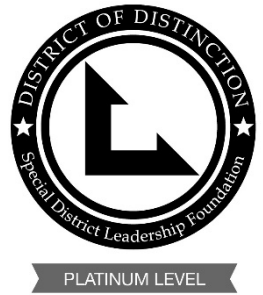




# TOWN OF DISCOVERY BAY

## 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 WATER AND WASTEWATER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, August 6, 2025, 5:30 P.M.**

**TO ATTEND IN PERSON:** The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

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

**TO ATTEND BY ZOOM WEBINAR:** <https://us06web.zoom.us/j/81370654114>

**TO ATTEND BY PHONE:** +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 813 7065 4114

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

**Water and Wastewater Committee Members**

*Chair Kevin Graves*

*Vice-Chair Carolyn Graham*

**A. ROLL CALL**

1. Call business meeting to order 5:30 p.m.
2. 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 Committee 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 Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee 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 Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve SPECIAL Water and Wastewater DRAFT Meeting Minutes of July 16, 2025.

**D. UPDATES**

1. Update on Wells 2 and 8.

**E. DISCUSSION**

1. Discussion and Possible Feedback to Authorize the General Manager to Enter into a Contract with Herwit Engineering for Developer Project Engineering Review Services.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Adjourn to the next Standing Water and Wastewater Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

"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 Platinum-Level of Governance



PLATINUM LEVEL

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

#### MINUTES OF THE SPECIAL MEETING OF THE WATER AND WASTEWATER COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, July 16, 2025, 5:30 P.M.

#### Water and Wastewater Committee Members

Chair Kevin Graves

Vice-Chair Carolyn Graham

#### A. ROLL CALL

1. Call business meeting to order 5:30 p.m.
2. Roll Call was taken, and all members were present.

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

None.

#### C. DRAFT MINUTES TO BE APPROVED

1. Approve Water and Wastewater DRAFT Meeting Minutes of June 4, 2025.

Vice-Chair Graham made a motion to approve the DRAFT Meeting Minutes of June 4, 2025.

Chair Graves seconded.

Vote: Motion carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0.

#### D. UPDATES

Updates was skipped. Update was given after Item D3.

#### E. DISCUSSION

1. Discussion Regarding Awarding Construction of the Cathodic Protection Repair Project to the Lowest Responsive Bidder.

Presented by District Project Manager Mike Yeraka.

- The Town needs to repair approximately 50 pipeline corrosion test stations and install corrosion anodes.
- 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.
- The lowest responsive bid came from Corrosion Integrity, LLC in the amount of \$92,545.00.

The Committee asked clarifying questions on the item. The committee recommended bringing the tem to the full Board for a vote.

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

Presented by General Manager Dina Breitstein.

- 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.

General Manager Breitstein introduced Jason Coleman with Luhdorff and & Scalmanini.

- The proposed contract amount is higher for 2025/2026 than 2024/2025 due to bi-annual well testing.

The Committee recommends bringing the item to the full Board for a vote.

3. Discussion and Possible Feedback Regarding the Approval of Agreement for District Water Engineering General Services for Fiscal Year 2025–2026.

Presented by General Manager Dina Breitstein.

- 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.

The Committee recommends bringing the item to the full Board for a vote.

Item D. Updates was skipped on the agenda.

Water & Wastewater Manager Aaron Goldsworthy gave updates.

- Well 5: PG&E is scheduled to come out in late August to remove their meter.
- Two draft ordinances for cross-connection will be brought to the Committee for review in August.
- Well 2: Replacement motor was purchased.
- Well 8: PG&E is about eight weeks out.
- Newport Point: Retaining wall and fence work is on-going.

## **F. FUTURE DISCUSSION/AGENDA ITEMS**

Committee requested that additional updates be given on Well 2 and Well 8.

## **G. ADJOURNMENT**

1. Adjourn at 5:50p.m. to the next Standing Water and Wastewater Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.



# Town of Discovery Bay

## *“A Community Services District”*

### STAFF REPORT

**Agenda Title:** Discussion and Possible Feedback to Authorize the General Manager to Enter into a Contract with Herwit Engineering for Developer Project Engineering Review Services.

**Meeting Date:** August 6, 2025

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

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

---

#### RECOMMENDED ACTION:

Staff recommends that the Water & Wastewater Committee forward a recommendation to the Board of Directors to authorize the General Manager to execute a three-year contract with Herwit Engineering for wastewater engineering review and related services for developer-initiated projects. All associated costs will be reimbursed by the applicable developers in accordance with existing District development agreements.

---

#### EXECUTIVE SUMMARY:

Herwit Engineering currently serves as the Town of Discovery Bay’s designated wastewater engineering consultant providing essential technical support to the Wastewater Division, ensuring the safe, compliant, and efficient operation of the Town’s wastewater infrastructure.

As development activity within the district continues to increase, so does the need for consistent and technically sound engineering review of developer-initiated projects. When a new development is proposed that has the potential to generate additional wastewater flows, a detailed capacity analysis is required, and Herwit Engineering plays an integral role in this process. These reviews are essential to determine whether new developments can be supported by the existing wastewater infrastructure, or if system upgrades are necessary to maintain reliable service. Timely and accurate engineering reviews help preserve service quality, prevent permit violations, and protect public health.

Historically, the cost of developer-related engineering services has been charged to Herwit’s general services contract. This approach has frequently required staff to request Board of Directors action to amend the general services contract requesting additional funds due to developer-initiated projects.

If approved, this new contract with Herwit Engineering will segregate developer project-related services from general services and allows for direct billing to developers. The proposed three-year contract will provide a framework for comprehensive engineering review of developer-initiated projects, including plan checks, inspections, and consultation. Engaging Herwit under a separate, project-specific cost recovery structure will ensure the following:

- Consistent, high-quality review of new development proposals
- Timely engineering support for plan approval and construction oversight
- Compliance with District standards
- Minimal impact on internal staffing resources
- Full cost recovery from developers for related services

---

**FISCAL IMPACT:**

No net fiscal impact to the district.

All engineering costs associated with developer projects will be fully reimbursed by the responsible developers. All fees charged by Herwit will depend on the developer's specific needs and will be based on Herwit's current rate schedule at the time of the developer's request.

---

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

None.

---

**ATTACHMENTS:**

None.