



# 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, March 4, 2020  
STANDING PARKS AND RECREATION COMMITTEE REGULAR  
MEETING 4:30 P.M. – 5:30 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [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. – By Chair Graves
2. Roll Call- All Present.

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

During Public Comments, the public may address the Committee 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 Committee 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 will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee 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 Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.

**C. DRAFT MINUTES TO BE APPROVED**

1. November 6, 2019 Parks and Recreation DRAFT meeting minutes. – Approved.
2. January 15, 2020 Parks and Recreation DRAFT special meeting minutes. – Approved.

**D. DISCUSSION ITEMS**

1. Discussion Regarding the 2020 Parks and Recreation Public Event Calendar. Parks and Recreation Manager, Monica Gallo presented a Calendar of Community Events for 2020.
2. Discussion Regarding the 2020 Program, Activity, and Event Waivers. Parks and Recreation Manager, Monica Gallo discussed Fee Waiver. General Manager can waive fees for programs, activities and events within the Parks and Recreation Department.
3. Discussion Regarding an RFP for the Ravenswood Play Structure. Landscape Manager, Bill Engelman discussed the replacement of the play structure at Ravenswood Park. Three quotes were obtained from different structure vendors for playground equipment manufacturers/ distributors. The chosen option, Landscape Structures, was selected due to the quality and aesthetics of the structure presented. It will be installed in Zone 9.
4. Community Center and Landscaping list of deferred maintenance items including cost. Prioritized list of landscaping needs has been drafted and was presented to the Board. The Town has the need to reconstruct several sites which required attention. Landscape Manager, Bill Engelman discussed the importance of investing in these landscaping projects. Chair Kevin Graves recommended bringing these projects to the attention of the rest of the Board at the next Regular Board Meeting.
5. Discussion on Recreation Services Department Annual Report for FY18-19. Parks and Recreation Manager, Monica Gallo generated the annual report and it will be presented at a future board meeting on March 18, 2020.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

None

**F. ADJOURNMENT**

1. Adjourned to the next Regular 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."