



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 19, 2022, 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In response to the current proclaimed State of Emergency, indoor masking requirements, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

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 telephonically.

TO ATTEND BY WEBINAR:

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

Registration URL: <https://attendee.gotowebinar.com/register/6868340595065874956>

Webinar ID# 907-048-315

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

For listen only mode dial: (562) 247-8422 ID# 172-766-135

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

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

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board

must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. CONSENT CALENDAR

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

1. Approve, Regular Board of Directors DRAFT Meeting minutes for the Regular Board Meeting December 15, 2022.
2. Approve, Regular Board of Directors DRAFT Meeting minutes for the Regular Board Meeting January 12, 2022.
3. Approve Register of District Invoices.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. CHP Report.
4. East Contra Costa Fire Protection District Report.

E. PRESENTATIONS

1. Board President Change Over Presentation
2. Veolia Presentation

F. BUSINESS AND ACTION ITEMS

1. Discussion with Caltrans Representative and Possible Board Action to Recommend Change(s) to the Intersection of Highway #4 and Discovery Bay Blvd.
2. Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Provide Design and Construction Engineering Services for new Well 8 and Pump Station, in the amount of \$357,998 per the Attached Scope of Work, plus 10% for Contingencies.
3. Discussion and Possible Action Regarding the Independent Special District Selection Committee and Special District Representation on LAFCO.

G. MANAGER'S REPORT

1. Synthetic Turf Update

H. GENERAL MANAGER'S REPORT

I. DIRECTOR REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the regular meeting on February 2, 2022, 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."

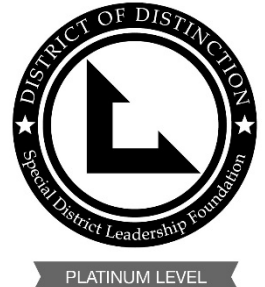
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 12, 2022
SPECIAL MEETING 7:00 P.M.**

NOTICE
Coronavirus COVID-19

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SPECIAL 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 – Lead by Director Gutow
3. Roll Call – Present - Director Graham, Director Gutow, Director Porter, Director Callahan. Absent - Director Graves

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. Elect Board Officers for Calendar Year 2022 – Kevin Graves President and Ashley Porter Vice-

President.

2. Approve Resolution 2022-01 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.

Motion made by Director Graham to approve items on the Concert Calendar as presented.

Seconded by Director Porter.

Vote: Motion Carried – Yes: 4, No: 0, Abstained:0, Absent:1

D. CORRESPONDENCE RECEIVED

None

E. FUTURE AGENDA ITEMS

None

F. ADJOURNMENT

1. Adjourn at 7:04 PM to the regular meeting on January 19, 2022, 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

January 19, 2022

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant
Submitted By: Dina Breitstein, General Manager

Agenda Title

Approve Register of District Invoices.

Recommended Action

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

Executive Summary

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

Fiscal Impact:

Amount Requested \$ \$1,143,079.20

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: C3

Request for Authorization to Pay Invoices
For The Meeting On January 19, 2022
Town of Discovery Bay CSD
Fiscal Year 7/21 - 6/22

Anderson Pacific	\$637,506.81
Veolia Water North America	\$169,738.84
SWRCB	\$49,615.46
Pacific Gas & Electric	\$48,445.04
Herwit Engineering	\$47,729.82
J.W. Backhoe & Construction, Inc.	\$38,999.14
Town of Discovery Bay CSD	\$29,782.99
National Aquatic Services, Inc.	\$13,038.95
Luhdorff & Scalmanini	\$12,668.99
U.S. Bank Corporate Payment System	\$12,451.12
Neumiller & Beardslee	\$10,991.43
Badger Meter	\$10,913.18
Precision IT Consulting	\$8,944.96
BSK Associates	\$7,745.00
City Of Brentwood	\$4,917.18
Sol Inc.	\$4,176.01
Big O Tires	\$3,891.27
Mt Diablo Resource Recovery	\$3,878.21
Lincoln Aquatics	\$3,743.75
Freedom Mailing Service, Inc	\$3,268.09
Janitorial Plus	\$2,740.00
Univar Solutions USA Inc.	\$2,464.86
Krauss Appraisal, LLC	\$2,200.00
Brentwood Press & Publishing	\$1,719.00
Lechowicz & Tseng Municipal Consultants	\$1,535.00
California Rural Water Association	\$1,435.00
Dog Waste Depot	\$986.14
Verizon Wireless	\$880.81
Grainger	\$837.72
Paul E. Vaz Trucking, Inc.	\$627.87
Ricoh USA, Inc	\$588.34
Watersavers Irrigation Inc.	\$566.92
Streamline	\$480.00
Brentwood Ace Hardware	\$479.37
Stericycle	\$470.84
Bay Area Air Quality Mgmt. District	\$464.00
Lucia Peters	\$445.50
Core & Main LP	\$325.66
UniFirst Corporation	\$241.80
Geotab USA, Inc.	\$177.75
Denalect Alarm Company	\$126.00
Alhambra	\$115.68
Office Depot	\$114.18
Cintas	\$114.03
Water Utility Refund Customer	\$99.88
Lesley Marable	\$95.42
Ferguson Enterprises LLC	\$90.21
Discovery Pest Control	\$70.00
County Of Contra Costa, Dept of Info Tec	\$59.25
Discovery Bay Designs	\$56.53
Janie Carter	\$25.20

\$1,143,079.20



Water and Waste Water Monthly Report Town of Discovery Bay

Presented in: January 2022

Safety & Training

Safe Work Days: 4,509

VNA University:

Bloodborne Pathogens: Safety
in the Workplace OSHA Annual

Office Safety

Weekly Safety Topics:

12/1 – Hazard Recognition Program

12/8 – OSHA top 10 Violations of 2021

12/15 – Cold Weather Safety Tips

12/22 – Holiday Safety (Christmas Tree Fires, Candles, Fireplaces)

**Water Well
Status**

Willow WTP

01

Active

02

Active

06

Active

Newport WTP

04

Active

05

Active
(Emergency)

07

Active

Water Production & Chemicals

Willow WTP	Production (MG) 16.65	Chemicals (gal) (Sodium Hypochlorite) 615
Newport WTP	Production (MG) 27.73	Chemicals (gal) (Sodium Hypochlorite) 1,207
TOTAL	Production (MG) 44.38	Chemicals (gal) (Sodium Hypochlorite) 1,822

Water Compliance

Coliform Samples Collected: 20

Coliform Positive Results: 0

Water Quality Complaints: 2

Hydrant Flushing: 10

Valve Exercising: 10

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)
	38.31	1.33	1.24
	Polymer (gal)	Alum (gal)	PAC (gal)
	0	0	0

Wastewater Compliance

Effluent BOD₅, mg/L < 10: 1.3

Effluent TSS, mg/L < 10: 0.9

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 BOD₅, monthly > 85%: 99.6%

Removal TTS, monthly > 85%: 99.6%

Conductivity annual avg < 2,400: 2,389

Maintenance & Improvements

SSOs: 0

Customer Inquires: 0



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

January 19, 2022

Prepared By: Michael R. Davies, Interim Assist. General Manager

Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion with Caltrans Representative and Possible Board Action to Recommend Change(s) to the Intersection of Highway #4 and Discovery Bay Blvd.

Recommended Action

Provide feedback and/or a Board Recommendation to Caltrans regarding possible intersection changes at the intersection of Highway #4 and Discovery Bay Blvd.

Executive Summary

On June 16, 2021, Town staff requested a meeting with Caltrans to ask for a "second look" at traffic safety options at the intersection of Highway #4 and Discovery Bay Blvd ("Intersection"). On November 22, 2021, staff participated in a video meeting with Caltrans to discuss options for possible Intersection improvements.

On December 6, 2021, Caltrans provided a proposed striping plan (attached) that would eliminate the Intersection's current delineators and striping. It was proposed that the W/B Highway #4 right-turn-only lane, east of the Intersection, be changed to allow thru traffic and right turns. This means that traffic coming W/B from Stockton would have two lanes of travel that can proceed through the Intersection. No other changes were proposed. S/B Discovery Bay Blvd. traffic could still turn right (W/B) on a red light at the Intersection.

On December 15, 2021, the Board reviewed the proposed Caltrans striping plan and directed staff, by Board vote, to request Caltrans come up with other alternatives for the Intersection.

Staff contacted Caltrans and asked for Intersection alternatives. Caltrans staff proposed, as an alternative, to keep the originally proposed plan, but add a change to the #1 S/B Discovery Bay Blvd traffic lane. Caltrans proposes turning the #1 S/B Discovery Bay Blvd traffic lane into a left-turn or right-turn-only lane on a green light. The #1 S/B lane is currently left-turn-only. The #2 S/B Discovery Bay Blvd traffic lane would remain a right-turn-only lane that allows a right on a green or red light. The Intersection's signal lights would be optimized (timed) for optimum traffic flow.

Caltrans has agreed to attend the January 19, 2022, Regular Board Meeting to discuss their latest proposal. Ultimately, the Intersection configuration is within the sole jurisdiction of Caltrans.

Previous Relevant Board Actions for This Item

December 15, 2021- Board Vote Requesting Caltrans Present Additional Ideas for the Intersection.

Attachments

Original Proposed Striping Plan for the Intersection of Hwy #4 and Discovery Bay Blvd – Presented at 12/15/21 Board Meeting.

AGENDA ITEM: F1



CC-4-PM 46.46 intersection with Discovery Bay Blvd.

Proposed Improvements:

1. Remove all painted islands and channelizers/delineator in the intersection area
2. Remove existing Detail 37B and 38 striping, 4 Type III (R) arrows, "RIGHT TURN ONLY" pavement markings on #2 lane of WB Route 4, install Detail 12 lane line and two Type II (R), and install shoulder striping Detail 27B and 39A as shown
3. Remove existing W74 (CA) "Thru Traffic Merge Left" and R3-7 "Right Lane Must Turn Right"



Town of Discovery Bay

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STAFF REPORT

Meeting Date

January 19, 2022

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

Agenda Title

Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Provide Design and Construction Engineering Services for new Well 8 and Pump Station, in the amount of \$357,998 per the Attached Scope of Work, plus 10% for Contingencies.

Recommended Action

- a. Approve the Scope and Budget Contained in the Luhdorff & Scalmanini (LSCE) Proposal Dated December 6, 2021, to Provide Design and Construction Engineering Services for Future Well 8 and Pump Station.
- b. Authorize the General Manager to Execute the Town's Standard Form of Professional Services Agreement with LSCE to Provide Design and Construction Engineering Services in an Amount Not to Exceed \$357,998 plus 10% for contingencies. Effective date of this contract is to take place on or after the Board approval of the purchase of the well site property.

Executive Summary

The test well that the Town installed on future Pantages Lot 121 has been completed with favorable results and has received preliminary approval from the Division of Drinking Water as the future Well 8 site.

Attached is a Scope of Work from Luhdorff & Scalmanini (LSCE) in the amount of \$357,998 to provide permitting, design, bidding and construction oversight services for the new Well 8. The Town has budgeted \$4.8 million for the total project and the LSCE costs are included in that budget as noted on the attached cost estimate. The total project cost estimate is based on current market pricing plus contingencies in the event pricing becomes more volatile given possible supply chain shortages and delays. LSCE will revisit the total project estimate in Mid-2022 to confirm anticipated project costs due to market conditions at that time.

The Scope of Work contains 4 Tasks:

- | | |
|--|-----------|
| 1. Project Coordination and Administration | \$21,280 |
| 2. Regulatory and Permitting Activities | \$15,420 |
| 3. Production Well Design and Construction | \$75,470 |
| 4. Well Pump Station Design and Construction | \$245,828 |

Specific Board Action:

- a. Approve the Scope and Budget Contained in the Luhdorff & Scalmanini (LSCE) Proposal Dated December 6, 2021, to Provide Design and Construction Engineering Services for Future Well 8 and Pump Station.
- b. Authorize the General Manager to Execute the Town's Standard Form of Professional Services Agreement with LSCE to Provide Design and Construction Engineering Services in an Amount Not to Exceed \$357,998 plus 10% for contingencies. Effective date of this contract is to take place on or after the Board approval of the purchase of the well site property.

Previous Relevant Board Actions for This Item

The Board approved a total of \$4.8 million in project funds through FY 22/23 for Well 8 during approval of the FY 19/20 Budget at the June 19, 2019, Board Meeting.

The Board also authorized construction of a test well for the project at the May 6, 2020, Board Meeting.

The Board authorized Harris & Associates to prepare the CEQA environmental review for the project at the November 17, 2021, Board Meeting.

Fiscal Impact: Included in the \$4.8 million project budget.

Amount Requested: \$357,998 plus \$35,800 for contingencies

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # Category: TBD

Attachment

1. LSCE proposed Scope of Work.
2. Overall Project Cost Estimate.

AGENDA ITEM: F2

December 6, 2021
File No. 21-3-125

Ms. Dina Breitstein
General Manager
Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94514

**SUBJECT: SCOPE AND BUDGET FOR NEW WATER PRODUCTION WELL AND PUMP STATION
DESIGN AND CONSTRUCTION ENGINEERING SUPPORT SERVICES FOR
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT WELL NO. 8**

Dear Ms. Breitstein:

INTRODUCTION

Luhdorff and Scalmanini, Consulting Engineers (LSCE) has prepared this detailed workplan scope and budget to provide the Town of Discovery Bay Community Services District (CSD) with permitting, design, bidding and construction oversight services for a new municipal well and pump station. The proposed well pump station site is located within the future Pantages subdivision about 1,500 feet northeast of the Newport Water Treatment Plant and adjacent to Kellogg Creek. The new well and pump station will provide the CSD with increased water supply reliability to meet the increasing water demands due to the new subdivision and ongoing water quality issues associated with Well No. 5A.

PROJECT UNDERSTANDING AND APPROACH

Rather than serving as a raw water source to supply one of the CSD's existing centralized water treatment plants, Well No. 8 will be equipped with an onsite water treatment system for removal of manganese and iron, disinfected with sodium hypochlorite, and water will be pumped directly into the distribution system. This configuration for Well No. 8 (as a standalone water treatment plant) will satisfy other treatment capacity and storage needs in addition to providing overall water supply reliability to the water system. The work included in this proposal includes permitting and regulatory assistance activities associated with the design and construction of Well No. 8 and the well pump station, as well as the engineering design and construction management/oversight of the project from start to finish.

As part of a separate contract with CSD, LSCE has developed a production well design from the completed hydrogeologic investigation. This completed scope included a geophysical log and nested monitoring well to gather crucial information to develop the production well design. Water quality samples were collected from the nested monitoring well to evaluate the possible treatment needs. LSCE also developed a conceptual site plan showing the station layout with major well pump station features, site access, regulatory well siting setback requirements, and utility connections to the planned Pantages utilities currently in design by the developer. LSCE has submitted the conceptual layout and other supporting

information needed to obtain regulatory concurrence from the State Water Resources Control Board – Division of Drinking Water (DDW). The DDW has since reviewed the well siting location, preliminary well design documents and other required permitting documents and granted approval of the location and design of the production well.

Given concurrence on site and preliminary well design and station layout, LSCE proposes to move forward with the Well No. 8 construction phase activities. At the same time, we will initiate engineering design work for the well pump station. Besides the preliminary well design and conceptual station plan, the design phase will consist of 75- and 100-percent levels of completion. Separate plans and specifications for the well pump station construction contract will be finalized after testing of the new well. LSCE understands that the Town of Discovery Bay is currently in negotiations with the Pantages developer to acquire the property for the well pump station and also finalize a water services agreement, therefore LSCE will move forward with the work outlined herein only after approval/direction from the Town/CSD.

Following design phase activities, LSCE will provide assistance with obtaining competitive bids on the well and well pump station contracts, to be issued separately, and technical assistance during construction phases. For the latter, we will provide milestone inspection services to ensure that construction satisfies the design requirements. We will also review and recommend acceptance of submittals, provide regular progress updates, and provide the CSD with as-built documents for the new well and pump station facilities.

The scope of work outlined below includes the tasks and subtasks required to design, oversee construction, participate in startup testing and commission of the new municipal well pump station. Work tasks include: a design basis report, draft and final submittals of the design, well design and drilling oversight, construction oversight and other tasks described in further detail below. The proposed work plan was developed based on our understanding of the CSD's needs and our experience with projects of similar size and scope. The tasks and subtasks are arranged generally in the order they will be completed.

WORK PLAN

The scope of work is outlined in the following tasks:

Task 1 – Project Coordination and Administration

- Task 1.1 - Kickoff and Information Request
- Task 1.2 - Meetings and Project Coordination
- Task 1.3 - Project Administration

Task 2 – Regulatory and Permitting Activities

- Task 2.1 – DDW Permit and CEQA Assistance

Task 3 – Production Well Design and Construction

- Task 3.1 – Final Well Construction Design and Specifications
- Task 3.2 – Well Construction Bidding Assistance
- Task 3.3 – Well Construction and Testing Oversight Services

Task 4 – Well Pump Station Design and Construction

Task 4.1 – Pump Station Design, Plans and Technical Specifications

Task 4.2 – Pump Station Bidding Assistance

Task 4.3 – Pump Station Construction and Commissioning

Task 1 – Project Coordination and Administration

Task 1.1 – Kickoff and Information Request

LSCE's work on the project will begin with a kickoff meeting with CSD staff and key LSCE team members to discuss the various aspects of the project. Items such as contact information, chain of command, the CSD's project expectations, respective roles and responsibilities, schedule, design preferences and parameters, site constraints, and anticipated or possible issues that could impact project design and schedule shall be discussed at the kickoff meeting. Following the meeting, LSCE will provide the CSD with a list of any other requested information needed to facilitate design of the well pump station and construction of the production well.

Task 1.2 - Meetings and Project Coordination

Key LSCE team members will attend regular design meetings with the CSD to discuss various aspects of the project. For each meeting, LSCE will prepare and distribute meeting agendas, minutes, and action item summaries. LSCE assumes a meeting each month will be needed for the duration of the project (16 months total). The agendas and meeting minutes prepared by LSCE will generally include a summary of work completed, an updated schedule including deliverables and project milestones, items to be completed by the CSD and LSCE, discussion of items impacting the project and measures to address them, and other pertinent project issues to be addressed. LSCE will also provide frequent updates via email or telephone throughout the project as needed.

Task 1.3 - Project Administration

This task provides for project management and administrative activities throughout the assumed 16 month project duration such as:

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

Task 2 – Regulatory and Permitting Activities

Task 2.1 – DDW Permit and CEQA Assistance

Under a separate contract with CSD (File No. 20-2-043), LSCE prepared the initial check list of documents and submitted to the State Water Resources Control Board, Division of Drinking Water (DDW) for permitting the new production well and pump station. Under Task 2, LSCE will finalize the submittal documents to amend CSD’s existing water supply permit upon construction completion of the production well and well pump station. The list of documents to finalize for the submittal are listed below. LSCE will contact DDW to ensure that concurrence is obtained, and all questions or comments are addressed. The DDW checklist items are as follows:

Permit Amendment Application - Submittal will indicate that the actual amendment application will be sent after well station is constructed and tested.

Well Drilling Specifications - Submittal will include final “as-built” well profile. Final construction specifications will be sent with permit application.

Well Plot Plan - Submittal will include well plot plan for the constructed well location.

DWR Well Completion - To be submitted after test well is constructed.

Final DWSAP– A preliminary DWSAP was developed under an existing contract between CSD and LSCE. The DWSAP will be finalized and submitted upon commissioning of the well pump station (Task 4.4).

State Well No. and Lat./Long. - Submittal will include coordinates of the constructed well location.

Water Quality Reports – Water samples will be collected from the constructed production well for Title 22 constituents.

Task 2.1 also includes interaction with other regulatory agencies beyond DDW, including the Contra Costa County Department of Environmental Health related to permitting for drilling, construction, and testing of the new well. Permits and plans that are typically required for a well installation project include drilling, discharge, water supply, encroachment permits, storm water pollution and prevention plan (SWPPP), and traffic control plans. The contractor selected to drill the production well will be responsible for procurement and administration of the drilling permit. LSCE will submit plans and applications, and administer other permits as needed. Following acceptance of the project, LSCE will assist the CSD with preparation of the final DDW amended water supply permit, building upon the preliminary permit submittal. This will involve permitting for the new well, equipment and finalization of the DWSAPP for the facilities. LSCE has completed numerous water supply permits and fully understands the DDW process and required submittals.

LSCE understands that the CSD will be working to secure the services of a qualified environmental consultant to ensure all project work complies with California Environmental Quality Act (CEQA) requirements. CEQA compliance is required under the DDW permit amendment process for adding a new source of supply to an existing water supply permit. It has been our experience that compliance with the CEQA can require a varying level of assistance from the design engineers, depending upon the specific project, the location, and the extent of potential impacts. However, for purposes of this proposal LSCE is assuming that the subject project will have minimal potential environmental impact and can likely be addressed through a negative or mitigated-negative declaration. LSCE is prepared to assist the CSD's CEQA consultant with project descriptions and technical support as needed to facilitate development of the CEQA document.

Task 3 – Production Well Design and Construction

Task 3.1 - Final Well Construction Design and Specifications

In preparing construction plans and specifications, LSCE relies on its extensive field experience to anticipate potential problems due to unique site conditions, fluid discharge restrictions (typically one of the most difficult construction and testing issues), and site-specific restrictions and addresses them in a comprehensive set of project specifications. Anticipating and addressing potential issues in the specifications eliminates project delays and cost overruns and results in more efficient project execution, but more importantly ensures that the objectives of maximizing well yield and with satisfactory water quality are met.

LSCE will prepare project specifications for bidding purposes that include detailed construction requirements that must be followed by the well drilling contractor during every phase of the project, including the minimum acceptable methods for drilling fluid control, conditioning of the borehole for casing and gravel envelope installation, well development and testing, and performance standards. Other site-specific items will include requirements for containment and disposal of drill cuttings and handling of discharge water during development and test pumping in accordance with applicable local, state and federal regulations.

LSCE will prepare a complete set of specifications (Special Provisions and Technical Specifications), drawings in AutoCAD, and a bid sheet suitable for the solicitation of competitive bids. LSCE will provide a draft copy of the specifications and plans to the CSD for review. Upon acceptance by the CSD, LSCE will provide the CSD with the final specifications for incorporation with the CSD's front-end contract documents and forms for solicitation of bids. LSCE assumes that the CSD will contract directly with the selected contractor for the construction and testing of the wells.

Task 3.2 – Well Construction Bidding Assistance

LSCE will conduct a mandatory pre-bid conference for prospective contractors with CSD and LSCE project managers present. LSCE will issue the bidding documents to local plan houses and bid boards for competitive bid proposals on behalf of the Town in conformance with the Town's bidding requirements.

LSCE will also act on the Town's behalf to respond to any requests for information from prospective contractors and prepare and issue any bid addendums as needed throughout the bidding phase.

LSCE will review and tabulate all formal bids to ensure responsiveness with the contract requirements. A thorough background check on qualifications and references will be conducted on the lowest responsible bidder and the findings of that review will be discussed with the CSD. LSCE will prepare a formal bid summary and make a recommendation for award to the lowest responsible bidder.

Task 3.2 –Well Construction and Testing Oversight Services

As part of our inspection and oversight duties, LSCE will verify that all aspects of the project are carried out as set forth in the project specifications and according to accepted well drilling practices. LSCE will notify the contractor regarding lack of compliance with the project specifications or accepted water well drilling practices and, as the CSD's agent, will identify corrective measures to be implemented. LSCE will immediately stop work on the project if there are any safety, property damage, or permit violation concerns. LSCE will document all aspects of the project, including inspection items, calculations, and communications with the contractor and other involved parties. LSCE will provide frequent updates to the CSD via email, phone, and in person, if requested in addition to regular weekly updates.

LSCE has developed a systematic approach for well installation technical support and will assist the CSD with the following key elements to ensure that the well meets the performance requirements of the construction contract and that work is performed in the timeliest, most cost effective, and safe manner.

Pre-construction Conference – Prior to mobilization, LSCE will conduct a pre-construction conference with the successful bidder to ensure that they are familiar with the project specifications and answer any technical or logistical questions concerning the project.

Well Location – LSCE will verify the location of the planned well before drilling commences.

Mobilization/Site Preparation – LSCE will verify that all required site protection measures, sound walls, and other site preparation items required in the specifications are in place and that all equipment necessary to complete the project as specified is on site before work commences. LSCE will also verify that all project materials are on site or in the possession of the Contractor before work commences.

Conductor/Surface Casing – LSCE will witness conductor/surface casing installation and grouting operations.

Borehole Construction – LSCE will monitor drilling operations and drilling fluid control to ensure minimal formation damage.

Materials Inspection – LSCE will inspect and verify that all materials are as specified and in good condition.

Casing Installation – LSCE will witness borehole conditioning and casing assembly installation.

Gravel and Annular Seal Placement – LSCE will inspect gravel and seal(s) installation and estimate final quantities to be installed.

Well Development and Discharge Monitoring – LSCE will witness initial well development techniques with the drilling rig, final development of the well by pumping, and compliance with all discharge requirements.

Well Testing – LSCE will witness acceptance tests for minimum sand production and maximum well efficiency, monitor well pump tests, and evaluate well performance in order to develop pump design criteria.

Video Inspection, Plumbness and Alignment Testing, Well Disinfection – LSCE will witness video, plumbness and alignment testing, and final well disinfection.

Cleanup – LSCE will witness contractor's compliance with site cleanup and well security requirements.

Payment and Acceptance – LSCE will review all invoices for accuracy and make recommendations for payment and for final acceptance. LSCE will review all change order requests and make recommendations to the City regarding acceptance or denial.

Well Construction Summary Report - LSCE will prepare two bound copies of a Well Construction and Testing Summary Report, including a written summary of entire project, all testing results, and as-built diagrams. A PDF version of the report will also be provided on compact disk. Items to be included in the summary report are:

- Written Summary of Project
- Lithologic Log
- Geophysical Logs
- Caliper Log
- As-Built Diagrams
- State of California Well Driller's Completion Report
- Material Delivery Receipts
- Development Records
- Pump Test Results
- Pump Test Hydrographs
- Video Survey
- Plumbness and Alignment Survey Results
- Water Quality Summary
- Contractor's Daily Tour Reports
- Project Photographs
- Copy of Well Design Report
- Any Other Relevant Materials

Task 4 – Pump Station Design and Construction

Task 4.1 – Pump Station Design, Plans and Technical Specifications

LSCE will develop the pump station plans and specifications for the pump station facility. The scope of work covered by the engineering plans and technical specifications will consist of a submersible pump, motor, motor control center, discharge piping, liquid chlorine, iron and manganese treatment system, standby diesel generator, instrumentation, electrical control panels, SCADA communication, and CMU

block building to house chemicals. The design will also address site modifications and improvements including grading, drainage, paving, fencing, and painting. The electrical control logic will be designed to conform to existing CSD control logic and SCADA system which will permit effective communication between the new facility and the CSD's existing central system. Other specific design elements to be addressed in the plans and specifications are:

Best Management Practices (BMPs) - SWPPP and CEQA mitigation measures will be incorporated for control of storm water, construction water, and any other required mitigations the contractor shall follow such as for noise, light, work hours, etc.

Site Improvements - Drainage, paving, above-ground and below-ground piping for the connection to the distribution system (including detailed fittings and valves), frontage improvements, landscaping and site fencing and/or access improvements.

General Plansheets - Title page includes general project information (location, contacts, etc.). Additional general sheets include the sheet index, well profile, standard symbols, notes and abbreviations.

Civil Plansheets - Site improvements will include onsite paving within the property, grading, demolition, and utility design (i.e. sewer, storm, water) pipelines to serve the site.

Cathodic Protection Plansheets - Corrosion protection details and technical specifications will be provided by JDH.

Structural Plansheets - A CMU building to house the chemical components. Structural plans will also include the design of the equipment pads, building structure, and CMU perimeter wall.

Electrical Plansheets - Electrical service (PGE), electrical metering and disconnect, standby emergency generator and transfer switch (if needed), single line and process and instrumentation diagrams, VFD control system, pump-to-waste overboard circuitry, SCADA and radio communication, instrumentation, electrical conduits and conductors.

Mechanical Plansheets - Well pump, station piping, and mechanical conduits, chlorine system, filter vessels and reclaim tank.

Standard Construction Details - Plans will include pipe, pump and other applicable standard details.

Startup and Commissioning - Performance testing of all components and commissioning of the facilities and equipment for approval by the CSD and LSCE.

LSCE assumes a topographic basemap will be provided by either the Pantages developer or the CSD which will be suitable for depicting the engineering design features in an overall engineering plan set. LSCE has been provided a copy of the geotechnical report prepared by ENGEO for the overall Pantages development, dated February 13, 2020. Based on review of the geotechnical report by LSCE's structural engineering subconsultant (Finn Design Group), an addendum letter will need to be developed which addresses pump station site structural design features including recommendations pertaining to

allowance and suitability of conventional and/or shallow foundations for the building, tank, wall, equipment pads, etc. subgrade preparation including over-excavation recommendations, depth of footings, allowable bearing pressure, etc. Finn Design Group assumes shallow/conventional foundation design will be acceptable to ENGEO and post-tensioned slabs are not required for the project structural design foundations.

LSCE proposes to complete the design at the 75%, and 100% stages that will build upon the conceptual site plan that was previously prepared by LSCE. LSCE will also develop an Engineer's Estimate at each stage of the design. LSCE will prepare a complete set of engineering plans for the 75% stage including civil, electrical, mechanical, and structural disciplines as well as technical specifications. Both the engineering planset and technical specifications will provide sufficient detail to outline the fundamental components and scope of the project for the CSD's review.

After review of the 75% by the CSD, LSCE will incorporate any comments received from the CSD and prepare a 100% set of plans and specifications. LSCE will modify the plans and specifications as needed, to incorporate the data collected during the drilling of the production well. The 100% plans will also include additional civil, electrical, mechanical, structural plan details and technical specifications as needed. If any review comments are not incorporated into the 100% planset, an explanation will be provided. The 100% planset and technical specifications will be submitted to the CSD and the DDW for review comments and concurrence.

After receipt of the CSD's and DDW's 100% review comments, a final signed/stamped set of plans and specifications will be prepared for bidding purposes. LSCE assumes all design phase plans and specifications will be transmitted electronically to the CSD and physical copies are not needed. It is also assumed that only very minor changes will be needed prior to bidding. The final set of plans and specifications will have incorporated all applicable comments and will be issued to each permitting agency for signature (DDW will not sign plans – approval will be in letter form).

Task 4.2 – Pump Station Bidding Assistance

LSCE is knowledgeable of many general contractors and specialty contractors situated throughout northern, central, and southern California that specialize in construction of municipal well pump stations. LSCE will provide a list of a minimum of four (4) general and specialty contractors who may be interested in bidding on this project, for the CSD's review and approval. LSCE assumes the Town will post the bidding documents to various local plan houses to satisfy the Town's bidding requirements.

LSCE will conduct a mandatory pre-bid conference with the project manager, project engineer and electrical engineer in attendance. Based upon questions from bidders, LSCE will assist the CSD with preparing any required written clarifications and/or addendums to clarify the scope for bidding purposes. Upon publicly opening the bids, LSCE will assist the CSD with review of all formal bids to ensure responsiveness with the contract requirements. LSCE will assist the CSD with preparation of a bid tabulation summary table and identify the lowest responsible bidder.

Task 4.3 – Technical Assistance During Construction and Commissioning

LSCE's approach to providing construction support services involves a close coordination with the construction management personnel, schedule, progress and administrative processes so as to not delay progress. LSCE will act on behalf of the CSD and work in close coordination with the CSD's assigned project manager. LSCE assumes the scope of construction period services includes the following:

Pre-Construction Meeting - LSCE will hold a pre-construction conference to discuss the baseline schedule and the procedure for construction progress, RFIs, status of submittals, and any miscellaneous items throughout construction. Additional construction meetings will be held at the job site or the CSD's office (as needed) and they will be conducted as a means to address project issues or significant items which require in-person resolution. A formal agenda and meeting minutes documenting the status of the construction meetings will be prepared.

Construction Staking - LSCE assumes construction staking of the well site and major well station features will be provided by the CSD as needed to facilitate construction.

Submittal Review - LSCE will complete the review and transmittal of technical submittals provided by the general contractor. A submittal spreadsheet log will be maintained for use in tracking and documenting submittal review. LSCE assumes no more than 50 submittals will need to be reviewed/approved.

Requests for Information - During the construction period, the general contractor will ask questions on details of the contract, substitutions, and alternative approaches that are best answered by the designer. LSCE will review questions and provide written clarifications. LSCE assumes no more than 25 RFIs will need to be reviewed.

Change Order Assistance - LSCE will prepare any necessary field instructions and change orders. Anticipated assignments may include: preparing requests to the general contractor for proposals for extra or changed work; review of contractor requests for change order to determine if work proposed is considered extra work; opinion of probable construction cost; and, review and negotiation of cost estimates. LSCE will also prepare drawings, sketches or specifications for extra or changed work items. LSCE assumes no more than 5 change orders will need to be reviewed/approved.

Monthly Pay Requests - Every month, or as required under CSD general contracting procedure, the general contractor will submit a pay application for work completed to-date. LSCE will review the completed pay application and provide a recommendation for approval based upon actual work completed, material delivered and retention release. LSCE assumes the CSD will review/enforce labor compliance requirements and certified payroll record requirements. LSCE assumes no more than 12 payment applications will need to be reviewed/approved.

On-site Inspections - LSCE will provide scheduled on-site milestone inspections including special inspections for electrical, structural and mechanical components. LSCE will prepare an inspection report for each site-visit indicating the date and times, people on-site, material delivered, work completed, and corrections noted. LSCE assumes the following milestone inspections will be required which include:

Civil Engineer Support

Furnish an engineer for field observation of station layout/grading; well pump installation; station piping/valving installations; transducer installation; utility service lines/conduits and ventilation system construction; and chemical feed equipment installations. LSCE assumes an estimated four site visits are needed to perform this work.

Structural Engineer Support

Furnish an engineer for field observation of construction of CMU building components including the rebar, concrete slab, and CMU wall. LSCE assumes an estimated two site visits from a civil engineer will be needed to cover this inspection.

Geotechnical Engineering Services

LSCE assumes geotechnical services will be provided by others.

Electrical Engineering Support

Inspection of conduit routing, equipment anchorage, control and distribution panel configuration and electrical switchgear will be performed. Also included in this task will be to inspect the electrical for “green tagging” for power company electrical service connection. Four site visits by the electrical engineer are estimated to be needed for this scope of work.

Startup and Commissioning - LSCE will oversee and be responsible for the approval of the contractor’s startup and commissioning activities for a fully functioning and operable facility, including all equipment acceptance testing, communications and programming, and close-out permitting requirements. This process will involve coordinating the general contractor, sub-contractors, systems integrator, equipment manufacturers, CSD staff and regulatory agencies.

A preliminary and final inspection will be conducted during startup/testing & commissioning of the pump station, in which LSCE and our sub-consultants prepare list of incomplete construction items for the general contractor prior to final acceptance of the project by the CSD and perform a follow-up visit to certify completion of the Contractor punchlist. Performance acceptance testing will also be conducted to ensure the completed down hole pump assembly operates as warranted by the equipment manufacturer to ensure the plant is operating at the flow rates, pressures and efficiencies for which the entire facility was designed.

As-Built Drawings - At the end of the construction phase of the project, LSCE will modify the project drawings into a set of project Record Drawings based on field changes and red-line markups from the general contractor and LSCE construction management staff. Digital copies of the Record Drawings will be provided to the CSD after they have been reviewed and approved by LSCE and the CSD.

DDW Permitting - Following acceptance of the project, LSCE will assist with the final DDW amended water supply permit, building upon the preliminary permit submittal in the Task 3. This will involve permitting for the new wells, equipment and preparation of the DWSAPP for the facilities. LSCE has completed numerous water supply permits and fully understands the DDW process and required submittals. Refer to Task 2 for full scope of work anticipated.

COST ESTIMATE AND CONTRACT ADMINISTRATION

The estimated budget to complete the Scope of Work described above is based on our current understanding of the project. The cost estimate is based on the effort that would be reasonably expected for a project of this size and scope. The table below summarizes the estimated costs per Task:

Task	Description	Outside Services	LSCE Services	Total
1	Project Coordination and Administration	\$0	\$21,280	\$21,280
2	Regulatory Submittal	\$0	\$15,420	\$15,420
3	Production Well Design and Construction	\$4,000	\$71,470	\$75,470
4	Well Pump Station Design and Construction	\$121,038	\$124,790	\$245,828
Totals		\$125,038	\$232,960	\$357,998

The attached cost estimate worksheet details the number of hours each job classification is anticipated apply to each task as outlined in the above Work Plan. Prevailing wages will be paid to LSCE employees and any subcontractors as applicable. Hours and cost for each task are tabulated to show number of total hours per job classification and total cost for each task. Estimated costs for subcontractors are included in their relevant task. LSCE's direct costs (mileage, misc. supplies) are estimated for each relevant task.

In the event that the CSD directs LSCE to deviate from the proposed scope of work, or as dictated by unforeseen conditions, LSCE will provide notification of any potential changes in the estimated cost to complete the work. LSCE will not proceed with any work that deviates from the approved scope and budget until approval to proceed is granted by the CSD.

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

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

LSCE will bill monthly for labor and materials, only as incurred, in accordance with the following rate schedule:

- LSCE Schedule of Fees - Engineering and Field Services 2021-2022

LSCE proposes to perform the work described in this proposal for a sum of \$357,998. The proposed project budget includes LSCE's labor under each task as delineated in this proposal. LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE's Schedule of Fees (attached). In the event that LSCE is directed to deviate from the proposed scope, or as dictated by unforeseen field conditions, LSCE will provide notification of any potential changes in the estimated cost and time to complete the work. LSCE will not proceed with any work that deviates from the approved scope and budget until approval to proceed is granted.

MS. DINA BREITSTEIN
DECEMBER 6, 2021
PAGE 13

We appreciate the opportunity to provide you with this scope and budget and look forward to working with the CSD.

Sincerely,

LUHDORFF AND SCALMANINI
CONSULTING ENGINEERS


A handwritten signature in blue ink, appearing to read 'J. Coleman', is positioned above the printed name and title.

Jason M. Coleman, P.E.
Supervising Engineer

Attachments: Project Estimate Worksheet
2021-2022 Schedule of Fees for Engineering and Field Services

Client Town of Discovery Bay
 Project 21-3-125
 Est. By JMC,OS
 Date December 6, 2021

**Cost Estimate for
 Design, Engineering, and Field Services for
 Town of Discovery Bay Well No.8 and Well Pump Station**

		Principal Professional	Supervising Professional	Senior Professional	Project Professional	Staff Professional	Staff Professional Prevailing Wage	AutoCAD	Clerical	EPS (Electrical)	Finn Design Group (Structural)	JDH (Corrosion Protection)	Water Quality	Direct Expenses	Summary	
Task	Description	\$230	\$220	\$200	\$175	\$155	\$170	\$140	\$90	Lump*	Lump*	Lump*	Incurred	Incurred		
Task 1 – Project Coordination and Administration																
Task 1.1 – Kickoff and Information Request	Task Hours	0	6	16	0	16	0		0						38	
	Task Cost	\$0	\$1,320	\$3,200	\$0	\$2,480	\$0	\$0	\$0						\$7,000	
	Direct Expenses														\$0	
	Sub Consultant														\$0	
	SubTotal	\$0	\$1,320	\$3,200	\$0	\$2,480	\$0	\$0	\$0						\$7,000	
Task 1.2 – Meetings and Project Coordination	Task Hours	0	8	24	0	16	0	0	6						54	
	Task Cost	\$0	\$1,760	\$4,800	\$0	\$2,480	\$0	\$0	\$540						\$9,580	
	Direct Expenses														\$0	
	Sub Consultant														\$0	
	SubTotal	\$0	\$1,760	\$4,800	\$0	\$2,480	\$0	\$0	\$540						\$9,580	
Task 1.3 – Project Administration	Task Hours	2	16	0	0	0	0	0	8						26	
	Task Cost	\$460	\$3,520	\$0	\$0	\$0	\$0	\$0	\$720						\$4,700	
	Direct Expenses														\$0	
	Sub Consultant														\$0	
	SubTotal	\$460	\$3,520	\$0	\$0	\$0	\$0	\$0	\$720						\$4,700	
															Total Task Cost Estimate	\$21,280
Task 2 – Regulatory and Permitting Activities																
Task 2.1 - DDW Permit and CEQA Assistance	Task Hours	2	8	14	24	40	0	0	0						88	
	Task Cost	\$460	\$1,760	\$2,800	\$4,200	\$6,200	\$0	\$0	\$0						\$15,420	
	Direct Expenses														\$0	
	Sub Consultant														\$0	
	SubTotal	\$460	\$1,760	\$2,800	\$4,200	\$6,200	\$0	\$0	\$0						\$15,420	
															Total Task Cost Estimate	\$15,420
Task 3 – Production Well Design and Construction																
Task 3.1 - Final Well Construction Design and Specifications	Task Hours	16	0	0	28			4	4						52	
	Task Cost	\$3,680	\$0	\$0	\$4,900	\$0	\$0	\$560	\$360					\$200	\$9,500	
	Direct Expenses													\$200	\$200	
	Sub Consultant														\$0	
	SubTotal	\$3,680	\$0	\$0	\$4,900	\$0	\$0	\$560	\$360					\$200	\$9,700	
Task 3.2 - Well Construction Bidding Assistance	Task Hours	12	0	0	12	0	0	0	2						26	
	Task Cost	\$2,760	\$0	\$0	\$2,100	\$0	\$0	\$0	\$180					\$200	\$5,040	
	Direct Expenses													\$200	\$200	
	Sub Consultant														\$0	
	SubTotal	\$2,760	\$0	\$0	\$2,100	\$0	\$0	\$0	\$180					\$200	\$5,240	
Task 3.3 - Well Construction and Testing Oversight Services	Task Hours	45	0	0	120	24	110	0	0						299	
	Task Cost	\$10,350	\$0	\$0	\$21,000	\$3,720	\$18,700	\$0	\$0					\$2,760	\$53,770	
	Direct Expenses												\$4,000	\$2,760	\$2,760	
	Sub Consultant														\$4,000	
	SubTotal	\$10,350	\$0	\$0	\$21,000	\$3,720	\$18,700	\$0	\$0				\$4,000	\$2,760	\$60,530	
															Total Task Cost Estimate	\$75,470
Task 4 – Pump Station Design and Construction																
Task 4.1 - Pump Station Design, Plans and Technical Specifications	Task Hours	4	24	30	50	100	0	140	0						348	
	Task Cost	\$920	\$5,280	\$6,000	\$8,750	\$15,500	\$0	\$19,600	\$0						\$56,050	
	Direct Expenses														\$0	
	Sub Consultant									\$27,600	\$27,600	\$22,713			\$77,913	
	SubTotal	\$920	\$5,280	\$6,000	\$8,750	\$15,500	\$0	\$19,600	\$0	\$27,600	\$27,600	\$22,713			\$133,963	
Task 4.2 - Pump Station Bidding Assistance	Task Hours	0	8	20	20	36	0	4	0						88	
	Task Cost	\$0	\$1,760	\$4,000	\$3,500	\$5,580	\$0	\$560	\$0						\$15,400	
	Direct Expenses														\$0	
	Sub Consultant														\$0	
	SubTotal	\$0	\$1,760	\$4,000	\$3,500	\$5,580	\$0	\$560	\$0						\$15,400	
Task 4.3 - Technical Assistance During Construction and Commissioning	Task Hours	0	24	40	80	140	0	24	0						308	
	Task Cost	\$0	\$5,280	\$8,000	\$14,000	\$21,700	\$0	\$3,360	\$0					\$1,000	\$52,340	
	Direct Expenses													\$1,000	\$1,000	
	Sub Consultant									\$19,263	\$11,500	\$12,363			\$43,125	
	SubTotal	\$0	\$5,280	\$8,000	\$14,000	\$21,700	\$0	\$3,360	\$0	\$19,263	\$11,500	\$12,363		\$1,000	\$96,465	
															Total Task Cost Estimate	\$245,828
SUMMARY	Total LSCE Hours	81	94	144	334	372	110	172	20						1183	
	Total LSCE Cost	\$18,630	\$20,680	\$28,800	\$58,450	\$57,660	\$18,700	\$24,080	\$1,800						\$228,800	
	Total Sub-consultant Cost									\$46,863	\$39,100	\$35,075	\$4,000		\$125,038	
	Direct Expenses													\$4,160	\$4,160	
															Total Cost Estimate	\$357,998



500 FIRST STREET • WOODLAND, CA 95695

2021-2022 SCHEDULE OF FEES

ENGINEERING AND RELATED FIELD SERVICES

Professional*

Senior Principal	\$235/hr.
Principal Professional.....	\$230/hr.
Supervising Professional	\$220/hr.
Senior Professional	\$175 to 200/hr.
Project Professional	\$155 to 175/hr.
Staff Professional	\$140 to 155/hr.

Technical

Engineering Inspector	\$140/hr.
ACAD Drafting/GIS	\$140/hr.
Engineering Assistant.....	\$115 to 140/hr.
Scientist.....	\$115 to 140/hr.
Technician.....	\$115 to 140/hr.

Clerical Support

Word Processing, Clerical.....	\$90/hr.
Digital Communications Specialist	\$90/hr.
Project Admin/Accounting Assistant	\$90/hr.

Vehicle Use	\$0.58/mi.
Subsistence	Cost Plus 15%
Groundwater Sampling Equipment (Includes Operator)	\$170.00/hr
Copies	\$0.20 ea.
Professional or Technical Testimony	200% of Regular Rates
Technical Overtime (if required)	150% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%

* Engineer, Geologist, Hydrogeologist, and Hydrologist

Town of Discovery Bay CSD					
Well 8 Standalone WTP					
Planning Level Cost Estimate (Preliminary)					
Date:	6-Dec-2021				
File No.:	20-2-043				
Luhdorff and Scalmanini					
Consulting Engineers					
Woodland, California					
Item	Description	Quantity	Unit	Unit Cost	TOTAL
1	Site Property Acquisition Budget (budgetary only)				\$165,000
a	Purchase Price (basis: est. bare ag land in Contra Costa)	0.44	Acre	\$342,166	\$150,000
b	Fees (assumed to be 10%)	1	LS	\$15,000	\$15,000
2	Well Construction				\$525,384
a	Mobilization, Records, Site Construction (e.g. sound walls)	1	LS	\$100,000	\$100,000
b	Conductor Bore, Sanitary Seal and Conductor/Surface Casings	1	LS	\$78,410	\$78,410
c	Production Bore, Casing/Screen (stainless steel) and Gravel	1	LS	\$237,374	\$237,374
d	Test Pumping, Development, Alignment Testing, Disinfection	1	LS	\$109,600	\$109,600
3	General Site Construction				\$1,400,983
a	Mobilization	1	LS	\$100,000	\$100,000
b	Mass Grading, Fill and Compact (0.44 -acre site)	0.44	Acre	\$320,000	\$140,283
c	Concrete (tank r/w, filter pad, chem pad, pedestals, misc.)	85	CY	\$1,200	\$102,000
d	Station Piping (12" fab steel flanged FBE)	1	LS	\$125,000	\$125,000
e	Distribution Piping (16" C905 PVC) - Upsized Transmission Pipe	120	LF	\$250	\$30,000
f	Storm Drain Piping and Manholes (12" RCP)	75	LF	\$300	\$22,500
g	Sewer Piping and Connection (6" PVC)	120	LF	\$200	\$24,000
h	Valves and Instrumentation	1	LS	\$200,000	\$200,000
i	Asphalt Paving	19,000	SF	\$7	\$133,000
j	Steel Pale Security Fencing & Gate (wrought iron)	250	LF	\$400	\$100,000
k	CMU Walls	360	LF	\$220	\$79,200
l	Cathodic Protection	1	LS	\$100,000	\$100,000
m	Chemical Building	1	LS	\$70,000	\$70,000
n	Site Electrical Materials and Installation	1	LS	\$175,000	\$175,000
4	Equipment Procurement and Installation				\$1,365,000
a	Well Pump Assembly (250 HP, 1800 gpm Submersible)	1	LS	\$300,000	\$300,000
b	Filter System (1800 gpm, 3-cell, greensand, 150 psi ASME)	1	LS	\$450,000	\$450,000
c	Backwash Tank & Decanter (80,000-gal, bolted steel with sump)	1	LS	\$80,000	\$80,000
d	Reclaim Pump (180 gpm)	1	LS	\$40,000	\$40,000
e	Sewer Drain Pump (400 gpm)	1	LS	\$30,000	\$30,000
f	Chemical Feed Equipment (100 GPD pump, 500 gal tank)	1	LS	\$40,000	\$40,000
g	Standby Diesel Generator System (300 kW)	1	LS	\$175,000	\$175,000
h	Motor Control Centers, PLCs and misc. Panels	1	LS	\$250,000	\$250,000
9	Investigation, Design, Permitting, and Inspection Services				\$721,773
a	Land Survey Topographic Basemap				\$0
b	Geotechnical Study and Inspection - <i>site dev., tanks, etc.</i>				\$10,000
d	Monitoring Well Construction				\$80,000
c	Engineering - Investigation, Design, Regulatory Approvals				\$343,438
e	Construction Inspection				\$187,335
f	Environmental (CEQA) - <i>Initial Study/MND for new well and site</i>				\$41,000
g	Misc. County/local Permitting Fees				\$10,000
h	PG&E New Service Design and Construction Fees				\$50,000
Total Estimated Cost					\$4,178,140
					w/ 10% Contingency
					\$4,595,954



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

January 19, 2022

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

Agenda Title

Discussion and Possible Action Regarding the Independent Special District Selection Committee and Special District Representation on LAFCO.

Recommended Action

1. Appoint Vice President Ashley Porter as the District's alternate voting delegate to the Independent Special District Selection Committee ("ISDSC").
2. Solicit member interest to fill upcoming Special District vacancies and vote to nominate.
3. Approve a Board Nomination Resolution for submittal to LAFCO.

Executive Summary

The District received correspondence dated January 7, 2022 from LAFCO announcing that two upcoming regular special district member seats on LAFCO will expire on May 2, 2022. The two seats are currently held by Igor Skaredoff (Contra Costa Resource Conservation District) and the alternate special district seat currently held by Stan Caldwell (Mt. View Sanitary District). Both Commissioners will seek reappointment.

LAFCO has requested that the District respond to the following by March 4, 2022:

1. Name the District's presiding officer and appoint an alternate for the ISDSC; and
2. Consider nominating a candidate for the two expiring regular special district member seats on LAFCO

1. District Staff to update LAFCO's List of Presiding Officer Voting Member and District Board to Appoint Alternate:

The Independent Special Districts Selection Committee ("ISDSC") appoints the regular and/or alternate special district members of Contra Costa County Local Area Formation Commission ("LAFCO") whenever a term expires, or a vacancy exists for the regular or alternate special district member seats.

The California Government Code provides that the ISDSC is comprised of the District's presiding officer. However, if the District's presiding officer is unable to participate in a meeting or election of the ISDSC, the District's Board may appoint one of its members as an alternate to participate in the ISDSC in the presiding officer's place.

Currently, LAFCO's list of the District's presiding officer and alternate consists of Director Gutow as the District's presiding officer, and Director Graves as the alternate. Because the District's Board elected new officers in accordance with Board Policy at the January 12, 2022, meeting, the District will need to request that LAFCO update its list of presiding officers to reflect that President Kevin Graves as the District's presiding officer.

As has been customarily done in the past, staff recommends that the Board appoint Vice President Ashley Porter as an alternate if President Graves is unable to participate in an ISDSC meeting or election.

2. Consider forwarding a Nomination:

The terms of two LAFCO special district members will expire on May 2, 2022. LAFCO is currently accepting nominations for one regular special district member seat, and the alternate special district seat. The regular special district seat is currently held by Igor Skaredoff and the alternate special district seat is currently held by Stan Caldwell. Although both candidates will seek re-appointment, the District's Board may submit a nomination.

The District's Board is entitled to nominate a maximum of one nominee. The nominee must be a member of a governing board of either the District or a governing board of another independent special district within the County. Nominations must be made by Board Resolution naming the nominee and the district they serve.

Staff has no recommendation.

3. Nominations must be Forwarded by Board Resolution:

In the event of a Board approved nomination, District staff will fill in the nominee on the attached Resolution and forward to LAFCO by the deadline of March 4, 2022.

Previous Relevant Board Actions for This Item

March 2, 2016
January 17, 2018

Fiscal Impact:
Amount Requested:
Sufficient Budgeted Funds Available?:
Prog/Fund # Category:

Attachment

1. LAFCO Correspondence Dated January 7, 2022
2. Draft Resolution 2022-02

AGENDA ITEM: F3



Lou Ann Teixeira
Executive Officer

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
40 Muir Road, 1st Floor • Martinez, CA 94553
e-mail: LouAnn.Teixeira@lafco.eccounty.us
(925) 313-7133

TownOfDiscoveryBay CSD
Received
JAN 10 2022

January 7, 2022

TO: Presiding Officer and District Clerk, Each Independent Special District in Contra Costa County

FROM: Lou Ann Teixeira, LAFCO Executive Officer

SUBJECT: **Announcement of Upcoming Special District Seats on LAFCO, Call for Nominations and Names of District Voting Delegates**

This is to advise all independent special districts that the terms of two special district members on the Contra Costa Local Agency Formation Commission (LAFCO) will expire on May 2, 2022. Contra Costa LAFCO is currently accepting nominations for one regular special district member seat currently held by Igor Skaredoff (Contra Costa Resource Conservation District) and the alternate special district seat currently held by Stan Caldwell (Mt. View Sanitary District). Both Commissioners will seek re-appointment.

Pursuant to Government Code Section 56332 (Attachment 1) and the *Procedures for the Special District Selection Committee* (Attachment 2) both of which are attached, I am announcing the election and calling for nominations for these seats to be submitted to the LAFCO office by **March 4, 2022** - please see attached 2022 Election Schedule (Attachment 3).

The following summarizes the process:

Selection Committee: The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or their designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO.

Attached please find a list of the independent special districts eligible to vote in this election (Attachment 4). Please review and update the attached list of district presiding officers/voting delegates (must be a board member/trustee). Board action is not necessary to name your voting representative. Please provide/update this information by **March 4, 2022**.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by **March 4, 2022**. Each independent special district is entitled to nominate a maximum of one board member, either from its own district or from another district, if so desired.

Note: *At the end of the nomination period, if only one candidate is nominated for the seat(s), that candidate will be deemed appointed and the election will be cancelled. If two or more candidates are nominated, the election process described below will ensue.*

Attachment 1

Gov. Code 56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of

which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

CONTRA COSTA COUNTY SPECIAL DISTRICTS
Procedures for the Special District Selection Committee
(Revised January 2010)

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee shall be to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee shall be comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to attend a Committee meeting, the district may appoint one of its other members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer shall notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and shall schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings shall be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members present.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district shall be entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

SPECIAL DISTRICT SELECTION COMMITTEE 2022 ELECTION SCHEDULE

<u>Date/Deadline</u>	<u>Task</u>
1/07/22	LAFCO sends letter announcing vacancy, election schedule, and call for nominations and names of voting delegates
2/4/22	LAFCO sends reminder
3/4/22	Districts' deadline for submitting names of voting delegates and nominating resolutions

IF AN ELECTION IS NEEDED, THE FOLLOWING SCHEDULE WILL APPLY:

3/11/22	LAFCO transmits list of candidates and ballots to voting delegates (email and US mail)
3/18/22	LAFCO sends reminder to return completed ballots to the LAFCO office by <u>April 15, 2022</u> .
4/15/22	Election date
4/22/22	LAFCO must make election results available within 7 days of election [Gov. Code §56332(f)(6)]

ATTACHMENT 4

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE			
DISTRICT	NAME	TITLE	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Barbara Guise
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	David Williams, Chair		Barbara Hockett, Vice Chair
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Peggy Howell	Chair	Peter Pay, Vice Chair
CONTRA COSTA RESOURCE CON DIST	Igor Skaredoff	President	
CONTRA COSTA WATER DISTRICT	Lisa Borba	President	Ernesto Avilla, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Scott Bartlebaugh, VP
DIABLO CSD	Kathy Urbelis	President	Leonard Becker, Vice Pres
DIABLO WATER DISTRICT	Paul Seger	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Bryon Gutow	President	Kevin Graves, VP
EAST CONTRA COSTA FIRE PROTECTION DISTRICT	Brian Oftedal	President	Carrie Nash, VP
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	
IRONHOUSE SANITARY DIST	Chris Lauritzen	President	Susan Morgan, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Laurence Nagel	President	Kevin Padian, Vice Pres
KENSINGTON POLICE PROT & CSD	Sylvia Hacaj	President	Eileen Nottoli, Vice Pres
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
LOS MEDANOS COMMUNITY HEALTHCARE DIST	Patty Young	President	Lee Mason, Vice Pres
MORAGA-ORINDA FIRE DIST	Michael Donner	President	Steven Danziger, Vice Pres
MT. VIEW SANITARY DIST	Dave Maggi	President	Brian Danley, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Bobby Glover	Chair	Sandra Bonato, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price	President	Richard Kent, Vice Pres
RD 800	Robert Lyman	President	David Harris, Secretary
RD 830	Chad Davisson	Chair	David Dal Porto, Secretary
RD 2024 *	Dante J. Nomellini, Jr.	Attorney	
RD 2025	David Forkel	Chair	
RD 2026*	Al Warren Hoslett	Attorney	
RD 2059	Rob Davies	President	
RD 2065*	Dante J. Nomellini, Jr.	Attorney	
RD 2090*	Al Warren Hoslett	Attorney	
RD 2117*	Dante J. Nomellini, Jr.	Attorney	
RD 2122	Douglas Rischbieter	President	
RD 2137*	Al Warren Hoslett	Attorney	
RODEO-HERCULES FIRE PROTECTION DIST	Steve Hill	Chair	Damon Covington, Vice Chair
RODEO SANITARY DISTRICT	Connie Batchelder	President	Janet Callaghan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	Matthew Stamey	President	Ryan Crean, Vice Pres
STEGE SANITARY DISTRICT	Dwight Merrill	President	Juliet Christian-Smith, VP
WEST COUNTY WASTEWATER DIST	Cesar Zepeda,	President	Cheryl Sudduth, Vice Pres

PLEASE REVIEW AND UPDATE AS NEEDED



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2022-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DISCOVERY BAY
COMMUNITY SERVICES DISTRICT MAKING NOMINATIONS TO THE CONTRA
COSTA COUNTY LOCAL AGENCY FORMATION COMMISSION FOR SPECIAL
DISTRICT MEMBER**

WHEREAS, the Town of Discovery Bay Community Services District (the “Town”) Board of Directors (the “Board”) has received notice of the request for nomination for a Special District Regular Member position on the Contra Costa County Local Agency Formation Commission (“LAFCO”), pursuant to Section 56332 of the Government Code; and

WHEREAS, the Town’s Board has considered this request and determined to nominate the individual named below to serve on the LAFCO as a Special District Regular Member.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF
DISCOVERY BAY DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Nomination. The Town of Discovery Bay Community Services District Board of Directors is nominating [NAME], [Title/Special District], as a candidate for Special District Regular Member on the Contra Costa Local Agency Formation Commission to be elected at the April 15, 2022, election.

Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 19, 2022, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dina Breitstein
Board Secretary