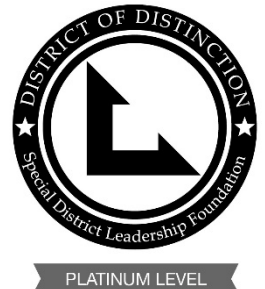




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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 October 4, 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 September 20, 2023.
2. Approve SPECIAL Board of Directors Town Hall Event DRAFT Meeting Minutes from September 16, 2023.
3. Approve Register of District Invoices.

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.

E. MUNICIPAL ADVISORY COUNCIL

F. PRESENTATIONS

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Provide Design and Construction Engineering Services for Cathodic Protection Test Station Improvements.
2. Discussion and Possible Action to Approve Lions Club Tree Lighting Event & Cocoa with Santa.

H. MANAGER'S REPORT

1. Landscape Update.

I. GENERAL MANAGER'S REPORT

J. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Kevin Graves) October 4, 2023.
 - b. Finance Committee Meeting (Committee Members Ashley Porter and Carolyn Graham) October 4, 2023.
 - c. Water and Wastewater Committee Meeting (Committee Members Ashley Porter and Kevin Graves) October 4, 2023.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Contra Costa County Aviation – August 14, 2023 (Director Kevin Graves).

L. CORRESPONDENCE

1. Contra Costa County – Department of Conservation and Development.

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on October 18, 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."

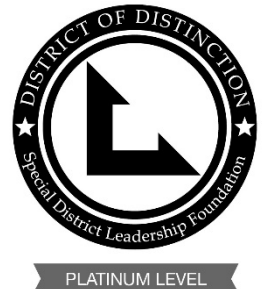
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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 September 20, 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 7:00 p.m.
2. Director Gutow led Pledge of Allegiance.
3. Roll Call was taken, and all members were present.

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

- The first speaker mentioned the delineators at the entrance of Discovery Bay and the landscaping throughout the Town. He also would like a Town-wide Homeowners Association.
- The second speaker put a landscaping survey on both Facebook and Nextdoor.

C. CONSENT CALENDAR

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

1. Approve Regular Board of Directors DRAFT Meeting minutes from September 6, 2023.
2. Approve Register of District Invoices.
3. Approve Annual Disclosure Pursuant to California Government Code Section 53065.5

Director Gutow made a Motion to Approve the Consent Calendar.

Director Graham seconded.

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

D. PRESENTATIONS

1. Veolia Presentation.

Presented by Veolia Project Manager Anthony Harper.

- Thirty-two valves were exercised in August 2023.
- Well 7 is scheduled for repair around mid-October.
- All lift stations are active.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve the Purchase and Installation of New Audio-Video Equipment for the Town of Discovery Bay Board Room.

Presented by Assistant General Manager Allan Cantando.

- The existing Board Room audio/video system is inadequate for the needs of the Town.
- All of the equipment can be relocated if there is a new site for the Board meetings in the future.

Public Comment:

- The first speaker feels the quote is high.
 - The second speaker felt the system was more than was needed by the District. He believes training should be included in the purchase of any future system.
- Vice President Callahan felt the quote was overblown.
 - President Porter asked for clarification of how many quotes were received.
 - Director Graves suggested staff look into getting more quotes before a decision is made on this item.
 - Staff was directed to get more quotes and present them at a future Board Meeting.
 - No action was taken on this item.

2. Discussion and Possible Action to Approve the Paws on Parade Event at the Community Center on October 21, 2023.

Presented by Recreation Supervisor Monica Gallo.

Vice-President Callahan recused himself as he was asked to be a vendor at this event. Director Gutow also recused himself as he is on the Board of the Lions Club.

- The Lions Club would like to hold a Paws on Parade event at the Community Center lawn on October 21, 2023.
- There will be a parade, vendors and food sold at the event.
- Proceeds will be given to the Town.
- Staff would like to waive the \$150.00 rental fee due to the Town being the recipient of funds raised.

Director Graham made a motion to approve staff recommendation to approve the Discovery Bay Lions Club, Paws on Parade Event at the Community Center on October 21, 2023, subject to the "Conditions of Approval" required by Town staff and authorize the General Manager to waive rental fees of \$150.00 associated with the event.

Director Graves seconded.

Vote: Motion carried – AYES: 3, NOES: 0, ABSTAINED: 2 - Callahan, Gutow, ABSENT: 0

3. Discussion and Possible Action to Approve the Community Center Wallball Surface, Cornell Park Tennis/Pickleball Resurface and Slifer Park Basketball Resurface.

Presented by Recreation Supervisor Monica Gallo.

- Staff has previously worked with Saviano and is pleased with their work.
- Wall Ball surface would cost \$12,000 paid out of the Community Center Account.
- Cornell Park tennis courts and pickleball courts will utilize \$14,000 of the approved fiscal year 2023-2024 budget.
- Slifer Park basketball court will be paid from funds that the County has budgeted for Zone 61.

Director Gutow stated this was reviewed by the Parks and Recreation Committee and he is looking forward to these improvements.

Vice-President Callahan concurred.

Director Gutow made a Motion to Approve staff recommendation to (1) Resurface the Community Center Wallball Surface, (2) Resurface the Cornell Park – 1 Tennis Court and 2 Pickleball Courts, and (3) Resurface the Slifer Park Basketball Court and authorize the General Manager to approve and execute all contracts.

Vice-President Callahan seconded.

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

4. Discussion and Possible Action to Approve Funding for the Discovery Bay Front Entrance Replacement Uplighting.

Presented by Parks and Landscaping Manager Bill Engelman.

- The uplighting on the trees at the entrance to Discovery Bay has not been operational for some time.
- Solar is not a viable solution.
- Staff met with three contractors.
- Lucas Electric was the lowest at \$12,000.00

Director Gutow made a Motion to Approve funds in an amount not to exceed \$12,000.00 for replacement uplighting at the front entrance of Discovery Bay and authorize the General Manager to execute any and all contracts and payments to Lucas Electric.

Director Graham seconded.

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

F. MANAGER'S REPORT

1. Recreation Update.

Presented by Recreation Supervisor Monica Gallo.

- All of the pickleball courts will be repainted. They are under warranty.
- Courts will be closed October 2nd-October 9th for the repainting.

G. GENERAL MANAGER'S REPORT

1. General Updates.

Presented by General Manager Dina Breitstein.

- Second Annual Town Hall Event was held on September 16th, 2023.
- Willow Filter Project will begin in November.
- Clipper Drive Project is almost complete.
- Weeding was done on the portion of Highway 4 for which the Town is responsible.
- Fencing was replaced around Ravenswood Park.

H. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Con Fire Meeting – September 12, 2023 (Director Carolyn Graham).

I. ADJOURNMENT

1. Adjourned at 7:57p.m. to the next Regular Meeting of the Board of Directors on October 4, 2023 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

**MEETING MINUTES
OF THE SPECIAL TOWN HALL EVENT
OF THE TOWN OF DISCOVERY BAY
Saturday, September 16, 2023
SPECIAL TOWN HALL EVENT 11:00 A.M.**

SPECIAL MEETING 11:00 A.M.

A. ROLL CALL

1. Called business meeting to order 11:00 a.m.
2. Roll Call was taken, and all Board members were present.

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

- Bill Weber, Commander of Veterans Of Foreign Wars Post 10789 spoke. He held a moment of silence for those who had passed.

C. OPEN FORUM

1. Town Hall Event
 - a. Board President Address.
 - b. Tabletop Presentations with Town Staff and Consultants.

D. ADJOURNMENT

1. Adjourned at 1:00p.m. to the Next Regular Board of Director's Meeting, September 20, 2023 beginning at 7 PM 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."

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 4, 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 \$ 359,796.35

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 2023/2024

AGENDA ITEM: C3

Request for Authorization to Pay Invoices
For The Meeting On October 4, 2023
Town of Discovery Bay CSD
Fiscal Year 7/23 - 6/24

Pacific Gas & Electric	\$169,844.21
San Joaquin County Office Of Ed	\$68,129.08
Luhdorff & Scalmanini	\$42,552.90
Brentwood Decorative Rock, Inc.	\$19,957.41
Town of Discovery Bay CSD	\$12,969.70
Precision IT Consulting	\$9,598.23
BrightView Landscape Services, Inc.	\$6,440.00
Artisan Panels, Inc.	\$5,513.62
Freedom Mailing Service, Inc	\$3,699.18
Valencia Janitorial Plus	\$3,090.00
Watersavers Irrigation Inc.	\$2,665.87
Lincoln Aquatics	\$2,346.61
Arrow Sign Company	\$2,039.75
Mt Diablo Resource Recovery	\$1,853.73
Discovery Bay Lions Club Foundation	\$1,500.00
BSK Associates	\$1,272.00
Bill Brandt Ford	\$1,237.33
Causey Demgen & Moore PC	\$1,000.00
National Aquatic Services, Inc.	\$700.00
Karrie Hebert	\$583.50
ODP Office Solutions, LLC	\$546.73
Discovery Bay Studios	\$450.00
Aetypic, Inc.	\$425.00
Neumiller & Beardslee	\$387.00
Discovery Pest Control	\$286.88
UniFirst Corporation	\$216.99
Upper Case Printing, Inc.	\$184.17
Denalect Alarm Company	\$111.00
Water Utility Refund Customers	\$82.74
Cintas	\$78.14
Verizon Wireless	\$25.02
Janie Carter	\$9.56

\$359,796.35



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 4, 2023

Prepared By: Mike Yeraka, Projects Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Provide Design and Construction Engineering Services for Cathodic Protection Test Station Improvements.

Recommended Action

- a. Approve the scope and budget contained in the Luhdorff & Scalmanini ("LSCE") proposal dated September 20, 2023, to provide design and construction engineering services for cathodic protection test station improvements,
- b. Authorize the General Manager to execute the Town's standard form of professional services agreement with LSCE to provide design and construction engineering services in an amount not to exceed \$58,882 plus 10% for contingencies.

Executive Summary

Cathodic protection is the term used for protecting the Town's buried metallic water fittings from corroding by connecting them to buried sacrificial Zinc anodes installed during construction of the water lines and installing test stations in order to check that the protection is working properly. During an inventory survey of the Town's cathodic protection system it was discovered that several dozen test stations are in need of repair in order for them to function properly and protect the buried metal fittings they are connected to from corroding.

Attached is a Scope of Work from Luhdorff and Scalmanini in the amount of \$58,882 to complete the survey of the test stations that need to be repaired, prepare the design to have a contractor perform the repairs and provide engineering services during construction of the repairs. It is expected that the construction costs will be in the order of \$150,000 plus contingencies for an overall project budget of \$220,000.

Staff will also be working on the necessary project CEQA document for approval at a subsequent Board Meeting.

Specific Committee Action:

- a. Approve the scope and budget contained in the Luhdorff & Scalmanini ("LSCE") proposal dated September 20, 2023, to provide design and construction engineering services for cathodic protection test station improvements,
- b. Authorize the General Manager to execute the Town's standard form of professional services agreement with LSCE to provide design and construction engineering services in an amount not to exceed \$58,882 plus 10% for contingencies.

Previous Relevant Board Actions for This Item

The project has been identified in previous fiscal year budgets.

Fiscal Impact: Funds are available from the Water Reserves Account

Amount Requested: \$58,882 and \$5,888 as 10% contingencies

Sufficient Budgeted Funds Available? Yes

Prog/Fund # Category: TBD

Attachments

1. LSCE Proposal "Scope and Budget for Cathodic Protection Test Station Improvements" dated September 20, 2023.

AGENDA ITEM: G1

September 20, 2023
File No. 23-5-105

Mr. Mike Yeraka
Projects Manager
Town of Discovery Bay
Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94514

**SUBJECT: Scope and Budget Proposal
Cathodic Protection Test Station Improvements
Town of Discovery Bay**

Dear Mr. Yeraka:

Luhdorff and Scalmanini Consulting Engineers (LSCE) is pleased to provide this scope and budget to the Town of Discovery Bay Community Services District (District) to provide design engineering and construction project management support for the Cathodic Protection Test Station Improvements project. The services include project management and administration, plans and specifications, bidding assistance, and engineering services during construction.

BACKGROUND

From mid-2021 through early 2022, JDH Corrosion Consultants, Inc. (JDH) has broadly surveyed the existing cathodic protection test stations already installed throughout the District's service area while simultaneously conducting a soil corrosivity study. Based on the findings developed by JDH, many of the test stations are in satisfactory condition and provide adequate protection to the water system infrastructure per NACE Standards. JDH has also found many other test stations and areas of the water system which require repair or installation of new cathodic protection stations which are included in the scope of this proposal.

This project focuses on improvements to all unsatisfactory or otherwise non-functional cathodic protection test stations to ensure that all stations are fully functional and compliant per NACE Standards. The scope includes developing design plans and specifications identifying the specific scope of work needed to repair the test stations, providing bidding assistance to the District once the bid package is distributed for public solicitation, construction management support through the start of construction to project closeout, cathodic protection system testing/checkout after installation, and a stamped checkout report issued by JDH. LSCE will principally provide overall project management oversight for the project from design to completion. JDH will be a sub-consultant to LSCE and will principally provide design services, construction support as needed, and testing/checkout services.

SCOPE OF WORK

The scope of work outlined below includes the tasks required to support the design and construction phases of the overall project. The proposed scope of work items were developed based on our understanding of the District's needs and our experience with projects of similar size and scope.

Task 1 - Project Management and Administration

This task provides for project management and administrative activities throughout the duration of the project, such as:

- Contractual Arrangements
- Ongoing Examination Regarding Adherence to The Scope, Budget, and Schedule
- Coordination of Staff Resources
- Review of Work Products
- Management of Subcontractors
- Billing Review
- Scoping and Budgeting

Task 1 Deliverables

- Monthly Invoices

Task 2 - Design Plans and Specifications

LSCE will utilize the District's existing front-end specifications associated with recently completed CIP projects and update/edit as needed for the overall cathodic protection system improvement project. LSCE will also work with JDH to prepare and review the design plans and technical specifications for the project. JDH will prepare all design drawings, site plans, specifications, and cost estimates for the project. This Task includes the following specific work items:

1. Site reconnaissance to identify locations of missing test stations and verifying which test stations will require anodes.
2. Prepare detailed design drawings and site plans for the new test stations and anodes. Prepare detailed installation drawings showing the location of each test station. Design details will be prepared in AutoCAD Release 2020 format and electronically transmitted to the District for review. At seventy-five (75) percent and hundred (100) percent completion, design plans and specifications will be provided to the District for review and comment. A meeting will be held with the District following each design deliverable to discuss comments and changes to the design.
3. Prepare technical design specifications for all proposed cathodic test station and anode installation work.
4. Prepare detailed engineering cost estimate for supply of materials and installation of the new cathodic test stations.

Task 2 Deliverables

- Two (2) digital sets of Plans and Specifications with an Engineer's Estimate for both the 75-percent and 100-percent design submittals.
- Front-End Specifications
- Cost Estimate

Task 3 - Bidding Assistance

LSCE will coordinate with the District and JDH to identify a minimum of two specialty corrosion control contractors who may be interested in bidding on this project for the District's review and approval. In close coordination with JDH, LSCE plans to advertise the bidding package to local builder's exchanges, send out any addendums, answer questions from contractors, attend and conduct a pre-bid conference at the District's office, review and tabulate bids that have been received, and make a recommendation for bid award.

Task 3 Deliverables

- Plan holders list, pre-bid agenda, and meeting minutes
- Responses to contractor questions, addendums, bid tabulation, and a recommendation letter for award.

Task 4 - Engineering Services During Construction

LSCE's approach to providing construction support services involves a close relationship with construction timing, schedule, and administrative processes. This task assumes the project is constructed in accordance with the approved Plans and Specifications.

Construction Project Meetings

LSCE will hold a pre-construction meeting with TODB and the Contractor to confirm the Contractor's understanding of the intent of the contract documents. LSCE will coordinate with the Contractor and District throughout construction to discuss construction progress, inspections, and technical issues during construction. LSCE will discuss construction status items such as schedules, change orders, RFIs, inspections, progress payments, and any technical issues with the District, JDH, and Contractor as needed. LSCE and JDH will attend a final site visitation (post-construction) with the Contractor and District to confirm all final installation, cleanup, and restoration of the project. Construction meetings are assumed to occur over an estimated four-month construction period.

Submittals and RFI

LSCE will review submittals and requests for information (RFI) submitted by the Contractor according to the bid set of plans and specs. Submittal and RFI spreadsheet logs will be maintained to track and document reviews. After review, LSCE will provide a submittal or RFI response accordingly to the Contractor upon District approval.

On-Site Visits

LSCE/JDH will provide scheduled on-site field visits during construction to assist with installation, system startup and commissioning of the new test stations and anodes. The site visits are also crucial to ensure that the contractor understands the design intent and proper installation methods. A total of up to five (5) inspections between LSCE and JDH are assumed. LSCE or JDH will prepare a field report for each site visit indicating the date and times, people on site, material delivered, work completed, and corrections noted.

Test Station Checkout Report

LSCE/JDH will perform a checkout of the new test stations following installation and prepare a checkout report that contains the base line potentials for the subject buried water mains and fittings (i.e. "On" and "Off" potential measurements).

Cathodic Protection System Checkout Report

LSCE/JDH will provide a checkout report following the final system checkout certifying that the subject test stations have been designed and installed in accordance with Town of Discovery Bay Corrosion Control Standards. This letter will be signed and stamped by a licensed Corrosion Engineer.

Task 4 Deliverables

- Pre-Construction conference in-person meeting, agenda
- Bid Addendums (1 total assumed)
- Bid results tabulation
- Submittal and RFI reviews/responses (10 Submittals and 3 RFIs assumed)
- Milestone Inspections - 3 total by Corrosion Engineer
- Field Reports
- Test Station Checkout Report
- Cathodic Protection System Checkout Report

SCHEDULE

LSCE will start the project upon obtaining the a notice to proceed from the District. LSCE anticipates the design services will be completed in approximately three months assuming timely design review and minimal design comments received between the 75% and 100% design phases. Bidding for the project is targeted to occur in early 2023. Construction of the project is anticipated to be completed by late 2023 or early 2024.

BUDGET

The budget summary associated with the Scope of Work items described above is presented below in the cost table. A detailed cost estimate is also attached.

Task	Description	Outside Services*	LSCE Services	Total
1	Project Management and Administration	\$4,025	\$3,280	\$7,305
2	Design Plans and Specifications	\$23,529	\$6,770	\$30,299
3	Bidding Assistance	\$0	\$4,780	\$4,780
4	Engineering Services During Construction	\$8,878	\$7,620	\$16,498
Total		\$36,432	\$22,450	\$58,882

*Outside services include the subconsultant costs for cathodic protection engineering services provided by JDH Corrosion Consultants.

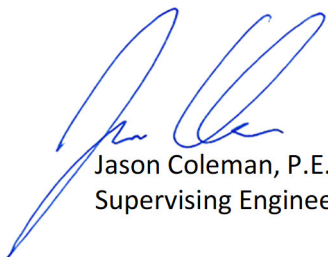
LSCE will bill monthly for labor and expenses in accordance with LSCE's Schedule of Fees for Engineering and Field services (attached). If LSCE is directed to deviate from the proposed scope, or as caused by unforeseen field conditions, LSCE will provide notification of any potential changes in the estimated cost and time and materials to complete the work. LSCE will not proceed with any work that deviates from the approved scope and budget until approval to proceed is granted by the fiscal agent.

Typical items that may affect the cost of a task include:


- Significant changes in materials cost
- Unforeseen site conditions
- Delays in obtaining required permits
- Items or conditions that could not reasonably be anticipated at the time of proposal preparation
- Delays during construction that extend LSCE's construction administrative roles
- Longer than anticipated review of plans, specifications, and permits by others

We appreciate the opportunity to provide you with this scope and budget. LSCE stands ready to proceed with your authorization. Please do not hesitate to contact Jason Coleman at (530) 661-0109 or jcoleman@lsce.com should you have any questions or require any additional information.

Sincerely,
LUHDORFF AND SCALMANINI
CONSULTING ENGINEERS



Jason Coleman, P.E.
Supervising Engineer



Oscar Serrano, P.E.
Senior Engineer

Attachments

- A. Detailed Cost Estimate Worksheet
- B. 2023 Schedule of Fees for Engineering and Field Services

Client: Town of Discovery Bay
 Project: CP Test Station Improvements
 Estimated By: OS, JC
 Date: August 29, 2023

Cost Estimate for
 CP Test Station Improvements



Task Name and Activities	LSCE (hours and fee)							DIRECT EXPENSES			TOTALS
	Supervising	Senior	Project	Project	Staff	AutoCAD	Clerical	JDH (Corrosion)	Travel Expenses	Copies / Other	
	Professional	Professional	Professional	Professional	Professional	Drafter/GIS					
	\$220	\$200	\$175	\$175	\$145	\$145	\$87		Incurred	Incurred	
Task 1: Project Management and Administration											
Project Management and Administration	4	12									
LSCE (hours)	4	12	0	0	0	0	0				16
LSCE (cost)	\$880	\$2,400	\$0	\$0	\$0	\$0	\$0				\$3,280
Subconsultant								\$4,025			\$4,025
Direct Expenses									\$0	\$0	\$0
											Task 1 Subtotal
											\$7,305
Task 2: Design, Plans, and Specifications											
50% Plans, Specifications, Front End and Cost Estimate	1	2	4								
100% Plans, Specifications, Front End and Cost Estimate	1	2	4								
Bid Set	1	1	2								
Design Review Meetings (2)	8	8									
LSCE (hours)	11	13	10	0	0	0	0				34
LSCE (cost)	\$2,420	\$2,600	\$1,750	\$0	\$0	\$0	\$0				\$6,770
Subconsultant								\$23,529			\$23,529
Direct Expenses									\$0	\$0	\$0
											Task 2 Subtotal
											\$30,299
Task 3: Bidding Assistance											
Bidding Assistance: Agenda, Pre-Bid Meeting, Meeting Minutes Addendum (1), Bid Review	4	12	8						\$100		
LSCE (hours)	4	12	8	0	0	0	0				24
LSCE (cost)	\$880	\$2,400	\$1,400	\$0	\$0	\$0	\$0				\$4,680
Subconsultant											\$0
Direct Expenses									\$100	\$0	\$100
											Task 3 Subtotal
											\$4,780
Task 4: Engineering Services During Construction											
Pre-Construction Meeting, meetings (4)	4	12	4						\$100		
Submittals, RFI	2	12	4								
LSCE (hours)	6	24	8	0	0	0	0				38
LSCE (cost)	\$1,320	\$4,800	\$1,400	\$0	\$0	\$0	\$0				\$7,520
Subconsultant								\$8,878			\$8,878
Direct Expenses									\$100		\$100
											Task 4 Subtotal
											\$16,498
Total LSCE Hours	25	61	26	0	0	0	0				112
Total LSCE Cost	\$5,500	\$12,200	\$4,550	\$0	\$0	\$0	\$0				\$22,250
Total Sub-Consultant Cost								\$36,432			\$36,432
Total Direct Expenses Cost									\$200	\$0	\$200
COST PROPOSAL - TOTAL											\$58,882

2023 SCHEDULE OF FEES ENGINEERING AND RELATED FIELD SERVICES

Professional*

Senior Principal	\$247/hr.
Principal Professional.....	\$236/hr.
Supervising Professional	\$228/hr.
Senior Professional	\$190 to 210/hr.
Project Professional	\$165 to 175/hr.
Staff Professional	\$145 to 160/hr.

Technical

Engineering Inspector	\$145/hr.
ACAD DMS/GIS.....	\$145/hr.
Engineering Assistant.....	\$120 to 145/hr.
Scientist.....	\$120 to 145/hr.
Technician.....	\$120 to 145/hr.

Project Admin Support

Word Processing, Clerical.....	\$94/hr.
Digital Communications Specialist	\$105/hr.
Project Admin/Accounting Assistant	\$110/hr.

Vehicle Use	\$0.655/mi(or curr. IRS rate)
Subsistence	Cost Plus 15%
Groundwater Sampling Equipment (Includes Operator)	\$170.00/hr
Copies	\$0.20 ea.
Professional or Technical Testimony	200% of Regular Rates
Technical Overtime (if required)	150% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%

* Engineer, Geologist, Hydrogeologist, and Hydrologist



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 4, 2023

Prepared By: Monica Gallo, Recreation Programs Supervisor
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action to Approve Lions Club Tree Lighting Event & Cocoa with Santa.

Recommended Action

Approve the Discovery Bay Lions Club Tree Lighting Event and Cocoa with Santa at the Community Center Parking Lot on December 1, 2023, subject to the "Conditions of Approval" required by Town staff.

Executive Summary:

The Discovery Bay Lions Club is requesting to use the Community Center parking lot for their tree lighting event.

This is a free event for the community and will include cocoa with Santa, and Santa and his sleigh will be on site for any interested in a photo-op.

The event will include pop-up tents in the parking lot where Vin Alegro will sell alcohol. There will also be amplified sound, a DJ, entertainment in the form of the Liberty High School Rent-A-Caroler, and food to be given away to an estimated 200 participants.

The Lions Club, will agree to the following "Conditions of Approval":

1. Event set up time 5:00pm – 6:00pm. Event Time 6:00pm – 8:00pm. Clean up completed by 8:30pm.
2. No vehicle parking or driving on the Community Center lawn.
3. Lions Club is responsible for all garbage, site cleanup, and removal of garbage immediately following the event. No Town dumpster may not be utilized.
4. All food served requires a copy of the County Health permit provided to the Community Center prior to the event.
5. Provide General Liability Insurance for \$1,000,000 naming the Town of Discovery Bay as certificate holder, additional insured and include the additional insured endorsement. Insurance must be provided to the Community Center at least 2 weeks prior to the event.
6. Provide special event insurance policy due to alcohol being serviced. Policy must be proved to the Community Center at least 2 weeks prior to the event.
7. First aid kits and fire extinguishers (minimum of two each) are required to be on site at all times.
8. Must at all times follow the directions and instructions of Town staff.
9. Participate in a post event "After Action" meeting with Town staff.

There are no fees or costs to the Town associated with this event, as there is no fee schedule for use of the Community Center parking lot.

Attachments

AGENDA ITEM: G2



**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
"Byron Airport"
500 Eagle Court, Byron**

**Please note
location change!**

Thursday, September 14, 2023, 10:00 a.m.

***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.***

The Aviation Advisory Committee (AAC) will provide reasonable accommodations for persons with disabilities who plan to attend its scheduled meetings. Call the Director of Airports Office at (844) 359-8687 at least 24 hours in advance. Any disclosable public records related to this meeting are available for public inspection at the Director of Airports Office, 550 Sally Ride Drive, Concord, during normal business hours.

SIGN IN WITH THESE ZOOM INSTRUCTIONS:

- No registration is required
- Access via Zoom is available using the following link:
<https://us06web.zoom.us/j/95439755558?pwd=ZkIkZkdnMk8wcjlCOHMxdEJodmlWZz09>
- Follow the prompts to open Zoom and enable computer video and audio.
- Meeting ID: **954 3975 5558**
- To call in from mobile or landline phone (audio only, no video), call the following number and enter the meeting ID above: **1 669 900 6833**

Persons who wish to address the Aviation Advisory Committee during public comment on matters within the jurisdiction of the Aviation Advisory 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 via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing "#2" on their phone.

For assistance in advance of the meeting with remote access contact Airports staff at (925) 681-4200 or email airport.team@airport.cccounty.us.

SEE BACK

1. Roll Call

2. Public Comment Period

3. Approval of the Aviation Advisory Committee's May 11, 2023, Meeting Minutes

4. Consider Consent Items

- a. Accept relevant Board Orders (May, June, July and August 2023)
- b. Accept the Airport Noise & Statistics Report for April and May, June, and July 2023

5. Presentation/Update

- a. Girls in Aviation Day – September 23, 2023

NICK PROSPERATA

6. Discussion/Action Items

- a. Aviation Advisory Committee Term Expiration and Vacancies
- b. Airport Land Use Commission Vacancy
- c. Required Implicit Bias Training for County Advisory Bodies
- d. Review and Discuss Development Projects
 - i. ARFF/Admin/Terminal Building, Buchanan Field Airport
 - ii. Buchanan Field Airport Security Project Update
- e. Formation of Unleaded Fuel Subcommittee
- f. Update on Airport Events
 - i. Young Eagles/Young Falcons
 - ii. Opening of ARFF/Admin/Terminal Building

6. Future Agenda Items

7. Adjourn

*Next AAC Meeting is scheduled for November 9, at 10:00 am at the **Airport Clubhouse, Buchanan Airport***

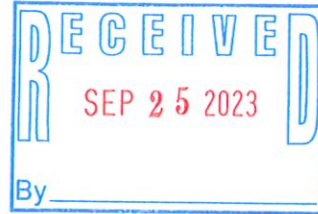
Next Airport Committee Meeting: December 4, 2023, at 11:00 am

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone:1-855-323-2626

**Contra
Costa
County**



John Kopchik
Director

Maureen Toms
Deputy Director

Ruben Hernandez
Deputy Director

Jason Crapo
Deputy Director

Gabriel Lemus
Assistant Deputy Director

**NOTICE OF PREPARATION AND
NOTICE OF PUBLIC SCOPING MEETING**

- Date:** September 20, 2023
- To:** California State Clearinghouse
Contra Costa County Clerk
Responsible and Trustee Agencies
Interested Parties and Organizations
- Subject:** Notice of Preparation (NOP) for the Contra Costa County 2045 General Plan and Climate Action Plan Environmental Impact Report (EIR) and Notice of Public Scoping Meeting
- Applicant:** Contra Costa County
30 Muir Road, Martinez, CA 94553
(925) 655-2898
- Lead Agency:** Contra Costa County
- Contact:** Will Nelson, Principal Planner (925) 655-2898
- Project Title:** Contra Costa County 2045 General Plan and Climate Action Plan Updates
- Scoping Meeting:** October 16, 2023, 3:30 PM

PURPOSE

In accordance with Section 15021 of the California Environmental Quality Act (CEQA) Guidelines, Contra Costa County, as lead agency, will prepare an Environmental Impact Report (EIR) for the Contra Costa County 2045 General Plan and Climate Action Plan. Pursuant to Section 15082(a) of the CEQA Guidelines, Contra Costa County (County) has issued this Notice of Preparation (NOP) to provide responsible agencies, trustee agencies, and other interested parties with information describing the Housing Element Update and its potential effects. The County is soliciting your comments on the scope of the environmental analysis.

Public agencies and members of the public are invited to provide comments in writing as to the scope and content of the EIR. It is particularly important for the County to understand the scope and content of the environmental information that is germane to each agency's statutory responsibilities in connection with the proposed project.

Section 15082(b) of the CEQA Guidelines requires comments to be provided within 30 days of receipt of a NOP. In compliance with the time limits mandated by CEQA, the comment period for this NOP begins **Wednesday, September 20, 2023**, and ends **Friday, October 20, 2022, at 4:00 PM**. Please email your written comments to Will Nelson at AdvancePlanning@dcd.cccounty.us or physically mail them to:

Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Attn: Will Nelson

When providing comments, please include the name, email and/or telephone number for a contact person at your agency or organization who can answer questions about the comment.

PROJECT LOCATION

Contra Costa County is located in the San Francisco Bay Area in Northern California. It is bordered by San Francisco Bay to the west, San Pablo Bay and Suisun Bay to the north, Alameda County to the south, and San Joaquin County to the east (see Figure 1, *Regional Location*). Major interstates and State routes include Interstate 80, Interstate 580, Interstate 680, Highway 4, Highway 24, and Highway 242.

The Contra Costa County 2045 General Plan outlines a project area that excludes land within incorporated municipalities' limits (i.e., its authority is limited to the unincorporated areas within the county). In addition, Measure C-1990 established the 65/35 Land Preservation Standard and Urban Limit Line (ULL). The 65/35 Land Preservation Standard restricts urban development to 35 percent of the county's land area, while the remaining 65 percent must be preserved for agriculture, open space, parks, and other non-urban uses. The ULL limits the areas where urban development can occur. The EIR will examine potential impacts on lands within unincorporated Contra Costa County, including land within and outside the ULL and within each municipality's sphere of influence (SOI), which is referred to as the "EIR Study Area". (Figure 2)

PROJECT DESCRIPTION & SUMMARY

The County of Contra Costa is preparing comprehensive updates to its existing General Plan and CAP. The updates will establish County land use policy through 2045 and reduce greenhouse gas (GHG) emissions and enhance community resiliency.

State law requires that the General Plan contain seven elements: Land Use, Circulation, Housing, Open Space, Noise, Safety, and Conservation. Environmental justice must also be addressed,

either in its own element or throughout the General Plan (Contra Costa County has taken a hybrid approach). The content of the elements is outlined in State law. The updated General Plan will include all State-required elements and two optional elements, Growth Management and Public Facilities and Services. The Housing Element is being updated in parallel to the rest of the General Plan. The updated Housing Element was adopted by the County Board of Supervisors on June 13, 2023, and is undergoing revision following a review by the California Department of Housing and Community Development.

Contra Costa County's existing General Plan was adopted in 1991, with minor revisions occurring in 2005. The overall purpose of the General Plan Update is to create a modern General Plan that articulates a vision for the county's long-term physical form and development, while preserving and enhancing the quality of life for Contra Costa County's residents. The key components of this project include broad community goals for the future of Contra Costa County and specific policies and implementing actions that help achieve the goals. The updated General Plan will modernize the County's policy framework to address the current requirements of State law, with emphasis on the topics of environmental justice, economic development, community health, and sustainability. The General Plan Update will also include numerous land use changes in unincorporated communities where change or enhancement of existing uses is desired through 2045.

Finally, the project includes an update to the County's 2015 CAP. The CAP will be a separate document that sets targets and establishes measures to reduce GHG emissions in unincorporated Contra Costa County, consistent with State targets.

ENVIRONMENTAL IMPACT REPORT

As all the CEQA topics will be included in the EIR, the County has not prepared an Initial Study as permitted in Section 15060(d) of the CEQA Guidelines.

PROBABLE ENVIRONMENTAL EFFECTS

The EIR for the Contra Costa County 2045 General Plan and CAP will address the range of impacts that could result from adoption and implementation of the proposed plans. Below is a list of environmental topics that will be examined in the Contra Costa County 2045 General Plan and CAP EIR.

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

- Tribal Cultural Resources
- Utilities and System Services
- Wildfire

TYPE OF EIR

The County of Contra Costa is the Lead Agency and will prepare a programmatic Environmental Impact Report (EIR) for the Contra Costa County 2045 General Plan and Climate Action Plan (CAP) Updates. This programmatic EIR will address the environmental impacts associated with implementation of the broad policy direction contained in the updated General Plan and CAP. Because this EIR will not evaluate detailed, site-specific projects under the General Plan and CAP, the analysis will tend to be of a more qualitative nature than project EIRs.

PUBLIC SCOPING MEETING

The Contra Costa County Zoning Administrator will conduct a public scoping meeting for the Contra Costa County 2045 General Plan and CAP EIR on **Monday, October 16, 2023, at 3:30 PM**. Interested agencies, organizations, and members of the public are encouraged to attend and provide comments on environmental issues related to the Contra Costa County 2045 General Plan and CAP. The comments provided during the meeting will assist the County in scoping the potential environmental effects of the Contra Costa County 2045 General Plan and CAP to be addressed by the EIR. The scoping meeting will be held on Zoom and will be accessible online and by phone using the following information:

Online:

<https://cccouny-us.zoom.us/j/83282855493>

Meeting ID: 83282855493

Phone:

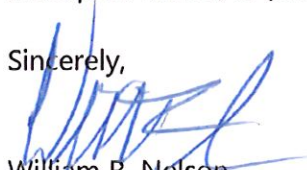
(214) 765-0478 US Toll

(888) 278-0254 US Toll-free

Conference code: 198675

If you have questions or require additional information, please contact Will Nelson, Principal Planner, at (925) 655-2898, or by email at AdvancePlanning@dcd.cccounty.us.

Sincerely,



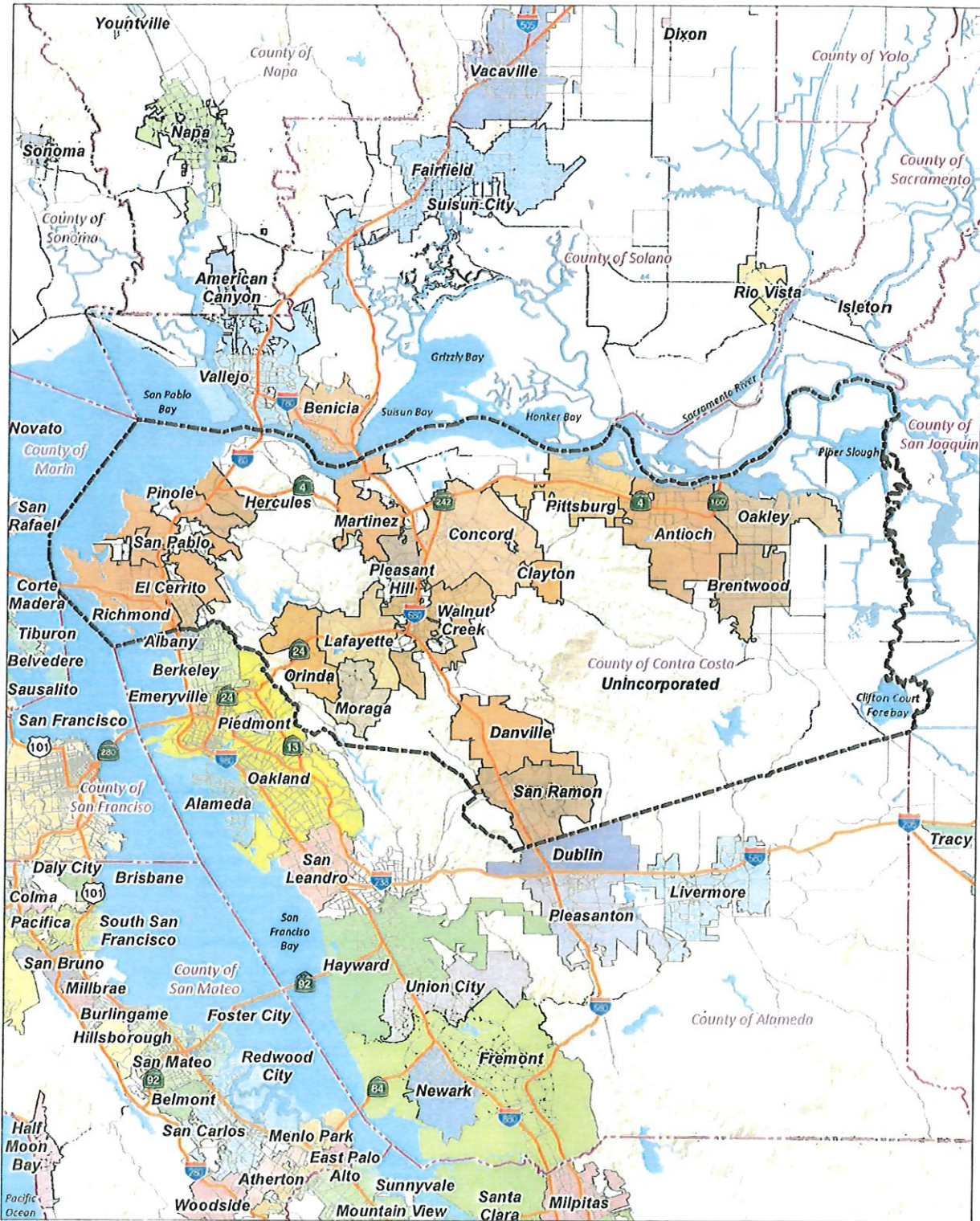
William R. Nelson
Principal Planner

Attachments:

Figure 1 – Regional Location

Figure 2 – EIR Study Area Boundaries

Notice of Preparation



Source: ESRI, 2022

--- Contra Costa County Boundary

--- County Boundary



Figure 1
 Regional Location

Notice of Preparation

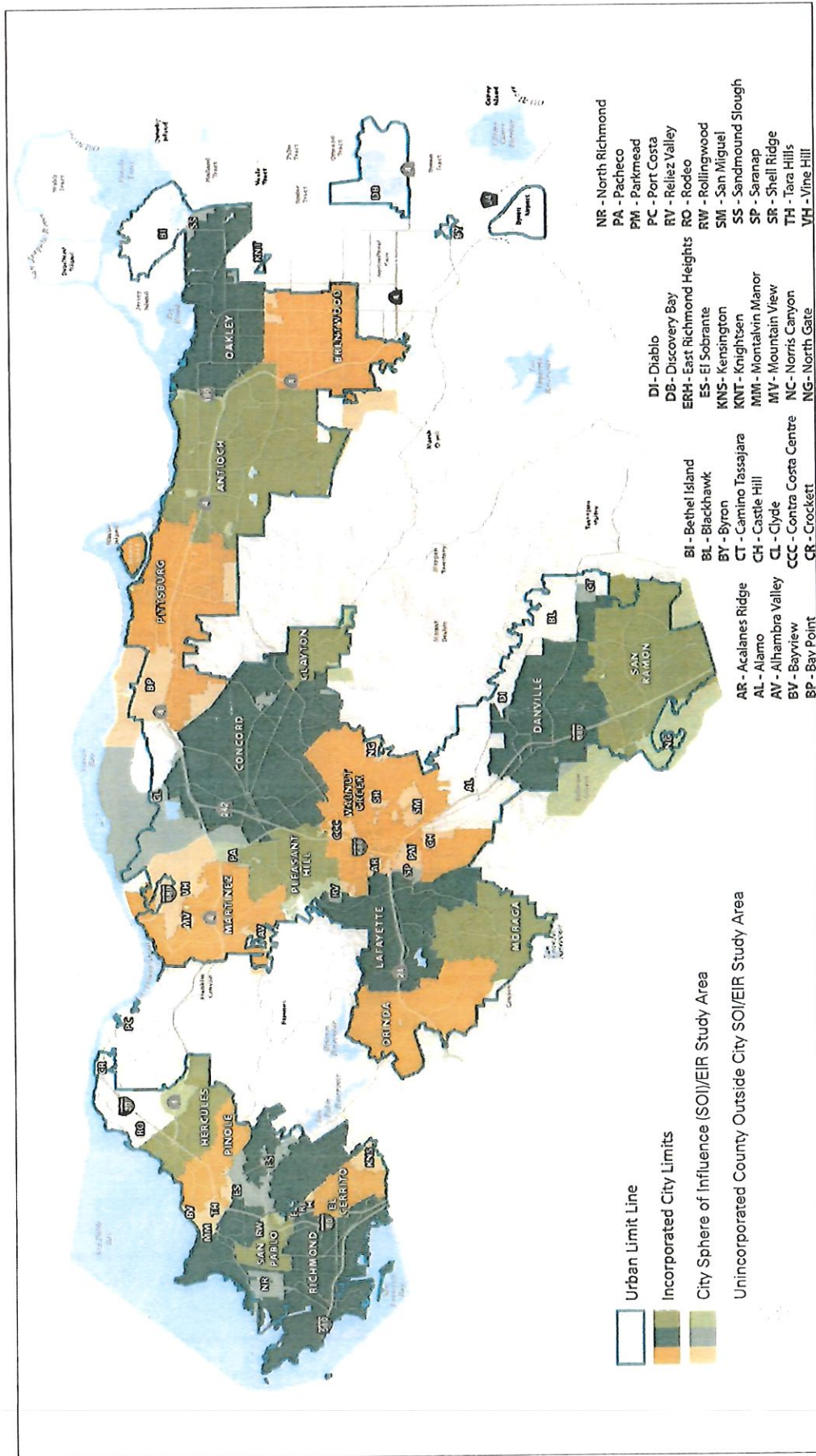


Figure 2
EIR Study Boundaries