



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*  
**SDLF Gold-Level of Governance**



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

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

**Regular Board Meeting**  
**Wednesday, August 21, 2019**

**7:00 P.M. Regular Board Meeting**

**Community Center**  
**1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Gold-Level of Governance**



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

## **NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY**

**Wednesday August 21, 2019**

**REGULAR MEETING 7:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](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 by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. 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 view point 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 DRAFT minutes of regular meeting for August 7, 2019.
2. Approve Register of District Invoices.
3. Approve Board Resolution No. 2019-09 and Authorize the Board President to sign the Special District Risk Management Authority ("SDRMA") Memorandum of Understanding to Continue Employee Participation in SDRMA's Health Benefits Program.
4. Approve Staff to utilize the remaining Wastewater Filtration Project bond fund balance, currently \$177,593.67 plus any accrued interest, to pay a portion of the December 2019 debt service payment for the Wastewater Bond.

#### **D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report.
2. East Contra Costa Fire Protection District Report.

#### **E. PRESENTATIONS**

1. Solar – Contra Costa County.
2. Pantages Bays Update.
3. Embarcadero Group, LLC to obtain Board Feedback on Property Development Located Behind (North of) the Post Office on Bixler Road.
4. Masterplan Update on Denitrification.

**F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of July.

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Approve a Scope of Work Submitted by Advisian in the amount of \$27,500 (plus 10% contingency & associated filing fees) for the Completion of Necessary CEQA Documents Related to Repairing the Damaged Diffuser Outfall in Old River.
2. Discussion and Possible Action to Approve a Scope of Work Submitted by BSK in the amount of \$30,200 (plus 10% contingency) for the Completion of Necessary Geotechnical Services Related to the upcoming Denitrification Project.

**H. DIRECTORS' REPORTS**

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

**I. MANAGER'S REPORT**

**J. GENERAL MANAGER'S REPORT**

**K. CORRESPONDENCE RECEIVED (Information Only)**

1. Contra Costa County Aviation Advisory Committee meeting minutes for June 13, 2019.
2. Contra Costa County Aviation Advisory Committee meeting minutes for July 11, 2019.
3. East Contra Costa Fire Protection District meeting minutes for July 10, 2019.

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourn to the regular meeting on September 4, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday August 7, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](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. – By President Mayer.
2. Pledge of Allegiance – Led by Vice-President Pease.
3. Roll Call – All Present.

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

Public Comment Regarding:

- Cornell Park conditions; mosquitos, restrooms, and standing water.

Staff will follow up.

##### 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 DRAFT minutes of regular meeting for July 17, 2019.
2. Approve Register of District Invoices.
3. Approve Installation of the American Heroes Tribute Banners which honor U.S. Military Personnel that have given their lives in the war on terror in Iraq and Afghanistan, and their families, through remembrance.

Motion by: Vice-President Pease to approve the Consent Calendar.

Second by: Director Leete.

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

##### D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – No Report – moved to the August 21, 2019 Board meeting.
2. Sheriff's Office Report Crime Prevention Specialists Fontenot – Provided the details of the Sheriff Report regarding the reported activity for the month; property crimes increased, move into new office (Delta Station).
3. CHP Report - Officer Thomas provided an update for the month; citations and August 20, 2019 enforcement team in Discovery Bay. There was discussion regarding the delineators located at Highway 4 and Discovery Bay Boulevard.
4. East Contra Costa Fire Protection District Report – No Report – moved to the August 21, 2019 Board meeting.

##### E. LIAISON REPORTS

None.

##### F. PRESENTATIONS

None.

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Approve the Notice of Completion and Final Payment for Newport Water Treatment Plant PLC and SCADA System Upgrades.

District Water Engineer Shobe – Provided the details regarding the Notice of Completion for the Newport Water Treatment Plant PLC and SCADA System Upgrades.

Motion by: Vice-President Pease to approve the Notice of Completion and authorize the General Manager to release final payments to the Contractor, ICAD Lighthouse Electric, Inc.

Second by: Director Graves.

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

2. Discussion and Possible Action to Choose a Procedure Which the Town Shall Pursue to Acquire Ownership of the Sanitary Sewer Facilities Serving Tract 6274 of the Harbor Bay Condominiums Community.

Director Graves – Recused himself from the discussion.

Legal Counsel Pinasco – Provided a background and the details regarding a procedure which the Town shall pursue to acquire ownership of the Sanitary Sewer Facilities Serving Tract 6274 of the Harbor Bay Condominiums Community.

Legal Counsel Pinasco – Requesting direction from the Board. There was discussion regarding the risks of the options. The discussion continued regarding the methods.

Motion by: Vice-President Pease to pursue Method #1 to acquire ownership of the sanitary sewer facilities serving Tract 6274 of the Harbor Bay Condominiums Community and delegate authority to the Town's General Manager to execute an Offer of Dedication Agreement upon receipt of legal opinion from Harbor Bay Condominiums Association demonstrating authority to make dedication.

Second by: Director Leete.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Leete, Director Gutow, NOES: 0, ABSTAIN: Director Graves.

3. Discussion and Possible Action to Award a Contract to Pacific Display for Installation and Programming of RGB Lighting for the Front Entrance to the Town of Discovery Bay Located at Highway 4 and Discovery Bay Boulevard.

General Manager Davies – Provided the details regarding the installation and programming of the front entrance lighting, and also provided an image of how the lighting will look. There was discussion regarding the budget for the project and the existing flood lights.

Motion by: Vice-President Pease to authorize the General Manager to award a contract and issue a Notice to Proceed for the Installation and Programming by Pacific Display for the RGB Lighting for the Front Entrance in an amount not to exceed \$15,110.23.

Second by: Director Leete.

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

There was discussion confirming that the electrical connections of the flood lights are in good shape.

4. Discussion and Possible Action Regarding Submittal of Comments to the Preliminary DRAFT of the Town's Proposed NPDES Permit Renewal.

District Engineer Harris – Provided the details regarding the NPDES (National Pollution Discharge Elimination System) Permit Renewal; administrated by the State and to be renewed every 5 years. There was discussion regarding the RWQCB comments, pretreatment system and the expense.

Motion by: Director Graves to submit comments to Regional Water Quality Control Board for the NPDES Permit No. CA0078590.

Second by: Director Leete.

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

5. Discussion and Possible Action Regarding Approval of Overnight Camping Request for "Delta Sun Times/Odyssey of the Mind" Event at Cornell Park on October 12-13, 2019, and Consider Waiver of Park Rental Fee for Event.

Recreation Programs Supervisor Kaiser – Provided the details regarding the approval of the Overnight Camping Request for "Delta Sun Times/Odyssey of the Mind" Event at Cornell Park on October 12-13, 2019, and Consider Waiver of Park Rental Fee for Event. There was discussion regarding other locations for the event; Slifer Park and the Community Center.

Public Comment Regarding:

- Overnight Camping at Cornell Park; notify the residents, permits, sponsors.

There was discussion regarding the number of participants, other locations for the event, and Port-a-Potties. Pickle-Ball has an event at Cornell Park on the same weekend and there may be issues with parking. The discussion continued regarding parking at Cornell Park, the number of participants, and having the event at other locations.

Motion by: Director Leete to approve an overnight camping event for the “Delta Sun Times/Odyssey of the Mind” at Cornell Park on October 12, 2019 and October 13, 2019, with 500 participants, 6 Port-a-Potties, addition of free advertising by Delta Sun Times, and approve the waiver of the fee.

Second by: Director Graves.

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

**H. MANAGER’S REPORT**

None.

**I. DIRECTORS’ REPORTS**

**1. Standing Committee Reports.**

- a. Finance Committee (Committee Members Robert Leete and Bill Mayer) August 7, 2019 – Director Leete provided the details regarding the Finance Committee meeting; audit (keeping the same firm and rotating auditors), Well 8, and reimbursement resolution for Denitrification Project and future financing.
- b. Internal Operations Committee (Committee Members Kevin Graves and Robert Leete) August 7, 2019 – Director Leete provided the details regarding the Internal Operations Committee meeting; Electronic Message Board Policy and new State OSHA requirement (air quality for workers), and the new Water Shut-Off Law (effective February 2020).
- c. Water and Wastewater Committee (Committee Members Bill Pease and Bill Mayer) August 7, 2019 – Vice-President Pease provided the details regarding the Water and Wastewater Committee meeting; Notice of Completion and Final Payment for Newport Water Treatment Plant PLC and SCADA System Upgrades, Harbor Bay HOA, Well 8 locations. Diffuser Project and the Master Plan Update.

**2. Other Reportable Items – None.**

**J. GENERAL MANAGER’S REPORT**

General Manager Davies – Introduced the new Project Manager Mike Yeraka.

**1. Update regarding the Bot Dots – Highway 4 and Discovery Bay Boulevard.**

General Manager Davies – Provided an update regarding the bot dots; credit Assemblymember Jim Frazier for increasing the importance of the project.

**2. Update regarding the License Plate Readers.**

General Manager Davies – Provided an update regarding the license plate readers; purchased and programmed, and issue with Cal Trans within the cost of the project; possible completion of October 2020.

**3. Update regarding the Electronic Message Board.**

General Manager Davies – Provided an update regarding the Electronic Message Board; some delay with Verizon.

**K. CORRESPONDENCE RECEIVED (Information Only)**

1. Received – Byron Municipal Advisory Council (MAS) meeting minutes for June 25, 2019.

**L. FUTURE AGENDA ITEMS**

None.

**M. ADJOURNMENT**

1. The meeting adjourned at 8:17 p.m. to the next regular meeting of August 21, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-14-19

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

August 21, 2019

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Michael R. Davies, General Manager

MRD

### 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** \$ 276,613.78

**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 2019/2020.

AGENDA ITEM: C-2

**For The Meeting On August 21, 2019**  
**Town of Discovery Bay CSD**  
**For Fiscal Year 7/19 - 6/20**

Veolia Water North America	\$147,817.24
Stantec Consulting Services Inc	\$34,782.00
J.W. Backhoe & Construction, Inc.	\$19,128.36
U.S. Bank Corporate Payment System	\$17,257.42
CaliforniaChoice Benefit Admin	\$14,554.28
Town of Discovery Bay CSD	\$12,018.40
Herwit Engineering	\$6,507.50
Badger Meter	\$5,526.90
Mt. Diablo Resource Recovery	\$4,174.53
Univar	\$1,575.42
Du-All Safety	\$1,530.00
Office Team	\$1,264.00
Karina Dugand	\$1,153.50
United States Postal Services	\$1,045.00
Matrix Trust	\$884.07
Verizon Wireless	\$841.53
Kidz Love Soccer	\$756.00
Neumiller & Beardslee	\$731.00
Bryon Gutow	\$609.00
Discovery Bay Designs	\$567.01
Office Depot	\$564.26
Brentwood Ace Hardware	\$524.17
Lucia Peters	\$468.00
Watersavers Irrigation Inc.	\$301.27
Water Utility Customer	\$261.10
Comcast	\$243.20
Discovery Bay Chamber of Commerce	\$205.00
Robert Leete	\$154.44
ReliaStar Life Insurance Company	\$150.00
Cintas	\$131.86
Denalect Alarm Company	\$125.00
Bill Brandt Ford	\$116.76
Bill Pease	\$115.00
Kevin Graves	\$115.00
William Mayer	\$115.00
Discovery Pest Control	\$99.00
Bay Area News Group	\$83.70
UniFirst Corporation	\$68.86
Department of Justice	\$49.00
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> \$276,613.78



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

August 21, 2019

**Prepared By:** Michael R. Davies, General Manager

**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Approve Board Resolution No. 2019-09 and Authorize the Board President to sign the Special District Risk Management Authority ("SDRMA") Memorandum of Understanding to Continue Employee Participation in SDRMA's Health Benefits Program.

### Recommended Action

Approve Board Resolution No. 2019-09 and Authorize the Board President to sign the attached Special District Risk Management Authority ("SDRMA") Memorandum of Understanding to Continue Employee Participation in SDRMA's Health Benefits Program.

### Executive Summary

Pursuant to an existing Memorandum of Understanding ("MOU") with SDRMA, District employees are currently eligible to obtain vision, dental and life insurance benefits through the SDRMA Health Benefits Program.

SDRMA is amending the Health Benefits Program MOU. To continue in SDRMA's Health Benefits Program, the Town is required to execute the attached Resolution and sign the attached Amended MOU. If SDRMA fails to receive these executed documents by November 1, 2019, the District will be deemed to have withdrawn from the program and benefits will terminate effective January 1, 2020 (see attached letter).

### Attachments

Resolution No. 2019-09.

SDRMA Memorandum of Understanding (for Board President signature).

SDRMA Memorandum of Understanding Showing New Edits from 2006 version.

SDRMA Letter Dated August 1, 2019 RE: Amended Memorandum of Understanding.

AGENDA ITEM: C-3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2019-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF  
A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION  
IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS  
PROGRAM**

**WHEREAS**, Town of Discovery Bay Community Services District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "TOWN"), has determined that it is in the best interest and to the advantage of TOWN to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

**WHEREAS**, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

**WHEREAS**, the participation in Authority programs requires TOWN to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

**WHEREAS**, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the TOWN is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

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

SECTION 1. Findings. The TOWN's Board of Directors hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the TOWN.

SECTION 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the TOWN and the Authority, in the form presented at this meeting and on file with the TOWN's Secretary, is hereby approved. The TOWN's Board of Directors and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the TOWN, to execute and deliver to the Authority the Memorandum of Understanding.

SECTION 3. Program Participation. The TOWN's Board of Directors approves participating in the Special District Risk Management Authority's Health Benefits Program.

SECTION 4. Other Actions. The Authorized Officers of the TOWN are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

SECTION 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED, APPROVED AND ADOPTED THIS 21<sup>st</sup> DAY OF AUGUST 2019.

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Bill Mayer  
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 August 21, 2019, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Michael R. Davies  
Board Secretary

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## MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.**

**WHEREAS**, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

**WHEREAS**, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

**WHEREAS**, ENTITY desires to enroll and participate in the PROGRAM.

**NOW THEREFORE**, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants

and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
  - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
  - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must

- 
- be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.
- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
  - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. WITHDRAWAL. ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
  10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
  11. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
  12. VENUE. Venue for any dispute or enforcement shall be in Sacramento, California.
  13. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
  14. COMPLETE AGREEMENT. This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
  15. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
  16. AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
  17. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.

18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: August 1, 2019

By: *Laura S. Gill*

Special District Risk  
Management Authority

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Town of Discovery Bay Community Services  
District

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## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

**WHEREAS**, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities ~~typically having 250 or less employees~~ into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

**WHEREAS**, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

**WHEREAS**, ENTITY desires to enroll and participate in the PROGRAM.

**NOW THEREFORE**, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants

and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates ~~set by the COMMITTEE~~ for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

~~a. SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Medical benefit premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the~~

~~ENTITY must send notification of termination of benefits for a covered employee to the PROGRAM and SDRMA prior to the effective date of termination. If termination is requested after the effective date of termination, the enrollment will terminate at the end of the month the termination request was provided. No rescission of coverage will be allowed without proper approvals. For information pertaining to termination of coverage and mid-year qualifying events refer to the SDRMA Program Administrative Guidelines.~~

5. BENEFITS. Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. COVERAGE DOCUMENTS. Except as otherwise provided herein, ~~CSAC-EIA Health coverage documents~~ from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY ~~by SDRMA.~~ SDRMA will provide each ENTITY with aAdditional documentation, defined as the "Administrative Guidelines," which provides further details on administration of the PROGRAM. will be provided to each ENTITY by SDRMA.
7. PROGRAM FUNDING. It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. ASSESSMENTS. Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for

applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:

- a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
  - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.
  - c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
  - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. WITHDRAWAL. ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their ~~the~~ requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with ~~the~~ SDRMA and between the ENTITY and ~~the~~ SDRMA's designated PROGRAM representative.
11. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
12. VENUE. Venue for any dispute or enforcement shall be in Sacramento, California.
13. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
14. COMPLETE AGREEMENT. This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
15. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.

16. AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's ~~signatory~~ designated representative, or alternate, who shall have authority to execute ~~to~~ this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
  
17. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing ~~upon the signing~~ of this MEMORANDUM by the ~~ENTITY and~~ Chief Executive Officer or Board President of SDRMA.
  
18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Special District Risk  
Management Authority

Dated: \_\_\_\_\_

By: \_\_\_\_\_

*[Insert Name of Public Entity]*



TownOfDiscoveryBay CSD  
Received  
AUG 05 2019

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • [www.sdrma.org](http://www.sdrma.org)

August 1, 2019

Ms. Sue Heint  
Executive Assistant  
Town of Discovery Bay Community Services District  
1800 Willow Lake Road  
Discovery Bay, California 94505-9376

**Amended Memorandum of Understanding**

Dear Ms. Heint,

At the June 26, 2019 SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the Memorandum of Understanding (MOU) between your agency and SDRMA. The amendments were made to align the MOU with IRS guidelines, the Affordable Care Act and the CSAC-EIA pool guidelines. CSAC-EIA is the organization that provides coverage for the Health Benefits program.

Your entity participates in SDRMA’s Health Benefits program and has previously executed the Memorandum of Understanding (MOU) and Resolution when your entity joined SDRMA’s Health Benefits program. Included in the MOU is the following section: AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY’s designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

To follow the above MOU guideline your governing body must execute the enclosed MOU and Resolution and return the original MOU and Resolution to SDRMA by **November 1, 2019**. If your entity does not return the MOU and Resolution to SDRMA by **November 1, 2019** your entity will be deemed as withdrawn and benefits will be terminated effective **January 1, 2020**.

If SDRMA has not received your entity’s MOU and Resolution by October 1, 2019 we will send an email to your attention inquiring when the MOU and Resolution will be sent to SDRMA.

In the MOU under section 4 it refers to SDRMA Program Administrative Guidelines. The Administrative Guidelines can be found on the SDRMA MemberPlus Portal at [www.sdrma.org](http://www.sdrma.org). If you are already registered on the MemberPlus Portal you do not need to re-register. If you are not already registered on the MemberPlus Portal, please find enclosed instructions of how to register. Once you are registered and login, the Administrative Guidelines can be found under the following pathway: Document Library>Health Benefits>Administrative Guidelines.

Please contact us at 800.537.7790 or at [healthbenefits@sdrma.org](mailto:healthbenefits@sdrma.org) if you have any questions regarding the MOU and/or Resolution. Thank you for your continued participation in the Health Benefits Program!



1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141 or 800.537.7790 \* F 916.231.4111

Maximizing Protection. Minimizing Risk. \* [www.sdrma.org](http://www.sdrma.org)

Sincerely,  
Special District Risk Management Authority

Alana Little  
Health Benefits Manager

Enclosures: Memorandum of Understanding  
Resolution  
MemberPlus Registration instructions  
Return Address Envelope



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

August 21, 2019

**Prepared By:** Dina Breitstein, Assistant General Manager

**Submitted By:** Michael R. Davies, General Manager

MRD

**Agenda Title:**

Approve Staff to utilize the remaining Wastewater Filtration Project bond fund balance, currently \$177,593.67 plus any accrued interest, to pay a portion of the December 2019 debt service payment for the Wastewater Bond.

**Recommended Action:**

Authorize staff to utilize the remaining wastewater filtration project bond fund balance, currently \$177,593.67 plus any accrued interest, to pay a portion of the December 2019 debt service payment for the wastewater bond.

**Executive Summary:**

The Town of Discovery Bay financed the Filtration Project with a Wastewater Bond in April of 2017. The project is complete, and the Notice of Completion has been filed with Contra Costa County. The project came in under budget leaving funds totaling \$177,593.67 plus any accrued interest. District staff planned to utilize these funds to repave the Wastewater Treatment Plant 2 Facility. Repaving is typically the last task after a substantial and lengthy project to repair damage from continuous truck traffic.

This same truck traffic will occur throughout the Denitrification Project. Staff recommends utilizing the residual funds to pay a portion of the December 2019 debt service payment for the Wastewater Bond. Using the remaining funds to pay the debt service payment would free up budget money to be used for wastewater operations and projects.

Staff recommends using the remaining funds, currently \$177,593.67 plus any accrued interest, to pay a portion of the debt service payment for the Wastewater Bond. The debt service payment due in December is expected to be \$216,384.38.

**Fiscal Impact:**

**Amount Requested**

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

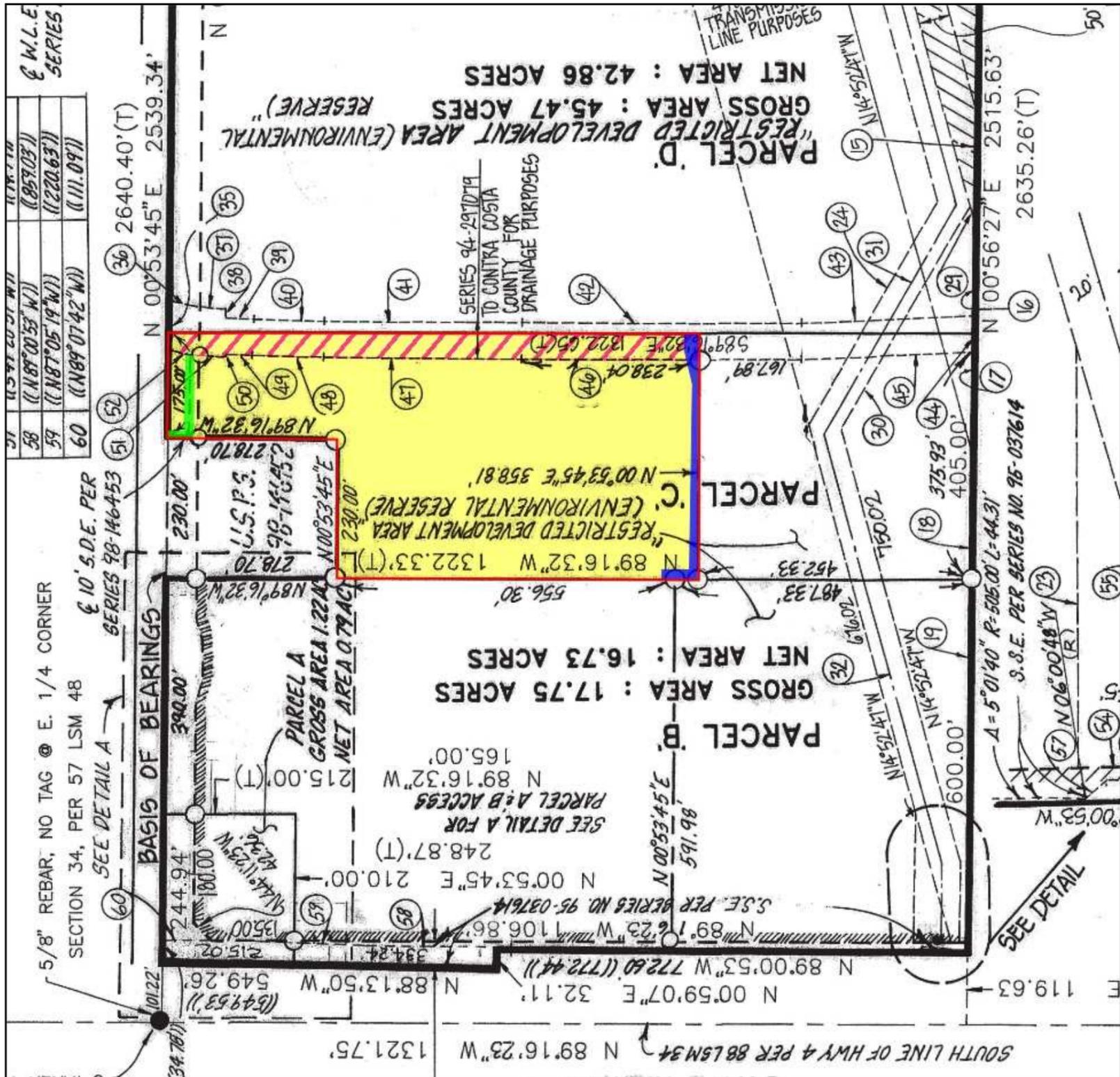
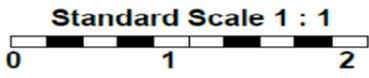
**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

**Attachments**

AGENDA ITEM: C-4





**LEGEND**

-  Parcel (Fee, Property in Question)
-  Item No. 8 - Easement for A Storm drain together with the reasonable right to access and incidental purposes June 26, 1998, Serial No. 98-0146453, of Official Records Affects as described therein
-  Item No. 6 - Offer of Dedication for Drainage and incidental purposes December 19, 1994, Serial No. 94-297079, of Official Records Affects as described therein
-  Item No. 13 - Offer of Dedication for Pedestrian/bicycle trail easement October 23, 2002, Serial No. 2002-387803, of Official Records Affects as described therein

 <p><b>Old Republic Title Company</b> 3425 Brookside Road, Suite C Stockton, CA 95219 (209) 951-9460 Fax: (209) 477-8603</p>	<p>Title Order No. 1211043248-DC, Preliminary report dated as of July 29, 2016</p>	<p>Drawing Date: 08/12/2016</p>
	<p>Reference:</p>	<p>Data:</p>
<p><b>"Notice: This is neither a plat nor a survey. It is furnished merely as a convenience to aid you in locating the land indicated hereon with reference to streets and other land. No liability is assumed by reason of any reliance hereon."</b></p>	<p>Property: Apn: 011-220-039, Discovery Bay, CA 94513</p>	<p>Assessor's Parcel No. 011-220-039</p>
<p><b>NOTE: Easements depicted hereon are provided as a courtesy only and no representation is made as to the accuracy or completeness thereof. The Company assumes no liability for any loss occurring by reason of reliance thereon. It is recommended that a survey be obtained from a licensed professional to determine actual locations.</b></p>	<p>A portion of Parcel "C" as shown on Parcel Map MS 39-91, filed December 30, 1998, in Book 176 of Parcel Maps, Page 14, Contra Costa County records, California.</p>	<p>Sheet 1 of 1 Archive #</p>

**Town of Discovery Bay, CA  
Water & Wastewater**

**MONTHLY OPERATIONS REPORT**

July 2019

**3626** Days of Safe Operations  
**178,293** worked hours without a recordable incident

**TRAINING:**

- **Safety**
  - Take 5 Safety topics
  - Crane Safety
  
- **Operation**
  - None this month

**REPORTS SUBMITTED TO REGULATORY AGENCIES:**

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**
- **Quarterly Discharge Monitoring Report (DMR)**
- **Quarterly electronic State Monitoring Report (eSMR)**
- **Quarterly Coliform Report, State Water Board (DDW)**

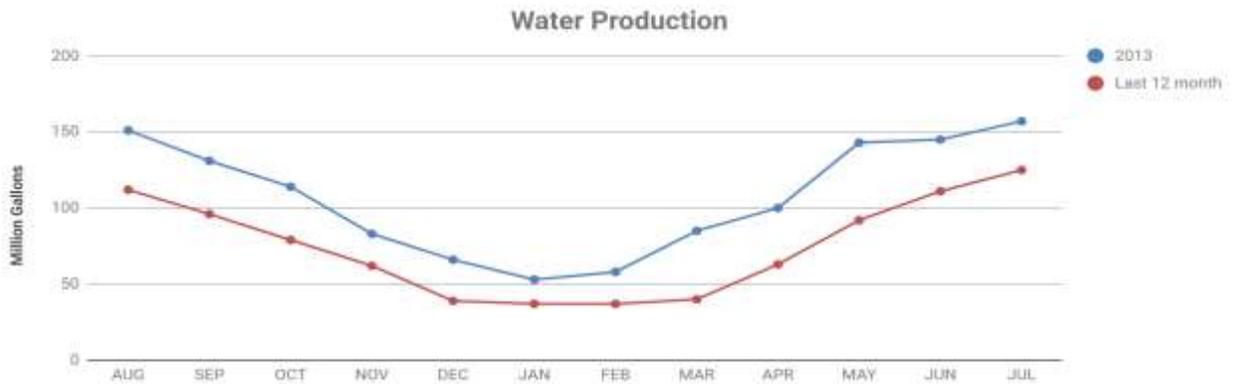
**WATER SERVICES**

**Groundwater Well:**

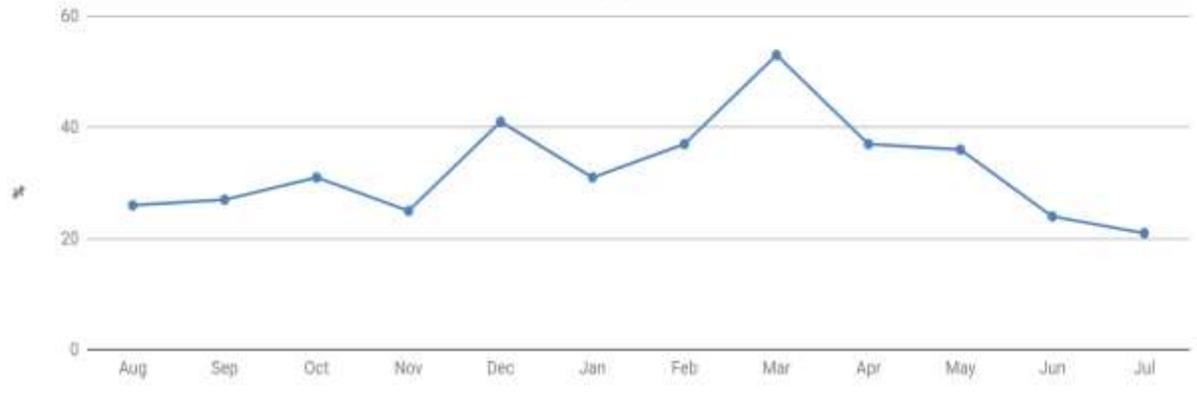
- 1B - Active
- 2 – Under rehab
- 4 – Under rehab
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

**2018 Monthly Water Production Table (MG):**

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>37</b>	<b>37</b>	<b>40</b>	<b>63</b>	<b>92</b>	<b>111</b>
<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
<b>125</b>					



Reduction Compared to 2013



**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 20	• 0	• 0	• 0	• 24

**WASTEWATER SERVICE**

**Wastewater Laboratory Analysis**

\*New TSS Limit went into effect

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>June Lab Data</i>	<i>July Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		30	31
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.2	1.2
Flow, MG Daily Discharge Flow, <b>avg.</b>	2.35	1.0	1.0
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	350	16	14
Effluent TSS, lbs/d, <b>monthly avg.</b>	200*	6	9
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	20	2	2
Effluent TSS, mg/L, <b>monthly avg.</b>	10*	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	2	5
% Removal BOD <sub>5</sub> , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm <b>annual avg.</b>	2100	2248	2246

**National Pollution Discharge Elimination System (NPDES):**

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 1	• SSO	• N/A	• N/A

Small SSO due to flushable ragged build up with grease.

**COLLECTION**

**Lift Station Status:**

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 1	• 31

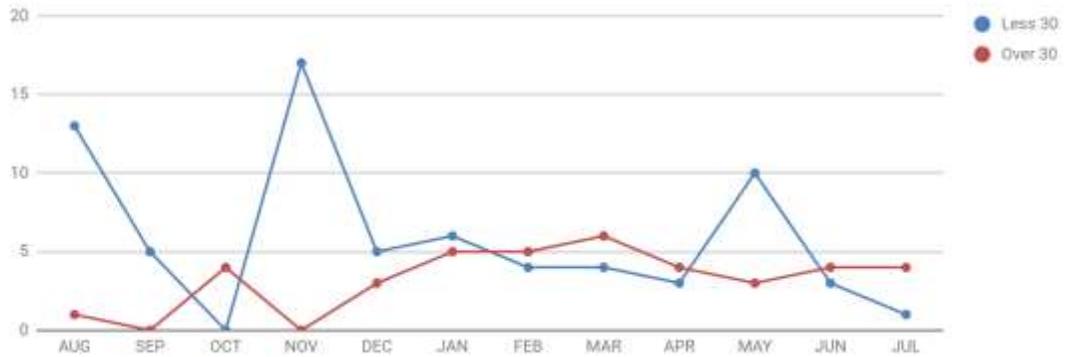
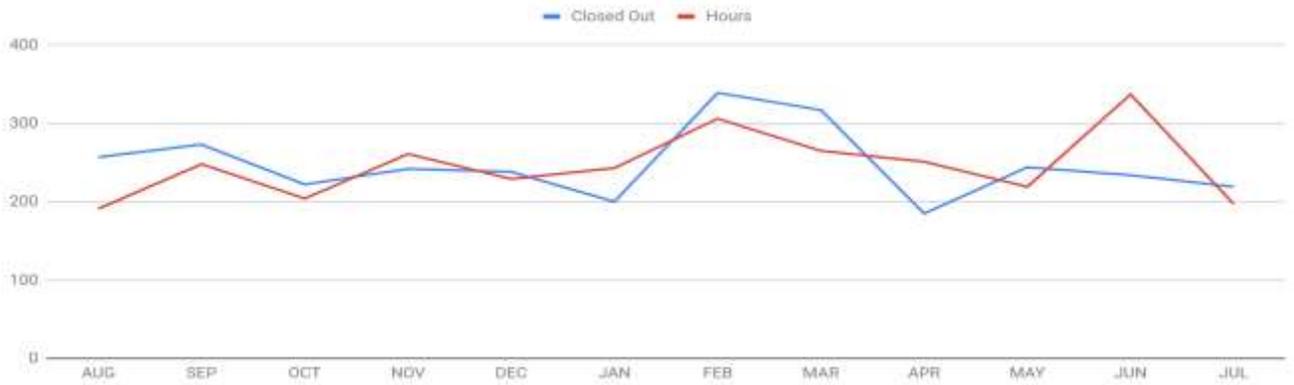
Performed weekly lift station inspections

**Sewer System:**

- Continue collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers will be inspected during assessment.

**MAINTENANCE**

**Preventive and Corrective:**



### Call & Emergency Response

Call Outs	Emergencies
<b>10</b>	<b>0</b>
Regular Hours	Overtime
<b>1664</b>	<b>44</b>

### TERMS

WWTP

WASTEWATER TREATMENT PLANT

WTP

WATER TREATMENT PLANT

WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WASTE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

August 21, 2019

**Prepared By:** Gregory Harris, District Engineer, Herwit Engineering  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Discussion and Possible Action to Approve a Scope of Work Submitted by Advisian in the amount of \$27,500 (plus 10% contingency & associated filing fees) for the Completion of Necessary CEQA Documents Related to Repairing the Damaged Diffuser Outfall in Old River.

### Recommended Action

Authorize Advisian (WorleyParsons Group) to prepare the CEQA and Federal Army Corps Initial Study to support their permitting efforts to construct repairs to the diffuser outfall in Old River. Environmental Documents include CEQA and the Federal Army Corps Initial Study. Permits already being worked on by Worley Parsons Group include the State Lands Commission, the Army Corps of Engineers, and the California Fish and Wildlife. Contract amount is \$27,500. This does not include any application or filing fee.

Authorize the General Manager to execute all contracts and up to 10% change orders if needed.

Authorize the General Manager to pay the cost of the applications or filing fees in an amount not to exceed \$1000.00

### Executive Summary

The Town's wastewater effluent leaving Treatment Plant No. 2 is pumped approximately one mile to Old River where it is discharged through diffusers with multiple diffuser ports to mix the effluent into Old River. The diffuser was constructed in December 2004 to comply with previous Notice of Violation by the Regional Water Quality Control Board.

A diver was hired to inspect the diffuser in 2013. The inspection report indicated several of the diffuser ports are missing and a portion of the diffuser has become plugged and no longer operates properly. During startup of the filtration project, testing of the effluent pump station showed the pump station can no longer pump 4 million gallons per day (MGD) of flow to Old River. 4.3 MGD is the design flow of the pump station and was demonstrated when the pump station was tested in 2004 after the diffuser install. The capacity of the effluent filtration and UV system is 4 MGD and the effluent pump station needs to be able to pump at least that much flow for the plant to properly handle peak wastewater flows. The most likely cause of the poor performance of the export pump station is the plugged diffuser.

Based on this information, the Town previously hired Advisian to prepare a report on options and costs to repair the diffuser. This report was completed in June 2018. From this report, Option 4 to repair the diffuser in place with a larger header pipe was selected as the best alternative going forward by Town Staff. The Town set a CIP budget cost of \$500,000 for the permits, engineering, and construction of the diffuser repairs.

HERWIT will assist the Town and coordinate activities for the project under their general services agreement with the Town.

Once the CEQA and environmental work is complete, the full permit applications with the Army Corps can be filed. Once a response to the permitting applications is received, the Town will be in position to obtain proposals for Engineering services to repair the diffuser. At that time, the engineering proposal will be brought to the board for authorization.

"Continued to the next page"

**Previous Relevant Board Actions for This Item -**

Authorization for construction of outfall diffuser in 2004,  
Authorization to hire Advisian to prepare a diffuser report October 2017.  
Authorization to hire Advisian to prepare the permits for the diffuser December 5, 2018.

**Attachments**

Advisian Proposal April 30, 2019 Proposal, Advisian Proposal for CEQA and Environmental Services.

**AGENDA ITEM: G-1**



**Advisian**

WorleyParsons Group

**Advisian**

Suite 500, 151 Canada Olympic Rd  
SW  
Calgary, AB T3B 6B7 CANADA  
Phone: +1 403 247 0200  
Toll-Free: 1 800 668 6772  
Facsimile: +1 403 247 4811  
www.worleyparsons.com

30 April 2019

Proposal No.:  
File Loc.: Calgary

Herwit Engineering  
6200 Center Street  
Suite 310,  
Clayton, CA 945117

Attention: Gregory Harris

Dear Mr. Harris:

**RE: MITIGATED NEGATIVE DECLARATION ENVIRONMENTAL ASSESSMENT**

**1. INTRODUCTION**

Herwit Engineering (Herwit) on behalf of the Town of Discovery Bay California (TDBC) has requested Advisian to provide a detailed scope of work and cost estimate to conduct an environmental assessment to support the Mitigated Negative Declaration related to the proposed upgrades of the town's sanitary sewer outfall, used to discharge treated sanitary sewer effluent from the TDBC wastewater treatment plant into the Old River.

**2. BACKGROUND INFORMATION**

This proposal is for the preparation of an Mitigated Negative Declaration Environmental Assessment/Initial Study pursuant (MND EA/IS) to the California Environmental Quality Act (CEQA) in compliance with the National Environmental Policy Act (NEPA), and other relevant Federal and State laws and regulations to satisfy the regulatory review requirements and permit approval from US Army Corps of Engineers (Nationwide Permit), California Dept of Fish & Wildlife (Streambed Alteration "1600" Permit), Regional Water Quality Control Board (401 Water Quality Certification), and California State Lands Commission (Land Lease modification notice). This Environmental Assessment will disclose the direct, indirect, and cumulative environmental impacts that would result from the proposed action and alternatives.

According to CEQA Guidelines Section 15070, a negative declaration shall be prepared for a project subject to CEQA when either:

- The initial study shows there is no substantial evidence, in light of the whole record before the agency, that the project may have a significant effect on the environment, or
- The initial study identified potentially significant effects, but:

.Revisions in the project plans or proposals made by or agreed to by the applicant before a proposed mitigated negative declaration and initial study are released for public review



would avoid the effects or mitigate the effects to a point where clearly no significant effects would occur, and

- o There is no substantial evidence, in light of the whole record before the agency, that the project as revised may have a significant effect on the environment. If revisions are adopted into the proposed project in accordance with the CEQA Guidelines Section 15070(b), a mitigated negative declaration is prepared. This document includes such revisions in the form of mitigation measures. Therefore, this document is a Mitigated Negative Declaration and incorporates all of the elements of an Initial Study. Hereafter this document is referred to as an MND.

### 3. PROPOSED WORKPLAN

The MND document is to be organized into four parts:

- *Introduction:* The section will include information on the history of the project proposal, the purpose of and need for the project, and the proposal for achieving that purpose and need. This section will detail how the public is informed of the proposal and how the public responded.
- *Comparison of Alternatives, including the Proposed Action:* This section will provide a more detailed description of the agency's proposed action as well as alternative methods for achieving the stated purpose. These alternatives will be developed based on significant issues raised by the public and other agencies. This discussion also includes possible mitigation measures. Finally, this section will provide a summary table of the environmental consequences associated with each alternative.
- *Environmental Consequences:* This section will describe the environmental effects of implementing the proposed action and other alternatives. This analysis will be organized by resource areas and will include, but is not limited to, a project description, description of construction methodology and engineering details, project history, background data, biological assessment, cultural resources report, water quality, discussion of other resource areas (no impact), mitigation measures, LORS, monitoring and compliance requirements. Within each section, the affected environment will be described first, followed by the effects of the No Action Alternative that provides a baseline for evaluation and comparison of the other alternatives that follow.
- *Agencies and Persons Consulted:* This section will provide a list of preparers and agencies consulted during the development of the environmental assessment.
- *Appendices, Tables and Figures:* The appendices will provide more detailed information to support the analyses presented in the environmental assessment.

Assumptions:



# Advisian

WorleyParsons Group

## Advisian

Suite 500, 151 Canada Olympic Rd  
SW  
Calgary, AB T3B 6B7 CANADA  
Phone: +1 403 247 0200  
Toll-Free: 1 800 668 6772  
Facsimile: +1 403 247 4811  
www.worleyparsons.com

Proposed MND EA/IS will be prepared based upon the current proposed engineering and construction design. The Environmental Impact Assessment shall be carried out in accordance with all relevant local, state and federal policy and legislation. The MND EA/IS will be conducted utilizing historical data, records search, one site reconnaissance, engineering documents, site photographs and desktop analysis.

### Exclusions:

Physical site surveys, cultural or biological field surveys, seasonal audits or other site tasks.

## 4. SCHEDULE

The assumed schedule is as follows:

- Report compilation *5 weeks from approval authorization*
- Agency approval process *3 months from acceptance of completion (this clock does not start upon submittal, but once the agency determines the application process is summarily complete)*
- Project coordination/bidding *1 month*
- Construction *2 weeks \*USACE to confirm window for species protection*

Please note the proposed schedule is predicated on immediate proposal submission, client approval, and agency coordination

## 5. COST

The estimated cost for the scope outlined above is \$27,500 (tax exclusive). Note that any work outside the current scope will be communicated to the client as a change of scope and, upon approval, will be executed at the standard rates set out in the contract with Herwit Engineering.



**Advisian**

WorleyParsons Group

**Advisian**

Suite 500, 151 Canada Olympic Rd  
SW  
Calgary, AB T3B 6B7 CANADA  
Phone: +1 403 247 0200  
Toll-Free: 1 800 668 6772  
Facsimile: +1 403 247 4811  
www.worleyparsons.com

**6. CLOSURE**

We trust that this letter proposal satisfies your current requirements and provides suitable documentation for your project record. This work plan is based on our current understanding of your requirements for an update to the previously submitted environmental assessment for the sanitary sewer outfall structure. If you have any questions or require further details, please contact the undersigned at any time.

Sincerely,

Efrain Giron, Ph.D., P.Eng.  
Senior Water Resources Engineer

Len Marino, P.E., C.F.M.  
Senior Consultant

Senior Reviewed by

Jeff Crofton, M.A.Sc., P.Eng.  
Director, Surface Water Engineering, Americas



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

August 21, 2019

**Prepared By:** Gregory Harris, District Engineer, HERWIT Engineering  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Discussion and Possible Action to Approve a Scope of Work Submitted by BSK in the amount of \$30,200 (plus 10% contingency) for the Completion of Necessary Geotechnical Services Related to the upcoming Denitrification Project.

### Recommended Action

Authorize BSK to prepare the Project Geotechnical Report for the upcoming Denitrification Project. Contract amount is \$30,200.

Authorize the General Manager to execute all contracts and up to 10% change orders if needed.

### Executive Summary

The Town's wastewater effluent is governed by an NPDES Permit administered by the Regional Water Quality Control Board. The current NPDES Permit and the new draft NPDES Permit require the Town to construct denitrification technology at Plant No.1 and No. 2. The cost of the Denitrification Project is in the current CIP at \$8 million. This cost was developed in the Town's previous Wastewater Master Plan.

The Town's Wastewater Master Plan is currently being updated by Stantec Consulting Engineers. The draft portions of this update have re-confirmed the most appropriate technology for denitrification and a project cost of \$8 million. Hiring a Geotechnical Engineer to prepare a geotechnical report is the first step in the design and construction of this project.

Proposals for Geotechnical work were received from BSK and Kleinfelder. The Base cost for Task 1 through 5 of the scope of work for BSK was \$25,100 and for Kleinfelder was \$25,800. There were also several deficiencies in Tasks 1 - 5 in the Kleinfelder proposal. In addition, Kleinfelder did not respond to requests for any of the items for Phase 2, 3, or 4. Since BSK was the lowest cost on Tasks 1-5 and Kleinfelder was non-responsive, we are recommending proceeding with BSK. In addition, we are recommending incorporating Phase 2 and 3 costs as modified in the proposal. Phase 4 costs will be part of the construction and determined later.

HERWIT will assist the Town and coordinate activities for the project under their general services agreement with the Town.

Once the Geotechnical Report is complete, the information will be incorporated into the final design of the project. The contract for design of the facilities will be a separate board action later this year.

### Previous Relevant Board Actions for This Item -

Authorization of CIP for Denitrification Project at \$8 Million.

### Attachments

BSK Proposal with Edits from HERWIT Engineering.

AGENDA ITEM: G-2



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Sent via email: [gharris@herwit.com](mailto:gharris@herwit.com)

August 9, 2019

BSK Proposal GL19-18762

Mr. Gregory Harris, P.E.  
HERWIT Engineering  
6200 Center Street, Suite 310  
Clayton, CA 94517

**SUBJECT: Proposed Geotechnical Investigation  
Denitrification Basin Project  
Wastewater Treatment Plant  
Discovery Bay, California**

Dear Mr. Harris:

BSK Associates (BSK) is pleased to present this proposal to perform a geotechnical investigation for the project mentioned above. The purpose of our investigation will be to provide geotechnical recommendations for the project as described below. We have based our proposed investigation scope on the following:

- Our discussions with you,
- Our brief review of readily available previous geotechnical reports proximate to the project sites,
- Our review of published geologic maps and other resources for the project sites,
- Our review of Google Earth aerial imagery of the site, and
- Our experience with similar projects.

The following sections present discussions regarding our understanding of the proposed project. In addition, our proposed scope of services and fee and project schedule are presented for your consideration.

## **SITE DESCRIPTION AND PROJECT UNDERSTANDING**

The Discovery Bay wastewater treatment plant (WWTP) has two general locations. The northern section is located at 2305 Cherry Hill Drive Discovery Bay and the southern section is located southeast of the California State Route 4 and Western Farms Ranch Road intersection. The denitrification basis for the northern section of the WWTP will be located just north of the existing oxidation ditch No.1 (as shown

on Figure 1). The two denitrification basins for the southern section of the WWTP will be located north of the existing oxidation ditches No. 2 and 3 (as shown on Figure 2). According to Google Earth images, the project sites are currently occupied by asphalt concrete (AC) pavement and grassy fields. The location of the planned basins appears to be relatively level.

The planned denitrification basins are expected to have a footprint area of approximately 100 ft by 50 ft and be supported on concrete mat foundations. The basins are planned to be as deep as approximately 15 feet below ground surface (bgs). Although grading plans are not currently available for the project, we expect excavations for new underground utility lines associated with the project will be up to 16 feet bgs.

If the actual project description and/or site conditions differ significantly from that described above, we should be notified so that we can review our scope of work for applicability.

## ANTICIPATED SITE CONDITIONS

The site is not located in an Alquist–Priolo Earthquake Fault Zone. According to geologic mapping by Wagner and Bortugno (1991)<sup>1</sup>, the planned denitrification basins are underlain by Holocene Dos Palos alluvium. Previous borings performed at the southern section of the WWTP have encountered primarily soft to firm clay with interbedded layers of medium dense clayey/silty sand to depths of up to about 50 feet bgs. Peat was also encountered in the upper approximately 5 feet bgs of some borings for the southern section of the WWTP, but we understand such soils have been removed during past grading at this site. Groundwater was encountered at depths ranging from less than 5 feet bgs to approximately 10+ feet bgs.

Based on the Contra Costa County General Plan, Safety Element, we anticipate the potential for liquefaction to occur at the site to be moderate to high. The current Standard of Practice for liquefaction assessment is to evaluate the upper 50 feet of soils, therefore we will be screening for potentially liquefiable conditions with 50-foot deep Cone Penetration Test probes.

## SCOPE OF SERVICES

### Approach

Our proposed scope of services will consist of mobilization, subsurface investigation, laboratory testing, engineering analysis, and report preparation as described below. Our findings will be summarized in a

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<sup>1</sup>Wagner, D.L., Bortugno, E.J., and McLunkin, R.D., 1991, Geologic map of the San Francisco-San Jose quadrangle, California, 1:250,000: California Division of Mines and Geology, Regional Geologic Map 5A, scale 1:250,000.



report prepared under the supervision of a California registered Geotechnical Engineer. Note that we also included two optional tasks to provide post-report consultation of collapsible soils, dynamic compaction, compressible soils, and liquefiable soils at the project sites (if these concerns are identified in our investigation) and to perform a geotechnical review of plans and specifications if these services are later desired by the design team. We have also included a preliminary fee range to provide construction observation and testing services for the project during construction.

This proposed investigation scope specifically excludes the assessment of environmental characteristics particularly those involving hazardous substances. If needed, BSK can outline a scope of services for an environmental assessment.

## **Phase 1 – Geotechnical Investigation**

### **Task 1 – Mobilization**

This task will include coordination with our staff and subcontractor(s), layout of our exploration points in the field, clearance of utilities via Underground Service Alert (USA), and administration of BSK's services. As required by local ordinance, a drilling permit will be obtained from the Contra Costa County Environmental Health department (County) prior to drilling. We will coordinate our investigation with HERWIT Engineering (HERWIT) and the WWTP staff, who will obtain permission for us to access the project sites for our investigation. We will visit the project sites to mark the locations of the proposed exploration points and to confirm site access. During our visit, we can also meet with a member of the WWTP facilities maintenance staff familiar with the location of existing underground utility lines at the project sites. We will then contact USA a minimum of 48 hours prior to our subsurface exploration for utility clearance. It should be noted that USA will only check for utilities on the public right-of-way and does not include private property.

To help reduce the potential for conflicts between our exploration points and existing underground utilities, we will retain the services of a private utility locator to help identify detectable underground utilities near our proposed exploration points at the site.

### **Task 2 – Subsurface Investigation**

We propose to explore the project sites by drilling and sampling two (2) hollow-stem auger borings to depths of approximately 30 feet bgs each or to refusal, whichever is shallower, and advancing two (2) CPTs to depths of approximately 50 feet bgs at the locations shown on Figures 1 and 2. The borings and CPTs will be utilized to evaluate for the presence of potentially collapsible soils, dynamic compaction, compressible soils, and liquefiable soils at the project sites.



Truck mounted equipment will be used to perform our borings and CPTs. A field representative from BSK will maintain a continuous log of the soils encountered in the borings and obtain samples for visual examination and laboratory testing. The number of blows necessary to drive Standard Penetration Test (SPT) or California samplers will be recorded in the logs. Free ground water, if observed, will also be noted in the logs. Immediately after free groundwater is observed in our borings, we will flood the borings with imported water to balance out hydrostatic pressures and reduce the potential for saturated sandy layers to heave and adversely impact the blow counts. The borings will then stay flooded until they are completed.

We will coordinate our field investigations with the WWTP representatives in order to gain access to the site during our investigation. We have planned our subsurface investigation for normal working hours (7:00 am to 7:00 pm), Monday through Friday. We assumed that excess soil cuttings generated during the drilling operation will be spread out on-site adjacent to our boring locations. If desired, we could instead contain the cuttings into 55-gallon drums and dispose of them off site at a landfill facility for an additional fee.

Although this is rare, in the event that hazardous materials are encountered as indicated visually or by odor in the soil borings during our subsurface investigation, such borings will be immediately terminated, and arrangements will be made to backfill such borings with cement grout. BSK will notify you as soon as possible of such an occurrence, and we will both mutually decide whether to continue, modify, or cease the remainder of the investigation program.

### **Task 3 – Laboratory Testing**

Laboratory tests will be performed on selected soil samples to evaluate pertinent engineering properties for design of the project. Laboratory tests which we anticipate performing may include measurement of in-situ moisture content and dry density, Atterberg limits, sieve analysis, unconsolidated-undrained triaxial, collapse potential, consolidation, and Resistance (R)-value testing. Corrosion screening tests will also be performed. After the field investigation is completed, if we find it necessary to perform additional tests, we will contact you for your prior approval.

We will temporarily store the samples collected during our investigation (but not tested in the lab) for a period of 90 days from the date of drilling. After this period, we will dispose of the samples unless otherwise requested by the Client.

### **Task 4 – Engineering Analysis and Draft Report**

We will evaluate the field and laboratory data and perform geotechnical engineering analyses to develop conclusions and recommendations as summarized below. Results of our field investigation, laboratory tests, and engineering analysis will be summarized in a draft report prepared under the



supervision of a California registered Geotechnical Engineer. At this time, we anticipate that the draft report will include the following items:

- A description of the project including a vicinity map and site plan showing the approximate boring and CPT locations;
- A description of the field investigation, logs of borings, logs of CPTs, and results of laboratory tests, including presentation of pertinent previous subsurface data available near the project sites;
- A description of the surface and subsurface site conditions encountered during our subsurface investigation, including depth of free groundwater if observed in our borings and overall pavement conditions;
- A description of the site geologic setting and associated geology related hazards, including faulting, liquefaction, compressible soils, collapsible soils, and lateral spread;
- Conclusions and recommendations related to the geotechnical aspects of:
  - Recommendations for spread footings and mat foundations for at-grade and below-grade, including allowable soil bearing pressure (and increase for transient loading), minimum embedment depth, resistance to lateral loads, friction coefficient, and modulus of subgrade reaction;
  - Recommendations for pole footings, including allowable skin friction, minimum embedment depth, and resistance to lateral loads (assuming the structures can accommodate ½-inch of lateral movement);
  - Initial discussion of possible mitigation measures to address collapsible soils, dynamic compaction, compressible soils, and liquefiable soils (if needed). Recommendations will exclude deep foundations or ground improvement methods that result in ground vibration;
  - Anticipated total and differential settlements, including long-term consolidation (if present) and liquefaction-induced settlement;
  - Presentation of mapped 2019 CBC seismic design parameters, including Site Class type per Chapter 20 of ASCE 7-16;
  - Lateral earth (equivalent fluid) pressures to resist lateral movement and for below-grade wall design, including active, passive, at-rest, and seismic pressures;
  - Design groundwater depth for buoyancy pressures under below-grade structures;
  - Recommendations for resistance to buoyancy pressures for below-grade structures;
  - Site preparation, earthwork and fill recommendations, including subgrade preparation, trench backfill, compaction criteria, discussion of temporary dewatering needs, and discussion of excavation and shoring for utility trenches and other excavations;
  - Discussing of temporary stability of excavation slopes;
  - Provision of lateral earth pressures for temporary shoring during construction, including active pressures, braced pressures, and allowable passive pressures for solid sheeting and isolated soldier piles;
  - Provision of vertical loads on pipe;



- Recommendations for pipe subgrade preparation, bedding, and envelope, including modulus of soil reaction and pipe loading design factors for sand, aggregate base, and sand-cement slurry backfill;
  - Asphalt concrete pavement design based on R-value testing and H-20 truck loading and light traffic;
  - Recommendations for the replacement of existing damaged asphalt with poor soil conditions;
  - Discussion of site drainage and storm water runoff mitigation; and
  - Construction considerations and limitations, including difficulty of excavation, need of temporary shoring systems and sloping trench walls, caving, and excavation stability, dewatering, and reuse of excavated soils.
- A brief discussion of the corrosion potential of near-surface soils encountered during our subsurface investigation based on the laboratory corrosion screening test performed.

An electronic file in PDF format of the report will be provided to HERWIT via email.

#### **Task 5 –Final Report**

After we receive review comments from HERWIT for the draft report, we will revise the report and issue it as final. We assume that the revisions will not be significant and will not require significant revisions to the report figures or our analyses.

#### **Phase 2 – Post-Report Consultation (Optional)**

If collapsible soils, dynamic compaction, compressible soils, or liquefaction mitigation measures are needed for the project based on our investigation findings and the settlement tolerance of the planned improvements, we will consult with the design team to develop the design criteria for up to two mitigation alternatives, including preliminary layout, depth, spacing, and other needed criteria for the design of ground improvement measures. Recommendations will exclude deep foundations or ground improvement methods that result in ground vibration. As part of our consultation, we would also help the design team develop specifications for the ground improvement measure selected.

#### **Phase 3 – Geotechnical Review of Plans and Specifications (Optional)**

We recommend that our firm be retained for review of the foundation and grading plans, and specifications prior to issuance of these documents for construction bidding purposes. This review provides a beneficial means of assessing whether our geotechnical recommendations have been properly incorporated into the design of the project. This plan review should be considered part of our services as Geotechnical Engineer-of-Record. The fee for this task includes one review iteration of the geotechnical aspects of the plans and specifications, presentation of our comments in a brief letter, and



issuance of a final letter once our comments have been addressed. If additional review iterations or letters are required, we may need to request an increase to the fee for this task.

#### **Phase 4 – Construction Testing and Observation**

Our anticipated scope of services is as follows:

1. Compaction testing of excavation backfill, subgrade soils, and aggregate base,
2. Observation of foundation excavations,
3. Observation of ground improvement (if used),
4. Laboratory testing of subgrade soils and aggregate base,
5. Concrete sampling and testing,
6. Internal administration of BSK's services, and
7. DIR / Prevailing Wage Project Administration.

We will require a minimum of 24-hour notice for scheduling our observation and testing visits during weekdays. For nighttime and weekend visits, we request a minimum of 48-hour notice. Note that for on-call services, we rely on the Client or its representatives (i.e., City inspector, construction manager, contractor, etc.) to schedule our visits. If site visits are longer than 8 hours and/or weekend/holiday work becomes necessary due to the contractor's schedule, overtime rates will apply.

#### **SCHEDULE**

We are ready to start our services immediately after receiving written notice to proceed (NTP) with this project. We anticipate that the subsurface investigation can occur in approximately four to six weeks after receiving NTP dependent on drilling/CPT subcontractor availability and approval of our drilling permit application. Laboratory testing will require approximately three weeks to complete. Our draft report can be issued within approximately four weeks following completion of our lab testing program. Our final report can be issued within about one week after we receive review comments from HERWIT.



## FEE ARRANGEMENTS

We propose to provide our services for Phase 1 (Tasks 1 through 4) on a lump sum basis. Phases 2 through 4 will be provided on a time and material basis according to our current Schedule of Fees. For the scope of services outlined in this proposal, the breakdown of our fee is approximately as shown below.

Geotechnical Investigation		Fee
<b>Task</b>	<b>PHASE 1: LUMP SUM</b>	
1	Mobilization (includes drilling permits and private utility locator)	\$ 5,300
2	Subsurface Investigation (includes 2 borings and 2 CPTs)	\$ 8,100
3	Laboratory Testing	\$ 3,900
4	Engineering Analyses and Preparation of Draft Report	\$ 6,700
5	Final Report	\$ 1,100
<b>Investigation Total</b>		\$ 25,100 <b>\$25,100</b>
<b>PHASES 2-4: TIME AND MATERIALS</b>		
Phase 2 – Post-Report Consultation (OPTIONAL)		\$ <del>5,000</del> <b>\$ 1,600</b>
Phase 3 – Geotechnical Review of Plans and Specifications (OPTIONAL)		\$ 3,500 <b>\$ 3,500</b>
Phase 4 – Construction Testing and Observation <b>During Construction</b>		\$ 20,000-\$50,000*
* This range should be considered preliminary. Once the project plans and specifications are finalized, BSK should be provided an opportunity to prepare a final estimate for our construction testing and observation services.		<b>\$30,200</b>

The above fee estimate assumes the site is accessible to standard truck-mounted drilling/CPT equipment. If site conditions restrict our field operations, we may need to revise our fee. Our fee does not include any site access charges and assumes that the client and/or its agents will be responsible for securing permission for us to enter the site. Also, our fee applies to work commenced within 90 days of this proposal. After that time, we should review our proposal for applicability.

The California Prevailing Wage Law requires payment of a local “prevailing wage” to workers on publicly funded projects. This includes projects “paid for in whole or in part out of public funds” and has been expanded to include various types of payments, credits and monetary equivalents provided by the State or public entity. We assume this project is subject to the Prevailing Wage Law and applicable rates have been included for drillers and laborers. **We assume this project is not subject to a project labor agreement.**



## **WORK SAFETY**

The safety of our employees is of paramount concern to BSK. You will be notified if the location of your project represents a potential safety concern to our employees. Unsafe conditions for fieldwork will require a modification of our estimated scope of services and associated fees. We will advise you of the additional costs necessary to mitigate these unanticipated conditions, if applicable.

## **AUTHORIZATION**

If you are in agreement with the proposed scope and fees presented in this proposal, please send us your agreement for review and signature. BSK will perform its services consistent with that level of care and skill ordinarily exercised by other consultants practicing in the same discipline and locale at the time the services are performed. No other warranties, either express or implied are provided.

This proposal was developed after discussion with you and is a preliminary understanding of your desires. If a portion of this proposal does not meet your needs, or if those needs have changed, BSK is prepared to consider appropriate modifications, subject to the standards of care to which we adhere as professionals. Modifications such as changes in scope, methodology, scheduling, and contract terms and conditions may result in changes to the risks assumed by the Client as well as adjustments to our fees.

## **ADDITIONAL REQUIREMENTS**

It is the responsibility of the Client or its representatives to provide BSK available information on locations for all utilities and utility easements situated within the site at least four (4) working days before the start of our field investigation. Penetrating the site's surface is inherently risky. It is impossible to determine with certainty the precise location of all structures, which may be buried below the ground surface at the site. Disruption of utilities or damage to underground structures will be the responsibility of the Client. Services rendered by BSK to repair them will be billed at cost. To help lower the potential for conflicts with existing underground utility lines at our proposed exploration points, we will secure the services of a private utility locator to help identify detectable underground utilities near our proposed exploration points at the site.

Some damage to the existing site surface may occur during our subsurface investigation. We will take precautions to limit such damage; however, we will not be responsible for the restoration of these areas except for backfilling the borings with cement grout and patching the upper 6 inches of in paved areas with Quikrete as previously described.



## CLOSURE

BSK appreciates the opportunity to submit this proposed scope for your consideration and we look forward to working with you on this project. If you have questions concerning this proposal or require additional information or services, please contact the undersigned at (925) 315-3151.

Respectfully submitted,

**BSK Associates**



Danaige Tower, EIT  
Senior Staff Engineer



Cristiano Melo, PE, GE  
Geotechnical Group Manager

**Enclosures:** Figures 1 and 2 – Proposed Exploration Plans

**CC:** Kurt Gardner, HERWIT ([kgardner@herwit.com](mailto:kgardner@herwit.com))



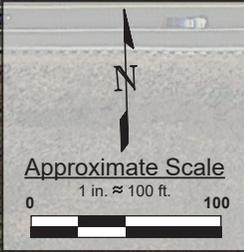
References: 1. <http://earth.google.com>, 2019

Legend

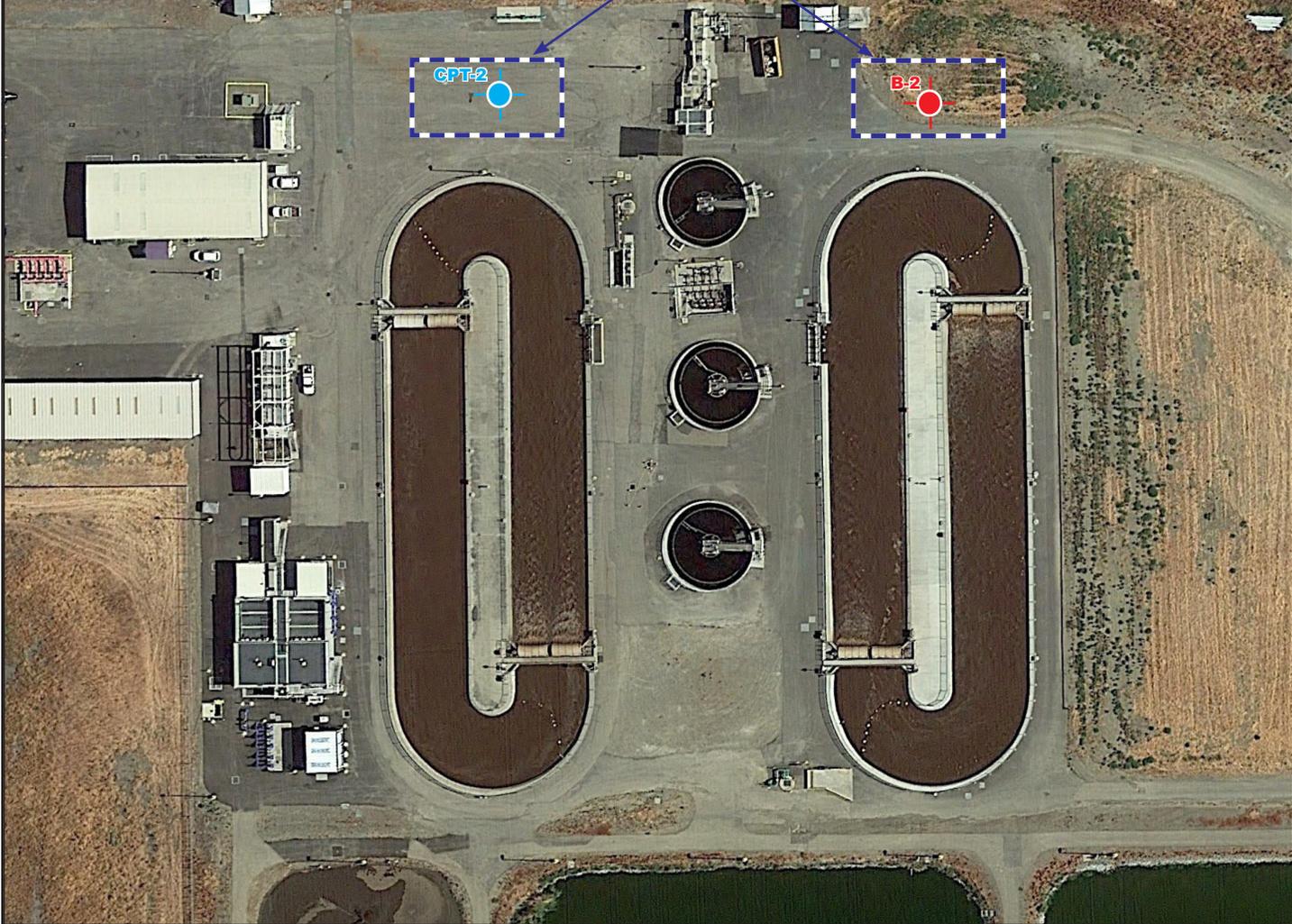
-  Approximate Proposed Boring Location
-  Approximate Location of Proposed Cone Penetrometer Test

The information included on this graphic representation has been compiled from a variety of sources and is subject to change without notice. BSK makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. This document is not intended for use as a land survey product nor is it designed or intended as a construction design document. The use or misuse of the information contained on this graphic representation is at the sole risk of the party using or misusing the information.

	PROJECT NO. GL19-18762	<b>PROPOSED EXPLORATION PLAN</b>	<b>FIGURE</b>
	DRAWN: 08/07/19		
	DRAWN BY: D. Tower	<b>1</b>	
	CHECKED BY: C. Melo		
FILE NAME: SitePlan.indd	Denitrification Basin Project Wastewater Treatment Plant Discovery Bay, California		



**Approximate Locations of Denitrification Basins**



References: 1. <http://earth.google.com>, 2019

**Legend**

- B-1 | Approximate Proposed Boring Location
- CPT-1 | Approximate Location of Proposed Cone Penetrometer Test

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PROJECT NO. GL19-18762  
 DRAWN: 08/07/19  
 DRAWN BY: D. Tower  
 CHECKED BY: C. Melo  
 FILE NAME: SitePlan.indd

**PROPOSED EXPLORATION PLAN**

Denitrification Basin Project  
 Wastewater Treatment Plant  
 Discovery Bay, California

FIGURE

**2**

**FINAL**

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MEETING MINUTES  
JUNE 13, 2019**



**MEETING CALLED:** Chair Maurice Gunderson called the meeting to order at 10:00 AM at Buchanan Field Airport.

**PRESENT:** **Emily Barnett, Secretary, Member At-Large**  
**Tom Weber, Vice Chair, District IV**  
**Steven Starratt, Airport Neighbor – Byron Airport**  
**Keith McMahon, City of Concord**  
**Ronald Reagan, District III**  
**Roger Bass, District II**  
**Eric Meinbress, Member At-Large**  
**Dale Roberts, District I**  
**Derek Mims, City of Pleasant Hill**  
**Maurice Gunderson, Chair, Member At-Large**  
**Cody Moore, Airport Business Association**

**ABSENT:** **Russell Roe, District V**  
**Donna Dietrich, Airport Neighbor – Pacheco**

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports – Administration  
Russell Milburn, Assistant Director of Airports - Operations

**COMMENTS**

**BY CHAIR:** Chair Maurice Gunderson welcomed the attendees.

**PUBLIC COMMENT PERIOD:**

The Airport Land Use Commission (ALUC) is looking for one new at-large member to represent the general public for a four-year term. There is a total of nine candidates. Interviews will be held at the next ALUC meeting on June 20<sup>th</sup>.

Keith Freitas reported an aircraft crash took place on June 9<sup>th</sup>. The aircraft was based at Buchanan Field Airport and was a rental aircraft of fixed-base operator Sterling Aviation, Inc.. The National Transportation Safety Board will make a final determination in 9-12 months. Airport staff and the AAC gave their condolences to the family and friends of the pilot.

**APPROVAL OF  
5/9/19 MINUTES:**

**Moved by Emily Barnett; seconded by Derek Mims. Yes: Tom Weber, Eric Meinbress, Dale Roberts, Keith McMahon, Roger Bass, Ronald Reagan, Steven Starratt, Maurice Gunderson and Cody Moore. No: None. Abstained: None. Absent: Russell Roe and Donna Dietrich.**

**APPROVAL OF  
CONSENT ITEMS:**

**Moved by Tom Weber; seconded by Derek Mims. Yes: Roger Bass, Ronald Reagan, Eric Meinbress, Dale Roberts, Keith McMahon, Steven Starratt, Maurice Gunderson, Cody Moore and Emily Barnett. No: None. Abstained: None. Absent: Russell Roe and Donna Dietrich.**

**DISCUSSION/ACTION ITEMS:**

**a. Discuss items pulled from consent**

There were no items pulled from consent.

**b. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment**

There was no update on the Byron Airport General Plan Amendment. The Department of Conservation and Development is working on setting up a meeting with staff and consultants as well as getting the current contract with consultants, Dudek, extended.

**c. Discuss the notice from the San Francisco Bay Regional Water Quality Board (State Water Board) regarding Per and Polyfluoroalkyl substances**

This item is an update from the May 9<sup>th</sup> AAC meeting. Airport staff, along with 31 commercial airports in California, were advised by the State Water Board that firefighting foam, which is required by the Federal Aviation Administration (FAA), contains per and polyfluoroalkyl substances. The concern is the contaminant may be harmful to our health and water system. The 31 commercial airports were mandated to create a work plan and perform testing. Staff, County Counsel and consultants, Mead and Hunt, are putting together a work plan for Buchanan Field and hope to have it finalized by mid-July.

**d. Discuss the Aviation Innovation and Technology Business Attraction meeting that took place May 22<sup>nd</sup>**

The County Airports Division is exploring ways to proactively position Buchanan Field and Byron Airport to attract aviation innovation and technology businesses (both established and emerging). On May 22<sup>nd</sup>, airport staff hosted their first Airport Innovation and Business Attraction roundtable discussion involving individuals who are knowledgeable and/or involved in the industry (UAS and autonomous vehicles/aircraft), venture capital financing, real estate development, and economic development. After brainstorming ideas, airport staff have come up with a draft strategy/plan to achieve this goal by 1) educating aviation startups about the County Airports; and 2) supporting them by providing two diverse airports as designated test sites. Buchanan Field currently has two tech startups, Xwing, a San Francisco-based company developing autonomous flight technology for aircraft; and Volans-I, a San Francisco-based company providing logistic services by building UAS for various applications such as delivery of spare parts and medical supplies.

It was noted in the AAC meeting that the Lekas property (located on the west side of Buchanan Field) may be an option for future available office space once the property reverts to the County on July 7, 2019. The AAC concluded the discussion with the importance of timing as the demand in UAS/tech industries has risen immensely.

**e. Discuss Runway 14L/32R construction project set to being in 2020, Buchanan Field Airport**

The FAA has approved funding of approximately \$3,700,000 for the Runway 14L/32R rehabilitation project at Buchanan Field. The Public Works-Construction Division published the project and the bid opening is planned for June 25, 2019. The Public Works Department will be on a short timeline to rank all bids, submit the lowest responsive bidder to the FAA for review, then execute grant acceptance documents by July 31, 2019.

**f. Discuss the terminal, administration office and aircraft rescue and firefighting building, Buchanan Field Airport**

Airport staff received and reviewed several building layouts from consultants, The KPA Group, for the new terminal building at Buchanan Field. The building is expected to total approximately 16,000 square feet and will include administrative office space, airport rescue and firefighting (ARFF) space, public space to support scheduled/unscheduled air service providers, office space for aviation businesses, and general public meeting space. Staff is looking to break ground in 2021.

**g. Discuss the Airport Layout Plan (ALP) update, Buchanan Field Airport**

Airport staff are currently updating the Buchanan Field Airport Layout Plan (ALP) which includes re-designating 17-acres of vacant land (across from the Airport Office) for non-aeronautical use. Staff reported the ALP narrative is almost complete and plan to submit the documents to the FAA in late fall.

**h. Discuss the 2019 Jumpstart Conference, June 2-5**

Airport staff attended the 2019 Jumpstart Air Service Development Conference in June. This conference is a “speed dating” program designed to bring airports and airlines together for brief strategic meetings. Airports request a private, 20-minute meeting with up to ten airlines, and airlines also make their own wish list of communities they would like to meet. Airlines reported as bigger commercial airports are environmentally constrained to accommodate too much future growth, airlines are looking ahead to identify alternative airports to serve areas. There are many impediments to overcome, but it is good to know there is other interest and opportunities, big and small.

**FUTURE AGENDA ITEMS/COMMENTS**

None specified.

**ADJOURNMENT:** The Chair adjourned the meeting at 11:12 a.m..

**DRAFT**

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MEETING MINUTES  
JULY 11, 2019**



**MEETING CALLED:** Chair Maurice Gunderson called the meeting to order at 10:00 AM at Buchanan Field Airport.

**PRESENT:**

- Emily Barnett, Secretary, Member At-Large**
- Tom Weber, Vice Chair, District IV**
- Steven Starratt, Airport Neighbor – Byron Airport**
- Donna Dietrich, Airport Neighbor – Pacheco**
- Keith McMahon, City of Concord**
- Ronald Reagan, District III**
- Roger Bass, District II**
- Eric Meinbress, Member At-Large**
- Dale Roberts, District I**
- Derek Mims, City of Pleasant Hill**
- Maurice Gunderson, Chair, Member At-Large**
- Cody Moore, Airport Business Association**

**ABSENT:** **Russell Roe, District V**

**STAFF:**

- Keith Freitas, Director of Airports
- Beth Lee, Assistant Director of Airports – Administration

**COMMENTS**

**BY CHAIR:** Chair Maurice Gunderson welcomed the attendees.

**PUBLIC COMMENT PERIOD:**

There were a couple items brought up during public comment regarding hangar doors at Buchanan Field Airport and airport innovation opportunities with Contra Costa Transportation Authority (CCTA) at Byron Airport.

**APPROVAL OF**

**6/13/19 MINUTES:**

**Moved by Tom Weber; seconded by Derek Mims. Yes: Emily Barnett, Eric Meinbress, Dale Roberts, Keith McMahon, Roger Bass, Ronald Reagan, Steven Starratt, Maurice Gunderson, Cody Moore and Donna Dietrich. No: None. Abstained: None. Absent: Russell Roe.**

**APPROVAL OF**

**CONSENT ITEMS:**

**Moved by Roger Bass; seconded by Steven Starratt. Yes: Tom Weber, Ronald Reagan, Eric Meinbress, Dale Roberts, Keith McMahon, Derek Mims, Maurice Gunderson, Cody Moore, Emily Barnett and Donna Dietrich. No: None. Abstained: None. Absent: Russell Roe.**

## DISCUSSION/ACTION ITEMS:

### a. Discuss items pulled from consent

There were no items pulled from consent.

### b. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment

The contract with consultants, Dudek, has been extended to the end of the calendar year 2020. County Staff received the administrative draft environmental impact report, hoping to receive comments by County staff this August. The AAC requested Will Nelson with the department of Conservation and Development (DCD), to attend the next AAC meeting.

### c. Discuss the notice from the San Francisco Bay Regional Water Quality Board (State Water Board) regarding Per and Polyfluoroalkyl substances

This item is an update from the June 11<sup>th</sup> AAC meeting. Airport staff, along with 31 commercial airports in California, were advised by the State Water Board that firefighting foam, which is required by the Federal Aviation Administration, contains per and polyfluoroalkyl substances which may be harmful to our health and water system. 31 commercial airports were mandated to create a work plan and perform testing. Staff have been researching responses from larger airports. A work plan must be submitted to the State Water Board by August, then will have 90 days to perform testing and submit an analysis after the work plan is approved.

### d. Discuss the status of the Aviation Innovation and Technology Business Attraction Program, Buchanan Field and Byron Airport

The County Airports Division is exploring ways to proactively position Buchanan Field and Byron Airport to attract aviation innovation and technology businesses (both established and emerging). Staff continues to work on a marketing strategy. Airport staff mentioned that there is available space located at 280-288 Buchanan Field Road. The property reverted to the County on July 7, 2019. The general concept is to create an efficient and accessible program that is flexible for emerging aviation businesses.

### e. Review and discuss input of the initial layout plan for the new general aviation Terminal, administration office and aircraft rescue and firefighting building, Buchanan Field Airport (see attachment)

The AAC reviewed a building layout of the proposed terminal building at Buchanan Field Airport. The building will include administrative office space, airport rescue and firefighting space, public space to support scheduled/unscheduled air service providers, office space for aviation businesses, and meeting space for the general public. Staff is looking to break ground in 2021. The AAC provided comments and compared other airport terminals to assist Airport staff in the refining process.

### f. Discuss updates regarding JetSuiteX service, Buchanan Field Airport

Beginning September 1, 2019, JetSuiteX will be discontinuing direct flights to Las Vegas; however, the three daily flights to Burbank will remain unchanged. The AAC expressed concern, but airport staff reassured them that JetSuiteX is fully committed to Buchanan Field Airport.

**g. Discuss new office construction at the Conco Aviation hangar, Buchanan Field Airport**

On May 29<sup>th</sup>, DCD approved the application for Conco Aviation Center (Conco) to build a 2,000 square foot office space attached to their large aircraft hangar located at 700 Sally Ride Drive at Buchanan Field Airport. Conco is currently applying for building permits. DCD Permitting Building Division staff reports that permit review will take 6-8 weeks.

**h. Discuss a self-service fuel option, Buchanan Field Airport**

Bob Thompson with Pacific States Aviation (PSA) reported they will soon be providing a self-service fueling station at 101 John Glenn Drive at Buchanan Field Airport. The land survey for the project is complete. The fuel vendor Vasco will provide one tank. PSA staff are nearing package completion to submit to the DCD Permitting Building Division.

**i. Discuss updates regarding the new aircraft hangar and tie-down agreements, Buchanan Field and Byron Airport**

The process of updating the new hangar and tiedown agreements is nearing completion. Once complete, airport staff will send to tenants for review and comment. Staff's goal is to make the agreements more regionally user friendly; however, tenants should also note that tiedown tenants will soon be required to provide proof of insurance. The AAC discussed concerns regarding non-operational aircraft on the airfield. Airport staff are aware and are working with Risk Management to resolve.

**j. Discuss the 280-288 Buchanan Field Road property lease end and reversion back to the County**

This property is located on the west side of Buchanan Field Airport. The property was previously leased to Lekas and reverted to the County on July 7, 2019 after 55 years. Airport staff are working with the current tenants to execute new month-to-month agreements with the County. There is space available and staff hopes to use this as part of a marketing strategy to attract aviation technology businesses.

**FUTURE AGENDA ITEMS/COMMENTS**

- Discuss UAS/drone opportunities with CCTA at Byron Airport
- Discuss the status of the Skyview Aviation lease, Byron Airport
- Discuss other regional airports with new general aviation terminals, Buchanan Field Airport
- Discuss the 3-acre/17-acre development, Buchanan Field Airport
- Discuss new proposed locations of the public viewing plaza, control tower and other impacts with the new general aviation terminal, aircraft rescue and firefighting facility and administration office, Buchanan Field Airport

**ADJOURNMENT:** The Chair adjourned the meeting at 10:49 a.m..



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### BOARD OF DIRECTORS

Adam Langro

Carrie Nash

Brian Oftedal  
President

Stephen Smith  
Vice President

Joe Young

### **Meeting Minutes** **Wednesday, July 10, 2019**

1. Call to Order: (4:18 pm)

2. Pledge of Allegiance: (4:18 pm)

Chief Helmick led the Pledge of Allegiance

3. Roll Call : (4:19 pm)

Directors Present: Nash, Oftedal, Smith, Young  
Directors Absent: Langro

4. Sexual Harassment Prevention Training for Board Members: (4:20 pm)

Gilbert Tsai from Hanson & Bridgett conducted the AB1825-compliant training

Recess (6:20)

Resume to Regular Meeting: (6:35 p.m.)

5. Public Comment: (6:35 pm)

There were no (0) Public Speakers

6. Consent Calendar: (6:35 pm)

- 6.a. Approve Minutes of June 12, 2019 Regular Board Meeting
- 6.b. Approve Minutes of June 18, 2019 Special Board Meeting
- 6.c. Approve Contract with BKF Civil Engineering Firm
- 6.d. Approve Contract with Durst Interiors

**Motion by: Director Young to approve Consent Calendar Items: a, b, c &**

**d**

**Second by: Director Nash**

**Vote Carried: 4:0**

**Ayes: Nash, Oftedal, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Langro**

7. New Business:(6:36 pm)

- 7.a. Discussion and Direction on the City of Brentwood Fire and Medical Services Committee recommendation to initiate a request for proposals regarding the construction of a fire station in the East Contra Costa Fire Protection District

The Consensus from the Board of Directors is to move forward with the steps required to build a new fire station in Brentwood

8. Report of the Finance Committee: (6:42 pm)

- 8.a. Report of the 2019-20 Finance Committee Goals

9. Report of the Fire Chief / Informational Staff Reports: (6:49 pm)

- 9.a. Grants Update
- 9.b. Legislative Update
- 9.c. Station 55 Update
- 9.d. Type 1 Apparatus Update

- 9.e. Fire Prevention Bureau Update
  - 9.f. Operational Update
  - 9.g. Public Outreach and Education Activities
- 10. Board Reports and Requests: (7:04 pm)
  - 11. Date and Place of Next Meeting: Wednesday, August 14, 2019 at 6:30 p.m.  
Brentwood City Hall - Council Chambers 150 City Park Way: (7:07 pm)
  - 12. Adjourn: (7:08 pm)

DRAFT