



# 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, June 4, 2025, 5:30 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/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 Water and Wastewater DRAFT Meeting Minutes of May 7, 2025.

**D. UPDATES**

1. Village 4.
2. Well 8.
3. Well 5.
4. Lift Station P.

**E. DISCUSSION**

1. Provide Possible Feedback for the Approval of the Scope of Work for District Engineering Support Services for the Wastewater Division (not to exceed \$75,000) and Authorize the General Manager to Execute a Consulting Agreement with HERWIT Engineering.

**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.

"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 REGULAR MEETING OF THE WATER AND WASTEWATER COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, May 7, 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 April 2, 2025.

Vice-Chair Graham made a Motion to Approve the April 2, 2025 Draft Meeting Minutes.

Chair Graves seconded.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

##### D. UPDATES

None.

##### E. DISCUSSION

1. Discussion and Possible Feedback Regarding the Engineering Services Scope of Work for the Sand Point Pipeline Replacement Project.

Presented by Jason Coleman of Luhdorff & Scalmanini.

- The existing 8-inch underwater pipeline between Sand Point Court and Newport Lane is undersized.
- To enhance system reliability and capacity, the existing pipeline under Newport Bay is proposed to be replaced with a 12-inch High Density Polyethylene pipeline section.
- TODB will need to secure a new easement from Reclamation District 800 and the landowner on the Sand Point Court side of the project in a small area.
- Project is estimated to take 18 months to complete.
- Estimated cost of engineering design and support services from LSCE is \$427,362.
- This item will come to the Board of Directors at the May 21, 2025 meeting.

2. Discussion and Possible Feedback Regarding the State Mandated Cross-Connection Program and Policy.

Presented by Water & Wastewater Manager Aaron Goldsworthy.

- Cross-connections are actual or potential connections between a potable water supply and non-potable water plumbing. Backflow is the unintended reversal of water flow through a cross-connection, which can result in a potentially serious public health hazard.
- The Cross-Connection Control Policy Handbook (CCCPH) requires all California water systems to submit a cross-connection control plan to the State Water Resource Control Board for review and approval by July 1, 2025. This plan must outline the following:
  - Hazard assessment and reassessment processes
  - Backflow preventer assembly requirements and test tracking
  - Enforcement and corrective actions
  - Public awareness campaigns
  - Recordkeeping and Tracking
- SoCal Water and Hydro Corp are two vendors offering full-service Cross-Connection services.
  - **SoCal Water annual cost with 4% increase or US CPI:**
    - Year 1: \$148,000.00
    - Year 2: \$153,920.00
    - Year 3: \$160,077.00
    - Total 3 Year: \$461,997.00
  - **HydroCorp Annual Cost:**
    - Year 1: \$72,884.25
    - Year 2: \$75,800.66
    - Year 3: \$78,832.69
    - Total 3 Year: \$227,517.60
- Committee would like to have HydroCorp attend a future meeting to field questions. They understand that HydroCorp was unable to attend meeting due to a last-minute emergency.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**G. ADJOURNMENT**

1. Adjourned at 6:04p.m. to the next Standing Water and Wastewater Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

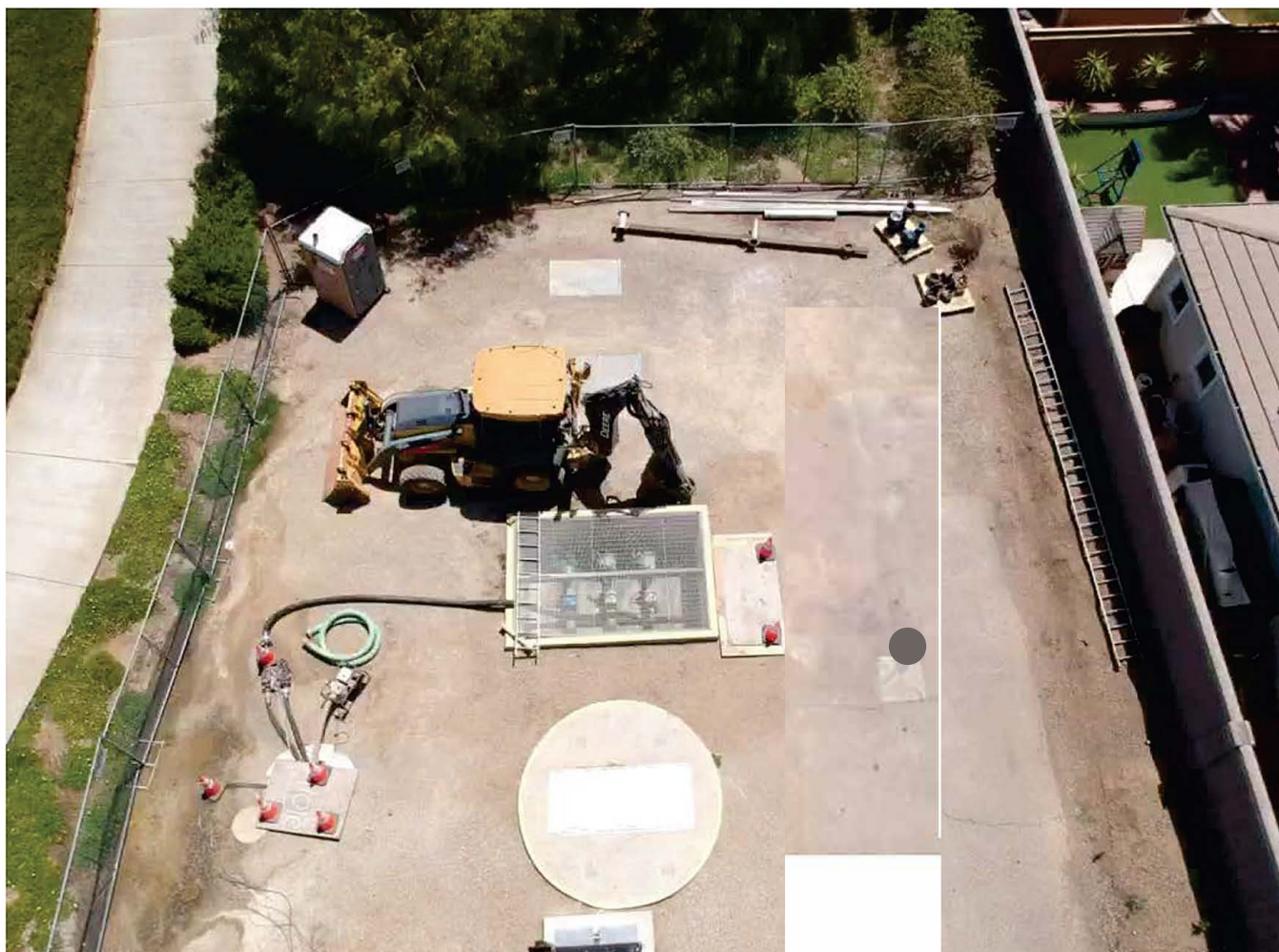


## VILLAGE 4





## VILLAGE 4

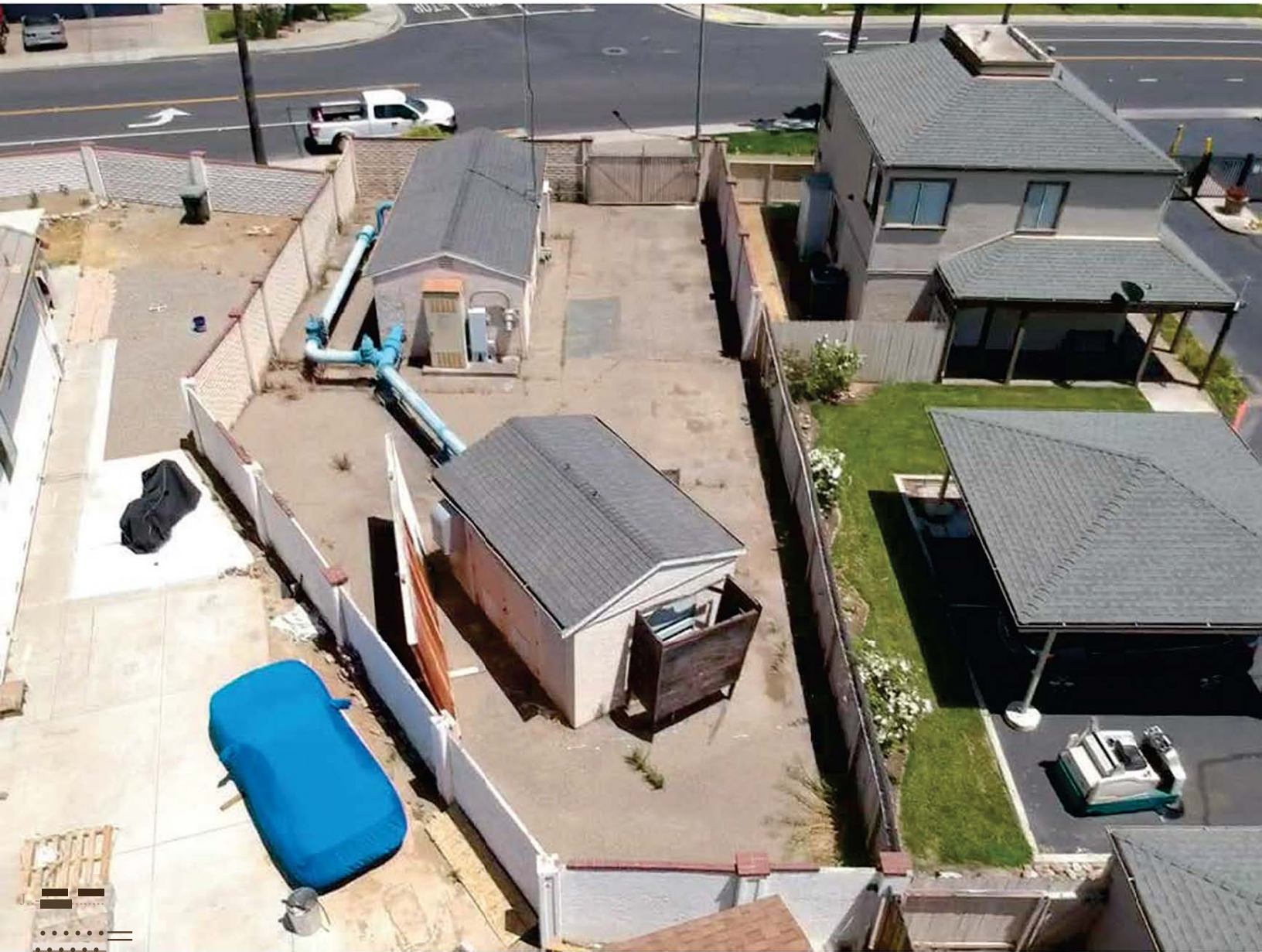


## WELL 8



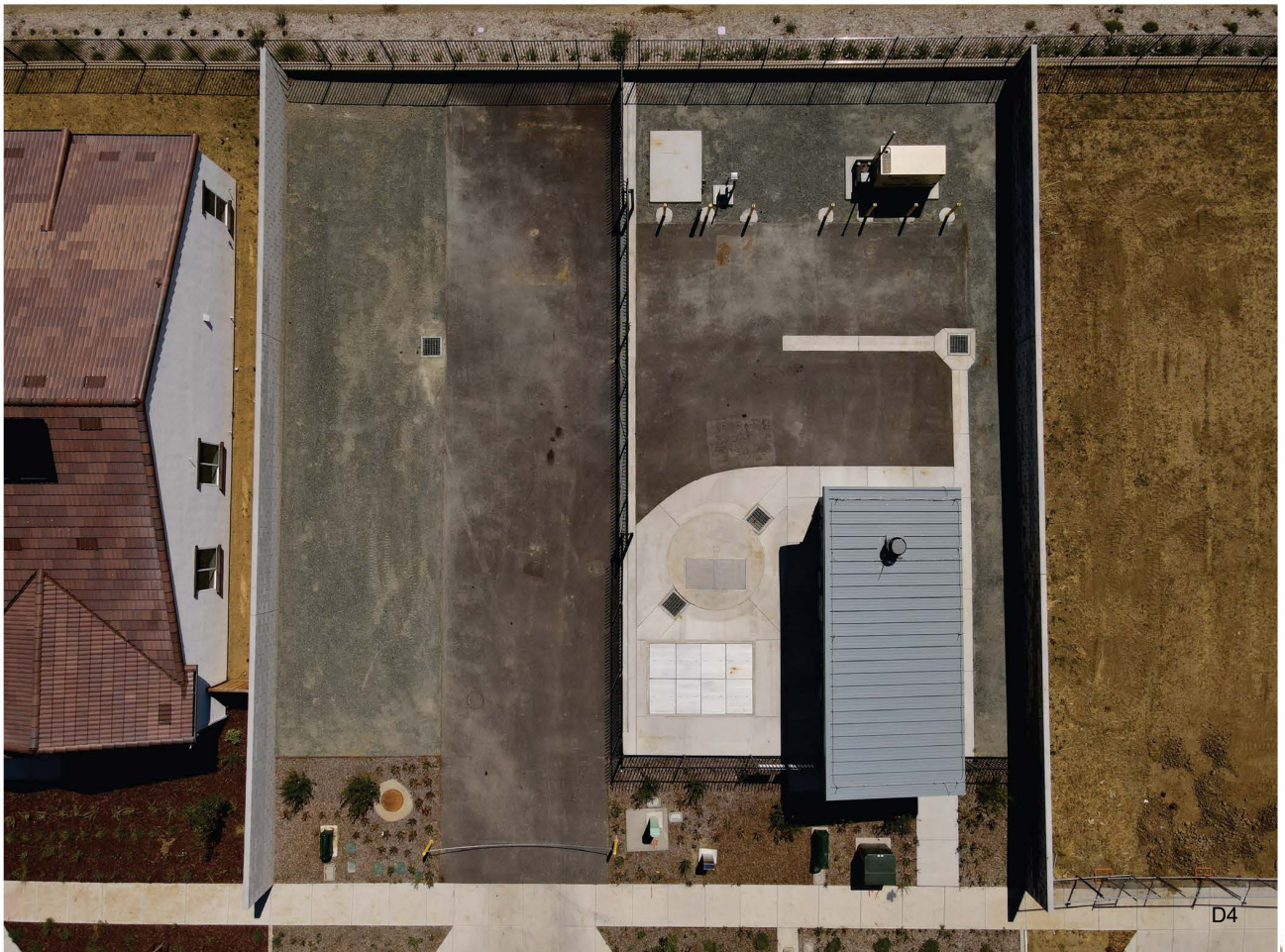


## WELL 5





# LIFT STATION P





# LIFT STATION P







# Town of Discovery Bay

## *"A Community Services District"*

### STAFF REPORT

**Agenda Title:** Provide Possible Feedback for the Approval of the Scope of Work for District Engineering Support Services for the Wastewater Division (not to exceed \$75,000) and Authorize the General Manager to Execute a Consulting Agreement with HERWIT Engineering.

**Meeting Date:** June 4, 2025

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

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

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#### RECOMMENDED ACTION:

Provide feedback regarding the approval of the attached HERWIT Engineering Scope of Work for District Engineering Support Services for the Wastewater Division of the Town of Discovery Bay and authorize the General Manager to execute the Town's standard form of Consulting Agreement to perform these services.

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#### EXECUTIVE SUMMARY:

The Town of Discovery Bay requires ongoing engineering support for its Wastewater Division to ensure the continued safe, compliant, and efficient operation of wastewater facilities and infrastructure. The attached Scope of Work outlines a comprehensive suite of services to be provided by the District Engineer on an as-needed consulting basis. These services are essential for plan review, project design, construction oversight, regulatory compliance, and general engineering support.

The Herwit Engineering Consultant, Inc. scope of work includes plan checking for subdivision and construction documents, field inspections, witnessing of testing procedures, attendance at project and board meetings, general administrative support, project design, process assistance, and permitting support. This approach allows the District to maintain high standards for public health, safety, and regulatory compliance while supporting ongoing and future capital improvement projects.

#### Scope of Work Overview

The District Engineer will provide the following services as detailed in the attached Exhibit A1:

- **Plan Checking:** Review subdivision plans and construction documents for wastewater facilities to ensure compliance with District standards. Provide timely feedback and maintain project documentation.
- **Field Inspections:** Inspect construction of wastewater facilities, including sewers, pipelines, pump stations, and treatment plants. Participate in final project walk-throughs and punch-list development.
- **Testing, Review, and Witnessing:** Witness and review testing of mechanical and electrical equipment for wastewater facilities as requested.
- **Meeting Attendance:** Attend and participate in construction meetings, special meetings to resolve construction issues, and provide updates at District Board meetings as needed.

- **General Administrative Services:** Maintain organized project files, route project correspondence, and provide monthly progress reports on work performed and budget status.
- **Project Design:** Prepare plans and specifications for the construction of wastewater facilities, including civil, mechanical, structural, and electrical design deliverables. Provide bid period assistance and cost estimates at key project milestones.
- **Process Assistance:** Inspect and recommend improvements to wastewater collection and treatment systems.
- **Permit and Public Agency Assistance:** Support the District in negotiations and permitting with other agencies, including EIR review, permit applications, and interagency meetings.
- **Additional Support:** Assist with water facilities or other District infrastructure as requested.

All services will be performed in accordance with industry standards and within the timelines specified in the scope.

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#### **FISCAL IMPACT:**

FISCAL YEAR 2025-2026: Services will be provided on a time-and-materials basis per the consultant's current fee schedule. A not-to-exceed amount will be established in the consulting agreement (not to exceed \$75,000), with any additional services or budget increases requiring prior Board approval.

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

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#### **ATTACHMENTS:**

1. Exhibit A – Scope of Work: District Engineer Engineering Support Services.
2. Fee Schedule.



**EXHIBIT A**  
**SCOPE OF WORK**  
**DISTRICT ENGINEER**  
**ENGINEERING SUPPORT SERVICES**  
**FOR THE**  
**DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

The purpose of this Scope of Work is to provide engineering support services, on an as- needed consulting bases, as District Engineer for the Discovery Bay Community Services District.

**CONSULTANT’S SERVICES**

The CONSULTANT shall perform the following tasks in carrying out these services and shall perform all services in a manner consistent with the standards of the industry.

**TASK 1- ENGINEERING SUPPORT SERVICES AS DISTRICT ENGINEER**

- 1.1. PLAN CHECKING: Consultant shall review all subdivision plans and construction documents for wastewater facilities ultimately owned by the District. Consultant shall review, and return signed copies of each submittal to the District for distribution to project applicants. Where possible, Consultant’s comments shall be summarized on a comment sheet attached to one submittal copy.
- 1.1.1. Consultant shall review construction documents for construction materials and methods acceptable to the District as they relate to the construction of wastewater facilities only, including pipe lines, sewers systems, wastewater plants, wastewater pumping stations, as well as other ancillary facilities directly supporting wastewater facilities such as electrical and control buildings.
  - 1.1.2. The following submittals will not be reviewed by the Consultant: Temporary Construction Submittals including shoring submittals.
  - 1.1.3. The Consultant shall maintain a file of all project plans and submittals.
  - 1.1.4. The Consultant’s review of plans and submittals shall be completed, and review comments sent to the District within twenty-five (25) calendar days following the receipt of the submittal in the Consultant’s office. If for any reason the review cannot be performed within this twenty-five (25) day calendar day period, Consultant shall notify the District and give reason for the delay.
  - 1.1.5. The Consultant’s review is not intended as acceptance of the work if plans and

submittals contain errors, omissions, or inconsistencies not discovered by Consultant, nor is the review intended to relieve the submitting applicant of his full responsibility for proper engineering and design, nor is the review intended to ensure or guarantee lack of errors, omissions, or inconsistencies in submitted construction documents.

1.2. FIELD INSPECTIONS: Consultant shall provide field inspection services including the following:

- 1.2.1. The Consultant shall inspect the construction of wastewater facilities including sewers, manholes, pipelines, pump stations, treatment plants, and support facilities as requested by the District.
- 1.2.2. The Consultant shall be present during a single final project “walk-through” inspection with the District. Consultant shall participate in review and development of final inspection “punch-list.”

1.3. TESTING, REVIEW, and WITNESSING: The Consultant will perform review of procedures and witness testing of mechanical and electrical facilities including the following:

- 1.3.1. The Consultant shall witness the testing of wastewater facilities including mechanical and electrical equipment as requested by the District.

1.4. ATTENDANCE AT MEETINGS: The Consultant shall attend meetings as District Engineer including the following

- 1.4.1. Construction Meetings. Consultant shall attend and participate in certain project meetings at project sites in order to keep abreast of construction activities and be involved in questions which may arise concerning construction quality as requested by the District. During construction site visits, Consultant shall observe construction progress and shall discuss with Construction Manager relevant construction issues.
- 1.4.2. Special Meetings. CONSULTANT shall attend special meetings to discuss and assist in resolving any construction issues as requested by the District.
- 1.4.3. District Board Presentations. Attend and update District Board meetings as requested.

1.5. GENERAL ADMINISTRATIVE SERVICES. Consultant shall furnish general administrative services to remain current on District projects and to provide for organized execution of work and retrieval of information. Such services shall include the following:



- 1.5.1. Review and route, as appropriate, Project correspondence furnished by the Construction Manager and other entities. Maintain a logical and retrievable filing system.
  - 1.5.2. Identify subject on correspondence and transmittals in accordance with a subject identification procedure established by the Construction Manager.
  - 1.5.3. Provide DISTRICT each month during the term of this Project, a brief written progress report on the services performed. Such reports shall include the cumulative percentage of the overall budget expended hereunder, a brief description of the work performed during the reporting period, and such other information as may be appropriate.
- 1.6. PROJECT DESIGN: The Consultant shall prepare plans and specifications for the construction of wastewater facilities to support District activities as requested by the District. Consultant shall prepare a separate scope and fee estimate for such services to be approved by the District. When design services are performed, they shall be completed in the following manner:
- 1.6.1. CONSULTANT shall prepare a set of civil, mechanical, structural, and electrical design drawings and technical specifications (CSI format) suitable for assignment by the owner to a general contractor for construction.
  - 1.6.2. The drawings shall conform to Consultant's typical CADD guidelines.
  - 1.6.3. Plans and specifications shall include the technical information required for the construction of the civil, mechanical, electrical, and structural facilities.
  - 1.6.4. Preparation of the plans and specifications shall include the submittal of 30 and 90 percent complete documents for review by the District, as well as 100 percent complete documents, incorporating the District's comments.
  - 1.6.5. Consultant shall deliver the reproducible technical specifications and construction drawings for each project. Electronic files shall also be delivered to the District.
  - 1.6.6. CONSULTANT shall prepare an estimate for the construction cost of the work at the 30 percent and 90 percent completion stages of the project.
  - 1.6.7. Bid Period Assistance: Consultant shall assist the District prior to awarding construction contracts by:
    - 1.6.7.1. Responding to questions from prospective General Contractor's prior to OWNER awarding contract.
    - 1.6.7.2. Preparing addenda.

- 1.6.7.3. OWNER shall be responsible for distribution of original documents and addenda to prospective General Contractor's.
- 1.6.8. Engineering Deliverables: Consultant shall provide the following deliverables as part of design services:
  - 1.6.8.1. 30 percent (30%) design plans and technical specifications (2 copies).
  - 1.6.8.2. 90 percent (90%) design plans and technical specifications (2 copies).
  - 1.6.8.3. One hundred percent (100 %) design plans and technical specifications (reproducible originals).
  - 1.6.8.4. Addenda to plans and specifications (reproducible originals).
- 1.7. PROCESS ASSISTANCE: Consultant shall inspect and make recommendations for improvements to wastewater collection and treatment systems as requested by the District.
- 1.8. PERMIT AND PUBLIC AGENCY ASSISTANCE: Consultant shall assist the District in negotiating with and permitting facilities through other public agencies as requested by the District. Such work to include Environmental Impact Report (EIR) review, permit negotiations, permit applications, and meetings and correspondence with other public agencies.
- 1.9. Assist the District with water facilities or other facilities as requested.

## **PROJECT PERSONNEL**

- 2. Consultant shall assign the following project personnel to this project:
  - 2.1. Kurt A. Gardner, a registered civil engineer, shall serve as project manager for the Consultant and shall personally oversee the performance of Consultant's Services. Mr. Gardner shall be responsible for civil engineering services.
  - 2.2. Gregory P. Harris, a registered mechanical engineer, shall be responsible for mechanical engineering services and civil engineering services under the direction of the project manager.
  - 2.3. Subconsultants: Consultant shall hire subconsultants in other engineering disciplines as required to assist in performing support services under this contractor.

HERWIT  
ENGINEERING

HERWIT ENGINEERING

7/01/25 - 06/30/26 FEE SCHEDULE

<u>Personnel</u>	<u>Hourly Rate</u>
Engineering (Process, Mechanical, Civil)	\$250.00
Drafting	\$125.00
Word Processing	\$105.00
<u>Subconsultants</u>	
Engineering (Electrical - Structural)	\$190.00
Other Direct Costs	
Travel, \$/mi	Federal Reimbursement
Subconsultants	Cost + 10%
Internal Printing	@ direct cost
Misc. travel and other indirect expenses	@ direct cost