



**TOWN OF DISCOVERY BAY**  
A COMMUNITY SERVICES DISTRICT  
SDFL Platinum-Level of Governance



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

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

Regular Board Meeting  
Wednesday, September 15, 2021

-  
7:00 P.M. Regular Board Meeting

Community Center  
1601 Discovery Bay Boulevard





# TOWN OF DISCOVERY BAY

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SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday September 15, 2021  
REGULAR MEETING 7:00 P.M.**

**NOTICE  
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting as follows:

**TO ATTEND BY WEBINAR:**

Please register for Regular Meeting of the Board of Directors at: *(copy and paste into your browser the registration URL)*

Registration URL: <https://attendee.gotowebinar.com/register/7199887329425679886>

Webinar ID# 938-878-027

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: (415) 655-0052 ID# 315-017-733

If there is any disruption to the meeting due to unforeseen circumstances we will continue via teleconference.

**TO ATTEND BY TELECONFERENCE**

Toll-free Dial-in Number **(877) 778-1806**

CONFERENCE CODE **891949**

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 August 26, 2021, Special Board of Directors DRAFT Meeting minutes.
2. Approve September 1, 2021, Regular Board of Directors DRAFT Meeting minutes
3. Approve Register of District Invoices.
4. Approve Destruction of Town of Discovery Bay Inactive Records.

**D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS**

**E. PRESENTATIONS**

1. Monthly Water and Wastewater Report from Veolia – August 2021.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding the Resignation of Michael Davies as General Manager.
2. Discussion and Possible Action Regarding the Appointment of a General Manager and Approval of the General Manager's Employment Contract.
3. Discussion and Possible Action to Authorize Stantec Consulting to develop the Impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study for the Cechinni Ranch and other Proposed Development.

**G. MANAGER'S REPORT**

**H. GENERAL MANAGER'S REPORT**

**I. DIRECTOR REPORTS**

**J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

**K. CORRESPONDENCE RECEIVED**

1. Notice of Intent to Render Administrative Decision – Contra Costa County.

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourn to the regular meeting on October 6, 2021, 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

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PLATINUM LEVEL

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**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Thursday, August 26, 2021  
SPECIAL MEETING 2:00 P.M.**

**NOTICE  
Coronavirus COVID-19**

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**TO ATTEND BY TELECONFERENCE:**  
Toll-Free Dial-In Number: (877) 252-8822  
CONFERENCE CODE 507599

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

**SPECIAL MEETING 2:00 P.M.**

**A. CALL MEETING TO ORDER AND ROLL CALL**

1. Call business meeting to order 2:00 p.m.
2. Roll Call – All present.

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

None.

**C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7) Closed session began at 2:00 p.m.

**D. CLOSED SESSION:**

1. Public Employee Appointment  
Title: General Manager

**E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1) End closed session and return to open session at 5:50 p.m. No reportable action.

**F. ADJOURNMENT**

1. Adjourned at 5:50 p.m. to the regular meeting on September 1, 2021, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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# TOWN OF DISCOVERY BAY

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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday September 1, 2021  
REGULAR MEETING 7:00 P.M.**

**NOTICE  
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Webinar ID# 766-493-579

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For listen only mode dial: 1-631-922-3221 ID# 604-343-328

If there is any disruption to the meeting due to unforeseen circumstances we will continue via teleconference.

**TO ATTEND BY TELECONFERENCE**

Toll-free Dial-in Number **(877) 778-1806**

CONFERENCE CODE **891949**

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 – Led by President Bryon Gutow.
3. Roll Call – All present, Director Carolyn Graham participated via teleconference.

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

None.

**C. CONSENT CALENDAR**

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

1. Approve August 12, 2021, Special Board of Directors DRAFT Meeting minutes.
2. Approve August 18, 2021, Regular Board of Directors DRAFT Meeting minutes
3. Approve Register of District Invoices.

Motion made by Vice President Kevin Graves to approve items on the Consent Calendar as presented.  
Second by Director Ashley Porter.

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

#### **D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS**

1. Assembly Member Jim Frazier, District 11 – Not in Attendance.
2. Supervisor Diane Burgis, District III Report – Not in Attendance.
3. Sheriff's Office Report.

Sheriff Lieutenant Mark Johnson discussed the arrests and calls reported for the month of August 2021. There is a bait car utilized to catch catalytic converter thieves. There was a report of a missing adult who was located in San Jose. Community is encouraged to screen everyone who will come work on their property. Phone scams are still an issue.

President Bryon Gutow and Vice President Kevin Graves thanked Sheriff Lieutenant Mark Johnson for sending deputies to community events to assist with peacekeeping.

4. CHP Report – Not in Attendance.
5. East Contra Costa Fire Protection District Report.

East Contra Costa Fire Department Battalion Chief Ross Macumber updated the Board on calls and fires in Discovery Bay for the month of August. Firefighter was lacerated by glass at a fire on August 16<sup>th</sup> on Monterey Court. Due to an agency's withdraw, the proposed annexation will be voted on at a later time. Reminder was issued to abate weeds and shrubs.

#### **E. PRESENTATIONS**

1. Introduction of Luhdorff & Scalmanini Consulting Engineers Water Engineer Jason Coleman.  
Jason Coleman, Water Engineer with Luhdorff & Scalmanini Consulting Engineers introduced himself. He will take the place of Water Engineer Justin Shobe due to his relocation. He advised the Board of his excitement to work with Town of Discovery Bay and looks forward to helping with its water and wastewater projects.

#### **F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Approve Town of Discovery Bay Community Service District's Financial Policy.

Finance Manager Julie Carter provided the Board with an update regarding the District's Financial Policy. In the process of transferring Town of Discovery Bay money from Contra Costa County control to Town of Discovery Bay, creating a financial policy is the first step. Staff is requesting the Board approve the draft of Town of Discovery Bay Community Service District's Financial Policy.

Motion made by Director Ashley Porter to approve the Draft of the Town of Discovery Bay Community Service District's Financial Policy.

Second by President Bryon Gutow.

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

2. Discussion and Possible Action to File a Notice of Exemption for the Cornell Park Prop 68 Per Capita Grant.

Parks and Landscape Manager Bill Engelman advised the Board that as part of the application for the Per Capita Grant, Town of Discovery Bay needs to file a Notice of Exemption (NOE) with Contra Costa County as required by California Environmental Quality Act (CEQA). Staff requests that the Board approve filing the NOE with the county to meet CEQA requirements and move forward with the Prop 68 Per Capita Grant application.

Motion made by Vice President Kevin Graves to authorize the filing of the NOE for the Cornell Park Prop 68 Per Capita Grant.

Second by Director Ashley Porter.

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

#### **G. MANAGER'S REPORT**

#### **H. GENERAL MANAGER'S REPORT**

General Manager Mike Davies advised the Board of an increase in the amount of calls Town staff has received which fall in the jurisdiction of Contra Costa County. These calls are referred to area agencies.

However, as a reminder to the public;

For concerns regarding potholes and other roadway issues, please call Contra Costa County Public Works at (925)313-2000.

For concerns regarding law enforcement issues, please call the Contra Costa County Sheriff's Department at

(925)646-2441.

Violations and inspections on private property are handled by Contra Costa County Code Enforcement and can be reached at (925)655-2807.

Traffic enforcement is handled by the California Highway Patrol and their phone number is (925)646-4980.

**I. DIRECTOR REPORTS**

1. Standing Committee Reports.
  - a. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan) September 1, 2021 – Canceled.
  - b. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter) September 1, 2021.  
President Bryon Gutow advised the Board of the discussion regarding potential new projects within Zone 8 and Zone 9. Conservation Corps has started work on Town parks.
  - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) September 1, 2021.  
Director Ashley Porter advised there was an update of the Marina, repairs of pipes at the Lakes and an update on the Denitrification Project.
2. Other Reportable Items.

**J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

1. Code Enforcement Agenda Meeting – August 26, 2021 – Director Ashley Porter.  
Director Ashley Porter attended a Code Enforcement Meeting where there was discussion regarding a sweep of trailers that are illegally parked and unauthorized parking at the fire house.

**K. CORRESPONDENCE RECEIVED**

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourned at 7:22 p.m. to the regular meeting on September 15, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

September 15, 2021

**Prepared By:** Julie Carter, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Michael R. Davies, 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** \$ 783,174.53

**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 2021/2022

AGENDA ITEM: C-3

**Request for Authorization to Pay Invoices**  
**For The Meeting On September 15, 2021**  
**Town of Discovery Bay CSD**  
**Fiscal Year 7/21 - 6/22**

Anderson Pacific	\$464,398.00
Veolia Water North America	\$145,505.39
Herwit Engineering	\$67,881.20
Adams Pool Solutions	\$40,500.00
J.W. Backhoe & Construction, Inc.	\$19,405.21
U.S. Bank Corporate Payment System	\$16,513.82
Precision IT Consulting	\$7,850.70
Office Team	\$3,191.08
CVCWA	\$3,100.00
San Joaquin County Office Of Ed	\$2,704.00
Pacific Landscape Supply, Inc.	\$2,661.59
Univar Solutions USA Inc.	\$2,399.16
U.S. Bank	\$1,540.00
Verizon Wireless	\$1,010.72
Express Employment Professionals	\$929.60
Alhambra	\$749.55
Brentwood Ace Hardware	\$574.62
Karina Dugand	\$564.75
Bailey Bautista	\$407.43
Office Depot	\$260.40
Water Utility Refund Customer	\$203.02
Geotab USA, Inc.	\$177.75
California State Lands Comm.	\$159.48
Lesley Marable	\$95.42
UniFirst Corporation	\$95.20
Watersavers Irrigation Inc.	\$90.60
Cintas	\$89.50
Core & Main LP	\$66.34
County Clerk - CCC	\$50.00
	\$783,174.53



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 15, 2021

**Prepared By:** Julie Carter, Finance Manager  
**Submitted By:** Michael R. Davies, General Manager

### Agenda Title

Approve Destruction of Town of Discovery Bay Inactive Records.

### Recommended Action

Staff recommends that the Board approve the destruction of the District's inactive records as per attached.

### Executive Summary

The Town of Discovery Bay Community Services District adopted Resolution 2018-02, the Records Retention Schedule on March 7, 2018. Record Retention Schedules were updated by Department Heads and General Manager approvals on January 7, 2020.

Staff evaluated the District's inactive records. Staff recommends the attached list of eligible records be destroyed. The records have all exceeded the retention period per the Record Retention Schedule. Destruction of the records will not adversely affect any interest of the District or public. Staff will hire a professional record destruction firm to handle the disposition of the records at a cost not to exceed \$1,000.

### Fiscal Impact: Yes

**Amount Requested: 1,000**

**Sufficient Budgeted Funds Available?: Yes**

**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

### Attachments:

List of Records Recommended for Destruction.

**AGENDA ITEM: C-4**

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BOX #	DEPT	BOX NAME/SUBJECT/FOLDER NAME	START DATE	END DATE	RETENTION #	RETENTION	DESTROY DATE
FIN-003	Finance	Inv, Closed P.O.'s	2007	2009	FIN-026	7 years	12/2016
FIN-004	Finance	Invoices, Req. for funds, Bank Stmt's	2008	2009	FIN-005 FIN-026	7 years	12/2016
FIN-005	Finance	Invoices	2008	2009	FIN-026	7 years	4/2017
FIN-006	Finance	Bank statements	2009	2010	FIN-005	7 years	2/2017
FIN-007	Finance	Invoices	2008	2010	FIN-026	7 years	7/2017
FIN-008	Finance	Invoices	2009	2010	FIN-026	7 years	6/2017
FIN-009	Finance	Invoices	2010	2010	FIN-026	7 years	7/2017
FIN-010	Finance	Bank stmts, Invoices, Water Billings	2009	2010	FIN-005 FIN-026	7 years	1/2018
FIN-011	Finance	Wtr billings, Expense Reports, Inv, PO's	2006	2012	FIN-026	7 years	12/2019
FIN-013	Finance	A.P. Invoices	2012	2012	FIN-026	7 years	1/2020
FIN-014	Finance	Invoices	2012	2012	FIN-026	7 years	1/2020
FIN-015	Finance	Invoices	2001	2012	FIN-026	7 years	1/2020
FIN-016	Finance	Customer Correspondence, Billing Adjustments, Final Bills, Shut-off lists, Commercial meter reads	2014	2014	FIN-041 FIN-045	5 years	1/2020
FIN-017	Finance	Payment summary reports, meter reading reports, Billing reports, NSF Correspondence	2011	2012	FIN-041 FIN-042 FIN-045	5 years	1/2018
FIN-021	Finance	General Ledgers, transaction registers	2004	2009	FIN-013 FIN-016	7 years	1/2017
FIN-022	Finance	Invoices, Reimbursement Invoices, Transaction Registers	2010	2012	FIN-026	7 years	1/2020
FIN-023	Finance	Warrant Registers, Transaction Registers, Year-End General Ledger	2007	2010	FIN-013 FIN-016	7 Years	1/2018
FIN-027	Finance	Bank Reconciliation, Monthly/Year end General ledger, Transaction Registers	2010	2011	FIN-005 FIN-016	7 years	1/2019
FIN-028	Finance	Warrant Registers, monthly/ Year-End General Ledger	2009	2010	FIN-026 FIN-016	7 years	1/2018



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FIN-029	Finance	L & L Zone Reimbursement Invoices	2010	2012	FIN-026	7 years	1/2020	
FIN-030	Finance	Monthly Billing Aging Reports, Community Center Sales/Invoices	2001	2011	FIN-041	5 Years	1/2017	
FIN-031	Finance	Community Center Inventory/Invoices/Worksheets/reports, Misc. Correspondence, Meter Billing Reports, Aging Reports	2001	2011	FIN-026 FIN-041 FIN-042	7 years	1/2018	
FIN-032	Finance	RFA's/Invoices August 2012 -November 2012	2012	2012	FIN-026	7 years	1/2020	
FIN-033	Finance	RFA's/Invoices December 2011-April 2012	2011	2012	FIN-026	7 years	1/2020	
FIN-034	Finance	RFA's/Invoices July 2011- December 2011	2011	2011	FIN-026	7 years	1/2019	
FIN-035	Finance	RFA's/Invoices May 2012-July 2012	2012	2012	FIN-026	7 years	1/2020	
FIN-036	Finance	RFA's/Invoices February 2013-May 2013	2013	2013	FIN-026	7 Years	1/2021	
FIN-037	Finance	RFA's/Invoices June 2013-August 2013	2013	2013	FIN-026	7 Years	1/2021	
FIN-038	Finance	Invoices September 2013-October 2013	2013	2013	FIN-026	7 years	1/2021	
FIN-039	Finance	Invoices October 2012-February 2013	2012	2013	FIN-026	7 Years	1/2021	
FIN-041	Finance	Bank Statements July 2011-June 2012	2011	2012	FIN-005	7 years	1/2020	
FIN-042	Finance	Billing/Credit Memos, Open invoice report,Comm. Center Bank statement, Wire transfer	2005	2012	FIN-041 FIN-042 FIN-005	7 years	1/2019	
FIN-043	Finance	Time sheets-Payroll	2003	2013	FIN-038	7 years	1/2021	
FIN-050	Finance	Community Center 2013-Deposits,Invoices,Deposit Reports	2013	2013	FIN-041 FIN-042 FIN-047	5 years	1/2019	
FIN-051	Finance	Community Center January-June 2014 Deposits, Invoices, Deposit Registers	2014	2014	FIN-041 FIN-042 FIN-047	5 years	1/2020	
FIN-052	Finance	Community Center July-December 2014 Deposits, Invoices, Deposit Registers	2014	2014	FIN-041 FIN-042 FIN-047	5 years	1/2020	

FIN-053	Finance	Community Center January-June 2015 Deposits, Invoices, Deposit Registers	2014	2014	2014	FIN-041 FIN-042 FIN-047	5 years	1/2021	
FIN-058	Finance	Month-End Financial Binders April-May 2013 AUDITED FY 2012-2013	2012	2012	2013	FIN-001 FIN-005 FIN-036	7 years	1/2021	
FIN-059	Finance	Month-End Financial Binders June 2013 AUDITED FY 2012-2013	2012	2012	2013	FIN-001 FIN-005 FIN-036	7 years	1/2021	
FIN-066	Finance	Month-End Financial Binders July-August 2012 AUDITED FY 2012-2013	2012	2012	2013	FIN-001 FIN-005 FIN-036	7 years	1/2021	
FIN-067	Finance	Month-End Financial Binders September-October 2012 AUDITED FY 2012-2013	2012	2012	2013	FIN-001 FIN-005 FIN-036	7 years	1/2021	
FIN-068	Finance	Month-End Financial Binders November-December 2012 AUDITED FY 2012-2013	2012	2012	2013	FIN-001 FIN-005 FIN-036	7 years	1/2021	
FIN-069	Finance	Month-End Financial Binders January-February 2013 AUDITED FY 2012-2013	2012	2012	2013	FIN-001 FIN-005 FIN-036	7 years	1/2021	
FIN-070	Finance	Month-End Financial Binders March 2013 AUDITED FY 2012-2013	2012	2012	2013	FIN-001 FIN-005 FIN-036	7 years	1/2021	
FIN-071	Finance	Monthly Payroll Reports 08/09, 09/10, 10/11, 11/12 MISC. Payroll 1997-2001	1997	1997	2012	FIN-036 FIN-038	7 years	1/2020	
FIN-076	Finance	Caselle Reports January 2013-June 2014	2013	2013	2014	FIN-041 FIN-042	5 years	1/2020	
FIN-077	Finance	Bank Statements/Deposits July 2010-February 2011	2010	2010	2011	FIN-005	7 years	1/2019	
FIN-078	Finance	Bank Statements/Deposits March 2011-June 2011	2011	2011	2011	FIN-005	7 years	1/2019	

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FIN-079	Finance	Community Center Daily Deposit Reports April 2014-June 2015	2014	2015	FIN-041	5 Years	1/2021	
FIN-080	Finance	Large User Billing Reports 2009-2011	2009	2011	FIN-042	5 Years	1/2017	
FIN-081	Finance	Large User Billing Reports Water Meter Readings Final Bills 2010-2012	2010	2012	FIN-041 FIN-042	5 Years	1/2018	
FIN-082	Finance	Board of Directors Travel Expense Reports 2010-2013	2010	2013	FIN-026	7 years	1/2021	
FIN-083	Finance	Final Billed Customers Account Information Changes Billing Adjustments	2012	2013	FIN-041 FIN-045	5 Years	1/2019	
FIN-084	Finance	Commercial Reads, NSF, Shut-off Lists, Zero Reads List, Aging Accounts	2013	2013	FIN-050 FIN-041	5 Years	1/2019	
FIN-085	Finance	Invoices	2011	2011	FIN-026	7 Years	1/2019	
FIN-086	Finance	Invoices L&L 8&9	2010	2011	FIN-026	7 years	1/2019	
FIN-087	Finance	Large User Program Meter Reads/Billing Zones 35,57,61, L&L 8, L&L 9	2004	2011	FIN-041 FIN-042	5 years	1/2017	
FIN-088	Finance	Accounts payable Invoices July 2010-January 2011	2010	2011	FIN-026	7 Years	1/2019	
FIN-089	Finance	Community Center Bank Statements 2011- 2012 Investments 1999-2007	1999	2012	FIN-005 FIN-017	7 years	1/2020	
FIN-090	Finance	Acct. Info. Changes, Billing Adjustments, NSF Letter, Shut-off Lists, Commercial Acct. Meter Reads, Copies of Final Bills, Residential Zero Reads List	2015	2015	FIN-041 FIN-042	5 years	1/2021	
FIN-091	Finance	Payroll-Correspondence, W-4 Info, Time Cards	2004	2010	FIN-038 FIN-054	7 years	1/2018	
FIN-092	Finance	Billing Reports, Meter Reading Proof Report, Aging Reports, Receipt Registers, Acct. Receivable 2011-2012, Monthly GL 2008- 2009, Maintenance & Repair Invoices 1999- 2008	1999	2008	FIN-013 FIN-026 FIN-041 FIN-042	7 years	1/2016	

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DW-003	District Wide	Safety Training, External Organizations Routine Correspondence/complaints	2007	2009	DW-058 DW-014 DW-022 DW-025	7 years	1/2017	
GM-060	General Manager/IT/ Board Clerk	Economic Interest Form 700 1998-2011	1998	2011	GM-028 GM-029	7 years	1/2019	
GM-065	General Manager/IT/ Board Clerk	GM Correspondence, Weekly Letters to the Board 2011-2012, California Sport Fishing Alliance Litigation 1998, Certificate of Liability Insurance 1995-1998	1995	2012	GM-003 GM-010 GM-018 GM-058	4 years Final + 5 years Comp+ 10 (applies to 1998 record)	1/2017	
WTR-001	WATER/ WASTEWATER	Work order forms, Correspondence, Notes	1998	2012	WTR-042	5 Years	1/2018	
WTR-002	WATER/ WASTEWATER	Work Orders	2007	2012	WTR-042	5 years	1/2018	
WTR-005	WATER/ WASTEWATER	Sanitary Sewer Overflows	2004	2008	WTR-012	5 years	1/2014	





# Water and Waste Water Monthly Report Town of Discovery Bay

*August 2021*

## Safety & Training

Safe Work Days: 4,387

### **JJ Keller/ VNA University:**

Personal Protective Equipment:  
Employee Essentials

### **Weekly Safety Topics:**

8/4 Yard Maintenance Safety Tips

8/11 Defensive Driver Training & Drug and Alcohol Policy

8/18 Water Safety Tips & Top 10 OSHA Violations of 2020

8/25 Safety Data Sheets (SDS)

**Water Well  
Status**

<b>Willow WTP</b>	<b>01</b> Active	<b>02</b> Active	<b>06</b> Active
<b>Newport WTP</b>	<b>04</b> Active	<b>05</b> Active (Emergency)	<b>07</b> Active

## Water Production & Chemicals

Willow WTP	Production (MG) 42.86	Chemicals (gal) (Sodium Hypochlorite) 3,430
Newport WTP	Production (MG) 78.02	Chemicals (gal) (Sodium Hypochlorite) 3,619
TOTAL	Production (MG) 120.88	Chemicals (gal) (Sodium Hypochlorite) 7,049

## Water Compliance

Coliform Samples Collected: 20

Coliform Positive Results: 0

Water Quality Complaints: 0

Hydrant Flushing: 0

Valve Exercising: 0

# Lift Station Status

**A**

| Active

**C**

| Active

**D**

| Active

**E**

| Active

**F**

| Active

**G**

| Active

**H**

| Active

**J**

| Active

**R**

| Active

**S**

| Active

**Newport**

| Active

**Lakeshore**

| Active

**Lakes**

| Active

**Lakes 4**

| Active

**Bixler**

| Active

## Wastewater Flow & Chemicals

WW Plant 1	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	0	0	0
WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	35.18	1.30	1.13
	Polymer (gal)	Alum (gal)	PAC (gal)
	400	0	0

## Wastewater Compliance

Effluent BOD<sub>5</sub>, mg/L (10): 1.2

Effluent TSS, mg/L (10): 0.6

Total Coliform 7 day median (23): ND

Total Coliform daily max (240): ND

Eff NTU daily avg (2): 0

Eff Ammonia (N), mg/L (8.4): ND

Removal BOD<sub>5</sub>, monthly (85%): 99.5%

Removal TTS, monthly (85%): 99.6%

Conductivity annual avg (2,400): 2,330



## Maintenance & Improvements

SSOs: 0

Customer Inquires: 0

Projects:

Emergency repairs/upgrade Lift Station E (in progress)  
Denitrification Project Coordination (ongoing)  
Revise Total Coliform Sample Rule (RTCR) (in progress)  
Site Sampling Plan (in progress)



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

September 15, 2021

**Prepared By:** Gregory Harris, District Sewer Engineer  
**Submitted By:** Michael Davies, General Manager

### Agenda Title

Discussion and Possible Action to Authorize Stantec Consulting to develop the Impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study for the Cechinni Ranch and other Proposed Development

### Recommended Action

Authorize the General Manager to Execute the Town's Standard Profession Services Agreement with Stantec Consulting to develop the Impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study for the Cechinni Ranch and other Proposed Development in the Amount of \$25,000.

### Executive Summary

Staff has previously discussed the impacts of the Cechinni Ranch development and other smaller parcels on the Town water and wastewater facilities. The Town Board has previously adopted a strategy for staff to follow in dealing with these developments.

Based on this strategy, Staff and the Cechinni development team have agreed the next step on the wastewater side of the facilities is to develop the flow and load changes on the existing wastewater treatment plant and to estimate what level of reclaimed water use can be achieved for the Cechinni project. This information will be used to develop further planning level studies for these projects. Scope of work includes the following.

1. Develop the additional flow and loading to the WWTP based on the planned retirement community at Cechinni ranch and a few infill parcels shown on the attached planning area map.
2. Develop water reuse feasibility study for the Cechinni Ranch project including suitability of Discovery Bay reclaimed water for reuse, estimated reclaimed water flows, and next steps if reclaimed water is going to be considered further as part of the Cechinni Ranch project.

Per the Staff Strategy adopted by the Board, Development must pay for this analysis. The Cechinni Development team has agreed to pay the full cost of this study and will provide funding to the Town prior to notice to proceed for Stantec.

### Specific Board Action:

Authorize the General Manager to Execute the Town's Standard Profession Services Agreement with Stantec Consulting to develop the Impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study for the Cechinni Ranch and other Proposed Development in the Amount of \$25,000

### Previous Relevant Board Actions for This Item

Approval of Staff Strategies for handling the Cechinni Ranch Development, May 2021.

**Fiscal Impact:** None.

**Amount Requested:** \$25,000

**Sufficient Budgeted Funds Available:** Cost is reimbursed by Cechinni Development team.

**Prog/Fund # Category:** TBD

**Attachments**

Map: Existing and Proposed Sewer and Water Planning Area.  
Scope of Work from Stantec Dated August 24, 2021

AGENDA ITEM: F-3



Stantec Consulting Services Inc.  
3875 Atherton Road, Rocklin CA 95765-3716

August 24, 2021

**Attention: Mr. Gregory Harris**  
Town of Discovery Bay  
Discovery Bay, CA

Dear Mr. Harris,

**Reference: Cechinni Ranch and other Proposed Development Impacts on Wastewater Treatment Plant No. 2 and Water Reuse Feasibility Study**

We are pleased to present this proposal to provide the Town of Discovery Bay Services District (District) with engineering services to investigate the proposed Cechinni Ranch development and other miscellaneous parcels identified by the District to determine the impacts to Wastewater Treatment Plant No. 2 (WWTP 2) and the feasibility of reclaiming the WWTP 2 effluent and/or other water sources for landscape irrigation.

The following scope of work is the first step to determine appropriate buy-in costs for the Cechinni Ranch and other miscellaneous developments. Stantec will conduct this initial investigation on a time and material basis, in accordance with the attached fee schedule, for a fee estimate of **\$24,999**. The total estimated fee will not be exceeded without prior written approval of the District. Should additional out of scope work be required or requested by the District, Stantec will prepare a change order for authorizing the additional services.

**Task 1 -WWTP 2 Flows and Loads**

Stantec will prepare a technical memorandum (TM-1) for the WWTP 2 Flows and Loads based on information provided by the developer on number of dwelling units and expected number of residents, as well as information on any non-residential development. TM-1 will determine average flows and loads for the proposed development based on flows and loads for existing development and existing residential population with any appropriate adjustments (specifically, adjustments as might be applicable to active adult communities) and typical planning data for non-residential development. Flow and load peaking factors for new development shall be assumed to be the same as for existing development as established in the Wastewater Treatment Plant Master Plant Update, dated November 2019 (Master Plan). Total buildout flows and loads for the Town of Discovery Bay with Cechinni Ranch and other parcels included shall be calculated as the "Baseline Future" flows and loads in the Master Plan plus flows and loads from the Cechinni development and other parcels identified by the Town.

The flows and loads developed in this task will form the foundation for the remainder of the study, including determination of required improvements and costs. Therefore, it is essential to have agreement to the flows and loads by all stakeholders. Accordingly, a technical memorandum on flows and loads shall be prepared and submitted for District and developer review and approval prior to proceeding with any analyses of plant improvements.

August 24, 2021  
 Mr. Gregory Harris  
 Page 2 of 3

**Reference:** Cechinni Ranch and other Proposed Development Impacts on Wastewater Treatment Plant No. 2 and Water Reuse Feasibility Study

### **Task 2 – Water Reuse Feasibility Study**

Stantec will prepare TM-2 based on information provided by the developer of Cechinni Ranch and the District regarding the feasibility using reclaimed water from the WWTP for landscape irrigation and ornamental water features being proposed for Cechinni Ranch and other parcels identified by the District. As part of this effort, it may be necessary to dilute, or supplement reclaimed water from the wastewater treatment plant with other alternative water supplies. The alternative water supplies are 1) potable water, and 2) the agricultural irrigation water supply used historically on the property. It is assumed the developer and the District will provide information about the proposed community including:

- A plan for the community showing:
  1. Areas (with acreages) to be irrigated.
  2. Type of irrigation to be used.
  3. Type of plants to be irrigated. i.e., turf, type of trees, shrubs, etc.
  4. Will lagoons be used for bulk water storage?
- Based on information provided, Stantec will perform the following tasks.
  1. Evaluate with the Division of Water Rights whether effluent from the current Discovery Bay community can be transferred from Old River to the proposed development, or whether only the incremental increase effluent flow resulting from the proposed development as occupancy occurs can be reclaimed in the proposed development. In the latter case, other water resources will be needed in decreasing amounts over time with appropriate “backflow” prevention features as occupancy of the proposed development increases.
  2. Evaluate with the Regional Water Board the permitting requirements for the proposed reclamation, with particular attention being given to any lagoons (these may require a new NPDES permit, depending on the specific design of the lagoons).
  3. Identify permitting reports and equipment that will be needed at the WWTP to produce full Title 22 tertiary effluent for reclamation rather than equivalent tertiary effluent for discharge to Old River.
  4. Prepare a preliminary assessment of Title 22 Engineering Report needs for the proposed reclamation project. These reports have three components: reclaimed water production, distribution, and use.
  5. Compare effluent water quality, potable water quality, and historical agricultural irrigation water quality to readily available water quality criteria for the landscaping species being proposed, the irrigation methods being proposed, and the irrigation efficiencies being proposed. This comparison will include recommendations regarding feasibility of using reclaimed water and alternatives for if dilution water is needed to bring the effluent to an acceptable quality for the uses proposed.
  6. Compare effluent water quality with regards to nuisance staining and spotting potential on fencing, structures, and automobiles.
  7. Based on information resulting from the foregoing tasks, prepare a brief, conceptual project description for use effluent water supply for landscape irrigation and ornamental water features.

August 24, 2021  
Mr. Gregory Harris  
Page 3 of 3

**Reference:** Cechinni Ranch and other Proposed Development Impacts on Wastewater Treatment Plant No. 2 and Water Reuse Feasibility Study

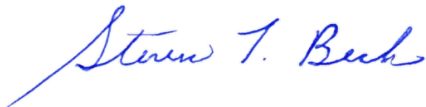
8. Identify next steps if policy decisions are made to proceed with reclaimed water use.
9. Prepare a draft technical memorandum (TM-2) for developer and District review and comment presenting the results of the foregoing information above.
10. Review and discuss developer and District comments on the draft TM-2.
11. Finalize final TM-2 based on Subtask 10.

### **Schedule**

Stantec will complete draft TMs No. 1 and 2 within 90 days of receiving written notice to procedure and will submit final TMs No. 1 and 2 within 30 days of receiving comments from the District.

Regards,









**Stantec Consulting Services Inc.**

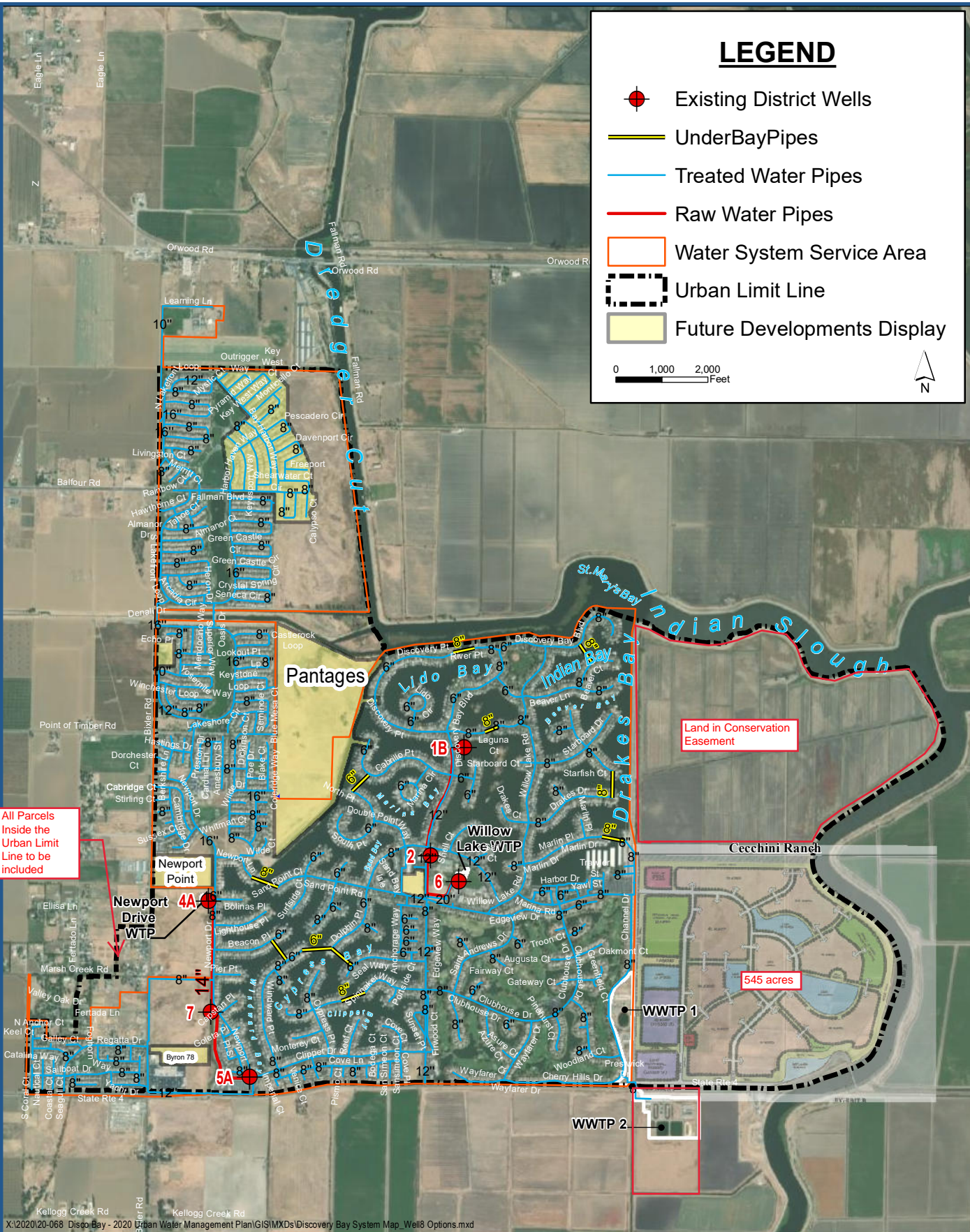


**Steven L. Beck, P.E.**  
Senior Principal  
Mobile: 916.826.3665  
steven.beck@stantec.com



# LEGEND

-  Existing District Wells
  -  UnderBayPipes
  -  Treated Water Pipes
  -  Raw Water Pipes
  -  Water System Service Area
  -  Urban Limit Line
  -  Future Developments Display
- 0 1,000 2,000 Feet
-  N



All Parcels Inside the Urban Limit Line to be included

Land in Conservation Easement

545 acres



## Existing and Proposed Sewer and Water Planning Area

2020 Urban Water Management Plan  
Town of Discovery Bay Community Services District

X:\2020\20-068 Disco Bay - 2020 Urban Water Management Plan\GIS\IMXD\Discovery Bay System Map\_Well8 Options.mxd

TownOfDiscoveryBay CSD

Received

SEP - 7 2021

**Department of  
Conservation and  
Development**

30 Muir Road  
Martinez, CA 94553

Phone: 1-855-323-2626

**Contra  
Costa  
County**



**John Kopchik**  
Director

**Aruna Bhat**  
Deputy Director

**Jason Crapo**  
Deputy Director

**Maureen Toms**  
Deputy Director

**Amalia Cunningham**  
Assistant Deputy Director

**Kelli Zenn**  
Business Operations Manager

August 31, 2021

**Notice of Intent to Render Administrative Decision**

Dear Property Owner:

An application for a Development Plan Permit has been submitted to this department and is currently under review. The County Zoning Administrator will render a decision on this application following a public comment period. If you wish to comment or request a public hearing on this matter you must submit a written statement by **4:00 P.M., Friday, September 10, 2021**, to:

Contra Costa County  
Department of Conservation and Development  
Attn: Syd Sotoodeh  
30 Muir Road  
Martinez, CA 94553

or;

via email to [syd.sotoodeh@dcd.cccounty.us](mailto:syd.sotoodeh@dcd.cccounty.us)

This application is described as follows:

**JOSEPH ELDAM (APPLICANT & OWNER), COUNTY FILE #CDDP21-03020:**

The applicant requests approval of a non-substantial modification to Development Plan #CDDP80-03016 for the construction of a new 800 square-foot, one-story commercial building ("snack/bait shack") at the established Discovery Bay Marina on the subject property. The subject property is located at 5901 Marina Road #1 in the Discovery Bay area. (Zoning: Planned Unit District (P-1); General Plan: Commercial Recreation (CR); Assessor Parcel Number: 004-350-005)



**Following the public comment period, the Zoning Administrator will (1) schedule a public hearing if one is requested in writing, or (2) consider comments as suggested conditions of approval or as reasons for denying the application.**

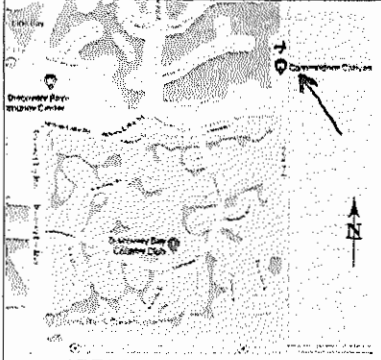
If you have any questions, please contact me directly at (925) 655-2877 or via email at [syd.sotoodeh@dcd.cccounty.us](mailto:syd.sotoodeh@dcd.cccounty.us).

Respectfully yours,

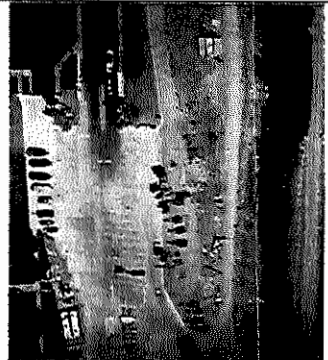


Syd Sotoodeh  
Project Planner

Att.: Site Plans & Elevations



AREA MAP NO SCALE



LOCATION NO SCALE

**BUILDING LIVING AREA OCCUPANTS**

1. M Office.....	(40' x 25' = 1000 ft. <sup>2</sup> )
2. Carpet Shop.....	(20' x 25' = 500 ft. <sup>2</sup> )
3. Gift Shop.....	(40' x 25' = 1000 ft. <sup>2</sup> )
4. Bathrooms.....	(20' x 25' = 500 ft. <sup>2</sup> )
5. Yacht Salos.....	(20' x 25' = 500 ft. <sup>2</sup> )
6. French Flea Gift Shop.....	(20' x 25' = 500 ft. <sup>2</sup> )
7. Candlery Store.....	(60' x 25' = 1500 ft. <sup>2</sup> )
8. Upholstery Shop.....	(20' x 25' = 500 ft. <sup>2</sup> )
9. Master Craft.....	(40' x 25' = 1000 ft. <sup>2</sup> )
<b>Total =</b>	<b>7500 ft.<sup>2</sup></b>

- SCOPE OF WORK**
- (N) CONCRETE PAD FOR BIKE RACK & PORTA POTTIES
  - (N) WATER LINE FROM BOAT RAMP
  - BUILD 800 ft.<sup>2</sup> SNACK SHACK  
UTILIZE MINI SPLIT HEAT PUMP FOR HVAC
  - (N) UNDERGROUND ELECTRICAL FROM (E) TRANSFORMER
  - PAIN ADA WALKWAY STRIPING ACROSS BOAT RAMP
  - BUILD ADA WALKWAY FROM SNACK SHACK TO ADA WALKWAY ACROSS BOAT RAMP

**ZONING DATA**

ZONED: P-1  
PROPERTY SIZE: 368,170 ft.<sup>2</sup> (8.52 ACRES)

EXISTING  
(E) OFFICE/STORAGE 1.....75,000 ft.<sup>2</sup> LOT COVERAGE  
7500 ft.<sup>2</sup> CONDITIONED SPACE

SPACE  
(E) BOAT STORAGE 2.....13,200 ft.<sup>2</sup> LOT COVERAGE  
(E) BOAT STORAGE 3.....13,200 ft.<sup>2</sup> LOT COVERAGE  
(E) PAY SHACK 4.....16 ft.<sup>2</sup> LOT COVERAGE  
TOTAL LOT COVERAGE = 101,416 ft.<sup>2</sup>  
% OF LOT COVER = 27.6%  
TOTAL CONDITIONED SPACE = 7500 ft.<sup>2</sup>  
FAR: 2.3 %

CHANGES: ADDING 800 ft.<sup>2</sup> CONDITIONED SPACE  
(N) SNACK SHACK - PLUS 800 ft.<sup>2</sup>

PROPOSED  
(E) OFFICE/STORAGE 1.....75,000 ft.<sup>2</sup> LOT COVERAGE  
7500 ft.<sup>2</sup> CONDITIONED SPACE  
(E) BOAT STORAGE 2.....13,200 ft.<sup>2</sup> LOT COVERAGE  
(E) BOAT STORAGE 3.....13,200 ft.<sup>2</sup> LOT COVERAGE  
(E) PAY SHACK 4.....16 ft.<sup>2</sup> LOT COVERAGE  
(N) SNACK SHACK 5.....800 ft.<sup>2</sup> LOT COVERAGE  
TOTAL LOT COVERAGE = 102,216 ft.<sup>2</sup>  
% OF LOT COVER = 27.8 %  
TOTAL CONDITIONED SPACE = 8300 ft.<sup>2</sup>  
FAR: 2.3 %

**APPLICABLE CODES:**  
2019 CALIFORNIA BUILDING, MECHANICAL, PLUMBING, ELECTRICAL, ENERGY, AND GREEN BUILDING CODES & AS AMENDED BY THE STATE OF CALIFORNIA AND CITY OF DISCOVERY BAY.

- COMMENTS REPLIES 1**
- Will Use Existing Restrooms
  - Utilizing new building and location is most convenient for those purchasing snacks and bait.
  - Hours to be 8 AM - 5 PM (7 Days per Week)
  - 2 Full-Time Employees
  - 1 Exterior LED Light At Entry Door Facing Launch Ramp
  - Surveyor Drawing Displays Parking
  - Single Exterior Light Is Next To Door

- CONSTRUCTION WILL FOLLOW THESE APPLICABLE CODES:  
2019 CALIFORNIA BUILDING, MECHANICAL, PLUMBING, ELECTRICAL, ENERGY, AND GREEN BUILDING CODES AS AMENDED BY THE STATE OF CALIFORNIA AND CITY OF DISCOVERY BAY.
- EACH CONTRACTOR AND SUPPLIER IS RESPONSIBLE THAT HIS WORK AND MATERIALS CONFORM TO ALL APPLICABLE CODES, REGULATIONS, ACCEPTABLE PRACTICES, AND IS ACCEPTABLE TO THE BUILDING DEPARTMENT AND OWNER.
- THE CONTRACTORS AND SUBCONTRACTORS SHALL PROVIDE EVERYTHING NECESSARY AND REASONABLY INCIDENTAL FOR THE PROPER AND WORKMANLIKE EXECUTION OF THE INTENT OF THE DRAWINGS AND SPECIFICATIONS, WHETHER SPECIFICALLY MENTIONED OR NOT. UPON COMPLETION THE STRUCTURE SHALL BE FULLY OCCUPIED WHILE USABLE, AS INTENDED.
- THE CONTRACTOR AND SUBCONTRACTORS SHALL STUDY THE DRAWINGS, VERIFY ALL DIMENSIONS AND CONDITIONS ON THE DRAWINGS AND AT THE JOB SITE PRIOR TO BIDDING, ORDERING MATERIALS, EQUIPMENT, AND FIXTURES OR COMMENCING WORK.
- THE CONTRACTOR AND SUBCONTRACTORS SHALL PROMPTLY NOTIFY THE GENERAL CONTRACTOR, OWNER, AND DESIGNER OF ANY ERRORS, OMISSIONS, OR DISCREPANCIES IN THE PLANS AND/OR SPECIFICATIONS.
- THERE SHALL BE NO CHANGES TO THE DRAWINGS OR SPECIFICATIONS WITHOUT PRIOR WRITTEN APPROVAL BY THE OWNER AND DESIGNER.
- THESE DRAWINGS ARE MINIMUM. ALL CONDITIONS NOT SPECIFICALLY NOTED OR DETAILED ARE THE RESPONSIBILITY OF THE CONTRACTOR AND/OR SUBCONTRACTORS INVOLVED.
- ALL WORK SHALL BE IN ACCORDANCE WITH ENERGY STANDARDS OF TITLE 24.
- ALL PERMITS ARE THE RESPONSIBILITY OF THE OWNER.

NO SEWER WORK REQUIRED.  
UTILIZING EXISTING RESTROOMS IN ADJACENT BUILDING.  
SEE SITE PLAN SHEET A2

RECEIVED on 05/06/2021 REVISED PLANS  
By Contra Costa County  
Department of Conservation and Development

**INDEX**

ARCHITECTURAL
Pg A1 - AREA MAP
SCOPE OF WORK
1ST COMMENTS REPLY
APPLICABLE CODES
INDEX
Pg A2 - SITE PLAN
Pg A3 - FLOOR & ELECTRICAL PLAN
BATHROOM FLOOR PLAN

DESIGNER:  
**RICK UTLEY 408-665-0615**

DESIGNER/ARCHITECT/OWNER  
STEWART DESIGN  
1000 OAKLAND  
SPRING STREET ROAD,  
LOS GATOS, CA 95030  
950-739-0310

ON THIS PAGE OF LAYOUT:  
**SITE PLAN, AREA MAP, LOCATION AERIAL VIEW, SCOPE OF WORK, ZONING DATA, PLAN INDEX**

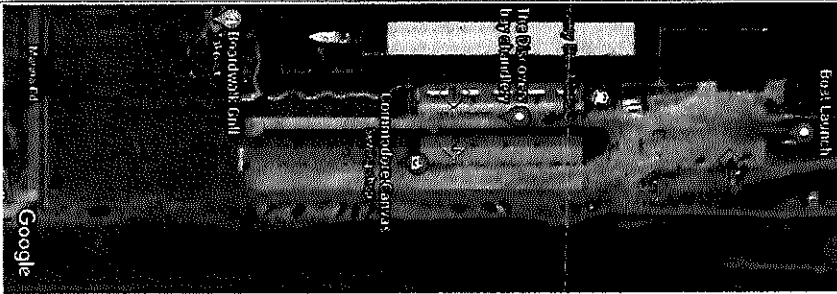
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PAGE #  
**A1**

REVISION  
**5-31-21**

APN: 004-350-005-70  
5901 MARINA RD #1, DISCOVERY BAY, CA 94505

OWNER NAME  
**JOSEPH AND DENISE ELDM**

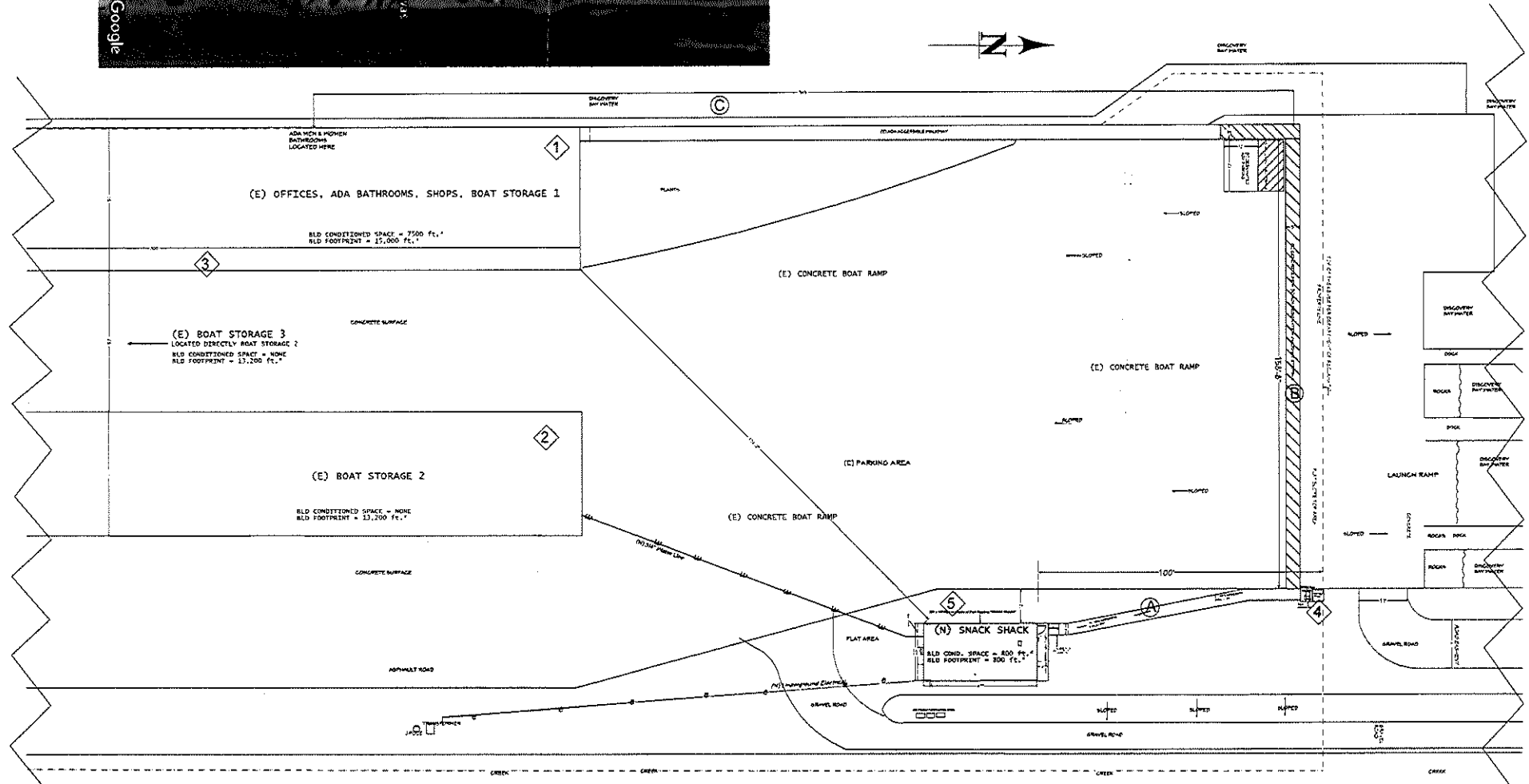


- BUILDING LEGEND:**
- 1 - (E) COMBINATION OFFICES, SHOPS, ADA BATHROOMS, & BOAT STORAGE 1
  - 2 - (E) BOAT STORAGE 2
  - 3 - (E) BOAT STORAGE 3
  - 4 - (E) PAY SHACK
  - 5 - (N) SNACK SHACK

**DIRECTIONS & MEASUREMENTS TO ADA PARKING & BATHROOMS:**

- A-100 FEET FROM SNACK SHACK TO ADA STRIPED BOAT RAMP CROSSING
- B-158' 8" FROM SNACK SHACK RAMP TO ADA PARKING
- C-345' FROM ADA PARKING AREA TO ADA BATHROOMS

258' TOTAL FROM SNACK SHACK TO ADA PARKING  
603' TOTAL FROM SNACK SHACK TO ADA BATHROOMS



SEE TOPO INFO A4

SITE PLAN 1/16" = 1' SCALE

DESIGNER:  
**RICK UTLEY 408-665-0615**

DESIGNER/PROJECT MANAGER:  
**STEVEN R. CRIPPS**  
RICK OQUILL  
TERRY COLE  
LLOYD GANTON, CIV. ENGR.  
626-450-0214

ON THIS PAGE OF LAYOUT:  
**SITE PLAN**

SCALE:  
1/16" = 1'

PAGE #  
**A2**

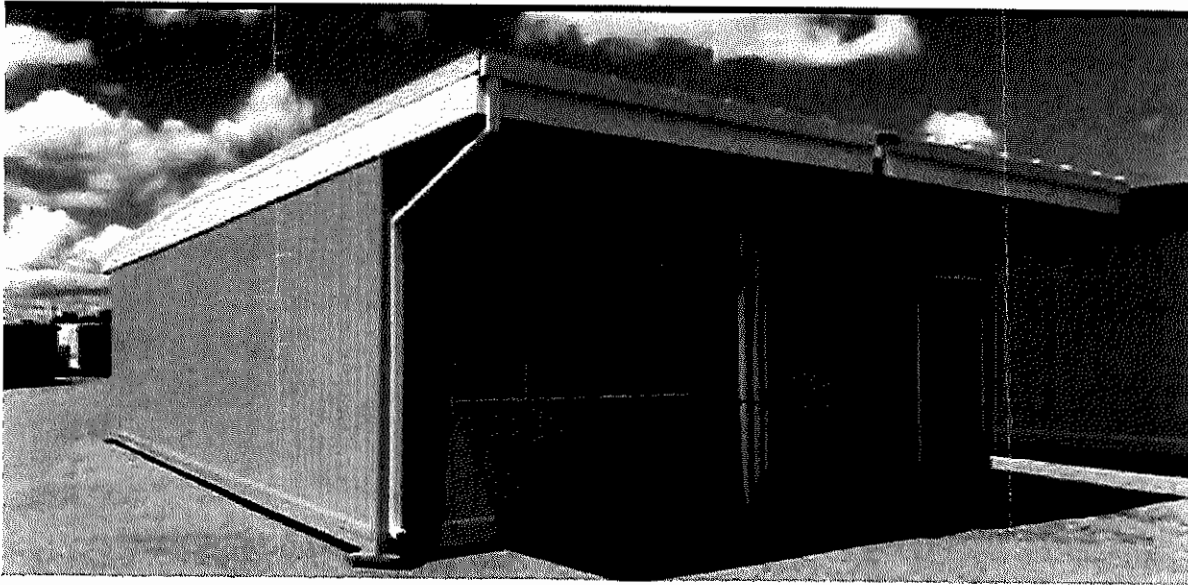
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5-31-21

APN: 004-350-005-70  
5901 MARINA RD #1, DISCOVERY BAY, CA 94505

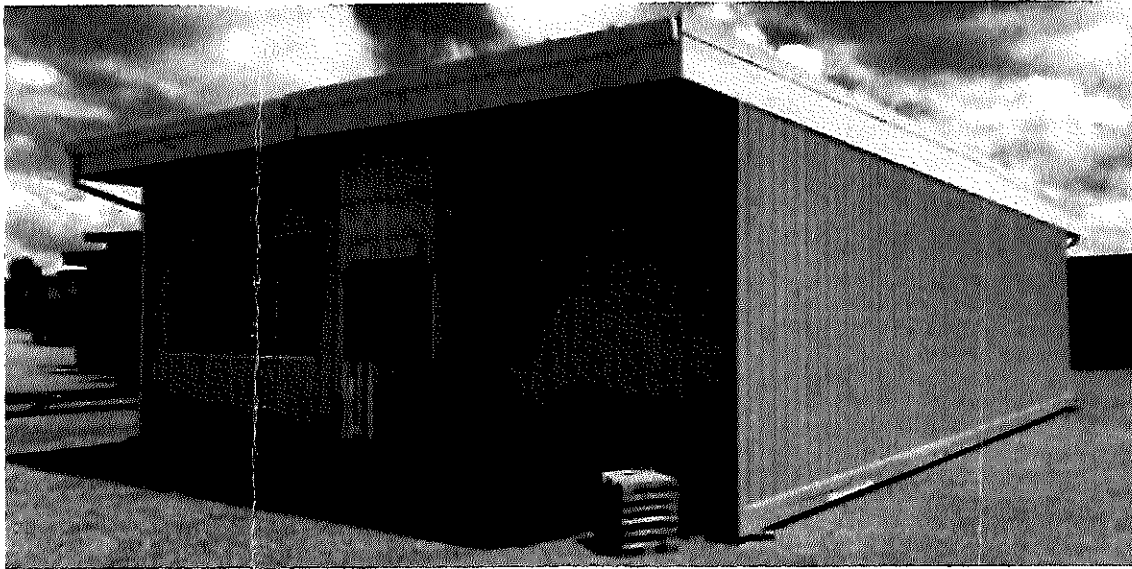
JOB ADDRESS:  
**JOSEPH AND DENISE ELDMAN**

**RECEIVED** on 03/05/2021  
By Contra Costa County  
Department of Conservation and Development

CDDP20-03020



MOBILE MODULAR BUILDING - FRONT



MOBILE MODULAR BUILDING - REAR