



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, July 16, 2025 7:00 P.M.**

**TO ATTEND IN PERSON:** The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

**TO ATTEND BY ZOOM WEBINAR:** <https://us06web.zoom.us/j/85454370841>

**TO ATTEND BY PHONE:** +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

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

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

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

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

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

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

**C. CONSENT CALENDAR**

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

1. Approve Regular Board of Directors DRAFT Meeting minutes from June 18, 2025.
2. Monthly Disbursement Report – June 2025.

**D. PRESENTATIONS**

1. Introduction of New Assistant General Manager - Stephen Griswold III.
2. Introduction of New District Representative from the Office of Diane Burgis - Claire Alaura.

**E. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Award Construction of the Cathodic Protection Repair Project to the Lowest Responsive Bidder.

2. Discussion and Possible Action Regarding the Approval of Agreement with Luhdorff & Scalmanini Consulting Engineers (LSCE) for District Water Engineering General Services for Fiscal Year 2025–2026.
3. Discussion and Possible Action Regarding the Approval of Agreement with Shobe Engineering for District Water Engineering General Services for Fiscal Year 2025–2026.

**F. MANAGER'S REPORT**

**G. GENERAL MANAGER'S REPORT**

**H. DIRECTOR REPORTS**

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

1. Byron Union School District – June 12, 2025 (Director Kevin Graves).
2. Contra Costa LAFCO – June 11, 2025 (Director Kevin Graves).

**J. CORRESPONDENCE**

**K. LEGAL REPORT**

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on August 6, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



# TOWN OF DISCOVERY BAY

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PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, June 18, 2025 7:00 P.M.**

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

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Director Belcher led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of Director Porter who was absent. Director Graves joined the meeting remotely.

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

- Speaker commented on how the Chair handled a prior meeting.

**C. CONSENT CALENDAR**

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

1. Approve Regular Board of Directors DRAFT Meeting minutes from June 4, 2025.
2. Monthly Disbursement Report – May 2025.
3. Approve Resolution No. 2025-09 – Special Planning (AD HOC) Committee.

Director Gutow made a motion to approve the Consent Calendar.

Director Belcher seconded.

Vote: Motion carried – AYES: 4 – Graham, Gutow, Graves, Belcher – NOES: 0, ABSTAINED: 0, ABSENT: 1 - Porter.

**D. PRESENTATIONS**

1. Veolia.

Presented by Anthony Harper, Project Manager for Veolia.

- Presentation was brief due to number of items on the agenda.
- No water complaints.
- No SSOs.
- SL Rat testing will start in the Golf Course in early July.

**E. DISCUSSION AND POSSIBLE ACTION**

1. PUBLIC HEARING - Discussion and Possible Action to Approve Town of Discovery Bay Proposed Rate Increase Pertaining to Water and Wastewater Services for FY 2026 through FY 2030 and Approval and Adoption of Resolution No. 2025-05 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll.

General Manager Dina Breitstein introduced the item.

Presentation provided by Project Manager for Lechowicz & Tseng, Alison Lechowicz.

- Water and sewer rates are subject to Prop. 218.
- Rate study covers a 5-year period.

- Last rate study was conducted in 2020.
- Fixed charges are added to the Tax Roll.
- Metered water volume flow is billed monthly.
- Average monthly bill for water and wastewater charges will increase approximately 12% per year.
- Prop. 218 notices were mailed to residents on May 1, 2025.
- If approved, rates will go into effect July 1, 2025.

President Graham opened the Public Hearing.

Public Comments:

- The first speaker thanked the Board for their community service. He stated he is opposed to the rate increase.
- The second speaker asked for clarification on the Resolution title.
- The third speaker asked if the water is billed on the tax roll or not. He asked what happens in 2031 when the approved rates expire.
- The fourth speaker is a resident since 1977. He stated concerns with safety, road conditions, and speeding. He is opposed to the rate increase.
- The fifth speaker mentioned the pumps that were replaced eight years ago. He questioned the quality of Town pipes.
- The sixth speaker feels that water quality needs to be better to raise the rates.
- The seventh speaker commented on water quality. He compared the Town to PG&E.

The Board addressed the concerns the public brought up during Public Comment.

Public Hearing was closed.

Legal Counsel Andy Pinasco explained the Prop. 218 threshold. The threshold has not been met. Fifty-seven protest letters were received. The threshold was 3036.

Director Belcher made a motion to adopt Resolution 2025-05.

Director Gutow seconded.

Vote: Motion carried – AYES: 4 – Graham, Gutow, Graves, Belcher – NOES: 0, ABSTAINED: 0, ABSENT: 1 - Porter.

2. Discussion and Possible Action to Adopt Resolution No. 2025-06 - Approving Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2025-2026.

Presented by Finance Manager Margaret Moggia.

- Discovery Bay Lighting and Landscape Zone #8 receives annual funding through a portion of property taxes collected within its boundaries.
- Each year, the Town of Discovery Bay Community Services District is responsible for identifying the appropriation limit in accordance Article XIII B of the California Constitution, known as Proposition 4 or the GANN Limit.

Public comment:

- The speaker asked if the money helps fund Cornell Park.

Director Graves lost connection at 7:50p.m.

Director Gutow made a motion to adopt Resolution 2025-06.

Director Belcher seconded.

Vote: Motion carried – AYES: 3 – Graham, Gutow, Belcher – NOES: 0, ABSTAINED: 0, ABSENT: 2 – Graves, Porter.

Director Graves reconnected remotely at 7:53p.m.

3. PUBLIC HEARING to Consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2025-2026; Continue Collection of Assessments on County Tax Roll and Adoption of Resolution No. 2025-07.

General Manager Dina Breitstein introduced the item.

Presented by Finance Manager Margaret Moggia.

- Herwit Engineering provided the Draft Assessment Engineer's Report to District Staff on May 20, 2025. In that report, Herwit determined that based on operating cost, the per parcel assessment should be set at \$853.06, which is the allowable maximum assessment for Zone 9.

President Graham opened the Public Hearing.

There were no public comments.

President Graham closed the Public Hearing.

Director Gutow made a motion to adopt Resolution 2025-07.

Director Belcher seconded.

Vote: Motion carried – AYES: 4 – Graham, Gutow, Graves, Belcher – NOES: 0, ABSTAINED: 0, ABSENT: 1 – Porter.

4. PUBLIC HEARING – Vacancy Reporting Obligations as Required by AB 2561.

Presented by Legal Counsel Andy Pinasco.

- California State Assembly Bill (AB) 2561 became effective on January 1<sup>st</sup>, 2025. The bill requires that public agencies report the status of their vacancies as part of a public hearing before their governing body at least once per fiscal year. The reporting must be made prior to the adoption of a final budget for the fiscal year.
- There is one employment vacancy (4% vacancy).

President Graham opened the Public Hearing.

There were no public comments.

President Graham closed the public Hearing.

Director Belcher made a motion to accept the report as proposed.

Director Gutow seconded.

Vote: Motion carried – AYES: 4 – Graham, Gutow, Graves, Belcher – NOES: 0, ABSTAINED: 0, ABSENT: 1 – Porter.

5. PUBLIC HEARING – Discussion and Possible Action to Approve Operating and Capital Improvement Budget for Fiscal Year 2025- 2026 and Adopt Resolution 2025-08 Adopting the Operating and Capital Improvement Budgets for Fiscal Year 2025-2026.

Presented by Finance Manager Margaret Moggia.

- At the Board Meeting on April 30, 2025, the Board of Directors was presented with the preliminary Fiscal Year 2025-26 budget to review and provide input to staff regarding the Town of Discovery Bay's revenue and spending plans for the coming Fiscal Year.
- Several changes were made to the Proposed Budget. As a result of these changes, staff updated various schedules including the capital cash flow and other summary schedules. In addition, staff also included a five-year forecast for each fund.

President Graham opened the Public Hearing.

There were no public comments.

President Graham closed the Public Hearing.

Director Graves stated the Finance Committee has reviewed the proposed budget multiple times over the past few months. The Committee recommends moving forward with approval of the budget.

Director Gutow made a motion to approve Resolution 2025-08.

Director Belcher seconded.

Vote: Motion carried – AYES: 4 – Graham, Gutow, Graves, Belcher – NOES: 0, ABSTAINED: 0, ABSENT: 1 – Porter.

**F. MANAGER'S REPORT**

None.

**G. GENERAL MANAGER'S REPORT**

None.

**H. DIRECTOR REPORTS**

None.

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

None.

**J. CORRESPONDENCE**

None.

**K. LEGAL REPORT**

None.

**L. FUTURE AGENDA ITEMS**

None.

**M. ADJOURNMENT**

1. Adjourned at 8:04p.m. to the next Regular Meeting of the Board of Directors on July 16, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**AGENDA ITEM:**  
**C2**

**Agenda Title:** Monthly Disbursement Report – June 2025

**Meeting Date:** July 16, 2025

**Prepared By:** Margaret Moggia, Finance Manager and Alex Cassett, Account Clerk

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

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### RECOMMENDED ACTION:

Receive and file.

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### EXECUTIVE SUMMARY:

In accordance with Financial Policy #031, Section VIII (F), the Finance Manager shall submit a register of District invoices paid in the preceding month.

The amounts paid represent the operating and capital expenditures for the month of June 2025 for a total amount of \$1,963,409.12.

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### FISCAL IMPACT:

Amounts paid are respectively budgeted in the fiscal year annual budget for each fund.

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### PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable

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### ATTACHMENTS:

1. Check Register – BOD Report

Check Register - BOD Report  
Check Issue Dates: 06/01/25 - 06/30/25

Check Number	Payee	Amount
2574	VOID	\$0.00
2575	Brentwood Ace Hardware	\$225.32
2576	Brentwood Pony Baseball & Soft	\$100.00
2577	Contra Costa Health Services	\$625.00
2578	CPS HR Consulting	\$1,011.75
2579	Dennis Dean Allen	\$795.00
2580	Geotab USA, Inc.	\$106.65
2581	Karina Dugand	\$1,498.50
2582	Michelle Dominge	\$667.50
2583	Monarch Landscape LLC	\$660.83
2584	National Aquatic Services, Inc.	\$2,438.94
2585	Precision IT Consulting	\$767.35
2586	Raquel Otis dba Two Trees Yoga	\$14.25
2587	U.S. Bank Corporate Payment System	\$271.90
2588	Umpqua Bank	\$4,564.00
2589	Watersavers Irrigation Inc.	\$79.54
2590	Denalect Alarm Company	\$117.00
2591	Department of Justice	\$98.00
2592	Pacific Gas & Electric	\$3,688.35
2593	Valencia Janitorial Plus	\$1,670.00
2594	Denalect Alarm Company	\$111.00
2595	DoorKing Inc.	\$34.95
2596	Les Schwab Tire Center	\$1,613.69
2597	Lincoln Aquatics	\$2,508.42
2598	MDRR-Delta Debris Box	\$1,705.03
2599	MDRR-Discovery	\$969.46
2600	Monarch Landscape LLC	\$9,025.00
2601	ODP Office Solutions, LLC	\$565.47
2602	Pacific Gas & Electric	\$8,172.22
2603	SiteOne Landscape Supply, LLC	\$9,947.37
2604	ULINE	\$474.69
2605	Caselle, Inc.	\$1,977.60
2606	CliftonLarsonAllen LLP	\$814.22
2607	GameTime	\$26,205.00
2608	Lincoln Aquatics	\$2,622.70
2609	National Aquatic Services, Inc.	\$700.00
2610	ODP Business Solutions, LLC	\$145.89



2611 Town of Discovery Bay CSD	\$52,388.39
2612 Bayside Contractors LLC	\$71,111.34
15974 Kevin Graves	\$857.18
15975 Ashley Porter	\$230.00
15976 Badger Meter	\$5,940.44
15977 Brentwood Ace Hardware	\$471.12
15978 Bryon Gutow	\$460.00
15979 Carolyn Graham	\$460.00
15980 CivicPlus, LLC	\$7,924.77
15981 CoAct24 LLC	\$5,330.00
15982 Contra Costa Health Services	\$5,209.00
15983 CPS HR Consulting	\$4,047.00
15984 Devil Mountain Wholesale Nurse	\$320.54
15985 Diablo Excavation & Construction	\$110,398.66
15986 Discovery Pest Control	\$70.00
15987 Geotab USA, Inc.	\$130.35
15988 Grainger	\$7,749.07
15989 Herwit Engineering	\$30,360.00
15990 Kevin Graves	\$690.00
15991 Lesley Belcher	\$230.00
15992 Lucas Electrical Inc.	\$5,230.00
15993 ODP Business Solutions, LLC	\$3.97
15994 PACE Supply Corp.	\$40,926.44
15995 Pacific Gas & Electric	\$3,500.00
15996 Precision IT Consulting	\$6,906.10
15997 Quadient Leasing USA, Inc.	\$302.26
15998 SDRMA	\$1,890.11
15999 Stantec Consulting Services Inc	\$23,889.80
16000 Tyler Technologies, Inc.	\$660.00
16001 U.S. Bank Corporate Payment System	\$2,095.33
16002 Umpqua Bank	\$18,592.33
16003 Veolia Water North America	\$434,694.46
16004 Verizon Wireless	\$25.02
16005-16014 VOID	\$0.00
16015 CaliforniaChoice Benefit Admin	\$18,938.93
16016 Contra Costa County	\$2,226.72
16017 Denalect Alarm Company	\$117.00
16018 Diablo Excavation & Construction	\$16,824.72
16019 Lechowicz & Tseng Municipal Consultants	\$8,808.34
16020 ODP Office Solutions, LLC	\$86.63
16021 Pacific Gas & Electric	\$4,826.64
16022 Tyler Technologies, Inc.	\$960.00
16023 Upper Case Printing, Inc.	\$135.59
16024 Valencia Janitorial Plus	\$1,420.00

16025 MDRR-Delta Debris Box	\$3,451.04
16026 SiteOne Landscape Supply, LLC	\$6,631.57
16027 ULINE	\$791.22
16028 Veolia Water North America	\$183,642.65
16029 Aflac	\$288.22
16030 Caselle, Inc.	\$17,798.40
16031 CliftonLarsonAllen LLP	\$3,256.84
16032 CoAct24 LLC	\$8,820.00
16033 Diablo Excavation & Construction	\$115,969.90
16034 Freedom Mailing Service, Inc	\$3,736.95
16035 Luhdorff & Scalmanini	\$20,684.87
16036 Water Utility Refund	\$15.09
16037 ODP Business Solutions, LLC	\$148.06
16038 Pacific Gas & Electric	\$127,458.73
16039 Stantec Consulting Services Inc	\$11,748.00
16040 Water Utility Refund	\$14.46
16041 Tyler Technologies, Inc.	\$420.00
16042 Veolia Water North America	\$161,459.29
16043 Verizon Wireless	\$25.02
16044 Watersavers Irrigation Inc.	\$104.37
60625 Empower Retirement	\$3,217.00
62425 Empower Retirement	\$3,217.00
110744769 Conco West Inc.	\$306,079.60
<hr/>	
<b>Grand Total</b>	<b><u><u>\$1,963,409.12</u></u></b>



# Town of Discovery Bay

## *"A Community Services District"*

### STAFF REPORT

**AGENDA ITEM:  
E1**

**Agenda Title:** Discussion and Possible Action to Award Construction of the Cathodic Protection Repair Project to the Lowest Responsive Bidder.

**Meeting Date:** July 16, 2025

**Prepared By:** Mike Yeraka, Projects Manager

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

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#### **RECOMMENDED ACTION:**

It is recommended that the Board take the following Action:

- a. Award the Construction of the Cathodic Protection Repair Project to Corrosion Integrity, LLC to Perform the Necessary Construction Services per the project bidding documents and the issued addendum.
- b. Authorize the General Manager to Execute the Town's Construction Contract Agreement with Corrosion Integrity, LLC. to perform the Work contained in the Bidding Documents and any Addendum in the amount Not to Exceed \$92,545.00.
- c. Authorize the General Manager to execute change orders in an amount up to 30% of the contract value for the repair of additional test stations and contingencies.

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#### **EXECUTIVE SUMMARY:**

The Town recently went out to bid for construction of the Cathodic Protection Repair Project and received two (2) bids on May 29, 2025, in the amounts of \$92,545.00 and \$173,945.80 as indicated on the attached. The engineer's estimate for the project was \$100,000. The project scope includes repairing approximately 50 pipeline corrosion test stations and installation of corrosion anodes. The repair of the test stations and installation of the anodes are necessary in order for the Town to prevent corrosion of buried metal pipeline fittings. The low bid came in below the engineer's estimate which will allow the Town to repair additional test stations given the budget funding available. This is the reason Staff is recommending approval of 30% in contingencies.

The area of work is in the northern section of Town, north and south of Fallman Blvd.

The lowest responsive bid came from Corrosion Integrity, LLC in the amount of \$92,545.00.

#### **Specific Board Action:**

It is recommended that the Board take the following Action:

- a. Award the Construction of the Cathodic Protection Repair Project to Corrosion Integrity, LLC to Perform the Necessary Construction Services per the project bidding documents and the issued addendum.

- b. Authorize the General Manager to Execute the Town's Construction Contract Agreement with Corrosion Integrity, LLC. to perform the Work contained in the Bidding Documents and any Addendum in the amount Not to Exceed \$92,545.00.
- c. Authorize the General Manager to execute change orders in an amount up to 30% of the contract value for the repair of additional test stations and contingencies.

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**FISCAL IMPACT:**

**Amount Requested:** \$92,545.00 plus \$27,700 as 30% contingency

**Sufficient Budgeted Funds Available?** Yes

**Prog/Fund # Category:** TBD

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

The Board has approved funding for the project in the current budget.

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**ATTACHMENTS:**

- 1. Bid Results.

Town of Discovery Bay

**Cathodic Protection Test Station Repair**

May 29, 2025 11:00a.m. Bid Results

Bidder

Amount

Corrosion Integrity	\$ 92,545.00
Exaro Technologies	\$173,945.80



# Town of Discovery Bay

## *"A Community Services District"*

### STAFF REPORT

**Agenda Title:** Discussion and Possible Action Regarding the Approval of Agreement with Luhdorff & Scalmanini, Consulting Engineers (LSCE) for District Water Engineering General Services for Fiscal Year 2025–2026.

**Meeting Date:** July 16, 2025

**Prepared By:** Aaron Goldsworthy, Water & Wastewater Manager

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

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#### RECOMMENDED ACTION:

Staff recommends that the Board of Directors:

- Approve the agreement with Luhdorff & Scalmanini, Consulting Engineers, for general water engineering services for FY 2025/2026 in an amount not to exceed \$154,743.
- Authorize the General Manager to approve minor amendments to the scope or budget, with a contingency up to 10% of the approved contract amount, as needed to address District priorities.

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#### EXECUTIVE SUMMARY:

The Town of Discovery Bay Community Services District operates and maintains a municipal water system serving over 6,000 homes and businesses, with an annual demand of approximately 900 million gallons. Maintaining regulatory compliance, supporting capital projects, and ensuring reliable water service require ongoing technical and engineering support.

LSCE provides water engineering services to the Town and is recognized for its expertise in groundwater resources, well and pump station design, and regulatory compliance. The proposed scope and budget for FY 2025/2026 continues this partnership, providing both routine and as-needed engineering services to support the Town's operational, planning, and capital improvement needs.

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#### Scope of Services

##### Task 1: Contract Management

- Monthly review and approval of invoices.
- Development and negotiation of task orders and contract amendments.
- Coordination with Town staff and consultants to ensure contract compliance and fiscal accountability.
- Documentation and maintenance of contract records for audit and reference.

##### Task 2: Meetings

- Participation in up to 18 Water/Wastewater Committee meetings and 12 Board meetings (combination of in-person and remote).
- Attendance at 26 bi-weekly water group meetings with staff and operations contractor (Veolia).
- Preparation of agendas, technical updates, and presentations for meetings.

**Task 3: Regulatory Assistance**

- Guidance on new and emerging state and federal regulations impacting water system operations.
- CASGEM well monitoring and state reporting, including field services, data management, and compliance reporting.
- Preparation and validation of the annual SB555 Water Loss Audit and submission to the Department of Water Resources (DWR).
- Preparation of the Annual Water Supply and Demand Assessment for DWR submittal.

**Task 4: Contingency for Capital Projects and Planning Assistance**

- Up to 100 hours each for as-needed capital project assistance (e.g., permitting, cost estimating, modeling, construction inspection) and planning assistance (e.g., troubleshooting, condition assessments, water quality evaluation, policy development).

**Task 5: Biennial Well and Pump Testing Program**

- Comprehensive testing and inspection of municipal production wells (scheduled for Fall 2025).
- Collaboration with a third-party contractor for independent operational measurements and data verification.
- Evaluation of well and pump performance trends, with recommendations for maintenance or rehabilitation as needed.
- Preparation of a detailed technical memorandum summarizing results and recommendations.

**Budget**

- Total Proposed Budget: \$154,743 (includes labor and direct expenses for all tasks).
- Billing: Monthly, based on actual work performed and expenses incurred, per LSCE's 2025 Schedule of Fees.

Approval of this agreement will ensure the Town continues to meet regulatory requirements, advance critical water system planning, and maintain the flexibility to address emerging needs efficiently and effectively.

Staff recommends that the Board of Directors:

- Approve the agreement with Luhdorff & Scalmanini, Consulting Engineers, for general water engineering services for FY 2025/2026 in an amount not to exceed \$154,743.
- Authorize the General Manager to approve minor amendments to the scope or budget, with a contingency up to 10% of the approved contract amount, as needed to address District priorities.

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**FISCAL IMPACT:** \$154,743 plus 10% Contingency

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:** N/A

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**ATTACHMENTS:**

1. LSCE Proposal and Scope of Work for FY 2025/2026.
2. Budget Estimate Worksheet.
3. 2025 Schedule of Fees for Engineering and Field Services.

June 12, 2025  
File No. 25-5-084

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

**SUBJECT: Town of Discovery Bay  
Scope and Budget for General Engineering Services  
Fiscal Year 2025/2026**

Dear Ms. Breitstein:

Thank you for the opportunity to continue supporting the Town of Discovery Bay Community Services District. On behalf of everyone at Luhdorff & Scalmanini, Consulting Engineers (LSCE), we truly value the long-standing partnership we've shared with the Town over the past 25+ years. We are pleased to submit this scope and budget proposal at your request to provide general water engineering services for Fiscal Year 2025/2026 (FY 25/26), and LSCE remains committed to providing the responsive, high-quality support you've come to expect from our team over the years.

## Scope of Work

The scope of work outlined in this letter describes the ongoing and as-needed engineering support related to the TODB public water system. The tasks are separated into categories based on current and ongoing activities. Some activities are recurring tasks that are well-defined, such as participation in recurring meetings and regulatory compliance items.

There is also contingency provided for any as-needed services related to capital projects, engineering, and planning. This includes working with TODB staff on infrastructure planning, assessment, design, permitting, or construction. Budgets are proposed for these tasks based on the level of involvement from previous Fiscal Year general service contracts and anticipated items in FY 25/26.

The Scope of Work is outlined in the following tasks:

- Task 1 – Contract Management
- Task 2 – Meetings
- Task 3 – Regulatory Assistance
- Task 4 – Contingency for Capital Projects and Planning Assistance
- Task 5 – Biennial Well and Pump Testing Program



### **Task 1 – Contract Management**

This task includes the overall management of the professional services contract between LSCE and the Town. Responsibilities include the monthly review and approval of invoices, development and negotiation of task orders, and preparation of contract amendments as needed to support ongoing and future work. LSCE will assist in defining scopes, budgets, and schedules in coordination with Town staff and other consultants. This task also covers routine budget tracking and reporting to support the Town's fiscal planning associated with this FY scope of work, ensuring contract compliance, and maintaining organized documentation for audit and reference purposes.

Task 1. Contract Management		
Task	Description	Details
1.a	Contract Management	<ul style="list-style-type: none"> <li>Review and approval of monthly invoices (12 total)</li> <li>Development and tracking of task orders and contract amendments</li> <li>Coordination with Town staff and consultants to ensure contract compliance and fiscal accountability</li> <li>Documentation and maintenance of contract records for audit and reference purposes</li> </ul>

### **Task 2 – Meetings**

This task is for participation in monthly Water/Wastewater Committee meetings, TODB Board meetings, and bi-weekly water group meetings. LSCE's participation in meetings ranges from preparing project updates for staff prior to Committee or Board meetings, to LSCE's attendance and providing presentations for the Committee and Board meetings. For the bi-weekly water group meetings, LSCE will prepare and distribute agendas prior to each meeting. This task also includes meeting preparation and presentation development. For budgeting purposes, it is assumed that LSCE will attend up to six (6) water/wastewater committee meetings in person, twelve (12) water/wastewater committee meetings remotely, four (4) general board meetings in person, eight (8) general board meetings remotely, and twenty-six (26) bi-weekly meetings. Other meetings may be included in separate contracts or task orders.

Task 2. Monthly Committee Meetings		
Task	Description	Details
2.a	Monthly Water/Wastewater Committee Meetings	<ul style="list-style-type: none"> <li>Attendance at Water/Wastewater Committee meetings and pre-meetings with TODB staff (18 meetings total).</li> <li>Prepare materials, agenda, reports, and figures to discuss water system-related items with the Water/Wastewater Committee.</li> </ul>

2.b	Board Meetings	<ul style="list-style-type: none"> <li>Attendance and support at Board of Directors Public Meetings (12 meetings total).</li> <li>Water system project updates at Board Meetings.</li> <li>Preparation and delivery of public presentations, including any supporting material such as technical exhibits and figures.</li> <li>Assistance with preparation of Staff Reports for the Board agenda.</li> </ul>
2.c	Bi-Weekly Team Meetings	<ul style="list-style-type: none"> <li>Discuss ongoing projects and items with TODB staff and Veolia in bi-weekly virtual meetings (26 meetings total). Maintain agenda and notes of ongoing discussions.</li> </ul>

### **Task 3 – Regulatory Assistance**

This task is for assistance with regulatory deliverables that are anticipated for FY 25/26. Some regulatory deliverables are recurring items, as listed in the table below. LSCE will provide guidance to the TODB on new and emerging regulations, as outlined in the table below.

Task 3. Regulatory Assistance		
Task	Description	Details
3.a	Guidance on New Regulations	<ul style="list-style-type: none"> <li>Report to General Manager.</li> <li>Provide updates to the TODB on emerging State and Federal regulations which may impact the TODB water system planning and operations.</li> <li>Provide engineering support/assistance to ensure TODB Staff/Veolia compliance.</li> </ul>
3.b	CASGEM Well Monitoring and State Reporting	<ul style="list-style-type: none"> <li>Twice per year (fall/spring), LSCE conducts field services for water level monitoring and reporting for Department of Water Resources (DWR) compliance.</li> <li>Two trips are required per event, due to the coordination of water treatment plant shutdown requirements with Veolia.</li> <li>LSCE maintains transducers, downloads data, updates the groundwater level database, and reports to DWR.</li> <li>The costs of two (2) transducer replacements are assumed and included in the budget (\$1,000 per transducer).</li> </ul>
3.c	SB555 Water Audit and State Reporting	<ul style="list-style-type: none"> <li>Prepare the Annual Water Loss Audit.</li> <li>Meeting with certified water audit validator.</li> <li>Validate water audit and submit to DWR by January 1, 2026.</li> </ul>
3.d	Preliminary and Final Annual Water Supply and Demand Assessment report	<ul style="list-style-type: none"> <li>Collect water service connection and water production data from TODB.</li> <li>Prepare Annual Assessment and submit it to DWR by July 1<sup>st</sup>, 2026.</li> </ul>

### ***Task 4 – Contingency for Capital Projects and Planning Assistance***

This task provides a contingency budget for LSCE to assist with any activities, as needed, related to capital improvement projects or system planning. Specific activities would be developed on an as-needed basis at the request of the TODB. Assignments for LSCE may include evaluating project alternatives, conducting hydraulic model simulations, developing preliminary design basis, assessing feasibility, cost estimates, preliminary designs, condition assessments on facilities, or evaluating site-specific issues to address issues of water supply, production, quality, safety, etc. LSCE provides a proposed level of hours of assistance in terms of capital projects and general planning assistance.

Task 4. Capital Improvement Program Engineering Services		
Task	Description	Details
4.a	As-needed Capital Project Assistance	<ul style="list-style-type: none"><li>100 hours included for project tasks such as permitting, cost estimating, alternatives analysis, modeling, drafting, bidding, construction inspections, etc.</li></ul>
4.b	As-needed Planning Assistance	<ul style="list-style-type: none"><li>100 hours for planning tasks such as troubleshooting, consultation, condition assessments, water quality evaluation, policy development, standards development, and system modeling.</li></ul>

### ***Task 5 – Biennial Well and Pump Testing Program***

LSCE conducts comprehensive testing and inspection of the Town’s municipal production wells and associated pumping equipment on a biennial (every two years) basis, a program that began in 2007. The most recent round of testing was completed in Winter 2024. The next round is scheduled for Fall 2025 and will include Production Wells 1B, 2, 4A, 6, and 7. It is anticipated that the fieldwork will be performed over two separate site visits to allow adequate time for data collection and coordination with operations staff.

The well pump testing will include collaboration with a qualified third-party contractor (Power Hydrodynamics) to collect independent measurements of key operational parameters. Using calibrated instruments, the contractor will collect flow rate, well water level, discharge pressure, and electrical usage data. These independent readings are used to verify the accuracy of on-site station instrumentation and control systems. LSCE will oversee testing to evaluate each well’s specific capacity through constant-rate pumping tests, assess overall pump and motor performance, and estimate plant-level efficiency.

In addition to operational testing, LSCE will collect basic field water quality data, including temperature, specific conductivity, and an assessment of sand production, which can indicate possible wear or degradation of well screens and pumps. The results will be compared to historical performance data to identify any changes in well efficiency or pump functionality. This trend analysis helps the District proactively address declining performance, optimize energy usage, and plan for maintenance or rehabilitation needs.

Following field activities, LSCE will prepare a detailed technical memorandum summarizing the test results for each well site. The report will include an evaluation of well and pump performance trends, comparisons to historical baseline data, and specific recommendations for maintenance, rehabilitation, or further diagnostic testing if warranted. The findings will be reviewed with District staff to support informed asset management and budgeting decisions.

Task 5. Biennial Well and Pump Testing Program		
Task	Description	Details
5	Fall 2025 Field Testing and Report Development	<ul style="list-style-type: none"><li>• Site visit field testing each well (1B, 2, 6, 4A, 7) – assumed two separate trips.</li><li>• Third-party company for independent calibrated field instruments.</li><li>• Data evaluation and development of the final report.</li></ul>

#### Deliverable

- Draft and Final Biennial Well Testing Report

### Proposed Budget

LSCE's proposed budget for General Engineering Services for FY 25/26 is \$154,743 based on the anticipated activities this fiscal year and providing contingency to allow the TODB to utilize LSCE on an as-needed basis. A detailed budget estimate worksheet (attached) provides the estimated labor under each task for the activities outlined in the Scope of Work.

LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE's current Schedule of Fees for Engineering and Field services (attached). In the event that LSCE is required to be involved in activities that deviate from the scope, LSCE will provide notification of any potential changes in the estimated budget for general engineering services.

We appreciate the opportunity to continue providing professional engineering support services to the TODB. Should you have any questions, please do not hesitate to contact me.

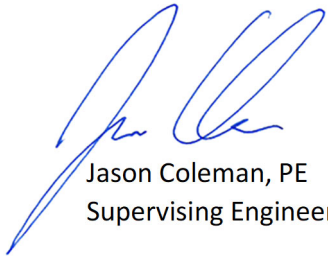
Sincerely,

LUHDORFF & SCALMANINI  
CONSULTING ENGINEERS

Ms. Breitstein

June 12, 2025

Page 6

A handwritten signature in blue ink, appearing to read 'J. Coleman', with a long, sweeping underline.


Jason Coleman, PE  
Supervising Engineer

A handwritten signature in blue ink, appearing to read 'Oscar Serrano', with a stylized, cursive script.

Oscar Serrano, PE  
Supervising Engineer

Enclosures

- Budget Estimate Worksheet FY25/26
- 2025 Schedule of Fees for Engineering and Field Services

<div> <div> Client: Town of Discovery Bay Community Services District  Project: General Engineering Services FY25/26  Estimated By: OS, JC  Date: 6/12/2025 </div> <div> <div>Budget Estimate Worksheet</div> <div>  </div> </div> </div>													
	Billing Level Billing Rate (\$/Hr)	PROFESSIONAL							Labor Subtotal	DIRECT EXPENSES		Direct Expenses Subtotal	Contract Budget Estimate
		Senior Principal \$280	Supervising Professional \$248	Senior Professional \$220	Project Professional \$192	Staff Professional \$170	GIS \$120	Clerical \$105		Travel Lump Sum	Copies/ Equipment Lump Sum		
Task 1: Contract Management	1.a Contract Management	0	18	0	0	0	0	0	\$4,464	\$0	\$0	\$0	\$4,464
	Total Hours	0	18	0	0	0	0	0	18				
	Subtotal (cost)	\$0	\$4,464	\$0	\$0	\$0	\$0	\$0	\$4,464	\$0	\$0	\$0	\$4,464
Task 2: Meetings	2.a Committee Meetings (attend 18 per year)	0	48	0	0	0	0	0	\$11,904	\$500	\$100	\$600	\$12,504
	2.b Board Meetings (attend 12 per year)	0	32	0	0	0	0	0	\$7,936	\$0	\$0	\$0	\$7,936
	2.c Bi-Weekly Meetings and agendas (attend 26 per year)	0	78	0	0	0	0	0	\$19,344	\$0	\$0	\$0	\$19,344
	Total Hours	0	158	0	0	0	0	0	158				
	Subtotal (cost)	\$0	\$39,184	\$0	\$0	\$0	\$0	\$0	\$39,184	\$500	\$100	\$600	\$39,784
Task 3: Regulatory Assistance	3.a Assistance on New Regulations	2	12	0	6	6	20	0	\$8,108	\$0	\$0	\$0	\$8,108
	3.b CASGEM Well Monitoring and State Reporting	0	4	0	20	36	0	0	\$10,952	\$214	\$2,000	\$2,214	\$13,166
	3.c SB555 Water Audit and State Reporting	0	8	0	24	0	0	0	\$6,592	\$0	\$0	\$0	\$6,592
	3.d Annual Water Supply and Demand Assessment	0	12	0	12	0	0	0	\$5,280	\$0	\$0	\$0	\$5,280
	Total Hours	2	36	0	62	42	20	0	142				
	Subtotal (cost)	\$560	\$8,928	\$0	\$11,904	\$7,140	\$2,400	\$0	\$30,932	\$214	\$2,000	\$2,214	\$33,146
Task 4: Contingency for Capital Projects and Planning Assistance	4.a As-needed Capital Project Assistance	0	20	0	30	60	20	8	\$24,160	\$0	\$50	\$50	\$24,210
	4.b As-needed Planning Assistance	0	20	0	30	60	20	8	\$24,160	\$0	\$50	\$50	\$24,210
	Total Hours	0	40	0	60	120	40	16	220				
	Subtotal (cost)	\$0	\$9,920	\$0	\$11,520	\$20,400	\$4,800	\$1,680	\$48,320	\$0	\$100	\$100	\$48,420
Task 5: Bi-Annual Well and Pump Testing Program	5.a Field Services and Report Development	0	24	0	42	60	0	0	\$24,216	\$200	\$200	\$400	\$24,616
	5.b Outside Services (Power Hydrodynamic Inc.)	0	0	0	0	0	0	0	\$4,313	\$0	\$0	\$0	\$4,313
	Total Hours	0	24	0	42	60	0	0	126				
	Subtotal (cost)	\$0	\$5,952	\$0	\$8,064	\$10,200	\$0	\$0	\$28,529	\$200	\$200	\$400	\$28,929
Totals	Total Hours	2	276	0	164	222	60	16	740				
	Total (cost)	\$560	\$68,448	\$0	\$31,488	\$37,740	\$7,200	\$1,680	\$151,429	\$914	\$2,400	\$3,314	\$154,743



Woodland-Roseville-Chico-Daly City-Meridian, ID

## 2025 SCHEDULE OF FEES

### ENGINEERING AND RELATED FIELD SERVICES

#### Professional\*

Senior Principal .....	\$280/hr.
Principal Professional.....	\$260/hr.
Supervising Professional .....	\$248/hr.
Senior Professional .....	\$220/hr.
Project Professional .....	\$192/hr.
Staff Professional .....	\$170/hr.

#### Technical

Data Management Specialist** .....	\$160/hr.
Senior GIS Analyst .....	\$160/hr.
GIS Specialist.....	\$120/hr.
Engineering Asst./Scientist.....	\$120/hr.

#### Project Admin Support

Word Processing, Clerical.....	\$105/hr.
Digital Communications Specialist .....	\$120/hr.
Project Administrator .....	\$120/hr.

Vehicle Use	\$0.70/mi (or curr. IRS rate)
Subsistence	Cost Plus 15%
Field Equipment (Flow Meters, Transducers, etc.)	\$25 to \$100/day
Copies	\$0.20 ea.
Professional or Technical Testimony	200% of Regular Rates
Technical Overtime (if required)	150% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%
Prevailing Wage Rate	\$210/hr.

\* Engineer, Geologist, Hydrogeologist, and Hydrologist

\*\*Information Systems Analyst and Database Specialist

Note: Send invoice payments to Accounts Receivable, 500 1<sup>st</sup> Street, Woodland, CA 95695



# Town of Discovery Bay

## *"A Community Services District"*

### STAFF REPORT

**Agenda Title:** Discussion and Possible Action Regarding the Approval of Agreement with Shobe Engineering for District Water Engineering General Services for Fiscal Year 2025–2026.

**Meeting Date:** July 16, 2025

**Prepared By:** Aaron Goldsworthy, Water & Wastewater Manager

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

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#### RECOMMENDED ACTION:

Staff recommends that the Board of Directors:

- Authorize the General Manager to execute a professional services agreement with Shobe Engineering LLP for District Water Engineering General Services for FY 2025–2026 in an amount not to exceed \$147,480.
- Authorize the General Manager to approve minor amendments to the scope or budget, with a contingency up to 10% of the approved contract amount, as needed to address District priorities.

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#### EXECUTIVE SUMMARY:

The Town of Discovery Bay Community Services District (District) is required to maintain compliance with state and federal water system regulations, support ongoing planning, and implement infrastructure improvements. Justin Shobe of Shobe Engineering LLP has provided engineering services to the Town in prior years, working for another firm, and has submitted a proposal to continue these services for FY 2025–2026. The scope of work includes preparation of the 2025 Urban Water Management Plan (UWMP), an updated Risk and Resilience Assessment (RRA) in accordance with the America's Water Infrastructure Act (AWIA), participation in District meetings, development of the Capital Improvement Plan (CIP) projects, and provision of as-needed design services.

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#### Scope of Services

##### Task 1: Prepare 2025 Urban Water Management Plan (UWMP)

- Develop the District's 2025 UWMP for submission to the California Department of Water Resources by July 1, 2026.
- Includes growth and demand projections, water use efficiency reporting, and potential updates to the Water Shortage Contingency Plan (WSCP).
- Deliverables: Technical memoranda, updated WSCP (if needed), draft and final UWMP, public presentations.

##### Task 2: Prepare Risk and Resilience Assessment (RRA)

- Update the District's RRA to comply with AWIA, addressing physical and cyber vulnerabilities, operational procedures, and emergency preparedness.
- Deliverable: Updated RRA and self-certification to the EPA by June 30, 2026.



**Task 3: Participate in District Meetings**

- Regular participation in biweekly staff meetings, Water/Wastewater Committee meetings, and Board of Directors meetings.
- Preparation of agendas, technical documentation, and presentations as needed.

**Task 4: Capital Improvement Plan (CIP) Project Development**

- Support review and development of the District's CIP, including field inspections, infrastructure assessments, hydraulic modeling, alternatives analysis, and cost estimating.

**Task 5: As-Needed Design Services**

- Provide design, drafting, and engineering support for minor or urgent projects, including permitting, preparation of plans/specifications, and certification of documents as required.

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**Budget and Compensation**

- **Total Proposed Budget:** \$147,480 (all-inclusive of labor, overhead, and direct expenses).
- **Budget by Task:**
  - Task 1 (UWMP): \$44,600
  - Task 2 (RRA): \$26,495
  - Task 3 (Meetings): \$35,440
  - Task 4 (CIP): \$17,745
  - Task 5 (As Needed): \$23,200
- **Billing:** Monthly, based on actual work performed and expenses incurred, per the 2025 Rate Schedule.

Staff recommends that the Board of Directors:

- Authorize the General Manager to execute a professional services agreement with Shobe Engineering LLP for District Water Engineering General Services for FY 2025–2026 in an amount not to exceed \$147,480.
- Authorize the General Manager to approve minor amendments to the scope or budget, with a contingency up to 10% of the approved contract amount, as needed to address District priorities.

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**FISCAL IMPACT:** \$147,480 plus 10% Contingency

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:** N/A

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**ATTACHMENTS:**

1. Shobe Engineering LLP Proposal for District Water Engineering General Services FY 2025–2026 (including Scope of Work, Budget Proposal, and Rate Schedule).

May 23, 2025

Dina Breitstein  
General Manager  
Town of Discovery Bay Community Services District  
[dbreitstein@todb.ca.gov](mailto:dbreitstein@todb.ca.gov)

**SUBJECT: Proposal for District Water Engineering General Services Fiscal Year 2025-2026**

Dear Ms. Breitstein,

Shobe Engineering LLP is pleased to provide this proposal for District Water Engineering General Services for Fiscal Year 2025-2026. We are excited for the opportunity to once again support the Town of Discovery Bay Community Services District in its ongoing water system planning, compliance, and infrastructure efforts. Our team brings a deep understanding of the District's water system and priorities, and we look forward to continuing that partnership through this scope of work.

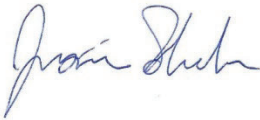
This proposal has been developed to include two key regulatory deliverables required every five years: the **2025 Urban Water Management Plan** and the **Risk and Resilience Assessment** in accordance with the America's Water Infrastructure Act (AWIA). In addition, the scope includes supporting ongoing project planning through participation in regular District meetings, Capital Improvement Plan development, and as-needed design and consulting services.

Attached with this letter, you will find the following documents for your review:

1. **Scope of Work** – outlining proposed tasks and responsibilities for General Services in FY 2025-2026.
2. **Budget Proposal** – including a summary table and a detailed budget estimate worksheet.
3. **Standard Rate Schedule** – current rates for Shobe Engineering LLP services.

Sincerely,

**SHOBE ENGINEERING LLP**



Justin Shobe, P.E.  
Principal

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# Scope of Work

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## District Water Engineering General Services – FY 2025-2026

### Overview

Through this scope of work, Shobe Engineering LLP will provide dedicated engineering support for the District's ongoing planning, compliance, and infrastructure efforts related to the public water system. Shobe Engineering is committed to delivering responsive, high-quality service and collaborating effectively with District staff, the operations team, and other consultants. We will take direction from the District and adapt as needed to ensure seamless integration with District workflows and maintain clear, consistent communication throughout the duration of the work.

The scope of work outlined for Fiscal Year 2025-2026 includes the following tasks:

- **Task 1:** Prepare the 2025 Urban Water Management Plan
- **Task 2:** Prepare the Risk and Resilience Assessment (AWIA)
- **Task 3:** Participate in District Meetings
- **Task 4:** Capital Improvement Plan (CIP) Project Development
- **Task 5:** As-Needed Design Services

### Task 1: Prepare 2025 Urban Water Management Plan

#### *Background on Requirements*

The Urban Water Management Plan (UWMP) must be submitted to the California Department of Water Resources (DWR) by **July 1, 2026**. The UWMP is required to be completed every five years under the Urban Water Management Plan Act (Water Code Sections 10610-10656) for water urban water suppliers that provide over 3,000 acre-feet of water annually or serve more than 3,000 customers. The UWMP must be prepared to meet specific requirements that are outlined in the UWMP Guidebook. The 2025 Guidebook is set to be released this summer. While the 2025 UWMP Guidebook has not yet been released, no major changes are expected as compared to the 2020 UWMP cycle.

Beginning in 2010, DWR began requiring water conservation measures and a 20% reduction in water use by the year 2020 (referred to as "20x2020 targets"), as required in the 2009 Senate Bill SBX7-7. The 2015 UWMP cycle required interim reporting on the 20x2020 targets, as well as a Water Supply Reliability Assessment, a draft ordinance for the Water Shortage Contingency Plan, and the first Validated Water Loss Audit. The Water Loss Audits have since become annual reporting requirements.

The 2020 UWMP cycle expanded those requirements to include:

- Adoption of a Water Shortage Contingency Plan
- Evaluation of water conservation practices, demand management measures.
- Conducting "stress tests" of Water Supply Reliability under various water-year conditions (per SB606 / AB1668)
- Reporting on the annual Water Loss Audits.
- Providing a Water Supply and Water Demand Assessment, which have since become additional annual reporting requirements.

During the 2020 UWMP, the District was among many agencies that far exceed the 20x2020 targets. This was due to the extreme conservation measures that were in-place during the California 5-year drought.

In the 2025 UWMP cycle, it is expected that much of the requirements above will be retained, and in addition the following will be implemented:

- A growth projection and demand estimate for a 25-year planning horizon.
- Reporting on Water Use Efficiency related to the mandated urban water use requirements.
- Evaluating the need for updates to the Water Shortage Contingency Plan (WSCP), and adoption by the Board of Directors of an updated WSCP, if necessary.
- Updates to the Water Supply Reliability assessment.

### *Sub-Task 1.1 – UWMP Coordination and Data Collection*

**Kickoff Meeting.** The UWMP will be initiated with a kickoff meeting to review the process, data needs, and procedures to comply with public notification and presentation requirements. We will provide a list of all data needs at the kickoff meeting.

**Data Review.** We will compile and review all historic and updated information from the District, including:

- Water production and delivery records.
- Annual regulatory reporting such as the Water Audits and Water Supply Reliability Assessments.
- District policies regarding water use, irrigation, conservation, etc.
- Updated District water supply planning efforts such as master plans and Groundwater Sustainability Plan.
- Specific updates on developer projects and District objectives for future water supplies.
- Contra Costa County General Plan urban service boundaries and growth projections.

#### ***Sub-Task 1.1 Deliverables: Meeting Agenda and Minutes***

### *Sub-Task 1.2 – Water Demand Projections*

A thorough understanding of the District's water system demographics, water demand, conservation programs, water savings and regulatory framework will be developed in Task 1.2. The findings will be presented in a Technical Memoranda for District staff to review. Following the Technical Memo, we will meet with the District to present the water demand projections and obtain concurrence.

This task involves:

- **Unit Water Demand Classifications.** Making updates to the Equivalent Dwelling Unit (EDU) and the water use factors for each customer classification (single-family residential, multi-family residential, commercial, irrigation, operational, losses etc).
- **Historic Trends.** Evaluating trends over time in total production and unit water demands to identify reasonable estimates of future demands based on growth and to evaluate effectiveness of water conservation practices on customer water consumption behaviors and water loss reductions.
- **Growth Projections.** Long-term growth will be based on the estimated population growth in the County General Plan and U.S. Census, as well as specific developer projects and timelines.
- **Future Demand Projection.** In 5-year increments consistent with UWMP requirements.

**Schedule:** The water demand projections will be completed by **November 2025** to ensure it can be incorporated into the Draft UWMP by January 2026.

#### ***Sub-Task 1.2 Deliverables: Technical Memo – Water Demand Projections***

### *Sub-Task 1.3 – Updates to WSCP*

The Water Shortage Contingency Plan (WSCP) is a District ordinance that establishes actions to be taken in the event of a water shortage emergency. As an adopted ordinance, it enables the District to implement shortage response measures quickly and effectively – without requiring new board action at the time of the emergency.

In this task, we will review the WSCP and meet with the District to discuss any desired updates or if any required updates are needed to meet current DWR requirements. Updates could include revising shortage stages (up to 6 shortage stages), response actions, and procedures for annual assessment, communication, and implementation, ensuring full alignment with the state’s standardized WSCP framework.

**Schedule:** If updates are required in the WSCP, those must be made in a Board Meeting no later than **January 2026** to effectively incorporate it into the Draft UWMP.

#### *Sub-Task 1.3 Deliverables: Updated WSCP*

### *Sub-Task 1.4 – Prepare Draft UWMP*

Under this task, the Draft 2025 UWMP will be prepared and reviewed with District staff and the Water/Wastewater Committee. The draft will be presented to the Board of Directors at a public meeting in compliance with required public notification protocol. No formal Board action is required at this stage; the meeting will serve as an opportunity for public review and comment. All comments received will be documented and used to inform the final version of the UWMP. A 60-day public notification period is required and will include public advertisement in a local newspaper and District’s website, as well as letters to nearby public water agencies.

**Schedule:**

- Issue public notifications in **January 2026**.
- Present the draft UWMP in **March 2026**.

#### *Sub-Task 1.4 Deliverables: Draft UWMP and public presentation*

### *Sub-Task 1.5 – Prepare Final Draft UWMP*

Following review of the public comments, the UWMP will be updated and finalized. The final will be brought before the Board of Directors for formal adoption in accordance with state requirements and submission to DWR on the *WUEdata-portal* website. The UWMP will be considered “final” when the Board takes formal action to adopt the plan. Upon submission to DWR, we will ensure DWR as approved the submission. The submission will be made early enough in advance of the deadline to allow changes to be made to the plan if DWR should have any comments; however, it is unlikely that any changes will be necessary.

**Schedule:**

- Present the final draft UWMP in **May 2026**.
- Submission to DWR in **May 2026**.

#### *Sub-Task 1.5 Deliverables: Final UWMP and public presentation*

## Task 2: Prepare Risk and Resilience Assessment

In accordance with the America's Water Infrastructure Act of 2018 (AWIA), the District is required to complete a comprehensive Risk and Resilience Assessment of its water system and submit a self-certification to the U.S. Environmental Protection Agency (EPA) by **June 30, 2026**. This self-certification must be renewed every five years. The District last completed its RRA in 2021.

This task will involve reviewing current water system infrastructure and updating the existing RRA to reflect vulnerabilities and potential improvements in system reliance. The assessment will address risks from natural hazards, malevolent acts, and other man-made threats. It will include an evaluation of:

- Physical and cyber vulnerabilities of water infrastructure and facilities.
- Electronic, automated, and control systems.
- Monitoring practices.
- Financial systems.
- Chemical storage, handling, and usage.
- Operation and maintenance procedures.

To complete this work, Shobe Engineering will conduct site investigations of the District's physical water supply infrastructure and hold meetings and interviews with key District personnel and local emergency response authorities. These discussions will focus on understanding operational procedures, financial systems, and digital infrastructure practices, to inform a complete and accurate assessment.

The RRA will be developed using the EPA's *Vulnerability Self-Assessment Tool (VSAT)* and the *Small System Risk and Resilience Assessment Checklist* to ensure all regulatory requirements are met. The updated assessment will identify potential security and resilience improvements and provide a clear, actionable path for strengthening the District's preparedness.

Following completion of the RRA, the District will be required to update its Emergency Response Plan (ERP) by **December 30, 2026**, as mandated by AWIA. The scope of this task does not include preparation or updates to the ERP; however, the findings of the RRA will directly inform recommended updates to the ERP.

## Task 3: Participate in District Meetings

As part of General Services, Shobe Engineering will routinely participate in District meetings to support coordination, planning, and technical communication. This includes:

- Participation in **biweekly staff meetings**.
- Attendance at **Water/Wastewater Committee meetings** (held twice monthly).
- Attendance at a minimum of **10 Board of Directors meetings** throughout the contract period. This includes the Board presentations in the UWMP (task 1) which are budgeted in this task.

Shobe Engineering will prepare agendas, presentation materials, and other technical documentation as needed to support District staff and communicate engineering-related updates to the committee and the board.

Biweekly staff meetings will serve to maintain open dialogue with District personnel, operators, and consultants. These meetings may be used to discuss active and upcoming projects, updates to the Capital Improvement Plan, regulatory compliance efforts, and other planning needs.

## Task 4: CIP Project Development

This task includes supporting the District in the evaluation and development of the water system capital improvement plan (CIP). Shobe Engineering will assist in reviewing the current CIP and providing technical input to support active and emerging projects.

Activities may include:

- Review of ongoing and recently completed projects and planning efforts on the CIP.
- Field inspections and infrastructure assessments.
- Updates to the District's Hydraulic Model.
- Conducting Hydraulic Model simulations to evaluate alternatives.
- Alternatives analysis, scope refinement, schedule development, and cost estimating.

Project needs and priorities will be developed in coordination with District staff and may evolve as conditions change or new priorities arise. The District's CIP may be updated throughout the year as new information becomes available.

## Task 5: As-Needed Design Services

This task establishes a budget for engineering design and drafting services to support minor or time-sensitive projects as requested by the District. Specific assignments will be developed on an as-needed basis in coordination with District staff.

Services may include:

- Developing solutions to address site-specific maintenance or upgrades on District groundwater wells, pump stations, treatment plants, storage, pipelines, or other related facilities.
- Support on any permitting or regulatory compliance issues.
- Preparation of plans and specifications for construction.
- Development of engineering calculations, reports or studies.
- Certification of documents and reports by a licensed Professional Engineer, as required.

These services will allow the District to respond flexibly to emerging needs while maintaining progress on essential system improvements.

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## Budget Proposal

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### District Water Engineering General Services - FY 2025-2026

Shobe Engineering LLP's proposed budget for the services described in **Attachment 1: Scope of Work** is **\$147,480**.

The table below provides a summary of the budgets by task. A detailed Budget Estimate Worksheet is on the next page and provides a breakdown of the estimated labor hours and expenses by task for the activities outlined in the scope.

Task	Budget
Task 1: prepare 2025 UWMP	\$44,600
Task 2: Prepare the Risk & Resilience Assessment	\$26,495
Task 3: Participate in District Meetings	\$35,440
Task 4: CIP Project Development	\$17,745
Task 5: As-Needed Design Services	\$23,200
<b>Total</b>	<b>\$147,480</b>

1. The budget includes all labor, markup, overhead, and direct expenses.
2. Budgets include internal controls for contract administration, budget management, overhead, and QA/QC of work product deliverables.

Shobe Engineering will invoice monthly for labor and reimbursable expenses, only as incurred, in accordance with the firm's **2025 Rate Schedule** (Attachment 3).

Shobe Engineering will not perform work outside the approved scope without prior authorization from the District and agreement on a corresponding budget for additional services.

Shobe Engineering will provide **monthly budget and scope updates** with each invoice to keep the District informed on the status of work completed, remaining scope to complete, and available budget contingency.



TASK		LABOR				DIRECT COSTS	TOTAL BUDGET
#	Description	Principal \$175	Drafter \$115	Admin \$95	Total Labor	Lump Sum	
1	<b>Prepare 2025 UWMP</b>	<b>244</b>	<b>0</b>	<b>20</b>	<b>264</b>		
	Meetings/Presentations	(in task 3)					
	Data Collection & Review	24					
	Water Demand	80					
	Update WSCP	16					
	Draft UWMP	100		10			
	Final UWMP	24		10			
	Subtotal (Cost \$)	\$42,700	\$0	\$1,900	\$44,600	\$0	\$44,600
2	<b>Prepare the Risk &amp; Resilience Assessment (AWIA)</b>	<b>139</b>	<b>0</b>	<b>10</b>	<b>149</b>		
	Interviews	30					
	Site Inspections	24					
	RRA preparation	80		10			
	District Review and Submit to EPA	5					
	Subtotal (Cost \$)	\$24,325	\$0	\$950	\$25,275	\$1,220	\$26,495
3	<b>Participate in District Meetings</b>	<b>190</b>	<b>0</b>	<b>10</b>	<b>200</b>		
	Committee Meetings (24 virtual)	50					
	Board Meetings (8 virtual/(2 in person)	80		10			
	Bi-Weekly Team Meetings (virtual)	60					
	Subtotal (Cost \$)	\$33,250	\$0	\$950	\$34,200	\$1,240	\$35,440
4	<b>CIP Project Development</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>		
	review current projects	15					
	Assessments	20					
	Modeling	40					
	Alternatives cost estimating	25					
	Subtotal (Cost \$)	\$17,500	\$0	\$0	\$17,500	\$245	\$17,745
5	<b>As-Needed Design Services (Contingency)</b>	<b>80</b>	<b>80</b>	<b>0</b>	<b>160</b>		
	Subtotal (Cost \$)	\$14,000	\$9,200	\$0	\$23,200	\$0	\$23,200
	<b>Summary</b>						
	Total HOURS	<b>753</b>	<b>80</b>	<b>40</b>	<b>873</b>		
	Subtotal Cost (\$)	<b>\$131,775</b>	<b>\$9,200</b>	<b>\$3,800</b>			
	<b>TOTAL COST</b>				<b>\$144,775</b>	<b>\$2,705</b>	<b>\$147,480</b>

# Shobe Engineering LLP

## 2025 Rate Schedule

**ENGINEERING:****HOURLY RATE**

Principal Engineer

\$175.00

Senior Engineer

\$155.00

Associate Engineer

\$145.00

Junior Engineer

\$125.00

**TECHNICAL STAFF:**

Licensed Operator / Scientist

\$120.00

CAD/GIS Technician

\$115.00

**ADMINISTRATION:**

Admin / Clerical

\$95.00

Direct Costs:

@ Direct Cost

Subconsultants:

Cost + 10 Percent

Outside Services:

Cost + 10 Percent

Vehicle Mileage:

IRS Rate



## AGENDA

Byron Union School District announces the Regular Board Meeting of the Trustees.  
The Regular Meeting of the Trustees will Convene in the Board Room for Public Session at 5:30 PM.  
Public participation must be done in person.

### A. CALL MEETING TO ORDER @ 5:30 PM

1. Call to Order the Regular Meeting of the Board of Trustees
2. Pledge of Allegiance
3. Roll Call
4. Approval of Meeting Agenda

### B. PUBLIC PARTICIPATION

1. Public Comment: The public may address the Board of trustees regarding any item within the jurisdiction of the Board of Trustees of the Byron Union School District

### C. PRESENTATIONS AND STAFF REPORTS

1. Superintendent Evaluation Process (Ed Code 58500-58512)
2. Solar Project Update *WBS HERRING POLY SAMS DETAIL CS*
3. Health Benefits Committee Update
4. Facilities Master Plan Preview
5. Local Indicators Presentation

### D. PUBLIC HEARING

1. Proposed use of the 2025-2026 Education Protection Account (Prop.30)

### E. CONSENT AGENDA

1. Warrants and Checks
2. Approval of Board Minutes for May 29, 2025
3. CSBA Membership and GAMUT Subscription Renewal
4. Care Solace Contract 2025/2026 School Year
5. 2025-2026 HMH Renewal
6. 2025-26 Renewal of Curriculum Purchases
7. Chief Business Official Job Description
8. MS Principal Job Description

#### **F. ACTION**

- ~~1. 2025-2026 District Budget~~
- ~~2. 2025-2026 LCAP~~
- ~~3. MOU with Byron Teachers Association (Speech & Language Pathologist Signing Bonus)~~
- ~~4. 2025-2026 Consolidated Application~~
- ~~5. Resolution #19-24 Education Protection Account (Prop. 30)~~
- ~~6. Human Resources Director (Reclassification of HR Generalist position)~~
- ~~7. Management Salary Schedule 2025-2026~~
- ~~8. Confidential Supervisory Salary Schedule 2025-2026~~
- ~~9. Personnel Report~~

#### **G. GOVERNING BOARD COMMUNICATIONS**

- ~~1. Comments from the Board Members~~

#### **H. SUPERINTENDENT COMMUNICATIONS**

- ~~1. Update and Comments from the Superintendent~~

## **I. UPCOMING EVENTS**

## **J. FUTURE MEETINGS**

1. August 14, 2025 - Regular Board Meeting

## **K. CLOSED SESSION**

1. Public Comment on Closed Session Items
2. Adjourn to Closed Session
  - a. Student Matters - Review of Suspended Expulsions
3. Report Out of Closed Session

## **L. ADJOURNMENT**

## JUNE 11, 2025 CONTRA COSTA LAFCO MEETING AGENDA

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Approval of April 9, 2025, LAFCO meeting minutes
4. Public Comment Period: Members of the public are invited to address the Commission regarding any item that is within the jurisdiction of the Commission and is not scheduled for discussion as part of this agenda. No action will be taken by the Commission at this meeting on any item not appearing on this agenda.

### SPHERE OF INFLUENCE (SOI) AMENDMENTS/CHANGES OF ORGANIZATION

5. **Activation of Latent Powers – Kensington Police Protection and Community Services District** - consider approving the activation of latent powers (i.e., fire protection, emergency medical, rescue, hazardous materials, emergency response, and other services) **Public Hearing**

### BUSINESS ITEMS

6. **FY 2025-26 Final Budget and Work Plan** - consider approving the Final LAFCO budget and work plan for FY 2025-26 **Public Hearing**
7. **CALAFCO Update and Legislative Position (SB 777 – Cemetery Districts)** – receive the CALAFCO update and provide comments and direction
8. **Executive Officer's Performance Review and Compensation** - consider approving a salary increase for the Executive Officer in conjunction with the recent performance review

### INFORMATIONAL ITEMS

9. **Current and Potential Applications** - information only
10. Correspondence from Contra Costa County Employees' Retirement Association (CCCERA)
11. Commissioner Comments and Announcements
12. Staff Announcements/Newspaper Articles/CALAFCO Update

### ADJOURNMENT

Next regular LAFCO meeting is July 9, 2025, at 1:30 pm.

LAFCO STAFF REPORTS AVAILABLE AT: [http://www.contracostalafco.org/meeting\\_archive.htm](http://www.contracostalafco.org/meeting_archive.htm)