



TOWN OF DISCOVERY BAY

"A COMMUNITY SERVICES DISTRICT"

SDLF PLATINUM-Level of Governance

**President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter,
Director Carolyn Graham and Director Lesley Belcher**

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
July 01, 2026 07:00 PM**

To Attend In-Person:

Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505

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 85454370841

To Download Agenda Packet & Materials: <http://www.todb.ca.gov/>

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call Meeting to Order at 7:00p.m.
2. Pledge of Allegiance.
3. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

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 dialogue 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.

- C.1 Approve Regular Board of Directors DRAFT Meeting Minutes from June 17, 2026. Page 5
Sponsor(s): Kelly Rajala, Board Secretary

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

- D.1 Contra Costa County District III Supervisor Diane Burgis Report
D.2 Contra Costa County Office of the Sheriff Report
D.3 California Highway Patrol
D.4 Contra Costa Contra Fire Protection District

E. MUNICIPAL ADVISORY COUNCIL

- E.1 Discussion & Possible Recommendation to Contra Costa County Regarding Agency Comment Request CDLP26-02020 Page 12
Sponsor(s): Stephen Griswold, Assistant General Manager

F. PRESENTATIONS

G. DISCUSSION AND POSSIBLE ACTION

- G.1 Discussion & Possible Action Regarding the Discovery Bay Lions Club Special Event Permit Application for the Summer Jam Event on August 22, 2026. Page 25
Sponsor(s): Monica Gallo, Park & Landscape Manager

G.2 Discussion and Possible Action to Award Contract to Herwit Engineering for Construction Management Services for Wastewater Capital Improvement Projects. Page 32

Sponsor(s): Aaron Goldsworthy, Water & Wastewater Manager

G.3 Discussion and Possible Action to Approve Removal of Concrete Fencing Around Ravenswood Park. Page 39

Sponsor(s): Monica Gallo, Park & Landscape Manager

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. DIRECTOR REPORTS

J.1 Standing Committee Reports

- a. Communications Committee Meeting (Committee Members Lesley Belcher and Bryon Gutow) July 1, 2026.
- b. Parks & Recreation Committee Meeting (Committee Members Carolyn Graham and Bryon Gutow) July 1, 2026.
- c. Water & Wastewater Committee Meeting (Committee Carolyn Graham and Kevin Graves) July 1, 2026.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

L. CORRESPONDENCE

M. LEGAL REPORT

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors on July 15, 2026 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.



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
June 17, 2026 07:00 PM**

President Bryon Gutow
Vice-President Kevin Graves
Director Ashley Porter
Director Carolyn Graham
Director Lesley Belcher

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Meeting was called to order at 7:00p.m.

Director Gutow led the Pledge of Allegiance.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

None.

C. CONSENT CALENDAR

Moved By Vice-President Kevin Graves

Seconded By Director Carolyn Graham

Motion to approve the Consent Calendar.

For (5): President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, Director Carolyn Graham, and Director Lesley Belcher

Motion Carried (5 to 0)

C.1 Approve Monthly Disbursement Report - May 2026

C.2 Approve Regular Board of Directors DRAFT Meeting Minutes from June 3, 2026.

D. MUNICIPAL ADVISORY COUNCIL

D.1 Discussion and Possible Recommendation to Contra Costa County on Agency Comment Request CDDP26-03007.

Presented by Assistant General Manager Stephen Griswold.

- The applicant requests approval of a Development Plan permit to allow the construction of an approximately 497 sq ft accessory building located at 2491 Cove Place.

Moved By Vice-President Kevin Graves

Seconded By Director Ashley Porter

Motion to have no comment.

For (5): President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, Director Carolyn Graham, and Director Lesley Belcher

Motion Carried (5 to 0)

E. PRESENTATIONS

None.

E.1 Veolia Monthly Presentation

Presented by Jeffrey Dobretz of Veolia.

- 1,063 safe work days.
- Safety training is done weekly.
- All wells are active.
- 100% permit compliance.
- 33 million gallons of water treated in May 2026.
- Influent Pump Station, Lift Station G and Lift Station R were all cleaned out.
- Belt Press Dump Truck was repaired.
- Jeffrey Dobretz received his Wastewater Grade 5 certification.

F. DISCUSSION AND POSSIBLE ACTION

F.1 Discussion and Possible Action to Adopt Resolution No. 2026-06 - Approving Annual

Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2026-2027.

Presented by Finance Manager Margaret Moggia.

- Discovery Bay Lighting and Landscape Zone #8 (“Zone 8”) receives annual funding through a portion of property taxes collected within its boundaries.
- Staff has calculated the Appropriations Limit for Zone #8 for FY 2026-2027 to be \$946,681.30.

Moved By Director Carolyn Graham

Seconded By Director Ashley Porter

Motion to approve staff recommendation to adopt Resolution No. 2026-06 establishing the Discovery Bay Lighting and Landscape Zone #8 2026-2027 Appropriations Limit.

For (5): President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, Director Carolyn Graham, and Director Lesley Belcher

Motion Carried (5 to 0)

F.2 Public Hearing to Consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2026-2027; Continue Collection of Assessments on County Tax Roll and Adoption of Resolution No. 2026-07.

Presented by Finance Manager Margaret Moggia.

- Town of Discovery Bay Board of Directors adopted Resolution 2026-03 on April 1, 2025, which directed Herwit Engineering to prepare the assessment report.
- In that report, Herwit determined that based on operating costs, the per parcel assessment should be set at \$853.06 which is the allowable maximum assessment for Zone 9.
- On June 3, 2026, the Board approved Resolution 2026-04 which accepted the Engineer’s Report submitted by Herwit and which recommends a per parcel assessment of \$885.46.
- This is approximately 3.8% increase over last year.

Moved By Vice-President Kevin Graves

Seconded By President Bryon Gutow

Motion to approve staff recommendation to approve and adopt Resolution No. 2026-07 confirming the Engineer’s Report and ordering the levy and collection of charges for the

annual assessment for the Ravenswood Improvement District Assessment within the Town of Discovery Bay Community Services District for the Fiscal Year 2026-2027; continue collection of assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

For (5): President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, Director Carolyn Graham, and Director Lesley Belcher

Motion Carried (5 to 0)

F.3 Public Hearing to Discuss and Approve Operating and Capital Improvement Budget for Fiscal Year 2026- 2027 and Adopt Resolution 2026-08 Adopting the Operating and Capital Improvement Budgets for Fiscal Year 2026-2027.

Presented by Finance Manager Margaret Moggia.

- Budget Workshop was held on May 5, 2026 to review budget.
- Public Hearing date was set at the June 3, 2026 Board of Directors meeting.
- Minor adjustments were made to incorporate exact figures for the Zone #8 and Zone #9 items.

Moved By Director Ashley Porter

Seconded By Vice-President Kevin Graves

Motion to approve staff recommendation to conduct public hearing on Resolution 2026-08 Fiscal Year 2026-2027 Operating and Capital Improvement Budgets, accept any public comments, close the public hearing, and adopt Resolution 2026-08

For (5): President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, Director Carolyn Graham, and Director Lesley Belcher

Motion Carried (5 to 0)

F.4 Discussion and Possible Action Regarding Approval of Resolution No. 2026-09 Related to the November 3, 2026, Election for the Board of Directors.

Presented by General Manager Dina Breitstein.

- The Town of Discovery Bay Community Services District Board is comprised of five elected seats, three of which expire on December 4, 2026.
- The election for these seats will be held on November 3, 2026.

- Candidates will pay for their own statements.

Moved By Director Ashley Porter

Seconded By President Bryon Gutow

Motion to approve staff recommendation to approve Resolution No. 2026-09 ordering the Board of Directors Elections on November 3, 2026, and direct the General Manager to provide these documents to the Contra Costa County Clerk/Recorder-Elections Department by July 1, 2026.

For (5): President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, Director Carolyn Graham, and Director Lesley Belcher

Motion Carried (5 to 0)

- F.5 Discussion and Possible Action to Award the Contract for the Board of Directors Chambers Audio-Visual Systems Procurement and Installation Project to the Lowest Responsive and Responsible Bidder.

Presented by Assistant General Manager Stephen Griswold.

- The project includes the procurement, installation, programming, testing, and commissioning of a comprehensive audio-visual system.
- On April 1, 2026, the Board of Directors rejected all previously submitted bids and authorized staff to reissue the Request for Proposals (RFP) due to concerns regarding responsiveness and project requirements.
- The re-advertised project was publicly bid and two bids were received.
- The lowest bid was from Conti, LLC who submitted a base bid of \$172,333 and an Alternate A bid of \$13,958, for a total project cost of \$186,291.
- The Ad Hoc Committee discussed this item and recommended bringing forward to the full Board of Directors.

Moved By Director Ashley Porter

Seconded By Director Carolyn Graham

Motion to approve staff recommendation to approve the award of the contract for the Board of Directors Chambers Audio-Visual Systems Procurement and Installation Project to Conti, LLC, and authorize the General Manager to execute the contract agreement in an amount not to exceed \$186,291, with an additional 30% contingency of \$55,887, for a total authorized amount not to exceed \$242,178.

For (5): President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter, Director Carolyn Graham, and Director Lesley Belcher

Motion Carried (5 to 0)

G. MANAGER'S REPORT

None.

H. GENERAL MANAGER'S REPORT

Presented by General Manager Dina Breitstein.

- Algae blooms signage has been placed around Town.
- Managers will have a one-day meeting on Friday 6/19 as a follow-up to the Managers Retreat.
- CSDA General Managers Conference will be held 6/29-6/30 in Newport Beach.
- Goats4You pilot vegetation management program is complete.

I. DIRECTOR REPORTS

I.1 Standing Committee Reports

- a. SPECIAL Parks and Recreation Committee Meeting (Committee Members Carolyn Graham and Bryon Gutow) June 17, 2026.

Director Graham reported the Committee discussed Lions Club Summer Jam concert, removal of fencing at Ravenswood Park, and potentially hiring consultants to do a landscape and recreation master plan assessment.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

J.1 Contra Costa County Fire Protection District - June 9, 2026.

The new Brentwood Fire Station is in process.

There will be zero tolerance for fireworks.

K. CORRESPONDENCE

None.

L. LEGAL REPORT

Legal Counsel Andy Pinasco gave an update on SB 707. The new changes do not currently apply to the Town.

M. FUTURE AGENDA ITEMS

None.

N. ADJOURNMENT

Meeting was adjourned at 7:43pm.

Kelly Rajala

Kelly Rajala



Planning Application Project Summary

County File Number: CDLP26-02020

Submitted Date: 6/9/2026

Applicant: Isabel Chavez

Property Owner: PRESBYTERY OF SAN FRANCISCO

Project Description:

The applicant requests approval of a land use permit for the continuing operation of an existing Verizon wireless telecommunications facility that was originally established under Land Use Permit CDLP14-02064. No modifications or changes are proposed with this application.

**Project Location: (Address: 1900 WILLOW LAKE RD, DISCOVERY BAY, CA 94505 930),
(APN: 008-330-068)**

Additional APNs: NA

General Plan Designation(s): MUC

Flood Hazard Areas: X

60-dBA Noise Control: N/A

Sphere of Influence: N/A

Sanitary District: TOWN OF DISCOVERY BAY CSD

Specific Plan: N/A

Zoning District(s): P-1

AP Fault Zone:

MAC/TAC: N/A

Fire District: CONSOLIDATED FIRE Former ECC

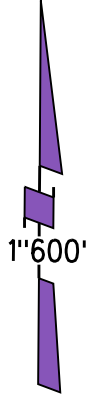
Housing Inventory Site: NO

POR SECS 25,26&36 T1N R3E MDB&M

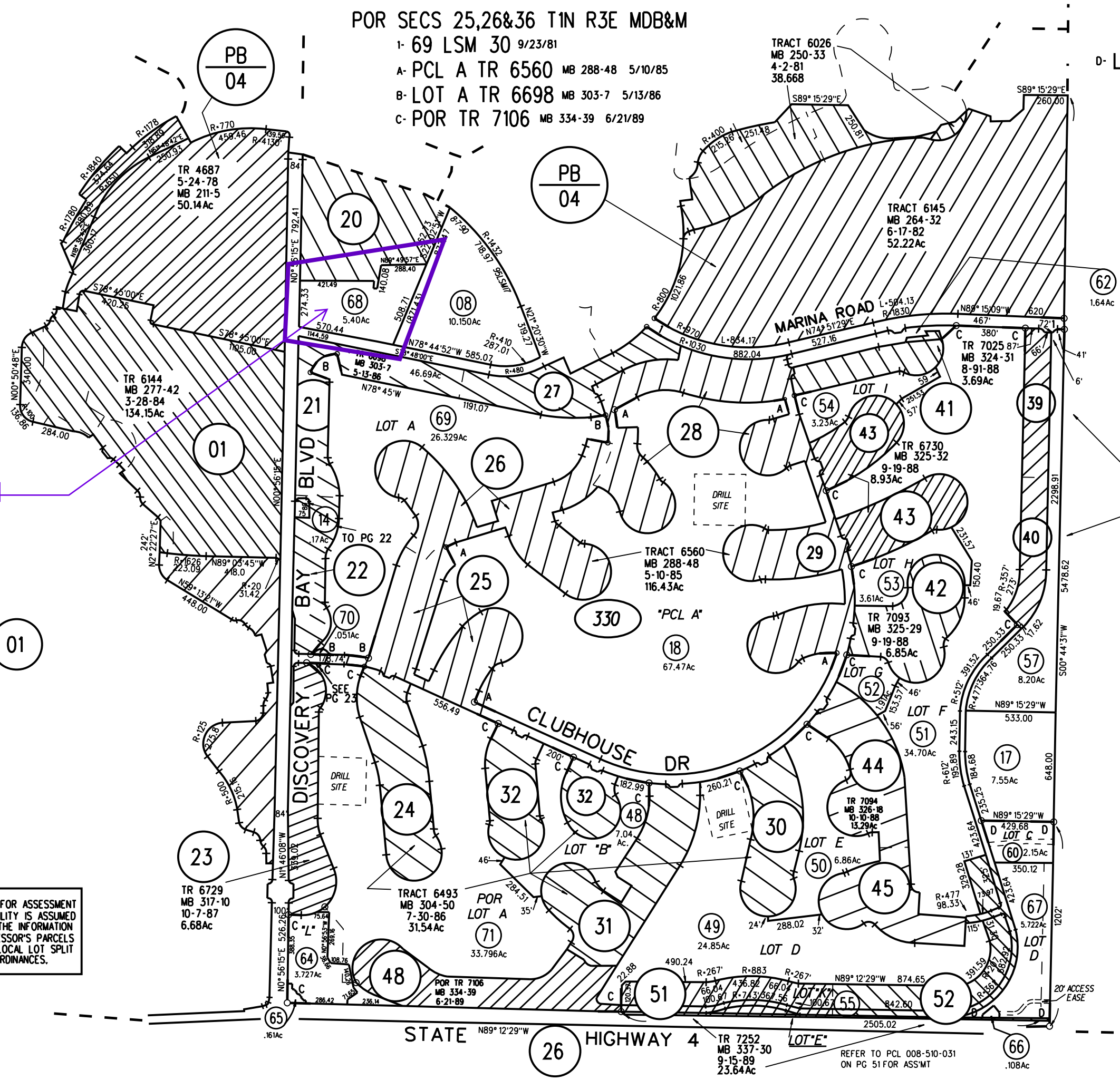
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- A- PCL A TR 6560 MB 288-48 5/10/85
- B- LOT A TR 6698 MB 303-7 5/13/86
- C- POR TR 7106 MB 334-39 6/21/89

Item E.1
D- LOTS C&D TR 7252 MB 337-30 9/15/89

PROJECT SITE



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.



PB 04

330 (69-71)
04/5/17

REFER TO PCL 008-510-031 ON PG 51 FOR ASS'MT

Zoning District: P-1, Planned Unit Development

Item E.1

Map Legend

- Assessment Parcels
- Planning**
- Zoning**
- ZONE_OVER**
- F-1 (Water Recreational)
- P-1 (Planned Unit)
- P-1 -UE (Urban Farm Animal Exclusion)
- HE-C -UE (Urban Farm Animal Exclusion)
- Unincorporated
- Board of Supervisors' Districts



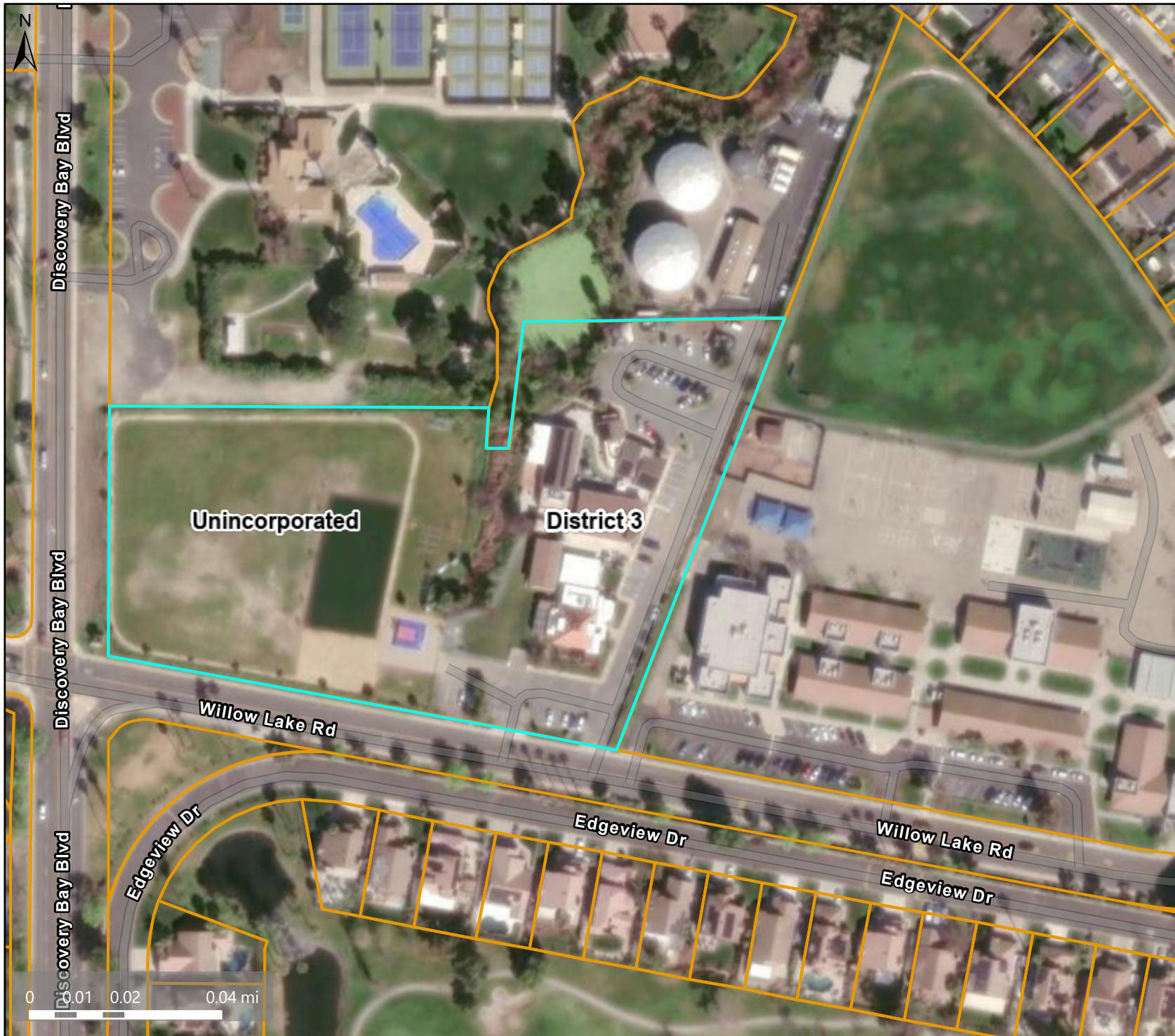
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Spatial Reference
 PCS: WGS 1984 Web Mercator Auxiliary Sphere
 Datum: WGS 1984

Aerial Map



Map Legend

- Assessment Parcels
- Planning
- Unincorporated
- Board of Supervisors' Districts

Item E.1








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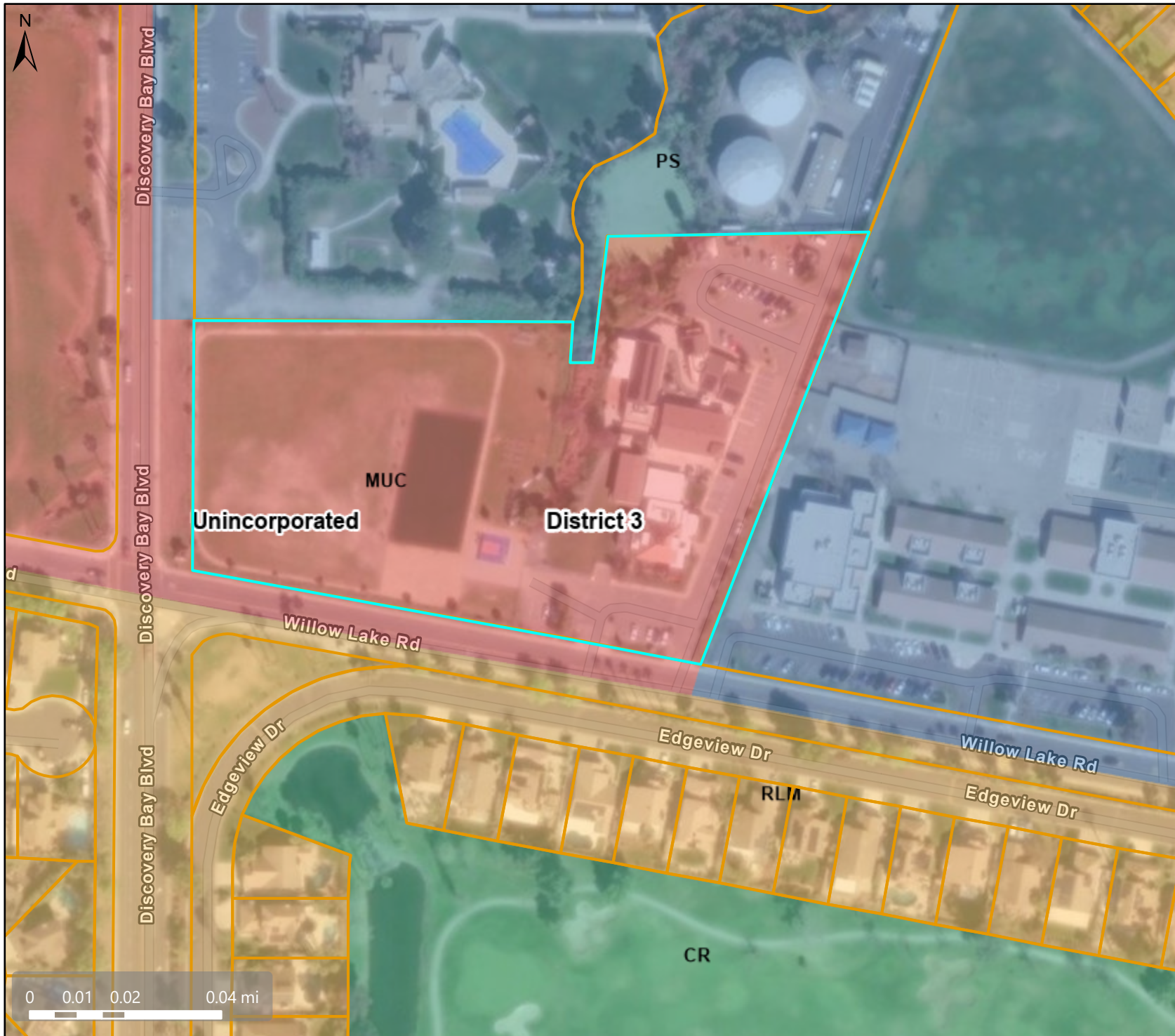
Spatial Reference
PCS: WGS 1984 Web Mercator Auxiliary Sphere
Datum: WGS 1984

General Plan: MUC, Mixed Use Community Specific

Item E.1

Map Legend

-  Assessment
Parcels
- Planning**
- General Plan**
-  RLM
(Residential
Low-Medium
Density) (3-7
du/na)
-  MUC (Mixed-
Use
Community-
Specific)
(Variable)
-  PS (Public and
Semi-Public)
-  CR (Commercial
Recreation)
-  Unincorporated
-  Board of
Supervisors'
Districts



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Spatial Reference
 PCS: WGS 1984 Web Mercator Auxiliary Sphere
 Datum: WGS 1984



22 WEST ATLANTIC AVENUE, SUITE 310
DELRAY BEACH, FL 33444

PROJECT INFORMATION:

US-CA-7483

DISCOVERY BAY BLVD

1900 WILLOW LAKE RD
DISCOVERY BAY, CA 94505
CONTRA COSTA COUNTY

CURRENT ISSUE DATE:

05/18/26

ISSUED FOR:

ZONING

REV.: DATE: DESCRIPTION: BY:

REV.	DATE	DESCRIPTION	BY
0	05/18/26	100% ZD	GHB

PLANS PREPARED BY:



16029 ARROW HIGHWAY SUITE A
IRWINDALE, CA 91706
OFFICE: (818) 840-0808 FAX: (818) 840-0708

CONSULTANT:



16029 ARROW HIGHWAY SUITE A
IRWINDALE, CA 91706
OFFICE: (818) 840-0808 FAX: (818) 840-0708

DRAWN BY: CHK.: APV.:

GHB	AB	AB
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LICENSURE:

SHEET TITLE:

SITE PHOTOS I

SHEET NUMBER: REVISION:

T-2	0
	US-CA-7483

Site Visit

entrance

Page 2 of 19

Site Visit

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Site Visit

site facing West

tower facing West

Page 4 of 19

Site Visit

site facing North

tower facing North

Page 5 of 19

Site Visit

site facing East

tower facing East

Page 6 of 19

Site Visit

site facing South

tower facing South

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Site Visit

view facing North

view facing South

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Site Visit

view facing East

view facing West

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Site Visit

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Site Visit

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22 WEST ATLANTIC AVENUE, SUITE 310
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CONSULTANT:



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OFFICE: (818) 840-0808 FAX: (818) 840-0708

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GHB	AB	AB
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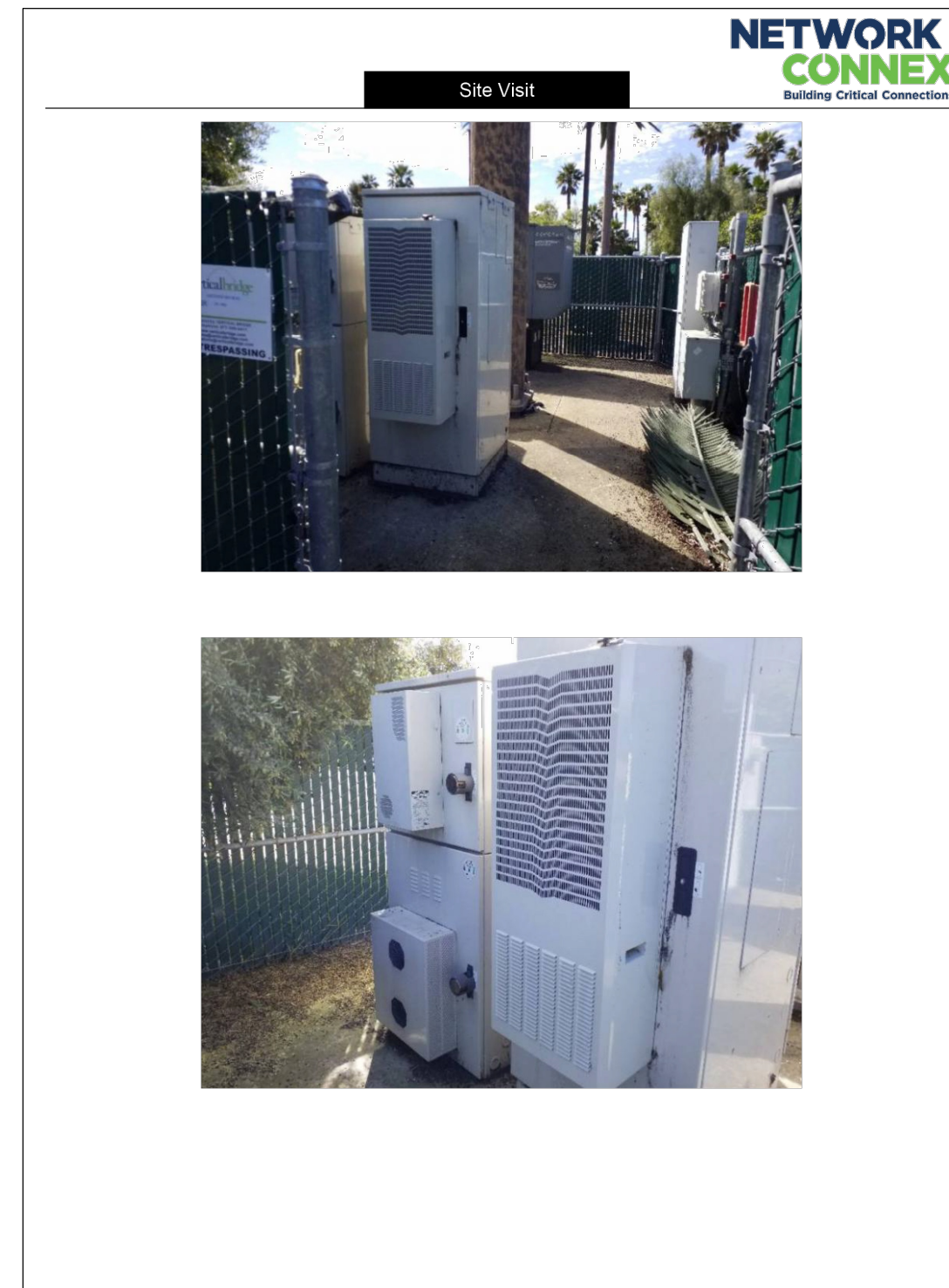
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SHEET TITLE:

SITE PHOTOS II

SHEET NUMBER: REVISION:

T-3	0
	US-CA-7483



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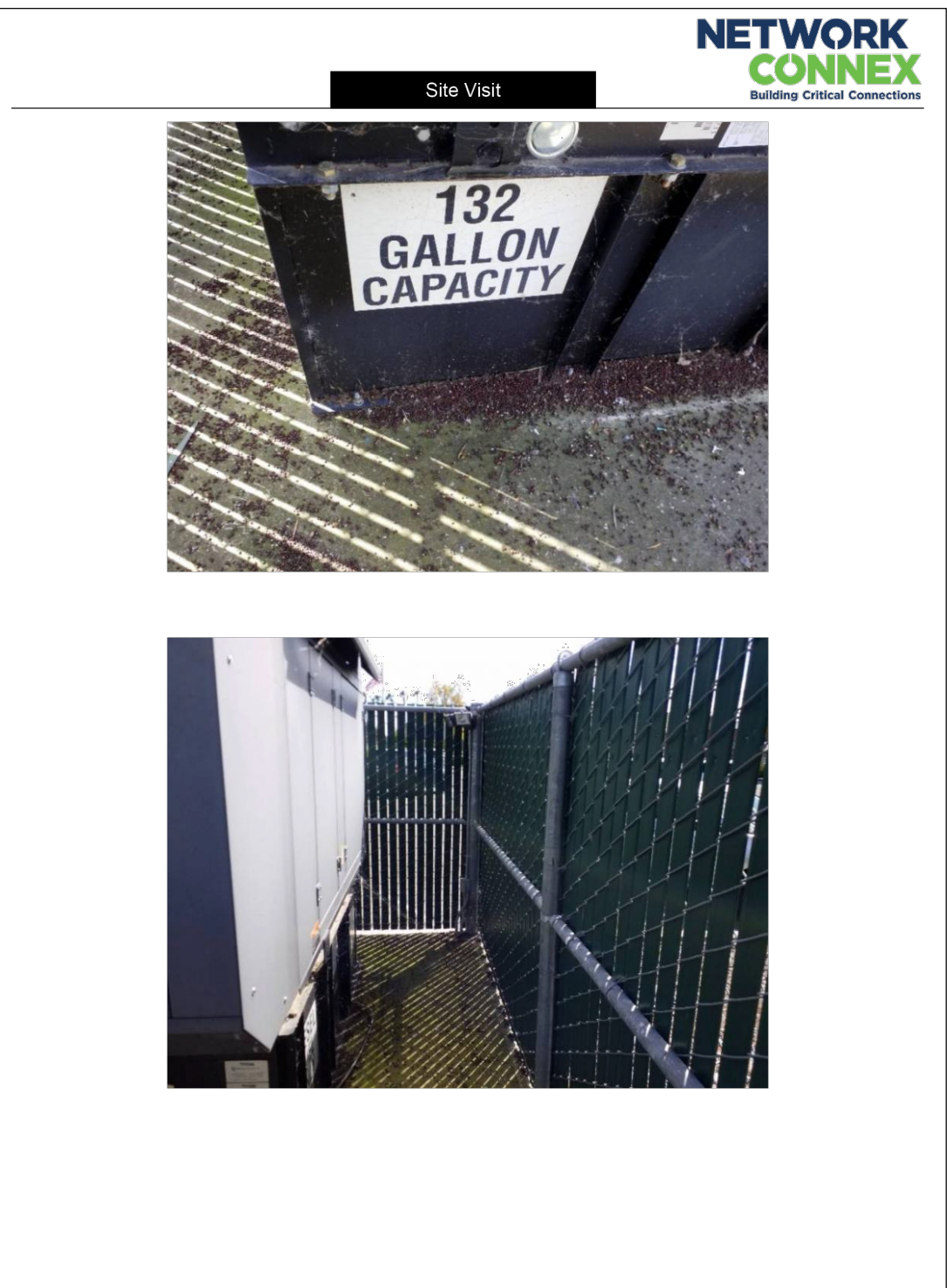
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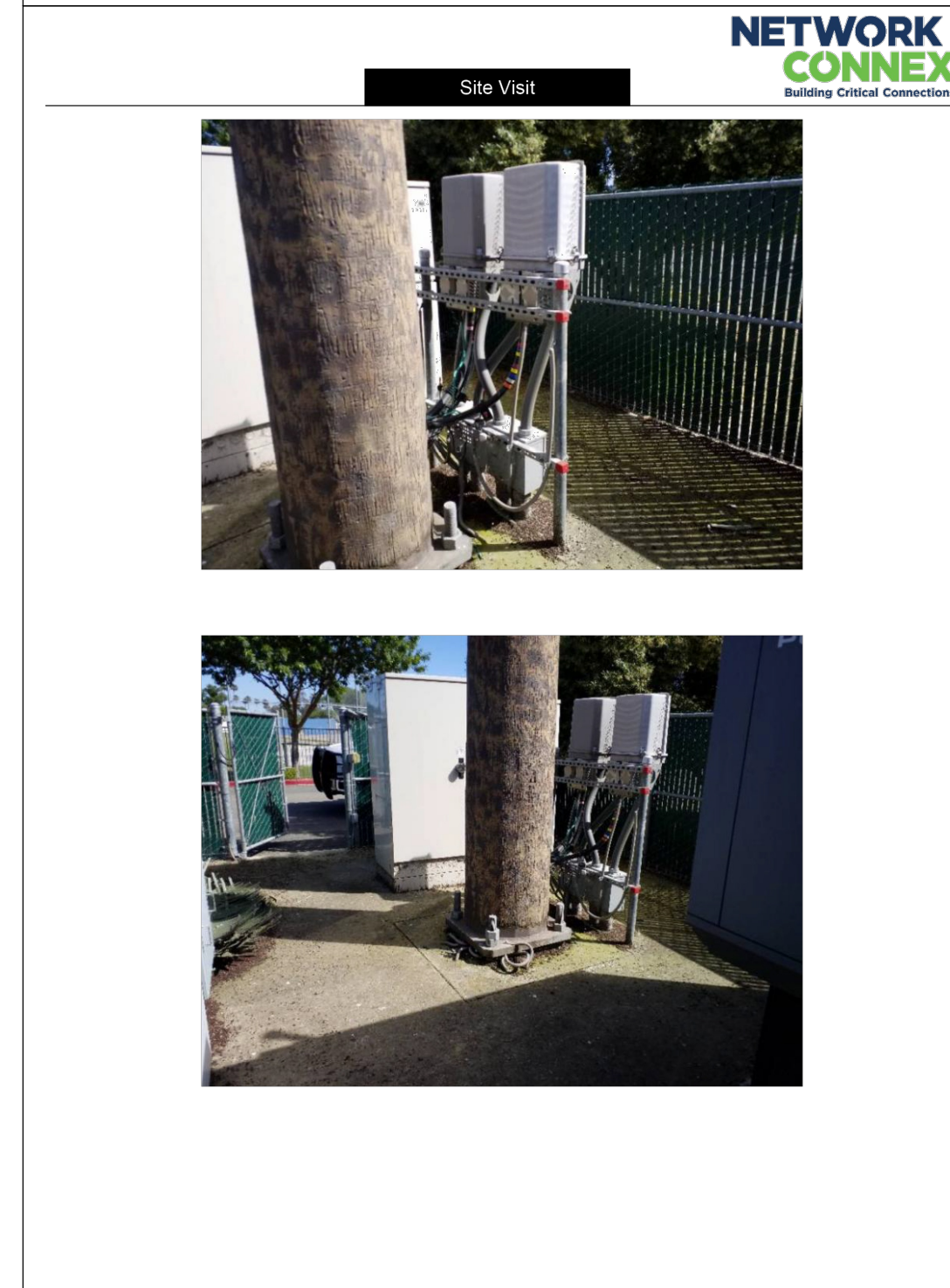
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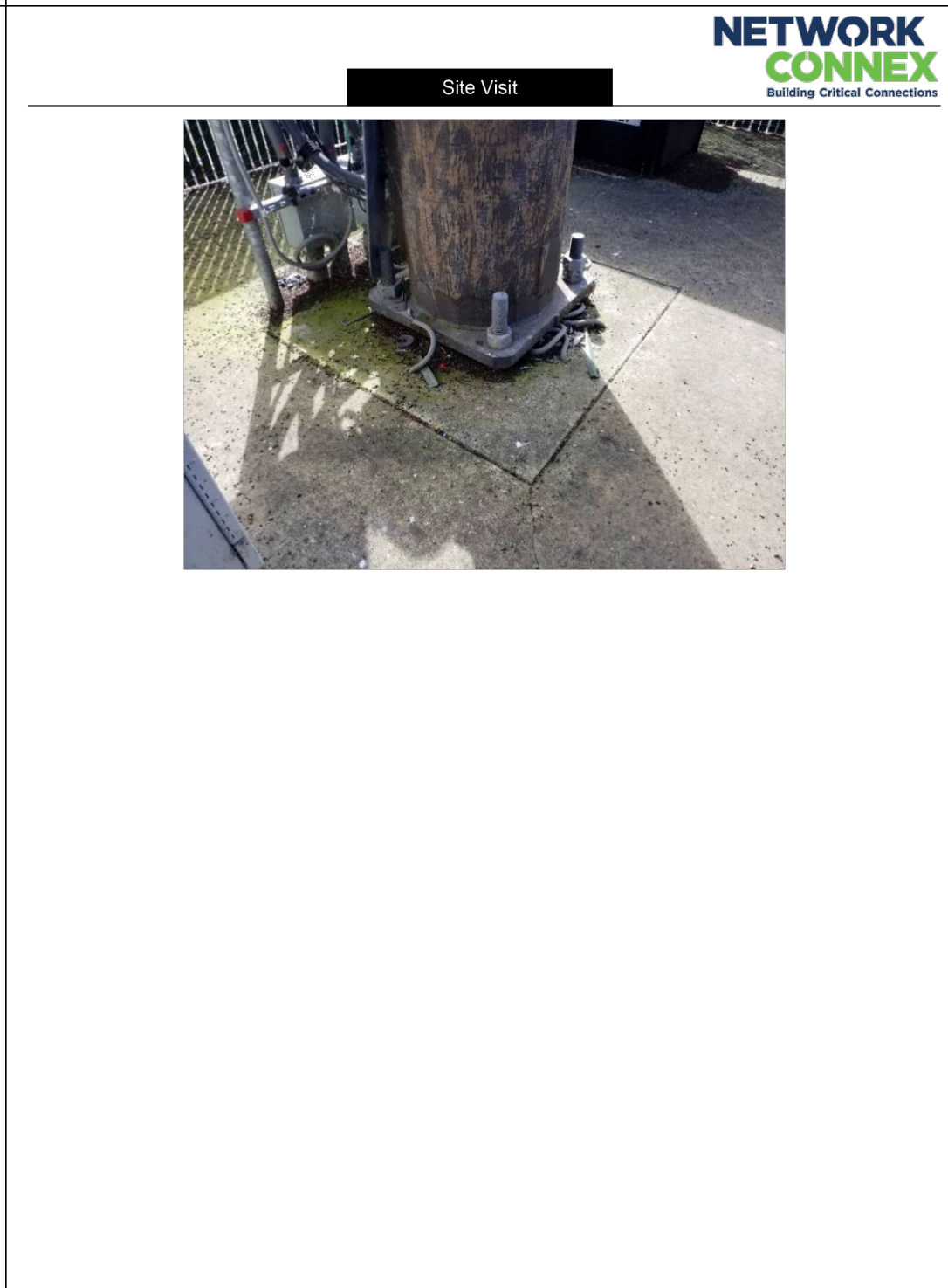
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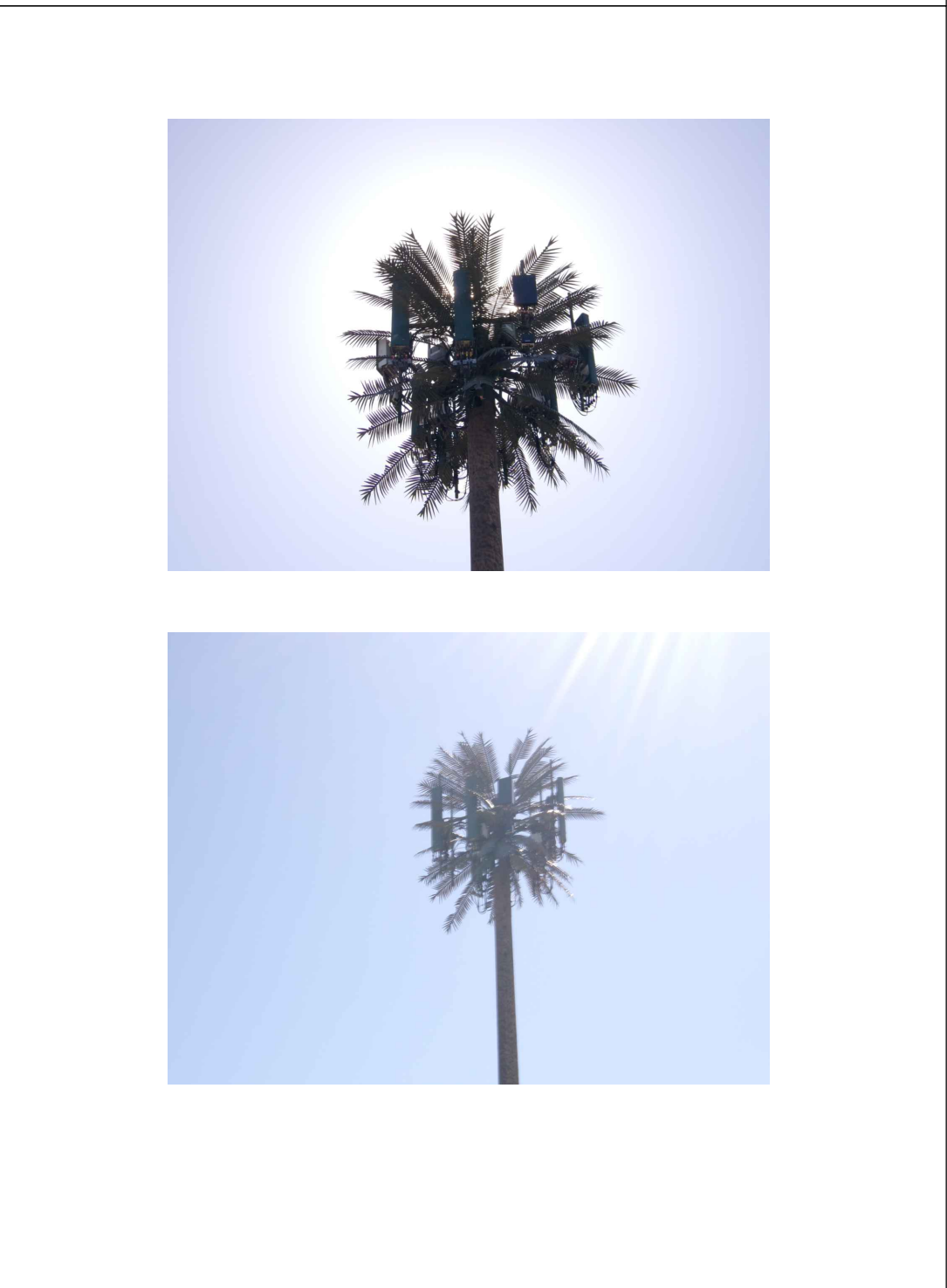
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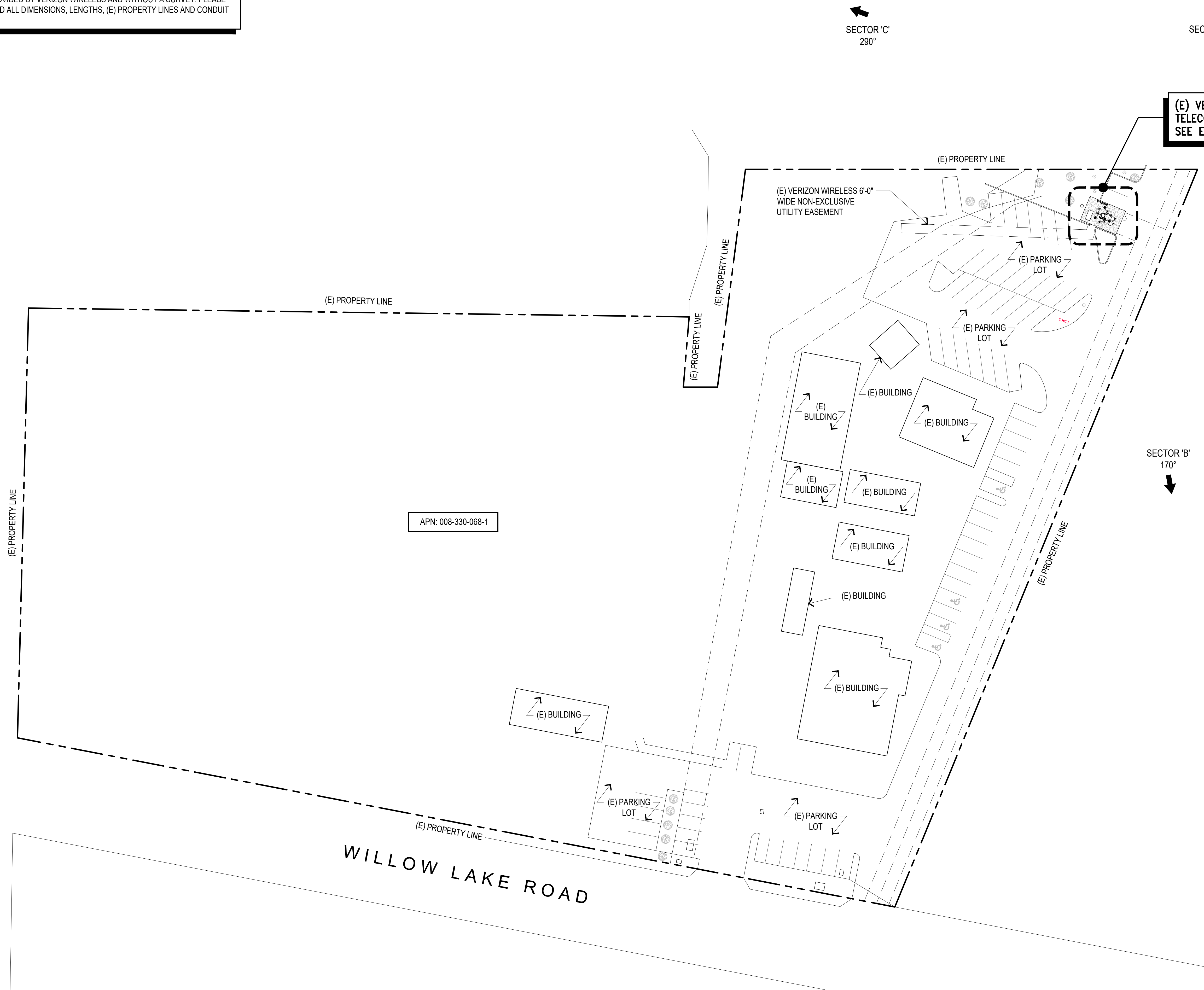
Page 18 of 19



Page 19 of 19



NOTE:
THESE DRAWINGS HAVE BEEN CREATED BY INFORMATION GATHERED FROM (E)
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VERIFY IN FIELD ALL DIMENSIONS, LENGTHS, (E) PROPERTY LINES AND CONDUIT
RUNS.




22 WEST ATLANTIC AVENUE, SUITE 310
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DRAWN BY:	CHK.:	APV.:
GHB	AB	AB

LICENSURE:

SHEET TITLE:
EXISTING OVERALL SITE PLAN

SHEET NUMBER: **A-1** REVISION: **0**
US-CA-7483



22 WEST ATLANTIC AVENUE, SUITE 310
DELRAY BEACH, FL 33444

PROJECT INFORMATION:

US-CA-7483

DISCOVERY BAY BLVD

1900 WILLOW LAKE RD
DISCOVERY BAY, CA 94505
CONTRA COSTA COUNTY

CURRENT ISSUE DATE:

05/18/26

ISSUED FOR:

ZONING

REV.: DATE: DESCRIPTION: BY:

REV.	DATE	DESCRIPTION	BY
0	05/18/26	100% ZD	GHB

PLANS PREPARED BY:



16029 ARROW HIGHWAY SUITE A
IRVINDALE, CA 91706
OFFICE: (818) 840-0808 FAX: (818) 840-0708

CONSULTANT:



16029 ARROW HIGHWAY SUITE A
IRVINDALE, CA 91706
OFFICE: (818) 840-0808 FAX: (818) 840-0708

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GHB	AB	AB
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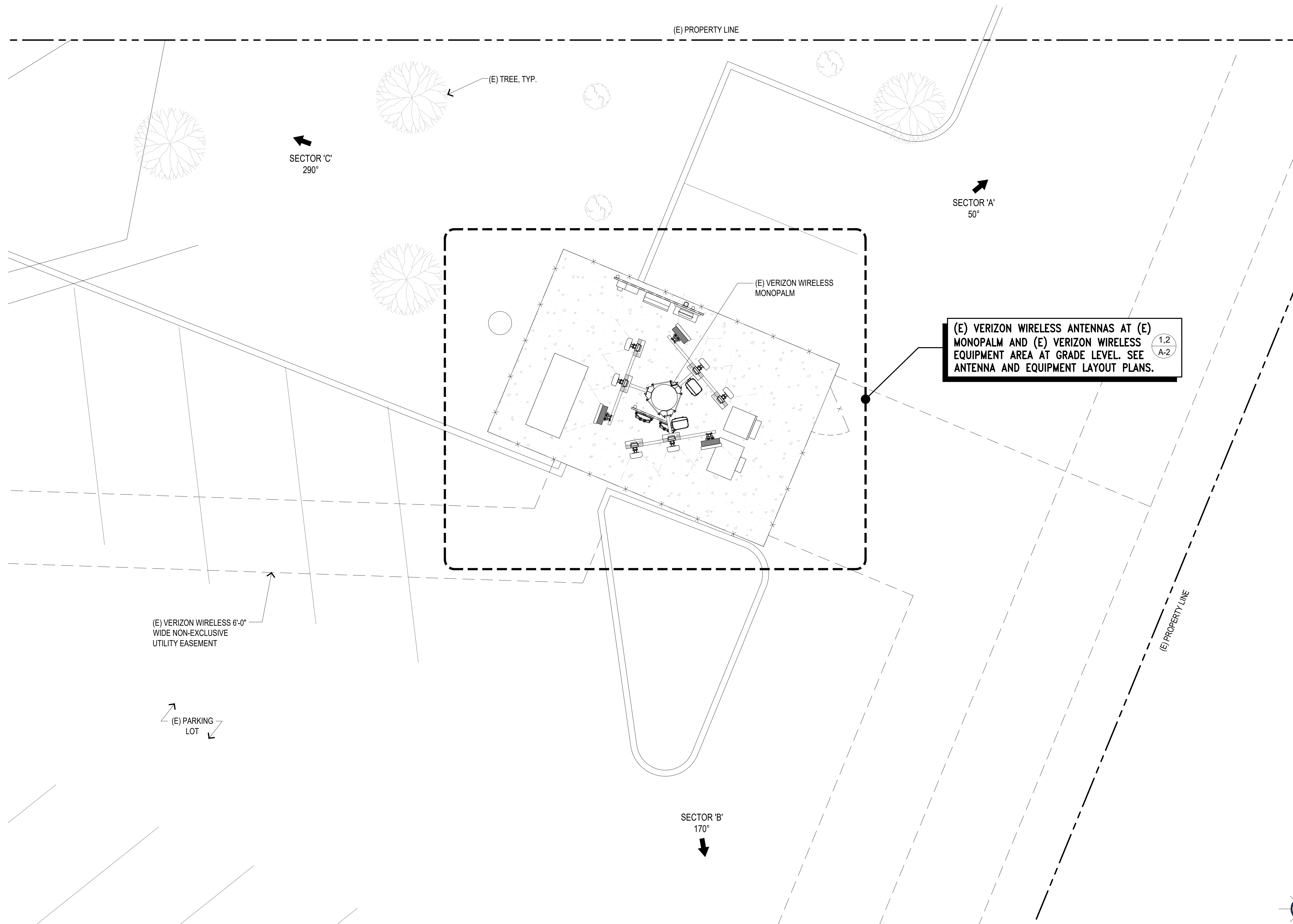
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SHEET TITLE:

EXISTING ENLARGED
SITE PLAN

SHEET NUMBER: REVISION:

A-1.1	0
	US-CA-7483





PROJECT INFORMATION:
US-CA-7483
DISCOVERY BAY BLVD
 1900 WILLOW LAKE RD
 DISCOVERY BAY, CA 94505
 CONTRA COSTA COUNTY

CURRENT ISSUE DATE:
05/18/26

ISSUED FOR:
ZONING

REV.:	DATE:	DESCRIPTION:	BY:
0	05/18/26	100% ZD	GHB

PLANS PREPARED BY:
NETWORK CONNEX
 16029 ARROW HIGHWAY SUITE A
 IRVINDALE, CA 91706
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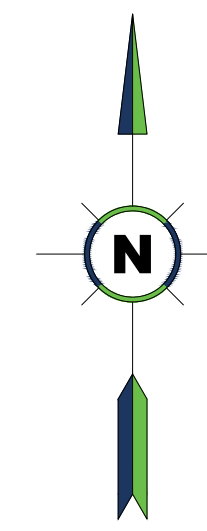
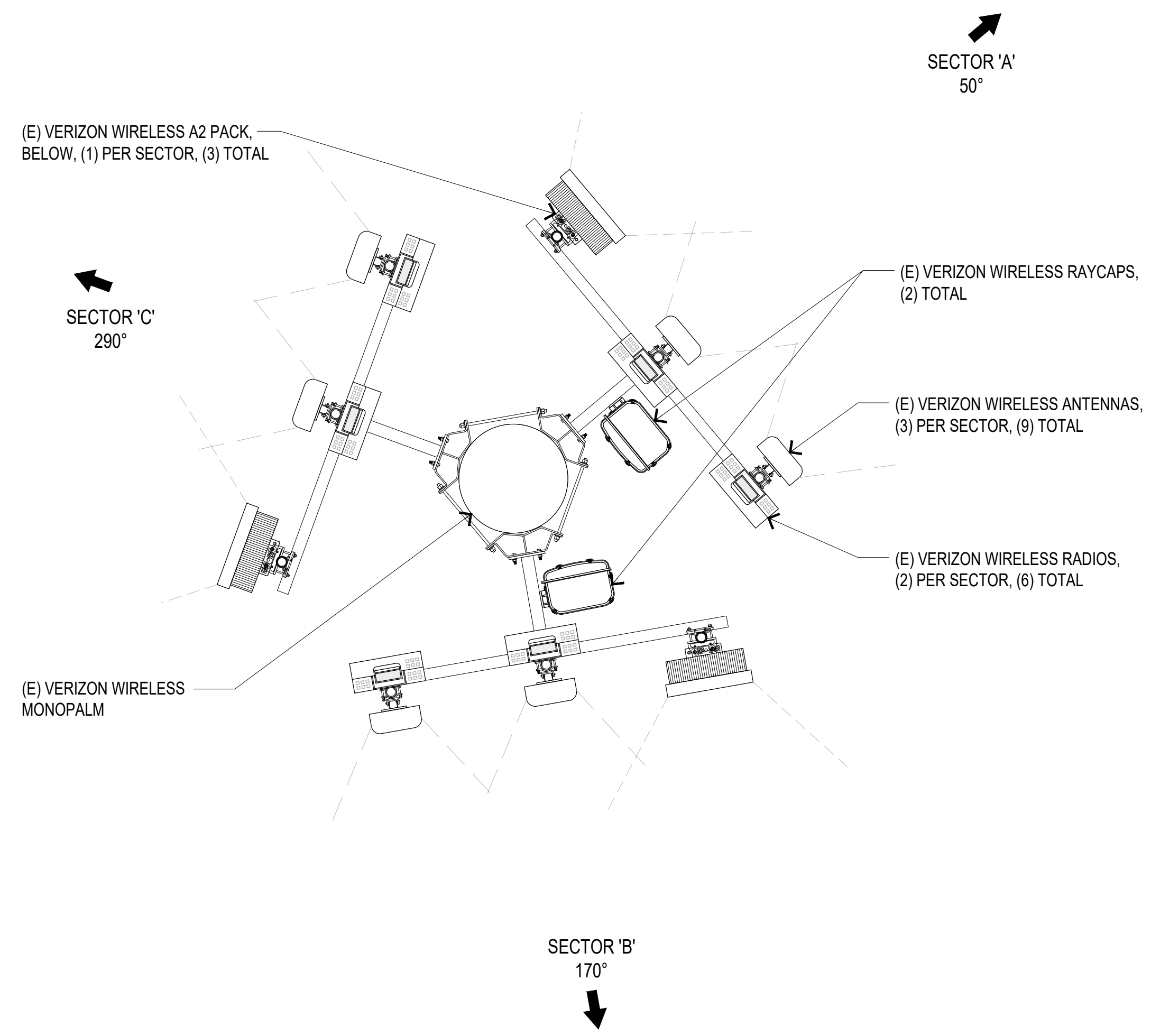
CONSULTANT:
NETWORK CONNEX
 16029 ARROW HIGHWAY SUITE A
 IRVINDALE, CA 91706
 OFFICE: (818) 840-0808 FAX: (818) 840-0708

DRAWN BY:	CHK.:	APV.:
GHB	AB	AB

LICENSURE:

SHEET TITLE:
EXISTING EQUIPMENT AND ANTENNA LAYOUT PLANS

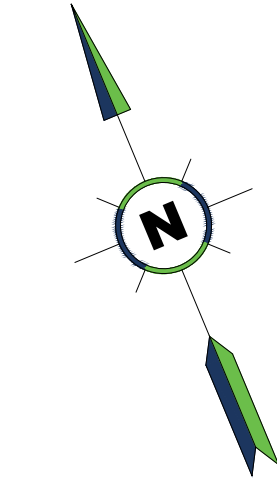
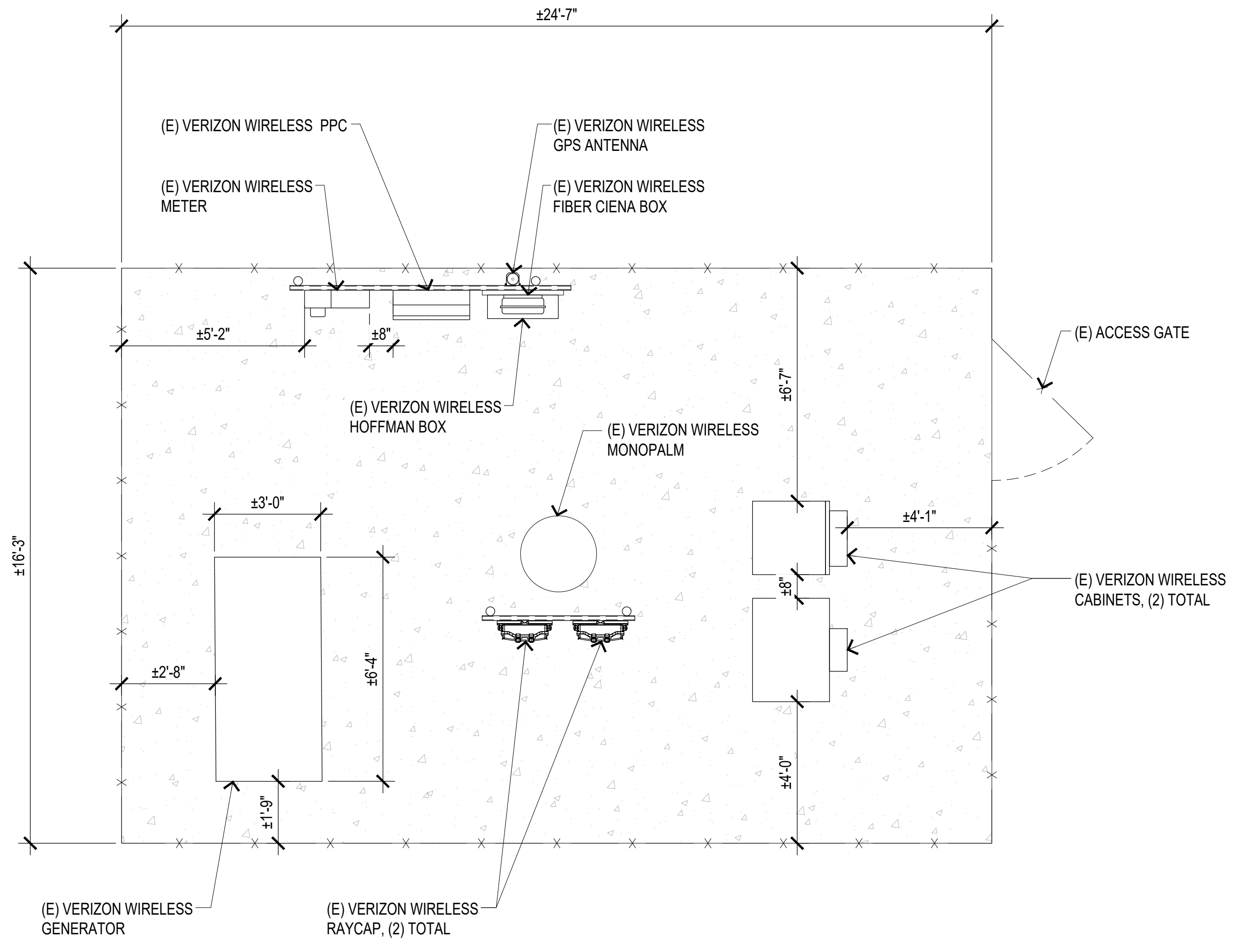
SHEET NUMBER: **A-2** REVISION: **0**
 US-CA-7483



EXISTING ANTENNA LAYOUT PLAN

SCALE: 1/2"=1'-0"
 0 1' 2' 4'

2



EXISTING EQUIPMENT LAYOUT PLAN

SCALE: 3/8"=1'-0"
 0 1' 2' 5'

1



PROJECT INFORMATION:
US-CA-7483
DISCOVERY BAY BLVD
 1900 WILLOW LAKE RD
 DISCOVERY BAY, CA 94505
 CONTRA COSTA COUNTY

CURRENT ISSUE DATE:
05/18/26

ISSUED FOR:
ZONING

REV.:	DATE:	DESCRIPTION:	BY:
0	05/18/26	100% ZD	GHB

PLANS PREPARED BY:
NETWORK CONNEX
 16029 ARROW HIGHWAY SUITE A
 IRWINDALE, CA 91706
 OFFICE: (818) 840-0808 FAX: (818) 840-0708

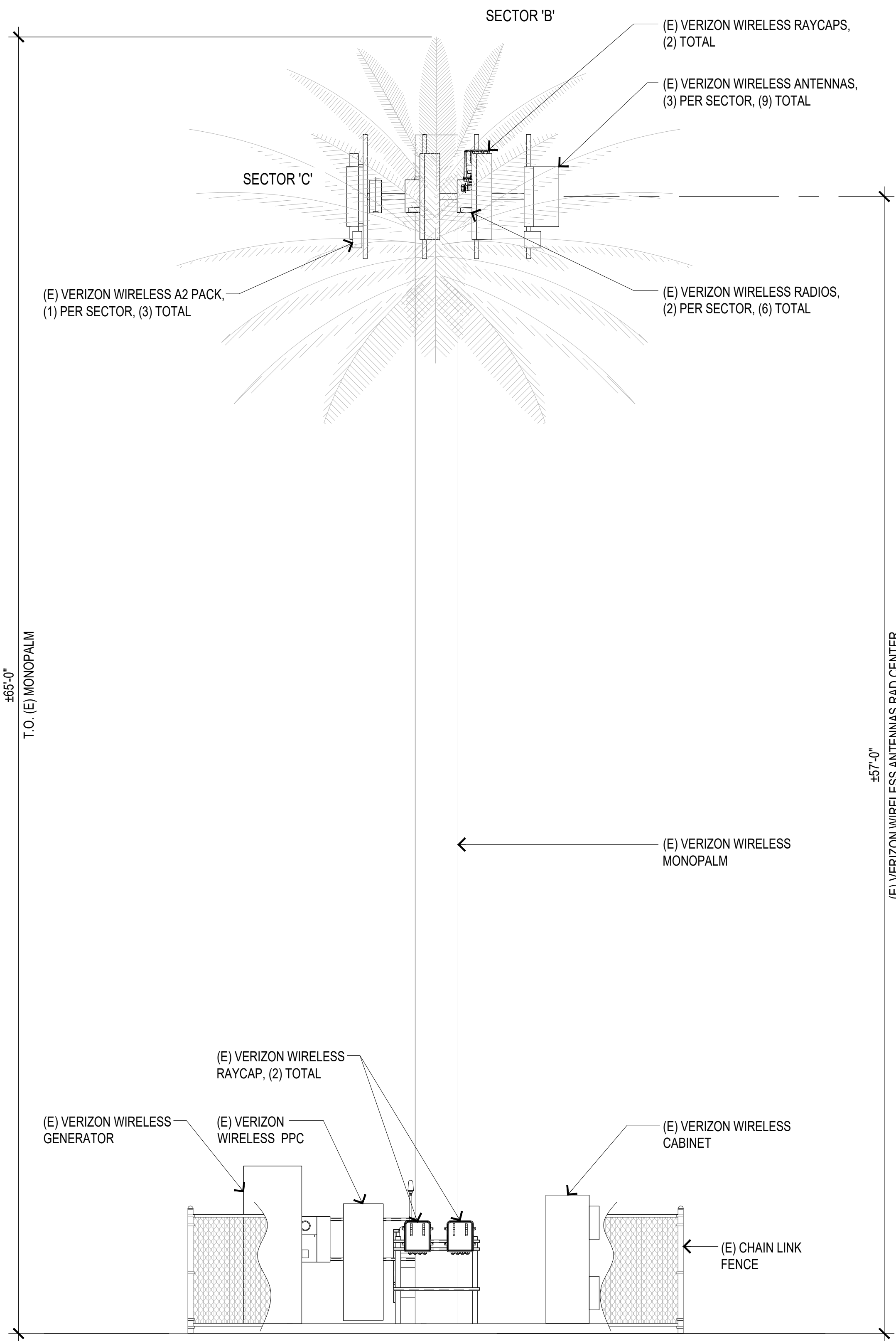
CONSULTANT:
NETWORK CONNEX
 16029 ARROW HIGHWAY SUITE A
 IRWINDALE, CA 91706
 OFFICE: (818) 840-0808 FAX: (818) 840-0708

DRAWN BY: GHB CHK.: AB APV.: AB

LICENSURE:

SHEET TITLE:
EXISTING ELEVATION

SHEET NUMBER: **A-3** REVISION: **0**
 US-CA-7483

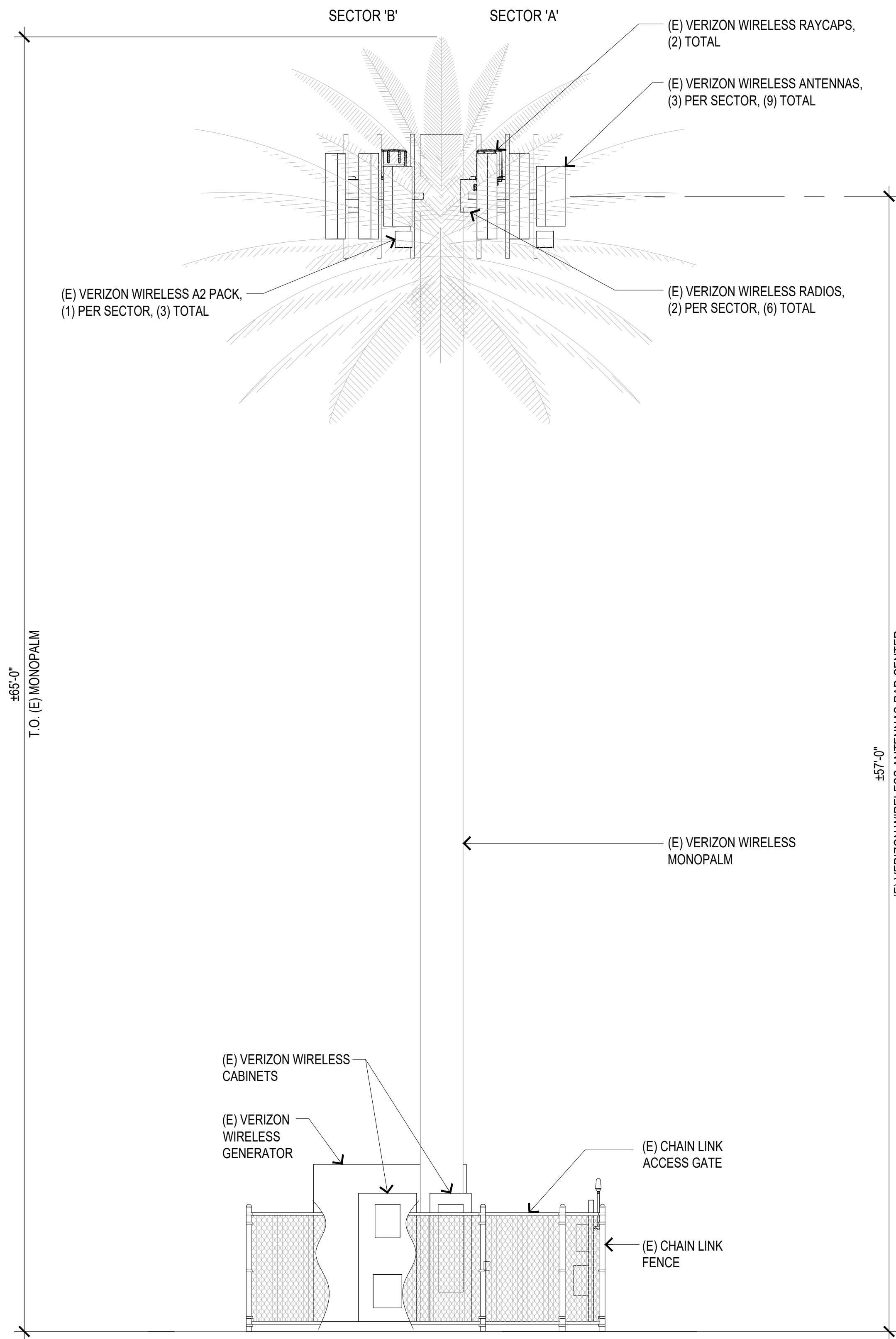


EXISTING SOUTHWEST ELEVATION

SCALE: 1/4"=1'-0"
 0 1' 2' 4' 8'

2

EXISTING SOUTHEAST ELEVATION



SCALE: 1/4"=1'-0"
 0 1' 2' 4' 8'

1



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion & Possible Action Regarding the Discovery Bay Lions Club Special Event Permit Application for the Summer Jam Event on August 22, 2026.

Meeting Date: July 1, 2026

Prepared By: Monica Gallo, Park & Landscape Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Recommend that the Board of Directors review the application and associated materials and make a determination on the issuance on the special event permit application for the Lions Club Summer Jam event on August 22, 2026.

EXECUTIVE SUMMARY:

The Discovery Bay Lions Club submitted a Special Event Permit application to host its annual Summer Jam Concert on Saturday, August 22, 2026, at the Discovery Bay Community Center. The proposed event includes live entertainment, food vendors, alcoholic beverage sales, merchandise vendors, and associated event activities.

On June 17, 2026, representatives from the Discovery Bay Lions Club presented their event proposal to the Parks and Recreation Committee. The Committee reviewed the proposed event, discussed operational considerations, and provided direction to staff regarding event logistics, public safety, traffic and parking management, facility impacts, and cost recovery.

Following the Committee meeting, District staff evaluated the operational impacts associated with the event and developed a series of recommended conditions intended to protect District facilities, ensure public safety, provide appropriate cost recovery, and minimize impacts to surrounding residents. Staff believes the event can be successfully accommodated provided all conditions of approval are satisfied prior to the event.

Additionally, the Lions Club will be responsible for payment of all applicable District fees associated with the event, including but not limited to rental of the Community Center grounds for event setup, the event day, and teardown (Friday through Sunday); District staff time; facility preparation and restoration; closure of the Community Center pool; and any other direct costs incurred by the District in support of the event.

The conditions of approval and applicable fees are outlined below for Board consideration.

Special Event Permit Fee - \$3,750.00

Event Information and Operational Considerations:

- \$1,500 Deposit is required due to the scale of the event.
- Access to the back of the Community Center building will ONLY be permitted for Lions Club Board of

Directors members and the scheduled performers (band).

- The Lions Club will be responsible for securing and monitoring the tennis and pickleball courts to prevent unauthorized access.
- Security personnel must be present in the parking lot at all times to ensure vehicles are parked safely and legally.
- The rear sliding gate located behind the pool at the south end of the property will not be available for use.
- The Lions Club will be solely responsible for coordinating all vendors and contractors, including but not limited to staging, sound systems, portable restrooms, refuse collection,
- Amplified sound must cease no later than 10:00 p.m.
- The primary contact identified on the application must remain on-site for the duration of the event.
- Parking or driving on paver stone surfaces or synthetic turf areas is strictly prohibited.
- The Lions Club will be responsible for all Town staff costs associated with the event, including opening and securing the grounds, monitoring compliance with facility requirements, and any additional staff support required before, during, or after the event. These costs are separate from facility rental fees and deposits.
- Site cleanup shall be completed by 12:00 p.m. the following day (or another specified deadline).
- District staff may immediately suspend activities that create an unsafe condition or violate permit conditions.

Alcohol and Food Service Requirements:

- Alcohol sales will be limited exclusively to those conducted by the Discovery Bay Lions Club. A copy of the required ABC permit must be provided to the Community Center prior to the event.
- All food vendors must provide copies of applicable Contra Costa County Health Permits prior to the event.

Public Safety Requirements:

- The Contra Costa County Sheriff's Office and Contra Costa County Fire Protection District must be notified of the event at least one week prior to the event date.

Insurance Requirements:

- General Liability Insurance with limits of not less than \$1,000,000 per occurrence is required. The Town of Discovery Bay Community Services District must be listed as both the certificate holder and additional insured, and the additional insured endorsement must be included.
- Updated and complete insurance documentation must be submitted to the Community Center no later than ten (10) business days prior to the event.
- Proof of appropriate insurance coverage for the sale and service of alcoholic beverages must also be submitted no later than ten (10) business days prior to the event.

Additional Conditions:

- The Town dumpster is not available for use by outside organizations.
- All event personnel, volunteers, vendors, and contractors must comply with the directions and instructions of Town staff at all times.
- A minimum of eight (8) portable restrooms, including at least one (1) ADA-accessible unit, and four (4) handwashing stations must be provided.
- A minimum of two (2) first aid kits and two (2) fire extinguishers must be available on-site at all times.
- Pool Closed – No one should be in the pool area at all for any reasons.
- Electrical outlets inside the pool area, near the pickleball courts, or any others on the grounds may not be used.

- The Lion's Club must provide all necessary generators to run event equipment etc.
-

FISCAL IMPACT:

All District costs associated with the event are intended to be fully recovered through facility rental fees, deposits, reimbursement of District staff time, and any additional direct costs incurred by the District. Approval of the event is not anticipated to result in any net fiscal impact to the District.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

1. SJ Special Events Permit 1
2. SJ Special Events Permit 2
3. Site Map - Summer Jam 2026
4. Summer Jam 2026 Flyer



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT: Location: [X] Community Center [] Cornell Park [] Ravenswood Park
Please check all that apply to your Special Event:

- [] Arts/Crafts/Safety Faire [X] Concert [] Pyrotechnics/Fireworks
[] Block Party [] Egg Hunt [] Parking Lot Sales
[] Business/Health Faire [] Filming [] Pickleball Court
[] Car Show [] Fundraiser [] Protest/Rally/Demonstration
[] Carnival/Circus [] Parade/Procession [] Pyrotechnics/Fireworks
[] Carnival/Circus [] Park Festival [] Retail Sales
[] Certified Farmers Market [] Pickleball Courts [] Race/Run/Marathon
[] Clothing/Food Give-Away [] Protest/Rally/Demonstration [] Street Festival
[] Walk-A-Thon

[] Other: _____ Estimated number of participants per day: 700 Total Attendance: _____

CONTACT INFORMATION

Name/Organization: Discovery Bay Lions Club
Address: Discovery Bay E-mail: Tolisa.lisa@gmail.com
Main Contact: Lisa Corbbs Phone Number: 925-787-9188
Secondary Contact: Jennifer Bruno Phone Number: 949-351-2063

EVENT INFORMATION

Date Submitted: 06-05-24 Actual Event Dates: 08-22-24
Set up Times: 8:30 to _____ Actual Event Times: 5:30 to 10:00 PM PM
Take down/Clean-up: 9:30pm + Next morning

- Check all applicable items:
[X] Alcohol to be Sold* [] Fireworks/Pyrotechnics [] Portable Fencing
[] Alcohol to be given away* [] Food to be given away** [X] Portable Lights
[X] Amplified Sound [X] Food to be sold** [X] Portable Stage
[] Animals [X] Free Admission? [X] Portable Toilets
[] Comfort Stations [] Garbage Removal [] Private Event
[] Cones and/or Delineators [] Jump/Bounce Houses [] Recycling Receptacles
[X] Craft Booths [] Mobile Medical Service Vehicles [] Rides/Amusements
[] Electric Generators [X] Music [] DJ [X] Live Band [X] Security
[] Electrical Power Sources [X] Open to the public [] Tents
[X] Entertainment [] Parade [X] Tickets to be sold for entry under
[] Extra Parking Lots [] Portable Bleachers [X] Vendor Booths
[X] Food Trucks

Revised 6/2024

Description of event: DB Lions Annual Summer Jam Concert.
Late afternoon/Evening concert for the DB Community
Stage for band with lawn seating for concert goers.

ALCOHOL IS NOT ALLOWED WITHOUT APPROVAL BY THE DEPARTMENT OF ALCHOLOIC BEVERAGE CONTROL (ABC) AND APPROVAL BY THE GENERAL MANAGER*

**** A Temporary Food Event Permit must be obtained from CCCEH if food is given away or sold at a public/community event**

PLEASE NOTE THAT WE ARE NOT A BANQUET FACILITY AND DO NOT HAVE A KITCHEN
See Policy 012 for a complete list of rules and regulations.

FEE(S) / DEPOSIT(S) / CANCELLATIONS

The rental fee and deposit are due the day you make your reservation. The rental fee may be paid by Visa, Mastercard, check or money order. The deposit is required to be paid separately from the rental fee by check or money order made payable to the "Town of Discovery Bay CSD."

Cancellation for Special Event Permit Applications occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, 100% of deposit shall be returned.

Applicant Signature: Lisa Combs **Date:** 06/05/24

WAIVER, RELEASE & INDEMNITY AGREEMENT

Waiver, Release and Indemnity Agreement: The person signing this Agreement warrants that he/she has the authority to execute this Agreement or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of the Agreement by such signature. I hereby understand this application is to request usage of a Facility and accept personal responsibility for damage sustained and/or cost incurred by the Town of Discovery Bay CSD because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the Town of Discovery Bay CSD for any damage arising from the use of said Facility, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Facility. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the Town of Discovery Bay CSD governing the use of the Facility. I understand and agree that failure to abide by the rules, regulations and policies of the Town of Discovery Bay CSD shall result in the immediate loss of privileges of use of the Facility and/or privileges for future use. I also agree to hold the Town of Discovery Bay CSD, its officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost or legal expense that may arise during or be caused in any way by such use or occupancy of the Facility. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns.

Applicant Signature: Lisa Combs **Date:** 06/05/24

For Office Accounting Use Only

Rental Rate: _____ Deposit Amount: _____ Deposit Ck # _____

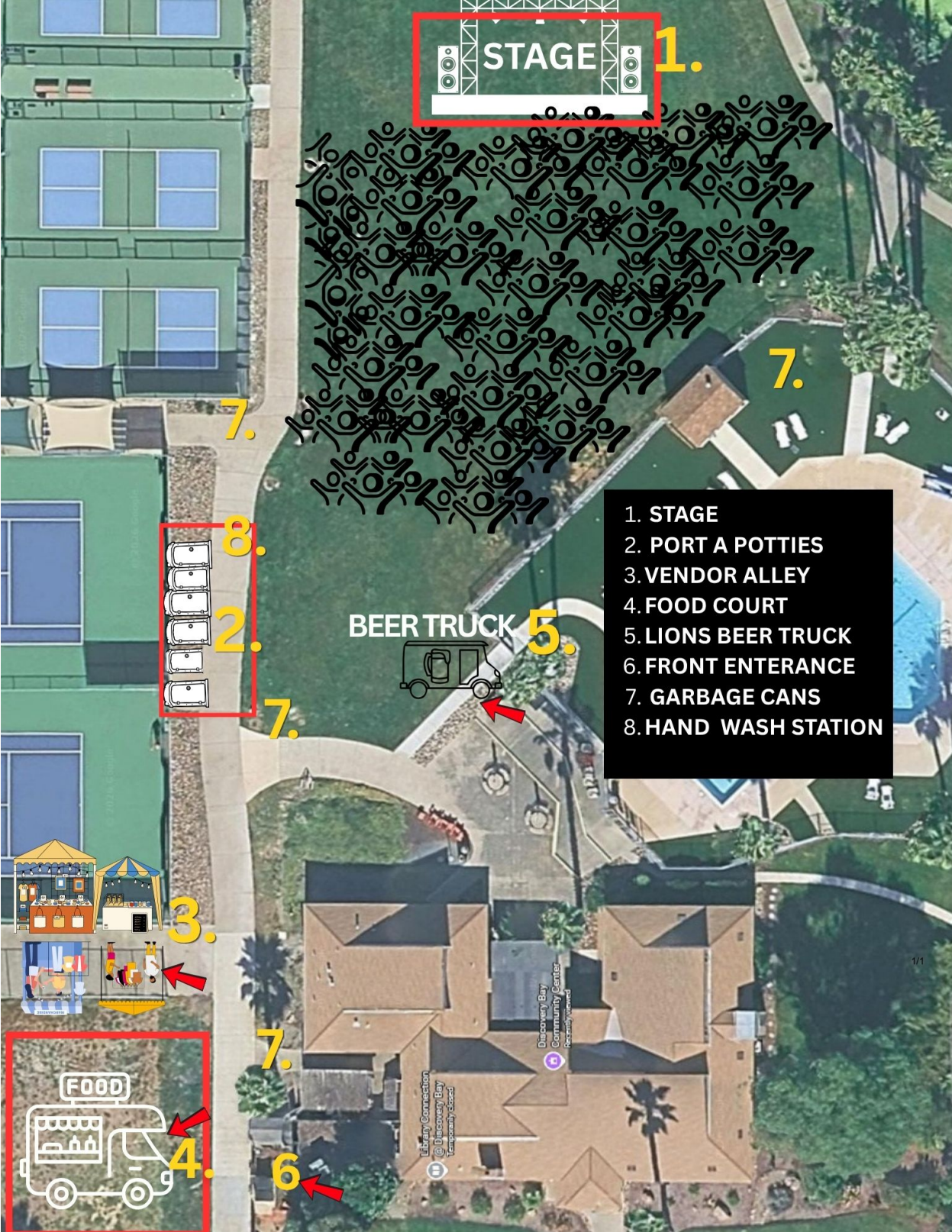
Number of Hours: _____ Date Rental Fee Paid: _____ Ck # _____ Cash Credit Card

Total: _____ Insurance Required? _____

Staff Signature: _____ **Date:** _____

Fee Waiver Approval by Town General Manager: _____ Date: _____

Note any Pre-existing damage to the area:



SAVE THE DATE!

AUGUST 22 ★ 2026 ★



DISCOVERY BAY

LIONS

HOSTING

SUMMER JAM

2026

FEATURING

THE SPAZMATICS

THE ULTIMATE 80s NEW WAVE EXPERIENCE!



★ **A NIGHT OF MUSIC, FUN & COMMUNITY!** ★
LIVE MUSIC • VENDORS • FOOD • DRINKS • FAMILY FUN

★ **KIDS UNDER 12 FREE!** ★

— MORE DETAILS COMING SOON! —



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Award Contract to Herwit Engineering for Construction Management Services, for Wastewater Capital Improvement Projects.

Meeting Date: July 1, 2026

Prepared By: Aaron Goldsworthy, Water & Wastewater Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Award and authorize the General Manager to execute a contract with Herwit Engineering, in the amount of \$327,860, for Construction Management Services as outlined in the scope of work for the Capital Improvement Projects listed below, and a 10% contingency for a total amount not to exceed \$360,646.

EXECUTIVE SUMMARY:

The Town of Discovery Bay’s wastewater facilities require targeted capital improvements to maintain regulatory compliance, operational efficiency, and workplace safety. The 2025 Capital Improvement Plan (CIP) Miscellaneous Improvements Project includes several wastewater system upgrades for which professional engineering and construction management support is needed during bidding, construction, startup, and closeout.

Herwit Engineering has already completed the design phase and prepared biddable documents for the project, and the project is proceeding through the construction bid process. Staff is requesting authorization for Herwit to provide Task 2 construction services under its Exhibit A scope of work in the base amount of \$327,860, plus a 10% contingency, for a total not-to-exceed amount of \$360,646.

Scope of Work:

The attached scope of services states that Herwit prepared its proposal based on issues discussed with the District and that the work will support the 2025 CIP Miscellaneous Improvements Project during the construction phase. The current schedule anticipates advertising for bids in June 2026, receiving bids in July 2026, issuing notice to proceed in August 2026, and completing construction and startup in September 2027.

Under Task 2, Herwit would provide construction-phase services that include weekly remote construction meetings with meeting notes, review of shop drawings and equipment coordination, responses to RFIs and field questions, preparation of change orders, specialty site inspections, final inspection and acceptance, startup testing coordination, and preparation of record drawings.

The scope also states that permit and application fees will be paid by the District, project approvals will be obtained by the District, and the District remains the approving authority for the project. Herwit will not provide full-time inspection or full-time site supervision, but will inspect key project elements for compliance with the

construction documents and act as the construction manager.

Items specifically excluded from the scope include surveying, geotechnical services, permitting, material testing, daily or full-time construction inspection, and SCADA programming or SCADA construction.

Itemized Task Breakdown:

- Conduct weekly Zoom meetings \$26,000
- Review shop drawings / coordinate equipment \$46,200
- Answer RFIs, field questions, phone calls, and coordination \$46,200
- Prepare change orders \$8,320
- Conduct specialty site inspections \$181,300
- Conduct final inspection and acceptance \$4,260
- Startup testing \$4,260
- Preparation of record drawings for \$8,320
- Markup on subconsultants \$3,000

Wastewater CIP Projects:

The 2025 CIP Miscellaneous Improvements Project includes the following wastewater facility improvements:

- Vacuum Truck Dump Station Improvements: design a new vacuum truck dump station, including associated drain piping and upgrades to the existing decant pump station for improved solids handling and operational safety.
- Belt Press No. 1 Replacement: replace the existing Belt Press No. 1 with a modern unit, including necessary piping and electrical modifications for installation and reliable operation.
- Electrical Cable Tray Installation in Solar Dryers A and B: replace outdated conduit systems with new cable trays to improve electrical safety, maintenance access, and reliability.
- Replacement of Solids Dredge Anchor Blocks: replace anchor blocks at the sludge lagoons to improve dredge system performance and structural security.
- Rehabilitation of Solar Circulators in Sludge Lagoon No. 2: rehabilitate the existing solar mixers to extend asset life and support lagoon performance.
- Vacuum Truck Metal Building Cover: design a new metal building cover to protect the vacuum truck and improve workplace safety.
- Pipe Leak Repairs at Mixed Liquor Pump Stations: identify and repair piping leaks to maintain pumping efficiency and reduce maintenance needs.
- Dewatering Return Settling Box at Lagoon No. 2: design a settling box with bypass and drain piping to improve solids settling and operational flexibility.

FISCAL IMPACT:

Base Contract: \$327,860 + 10% Contingency: \$32,786 = Total \$360,646. All project costs budgeted for in the adopted FY26-27 Wastewater CIP budget.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

- June 19, 2024 - Fiscal Year 2025-2026 Budget Adoption Approved by Board Action.
- August 20, 2025 - Herwit Engineering Design Contract Approved by Board Action.

ATTACHMENTS:

1. Engineering Cost Estimate-2025 CIP Miscellaneous Improvements Project.
2. Scope of Services-2025 CIP Miscellaneous Improvements Project.

Staff Hours at Indicated Rate													
Engineering Construction Support & Construction Management Services - 2025		Process Model Engineer	Supervising Engineer	Senior Engineer	Associate Engineer	Engineer	Supervising Designer	Designer 2	Administrative Assistant	HERWIT Labor Cost	Other Subs	Expenses	Total Cost
Task 2	CIP Miscellaneous Improvements Project			260				130					
Design Services													
A	Conduct Weekly Zoom Meetings (65 meetings x 1.5 hrs)			100						26,000			\$ 26,000
B	Review Shop Drawings / Coordinate Equipment			120						31,200	15,000		\$ 46,200
C	Answer RFIs / Field Questions / Phone Calls / Coordination			120						31,200	15,000		\$ 46,200
D	Prepare Change Orders			32						8,320			\$ 8,320
E	Conduct Specialty Site Inspections (16 mo/2 Trips/wk x 5 hrs)			680						176,800		4,500	\$ 181,300
F	Conduct Final Inspection and Acceptance			16						4,160		100	\$ 4,260
G	Startup & Testing			16						4,160		100	\$ 4,260
H	Preparation of Record Drawings			16				32		8,320			\$ 8,320
	Markup on Subs										3,000		\$ 3,000
Subtotal Construction Services				1100				32		290,160	33,000	4,700	\$ 327,860

Exhibit A

**Town of Discovery Bay Community Services District
Discovery Bay, California**

2025 CIP Miscellaneous Improvements Project

SCOPE OF SERVICES

This Scope of Services (Exhibit A) is incorporated into and made part of the Agreement for Consultant Services ("Agreement") entered into by the Town of Discovery Bay Community Services District (DBCSD) and HERWIT Engineering as of _____, 2026.

TASK ITEMS

HERWIT engineering has prepared the following engineering services proposals based on the issues discussed with the DBCSD. The purpose of this scope is to prepare biddable drawings and provide engineering services during construction for the 2025 CIP Miscellaneous Improvements Project.

Task 1 – Engineering Design Services (Complete)

Task 2 – Construction Services

- A. Conduct weekly construction meetings. Meetings to be remote over zoom and hosted by HERWIT. Prepare meeting notes of all meetings. (65 Total)
- B. Review shop drawings/coordinate equipment.
- C. Answer project Requests for Information (RFI's), field questions, phone calls and coordination.
- D. Prepare change orders as required.
- E. Conduct specialty site inspections to verify compliance with the construction documents.
- F. Conduct final inspection for acceptance.
- G. Witness and help coordinate Startup & Testing.
- H. Preparation of Record Drawings.

ASSUMPTIONS

- A. All fees for all permits and applications shall be paid by the District.
- B. All project approvals will be obtained by the District.
- C. The District is the approving authority for this project and is the final say on plan approval.
- D. HERWIT will not perform full time inspection and site supervision. HERWIT will inspect key elements of the project to verify compliance with the construction documents. HERWIT will act as the Construction Manager

WORK ITEMS NOT INCLUDED IN SCOPE

The following items are not included in this scope of work. It is our understanding that the following items that may be necessary for completion of the project are contracted to others as identified below.

- A. Surveying and Photometric / Topographic background of the existing plant are not included in this scope of services.
- B. Geotechnical services are not included in this scope of services
- C. Permitting is not included in this scope of services.
- D. Material testing is not included in this scope of services.
- E. Daily/full time construction inspection is not included in this scope of services.
- F. SCADA programming or SCADA construction is not included in this scope of services.

MISCELLANEOUS

There will be several subconsultants working under HERWIT Engineering to complete this project. These subconsultants and areas of responsibility are as follows.

- A. Electrical Engineering, Arostegui Engineers, Project Manager Leonel Arostegui
- B. Structural Design, CAPSTONE Structural Engineering, Project Manager Steve Stoll

SCHEDULE

HERWIT Engineering will begin immediately upon authorization of the Contract. The current project schedule is as follows:

Item Description	Date
Advertise for Bids for Construction	June, 2026
Receive Bids for Construction	July, 2026
Notice to Proceed	August, 2026
Construction and Startup Completion	September, 2027

The schedule assumes a 2-week review period by district staff at each submittal.

FEE

HERWIT Engineering will complete tasks identified below on a Lump Sum Not to Exceed Basis. The costs for all subconsultants are included in these costs. Subconsultant costs will be broken out separately on all invoices. Because of the variability in estimating the workload between tasks and subconsultants for a project of this size, the subconsultant’s costs are an approximate breakdown and budget assignments may be moved between subconsultants and the Prime Consultant as needed as long as the total project cost is not exceeded.

Task 1 - Engineering Design Services (complete)	\$ 0.00
Task 2 - Construction Services	<u>\$ 327,860</u>
TOTAL	\$ 327,860



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Remove Concrete Fencing Around Ravenswood Park

Meeting Date: July 1, 2026

Prepared By: Monica Gallo, Park & Landscape Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Approve the quote from Jensen Landscape to remove the existing concrete fencing around Ravenswood Park and authorize the General Manager to execute the Contract Agreement in an amount not to exceed \$23,320.00.

EXECUTIVE SUMMARY:

The Ravenswood neighborhood is approximately 20-years old. In recent years, the Town has completed several improvements within this community, including the installation of a new splash pad, new playground structure, and updating landscaping.

Ravenswood Park is surrounded by concrete fencing which has deteriorated over the past several years. As the fencing has crumbled, rails have fallen, exposing rusted rebar and creating a potential safety hazard for park visitors. Approximately five years ago, several fence posts and rails were replaced; however, those sections have also begun to deteriorate.

Recently, the Town successfully completed a similar project at Slifer Park, where deteriorated concrete fencing was removed by Jensen Landscape. The project improved visibility into the park, enhanced the open and welcoming character of the facility, reduced ongoing maintenance requirements, and eliminated safety concerns associated with aging concrete rails and exposed reinforcing steel.

Based on the success of the Slifer Park project and the current condition of the fencing at Ravenswood Park, staff recommends removal of the existing concrete fencing system. Staff is proposing to contract with Jensen Landscape to remove approximately 1,550 linear feet of concrete fencing, including all associated posts and rails. The scope of work includes demolition and disposal of the existing fence materials, cutting and grinding flush any remaining fence columns attached to concrete surfaces, removal of all concrete debris and exposed rebar, and restoration of disturbed areas to ensure the site is left in a clean, safe, and aesthetically pleasing condition.

Removal of the deteriorated fencing will eliminate existing safety hazards, reduce future maintenance costs, and improve the overall appearance, accessibility, and visibility of Ravenswood Park for residents and visitors.

This item was brought to the Special Parks and Recreation Committee meeting held on June 17, 2026.

FISCAL IMPACT:

Zone 9 Operating Budget - \$23,320.00

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

1. Jensen Landscape Quote
2. Slifer Park Example Photos (Before & After)



June 3, 2026

Site: Ravens Wood Park

Re: Removal of concrete fence and fence columns

Dear Monica,

Thank you for giving Jensen Landscape the opportunity to provide this proposal. We are pleased to offer our services to furnish all labor, materials, and equipment necessary to complete the following scope of work, along with the noted qualifications and exclusions.

Scope of Work

Jensen Landscape will remove approximately 1,550 linear feet of existing concrete fence.

Work Includes:

Concrete Fence Removal

- Removal of all existing concrete fence pillars
- Cutting and grinding of fence columns attached to concrete
- Grinding surfaces flush where permitted
- Hauling away and disposing of all concrete debris
- Removal and disposal of all rebar

Site Cleanup

- Complete cleanup and removal of all job-related debris upon completion, leaving the area neat and safe

Total Cost of Project\$ 23,320.00

Approval Signature



Sincerely,

Alvaro Chavez
Project Manager
Cell: (925) 519-3090
Email: Alvaro.Chavez@jensencorp.com

Qualifications:

1. Assumes no underground utilities or other underground obstructions are in conflict with the work to be performed by Jensen Landscape Services or its subcontractors. If there are, or the client suspects that there may be, they are to be located by others prior to start of work.
2. Assumes all irrigation wires and valves are available and in good, operating condition and can accommodate the above enhancements. This includes new and modified irrigation.
3. Layout, supervision, and quality control measures are included in the program.

Exclusions:

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



