appears the public is having a great time with all the upgrades done at the Community Center. Recreation Program Supervisor Monica Gallo advised there is a plan to put up new windscreens.

Chair Graves asked for the community to coordinate with Recreation Program Supervisor Monica Gallo to help keep order at the Community Center grounds.

8. Discuss Resolution 2020-24 Establishing a Policy for Discovery Bay Recreation and Sports, In Priority Use of the Community Center Pickleball Courts.

Assistant General Manager Dina Breitstein advised that Discovery Bay Recreation and Sports, Inc. provided the Town with a \$30,000 donation to put towards the pickleball courts. To acknowledge their donation, the Town would like to give DBRS priority use of pickleball courts 3, 4, 5 and 6 on Tuesdays, Thursdays and Saturdays from 8:00 a.m. – 12:00 p.m., Wednesdays 4:00 p.m.- close during Daylight Savings Time, and Wednesdays 3:00 p.m.- close outside of Daylight Savings Time. Mondays and Fridays from 4:00 p.m.- close during Daylight Savings Time, and Mondays and Fridays from 3:00 p.m.- close outside of Daylight Savings Time.

Staff requested to allow the Resolution 2020-24 move forward for Board review.

Committee recommended to review verbiage and have Resolution 2020-24 go forward to the Board.

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."

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