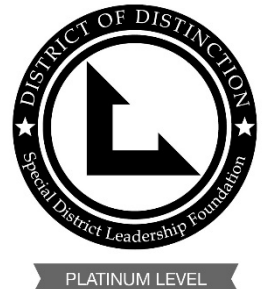




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday July 5, 2023 7:00 P.M.

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

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 June 21, 2023.
2. Approve Register of District Invoices.
3. Authorize Board Member Attendance and Activity Participation at the 2023 CSDA Conference in Monterey, CA August 28 through August 31, 2023.
4. Approve the Extension of HERWIT Engineering Contract for Services into FY 2023-2024.
5. Approve Resolution 2023-18-A of the Town of Discovery Bay Board of Directors Establishing a Community Center District Office Planning Ad Hoc Committee.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. CHP Report.

4. ~~Contra Costa Fire Report~~ (Assignment by Con Fire Pending).

E. MUNICIPAL ADVISORY COUNCIL

F. PRESENTATIONS

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action Regarding Approving the Scope of Work with Lechowicz & Tseng Municipal Consultants for the Water and Wastewater Rate Study.
2. Discussion and Possible Action to Approve the Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2023-2024, Accept Engineer's Report and Adopt Resolution No. 2023- 17.

H. MANAGER'S REPORT

1. Landscape Update.

I. GENERAL MANAGER'S REPORT

J. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Carolyn Graham and Bryon Gutow) July 5, 2023.
 - b. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael Callahan) July 5, 2023.
 - c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter & Kevin Graves) July 5, 2023.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Contra Costa County Aviation Advisory Committee Meeting – June 14, 2023 (Director Kevin Graves).

L. CORRESPONDENCE

M. LEGAL REPORT

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on July 19, 2023 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 – Ashley Porter • Vice-President – Michael Callahan • Director – Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday June 21, 2023 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. President Porter led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of Director Graves who was trying to connect via telephone.

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

None.

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 June 7, 2023.
2. Approve SPECIAL Board of Directors DRAFT Meeting minutes from June 8, 2023.
3. Approve Register of District Invoices.
4. Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2023-24.
5. Approve Town of Discovery Bay Community Services Project Analyst Accountant Class Job Description.
6. Approve Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2023/24- Approve and Adopt Resolution No. 2023-15.
7. Approve contract with the California Conservation Corps for maintenance of Town streetscapes.

Director Gutow made a Motion to Approve the Consent Calendar.

Director Graham seconded.

Vote: Motion carried – AYES: 4- Gutow, Graham, Callahan, Porter , NOES: 0, ABSTAINED: 0, ABSENT: 1- Graves

Director Graves joined the meeting at 7:04p.m.

D. PRESENTATIONS

1. Veolia Presentation.

Anthony Harper, Project Manager for Veolia presented the report for May 2023.

- All water wells were active.
- There was a coliform positive sample taken in May 2023. Several additional samples were taken and retested. The positive result was believed to be human lab error.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action regarding New District Office and AETypic Contract.

President Porter gave a summary of the June 7, 2023 Board of Directors meeting.

- Director Gutow expressed his concerns about the Community Center not being ADA accessible. He apologized for not addressing the issue in his five years on the Board.
- Director Graham stated she wanted guarantees that all options would be discussed at a committee level.

Director Gutow made a motion to authorize the creation of a one-year long, temporary committee to solely evaluate the Community Center as a potential District Office, and that these meetings are agendized and open to the public.

Legal counsel Andy Pinasco clarified how the Board can create committees.

Director Callahan asked for clarification on the motion to include the AdHoc committee be agendized and open to the public, as well as having the committee include Director Gutow and one member of the Finance Committee.

Director Gutow amended his motion to create a temporary committee to solely evaluate the Community Center as a potential District Office for the term of one year, with meetings that are subject to the Brown Act and is made up of Director Gutow and President Porter.
Director Callahan seconded the motion.

Legal Counsel Andy Pinasco stated that any new committee must be adopted by a Resolution of the Board of Directors per the Town of Discovery Bay Bylaws.

Public comment:

- The first speaker stated the motion should simply be to get an estimate to make the building ADA compliant.
- The second speaker agreed with everything that Director Gutow stated.
- The third speaker thanked the Board. He requested that whichever option is chosen, it remain within the \$3 million budget. However any option over this budget must benefit the community.
- The fourth speaker thanked the Board. He suggested building a second story on the Community Center building.
- The fifth speaker feels the public has the right to be involved in the planning of the building.

Legal counsel stated that the terms of the Resolution need to be identified prior to it being presented to the Board.

Director Gutow said the subject of the committee would be analysis of the District Office at 1601 Discovery Bay Blvd. The committee will meet for a period of one year and be comprised of Director Gutow and President Porter.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

Vice President Callahan made a motion to move future discussions regarding the new District Offices to the Water and Wastewater Committee, where the meetings are open to the public.

Director Graves seconded the motion.

Public Comment:

- The first speaker does not see the need for this motion based on the motion that was just passed.
- The second speaker is in favor of a two-track system provided all options are explored.

Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

Director Callahan made a motion to accept staff recommendation to suspend the contract negotiations with AET. President Porter seconded the motion.
Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

Director Graham made a motion to dissolve the Ad-hoc Building Committee. President Porter seconded the motion.
Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

There was a break from 8:07-8:08p.m.

2. Public Hearing. Discussion and Possible Action to Adopt Resolution 2023-16 Adopting the Operating, Capital Improvement, and Revenue Budgets for Fiscal Year 2023-2024.

President Porter opened the Public Hearing.

Public Comment:

- The speaker asked if the amount budgeted for a District Office could just state “to be determined.”

Director Gutow made a motion to Adopt Resolution 2023-16 Adopting the Operating, Capital Improvement, and Revenue Budgets for Fiscal Year 2023-2024.

Director Callahan seconded.

Vote: Motion carried – AYES: 4- Gutow, Callahan, Graves, Porter, NOES: 1 - Graham, ABSTAINED: 0, ABSENT: 0

President Porter closed the Public Hearing.

F. MANAGER’S REPORT

G. GENERAL MANAGER’S REPORT

H. DIRECTOR REPORTS

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

J. CORRESPONDENCE

1. LAFCO – Independent Special District Selection Committee Official Run-Off Ballot.

K. LEGAL REPORT

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Meeting adjourned at 8:12p.m. to the next Regular Meeting of the Board of Directors on July 5, 2023, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 5, 2023

Prepared By: Allan Cantando, Assistant General Manager & Lesley Marable, Accountant
Submitted By: Dina Breitstein, General Manager

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 774,792.45

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2022/2023

AGENDA ITEM: C2

Request for Authorization to Pay Invoices
For The Meeting On July 5, 2023
Town of Discovery Bay CSD
Fiscal Year 7/22 - 6/23

SDRMA	\$375,956.52
Pacific Gas & Electric	\$105,033.32
Veolia Water North America	\$90,400.34
J.W. Backhoe & Construction, Inc.	\$83,273.20
Luhdorff & Scalmanini	\$42,906.47
Saviano Company Inc.	\$20,900.00
Brentwood Decorative Rock, Inc.	\$12,796.05
Pacific Landscape Supply, Inc.	\$6,052.76
ArchiveSocial LLC	\$5,990.00
Backflow Distributors, Inc.	\$5,953.23
Town of Discovery Bay CSD	\$5,245.09
Freedom Mailing Service, Inc	\$3,547.80
Valencia Janitorial Plus	\$3,090.00
Univar Solutions USA Inc.	\$2,701.14
Watersavers Irrigation Inc.	\$1,549.89
Discovery Bay Lions Club Foundation	\$1,500.00
Contra Costa County Auditor-Controller	\$1,460.31
BrightView Landscape Services, Inc.	\$1,275.00
Lucas Electrical Inc.	\$1,236.02
Ricoh USA, Inc	\$692.23
Karrie Hebert	\$510.75
Upper Case Printing, Inc.	\$479.58
Concentra	\$466.00
City Of Brentwood	\$429.37
ODP Office Solutions, LLC	\$401.47
Denise Williams	\$375.00
Big B Lumber	\$211.15
Smearred Paint	\$112.50
UniFirst Corporation	\$98.32
Water Utility Customers	\$78.92
Lucia Peters	\$45.00
Verizon Wireless	\$25.02
	<hr/>
	\$774,792.45



Town of Discovery Bay
"A Community Services District"
STAFF REPORT

Meeting Date

July 5, 2023

Prepared By: Allan Cantando, Assistant General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Authorize Board Member Attendance and Activity Participation at the 2023 CSDA Conference in Monterey, CA August 28 through August 31, 2023.

Recommended Action

Authorize Members of the Board of Directors attendance and activity participation at the Annual California Special District Association (CSDA) Conference located in Monterey, CA August 28 through August 31, 2023.

Executive Summary:

This year's Annual CSDA Conference is taking place in Monterey, CA, August 28 through August 31, 2023. The Annual CSDA Conference brings exhibitors, Board Members and General Managers from across California together in a collaborative and educational environment intended to become better informed on issues and trends facing Special Districts.

Pursuant to Government Code §61047(e) (5), the Board must previously authorize a Board member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended. Pursuant to this section, Board Members are permitted a stipend to attend this conference.

Costs for registration, activities, hotel and mileage are listed below:

- Registration – Early Bird (on/before August 5, 2023) - \$675.00
- Registration – Regular (after August 5, 2023) - \$750.00
- SDLF Scramble for Scholarships Golf Tournament August 28, 2023 - \$110.00 (includes lunch)
- Taste of the City Tour: Included in full registration price

(CSDA Conference Rate) Hotel: Per night, taxes, fees, and parking – starting at \$229.00/day plus Daily Tax plus Travel Expense and Per Diem (when meals are not otherwise provided).

This action authorizes members of the Board of Directors attendance at the CSDA Annual Conference.

Previous Relevant Board Acts for This Item

June 1, 2022 – Board Approval to Attend 2022 CSDA Conference.

Attachments

1. 2023 CSDA -Conference Information and Schedule.

AGENDA ITEM: C3



CSDA

California Special
Districts Association

Districts Stronger Together

2023 CSDA annual conference & exhibitor & showcase

The Leadership Conference
for Special Districts

📅 August 28 – 31, 2023 | 📍 Monterey, California

The CSDA Annual Conference & Exhibitor Showcase is the one conference that hits all the right notes for special district leaders! Cultivate new connections this August in Monterey.

Join 800-plus special district professionals and industry experts for a three-day, must-attend education and networking event.

- ✦ Develop new partnerships.
- ✦ Discover new products and services to make your district more efficient.
- ✦ Expand your horizons with inspiring and motivating keynote sessions.
- ✦ Learn about the latest in special district technology, management playbooks, and legal trends.
- ✦ Explore new ideas and best practices. Walk away with practical strategies, new connections, and innovative ideas to move your district forward.

We're getting the band back together in Monterey!

CSDA's 2023 Annual Conference & Exhibitor Showcase is back in Monterey! Attendees can enjoy meandering down Cannery Row and Monterey Old Fisherman's Wharf to indulge in a piping hot bread bowl full of clam chowder, visit the acclaimed Monterey Bay Aquarium to see a spirited sea otter up-close, or book a boat tour, whale watching cruise, or fishing trip to set sail on the open waters of Monterey Bay. In your free time, enjoy the combination of natural beauty and cultural richness of Monterey!



Monterey Marriott | Monterey, CA



Portola Hotel & Spa | Monterey, CA

CSDA room reservations in the CSDA room block at the Marriott and Portola Hotel & Spa are available starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed to the registrant within 24 hours of registration.

One night's non-refundable room and tax will be charged at the time a reservation is made for rooms reserved at the Portola, and charged on August 5, 2023, for rooms reserved at the Marriott.

Monday, August 28, 2023

pre-conference

Workshops, golf tournament, tours, and more

9:00 a.m. – 3:30 p.m.

Pre-Conference Workshop: Special District Leadership Academy Module 1: Governance Foundations

 **CIP ELIGIBLE**

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

\$250 CSDA Member / \$375 Non-member*

**Price includes continental breakfast and lunch.*

9:00 a.m. – 3:30 p.m.

Pre-Conference Workshop So, You Want to Be a General Manager?

(Part of the SDLF Essential Leadership Skills Certificate Program)

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skillsets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

\$100 CSDA Member and Non-member*

Sponsored by the Special District Leadership Foundation (SDLF). Price includes continental breakfast and lunch.



9:00 a.m. Shotgun Start Pre-Conference Activity SDLF Scramble for Scholarships Golf Tournament

Del Monte Golf Course

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

\$110 includes golf with cart, lunch, and prizes!

Hurry, space is limited and is on a first-come, first-served basis.

10:30 a.m. – 1:45 p.m.

Pre-Conference Tour Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour

Playful sea otters, curious harbor seals, boisterous sea lions, and hundreds of bird species abound as you explore one of California's most spectacular wetlands aboard a stable, 27-foot, U.S. Coast Guard inspected pontoon boat in a 1.5-hour tour. Tour of Moss Landing Harbor District to follow.

\$50 per person includes transportation to/from the Convention Center and tour. (Lunch is not included.)

Early registration is encouraged. Limited to 25 attendees.



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

10:30 a.m. – 3:00 p.m.

yp NEW! Young Professionals
Pre-Conference Tour
**Elkhorn Slough Kayak Tour and
Moss Landing Harbor District**

Join your fellow YPs (Young Professional staff and elected officials under the age of 40) for the best way to experience the wildlife and nature of Elkhorn Slough, via kayak. The 1.5-hour kayak tour will take you to visit sea otters, harbor seals and birds up close. The tour of Moss Landing Harbor District will follow. End your pre-conference day networking with your fellow YPs over appetizers and drinks.

\$90 per person, includes transportation to/from the Convention Center, kayak excursion, and post-tour happy hour.

Early registration is encouraged. Limited to 25 attendees. Due to safety, the max weight is 250 lbs.

1:30 – 3:30 p.m.

**Certified Special District Manager
(CSDM) Exam, Special District
Leadership Foundation**

(optional, must be scheduled prior to conference)

3:45 – 5:15 p.m.

Chapter Roundtable Discussion

(optional, no fee but must be attending the conference)

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.



Calling all Young Professional District Staff, age 40 and younger! Keep an eye out for special sessions and a pre-conference tour especially suited for you. These sessions are noted with a YP icon.

**Conference Officially
BEGINS!**

5:15 – 7:30 p.m.

**President's Reception
with the Exhibitors**

(all registered attendees welcome)

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment are provided.

08.29 - 08.31 schedule

This conference hits all the right notes!

Tuesday, August 29, 2023

7:30 – 8:30 a.m.

CSDA Board Meeting

7:30 a.m. – 6:30 p.m.

Exhibitor Showcase Open

7:30 – 8:30 a.m.

Continental Breakfast in the Exhibit Hall

Breakfast is included in full conference registration.

8:45 – 10:45 a.m.

Opening General Session and Keynote



Seth Mattison
*CEO and Founder of
FutureSight Labs*

**“The Heart of Leadership:
The Secret & Science to
Influencing & Leading During
Transformation”**

Leadership has always been about one thing: influence. To effectively manage transformation today, leaders must have the understanding and the skill to not only connect with the rational and logical aspects of people’s brains but also have the capacity to reach their hearts to understand what ultimately drives human behavior at the deepest level.

In this highly interactive deep-dive discussion, leadership keynote speaker Seth Mattison will add a new perspective to the conversation of leadership today by dissecting the most critical skills and competencies leaders will need to acquire to elevate their impact on the teams they’re supporting, the organizations they’re leading, and the communities they live in.

Awards Presented:

- ▶ General Manager of the Year
- ▶ Board Member of the Year

- ▶ Staff Member of the Year
- ▶ SDLF New and Renewing Certified Special District Managers
- ▶ SDLF Essential Leadership Skills Certificate

11:00 a.m. – 12:00 p.m.

Scheduled Breakout Sessions

ABCs of Alternative Delivery Models for Capital Improvement Projects (CIPs)

Melanie Mow Schumacher, Soquel Creek Water District

With alternative delivery models being used more frequently for capital improvement projects (CIPs), it’s important to know the pros/cons between various procurement methods. Design-build (DB) construction is a delivery method that provides an owner (special district) a single point of contact for both the design and construction phase of the project. Unlike traditional design-bid-build (DBB), the phases overlap, and team members (owner and DB firm) collaborate throughout the process to provide successful project delivery.

Public Agencies' Role in Forest Management and Keys to Successful Grant Applications

*Joel Metzger, Utica Water and Power Authority
Andy Fecko, Placer County Water Agency
Mark Egbert, Georgetown Divide and El Dorado Resource Conservation Districts*

As landscape-scale forest management becomes increasingly important to protect our communities, water supplies, and timberlands, public agencies have a unique opportunity to take leading roles in being good stewards of our natural resources. Hear from public agency managers who are on the cutting edge of forest management in California, learn about their ongoing projects, and find out how they worked with stakeholders. Local, state, and federal grants / appropriations are critical to public agencies' ability to move forest management projects forward, and the panel will identify preferred funding sources and share

Tuesday, August 29, 2023

the keys to successful grant applications. If a public agency in your community is ready to take on a forest management project, you don't want to miss this panel!

Role of the Board, Parliamentary Procedure, Brown Act, and Conflicts of Interest

Oliver Yee, Liebert Cassidy Whitmore

The board has significant fiduciary responsibilities and duties, much of which is guided by the law. This session will cover the essential legal functions and foundational principles surrounding board governance. Specifically, it will cover key provisions of the Brown Act, ethical responsibilities, conflicts of interest, and parliamentary procedures.

Save Money and Time with Programmatic Environmental Impact Reports (EIRs)

Tom Kennedy and Malik Tamimi, Rainbow Municipal Water District

CEQA compliance adds a great deal of time and money to every project. With rapidly aging infrastructure every pipeline will need work sooner or later. Rather than performing a separate CEQA action every time, Rainbow MWD decided to perform a Programmatic EIR (PEIR) to cover every pipeline in the district. Though this process took a bit longer, by evaluating nearly 400 miles of pipeline all at once, over 75% of water and over 90% of sewer pipelines are now fully covered by the action. The remaining pipelines are also covered with pre-defined monitoring and mitigation steps. Attendees will learn how to perform a systemwide PEIR, the cost and time benefits of a systemwide PEIR, and how future projects can be incorporated into the

PEIR via addendums.

Practicing Emotional Intelligence

Sylvette Wake, CPS HR Consulting

There is strong evidence that emotional intelligence is one of the strongest predictors of performance. Some research states that it is responsible for 58% of job performance and 90% of top performers have a high EQ. So, getting more EQ is a good thing. Join us to learn about the four quadrants of emotional intelligence and what you can do to boost your EQ.

Required Ethics AB 1234 Compliance Training (Part 1)*

Richard D. Pio Roda and Alex J. Mog, Meyers Nave

AB 1234 mandates agency officials receive two hours of ethics training every two years. This training covers all required topics, including conflicts, financial gain, prerequisites of office, transparency, and fair process.**

**Must attend both sessions to receive your digital certificate.*

***This presentation has been approved for 2 hours of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416*

LAFCOs – An Additional Resource for Special Districts

Joe Serrano, Santa Cruz LAFCO

Where does a district go to change its jurisdictional boundaries? Who determines when a new district is formed? The answer is the Local Area Formation of Counties (LAFCO). By the end of this session, not only will you understand the synergy between special districts and LAFCOs but you will leave as a LAFCO expert.

12:15 – 1:30 p.m.

Lunch with the Exhibitors

Lunch is included in the full conference registration.

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management to accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!



Tuesday, August 29, 2023

1:45 – 3:00 p.m.

Scheduled Breakout Sessions

How CUPCCAA Benefits Special Districts in Delivering Public Works Projects

Will Clemens, Oceano Community Services District

The California Uniform Public Construction Cost Accounting Act provides special districts with the ability to implement alternative bidding procedures on public works projects costing less than \$200,000. The Act is voluntary and supports participating special districts with efficient and flexible project delivery. This session will cover key provisions of the act, benefits of participation and how to opt into the Act, pitfalls to avoid, and recent updates.

Public Events to Build Community Equity

Joshua Bonner, Coachella Valley Public Cemetery District
Victoria Llorca, Coachella Valley Water District
CV Strategies

Community equity has never been more important, as districts are increasingly responsible for solving some of the most pressing local issues in your neighborhood. Events and public gatherings can be an important component of your district's communication and public engagement plan. As an interactive experience, events allow your district to engage the community on a positive footing, building your district's image beyond just the service(s) you offer. Learn how to engage the community, build your brand, and recognize valuable partnership opportunities that exist within your community. Use your next event to move from a special district no one understands to a trusted community partner with an interest in giving back.

 Great for Young Professionals!

You Can (Central) Bank On It: The Importance and Impact of the Federal Reserve System to Your District's Investment Program

Brent Turner, California CLASS

How much do you really know about how the Federal Reserve works? While we have all seen "the Fed" in the news, how do its decisions impact the economy and the investor? In this session, attendees will gain a fuller understanding of the role that the Federal Reserve System plays in managing the nation's money supply, influencing the economy, and serving as a lender of last

resort. This session is meant to demystify a subject that is often presented and discussed in unnecessarily incomprehensible jargon, so if you are curious to learn more about the Federal Reserve and monetary policy in plain-English terms, please consider attending.

The Brown Act in a Modern World

Chelsea Straus, Richards Watson Gershon

This presentation will review the following:

- ▶ The Brown Act's new virtual meeting rules, including AB 361, AB 2449, and the Brown Act's traditional teleconferencing options
- ▶ AB 992's rules for commenting on social media about agency business
- ▶ Avoiding constitutional issues when monitoring your social media pages

What's All the Buzz About? How Partnerships Fuel Drone Innovation

Joshua Metz and Sophia Selivanoff, Regional Government Services
Chris Bley, Insight Up Solutions
Becca Fenwick, UCSC CITRIS Institute for Drone Education & Research

Come see what all the buzz is about with this budding industry before it takes off! We're on the cusp of a workforce transformation - and Monterey Bay, industry, governments, and academia have joined forces to chart a path for drones and robotics to automate work while strengthening community. A panel of leaders will share their lessons learned on strategic coalitions and working across organizations and sectors to craft a common vision for the future.

Required Ethics AB1234 Compliance Training (Part 2)*

Richard D. Pio Roda and Alex J. Mog, Meyers Nave

See previous session description.

**Must attend both sessions to receive your digital certificate.*

Hearings, Protests and Elections, Oh My! Implementing a Property-Related Fee

Kevin King, Reclamation District No. 1000
Eric Grotenhuis, Page Design
Greg Ghironzi, NBS

Aging infrastructure and increasing costs of service are common problems for many local agencies and the procedural challenges presented by Prop. 218 for property-related fees can be daunting. With a thoughtful approach to fee setting and

Tuesday, August 29, 2023

implementation, funding for operation, maintenance and capital needs is possible to achieve. This session will discuss considerations for the fee-setting process, the approval procedure to include both the hearing and election steps, and public outreach efforts exemplified using a case study of Reclamation District No. 1000's stormwater fee.

3:45 – 4:45 p.m.

Scheduled Breakout Sessions

Leadership of Management

*Robert Gutierrez, Rainbow Municipal Water District
Steve Hernandez, WaterWisePro Training LLC*

Understanding the critical differences between leadership and management is an essential tool in efficiently operating any organization. Management is a form of control, while leadership is a form of influence. Persons in positions of authority need help to understand the dynamics of these two styles, impacting their ability to get the most out of their staff. This session will explore the concepts of servant leadership and how to leverage this leadership style to increase production, morale, and the willingness to stay with the organization.

 **Great for Young Professionals!**

Pricing Debt: Interest Rates, Fees, and Other Variables

*Consultants of CSDA Finance Corporation
Don Bartz, Phelan Pinon Hills Community Services District*

When an agency considers financing, interest rates are often the first concern and can vary based on several factors. In this interactive panel discussion, CSDA Finance Corporation consultants explain how financings are priced and interest rates are set in both the bond market and the bank placement market. We'll be joined by a special district general manager who will share insight into the financing process and the importance of communicating to board officials each step of the way.

How to Recruit When No One Knows What You Do

*Kylie Sun, Tripepi Smith
Cathy Thompson, Tripepi Smith (TS) Talent Solutions*

Many agencies are finding it difficult to not only keep employees engaged, but to find new, motivated talent to join their team. The challenge of finding new

employees increases when it isn't clear what exactly your organization does or what it values. Finding qualified candidates goes hand in hand with your ability to clearly communicate your organization's mission, culture, expectations, and responsibilities.

Presenters will share their tips and tricks for creating a seamless and successful recruiting process that educates the public on your organization and brings in top talent prospects.

Embracing Diversity, Equity, Inclusion, and Belonging as The Cultural Norm

Knickeita V. Bullock, UKG

Implementing Diversity, Equity, Inclusion, and Belonging (DEI&B) initiatives today isn't just the right thing to do. It's a business imperative that positively impacts the workforce and drives employee retention and engagement. To attract and retain talent in the post-pandemic world of work, governmental organizations need to move beyond DEI&B checkboxes and create inclusive cultures where employees feel valued and know they belong. This session will show you how to assess your organization's DEI&B progress, facilitate real organizational change through honest dialogue, and enable true inclusivity. Most importantly, you'll learn how to build a DEI&B practice that lasts.

Privacy and the Need to Share Information in the Workplace

Ryan Quadrel and Rob Cutbirth, Slovak Baron Empey Murphy & Pinkney LLP

Employees regularly provide confidential, personal health information (PHI) to employers and claims administrators through the onboarding process, requests for leaves of absence (LOA) or disability accommodation, and in response to workers' compensation claims. PHI might then be stored, shared, and used by Human Resources, Benefits, Risk Management, Claims Administrators, and others. Even with good intentions, such acts (and omissions) may create risk exposures in terms of statutory privacy violations, may harm or negate your ability to best manage LOA/disability accommodation requests, or result in a loss of defense to claims.



Tuesday, August 29, 2023

Avoiding Conflicts of Interest and Maintaining Public Trust

Alex J. Mog, Meyers Nave

Maintaining public trust is critical to successfully serving as a public official. Conflicts of interest, both real and perceived, are a quick way for public officials to lose that trust. This session will provide an explanation of the requirements of SB 1439, which establishes significant new conflict of interest rules regarding campaign contributions, as well as tips for maintaining public trust.

This presentation has been approved for 1 hour of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416

Learn How to Make Your Website Accessible Before a Costly Lawsuit Forces You

Martin Rauch, Rauch Communication Consultants, Inc.
Mac Clemmens, Streamline

State and federal laws and a growing number of legal judgments are pushing special districts to make their websites, media, and documents accessible to people with disabilities. If you don't know if your district's website and documents are Americans With Disabilities Act (ADA) compliant, they probably are not. And it could cost your district up to \$4,000 per day in fines. Join us at this fast-paced session where you will learn what is web and document accessibility and how it affects members of your district, why your district should care, and guidance on how your district can get and stay compliant.

5:00 – 6:30 p.m.

Mix and Mingle in the Exhibit Hall

(all registered attendees welcome)

Stop by the exhibit hall for a drink and hors d'oeuvres. Be sure to enter for one more chance to win one of our fabulous prizes!

The exhibit hall closes on Tuesday, August 29th at 6:30 p.m.



Wednesday, August 30, 2023

8:00 – 8:30 a.m.

SDRMA Sponsored Full Plated Breakfast

All registered attendees and exhibitors are welcome.

Breakfast is included in full conference registration.



8:30 – 10:30 a.m.

General Session Keynote



Matthew Luhn

Formerly with Pixar, Story Artist, Creativity Expert & Author

Storytelling for Business

Storytelling is the #1 business skill necessary to connect, motivate, and lead people in today's world. Stories compel us to engage in experiences, learn lessons, and define our values and ourselves within our organization. Matthew Luhn, a 20-year Pixar story veteran, brings his experience creating and developing 10 blockbuster films at Pixar and provides practical strategies that teach and inspire people and teams to connect more effectively with audiences

on an emotional level. Matthew uses the power of storytelling to bridge the gap between business and heart, driving your story toward one unforgettable selling point.

Awards Presented:

- ▶ SDRMA Awards
- ▶ SDLF New and Renewing Transparency Certificate of Excellence
- ▶ SDLF New and Renewing District of Distinction

10:45 a.m. – 12:00 p.m.

Scheduled Breakout Sessions

Understanding Board Member Liability

*Peter Glaessner, Esq., Allen, Glaessner, Hazelwood & Werth
Debbie Yokota, Special District Risk Management Authority*

The goal of this presentation is to provide current and newly elected or appointed board members with a working understanding of the role of an elected official in the day-to-day governance of district operations. Public board members are covered by Public Officials Errors & Omissions policies. This session will inform board members what activities and actions are and are not covered by this policy.

The California Public Records Act: Don't Get Caught Unaware!

Sarah Lustig, Atkinson, Andelson, Loya, Ruud & Romo

It is imperative that public agencies know how to respond to and comply with requests for records under the California Public Records Act (CPRA). This session will provide an overview of the CPRA, including deadlines and methods for responding and a discussion of exemptions and statutory objections. It will also highlight trending legal developments surrounding the California Public Records Act and give tips and advice for responding to requests.

Blueprint for a Changing Workplace

Terri Bianco, CPS HR Consulting

Never has there been a better opportunity to create positive changes in your workplace. Everyone in your organization was affected by recent external events. No one is the same as they were before. People have adapted to working from home. They have become more independent, flexible, and more productive. Now it will change again and keep changing. As a

Wednesday, August 30, 2023

manager or supervisor, you are in a position to plan, to guide, and to influence the success of a new work culture. But how? This class offers ideas, processes, techniques, and behaviors to move things along in the right direction from the get-go.

Current IRS Audits Focused on Special District Issues

Judith Boyette and Mikaela Habib, Hanson Bridgett, LLP

This session will be focused on current increased IRS audits and compliance reviews dealing with areas that are of concern to California special districts. These IRS actions create the risk of potential large monetary penalties for special districts, as well as risk of damage to the public's perception of the special district.

Difficult Conversations - Ethics Complaints Against a Board Member

Steven Miller, Hanson Bridgett, LLP

Few issues are as sensitive and difficult as how to handle a complaint lodged against a sitting board member. Such a complaint usually raises legal challenges for an agency as well as political and emotional challenges for board members and staff. Maintaining internal cohesion and public trust can be extremely difficult. The process is often shrouded in secrecy, without the transparency often necessary to learn any meaningful lessons. Learn some best practices and identify key issues from an experienced ethics investigator and advisor. This session will explore how to address key legal issues and protect the agency, what an agency's goals should be, and how to establish protocols for the greatest chance of success.

What to Expect from Your Finance Department

Cindy Byerrum, Eide Bailly CPAs

Paul Kaymark, Nigro & Nigro PC

Larry McKenney, Amador Water Agency

This interactive session will help demystify the mysteries of the accounting and auditing world. A special district finance director will walk through what leadership should expect from the finance department, when to expect it, and talk about typical compliance reports expected from your finance professionals and common issues found with each.

10 Best Practices Every Board Member Should Know

Brent Ives, BHI Management Consulting

This session will cover:

- ▶ What correlates as critically important to boards.
- ▶ What are the most difficult aspects of working with the board?
- ▶ What are the most challenging issues of working with your GM and staff?
- ▶ What practices have you learned about being productive in the public environment?
- ▶ What have you learned about yourself in this job?

11:00 a.m. – 12:00 p.m.

SDLF Board and Annual Meeting

12:15 – 2:00 p.m.

Legislative Update Luncheon

(All attendees welcome)

CSDA's legislative and legal affairs team will present attendees with the most up-to-date information on the outcome of the biggest state and federal budgetary, legislative, and legal issues impacting special districts in 2023, as well as a sneak peek of what to expect in 2024. Learn about significant new laws coming your way and what they mean for special districts going forward.

Awards Presented:

- ▶ Innovative Project/Program of the Year Award (large district)
- ▶ Innovative Project/Program of the Year Award (small district)
- ▶ Exceptional Public Outreach & Advocacy Award (large district)
- ▶ Exceptional Public Outreach & Advocacy Award (small district)
- ▶ Recognition of Previous and Outgoing Board Members
- ▶ Ralph Heim Exceptional Outreach & Advocacy Award
- ▶ William Hollingsworth Award of Excellence

Lunch is included in the conference registration.

Wednesday, August 30, 2023

2:15 – 3:30 p.m.

CSDA Finance Corporation Board and Annual Meeting

2:15 – 3:30 p.m.

Scheduled Breakout Sessions

Cal/OSHA Requirements Made Simple

Enriqueta (Henri) Castro, CSP, Special District Risk Management Authority

While the ultimate goal of Cal/OSHA is to protect employees, we recognize how challenging it is to figure out which of the many Cal/OSHA regulations may apply to your district. There are regulations that apply to all employers, there are some that require written programs, there are those that apply only if there is an "occupational exposure", the list goes on and on. During this session we'll focus on Cal/OSHA regulations that commonly apply to special districts. We'll review the requirements based on operations and employee exposures, and then we'll review a step-by-step approach on how to break down the requirements to help simplify implementation. Participants will receive tools to easily navigate the requirements of 20 common regulations, as well as implementation guidance.

Cybersecurity Best Practices for Special Districts

Corey Kaufman, VC3

With ransomware attacks threatening local governments more than any other industry—even more than schools or healthcare organizations—a perfect storm exists as local governments are also often the least-equipped to handle a cyberattack. Many local governments do not even have the "basic basics" in place such as multi-factor authentication (MFA), endpoint detection and response (EDR), and data backup. We will answer the question, "Where do I begin with cybersecurity?" and present a checklist that distills tips, best practices, and recommendations that organizations can use to score themselves, find cybersecurity gaps, and create an action plan.

Surplus Land Act and Special Districts: Know the Impact

*Larry J. Kosmont, Kosmont Financial Services
Matt Cody, Best Best & Krieger LLP*

California is faced with a housing crisis. The State has revved up enforcement to accelerate the

production of affordable housing including the use of public agency-owned land. Effective in 2020, the Surplus Land Act (SLA) requires ALL public agencies including special districts to follow a process to sell or lease any public property by first offering it to a state-controlled list of affordable housing developers. The State Department of Housing & Community Development manages the process and now has an enforcement unit to ensure compliance. Learn how the SLA process will impact re-use of district properties and how to navigate the sale/lease/licensing of special district public agency property.

Leading a Values-Based Organizational Culture

Sean Barclay, Tahoe City Public Utility District

Creating alignment around a shared set of values at an organizational level requires so much more than just adopting a "set of words on a wall." This session will examine one district's journey towards implementing a set of shared values and behaviors that guide decision-making, from strategic planning to everyday customer interactions. The session will share actual experiences along the way towards implementation, including the challenges and real benefits realized over time. Come learn firsthand from our mistakes and successes and take-home practical tips to help you understand if a values-based organizational culture is the right fit for your district.

 Great for Young Professionals!

A Step-by-Step Guide to Building an Effective Multi-Year Strategic Plan

Martin Rauch, Rauch Communication Consultants, Inc

Whatever the challenges facing your district, it is critical to build a realistic and well-supported plan to get there. Whether your district has an existing planning process or is looking to start one for the first time, this session will provide proven methods for evaluating the issues, challenges, and opportunities facing your district, and developing clear and practical direction for the future. It will distinguish the roles of the board and staff in the process. This lively session will also feature sharing of experiences (good and bad) by the participants and presenter, and practical tips that you can bring home. We will also explore how to successfully engage the board, executive team, staff, and public in this process.

Wednesday, August 30, 2023

Skilled and Trained Workforce: When is it Triggered and What Are My Agency's Responsibilities?

Deborah Wilder, Contractor Compliance and Monitoring, Inc.

Skilled and Trained Workforce (STW) requirements now attach to 15 different types of projects from school lease back contracts to design build contracts of one million dollars or more. As more and more construction projects include STW requirements, join us for an educational session to determine if and when your project will be subject to STW, what the agency's obligation is to monitor and collect monthly reports, and when progress payments should be withheld. Finally, learn the requirements for mandatory reporting of non-compliant contractors to the Department of Industrial Relations.

Sexual Harassment Prevention (Part 1)*

Victoria Danna, Best Best & Krieger LLP

This training satisfies California Assembly Bills 1825, 2053, and 1661 biannual requirements. This training applies to supervisory and private business professionals with 50 or more employees, as well as elected officials. Attendees will learn what constitutes sexual harassment and discrimination in the workplace, how to recognize and prevent harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences of harassment, and a discussion about gender identity and gender expression in the workplace, in compliance with Senate Bill 396.

**Must attend both sessions to receive your digital certificate.*

3:45 – 5:00 p.m.

Scheduled Breakout Sessions

Reserves: What Every Board Member, General Manager, Finance Staff AND Taxpayer Should Know

Tom Scaglione, Grossmont Healthcare District

This interactive session will explore real reserve policies from a variety of California special districts to consider policy provisions worthy of imitation and those to avoid. We'll discuss the foundation provided by California law and industry guidelines and discover how to write a policy that doesn't sound like it was written by an accounting nerd. As stewards of the people's money, we need to communicate effectively on how our reserve

policies meet the unique financial and operational objectives of each district. Participate in this important session and gain the confidence you need to know what reserve policy is best for your district and your customers.

Building an Effective Board Management Team – Here's How

Martin Rauch, Rauch Communication Consultants, Inc.

This session will provide best practices, review case studies, and allow participants to discuss strategies for building an effective board and management team. You will take home ideas for change and improvement, including how to evaluate whether to have committee meetings and if so, how to structure them; how to ensure your board is focusing on the right information and issues; how to provide clear policy direction to the manager; and how to develop a pain-free and productive method for evaluating the manager's performance.

Sexual Harassment Prevention (Part 2)*

Victoria Danna, Best Best & Krieger LLP

See previous session description.

**Must attend both sessions to receive your digital certificate.*

Understanding CEQA's Requirements Regarding Tribal Cultural Resources and AB 52 Tribal Consultation

Amy Hoyt and Sarah Owsowitz, Best Best & Krieger LLP

The California Environmental Quality Act ("CEQA") requires lead agencies to analyze a project's potentially significant impacts on Tribal Cultural Resources. And before releasing any negative declaration, mitigated declaration or environmental impact report to the public, CEQA requires lead agencies to invite any California Native American tribe, who has previously submitted a written request, to consult with the lead agency pursuant to AB 52. AB 52 consultation recognizes that California Native American Tribes have valuable expertise regarding their tribal history and practices that should be considered when studying potentially significant impacts on Tribal Cultural Resources.

This session will discuss CEQA's requirements regarding analysis of Tribal Cultural Resources, including requirements regarding AB 52 consultation.

When the Gavel Strikes: Tips for Efficient and Effective Board Meetings

Craig Steele, Richards Watson Gershon

Public meetings influence how your agency is perceived by the public. Meeting management strategies can make board meetings more effective and promote an image of efficiency and transparency. In this session, we share tips for minimizing disruptions, facilitating public participation, and fostering a thoughtful-yet-convivial atmosphere during board meetings.

Contracting Do's and Don'ts: Public Works, Services, Materials, Supplies, and Equipment

Gary Bell, Colantuono Highsmith & Whatley, PC

All special districts contract for services, materials, supplies, and equipment and frequently public works, too. There are different procedures in principal acts and other provisions of state law for each, required policies for some, and pitfalls if procedures aren't followed. This session will distinguish between the different types of procurement, discuss the rules that apply to each, and provide practical advice for board members and staff regarding these processes.

5:00 – 6:00 p.m.

SDRMA Member Reception

Light appetizers and drinks will be served.

Electronic Invitation to SDRMA Members to follow – approximately one month prior to the event.

Thursday, August 31, 2023

8:00 – 10:00 a.m.

Closing Breakfast: Connect and Collaborate

We've saved the best for last! Join us for a unique and valuable opportunity to spend time with your special district peers, discuss issues unique to your particular district type, trade ideas and best practices, and listen to one another's stories. Continental breakfast will also be provided. It's the perfect way to wrap up the Annual Conference!

Awards Presented:

- ▶ Excellence in Technology
- ▶ Chapter of the Year
- ▶ Beacon Awards

10:00 a.m.

Conference Adjourns



6:00 – 9:00 p.m.

Taste of the City

(all registered attendees welcome)

The Dueling Pianos are back to take your requests while you dance the night away, sample local food and beverages, and enjoy a silent auction.



9:00 – 11:00 p.m.

Karaoke After Party

Let's keep the party going... Join us for the ultimate Taste of the City After Party! Belt out your favorite tunes as we let loose to celebrate a great Annual Conference!

\$25 includes admission and 2 drinks. All proceeds support the Special District Leadership Foundation.*





Attendee Registration Form

Hotel Reservations *Marriott and Portola Hotel & Spa*

CSDA room reservations within the CSDA Room Block for the Annual Conference and Exhibitor Showcase are available at the Marriott and Portola Hotel & Spa starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

Full Conference Registration Fees Include:

- ▶ President's Reception with the Exhibitors
- ▶ Keynote Sessions
- ▶ Continental Breakfast with the Exhibitors
- ▶ Lunch with the Exhibitors
- ▶ Mix and Mingle in the Exhibit Hall
- ▶ SDRMA Full Plated Breakfast
- ▶ Legislative Update Luncheon
- ▶ All Breakout Sessions
- ▶ "Taste of the City" Reception
- ▶ Closing Breakfast

Three Ways to Register

- 1** ONLINE by visiting the CSDA Annual Conference website at conference.csda.net.
- 2** FAX your registration form to 916-520-2465. (All faxed forms must include payment)
- 3** MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Special Needs (include dietary):				
Emergency Contact:				
Conference Registration Fees		Early Bird (on/before August 5, 2023)	Regular (after August 5, 2023)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$ 675.00	\$750.00	
<input type="checkbox"/> Non-member - Full Conference		\$ 1,010.00	\$ 1,125.00	
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 350.00	\$ 425.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 525.00	\$ 635.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 375.00 each day	\$ 400.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 560.00 each day	\$ 600.00 each day	
Separate Registration Fees		Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 28		\$ 250.00	\$ 375.00	
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager? - Aug. 28		\$ 100.00 CSDA Member/Non-member		
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Aug. 28		\$ 110.00 (includes lunch)		
<input type="checkbox"/> Pre-Conference Tour: Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour - Aug. 28		\$ 50.00 CSDA Member/Non-member		
<input type="checkbox"/> Young Professionals Pre-Conference Tour: Elkhorn Slough Kayak Tour and Moss Landing Harbor District - Aug. 28		\$ 90.00 CSDA Member/Non-member		
<input type="checkbox"/> "Taste of the City" Reception (Guests only) - Aug. 30		\$ 80.00	\$ 120.00	
<input type="checkbox"/> Karaoke After Party - Aug. 30		\$ 25.00 CSDA Member/Non-member		
TOTAL				
Payment Information				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:	CVC:	Authorized Signature:		

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Saturday, August 5, 2023. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 5, 2023. Substitutions are acceptable and must be done in writing no later than August 18, 2023 at 5:00 p.m. Please submit any cancellation notice or substitution request to jennifers@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 5, 2023

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Approve the Extension of HERWIT Engineering Contract for Services into FY 2023-2024.

Recommended Action

Approve the Scope of Services contained in the HERWIT Engineering Scope of Work which provides contract engineering services for the Wastewater Division of the Town of Discovery Bay for the fiscal year 2023-2024 and authorize the General Manager to execute the Town's standard form of Consulting Agreement with HERWIT Engineering to perform the scope of work attached.

Executive Summary

HERWIT Engineering provides the District with the needed Engineering work for the Wastewater Services Division of the Town of Discovery Bay. In the coming Fiscal Year, the wastewater division needs general engineering and capital improvement services from HERWIT to perform and provide support for several projects. The scope of work included general engineering services such as:

- Plan Checking
- Field Inspections
- Testing, Review, and Witnessing
- Meeting Attendance
- General Administrative Services and;
- Project Design

Enclosed is HERWIT's proposed Scope of Work and Fee Schedule to continue General Engineering Services for FY 2023/24. The enclosed scope of work and the proposed budget extend the assistance provided under General Engineering Services and continued improvements and maintenance services for FY 23/24.

The attached documents provide the basis for the budget estimate. The budget estimate is considered appropriate and as a not-to-exceed amount unless specifically approved in advance by the District. The proposed amount of \$75,000.00 includes HERWIT's labor rates and miscellaneous expenses. HERWIT will continue to bill monthly for labor and materials, only as incurred and in accordance with HERWIT's fee schedule.

Previous Relevant Board Actions for This Item

Fiscal Impact: \$75,000.00
Amount Requested:
Sufficient Budgeted Funds Available?
Prog/Fund # Category:

Attachments

1. Herwit Contract

AGENDA ITEM: C4



**AGREEMENT BETWEEN
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AND
HERWIT ENGINEERING SERVICES
FOR
DISRICT ENGINEER – ENGINEERING SUPPORT SERVICES
EXTENTION FY 2023-2024**

This AGREEMENT (“Agreement”) is made and entered into this 5th day of July, 2023, by and between the Town of Discovery Bay Community Services District (hereinafter “District”) whose address is 1800 Willow Lake Road, Discovery Bay, California 94505, HERWIT ENGINEERING (“CONSULTANT”).

RECITALS

A. District has determined that it requires the following professional services from CONSULTANT: ENGINEERING SUPPORT SERVICES EXTENSION FY 2023-2024.

B. CONSULTANT represents that it is willing to accept responsibility for performing such SERVICES in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, District and CONSULTANT agree as follows:

AGREEMENT

1. DEFINITIONS

- 1.1. “Scope of Services/Work”: Such professional services as are generally set forth in Consultant’s proposal/scope of work which is attached hereto as Exhibit A and incorporated herein by this reference.
- 1.2. “Approved Fee Schedule”: Such compensation rates as set forth in July 1, 2023 attached hereto as part of Exhibit A and incorporated herein by this reference.
- 1.3. “Commencement Date”: July 1, 2023.
- 1.4. “Expiration Date”: Final deliverables by June 30, 2024.

2. TERM

The Term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 14 (“Termination”) below.

3. CONSULTANT’S SERVICES

- 3.1. CONSULTANT shall perform the services/work identified in the Scope of Services/Work. District shall have the right to request, in writing, changes in the Scope of Services/Work. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to CONSULTANT under this Agreement exceed the sum of \$75,000 unless specifically approved in advance and in writing by District.
- 3.2. CONSULTANT shall complete all services/work arising out of this Agreement no later than the Expiration Date.
- 3.3. CONSULTANT shall perform all work to the highest professional standards of Consultant’s/Contractor’s profession and in a manner reasonably satisfactory to District. CONSULTANT shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.).
- 3.4. CONSULTANT represents that it has, or will secure at its own expense, all personnel, material, appliances, equipment, and tools required to perform the services/work identified in the Scope of Services/Work. All such services/work shall be performed by CONSULTANT or under its supervision, and all personnel engaged in the work shall be qualified to perform such services/work. The District shall be Consultant’s/Contractor’s project administrators and shall have direct responsibility for management and coordination of Consultant/s/Contractor’s performance under this Agreement. District shall not direct, control or supervise Consultant’s/Contractor’s employees or sub-consultant’s/sub-contractors in the performance of the Scope of Services/Work set forth in this Agreement.
- 3.5. To the extent applicable, CONSULTANT shall provide progress copies of drawings, reports, specifications and other necessary information to the District and other engineers for coordination and review.
- 3.6. CONSULTANT shall strictly observe and comply with applicable laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on the safety of persons or properties or their protection from damage, injury, or loss. Without limiting the foregoing, CONSULTANT shall comply with all requirements, regulations, orders, and directives promulgated under the Federal Occupational Safety and Health Act, the California Occupational Safety and Health Act, and the California Safe Drinking Water and Toxic Enforcement Act of 1988.

4. COMPENSATION

- 4.1. District agrees to compensate CONSULTANT for the services/work provided under this Agreement, and CONSULTANT agrees to accept in full satisfaction for such services/work, payment in accordance with the Approved Fee Schedule.
- 4.2. CONSULTANT shall submit to District an invoice, on a monthly basis or less frequently, for the services/work performed pursuant to this Agreement. Each invoice shall itemize the services/work rendered/performed during the billing period and the amount due. Within ten business days of receipt of each invoice, District shall notify CONSULTANT in writing of any disputed amounts included on the invoice. Within forty-five (45) calendar days of receipt of each invoice, District shall pay all undisputed amounts included on the invoice. District shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.
- 4.3. Additional services/work requested by District and not included in the Scope of Services/Work may be required by the District. Such additional services/work shall be performed only in accordance with Change Orders, authorized and issued by District or District's designated representative. Each Change Order shall list the scope of services/work to be performed, state the time within which the services/work is to be completed, and designate any special conditions. Payments for any additional services/work requested by District shall be made to CONSULTANT by District on a time-and-materials basis using the Approved Fee Schedule, unless otherwise stated in the Change Order.

5. OWNERSHIP OF WRITTEN PRODUCTS

- 5.1. All reports, documents or other written material ("written products") developed by CONSULTANT in the performance of this Agreement shall be and remain the property of District without restriction or limitation upon its use or dissemination by District. CONSULTANT may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONSULTANT. District shall indemnify CONSULTANT from any liability arising from use of documents in connection with the Scope of Services/Work identified in this Agreement.

6. RELATIONSHIP OF PARTIES

- 6.1. CONSULTANT is, and shall at all times remain as to District, a wholly independent contractor. CONSULTANT shall have no power to incur any debt, obligation, or liability on behalf of District or otherwise to act on behalf of District as an agent. Neither District nor any of its agents shall have control over the conduct of CONSULTANT or any of Consultant's employees, except as set forth in this Agreement. CONSULTANT shall not represent that it is, or that any of its agents or employees are, in any manner employees of District. CONSULTANT is not entitled to the rights or benefits afforded District employees, including, but not limited to, disability, unemployment or other insurance, or workers' compensation.

7. CONFIDENTIALITY

7.1. All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by District. District shall grant such consent if disclosure is legally required. Upon request, all District data shall be returned to District upon the termination or expiration of this Agreement.

8. INDEMNIFICATION

- 8.1. To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend District, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property to the extent caused by any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT or any of its officers, employees, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of District's choice.
- 8.2. District shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due District from CONSULTANT as a result of Consultant's failure to pay District promptly any indemnification arising under this Section 8 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 8.3. The obligations of CONSULTANT under this Section 8 will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives any statutory immunity under such statutes or laws as to District, its officers, agents, employees and volunteers.
- 8.4. CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 8 from each and every subconsultant or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend District, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property to the extent caused by any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subconsultants or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of District's choice.
- 8.5. District does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by District, or the deposit with District, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

9. INSURANCE

- 9.1. During the term of this Agreement, CONSULTANT shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
 - 9.1.1. Commercial General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000), per occurrence and in the aggregate, including products and operations hazard, contractual insurance, broad form property damage, independent contractors, personal injury, underground hazard, and explosion and collapse hazard where applicable.
 - 9.1.2. Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
 - 9.1.3. Worker's Compensation insurance as required by the laws of the State of California.
 - 9.1.4. Professional Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per occurrence.
- 9.2. CONSULTANT shall require each of its subconsultants to maintain insurance coverage that meets all of the requirements of this Agreement.
- 9.3. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 9.4. CONSULTANT agrees that if it does not keep the aforesaid insurance in full force and effect, District may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.
- 9.5. At all times during the term of this Agreement, CONSULTANT shall maintain on file with District a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the District and its officers, employees, agents and volunteers as additional insureds under Commercial General Liability. CONSULTANT shall, prior to commencement of work under this Agreement, file with District such certificate(s).
- 9.6. CONSULTANT shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 9.7. The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming District and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to District.

- 9.8. Commercial General Liability insurance provided by CONSULTANT shall be primary to any coverage available to District. Any insurance or self-insurance maintained by District and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 9.9. All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against the District.
- 9.10. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of District, CONSULTANT shall either reduce or eliminate the deductibles or self-insured retentions with respect to District, or CONSULTANT shall procure a bond guaranteeing payment of losses and expenses.
- 9.11. Procurement of insurance by CONSULTANT shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 8 of this Agreement.

10. MUTUAL COOPERATION

- 10.1. District shall provide CONSULTANT with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 10.2. In the event any claim or action is brought against District relating to Consultant's performance in connection with this Agreement, CONSULTANT shall render any reasonable assistance that District may require.

11. RECORDS AND INSPECTIONS

- 11.1. CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. District shall have the right to access and examine such records, without charge, during normal business hours. District shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

12. NOTICES

- 12.1. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and District's regular business hours; or (ii) on the fifth business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to District:

Town of Discovery Bay CSD
Attn: General Manager
1800 Willow Lake Road
Discovery Bay, CA 94505
Telephone: (925) 634-1131
Facsimile: (925) 513-2705

With courtesy copy to:

Rod A. Attebery, General Counsel for Town of Discovery Bay CSD
Neumiller & Beardslee
P.O. Box 20
Stockton, CA 95201
Telephone: (209) 948-8200

If to CONSULTANT:

HERWIT ENGINEERING
6200 CENTER STREET, SUITE 310
CLAYTON, CA 94517
Telephone: 925-672-6599

13. SURVIVING COVENANTS

- 13.1. To the extent required by applicable law, the parties agree that the covenants contained in Section 7, Section 8, Paragraph 10.2 and Section 11 of this Agreement shall survive the expiration or termination of this Agreement.

14. TERMINATION

- 14.1. District shall have the right to terminate this Agreement for any reason on five calendar days' written notice to CONSULTANT. CONSULTANT shall have the right to terminate this Agreement for any reason on thirty (30) calendar days' written notice to District. CONSULTANT agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All District data, documents, objects, materials or other tangible things shall be returned to District upon the termination or expiration of this Agreement.
- 14.2. If District terminates this Agreement due to no fault or failure of performance by CONSULTANT, then CONSULTANT shall be paid based on the work satisfactorily performed at the time of termination. In no event shall CONSULTANT be entitled to receive more than the amount that would be paid to CONSULTANT for the full performance of the services required by this Agreement.

15. GENERAL PROVISIONS

- 15.1. CONSULTANT shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without District's prior written consent, and any attempt to do so shall be void and of no effect. District shall not be obligated or liable under this Agreement to any party other than CONSULTANT.
- 15.2. In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subconsultant, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.
- 15.3. CONSULTANT agrees to comply with the regulations of District's "Conflict of Interest Code." Said Code is in accordance with the requirements of the Political Reform Act of 1974.
- CONSULTANT covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of service/work required hereunder. The term "conflict" shall include, as a minimum, the definition of a "conflict of interest" under the California Fair Political Practices Act and the Town of Discovery Bay Conflict of Interest Code, as that term is applied to Consultants.
- 15.4. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 15.5. The waiver by District or CONSULTANT of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by District or CONSULTANT unless in writing.
- 15.6. CONSULTANT shall not be liable for any failure to perform if CONSULTANT presents acceptable evidence, in District's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of CONSULTANT.
- 15.7. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Contra Costa County, California.

- 15.8. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 15.9. This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 15.10. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between District and CONSULTANT with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed by District and CONSULTANT.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement.

Signatures contained on next page

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/ / /

/ / /

/ / /

**“District”
Town of Discovery Bay CSD**

By: _____
Dina Breitstein, General Manager

Date: _____, 2023

**“CONSULTANT”
Herwit Engineering**

By: Gregory Harris

Print Name: Gregory Harris

Date: 6/27, 2023

By: Kurt Gardner

Print Name: KURT GARDNER

Date: 6/27, 2023

EXHIBIT A

**SCOPE OF SERVICES/WORK
APPROVED FEE SCHEDULE**

HERWIT
ENGINEERING

HERWIT ENGINEERING

7/01/23 - 06/30/24 FEE SCHEDULE

<u>Personnel</u>	<u>Hourly Rate</u>
Engineering (Process, Mechanical, Civil)	\$225.00
Drafting	\$115.00
Word Processing	\$105.00
<u>Subconsultants</u>	
Engineering (Electrical - Structural)	\$180.00
 Other Direct Costs	
Travel, \$/mi	Federal Reimbursement
Subconsultants	Cost + 10%
Internal Printing	@ direct cost
Misc. travel and other indirect expenses	@ direct cost



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2023-18-A

**RESOLUTION OF THE TOWN OF DISCOVERY BAY BOARD OF DIRECTORS
ESTABLISHING A DISTRICT OFFICE PLANNING AD HOC COMMITTEE TO
DEVELOP OPTIONS FOR THE DISTRICT OFFICES AT 1601 DISCOVERY BAY
BOULEVARD**

WHEREAS, the Town of Discovery Bay Community Services District (the “Town”) Board of Directors (the “Board”) has acknowledged that the Town’s current District Office located at 1800 Willow Lake Road, Discovery Bay, California (the “District Office”) may need to be upgraded or moved to a different site in the future; and

WHEREAS, Section 2, of Article IV of the Town’s Bylaws provides that the Board may establish Ad Hoc Committees that may become necessary from time to time by Resolution of the Board; and

WHEREAS, the Town’s Board desires to form an ad hoc committee to provide input to and work collaboratively with the Town’s staff to develop options for a future District Office at 1601 Discovery Bay Boulevard for the entire Board to consider.

**NOW THEREFORE, BE IT RESOLVED, BY THE TOWN OF DISCOVERY BAY
BOARD OF DIRECTORS, AS FOLLOWS:**

1. **Recitals.** The above recitals are true and correct and incorporated herein by reference.
2. **District Office Planning Ad Hoc Committee.** In accordance with Section 2, of Article IV of the Town of Discovery Bay Community Services District Bylaws, the Town’s Board of Directors hereby establishes the District Office Planning Ad Hoc Committee to carry out the following efforts:
 - a. The title of the committee shall be the “Community Center District Office Planning Ad Hoc Committee”.
 - b. The Community Center District Office Planning Ad Hoc Committee shall be an ad hoc committee comprised of no more than two (2) members of the Board and assisted by Town staff that may be required to carry out the functions of the Community Center District Office Planning Ad Hoc Committee.
 - c. The members of the Community Center District Office Ad Hoc Committee shall be Director Carolyn Graham and Director Bryon Gutow. The members of the Community Center District Office Planning Ad Hoc Committee shall select a Chairperson.

- d. The Community Center District Office Planning Ad Hoc Committee shall conduct itself consistent with all applicable Policies of the Town, and in accordance with California law.
 - e. The scope of the Community Center District Office Planning Ad Hoc Committee functions shall consist solely of the following:
 - i) Investigate and develop options to be considered by the entire Town Board of Directors for siting the District Office at 1601 Discovery Bay Boulevard.
 - f. No other power of the Town’s Board of Directors, whether express or implied, is delegated to the District Office Planning Ad Hoc Committee.
 - g. The Community Center District Office Planning Ad Hoc Committee shall meet as necessary to carry out its purpose and shall dissolve automatically by June 30, 2024, unless otherwise extended or dissolved by the Board prior to thereto.
3. **No Invalidation of Prior Lawful Actions.** Adoption of this Resolution shall not be construed as to invalidate any prior lawful action taken by any previously existing committee of the Town, nor any subsequent lawful action taken by the Board thereupon.
4. **Effective Date.** The provisions of this Resolution shall take effect immediately upon adoption.

Ashley Porter
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on July 5, 2023, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date

July 5, 2023

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action Regarding Approving the Scope of Work with Lechowicz & Tseng Municipal Consultants for the Water and Wastewater Rate Study.

Recommended Action

Authorize the General manager to enter into a contract with Lechowicz & Tseng Municipal Consultants to conduct the Water and Wastewater Rate Studies in an amount not to exceed \$42,470.

Executive Summary

Lechowicz & Tseng Municipal Consultants provides the needed work to make sure the District’s Water and Wastewater rates are fair and equitable, and generate the necessary revenue to confront today’s challenges, including maintaining, replacing, and expanding infrastructure. The District requests services from Lechowicz & Tseng Municipal Consultants to perform and provide support for the water and wastewater utility rate.

The Water and Wastewater Rate Studies are being done separately but concurrently. The updated study will cover a period not to exceed five-years (legal limits per Proposition 218) and will guide the District through the outreach and implementation phases of the system.

The proposed Rate Study scope of work includes the following:

TASKS	HOURS	BUDGET
Data Gathering	12	\$2,040
Financial Plan/ Cost of Service	58	\$9,810
Cost Allocations and Rate Design	46	\$7,770
Meetings, Draft and Final Report	57	\$8,715
Direct Expenses	31	\$5,595*
Prop 218 Assistance	12	\$8,540*
Total Project Budget		\$42,470

*Includes expenses.

Fiscal Impact:

Amount Requested \$42,470
Sufficient Budgeted Funds Available? Yes (If no, see attached fiscal analysis)
Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

1. Lechowicz & Tseng Municipal Consultants scope of work

AGENDA ITEM: G1

June 2, 2023

Dina Breitstein, General Manager
Town of Discovery Bay CSD
1800 Willow Lake Road,
Discovery Bay Ca 94505

Dear Dina,

Thank you for the opportunity to continue working with you and the Town of Discovery Bay Community Services District (Town) to provide a water and wastewater rate study. We enjoyed working with you to complete the prior rate study in 2020 and appreciate the potential opportunity to work with you again. Our approach to the 2023 rate study will be to review operating results since 2020 and update the cost of service as appropriate. In addition, we will review growth projections, water conservation and drought rates, debt coverage and bonding capacity. L&T will assign Alison Lechowicz as project manager to provide continuity of service to the Town and to expedite workflow.

Scope of Services

Provided below is L&T's proposed scope of services for the rate study. We remain flexible to add or remove tasks to meet the Town's needs.

1. Data Gathering & Project Kickoff: Provide the project team with a data needs list to review the Town's current financial standing, operating expenses, capital project needs, and billing data (customer counts, water usage, and tax roll). Conduct a virtual or in-person meeting with team members to review available information and resolve questions.
2. Financial Plan: Review operations, capital projects, and debt service expenses. Review current operating and capital reserves and evaluate debt service coverage. In addition, L&T will review funding alternatives for capital improvements, including cash funding and various debt financing alternatives. Develop cash flows for each enterprise fund over the next ten years to estimate annual rate revenue increases to meet operating costs, debt obligations, and reserve fund targets as well as fund capital projects.
3. Cost Allocation & Rate Design: Analyze customer billing information and allocate the cost of service to functionalized categories based on water demand and customer characteristics. Determine which costs are fixed vs. variable. Review existing rate structures and provide alternatives as appropriate. Propose a 5-year plan of rate changes. This task will also include a survey comparing the proposed rates to the rates of other local agencies.
4. Draft and Final Reports: Prepare a draft report explaining the alternatives, documenting costs, and calculating rates. Drafts will be revised as directed and resubmitted as the final report. All staff comments and input from elected officials will be incorporated and recommendations will be updated accordingly.

5. Meetings & Presentations: As needed throughout the study, conduct conference calls or video calls with staff to review progress, answer questions, and revise the calculations. We propose to conduct up to three (3) in-person meetings at Town offices to provide presentations to the Board, interested community members, and/or for the public hearing. L&T will prepare PowerPoint files and accompanying documents in advance for project team review and inclusion with meeting materials.
6. Proposition 218 Procedural Assistance: Provide comprehensive Proposition 218 procedural assistance including arranging the printing and mailing of the Proposition 218 notice of public hearing. L&T will also draft outreach materials for customers such as newsletters and FAQs.

Staff Assignment

Alison Lechowicz will be the principal-in-charge and lead financial analyst on this assignment. She will be assisted by staff analyst Sophia Mills. Principal Catherine Tseng will serve as a substitute for Ms. Lechowicz if needed.

Availability and Fees

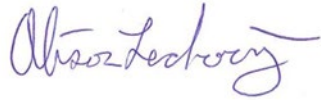
1. L&T is prepared to begin work upon your authorization to proceed. We commit to completing the rate study such that new rates can be adopted in June 2024.
2. All work will be performed by Lechowicz & Tseng Municipal Consultants. Alison Lechowicz will be placed in charge of the work and will devote time and effort to the project as needed.
3. The billing rate for firm principals Alison Lechowicz and Catherine Tseng is \$195/hr and the billing rate for staff analyst Sophia Mills is \$120/hr. Expenses are billed at cost without markup. Automobile mileage is billed at the IRS mileage rate.
4. L&T's total not-to-exceed fee for this assignment is \$42,470 including expenses for three (3) in-person meetings.

WATER & SEWER RATE STUDY	HOURS				EXPENSES	BUDGET
	Lechowicz	Tseng	Mills	Total		
	Project Mgr	Peer Review	Analyst			
	\$195/hour	\$195/hour	\$120/hour			
1. Data Gathering	8	0	4	12		\$2,040
2. Financial Plan	38	0	20	58		\$9,810
3. Rate Design	30	0	16	46		\$7,770
4. Draft & Final Reports	24	1	32	57		\$8,715
5. Meetings & Presentations	20	1	10	31	\$300	\$5,595
6. Prop 218 Assistance	8	0	4	12	\$6,500	\$8,540
PROJECT BUDGET	128	2	86	216	\$6,800	\$42,470

We have very much enjoyed working with the Town in the past, and we hope this proposal will constitute a suitable basis for our selection.

Very truly yours,

LECHOWICZ & TSENG MUNICIPAL CONSULTANTS

A handwritten signature in purple ink that reads "Alison Lechowicz". The signature is fluid and cursive, with the first name "Alison" and last name "Lechowicz" clearly legible.

Alison Lechowicz, Principal
909 Marina Village Parkway #135
Alameda, CA 94501
(510) 545-3182
alison@LTmuniconsultants.com



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 5, 2023

Prepared By: Allan Cantando, Assistant General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action to Approve the Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2023-2024, Accept Engineer's Report and Adopt Resolution No. 2023-17.

Recommended Action

Accept Engineer's Report and Adopt Resolution No. 2023-17 authorizing the Intent to Levy and Collection of Annual Assessments for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2023-2024 and set the Public Hearing for July 19, 2023 at 7:00 p.m. located at 1601 Discovery Bay Boulevard.

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted Resolution 2023-11, which directed HERWIT Engineering to prepare the assessment report. HERWIT provided the Draft Assessment Engineer's Report to District Staff on June 22, 2023. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$811.78 which is the allowable maximum assessment for Zone 9.

Factors leading to the assessment of \$811.78 are: maintaining our emergency reserves, adequate funds for operations, and replenishing the reserves to fund future capital projects. The reserves protect DB Lighting and Landscape Zone 9 from any expensive repairs and maintenance in regard to the assets of the zone such as the landscaping, park structures and the splash pad. The recommended assessment upholds the Fiscal Year 2023-2024 budget and prudently maintains the reserve balance.

Staff requests direction from the Board of Directors regarding the increase of the DB Lighting and Landscape Zone 9 Assessment. If no change to the report is required, then staff requests that the attached Resolution, which approves HERWIT's report and proposed assessments, be approved and adopted. The Public Hearing approving the levy of the annual assessment will be held on the July 19, 2023 at the regular scheduled Board meeting.

Fiscal Impact:

Amount Requested - None
Sufficient Budgeted Funds Available? N/A

Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2023-11 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – 2023-2024.

Attachments:

1. Resolution 2023-17.
2. Draft Assessment Engineer's Report by HERWIT Engineering.

AGENDA ITEM: G2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2023-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
INTENT TO LEVY AND COLLECT AN ANNUAL ASSESSMENT
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9
FOR THE FISCAL YEAR 2023-2024**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting, and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting, and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

SECTION 1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide Traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.

SECTION 2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting, and open space in the subdivision known as Ravenswood.

SECTION 3. The assessment district consists of that property generally described as Subdivision 8710- Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.

SECTION 4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.

SECTION 5. HERWIT Engineering has prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.

SECTION 6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2023-2024 year will be held at 7:00 p.m., on July 19, 2023, at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 5th DAY OF JULY 2023.

Ashley Porter
Board President

I hereby certify that the foregoing Resolution 2023-17 was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on July 5, 2023, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space
Improvements District DB L&L #9**

For Fiscal Year 2023-2024

**Prepared by
HERWIT Engineering**

**6200 Center Street, Suite 310
Clayton, California 94517
(925) 672-6599**

JULY 2023

Town of Discovery Bay Community Services District

Director and President

Ashley Porter

Director and Vice President

Michael Callahan

Director

Kevin Graves

Director

Bryon Gutow

Director

Carolyn Graham

General Manager

Dina Breitstein

Assistant General Manager

Allan Cantando

Finance Manager

Parks & Landscape Manager

Bill Engelman

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: June 2023

**Assessment Engineers Report
For
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this “Assessment Engineers Report” for the 2023-2024 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

PART B. Estimate of Cost

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

PART C. Method of Apportionment of Assessment

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

PART D. District Diagram of Assessment

This part by reference of a diagram shows the parcel lot numbers that are within this District.

PART E. Property Owner List & Assessment Roll

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

Engineers Assessment Report for 2022-2023 year

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

\$ 171,161	Annual assessments & investment revenue was received
\$ 159,035	Annual expenses grounds maintenance, capital improvements, and administrative expenses.
<u>\$ 316,000</u>	Fund total after 2022-2023 annual expenses.

Current Assessment

The 2022-2023 fiscal year assessment per parcel based on the engineer’s formula defined in the Assessment Engineers Report adopted in 2006 is \$779.12 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to maintain the reserve account balance.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2023, the same CPI index is reported as 338.49. Based upon the change in the CPI, the new maximum assessment allowed for the 2023-2024 fiscal year is \$ 811.78.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2023-2024 fiscal year is \$ 811.78. This assessment is equally assessed to 203 parcels for an annual total of \$ 164,791.34. Therefore, the maximum Reserve Account Balance is \$ 329,582.68. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2023-2024 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District anticipates minimal charges for capital improvements to rehabilitate existing streetscapes and parks this fiscal year. The estimated budget for 2023-2024 is \$ 206,845. This equates to \$ 1018.94 per parcel for all 203 parcels, which is more than the maximum allowable assessment of \$ 811.78 per parcel, or \$ 164,791.346 maximum assessment.

Based on this report, the assessment for 2023-2024 tax year should be \$ 811.78 to minimize the decrease in the reserve fund balance. The assessment for the 2023-2024 fiscal year is then \$ 811.78 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.



Agenda

AIRPORT COMMITTEE

June 14, 2023
4:00 P.M.

1025 Escobar St. Martinez CA 94553
3361 Walnut Blvd. Suite 140 Brentwood CA 94513
See Zoom Participant Instructions Below

Supervisor Diane Burgis, Chair
Supervisor Ken Carlson, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS: The public may attend this meeting in person at the above location.

The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

HOW TO JOIN THE MEETING VIA ZOOM:

Link: <https://us06web.zoom.us/j/89993278143?pwd=eFJITEtxUzBHMlMrDWtDR3VVS1A5dz09>

HOW TO JOIN THE MEETING VIA CALL-IN:

Zoom meeting Dial-In-Number: 1 669 444 9171

Passcode: 132626

Meeting ID: 899 9327 8143

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Airport Committee during public comment on matters within the jurisdiction of the Airport Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: Airport Staff 925-681-4200

Public comments may also be submitted before the meeting by email at airport.team@airport.cccounty.us or by voicemail at 925-681-4200. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. Review and approve record of meeting March 8, 2023
4. Receive update from the Aviation Advisory Committee Chair (Emily Barnett)

5. Update on Bay Area Test Site (BATS) activity, Buchanan Field and Byron Airport
6. Discuss Byron Development Potential & Constraints (water, sewer, storm water quality)
7. Update on Airports Current Project Development
 - a. Discuss 4.6 Acre Self Storage Project, Buchanan Field
 - b. Discuss development of 16-acres non-aeronautical use, Buchanan Field
8. Discuss ARFF (Aircraft Rescue and Firefighting)/Administration/Terminal Building Development, Buchanan Field
9. Discuss Buchanan Field Capital Improvement Projects
10. Report on Habitat Management Land and Brushy Creek Conservation Bank Grazing License Solicitation Process, Byron Airport
11. Girls in Aviation Day, Buchanan Field
12. The next meeting is currently scheduled for September 13, 2023
13. Adjourn

The Airports Committee will provide reasonable accommodations for persons with disabilities planning to attend Airports Committee meetings. Contact the staff person listed below at least 96 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Airports Committee less than 96 hours prior to that meeting are available for public inspection at 550 Sally Ride Drive, Concord, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Greg Baer, Airports Directors
Phone (925) 681-4200, Fax (925) 646-5731
Greg.Baer@airport.cccounty.us