



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday, October 16, 2024 7:00 P.M.

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

REMOTE TELECONFERENCE LOCATION:
The Westin Ka'anapali Ocean Resort Villas
6 Kai Ala Drive
Lahaina, Hawaii, 96761

REMOTE TELECONFERENCE LOCATION:
VSCO Times Square South New York
343 West 36th Street
New York, NY 10018

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/85454370841>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

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

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. 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. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting minutes from October 2, 2024.
2. Monthly Disbursement Report - September 2024.

D. PRESENTATIONS

1. Veolia.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve the Contract with Harris & Associates to Provide Environmental and CEQA Consulting Services for the Administration Office Building Project.
2. Discussion and Possible Action to Approve the Contract with Stantec Engineering Services Company to Update the Existing Wastewater Collection System Hydraulic Model and System Capacity Assessment.
3. Discussion and Possible Action to Approve an Agreement with Monarch Landscape/Jensen Landscape Companies for Clipper Drive Improvements.

F. MANAGER'S REPORT

G. GENERAL MANAGER'S REPORT

H. DIRECTOR REPORTS

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

J. CORRESPONDENCE

K. LEGAL REPORT

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on November 6, 2024 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."

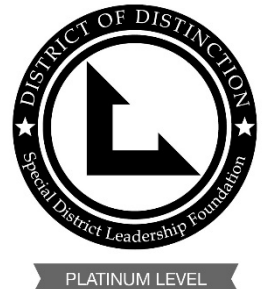
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday October 2, 2024 7:00 P.M.**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 7:00 p.m.
2. Director Gutow led the Pledge of Allegiance.
3. Roll call was taken, and all members were present with the exception of President Callahan and Director Porter who were absent.

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

- The speaker suggested a community calendar to update residents of events in the area.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting Minutes from September 18, 2024.

Director Graves made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

Vote: Motion carried – AYES: 3 – Graham, Graves, Gutow, NOES: 0, ABSTAINED: 0, ABSENT: 2 – Callahan, Porter.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.

Presented by Stephen Griswold, Deputy Chief of Staff for Supervisor Burgis.

- East County Community Outreach for Winter Weather Preparedness will take place on October 30, 2024 6:00-7:30pm.
- Construction at Regatta and Bixler will begin October 10th.
- P6 is now fully staffed with five members.
- Supervisor’s office contacted Cal Trans regarding missing parking signs and dead trees.
- Update on short-term rental permits in regard to shared wall dwellings.

2. Sheriff’s Office Report.

Presented by Lt. Charlene Jacquez.

- 332 calls for service in the month of September.
- 32 reports were written.
- Stressed importance of being aware of both online and phone scams.

- Coffee with the Cops event was successful.
- Prescription drug takeback day is October 26, 2024.

3. Contra Costa County Fire Protection District Report.

Presented by Assistant Fire Chief Tracie Dutter.

- Contra Costa County currently has 34 fire stations and 500+ employees.
- Byron Wildfire Fire Center (BWFC) is staffed year-round.
- New helicopter (Copter 3RC) is based out of BWFC.
- CCC had 11,269 calls for service in August 2024.
- 85 calls for service in Discovery Bay.
- Average response time for Discovery Bay was nine minutes and thirty-three seconds.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Establish an Ad-Hoc Committee for Interviewing Potential Construction Management Firms to Assist the Town throughout the Duration of the New District Office Building Project.

Presented by General Manager Dina Breitstein.

- Staff feels that a construction manager is necessary due to the size, nature, and cost of the District Office Building Project.
- Construction manager would help mitigate risks, assist in project efficiency and navigate the regulatory and compliance requirements.

Public comment:

- The speaker feels Mobile Modular should be responsible for this work.

Director Graves stated they spoke with several people at the CSDA Conference regarding this topic. He sees a value in having a construction manager that would have the best interest of the District in mind. Vice-President agrees with the value. Director Graves said he would like to be on the Ad Hoc committee as well as nominating Director Porter. Vice-President Graham would like to sit on the committee.

Legal counsel Andy Pinasco explained the Ad Hoc committee would be only for the purposes of selecting a construction manager and would not be discussing any of the parameters of the actual building design.

Director Graves made a motion to approve the Resolution to establish an Ad Hoc Committee.

Vice-President Graham seconded.

Vote: Motion failed – AYES: 2 – Graham, Graves, NOES: 1 - Gutow, ABSTAINED: 0, ABSENT: 2 – Callahan, Porter.

Director Graves made a motion to establish an Ad Hoc committee to interview construction managers for the District Office Building Project.

Director Gutow seconded.

Vote: Motion carried – AYES: 3 – Graham, Graves, Gutow, NOES: 0, ABSTAINED: 0, ABSENT: 2 – Callahan, Porter.

The Board could not reach a consensus on who will sit on the Ad Hoc committee. This will be brought to a future meeting when all members are present.

Legal Counsel Andy Pinasco stated the first motion was misinterpreted by staff. The first motion was to establish the committee. The second motion was a reaffirmation of the first motion to establish the

committee. There has been no determination on the membership of the committee. The resolution has not been adopted.

2. Discussion and Possible Action Regarding the Annual Review of Board Policies.

Presented by General Manager Dina Breitstein.

- Staff regularly reviews Board policies.
- Staff looking for input from Board members.
- Board members had no comment currently but will review when each policy comes before them at a later date.

The Board directed staff to bring back any policies they feel need to be updated or changed.

H. MANAGER'S REPORT

1. Recreation Update.

Presented by Landscape Manager Monica Gallo.

- Swim lessons ended in September.
- Zumba meets Tuesday and Thursday 7:00-8:00pm.
- Mermaid School was a huge success.
- Last movie in the park was Barbie.
- Water aerobics, Zumba, swim stroke school, fit, fun and fabulous, tennis lessons, pickleball lessons and paint nights will still continue.
- Pool is scheduled to close October 30th.

Public comment:

- Speaker suggested offering a class on cyber security.

I. GENERAL MANAGER'S REPORT

Presented by General Manager Dina Breitstein.

- Cornell Park bathrooms are complete.
- Filter Project is nearing completion.
- Marina liner was installed.
- Staff had pre-construction meeting with Veolia and WR Forde for Lift Station rehab.

J. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Kevin Graves) October 2, 2024.

Director Graves reported the committee discussed two policies that will come to the Board of Directors at a future meeting.

- b. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) October 2, 2024.

Director Graham reported the committee discussed rate study, Prop 218, financial software replacement, classification and compensation study.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) October 2, 2024.

Director Graves reported the committee discussed the capacity report for new construction. This item will come to a future Board of Directors meeting. Also discussed CEQA report for

the new District Office Building.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

R. ADJOURNMENT

1. Adjourned at 7:46p.m. to the next Regular Meeting of the Board of Directors on October 16, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

**AGENDA ITEM:
C2**

Agenda Title: Monthly Disbursement Report – September 2024

Meeting Date: October 16, 2024

Prepared By: Margaret Moggia, Finance Manager and Lesley Marable, Project Accountant

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Receive and file.

EXECUTIVE SUMMARY:

In accordance with Financial Policy #031, Section VIII (F), the Finance Manager shall submit a register of District invoices paid in the preceding month.

The amounts paid represents the operating and capital expenditures for the month of September 2024 for a total amount of \$812,171.61.

FISCAL IMPACT:

Amounts paid are respectively budgeted in the fiscal year annual budget for each fund.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable.

ATTACHMENTS:

1. Check Register – BOD Report.

Check Issue Date	Check Number	Payee	Amount
09/05/2024	2314	Dennis Dean Allen	45.00
09/05/2024	2315	Geotab USA, Inc.	97.76
09/05/2024	2316	Juliee Hanlon	655.50
09/05/2024	2317	Karina Dugand	1,136.25
09/05/2024	2318	Michelle Dominge	975.00
09/05/2024	2319	Monarch Landscape LLC	11,140.00
09/05/2024	2320	National Aquatic Services, Inc.	700.00
09/05/2024	2321	Neumiller & Beardslee	365.50
09/05/2024	2322	Valencia Janitorial Plus	1,070.00
09/05/2024	2323	Verizon Wireless	265.56
09/05/2024	15413	CaliforniaChoice Benefit Admin	26,452.00
09/05/2024	15414	Discovery Pest Control	73.44
09/05/2024	15415	Freedom Mailing Service, Inc	3,715.35
09/05/2024	15416	Geotab USA, Inc.	119.49
09/05/2024	15417	Monarch Landscape LLC	7,980.00
09/05/2024	15418	Neumiller & Beardslee	4,238.50
09/05/2024	15419	ODP Office Solutions, LLC	111.27
09/05/2024	15420	SDRMA	1,879.82
09/05/2024	15421	Shred City	99.00
09/05/2024	15422	Valencia Janitorial Plus	1,420.00
09/05/2024	15423	Veolia Water North America	187,213.28
09/05/2024	15424	Verizon Wireless	965.88
09/13/2024	2324	Bay Area Driving School, Inc.	74.98
09/13/2024	2325	Brentwood Ace Hardware	29.34
09/13/2024	2326	Denalect Alarm Company	111.00
09/13/2024	2327	Lincoln Aquatics	1,293.22
09/13/2024	2328	U.S. Bank Corporate Payment System	2,009.79
09/13/2024	15425	Badger Meter	5,840.38
09/13/2024	15426	Big O Tires	840.74
09/13/2024	15427	Brentwood Ace Hardware	1,810.61
09/13/2024	15428	Brentwood Decorative Rock, Inc.	293.23
09/13/2024	15429	Bryon Gutow	230.00
09/13/2024	15430	Carolyn Graham	460.00
09/13/2024	15431	Core & Main LP	2,276.01
09/13/2024	15432	Diablo Excavation & Construction	70,982.56
09/13/2024	15433	Employment Development Dept.	300.79
09/13/2024	15434	Grainger	455.44
09/13/2024	15435	Herwit Engineering	10,784.52
09/13/2024	15436	Kevin Graves	575.00
09/13/2024	15437	Les Schwab Tire Center	3,044.83
09/13/2024	15438	Luhdorff & Scalmanini	15,865.35
09/13/2024	15439	MDRR-Delta Debris Box	7,430.96
09/13/2024	15440	Michael Callahan	230.00
09/13/2024	15441	Syblon Reid	129,525.62
09/13/2024	15442	U.S. Bank Corporate Payment System	7,001.43
09/23/2024	923624	Empower Retirement	2,817.00
09/26/2024	2329	Umpqua Bank	2,150.56
09/26/2024	2330	Alhambra	129.32
09/26/2024	2331	CliftonLarsonAllen LLP	3,360.00
09/26/2024	2332	Connor Stawicki	364.68
09/26/2024	2333	Contra Costa County	180.73
09/26/2024	2334	Denalect Alarm Company	117.00
09/26/2024	2335	Department of Justice	49.00
09/26/2024	2336	DoorKing Inc.	45.00
09/26/2024	2337	Leslie Larsen	50.00
09/26/2024	2338	MDRR-Discovery	930.47
09/26/2024	2339	Mobile Modular Managment Corp.	400.83
09/26/2024	2340	Occupational Health Centers	494.00

Check Issue Date	Check Number	Payee	Amount
09/26/2024	2341	Pacific Gas & Electric	12,877.87
09/26/2024	2342	Precision IT Consulting	2,330.25
09/26/2024	2343	Rob Mitchell	100.00
09/26/2024	2344	San Joaquin County Office Of Ed	7,590.00
09/26/2024	2345	Verizon Wireless	265.74
09/26/2024	15443	Umpqua Bank	18,763.25
09/26/2024	15444	Aflac	288.22
09/26/2024	15445	Alhambra	165.87
09/26/2024	15446	Ashley Porter	460.00
09/26/2024	15447	Bryon Gutow	461.69
09/26/2024	15448	Carolyn Graham	1,442.46
09/26/2024	15449	City Of Brentwood	106.93
09/26/2024	15450	CliftonLarsonAllen LLP	13,440.00
09/26/2024	15451	Denalect Alarm Company	117.00
09/26/2024	15452	Department of Justice	147.00
09/26/2024	15453	Dina Breitstein	97.50
09/26/2024	15454	Freedom Mailing Service, Inc	3,721.70
09/26/2024	15455	Keith Denny	15.40
09/26/2024	15456	Kevin Graves	1,756.33
09/26/2024	15457	Margaret Moggia	227.62
09/26/2024	15458	Monika Withrow	28.42
09/26/2024	15459	ODP Office Solutions, LLC	271.63
09/26/2024	15460	Pacific Gas & Electric	189,943.33
09/26/2024	15461	Precision IT Consulting	14,147.58
09/26/2024	15462	Quadient Finance USA, Inc.	18.88
09/26/2024	15463	Quadient Leasing USA, Inc.	302.26
09/26/2024	15464	San Joaquin County Office Of Ed	16,445.00
09/26/2024	15465	Verizon Wireless	699.69
09/27/2024	2208	Leslie Larsen	50.00-
09/27/2024	2248	Rob Mitchell	100.00-
09/30/2024	93024	Empower Retirement	2,817.00
Grand Totals:			<u>812,171.61</u>

Water & Wastewater Monthly Presentation



— THE TOWN OF —
DISCOVERY BAY

Live Where You Play

September 2024

Safety & Training

- Safety Week
- Plant Walkthrough
- Hazwopper Review



448 Safe Work Days

WATER SYSTEM



WILLOW WTP

Well 1: **Active**
Well 2: **Active**
Well 6: **Active**

Filter A: **Online**
Filter B: **Online**
Filter C: **Online**
Filter 1: **Pending**

1422 gal
38.9 MG

< Sodium Hypochlorite >
< Water Production >

4846 gal
77.8 MG

Total Water Demand: 117 MG

NEWPORT WTP

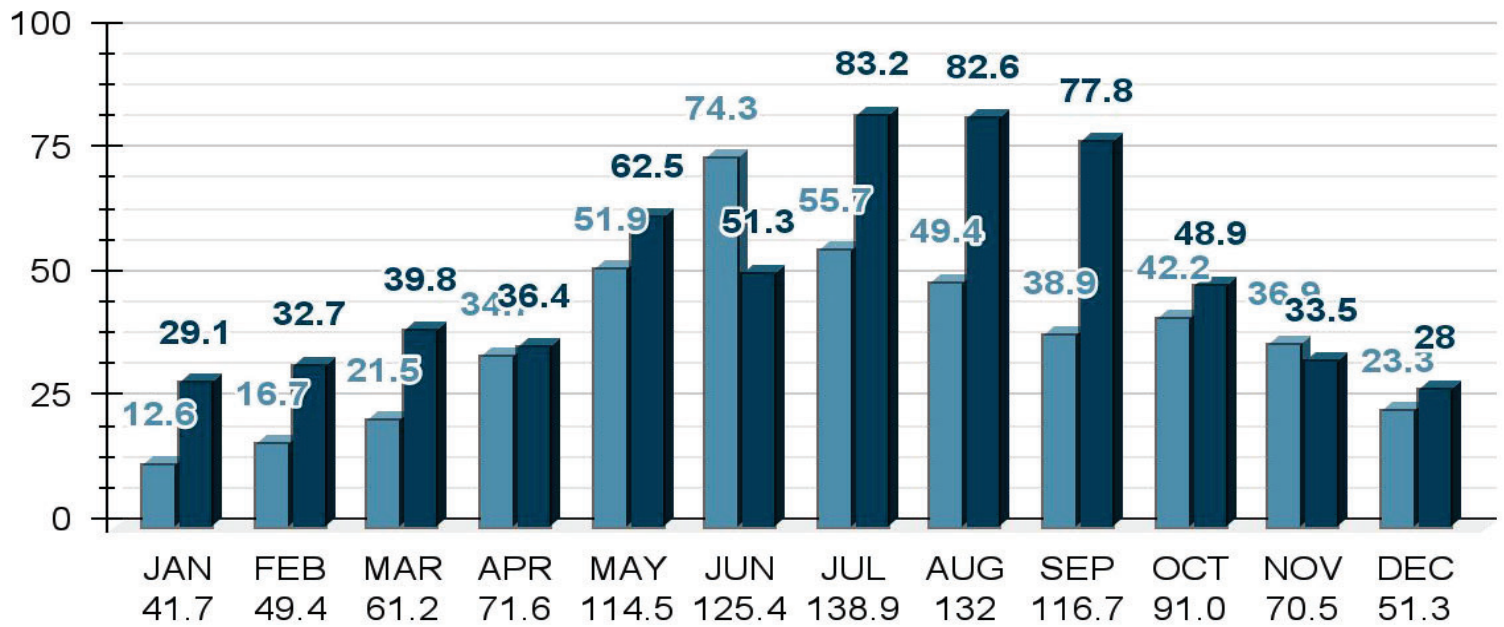
Well 4: **Active**
Well 5: **Offline**
Well 7: **Active**

Filter A: **Online**
Filter B: **Online**



Water Demand in Million Gallons

■ Willow WTP ■ Newport WTP





Hydrant Flushing:	Fall 2024	Water Quality Complaints:	0
Valve Exercising:	Fall 2024	Water Pressure Concerns:	0
Consumer Confidence Report:	Completed	Coliform Positive Results:	0
Lead & Copper Sampling:	Completed	Notice of Violations:	0



WASTEWATER COLLECTION SYSTEM

Lift Stations

A: Active

G: Active

Bixler: Active

IPS: Active

C: Active

H: Active

Village 4: Active

Y: Offline

D: Active

J: Active

Lakes: Active

E: Active

R: Active

Lakeshore: Active

F: Active

S: Active

Newport: Active



— THE TOWN OF —
DISCOVERY BAY

Live Where You Play



WASTEWATER TREATMENT

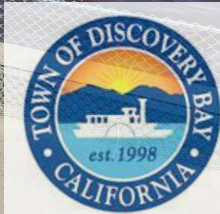


Influent Daily Avg Flow: 1.25 MG
Effluent Daily Avg Flow: 1.15 MG
Total Flow This Period: 32.4 MG
Total Flow Last Year: 32.7 MG

Polymer: 400 gal
Alum: 0 gal
PAC: 0 gal
UV: 65 %

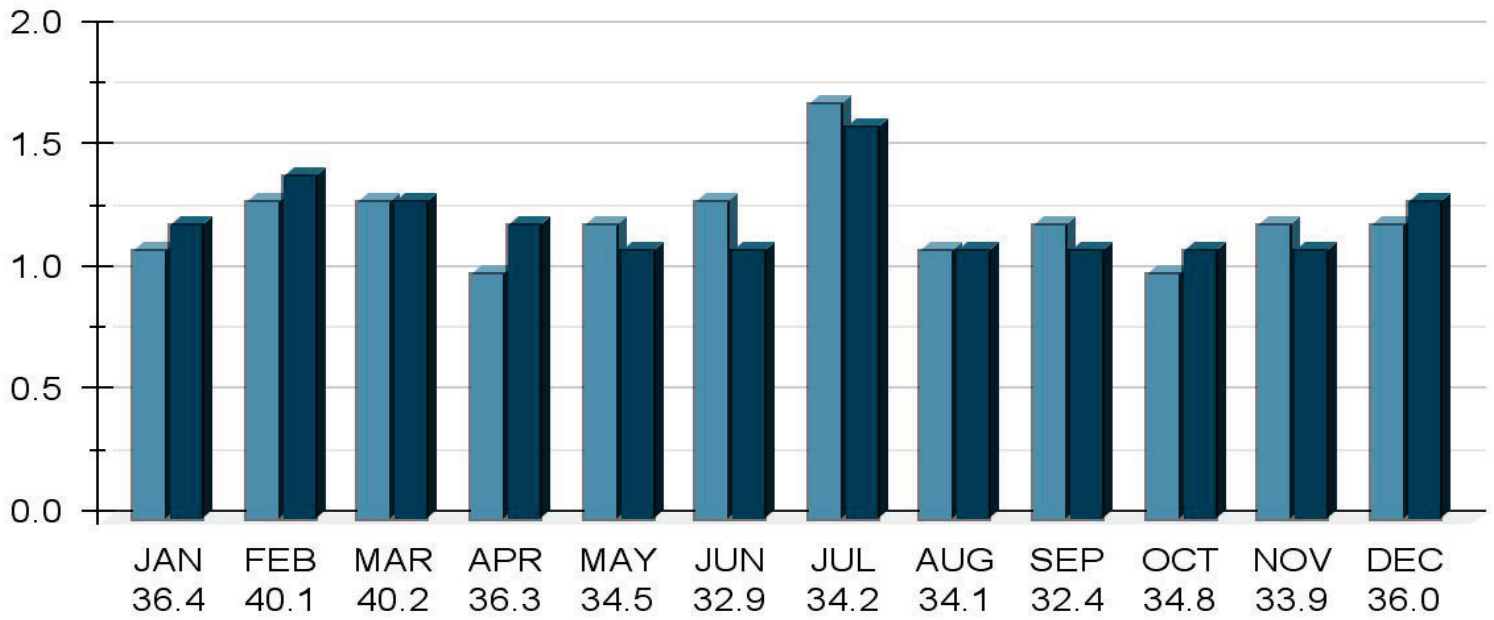
Effluent BOD <10: 1.1 mgL
Effluent TSS <10: 0.8 mgL
Total Coliform 7 Day < 2.2: ND
Total Coliform Daily Max <23: ND
Effluent NTU Daily Avg <2: 1
Effluent Ammonia <8.4: ND
Effluent Nitrates <10: 7

BOD Removal >85%: 99%
TSS Removal >85%: 99%
Conductivity Avg: 2229



Wastewater Flow in Million Gallons

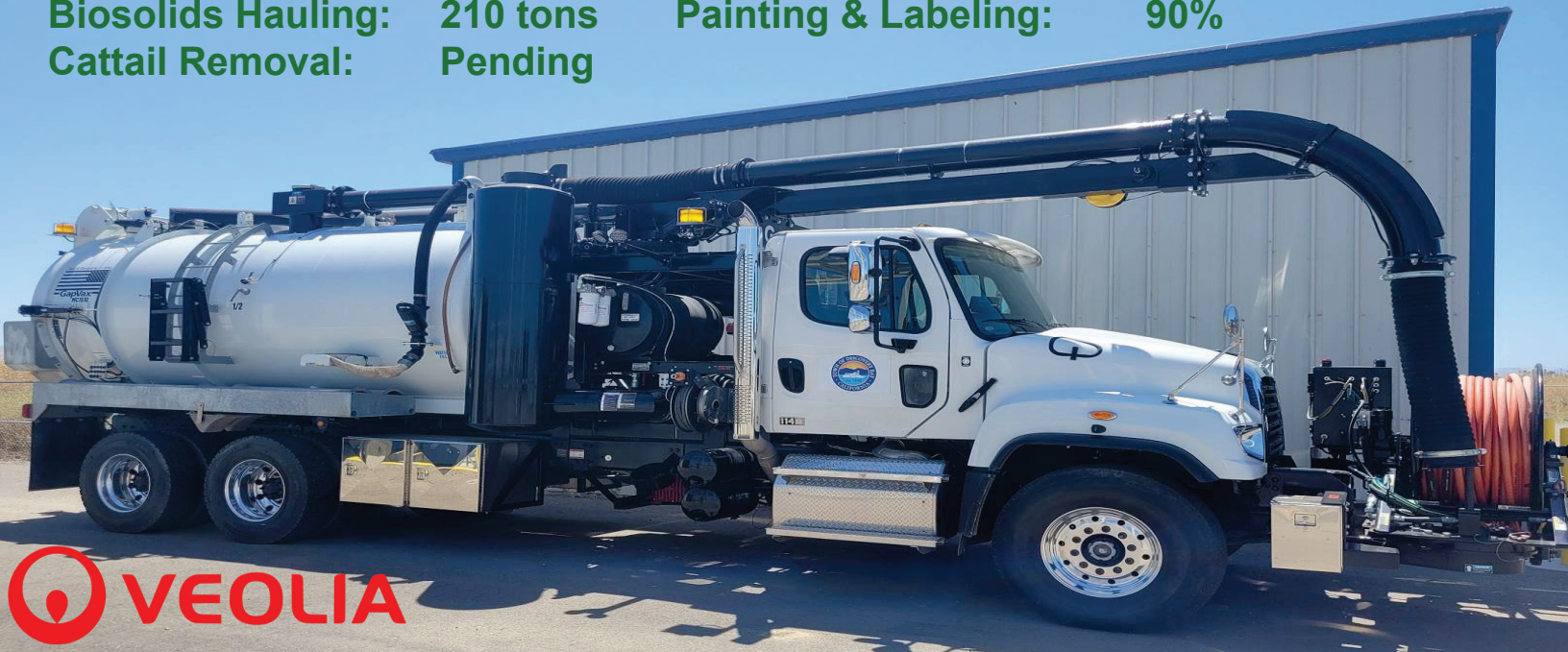
■ WW Influent ■ WW Effluent



MAINTENANCE

Customer Complaints: 0
Sewer Overflows: 0
Biosolids Hauling: 210 tons
Cattail Removal: Pending

Lift Station Cleanouts: 60%
SL Rat Status: 90%
Painting & Labeling: 90%





Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Action to Approve the Contract with Harris & Associates to Provide Environmental and CEQA Consulting Services for the Administration Office Building Project.

Meeting Date: October 16, 2024

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

It is recommended that the Board take the following Actions:

- a. Approve the agreement with Harris & Associates, Inc. to provide a CEQA report determination for \$46,320.
- b. Authorize the General Manager to execute a Contract with Harris and Associates, Inc. to provide a CEQA determination for the Administration Office Building Project.
- c. Authorize the General Manager to execute any additional change orders for Haris & Associates, Inc. up to 15% of the Contract value.

EXECUTIVE SUMMARY:

The Town of Discovery Bay is planning to construct a new administrative office building at the Discovery Bay Community Center, located at 1601 Discovery Bay Boulevard. The proposed 7,000 approximate square foot office building will be situated on the existing lawn/turf area and will be surrounded by other Community Center facilities such as a building for community gatherings, a swimming pool, tennis and pickleball courts, and parking.

Proposal

The proposed administrative office building is a discretionary action that falls under the definition of a project under CEQA. As a result, the Town is required to comply with CEQA and determine the appropriate CEQA documentation. The scope of work for the proposed project includes developing a project description and then determining the appropriate CEQA documentation. The consulting firm, Harris & Associates, Inc., has proposed to prepare the CEQA documentation for the new administrative office building at the Discovery Bay Community Center.

Scope of Work

The scope of work for the proposed project includes the following tasks:

1. Project initiation and a virtual kick-off meeting with the Town to gather more information about the project.
2. Preparation of a draft Project Description for Town review to ensure an accurate understanding of the project.
3. Exploration of the use of a Categorical Exemption in consultation with an in-house CEQA attorney.

If the project meets the criteria for a Categorical Exemption, Harris & Associates, Inc. will proceed with preparing

the Notice of Exemption and a supporting memorandum. If the project does not meet the criteria for a Categorical Exemption, they will proceed with preparing a CEQA Initial Study/Mitigated Negative Declaration.

Recommendation

It is recommended that the board approve the proposal with Harris & Associates, Inc.'s to prepare the CEQA documentation for the new administrative office building at the Discovery Bay Community Center. This will ensure compliance with CEQA requirements and facilitate the successful completion of the proposed project.

FISCAL IMPACT: \$46,320 plus 15% contingency

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM: N/A

ATTACHMENTS:

1. Harris & Associates, Inc. Proposal

September 23, 2024

Dina Breitstein
General Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505
dbreitstein@todb.ca.gov

PROPOSAL TO PREPARE CEQA DOCUMENTATION FOR NEW ADMINISTRATIVE OFFICE BUILDING AT THE DISCOVERY BAY COMMUNITY CENTER

Hi, Dina

Harris & Associates (Harris) appreciates the opportunity to support the Town of Discovery Bay in preparing documentation to comply with the California Environmental Quality Act (CEQA) for the Town's new administrative office building at the Discovery Bay Community Center. The proposed scope of work and fee estimate is based on our conversation, as well as the aerial photograph of the project location you provided, on September 19, 2024.

PROJECT UNDERSTANDING

The Town of Discovery Bay is planning to construct a new administrative office building at the Discovery Bay Community Center, located at 1601 Discovery Bay Boulevard. The approximately 7,000 square foot (SF) office building would be located on a site that is covered with lawn/turf and surrounded by other Community Center facilities. Existing development at the Community Center includes building for community gatherings, swimming pool, tennis and pickleball courts, and parking. There is also an undeveloped area south of the Project site, as well as on the west side of Discovery Bay Boulevard.

The Town's planned administrative office building is a discretionary action that meets the definition of a project under CEQA; therefore, the Town is required to comply with CEQA. The appropriate CEQA documentation will be determined as part of the proposed scope of work.

The Town does not currently have a general plan, general plan environmental impact report (EIR), or other programmatic EIR that has been prepared for development that includes the Project site or Discovery Bay Community Center area.

SCOPE OF WORK

This scope of work for the Town of Discovery Bay (Town) New Administrative Office Building at the Discovery Bay Community Center (Project) includes developing a project description and then determining the appropriate CEQA documentation. We will first explore the use of a Categorical Exemption from CEQA. If use of a Categorical Exemption can be supported, we will prepare a Notice of Exemption with supporting memorandum. If use of a Categorical Exemption cannot be supported, we will prepare an Initial Study/Mitigated Negative Declaration in compliance with the State CEQA Guidelines.

Task 1. Project Description and CEQA Determination

This task includes project initiation (set up) and a virtual kick-off meeting with the Town to gather more information about the project. Harris will then prepare a draft Project Description for Town review to ensure we have an accurate understanding of the project.

As part of this task, we will explore use of a Categorical Exemption in consultation with our in-house CEQA attorney. The Project may qualify for a Categorical Exemption from CEQA under CEQA Guidelines Section 15303, New Construction or Conversion of Small Structures (Class 3). This exemption applies to new office construction up to 2,500 SF and up to 10,000 SF in an urbanized area on a site zoned for such use. As part of this effort, we will explore the definition for urban infill.

If the Project meets the criteria for a Categorical Exemption, Harris will proceed with Task 2 and prepare the Notice of Exemption and a supporting memorandum. If the Project does not meet the criteria for a Categorical Exemption, Harris will proceed with Task 3 and prepare a CEQA Initial Study/Mitigated Negative Declaration. Harris will proceed with Task 2 or 3 upon approval from the Town.

Deliverables:

- *Project Description (electronic)*

Task 2. Notice of Exemption and Supporting Memorandum

Harris will prepare the Notice of Exemption (NOE) form and a supporting memorandum that explains 1) why the project qualifies for a Categorical Exemption and 2) why none of the six (6) exceptions to using a categorical exemption apply to the project (CEQA Guidelines 15300.2). This scope includes providing one draft memo and one final memo. This scope also assumes Harris will file the NOE with the State Clearinghouse and the Town will file the NOE with the Contra Costa County Clerk, which may require a \$50 filing fee to be paid by the Town.

Task 3. Initial Study/Mitigated Negative Declaration

Harris will prepare an Initial Study/Mitigated Negative Declaration (IS/MND) in compliance with the State CEQA Guidelines. To support this analysis, our in-house team will conduct a site visit and prepare a cultural resources technical memoranda to support the IS/MND analysis. This scope assumes that additional information required for the analysis, such as assumptions regarding construction methodology, onsite drainage, utility extensions, and anticipated use of the facility (i.e., staffing, visitors) will be provided by the Town.

a. Field Visit. Harris staff, including an archaeologist and biologist, will conduct a field visit of the site to obtain information necessary to prepare the cultural resources letter report and the IS/MND analyses.

b. Cultural Resources Letter Report. A stand-alone cultural resources report has been included to meet industry protocol and regulatory requirements. Harris' professionally qualified staff will conduct background research and a pedestrian survey of the project site, prepare an area of potential effect (APE) map, and prepare a Cultural Resources Letter Report, focusing on archaeological and Tribal Cultural Resources. This scope assumes that there are no existing structures or other features on site requiring historical evaluation. The project requires a cultural resources study to complete the regulatory requirements of CEQA.

Background research will include a records search at the Southern San Joaquin Information Center of the California Historical Resources Information System (CHRIS) for information on known cultural resources and previous studies within a quarter mile of the APE, including resources listed on national, state, and local heritage inventories. Harris will also conduct background historical research and will examine archival maps and photos for evidence of prior development on site. A Sacred Lands File search from the Native American Heritage Commission will be requested. Harris will draft and mail, via email and regular mail, a project information letter to the recommended Native American individuals, groups, or Tribes provided by the Native American Heritage Commission. Harris will respond to any responses received.

Based on the results of the aforementioned tasks, Harris will prepare a Cultural Resources Letter Report, which will meet the Secretary of the Interior's Standards for Archaeological Documentation and will contain sufficient detail for preparation of the IS/MND. This letter report will include a detailed description and map of the project APE, historical context and other

background research, field methods, results, descriptions of all identified cultural resources in and adjacent to the APE, a determination of potential effects on cultural resources, and recommendations for any further cultural resource studies.

To maximize the efficiency of this process, which requires several steps, Harris will conduct each of these steps in a carefully orchestrated sequence. The records search, which takes at least 4 weeks to complete, can be initiated immediately upon notice to proceed and definition of the APE. Historical research and the Sacred Lands File search can be conducted concurrent with the records search, and the pedestrian survey can take place once the records search is completed. Both the records search and historical research are needed to guide and inform the fieldwork. The report can be drafted following the survey.

This scope does not include Native American consultation in compliance with Assembly Bill 52 because this is required when a lead agency receives a request for consultation by Native American Tribes, and we do not yet know if the Town has received a request for consultation. The scope and cost can be revised to include Native American consultation.

Deliverables

- *Draft and Final APE Map*
- *Draft and Final Cultural Resources Letter Report, including Confidential Appendices*

c. Draft and Public Initial Study/Mitigated Negative Declaration. The IS/MND will evaluate the following 20 environmental topics in accordance with State CEQA Guidelines, Appendix G, and relevant regulations. For biological resources, the analysis will be based on existing database/document review, field survey and habitat assessment for any special-status wildlife and plants. For cultural resources, the analysis will be based on the scope of work described above (Task 3b), and a stand-alone letter report is included in accordance with regulatory requirements. The analysis will also include brief discussions for the other environmental topics, explaining why there is no impact or a less than significant impact. This scope assumes that all potential impacts would be less than significant or reduced to less than significant with mitigation, thus not requiring the more robust environmental impact report.

- Aesthetics
- Agriculture and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise
- Population and Housing
- Public Services
- Recreation
- Transportation
- Tribal Cultural Resources
- Utilities and Service Systems
- Wildfire

This scope includes preparation of one **Draft IS/MND** for Town review and comment in electronic format. This scope assumes that the Town comments will not require substantial changes or additional analyses. Once revisions are incorporated, we will prepare the **Public IS/MND** for public review.

Deliverables:

- *Draft IS/MND and Public IS/MND (electronic)*

d. Notice of Intent. Once the Public IS/MND is complete, Harris will prepare the **Notice of Intent (NOI)** to adopt an MND for filing with the Contra Costa County Clerk. For cost savings, this scope assumes Town staff will file the NOI with the County Clerk, mail it to any organizations and individuals who have requested such notice in writing, and give public notice by: 1) publication in a newspaper of general circulation, 2) posting on and offsite in the area where the project is to be located, or 3) direct mailing to owners and occupants of property contiguous to the property. This scope also assumes that State agency approvals are not required and that the project is not of statewide, regional or areawide significance.

Deliverables:

- *Notice of Intent (electronic)*

e. Responses, Final IS/MND, MMRP, NOD. Following the public review period, Harris will review and respond to comments received on the IS/MND in memorandum format. The responses memorandum would be used by the decision-makers and sent to commenting agencies, along with notification of when any public hearing is held to approve the project. This scope assumes preparation of one draft of the responses for Town review and a final version in electronic format.

If comments identify errors or other necessary changes to the IS, we will prepare a revised IS, along with the final MND. This scope assumes that any revisions to the IS would be minor and not require additional analysis. CEQA does not require formal responses to comments, preparation of a final document with comments/ responses, or a public hearing during the public review period.

Additionally, we will prepare the Mitigation Monitoring and Reporting Program (MMRP) in tabular format and seek Town input to determine appropriate monitoring/reporting responsibilities.

Once the Town has approved the MND and MMRP and made a decision on the project, we will prepare the Notice of Determination (NOD) for submittal the State Clearinghouse (by Harris) and the County Clerk (by the Town). The NOD must be filed within 5 working days of City approval to start the 30-day statute of limitations. This scope assumes that the Town will pay required filing fees with the County Clerk. Effective January 1, 2024, the filing fee with Contra Costa County is \$2,966.75 (\$2,916.75 + \$50 County fee).

Deliverables

- *Draft and Final Responses Memorandum*
- *Final IS/MND, with revisions (if required)*
- *Draft and Final MMRP*
- *NOD*

COST ESTIMATE

The cost estimate is **\$46,320.00** for the Scope of Work described above, with the task breakdown as follows.

- Task 1. Project Description and CEQA Determination **\$2,400**
- Task 2. Notice of Exemption and Supporting Memorandum **\$3,040**
- Task 3. Initial Study/Mitigated Negative Declaration **\$40,880**

Please do not hesitate to contact me with questions.

Sincerely,



Kate Elliott
Director, Environmental Planning + Compliance
Kate.Elliott@WeAreHarris.com



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Action to Approve the Contract with Stantec Engineering Services Company to Update the Existing Wastewater Collection System Hydraulic Model and System Capacity Assessment.

Meeting Date: October 16, 2024

Prepared By: Gregory Harris

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

It is recommended that the Board take the following Action:

- a. Approve the agreement with Stantec Engineering Services Company to update the existing wastewater collection system hydraulic model and system capacity assessment for an amount of \$147,500.
- b. Authorize the General Manager to execute a contract with Stantec Engineering Services Company for the wastewater collection system hydraulic model and system capacity assessment.
- c. Authorize the General Manager to execute any additional change orders for Stantec Engineering Services Company up to 15% of the contract value.

EXECUTIVE SUMMARY:

In April 2012, the Town authorized HERWIT Engineering to hire ECO:Logic (now Stantec Engineering Services Company) to prepare a sewer collection system model and capacity evaluation as required by the Regional Water Quality Control Board (RWQCB) at the time. Modeling was prepared with limited calibration to satisfy the RWQCB requirement that the Town have a capacity model of the sewer collection system. No new sewer projects came into the District for many years, so the model was never used to review sewer capacity of specific portions of the sewer collection system to support new developer projects.

Recently there have been several inquiries from potential developers for the Town to provide sewer service to their projects. In most cases the projects are mixed use and different than what was historically planned for the property. HERWIT has worked with Stantec to revive the original sewer system modeling to answer fundamental questions about the Town's ability to provide sewer service to specific properties with specific uses now identified. As part of this effort, it has become readily apparent that the sewer model must be properly calibrated to real world conditions, especially the impact of rainfall events on the collection system and pump stations.

In addition, the Pantages, Newport Point, and Village V developments are currently not included in the sewer system collection model as they were constructed after the original model was built.

Further, the Town is currently also working to develop of GIS system of the Town's sewer and water systems. The work to gather information and drawings to update the sewer system model for these missing developments is also a pre-requisite for building out the new GIS model. A portion of the work effort under this proposal therefore helps both projects.

HERWIT Engineering has reached out to Stantec to provide a proposal to update the sewer collection system model to include all missing developments and to properly calibrate the model for wet weather events. As part of this effort, Stantec will work with V&A to install monitoring equipment in manholes during the upcoming wet weather season and take real world data to calibrate the model. Without updating and calibrating the existing model, HERWIT and Town staff are unable to properly confirm if individual developer requests for sewer service can be provided.

Fee Estimate:

The proposal from Stantec with V&A as a subcontractor in the amount of \$147,500 is attached. Since this proposal includes installing sensors and monitoring the sewer collection system during wet weather events, it is necessary to approve this contract now to allow time to install sensors prior to wet weather events this winter.

The attached fee proposal worksheet includes estimated labor hours and costs for each task, sub-consultant fees, and other direct costs based on the below scope of services tasks 1-4. The total estimated time and materials fee for all tasks is listed above and on the scope of work.

The proposal attached to this staff report includes the following services:

- Task 1 – Hydraulic Model Update
- Task 2 – Update Model and Identify Sewer Capacity
- Task 3 – Wastewater Collection System Capacity Assessment Report
- Task 4 – Project Management & Meetings

Staff requests that the Board take the following Action:

- a. Approve the agreement with Stantec Engineering Services Company to update the existing wastewater collection system hydraulic model and system capacity assessment for an amount of \$147,500.
- b. Authorize the General Manager to execute a contract with Stantec Engineering Services Company for the wastewater collection system hydraulic model and system capacity assessment.
- c. c. Authorize the General Manager to execute any additional change orders for Stantec Engineering Services Company up to 15% of the contract value.

FISCAL IMPACT:

\$147,500 plush 15% contingency. Funding to be reimbursed from developer fee accounts.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Board approved the original sewer system modeling in April 2012. Original sewer modeling was prepared by Stantec Consulting Engineers formally known as ECOLogic Engineers.

ATTACHMENTS:

1. Stantec/V&A Proposal Dated September 27, 2024.



Stantec Consulting Services Inc.

2250 Douglas Boulevard Suite 260
Roseville, CA 95661

September 27, 2024

File: TBD

Attention: Dina Breitstein

Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505

Reference: Town of Discovery Bay – Wastewater Collection System Capacity Assessment

Dear Ms. Breitstein,

Scope of Engineering Services

The following outlines the Scope of Services for Stantec Consulting Services Inc. (Stantec) to assist the Town of Discovery Bay (Town) with an update to the existing wastewater collection system hydraulic model and system capacity assessment. This effort will utilize the Town's existing InfoWorks ICM sewer model initially developed as part of the Preliminary System Evaluation and Capacity Assurance Plan (Stantec, 2012).

Task 1 – Hydraulic Model Update

TASK 1.1 – PHYSICAL COLLECTION SYSTEM MODEL UPDATE

The hydraulic model and sewer service area will be updated to incorporate the latest data, including recent infrastructure improvements and new developments. The existing system model will be updated to include the most recent map of existing sewer service accounts provided by the Town. There are fifteen lift stations in the collection system, Stantec will review the system lift stations and incorporate any changes or updates, including new system pump curves, operating set points and physical configurations. It is assumed that the Town will provide record drawings, pump curves, and other data necessary to update the lift stations and other infrastructure improvements for the model.

TASK 1.2 – FLOW MONITORING AND MODEL CALIBRATION

Flow monitoring will be performed within the collection system to collect data which will be used to calibrate the model. Stantec proposes to utilize V&A Consulting Engineers (V&A) to conduct flow monitoring at 6 manhole locations and from 10 lift stations within the City's existing collection system for up to 8 weeks between December and February. The data collected during the winter period will allow the model to be calibrated under dry and wet weather conditions. The flow study results will provide data related to inflow and infiltration (I/I) and base flow projections to facilitate the calibration of the hydraulic model to peak hour wet weather flow (PHWWF) conditions. Calibration will ensure that model simulations better match actual observed sewer performance. V&A will prepare a report to summarize the results of the flow monitoring.

September 27, 2024

Attention: Dina Breitstein

Page 2 of 3

Reference: Town of Discovery Bay – Wastewater Collection System Capacity Assessment

Assumptions:

- Town will provide information on modifications to the collection system that need to be incorporated into the hydraulic model.
- Town will provide one year of hourly influent flow data at the WWTF.
- Town will provide Information on new developments that need to be added to the model.
- Town will provide as-built drawings and pump information for each lift station.
- Town will provide traffic control assistance.
- Town will pay for encroachment permits if required by the County.
- No future level of development scenarios will be developed, only the existing system will be evaluated.

Task 2 – Update Model and Identify Sewer Capacity

The hydraulic model will be calibrated and used by Stantec to determine if any significant capacity restrictions exist within the collection system.

TASK 2.1 – IDENTIFY SEWER CAPACITY

After performing calibration, Stantec will use the updated model to determine the full pipe sewer capacity for the gravity sewers and evaluate lift station capacities.

TASK 2.2 – IDENTIFY CAPACITY RESTRICTIONS

Generally, there is some feature (length of sewer at a specific slope or with a specific diameter) that limits the overall system capacity. Stantec will identify the restrictions and present them on a map figures(s) in the Capacity Assessment Report described in Task 3.

Task 3 – Wastewater Collection System Capacity Assessment Report

Stantec will summarize the results of the wastewater collection system capacity assessment in a summary report. The report will include basic model parameters, sewer capacity analysis, and available capacity for future development.

TASK 3.1 – PREPARE DRAFT REPORT

Stantec will prepare a draft report for Town staff review and comments. If comments require additional investigation of the collection system, a change order will be prepared for additional out of scope work.

TASK 3.2 – PREPARE FINAL REPORT

After receiving and addressing comments, Stantec will prepare the Final Wastewater Collection System Capacity Assessment Report.

September 27, 2024

Attention: Dina Breitstein

Page 3 of 3

Reference: Town of Discovery Bay – Wastewater Collection System Capacity Assessment

Task 4 – Project Management & Meetings

TASK 4.1 – PROJECT COORDINATION

Stantec's project manager will proactively manage its team, coordinate with Town staff, review work progress, schedule work assignments, and monitor the budget and schedule through the duration of the project.

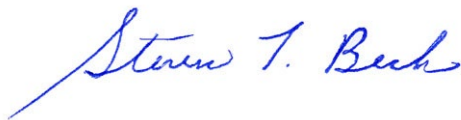
TASK 4.2 – PROJECT MEETINGS

Stantec will conduct a video conference kick-off meeting and two additional progress meetings. The purpose of the project kick-off meeting will be to review the project goals, scope of services, and information requests. The progress meetings will be for the purpose of reviewing the flow monitoring work and draft Capacity Assessment Report.

Fee Estimate

Our attached fee proposal worksheet includes estimated labor hours and costs for each task, subconsultant fees and other direct costs based on the above scope of services. The total estimated time and materials fee for all tasks is \$147,500.

Regards,



Steven L. Beck PE
Senior Principal
(916) 826-3665
steven.beck@stantec.com

Attachments: Fee proposal worksheet and hourly rate schedule

FEE ESTIMATE - Wastewater Collection System Capacity Assessment

Project Manager		Civil Engineer		Admin Assistant		ODCS		V&A Engineering	
Name	Billing Level	Back, Steven	Wells, Beateina	Herrera, Olivia	Level 07	Level 12	Level 11	Level 11	Level 11
Project Billing Rate (T&M)		\$290.00	\$222.00	\$172.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Total Units (T&M)		95.00	190.00	16.00	1.00	1.00	1.00	1.00	1.00
Fees (T&M)		\$27,640.00	\$42,160.00	\$2,720.00	\$1,020.50	\$1,020.50	\$1,020.50	\$1,020.50	\$1,020.50
Escalation (T&M)		\$28,640.70	\$43,169.33	\$2,820.46	\$1,020.50	\$1,020.50	\$1,020.50	\$1,020.50	\$1,020.50
Total Fees (T&M)									

Project Summary			
Fixed Fee	0.00	\$0.00	\$0.00
Time & Material	302.00	\$74,420.50	\$72,050.00
Total	302.00	\$74,420.50	\$72,050.00

Task Code	Task Name	Start Date	End Date	Units	Task Type	Hours	Labour	Expense	Subs	Total
1	Hydraulic Model Update	2024-10-15	2024-02-13		Time & Material	102.00	\$23,801.24	\$329.40	\$72,050.00	\$96,180.74
1.1	Physical Collection System Update	2024-10-15	2024-10-13	4.00	Time & Material	34.00	\$7,630.93	\$0.00	\$0.00	\$7,630.93
1.2	Flow Modeling and Inflow Calculation	2024-12-16	2024-02-13	8.00	Time & Material	68.00	\$16,170.31	\$329.40	\$72,050.00	\$89,320.71
2	Update Model and Identify Sewer Capacity	2024-02-03	2024-04-02		Time & Material	76.00	\$18,498.00	\$0.00	\$0.00	\$18,498.00
2.1	Identify Sewer Capacity	2024-02-03	2024-02-04	8.00	Time & Material	38.00	\$9,249.40	\$0.00	\$0.00	\$9,249.40
2.2	Identify Capacity Restrictions	2024-02-03	2024-04-02	8.00	Time & Material	38.00	\$9,248.60	\$0.00	\$0.00	\$9,248.60
3	Collection System Capacity Assessment Report	2024-04-02	2024-06-30		Time & Material	60.00	\$14,988.66	\$200.00	\$0.00	\$15,188.66
3.1	Prepare Draft Report	2024-04-02	2024-05-01	16.00	Time & Material	36.00	\$9,352.40	\$100.00	\$0.00	\$9,452.40
3.2	Prepare Final Report	2024-05-01	2024-06-30	8.00	Time & Material	24.00	\$5,636.16	\$100.00	\$0.00	\$5,736.16
4	Project Management & Meetings	2024-10-15	2024-06-30		Time & Material	64.00	\$17,151.90	\$500.00	\$0.00	\$17,651.90
4.1	Project Coordination	2024-10-15	2024-06-30	32.00	Time & Material	40.00	\$10,866.52	\$0.00	\$0.00	\$10,866.52
4.2	Project Meetings	2024-10-15	2024-06-30	12.00	Time & Material	24.00	\$6,285.38	\$500.00	\$0.00	\$6,785.38

SCHEDULE OF BILLING RATES – 2024 (USD)

Billing Level	Hourly Rate	Description
3	\$128	Junior Level position <ul style="list-style-type: none"> <input type="checkbox"/> Independently carries out assignments of limited scope using standard procedures, methods and techniques <input type="checkbox"/> Assists senior staff in carrying out more advanced procedures <input type="checkbox"/> Completed work is reviewed for feasibility and soundness of judgment <input type="checkbox"/> Graduate from an appropriate post-secondary program or equivalent <input type="checkbox"/> Generally, one to three years' experience
4	\$135	
5	\$152	
6	\$158	Fully Qualified Professional Position <ul style="list-style-type: none"> <input type="checkbox"/> Carries out assignments requiring general familiarity within a broad field of the respective profession <input type="checkbox"/> Makes decisions by using a combination of standard methods and techniques <input type="checkbox"/> Actively participates in planning to ensure the achievement of objectives <input type="checkbox"/> Works independently to interpret information and resolve difficulties <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, three to six years' experience
7	\$172	
8	\$179	
9	\$187	First Level Supervisor or first complete Level of Specialization <ul style="list-style-type: none"> <input type="checkbox"/> Provides applied professional knowledge and initiative in planning and coordinating work programs <input type="checkbox"/> Adapts established guidelines as necessary to address unusual issues <input type="checkbox"/> Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, five to nine years' experience
10	\$196	
11	\$210	
12	\$222	Highly Specialized Technical Professional or Supervisor of groups of professionals <ul style="list-style-type: none"> <input type="checkbox"/> Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise <input type="checkbox"/> Participates in short and long range planning to ensure the achievement of objectives <input type="checkbox"/> Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures <input type="checkbox"/> Reviews and evaluates technical work <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, ten to fifteen years' experience with extensive, broad experience
13	\$231	
14	\$250	
15	\$263	Senior Level Consultant or Management <ul style="list-style-type: none"> <input type="checkbox"/> Recognized as an authority in a specific field with qualifications of significant value <input type="checkbox"/> Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise <input type="checkbox"/> Independently conceives programs and problems for investigation <input type="checkbox"/> Participates in discussions to ensure the achievement of program and/or project objectives <input type="checkbox"/> Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, more than twelve years' experience with extensive experience
16	\$280	
17	\$289	
18	\$290	Senior Level Management under review by Vice President or higher <ul style="list-style-type: none"> <input type="checkbox"/> Recognized as an authority in a specific field with qualifications of significant value <input type="checkbox"/> Responsible for long range planning within a specific area of practice or region <input type="checkbox"/> Makes decisions which are far reaching and limited only by objectives and policies of the organization <input type="checkbox"/> Plans/approves projects requiring significant human resources or capital investment <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, fifteen years' experience with extensive professional and management experience
19	\$300	
20	\$311	
21	\$330	

All labor rates will be subject to annual increase of 3% on January 1st.

V&A Project No. 24-0318, Rev02

September 30, 2024

Steven Beck
Principal
Stantec
2250 Douglas Boulevard, Suite 260
Roseville, CA 95661

Subject: Town of Discovery Bay, CA 2024 Wet Weather Open Channel Flow Monitoring Services

Dear Mr. Beck:

It is our understanding that Stantec Consulting Services, Inc. (Stantec) is requesting services from V&A Consulting Engineers, Inc. (V&A) to perform wet weather flow monitoring at six (6) sites for eight (8) weeks within the Town of Discovery Bay, CA (Town). This work aims to provide flow monitoring data for an update of the Sewer Master Plan.

Scope of Work

Task | Description

1. **Project Management:** This task aims to track and execute the project following the established schedule, budget, and quality expectations. This task includes the following project management work activities:
 - a. Monitor project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion; manage activities within the total project budget.
 - b. Monitor project activities for potential changes and anticipate changes whenever possible; with approval, modify project tasks, task budgets, and approaches to keep the overall project within budget and on schedule.
 - c. Manage the quality of all work activities and project deliverables.
 - d. Submit all required forms to comply with prevailing wage requirements per the Department of Industrial Relations (DIR).

2. **Flow Monitoring**
 - a. **Project Preparation & Site Reconnaissance:** V&A will review the existing sanitary sewer plans and Stantec's draft Flow Monitoring Plan (or proposed flow monitoring location details) in preparation for flow monitoring. Stantec will provide V&A with the draft and final list of flow monitoring locations, including pipe diameters, flow direction, and GIS shapefiles.

V&A will visit the proposed sites to verify the suitability of maintenance holes and alternative maintenance holes for installing flow meters. V&A's site reconnaissance will be limited to top-side investigations to verify maintenance hole location and accessibility, identify traffic control requirements, and check hydraulics. V&A will consult Stantec if alternative maintenance holes are required for flow monitoring.
 - b. **Install/Calibrate/Remove Flow Meters [Six (6) flow monitoring sites for eight (8) weeks]:** V&A will monitor sewer system flow at six (6) flow meter locations to collect wet-weather flow data for eight (8) consecutive weeks. V&A will prepare the flow monitoring equipment necessary for installing, calibrating, and removing the flow meters. V&A will coordinate fieldwork with Stantec.

Flow meters will be area-velocity, capable of collecting flow level and velocity measurements in free-flow and surcharged hydraulic conditions.

A 2-person V&A crew with field trucks and the necessary confined space entry (CSE), simple traffic control, and flow monitoring equipment will install, calibrate, and remove the flow meters. Installation and initial in-situ calibration of the flow meter locations will take approximately one (1) hour per location. V&A assumes that a total of four (4) site visits will be required: one visit for installation (2-person crew), two trips for download and calibration of the equipment (2-person crew), and one visit for removal of the flow meters at the end of the two-week monitoring period (2-person crew). The cost of additional contingency visits has been included as an optional task. V&A will verify data integrity and that the meters are operational and debris-free. V&A shall be responsible for installing, calibrating, and removing the equipment for this project. Maintenance and meter malfunctions will be documented and reported as soon as they are observed. V&A shall be prepared to extend the flow monitoring period as Stantec requested.

V&A will download rain data from three (3) Weather Underground Personal Weather Stations that will be used to calculate inflow and infiltration.

3. **Flow Monitoring and I/I Analysis Study Final Report:** Following the flow monitoring activities, V&A will prepare a report, appendix, and data set documenting the flow monitoring results. V&A shall download and reduce flow monitoring data in 15-minute intervals into Excel format for data analysis and report preparation.

The flow monitoring report will be in an electronic format (PDF) and will contain the following information:

- a. Executive summary of the flow monitoring and infiltration & inflow results.
- b. Description of the methods and procedures used for the flow monitoring, including confined space entry procedures and the flow monitor installation and calibration process.
- c. Flow schematic shall be provided in the report.
- d. An assessment of the capacity of each sewer basin using d/D values for the flow at each flow monitor location.
- e. Wet Weather Only Flow Monitoring Items
 - i. A description of the rainfall events that occurred during the flow monitoring period and the estimated return period of each storm event.
 - ii. Historical rainfall comparison to rain during the monitoring period.
 - iii. Triangulated rainfall data to flow monitoring sites.
 - iv. A description of the flow monitoring results for average and peak dry weather flows, infiltration and inflow characterization, inflow analysis, groundwater infiltration assessment and analysis, and the combined I/I results.
 - v. The conversion of 10 lift station SCADA data sets into flow data.
 - vi. Identification of the "R" values (volume of I/I divided by the volume of rain that fell on each sewer basin).

The flow monitoring appendix (PDF) will include the following:

- a. For each monitor, a location map with the address, pipe size, manhole, identifier number, flow channel condition, site schematics, and photographs.

- b. Flow monitoring data with tabular outputs of depth, velocity, flow rate, and hydrographs of depth, velocity, and flow rates for each flow meter.

The flow monitoring data set (Excel) will include the following:

- a. Flow and rain data over the period in 15-minute intervals.
- b. Baseline ADWF values in 15-minute intervals (Monday-Thursday, Friday, Saturday, and Sunday).
- c. Daily & Weekly Flow.
- d. Daily & Weekly Rain.

Assumptions

The following is a list of additional assumptions used to develop V&A's scope of work.

- **Traffic control:** For this proposal, V&A assumes only simple traffic control set-ups (truck-mounted light board and < 10 traffic control cones per site) will be required for this project. If it is determined by the Town that a traffic control contractor is deemed necessary, the costs of the traffic control contractor will be in addition to the expenses stated for the flow monitoring and billed on a time and material (T&M) basis. V&A will coordinate with Stantec if a traffic control subcontractor will be utilized.
- **Prevailing Wage:** It is assumed that this project **IS** subject to prevailing wage rate requirements. If it is determined that this project is subject to prevailing wage requirements, all project labor subject to prevailing wage requirements will incur a 30% markup on the associated labor fee. This markup covers the higher base hourly labor rates associated with prevailing wage rates, additional overtime requirements, and reporting requirements.
- **Encroachment Permit:** At this time, V&A **WILL NOT** be responsible for obtaining a Town of Discovery Bay encroachment permit for this work. V&A will invoice the cost on a time and material (T&M) not-to-exceed (NTE) basis if an encroachment permit is required.
- **Fieldwork Mobilization** – V&A will require a minimum of 2 weeks of notification or execution of the contract and an approved encroachment permit before field mobilization.

Invoicing: V&A will submit monthly invoices electronically via email per the payment milestones listed below. Time spent submitting the invoice via a different method may incur additional charges.

Payment Milestones	Percent of Total Base Fee
Milestone #1 – Installation of flow meters	30%
Milestone #2 – 1 st monthly calibration/data deliverables	10%
Milestone #3 – 2 nd monthly calibration/data deliverables	10%
Milestone #4 - Removal of flow meters	20%
Milestone #5 – Draft Data Set & Appendix Submittal	20%
Milestone #6 – Final Data Set & Appendix Submittal	10%

Exclusions and Limitations

The following items, unless otherwise indicated, are not included in the scope of work:

- Project-Specific Health and Safety Plan.

- Supplied Air for conditions where it is unsafe due to atmospheric conditions.

Fee Proposal

V&A proposes to complete this work on a lump sum basis at a total cost not to exceed **\$65,500** (not including the optional tasks stated in the summary table below) with terms of Net 15 days (Pay When Paid payment terms dependent on timely processing of V&A's submitted invoice per the payment milestones listed above). This fee is valid for 90 days from the date of this proposal. The scope of work was developed due to our discussions and represents our mutual understanding.

Summary of Cost per Task

Task	Amount
Flow Monitoring: Six (6) flow monitoring sites for eight (8) weeks w/ lift station analysis at ten (10) locations	\$65,500
Optional	
Optional: Town of Discovery Bay Encroachment Permit (T&M NTE)	\$3,000
Optional: Each contingency trip (2-person, Calibration Trip)	\$2,000/trip
Optional: Traffic Control Subcontractor (per day)	\$2,300/day

If unforeseen circumstances indicate that more time is required, V&A will provide a written estimate of additional costs and time. V&A will not proceed with work beyond the not-to-exceed figure without written authorization from your office.

V&A is prepared to begin work on your project upon receiving written approval, a notice to proceed (NTP), or a purchase order from your office. We request that you carefully review this proposal to ensure a complete understanding of the scope of the work.

On behalf of our staff and myself, I would like to thank you for the opportunity to serve you, Stantec, and the Town of Discovery Bay. We look forward to collaborating with you.

Sincerely,

V&A Consulting Engineers, Inc.



Angel Mejia, P.E.
Western Regional Manager

Accepted: _____
Stantec

Date: _____



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Action to Approve an Agreement with Monarch Landscape/Jensen Landscape Companies for Clipper Drive Improvements.

Meeting Date: October 16, 2024

Prepared By: Monica Gallo, Landscape Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

It is recommended that the Board take the following Action:

- a. Approve the agreement with Monarch Landscape/Jensen Landscape Companies to replace the existing composite edging with black steel edging along Clipper Drive for an amount of \$55,652.42.
- b. Authorize the General Manager to execute a Contract with Monarch Landscape/Jensen Landscape Companies for the Clipper Drive Improvements.
- c. Authorize the General Manager to execute any additional change orders to Monarch Landscape/Jensen Landscape Companies up to 15% of the Contract value.

EXECUTIVE SUMMARY:

Staff have been working to continue making improvements along Clipper Drive. Currently, installed on Clipper Drive is a composite edging which has warped and buckled due to heat and improper installation. By removing the broken composite edging, this will also help keep the gravel in place and from spilling on to the walking path.

The benefits of using steel edging are as follows: it will not rot or break, will keep its shape and stay in place and is not affected by heat. Generally, the types of metal used for landscape edging won't wear away, instead simply develop a patina. The weatherproof quality makes metal a popular option.

Staff received a quote from Monarch Landscape/Jensen Landscape Companies for \$55,652.42 through its OMNIA cooperative agreement (District's OMNIA participant ID #1029102, Monarch Landscape Companies/Jensen Landscape participant ID #5480782). Cooperative agreements are allowed by District's Policy 011 Purchasing and Procurement.

FISCAL IMPACT:

Fiscal Year 2024-2025 CIP budget includes \$50,000 for landscape enhancements on Clipper Drive additional funds will be paid for using existing reserves.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None.

ATTACHMENTS:

1. Monarch Landscape/Jensen Landscape Companies Proposals

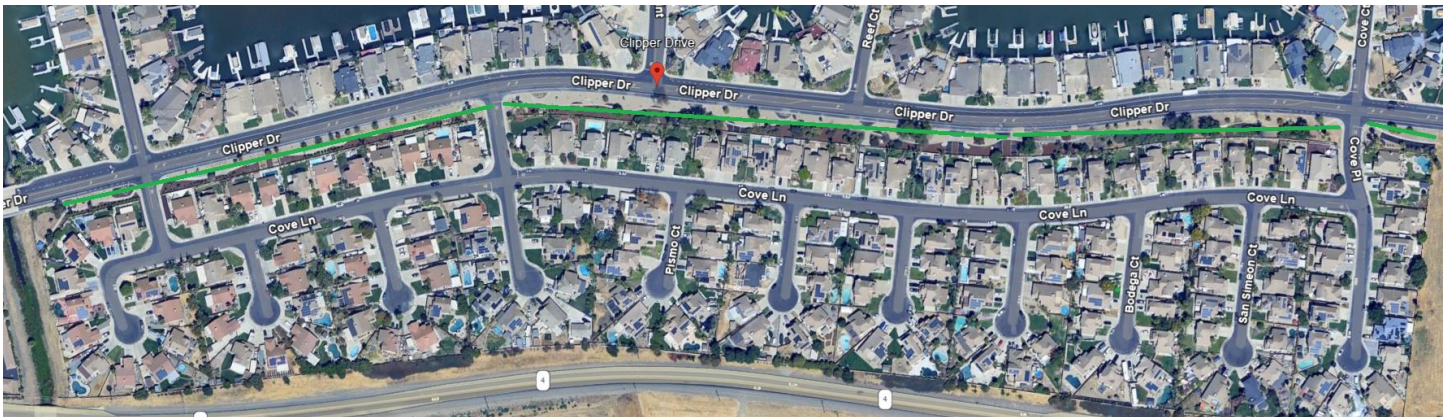
September 25, 2024

Site: TOWN OF DISCOVERY BAY
JLS Job #: Clipper Drive
Re: Replace edging with metal edging

Dear Monica,

Thank you for allowing Jensen Landscape Services the opportunity to provide you with this proposal. We propose to provide all labor, material, and equipment necessary to complete the following scope of work with the noted qualifications and exclusions.

Scope of work: Replace Existing Composite Edging with Black Steel Edging



Location of work



Edging is warping and bending due to sun/heat and needs re- staking



MONARCH

LANDSCAPE COMPANIES

Note: Composite edging tends to warp and buckle due to heat. We are recommending replacing it with new black steel edging with steel stakes. The steel edging stays in place and is not affected by heat.

- **Remove and haul away existing composite edging**
- **Install black steel edging with steel stakes**
- **Clean up job related debris and haul away**

Cost \$55,652.42

Approval Signature

Date

Thank you again for the opportunity to present our budget to you. If you have any questions, please contact me at your earliest convenience.

Sincerely,
Rhett Hastings
Senior Project Manager
Cell: (925) 315-0267
Email: Rhett.hastings@jensencorp.com

Qualifications:

1. Assumes no underground utilities or other underground obstructions are in conflict with the work to be performed by Jensen Landscape Services or its subcontractors. If there are, or the client suspects that there may be, they are to be located by others prior to start of work.
2. Assumes all irrigation wires and valves are available and in good, operating condition and can accommodate the above enhancements. This includes new and modified irrigation.
3. Layout, supervision, and quality control measures are included in the program.
4. Photos do not represent actual sizes of installed plants nor year-round color.

Exclusions:

1. Jensen Landscape Services is not responsible for permits, fees, damage to underground utilities not located prior to start of work, backflow preventer unit, drainage system installation, viability of transplanted plants, repair of damaged hardscape beyond our control, and other unknown items not shown on client-submitted, as-built drawing