



# TOWN OF DISCOVERY BAY

*"A COMMUNITY SERVICES DISTRICT"*

**SDLF PLATINUM-Level of Governance**

**President Bryon Gutow, Vice-President Kevin Graves, Director Ashley Porter,  
Director Carolyn Graham and Director Lesley Belcher**

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## **NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY August 19, 2026 07:00 PM**

### **To Attend In-Person:**

Discovery Bay Community Center, 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/85454370841>

**To Attend by Phone:** +1 (669) 444-9171 OR +1 (719) 359-4580 & Webinar ID 85454370841

**To Download Agenda Packet & Materials:** <http://www.todb.ca.gov/>

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

1. Call Meeting to Order at 7:00p.m.
2. Pledge of Allegiance.
3. Roll Call.

### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)**

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 dialogue 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.

- |     |                                                                                                       |         |
|-----|-------------------------------------------------------------------------------------------------------|---------|
| C.1 | Approve Regular Board of Directors DRAFT Meeting Minutes from August 5, 2026.                         | Page 4  |
|     | Sponsor(s): Kelly Rajala, Board Secretary                                                             |         |
| C.2 | Approve the Special District Risk Management Association Health Benefits Memorandum of Understanding. | Page 8  |
|     | Sponsor(s): Dina Breitstein, General Manager                                                          |         |
| C.3 | Monthly Disbursement Report - July 2026                                                               | Page 10 |
|     | Sponsor(s): Alex Cassett, Accounting Technician and Margaret Moggia, Finance Manager                  |         |

### **D. MUNICIPAL ADVISORY COUNCIL**

### **E. PRESENTATIONS**

- |     |                                                |         |
|-----|------------------------------------------------|---------|
| E.1 | Veolia Monthly Presentation - July 2026.       | Page 15 |
|     | Sponsor(s): Jeff Dobretz, Veolia North America |         |

### **F. DISCUSSION AND POSSIBLE ACTION**

- |     |                                                                                                                                                                       |         |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| F.1 | Discussion and Possible Action to Authorize a Professional Services Agreement with Shobe Engineering for Services Related to Repairs of Well No. 7 Site Access.       | Page 23 |
|     | Sponsor(s): Justin Shobe, Shobe Engineering                                                                                                                           |         |
| F.2 | Discussion and Possible Action Regarding the Approval of Agreement with Shobe Engineering for District Water Engineering General Services for Fiscal Year 2026– 2027. | Page 36 |
|     | Sponsor(s): Aaron Goldsworthy, Water & Wastewater Manager                                                                                                             |         |

F.3 Discussion and Possible Action to Approve the Purchase of the Steel Components for the Solar Array Project.

**G. MANAGER'S REPORT**

**H. GENERAL MANAGER'S REPORT**

**I. DIRECTOR REPORTS**

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

**K. CORRESPONDENCE**

K.1 Cal OES Notification of Award Denial.

Page 45

**L. LEGAL REPORT**

**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

Adjourn to the next Regular Meeting of the Board of Directors on September 2, 2026 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.



**MINUTES OF THE REGULAR MEETING  
OF THE FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
August 05, 2026 04:30 PM**

Chair Kevin Graves and Vice-Chair Ashley Porter

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**A. ROLL CALL**

Meeting was called to order at 4:00.  
Roll call was taken and all members were present.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)**

None.

**C. CONSENT CALENDAR**

**Moved By** Vice-Chair Ashley Porter

**Seconded By** Chair Kevin Graves

Motion to approve the Consent Calendar.

For (2):                      Chair Kevin Graves, and Vice-Chair Ashley Porter

**Motion Carried (2 to 0)**

C.1    Approve Finance Committee DRAFT Meeting Minutes from June 3, 2026.

**D. UPDATES**

D.1    Utility Billing Update - Tyler Payments AutoPay Conversion

Presented by Finance Manager Margaret Moggia.

- Tyler Payments (Municipal Online Payments) will begin in September.

- Information will be included with July and August utility bills.
- Customers currently using Xpress Bill Pay will receive an email with instructions.
- There is no fee to customers for using the service.

## **E. PRESENTATIONS**

### **E.1 Fiscal Year 2025-2026 Financial Audit Introduction**

Finance Manager Margaret Moggia introduced Daphne Munoz with Clifton Larson Allen (CLA).

- Scope and Deliverables
  - Financial Statement Audit: Express an opinion in accordance with U.S. GAAP, report on internal control over financial reporting and on compliance in accordance with GAS.
  - Communications: End of audit governance communications, internal control communications.
  - Non-Audit Services: Proposal of adjusting or correcting journal entries, assistance with adopting new accounting standards, assistance with Special District Financial Transaction Report.
- Audit Plan Overview
  - Preliminary Procedures: June/July
  - Fieldwork: August/September
  - Final Reporting: November
- Responsibilities
  - Governance: strategic direction, accountability, including financial reporting.
  - Management: internal controls, accounting policies, management decisions, fair presentation of financial statements, programs to prevent and detect fraud.
  - Independent Auditor: opinion on fair presentation of financial statements, audit in accordance with GAAS/GAS, understanding of internal controls, risk based audit approach.
- GASB 103 Financial Reporting Model Improvements
  - Updated disclosure guidance for: MD&A consistency, clearer definition of unusual or infrequent items, presentation of proprietary fund statements, major component unit information.
- GASB 104 Disclosure of Certain Capital Assets
  - Will clarify how capital assets are disclosed in financials: Capital assets held for sale and related pledged debt, leased assets, subscription assets, right to use PPP assets.
- GASB 105 Subsequent Events
  - Clarifies subsequent event definition and establishes specific note disclosure

requirements: subsequent event time frame, recognized vs non-recognized events, disclosure of date through which subsequent events were evaluated, specific disclosure requirements for non-recognized events.

## E.2 Bi-Monthly Finance Presentation

Presented by Finance Manager Margaret Moggia.

- Regatta Park dedication funds and other special projects: \$601,592.
- Water
  - Capacity/Connection Fees: \$268,520.
  - Expenses are within budget.
  - Days cash on hand: 249 days.
- Wastewater
  - Expenses are within budget.
  - Days cash on hand: 750 days.
- Zone 8
  - Expenses are within budget.
  - County funds of \$150,000 received for Community Center; portion deferred until next year when expenditures is expected.
- Zone 9
  - Net revenue: \$12,298.
- FY 2026 Capital Projects
  - Mobile Modular
  - Well 8
  - Marina Underwater Crossing
  - Cathodic Protection
  - Solar Project
  - Sand Point Underwater Crossing
  - Village Lift Station
  - Lift Station PLC Upgrades
  - Miscellaneous Projects
  - Pickleball Court Conversion
  - Community Center Synthetic Turf
  - Community Center Retaining Wall
- FY 2026 Cash Balances
  - Cash: \$6,407,162.00
  - Investments: \$11,607,091.00
  - Total Portfolio: \$18,014,253.00
- Upcoming/In Progress
  - Financial Software Implementation
    - Modules in progress: Municipal Online Payments

- Fiscal Year 2026 Audit
- Financial Modeling and Debt Planning

**F. DISCUSSION ITEMS**

F.1 Discussion and Possible Feedback to Approve the Capacity and Connection Accounting Report for the Fiscal Year 2025-2026.

Presented by Finance Manager Margaret Moggia.

- Each year, the District is required to prepare a Capacity and Connection Accounting Report that shows fees collected during the fiscal year.
- For FY 2025-2026, water capacity and connection fees in the amount of \$268,520 and wastewater capacity and connection fees in the amount of \$673,400 were collected.
- The District received \$21,000 in Administration and Inspection Fees.

**G. FUTURE AGENDA ITEMS**

None.

**H. ADJOURNMENT**

Meeting was adjourned at 5:22 p.m.

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Kelly Rajala



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2026-12**

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:**

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

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

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 19 day of August, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Bryon Gutow  
Board President

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Kelly Rajala  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Monthly Disbursement Report – July 2026

**Meeting Date:** August 19, 2026

**Prepared By:** Alex Cassett, Accounting Technician, Margaret Moggia, Finance Manager

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

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### RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following 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 July 2026 for a total amount of \$1,654,829.80. In addition, six utility billing check refunds totaling \$957.45 were issued in the month of July 2026.

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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:

N/A

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### ATTACHMENTS:

1. Check Report – BOD Report



Town of Discovery Bay CSD, CA

Check Report

By Check Number

Date Range: 07/01/2026 - 07/31/2026

| Vendor Number                                       | Vendor Name                            | Payment Date | Payment Type | Discount Amount | Payment Amount | Number        |
|-----------------------------------------------------|----------------------------------------|--------------|--------------|-----------------|----------------|---------------|
| <b>Bank Code: Pooled Bank-Five Star Pooled Bank</b> |                                        |              |              |                 |                |               |
| 00692                                               | Old Republic Title Company             | 07/02/2026   | Regular      | 0.00            | 400.00         | 25850         |
| 00975                                               | Aflac                                  | 07/02/2026   | Regular      | 0.00            | 288.22         | 25851         |
| 01261                                               | Ashley Porter                          | 07/02/2026   | Regular      | 0.00            | 230.00         | 25852 Reissue |
| 01407                                               | Central Valley Salinity Coalition Inc. | 07/02/2026   | Regular      | 0.00            | 2,537.25       | 25853         |
| 01230                                               | Concentra                              | 07/02/2026   | Regular      | 0.00            | 489.00         | 25854         |
| 01494                                               | Hannah Grossetete                      | 07/02/2026   | Regular      | 0.00            | 192.50         | 25855         |
| 01130                                               | Kelly Rajala                           | 07/02/2026   | Regular      | 0.00            | 119.33         | 25856         |
| 01492                                               | Kendalyn Farnan                        | 07/02/2026   | Regular      | 0.00            | 142.50         | 25857         |
| 00403                                               | Luhdorff & Scalmanini                  | 07/02/2026   | Regular      | 0.00            | 7,862.00       | 25858         |
| 01184                                               | Pacific Surfacing Inc                  | 07/02/2026   | Regular      | 0.00            | 1,500.00       | 25859         |
| 01490                                               | Paige Harris                           | 07/02/2026   | Regular      | 0.00            | 139.00         | 25860         |
| 01249                                               | Quadient Leasing USA Inc               | 07/02/2026   | Regular      | 0.00            | 1,000.00       | 25861         |
| 01338                                               | SiteOne Landscape Supply LLC           | 07/02/2026   | Regular      | 0.00            | 25,624.55      | 25862         |
| 01400                                               | Tyler Technologies Inc                 | 07/02/2026   | Regular      | 0.00            | 360.00         | 25863         |
| 01344                                               | Valencia Janitorial Plus               | 07/02/2026   | Regular      | 0.00            | 2,390.00       | 25864         |
| 00660                                               | Watersavers Irrigation Inc             | 07/02/2026   | Regular      | 0.00            | 16.04          | 25865         |
| 01495                                               | Zaire Kwame Calhoun                    | 07/02/2026   | Regular      | 0.00            | 197.31         | 25866         |
| 01066                                               | Badger Meter                           | 07/09/2026   | Regular      | 0.00            | 1,125.00       | 25867         |
| 00230                                               | Dina Breitstein                        | 07/09/2026   | Regular      | 0.00            | 194.70         | 25868         |
| 01482                                               | Karlee Rosalez                         | 07/09/2026   | Regular      | 0.00            | 1,050.00       | 25869         |
| 00765                                               | National Aquatic Services Inc          | 07/09/2026   | Regular      | 0.00            | 350.00         | 25870         |
| 00518                                               | Ricoh USA Inc                          | 07/09/2026   | Regular      | 0.00            | 1,232.05       | 25871         |
| 00858                                               | Robert Half                            | 07/09/2026   | Regular      | 0.00            | 1,566.40       | 25872         |
| 01338                                               | SiteOne Landscape Supply LLC           | 07/09/2026   | Regular      | 0.00            | 325.29         | 25873         |
| 01400                                               | Tyler Technologies Inc                 | 07/09/2026   | Regular      | 0.00            | 540.00         | 25874         |
| 01068                                               | CaliforniaChoice Benefit Admin         | 07/14/2026   | Regular      | 0.00            | 23,676.87      | 25881         |
| 01468                                               | Arts in Motion Collective LLC          | 07/16/2026   | Regular      | 0.00            | 402.50         | 25882         |
| 01066                                               | Badger Meter                           | 07/16/2026   | Regular      | 0.00            | 6,377.94       | 25883         |
| 01222                                               | Bryon Gutow                            | 07/16/2026   | Regular      | 0.00            | 345.00         | 25884         |
| 01270                                               | Carolyn Graham                         | 07/16/2026   | Regular      | 0.00            | 575.00         | 25885         |
| 00123                                               | Caselle LLC                            | 07/16/2026   | Regular      | 0.00            | 590.00         | 25886         |
| 01106                                               | Contra Costa County Public Works Dept  | 07/16/2026   | Regular      | 0.00            | 1,537.87       | 25887         |
| 01231                                               | CPS HR Consulting                      | 07/16/2026   | Regular      | 0.00            | 1,025.00       | 25888         |
| 00221                                               | Denalect Alarm Company                 | 07/16/2026   | Regular      | 0.00            | 126.00         | 25889         |
| 01476                                               | Denise Sneath                          | 07/16/2026   | Regular      | 0.00            | 403.50         | 25890         |
| 00289                                               | Freedom Mailing Service Inc            | 07/16/2026   | Regular      | 0.00            | 4,584.73       | 25891         |
| 01499                                               | Heather Schomaker                      | 07/16/2026   | Regular      | 0.00            | 13.39          | 25892         |
| 00327                                               | Herwit Engineering                     | 07/16/2026   | Regular      | 0.00            | 19,248.00      | 25893         |
| 01417                                               | Ising's Culligan Water Conditioning    | 07/16/2026   | Regular      | 0.00            | 352.10         | 25894         |
| 00870                                               | Karina Dugand                          | 07/16/2026   | Regular      | 0.00            | 1,168.50       | 25895         |
| 01486                                               | Marion Sarabia III                     | 07/16/2026   | Regular      | 0.00            | 150.00         | 25896         |
| 01313                                               | Michelle Dominge                       | 07/16/2026   | Regular      | 0.00            | 735.00         | 25897         |
| 00446                                               | Neumiller & Beardslee                  | 07/16/2026   | Regular      | 0.00            | 9,361.56       | 25898         |
| 01312                                               | ODP Office Solutions LLC               | 07/16/2026   | Regular      | 0.00            | 856.58         | 25899         |
| 00461                                               | Pacific Gas & Electric                 | 07/16/2026   | Regular      | 0.00            | 83,366.94      | 25900         |
| 01373                                               | Shred City                             | 07/16/2026   | Regular      | 0.00            | 149.00         | 25901         |
| 01400                                               | Tyler Technologies Inc                 | 07/16/2026   | Regular      | 0.00            | 150.00         | 25902         |
| 00660                                               | Watersavers Irrigation Inc             | 07/16/2026   | Regular      | 0.00            | 1,134.90       | 25903         |
| 00058                                               | Bay Area News Group                    | 07/23/2026   | Regular      | 0.00            | 135.66         | 25904         |
| 00080                                               | Brentwood Ace Hardware                 | 07/23/2026   | Regular      | 0.00            | 490.53         | 25905         |
| 01230                                               | Concentra                              | 07/23/2026   | Regular      | 0.00            | 978.00         | 25906         |
| 01388                                               | DebtBook                               | 07/23/2026   | Regular      | 0.00            | 5,500.00       | 25907         |
| 00240                                               | Discovery Pest Control                 | 07/23/2026   | Regular      | 0.00            | 294.00         | 25908         |
| 01396                                               | DoorKing Inc                           | 07/23/2026   | Regular      | 0.00            | 39.95          | 25909         |

## Check Report

Date Range: 07/01/2026 - 07/30/2026

| Vendor Number | Vendor Name                             | Payment Date | Payment Type | Discount Amount | Payment Amount | Number     |
|---------------|-----------------------------------------|--------------|--------------|-----------------|----------------|------------|
| 00694         | Grainger                                | 07/23/2026   | Regular      | 0.00            | 4,412.64       | 25910      |
| 01404         | Lesley Belcher                          | 07/23/2026   | Regular      | 0.00            | 230.00         | 25911      |
| 00235         | Mt Diablo Resource Recovery             | 07/23/2026   | Regular      | 0.00            | 4,631.00       | 25912      |
| 00235         | Mt Diablo Resource Recovery             | 07/23/2026   | Regular      | 0.00            | 586.27         | 25913      |
| 01312         | ODP Office Solutions LLC                | 07/23/2026   | Regular      | 0.00            | 157.55         | 25914      |
| 00461         | Pacific Gas & Electric                  | 07/23/2026   | Regular      | 0.00            | 91,008.18      | 25915      |
| 01242         | Precision IT Consulting                 | 07/23/2026   | Regular      | 0.00            | 6,191.21       | 25916      |
| 00613         | Town of Discovery Bay CSD               | 07/23/2026   | Regular      | 0.00            | 14,849.11      | 25917      |
|               | **Void**                                | 07/23/2026   | Regular      | 0.00            | 0.00           | 25918      |
| 00975         | Aflac                                   | 07/30/2026   | Regular      | 0.00            | 288.22         | 25919      |
| 01106         | Contra Costa County Public Works Dept   | 07/30/2026   | Regular      | 0.00            | 2,079.77       | 25920      |
| 00289         | Freedom Mailing Service Inc             | 07/30/2026   | Regular      | 0.00            | 4,594.42       | 25921      |
| 01482         | Karlee Rosalez                          | 07/30/2026   | Regular      | 0.00            | 2,900.00       | 25922      |
| 00779         | Lincoln Aquatics                        | 07/30/2026   | Regular      | 0.00            | 1,866.44       | 25923      |
| 00403         | Luhdorff & Scalmanini                   | 07/30/2026   | Regular      | 0.00            | 15,189.00      | 25924      |
| 01383         | Monarch Landscape LLC                   | 07/30/2026   | Regular      | 0.00            | 6,840.00       | 25925      |
| 00765         | National Aquatic Services Inc           | 07/30/2026   | Regular      | 0.00            | 700.00         | 25926      |
| 01312         | ODP Office Solutions LLC                | 07/30/2026   | Regular      | 0.00            | 89.89          | 25927      |
| 01389         | PACE Supply Corp                        | 07/30/2026   | Regular      | 0.00            | 39,167.51      | 25928      |
| 01424         | Shobe Engineering LLP                   | 07/30/2026   | Regular      | 0.00            | 8,090.00       | 25929      |
| 01400         | Tyler Technologies Inc                  | 07/30/2026   | Regular      | 0.00            | 120.00         | 25930      |
| 00660         | Watersavers Irrigation Inc              | 07/30/2026   | Regular      | 0.00            | 655.90         | 25931      |
| 01379         | Diablo Excavation & Construction        | 07/02/2026   | EFT          | 0.00            | 24,034.60      | 2000072    |
| 01252         | Geotab USA Inc                          | 07/02/2026   | EFT          | 0.00            | 237.00         | 2000073    |
| 01488         | SPECIAL DISTRICTS RISK MANAGEMENT AUTHO | 07/02/2026   | EFT          | 0.00            | 419,454.68     | 2000074    |
| 01489         | SPECIAL DISTRICTS RISK MANAGEMENT AUTHO | 07/02/2026   | EFT          | 0.00            | 53,656.06      | 2000075    |
| 01006         | Monica Gallo                            | 07/02/2026   | EFT          | 0.00            | 38.57          | 2000076    |
| 00644         | Veolia Water North America              | 07/06/2026   | EFT          | 0.00            | 151,746.36     | 2000077    |
| 01419         | Stephen Griswold                        | 07/09/2026   | EFT          | 0.00            | 162.96         | 2000078    |
| 01239         | BSK Associates                          | 07/09/2026   | EFT          | 0.00            | 314.07         | 2000079    |
| 01402         | CoAct24 LLC                             | 07/09/2026   | EFT          | 0.00            | 1,845.00       | 2000080    |
| 01379         | Diablo Excavation & Construction        | 07/09/2026   | EFT          | 0.00            | 11,205.06      | 2000081    |
| 01414         | HydroCorp                               | 07/09/2026   | EFT          | 0.00            | 6,316.72       | 2000082    |
| 01423         | Corrosion Integrity LLC                 | 07/16/2026   | EFT          | 0.00            | 5,917.25       | 2000083    |
| 01379         | Diablo Excavation & Construction        | 07/16/2026   | EFT          | 0.00            | 26,931.00      | 2000084    |
| 00540         | SPECIAL DISTRICTS RISK MANAGEMENT AUTHO | 07/16/2026   | EFT          | 0.00            | 2,594.78       | 2000085    |
| 00644         | Veolia Water North America              | 07/16/2026   | EFT          | 0.00            | 428,670.89     | 2000086    |
| 01239         | BSK Associates                          | 07/23/2026   | EFT          | 0.00            | 918.84         | 2000087    |
| 01384         | CivicPlus LLC                           | 07/23/2026   | EFT          | 0.00            | 9,521.01       | 2000088    |
| 01379         | Diablo Excavation & Construction        | 07/23/2026   | EFT          | 0.00            | 9,660.41       | 2000089    |
| 01402         | CoAct24 LLC                             | 07/30/2026   | EFT          | 0.00            | 1,430.00       | 2000090    |
| 01379         | Diablo Excavation & Construction        | 07/30/2026   | EFT          | 0.00            | 22,686.54      | 2000091    |
| 01274         | Empower Retirement                      | 07/02/2026   | Bank Draft   | 0.00            | 3,561.00       | DFT070226  |
| 01274         | Empower Retirement                      | 07/17/2026   | Bank Draft   | 0.00            | 3,361.00       | DFT071726  |
| 01387         | Columbia Bank                           | 07/16/2026   | Bank Draft   | 0.00            | 17,141.95      | BH05999145 |

## Bank Code Pooled Bank Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment             |
|----------------|---------------|---------------|-------------|---------------------|
| Regular Checks | 125           | 75            | 0.00        | 418,286.77          |
| Manual Checks  | 0             | 0             | 0.00        | 0.00                |
| Voided Checks  | 0             | 1             | 0.00        | 0.00                |
| Bank Drafts    | 3             | 3             | 0.00        | 24,063.95           |
| EFT's          | 35            | 20            | 0.00        | 1,177,341.80        |
|                | <b>163</b>    | <b>99</b>     | <b>0.00</b> | <b>1,619,692.52</b> |

Check Report

Date Range: 07/01/2024 - 07/30/2026

Item C.3

| Vendor Number                                         | Vendor Name           | Payment Date | Payment Type | Discount Amount | Payment Amount | Number    |
|-------------------------------------------------------|-----------------------|--------------|--------------|-----------------|----------------|-----------|
| Bank Code: Trustee Account-Trustee Account 2022 Water |                       |              |              |                 |                |           |
| 00159                                                 | Conco West Inc        | 07/15/2026   | Bank Draft   | 0.00            | 30,670.75      | 111012094 |
| 00403                                                 | Luhdorff & Scalmanini | 07/24/2026   | Bank Draft   | 0.00            | 4,466.53       | 111018295 |

Bank Code Trustee Account Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment          |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00             |
| Manual Checks  | 0             | 0             | 0.00        | 0.00             |
| Voided Checks  | 0             | 0             | 0.00        | 0.00             |
| Bank Drafts    | 2             | 2             | 0.00        | 35,137.28        |
| EFT's          | 0             | 0             | 0.00        | 0.00             |
|                | <b>2</b>      | <b>2</b>      | <b>0.00</b> | <b>35,137.28</b> |

Item C.3

All Bank Codes Check Summary

| Payment Type   | Payable Count | Payment Count | Discount | Payment      |
|----------------|---------------|---------------|----------|--------------|
| Regular Checks | 125           | 75            | 0.00     | 418,286.77   |
| Manual Checks  | 0             | 0             | 0.00     | 0.00         |
| Voided Checks  | 0             | 1             | 0.00     | 0.00         |
| Bank Drafts    | 5             | 5             | 0.00     | 59,201.23    |
| EFT's          | 35            | 20            | 0.00     | 1,177,341.80 |
|                | 165           | 101           | 0.00     | 1,654,829.80 |

Fund Summary

| Fund | Name                      | Period | Amount       |
|------|---------------------------|--------|--------------|
| 20   | Water                     | 7/2026 | 35,137.28    |
| 99   | ERP Pooled Cash Operating | 7/2026 | 1,619,692.52 |
|      |                           |        | 1,654,829.80 |

# Water & Wastewater Monthly Presentation



— THE TOWN OF —  
**DISCOVERY BAY**

*Live Where You Play*

**July 2026**

JULY 2026

# JULY SAFETY FOCUS

**Goal Zero** – *Leading Safety Together*



Item E.1



**GOAL ZERO**

Leading Safety Together



## THIS MONTH'S SAFETY TOPICS



### LIGHTNING

Know when to stop outdoor work.

- ✓ Monitor the forecast.
- ✓ When thunder roars, go indoors.



### HEARING PROTECTION & NOISE EXPOSURE

Protect your hearing.  
Wear the right PPE.

- ✓ Use hearing protection in high noise areas.



### HEAT & SUN SAFETY

Heat illness is preventable.  
Hydrate. Rest. Protect.

- ✓ Drink water often.
- ✓ Take breaks in the shade.
- ✓ Watch for signs of heat stress.

FEATURED  
FOCUS



### POISONOUS PLANTS

Many plants can cause serious skin reactions.

- ✓ Learn what to look for.  
Avoid contact. Wash up if exposed.



### MOSQUITOES & SNAKES

Stay aware in the field.  
Be prepared.

- ✓ Use repellent. Wear long sleeves.  
Watch where you step and reach.



### FIRE & ARC FLASH

Prevent incidents.  
Know your response.

- ✓ Follow LOTO procedures.  
Report hazards immediately.



**1,123**

**DAYS WITHOUT A  
RECORDABLE INCIDENT**



Keep Goal Zero going –  
stop work when conditions  
are unsafe.



# DISCOVERY BAY WATER SYSTEM

Item E.1

## WILLOW WTP



### WELLS

Well 1 **ONLINE** ✓ Well 2 **ONLINE** ✓ Well 6 **ONLINE** ✓



### FILTERS

Filter A **OFFLINE** ✗ Filter B **ONLINE** ✓ Filter 1 **ONLINE** ✓



### PRODUCTION

**59.2 MG**  
Water Production

## NEWPORT WTP



### WELLS

Well 4 **ONLINE** ✓ Well 7 **ONLINE** ✓



### FILTERS

Filter A **ONLINE** ✓ Filter B **ONLINE** ✓



### PRODUCTION

**72.6 MG**  
Water Production



### WATER DEMAND

**131.8 MG**  
(Total Demand)



### TOTAL CHLORINE

**13,144 gal**  
(5,491 + 7,653)



### WELLS RUNNING

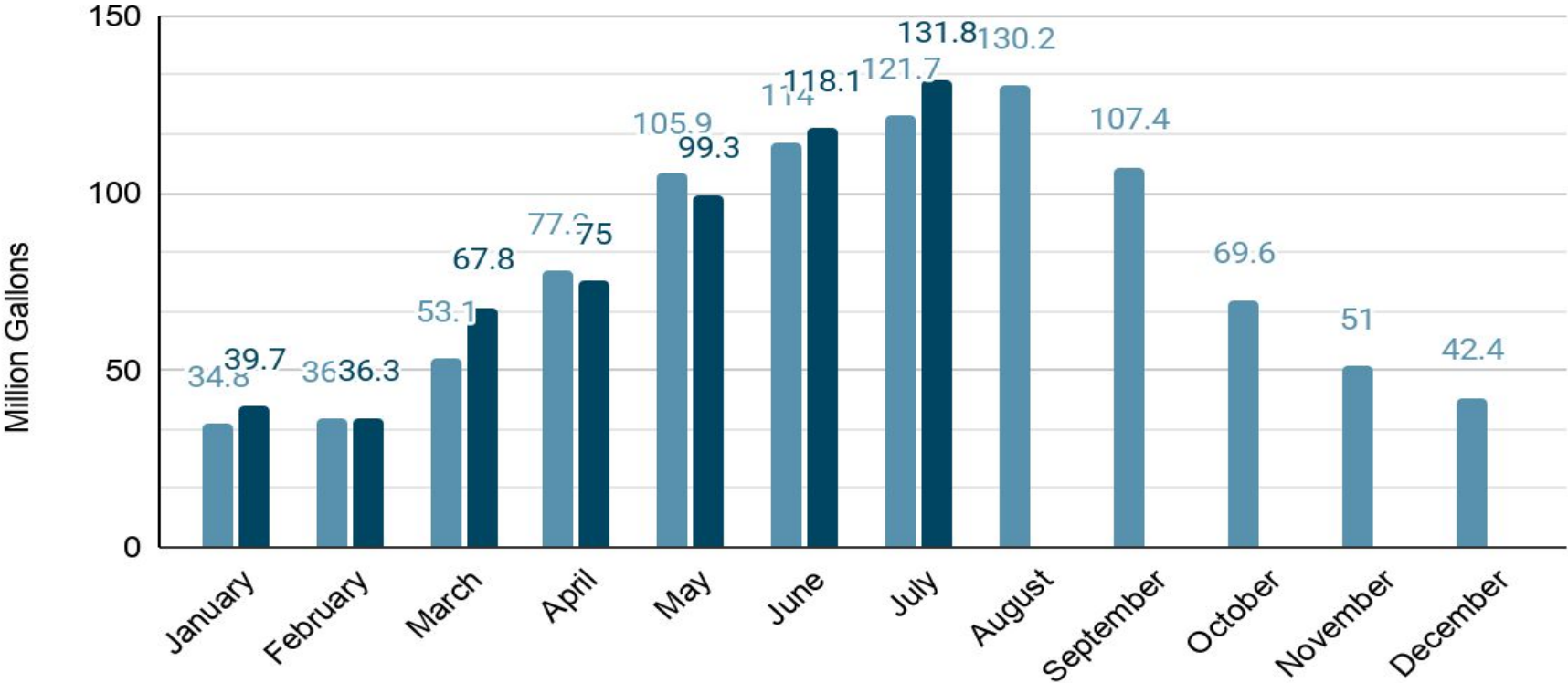
**5 / 5**



# Discovery Bay Water Usage

Item E.1

2025 2026



# WASTEWATER TREATMENT



## FLOW & CAPACITY

Average Daily Flow: **1.06** MGD  
Capacity Utilization: **44%**  
(Permit Capacity: 2.35 MGD)



## PM COMPLETION

**97%**  
PM Completion  
**0** Critical PMs Overdue



## ENVIRONMENTAL

**33.0**  
Million Gallons Treated

| Parameter                  | Permit Limit | Actual    |
|----------------------------|--------------|-----------|
| BOD                        | <10 mg/L     | <1.1 mg/L |
| TSS                        | <10 mg/L     | <0.8 mg/L |
| Ammonia                    | <8.4 mg/L    | ND        |
| Coliform<br>(7-Day Median) | <2.2 MPN     | <1.8 MPN  |
| Nitrates                   | <10 mg/L     | 5.6 mg/L  |

## REMOVAL EFFICIENCY



# MAINTENANCE PROJECTS

- Lift Station A Pump 2 Replacement
- Lift Station S Panel Replacement
- WWTP 2 Pump Pulls
- Motor Vibration Testing





Overall vibration level in/sec RMS  
Item E.1

Frequency of the vibration  
High Levels could indicate:

Bearing condition

Imbalance

Misalignment

Mechanical looseness

Pump problems

Electrical-related vibration

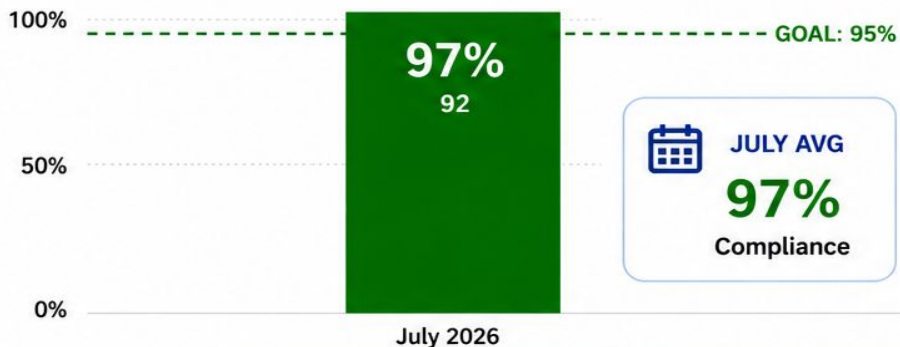


# PREVENTIVE MAINTENANCE COMPLIANCE JULY 2026

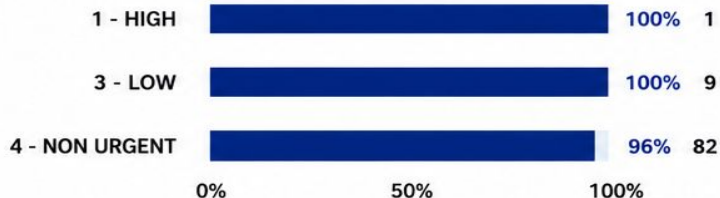


Item E.1

## PM COMPLIANCE & PM COUNT



## PMs BY PRIORITY



## PM COMPLIANCE BY DEPARTMENT



**WATER**  
**100%**  
26  
PMs



**WASTEWATER**  
**98%**  
66  
PMs

## JULY AVERAGES



Total WO's **92**



Sum of Estimated Hours **63**



Sum of Booked Hours **63**

## PMs BY TRADE



CONTRACTOR 100% 1



VMAINT 100% 67



VOPER 100% 20



(Blank) 97% 90



### EXCELLENT PERFORMANCE

97% PM compliance for July.  
0 Critical PMs overdue.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Authorize a Professional Services Agreement with Shobe Engineering for Services Related to Repairs of Well No. 7 Site Access.

**Meeting Date:** August 19, 2026

**Prepared By:** Dina Breitsein, General Manager

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

### RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Authorize the General Manager to execute a professional services agreement with Shobe Engineering, in the amount of \$176,221 for engineering design, environmental review, permitting support, contractor procurement support, and construction support for the repair of Well No. 7 site access.

### EXECUTIVE SUMMARY:

Well No. 7 is a critical water production facility. Access to the well site crosses a District-maintained drainage ditch that conveys agricultural drainage to Kellogg Creek. The access crossing includes a corrugated metal pipe (CMP) culvert beneath the access road that existed before Well No. 7 was completed in 2015. The CMP culvert has partially collapsed, and the surrounding fill is eroding and submerged in standing tidal water.

The access road also supports critical water and electrical utilities needed to operate Well No. 7. The crossing is actively deteriorating due to daily tidal influence, soil sloughing, and undermining of the driveway embankment. If the crossing fails, the District could lose vehicle access to Well No. 7 and the water and electrical utilities within the access road could be damaged. This could interrupt operation of Well No. 7 and create a more difficult and costly repair condition.

The culvert outlet extends to Kellogg Creek, which is a regulated water body. Work involving dewatering and repair may require permits or approvals from the U.S. Army Corps of Engineers (USACE), Central Valley Regional Water Quality Control Board (RWQCB), and California Department of Fish and Wildlife (CDFW).

Staff is not recommending that the Board formally declare an emergency at this time. However, the condition is urgent and requires immediate action to avoid imminent failure and reduce the likelihood of a future emergency. This is considered urgent for two reasons:

1. Failure of the crossing could result in loss of access to the well site and interruption of Well No. 7 operation if the water and electrical utilities within the access road are damaged.
2. If failure occurs before the crossing is replaced, repair costs and construction risks would likely increase. Collapse of the culvert is most likely to occur during winter storms or high-water events, when conditions would be more challenging for utility restoration, excavation, compaction, reconstruction of the access road, and repair of any additional damage caused by the collapse.

## Potential Alternatives

District staff and Shobe Engineering reviewed potential approaches to address the failing crossing, including rehabilitating the existing culvert, replacing the existing culvert in place, relocating the crossing upstream, and developing alternate access and utility routing.

The preferred approach is to relocate the crossing upstream within the District-owned drainage ditch (shown in the attached site map figure). This option has multiple potential benefits compared to repairing or replacing the culvert in its current location. By relocating the crossing upstream, the water and electrical utilities would be rerouted in a controlled manner before the existing crossing is removed, reducing risk to Well No. 7 operations during construction. Relocating the crossing farther from Kellogg Creek may also reduce permitting complexity and simplify long-term maintenance.

## Shobe Engineering Services

Shobe Engineering's proposed scope includes:

- Project management: overall coordination, schedule and budget tracking, and monthly progress updates to the District.
- Site investigations: updated topographic survey, geotechnical borings and engineering, and environmental studies (biological, aquatic resources, and cultural resources) to support design and permits.
- Preliminary design basis: use the investigation results to define the preferred crossing location, culvert size, grading and drainage, access realignment, and utility relocation concept for Alternative 3.
- CEQA and permitting: evaluate the appropriate CEQA exemption pathway and prepare permit applications, as needed, for a CDFW Lake or Streambed Alteration Agreement, a Clean Water Act Section 404 permit from USACE, and a Section 401 Water Quality Certification from RWQCB (note: Shobe's scope assumes these permits are required and a fee reduction will be provided for any permits that are not needed).
- Final design: prepare 60%, 90%, and 100% plans, specifications, and cost estimates, including erosion control, dewatering concepts, retaining structures, and PG&E coordination for power relocation.
- Procurement and construction support: assist the District with contractor procurement, review submittals and RFIs, attend progress meetings, provide milestone site visits, and assist with change management and permit compliance through closeout..

## Schedule

Anticipated total duration is about 12 months:

- Estimated 6 months for investigations, environmental work, permitting, and design.
- Estimated 6 months for procurement and construction.

## Current Safety Status

The District and operations staff are treating the crossing as a restricted public safety concern and are actively monitoring the condition while the repair project moves forward. The following actions are being implemented by Veolia and staff:

- Foot access only across the culvert.
- Daily/weekly inspections and communications with District staff.
- Place signage and temporary fencing to prevent public access to the area.

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**FISCAL IMPACT:**

The proposed contract with Shobe Engineering LLP is a not-to-exceed amount of \$176,221.

Construction costs are not yet known and will be developed as the design advances and field conditions are confirmed. Additional Board authorization may be required for construction contracting, permit fees, additional environmental documentation if needed, or services outside the approved scope.

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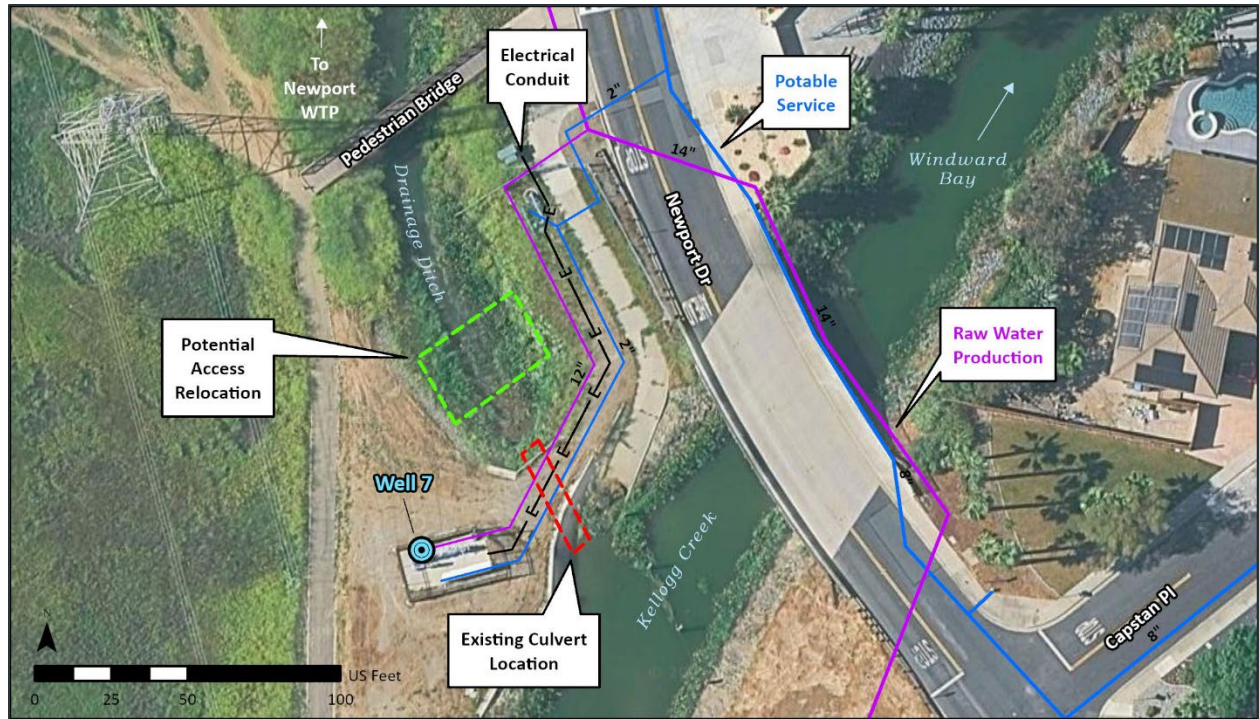
**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

N/A

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**ATTACHMENTS:**

1. Site Access Map and Photos
2. Shobe Engineering Proposal for Well No. 7 Site Access Improvements



**Figure 1: Site Access Map**



**Figure 2: Erosion at Drainage Ditch Crossing**



**Figure 3: Erosion Undermining Beneath Crossing**



**Figure 4: CMP Culvert Pieces**

July 31, 2026

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

**SUBJECT: Proposal for Well No. 7 Site Access Improvements**

Dear Ms. Breitstein:

Shobe Engineering is pleased to provide the Town of Discovery Bay Community Services District (District) with this proposal for engineering services related to design, permitting and construction support for the failing access to the District's Well No. 7. The failing culvert at Well No. 7 access road is an emergent issue that could disrupt operations if not addressed proactively. This proposal was prepared based on review of field conditions, potential alternatives, permitting considerations and input from specialty subconsultants.

## Project Understanding

Access to Well No. 7 from Newport Drive crosses a drainage ditch that is maintained by the District and conveys agricultural drainage to Kellogg Creek (**Figure 1**). The culvert beneath the access road is a corrugated metal pipe (CMP) that existed before Well No. 7 was completed in 2015. The culvert has partially collapsed and is submerged in standing tidal water. The access road above the culvert also carries critical water and electrical services for Well No. 7 operation.

The outlet of the culvert extends into Kellogg Creek, which is considered a jurisdictional water of the U.S. and is maintained by Reclamation District 800 (RD 800). Because the culvert remains influenced by standing tidal water, the existing pipe condition cannot be fully evaluated without temporary dewatering and isolation. Based on discussions with RD 800 and their engineer, work involving dewatering or excavation within Kellogg Creek could trigger approvals or permits from regulatory agencies, including:

- U.S. Army Corps of Engineers (USACE),
- Central Valley Regional Water Quality Control Board (RWQCB), and
- California Department of Fish and Wildlife (CDFW).

Permitting requirements will depend on input from these agencies based on the findings of an environmental assessment and the selected design alternative.

The access crossing is actively deteriorating due to daily tidal influence, which is causing soil sloughing and undermining of the embankment. Failure of the crossing would result in loss of vehicle access and disruption of Well No. 7 operations because the water and electrical utilities are in the access road. Failure is most likely to occur during winter-time inclement weather, when construction conditions would be less suitable and the cost to stabilize the site and restore access could be significantly higher.

Given the risk and severity of failure, the District may be proceeding with this project on an emergency basis. Therefore, the proposed scope of work provides the services needed to prepare designs, conduct environmental permitting, and provide support for contractor procurement and construction following District procedures and applicable laws and regulations. Environmental review will be provided by **Acorn Environmental**, a trusted subconsultant with experience in Delta-region permitting. Surveying will be provided by **Humann Company**, and a geotechnical investigation will be provided by **Bajada Geosciences** to provide recommendations for sheet piles, slope stability, and retaining walls.

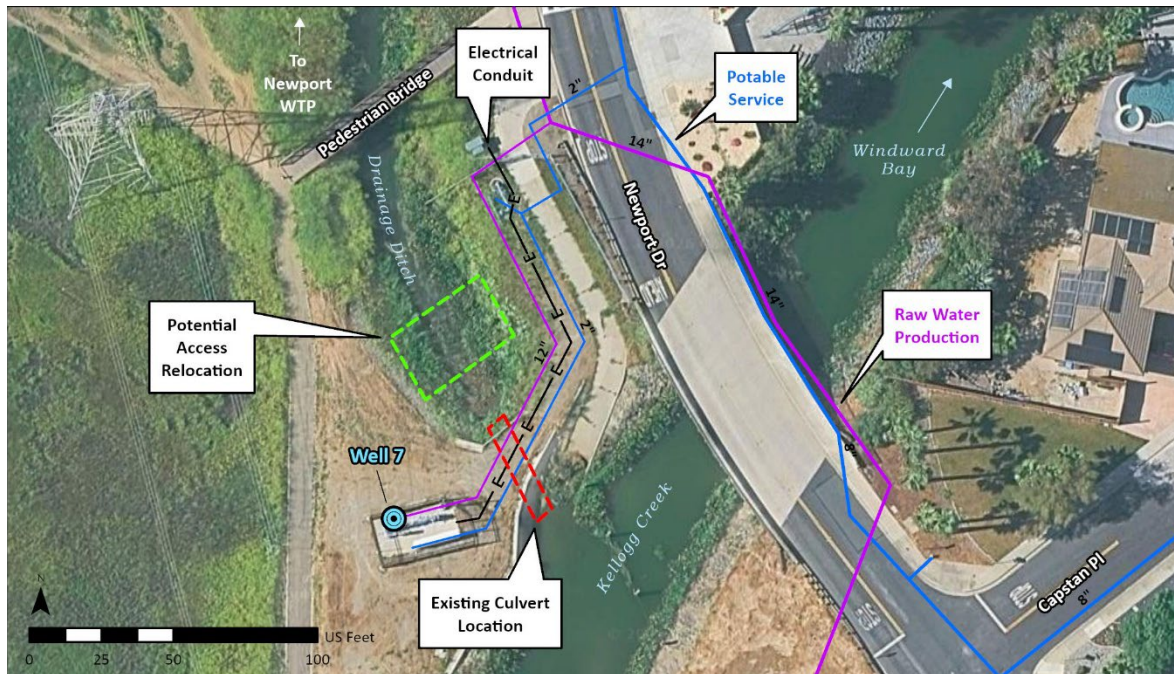


Figure 1: Well No. 7 Access Layout

## Scope of Work

### *Task 1 – Project Management and Coordination*

This task includes overall project administration, coordination, schedule tracking, budget management, and quality control. Shobe Engineering will coordinate with District staff, operations personnel, subconsultants, jurisdictional agencies, and other stakeholders as needed to support project delivery. Progress reports will be provided to the District as information develops.

#### **Deliverables:**

- Monthly progress reports with budget and schedule tracking

### *Task 2 – Site Investigations and Surveys*

This task will involve a site topographical survey, geotechnical investigation, and environmental assessments, which are needed to support permitting and design.

#### **Site Topographic Survey**

Humann Company Inc., which provided the original survey for the Well No. 7 site, will prepare an updated topographic basemap reflecting existing and as-built site conditions. The topographic survey will be sufficient for civil design and will include recorded boundary lines, existing buildings and major site improvements, Newport Drive, top of bank and water's edge for the existing drainage channel and Kellogg Creek, and other visible features. Underground utilities will be incorporated based on available as-builts.

#### **Geotechnical Evaluation**

Bajada Geosciences will provide geotechnical engineering services to support the design of the selected improvement. Bajada's work will include pre-exploration coordination, review of available geologic and geotechnical data, subsurface exploration, laboratory testing, geotechnical analysis, and preparation of a geotechnical report. The exploration is anticipated to include one to two borings advanced up to approximately 30 feet, with soil sampling and laboratory testing for moisture density, Atterberg limits, grain-size distribution, direct shear, and soil corrosivity, as appropriate.

The geotechnical evaluation will address subsurface soil conditions, groundwater depth and distribution, excavatability, slope stability, temporary excavation and shoring considerations, lateral earth pressures for shoring design, sheet pile design factors, compaction criteria, potential reuse of onsite soils, and seismic design parameters. The results will be used to support design selection, details and specifications for construction.

### **Environmental Review**

Acorn Environmental will provide an environmental assessment of the site and surrounding area to support the alternatives evaluation, CEQA compliance, and permit applications. Acorn's work will include a biological investigation, aquatic resources delineation, and cultural resources technical memorandum.

- Biological Investigation: this involves a desktop study and site reconnaissance to develop a comprehensive Biological Resource Assessment Report that describes existing conditions, evaluates potential project impacts, identifies likely permitting needs, and recommends avoidance, minimization, and mitigation measures. The report will document any special species identified and will be used to support CEQA and permitting in later tasks.
- Aquatics Resources Delineation: an aquatic resource survey will be conducted for the culvert area plus a buffer of 100 feet, as accessible. Aquatic resources will be mapped with GPS equipment and prepared in a report consistent with USACE requirements. Kellogg Creek is a jurisdictional Delta water feature with potential Essential Fish Habitat for Chinook salmon, critical habitat for Delta smelt, downstream critical habitat for green sturgeon and steelhead, and potential occurrence of northwestern pond turtle, California red-legged frog, and western spadefoot.
- Cultural Resources Assessment: this work is necessary to confirm that the project is eligible for CEQA Categorical Exemption and to comply with CWA and Section 106 of the National Historic Preservation Act (NHPA). A pedestrian survey will be performed by a qualified archeologist to document the status of any record sites noted in the record searches and to confirm no other unrecorded sites exist. A technical memorandum will support consultation with State Historic Preservation Officer (SHPO), for permit compliance.

#### **Deliverables:**

- Topographical Basemap
- Geotechnical Investigation
- Environmental Documentation
  - Biological Resources Assessment Report
  - Aquatic Resources Delineation Report
  - Cultural Resources Technical Memorandum

### ***Task 3 – Preliminary Design Basis***

Our initial assessment identified four alternative design concepts to address the failing culvert (described below). Based on discussions with the District, the preferred approach is to relocate the crossing upstream (Alternative 3). The alternatives are summarized below for context and to support CEQA and permitting documentation, if needed.

- **Alternative 1 – Line or Rehabilitate the Existing Culvert**  
This alternative would rehabilitate the existing culvert in place, potentially through slip lining. The primary benefit of this approach is that it reduces excavation and disturbance compared to full replacement. However, the feasibility is uncertain because the existing culvert is partially collapsed, corroded, and influenced by standing tidal water. Dewatering and temporary isolation may still be required to confirm the culvert condition feasibility. This alternative may also not address long-term maintenance and permitting constraints at the Kellogg Creek outlet.
- **Alternative 2 – Replace the Existing Culvert in Kind**  
This alternative would replace the existing culvert in its current location with a new culvert of similar size and function. The primary benefit is that it would restore the existing access crossing using the current alignment and avoid major changes to the access road or Well No. 7 site layout.

Key risks include protecting the existing water and electrical utilities during construction, temporary shoring requirements, dewatering and excavation near Kellogg Creek, and potentially greater permitting complexity due to work at the existing culvert outlet.

- **Alternative 3 – Relocate the Crossing Upstream (Preferred)**

This alternative would construct a new culvert crossing upstream within the District-owned drainage ditch and reroute the water and electrical utilities to the new crossing. This option has multiple potential benefits. The critical utilities could be rerouted in a controlled manner before the existing crossing is removed, reducing construction risk and disruption of Well No. 7 operation. The new crossing would also be located away from the Kellogg Creek, which could reduce permitting complexity and simplify long-term maintenance. Key unknowns and risks include geotechnical conditions, realignment of site access, drainage and grading requirements, utility tie-in constraints, and removal and restoration requirements at the existing culvert area.

- **Alternative 4 – New Utility Routing and Alternate Access**

This alternative would reroute the water and electrical utilities away from the existing crossing and develop alternate access to Well No. 7 through available easements across the adjacent property from Bixler Road. An alternate access route could provide an emergency or secondary access option if the existing crossing fails and access from Newport Drive is closed. However, rerouting utilities would likely be a significant undertaking. The raw water main could potentially be routed directly to the Newport WTP along the District-owned ditch, but the distance is over 2,000 feet and would require further evaluation of alignment, constructability, easements, and cost. This option may reduce immediate reliance on the existing crossing but may not eliminate the need to address the failing culvert.

Based on the findings from Task 2, Shobe Engineering will develop a preliminary design basis for the selected Alternative 3. The design basis memorandum will document the preferred crossing location, preliminary culvert configuration, grading and drainage approach, utility relocation concept, access realignment, constructability considerations, anticipated permitting constraints, and assumptions for final design. The previously discussed alternatives will be summarized only as needed to support CEQA, permitting, and documentation of the District's selected approach. The memorandum will be reviewed with District staff prior to advancement into permitting and design under Tasks 4 and 5.

**Deliverables:**

- **Technical Memorandum – Preliminary Design Basis**

### ***Task 4 – CEQA Compliance and Permitting Support***

Task 4 will proceed concurrently with Task 5 for permitting and design of the preferred alternative. Acorn Environmental will prepare the necessary environmental documentation, permit applications, and agency coordination materials. Permit costs to regulatory agencies are not included.

If the District declares this project an emergency, Shobe Engineering and Acorn Environmental will assist the District in documenting the emergency basis for the project and evaluating the appropriate CEQA and permitting pathway.

### **CEQA Exemption**

Emergency status may support use of a CEQA emergency exemption or expedited agency coordination, but it does not necessarily eliminate the need for agency authorization for work affecting Kellogg Creek. The project may also qualify for a CEQA Categorical Exemption as a Class 1 Existing Facilities exemption or Class 2 Replacement or Reconstruction exemption, as outlined in CEQA Guidelines Sections 15301 and 15302, respectively. Acorn will review available databases and documents to identify whether unique considerations or potentially significant effects could result in an exception to the use of exemptions. Acorn will prepare a draft whitepaper documenting the project's compliance with the applicable CEQA exemption and preparation of a CEQA Notice of Exemption for filing with the County Clerk and State Clearinghouse.

If any exceptions per CEQA Guidelines preclude the use of an exemption for the proposed project, Shobe Engineering will notify the District and provide a scope of work for an Initial Study / Negative Declaration (ND) or Mitigated Negative Declaration (MND).

#### **Lake or Streambed Alteration Agreement (LSAA)**

Under California Fish and Game Code Section 1602, CDFW must issue a Lake or Streambed Alteration Agreement prior to commencement of construction activities that could impact the bed, channel, or bank of a river, stream, or lake. CDFW typically also has jurisdiction over riparian habitat adjacent to these features. Acorn will prepare and submit an LSAA Standard Agreement Notification through the online Environmental Permit Information Management System portal. This task assumes one round of review by the District and one round of review by CDFW.

#### **Clean Water Act Section 404 Permit**

Acorn will prepare a Nationwide Permit application under either Nationwide Permit 3 for Maintenance or Nationwide Permit 7 for Outfall Structures, depending on the confirmed project impacts and agency input. This scope assumes preparation of a Pre-Construction Notification, if required by the applicable Nationwide Permit and project impacts. Acorn will submit the application to USACE for review. This task assumes one round of review by the District and one round of review by USACE with any needed supplemental information.

#### **Clean Water Act Section 401 Permit**

A Water Quality Certification from the Central Valley Regional Water Quality Control Board may be required to ensure that the discharge does not violate state water quality standards. Acorn will prepare an application to obtain the Water Quality Certification. The RWQCB may issue a completeness determination requesting additional information. This task assumes one round of review by the District and one review from RWQCB with any needed permit package revisions.

##### **Deliverables:**

- CEQA Notice of Exemption and supporting whitepaper
- CDFW LSAA Notification/Application
- USACE Nationwide Permit / CWA Section 404 application package
- RWQCB CWA Section 401 Water Quality Certification application package

#### ***Task 5 – Design Plans and Specifications***

Shobe Engineering will prepare construction documents for the selected alternative. Design work includes culvert sizing and alignment, grading, drainage, retaining walls, inlet and outlet treatment, utility relocation (coordination with PG&E), access improvements, erosion and sediment control, construction sequencing, dewatering or temporary isolation concepts, and restoration details. Task 4 will be completed concurrently with Task 5 to incorporate permitting requirements.

Design will proceed in three sequential design phases: 60%, 90%, and 100% design. Each deliverable includes plans, specifications and engineer's cost estimate. The 60% design will establish the preferred layout, major design assumptions, utility approach, construction sequencing, and preliminary cost estimate. The 90% design will incorporate District comments and will be used to support regulatory agency review and permit applications. The 100% design will incorporate District comments, agency input, permit requirements, and final constructability refinements.

##### **Deliverables:**

- Plans, Technical Specifications, and Cost Estimate (60%, 90%, and 100%)
- Engineering Calculations
- Design Comment Log
- Utility Coordination (PG&E service relocation)

## Task 6 – Contractor Procurement and Construction Support

Shobe Engineering will assist with the contractor procurement and construction administration. Key elements involved in this task include:

### Contractor Procurement

- Procurement will be conducted in accordance with District procedures and requirements.
- This may involve obtaining quotes and negotiating directly with qualified contractors, if allowed under District emergency procedures.
- Includes meetings with contractors, receiving quotes or bids and a recommendation for award.

### Pre-Construction Support

- Contracting (bonds and insurance)
- Pre-construction submittals (QA/QC, temporary traffic control, BMPs, shoring plan, permits, etc.)
- Kickoff/pre-construction meeting – *onsite*
- Site documentation

### Construction Phase Support

- 4-month period is assumed from mobilization through closeout
- Close coordination with Contractor, District, regulatory agencies, and specialty inspectors for general conformance with the approved plans, specifications, and permits.
- Review submittals and RFIs (up to 30)
- Bi-weekly contractor meetings – *virtual* (up to 8)
- Milestone inspections (up to 6)
- Assistance with design changes, contract change negotiations, and probable cost estimates
- Pay applications review and recommendations
- Verification of contractor compliance with permitting requirements

### Services Excluded:

- Specialty inspections from geotechnical or testing companies for compaction and concrete testing.
- Permit requirements for monitoring or reporting during construction.

Because the final construction approach, duration, and permit conditions will depend on the completed design and agency permit requirements, construction-phase support may be provided as an allowance or authorized separately after the construction scope and permit conditions are better defined.

## Project Schedule

Shobe Engineering anticipates completing the project within approximately 12 months from Notice to Proceed. The first 6 months are the site investigations, CEQA compliance, permitting and design. Procurement and construction are estimated to be another 6 months. The schedule is dependent on outside agency review and approvals and actual permitting requirements.

An approximate work item schedule is listed below. Some items are concurrent and others are sequential.

| Work Item                          | Task | Duration             | Estimated Completion |
|------------------------------------|------|----------------------|----------------------|
| Topographic Survey                 | 2    | 3-5 weeks            | Month 1-2            |
| Geotechnical Investigation         | 2    | 4-6 weeks            | Month 1-2            |
| Biological Assessments             | 2    | 5-8 weeks            | Month 1-2            |
| Preliminary Design Basis           | 3    | 3-6 weeks            | Month 3-4            |
| CEQA Compliance and Permitting     | 4    | 12 weeks             | Month 5-7            |
| Design Plans and Specifications    | 5    | 12 weeks             | Month 5-7            |
| Procurement and Construction Phase | 6    | 6 months (estimated) | Month 7-12           |

## Fee Proposal

The proposed fee for this work is a Not-to-Exceed (NTE) amount of **\$176,221**. The fee is based on the estimated level of effort required to complete each task described in this proposal. The attached fee worksheet provides the estimated hours in each task and uses the billing rates from the attached 2026 Fee Schedule.

The fee includes all labor, direct costs, overhead, subconsultant costs, markups, and associated expenses required to complete the scope of work as described.

Work will be performed within the established scope and assumptions outlined in this proposal. If additional services or level of effort beyond the defined scope are required, Shobe Engineering will notify the District and obtain authorization prior to proceeding with any additional work.

Attached is a detailed Cost Worksheet providing estimated hours and sub-consultant costs (including markup) for each task and sub-task outlined in the proposal.

| Task                                    | Labor           | Subconsultants |                 |                 | Direct Costs   | Totals           |
|-----------------------------------------|-----------------|----------------|-----------------|-----------------|----------------|------------------|
|                                         |                 | Humann         | Bajada          | Acorn           |                |                  |
| Task 1: Project Management & QA/QC      | \$5,600         | -              | -               | -               | -              | <b>\$5,600</b>   |
| Task 2: Site Investigations and Surveys | \$7,770         | \$6,820        | \$21,670        | \$34,414        | \$210          | <b>\$70,884</b>  |
| Task 3: Preliminary Design Basis        | \$13,015        | -              | -               | -               | -              | <b>\$13,015</b>  |
| Task 4: CEQA Compliance & Permitting    | \$3,380         | -              | -               | \$28,897        | -              | <b>\$32,277</b>  |
| Task 5: Design Plans & Specifications   | \$24,305        | -              | -               | -               | \$450          | <b>\$24,755</b>  |
| Task 6: Construction Support            | \$28,110        | -              | -               | -               | \$1,580        | <b>\$29,690</b>  |
| <b>Total Fee Proposal</b>               | <b>\$82,180</b> | <b>\$6,820</b> | <b>\$21,670</b> | <b>\$63,311</b> | <b>\$2,240</b> | <b>\$176,221</b> |

### Assumptions

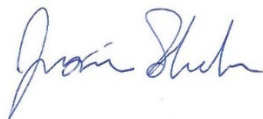
The proposed fee is based on the following key assumptions:

1. The District has selected Alternative 3 as the preferred design alternative.
2. Project will qualify for CEQA Categorical Exemption. If it does not, an additional scope will be required for an Initial Study and ND/MND.
3. Outside agency costs for permit applications are not included.
4. **Possible Deduct:** Permits in Task 4 assume those listed in the proposal. A cost deduct will be credited back to the District if any of these permits are not required:
  - o LSAA (deduct \$9,262)
  - o CWA Section 404 (deduct \$6,270)
  - o CWA Section 401 (deduct \$6,600)

We appreciate the opportunity to support the District with this important effort. You can contact us directly at (707) 499-3855, or [justin@shobeengineering.com](mailto:justin@shobeengineering.com).

Sincerely,

**SHOBE ENGINEERING LLP**



Justin Shobe, P.E.  
Principal Engineer

### Attachments

1. Cost Worksheet & 2026 Fee Schedule

| <div><div>Client: Town of Discovery Bay CSD</div><div>Project: Well No. 7 Site Improvements</div><div>Estimated By: JMS &amp; PML</div><div>Date: 8/3/26</div></div> <div><div><b>Shobe Engineering</b><br/>Resilient and Efficient Solutions</div></div> |                                   |                    |                 |                      |                   |                    |                                 |                   |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------|-----------------|----------------------|-------------------|--------------------|---------------------------------|-------------------|-----------|
| Cost Worksheet                                                                                                                                                                                                                                                                                                                               |                                   |                    |                 |                      |                   |                    |                                 |                   |           |
| Task 1<br><br>Project Management & Coordination                                                                                                                                                                                                                                                                                              | Billing Classification            | Principal Engineer | Senior Engineer | CAD / GIS Technician | Sub-Consultants * |                    |                                 | Direct Expenses   | TOTALS    |
|                                                                                                                                                                                                                                                                                                                                              | Team Person                       | J. Shobe           | P. L'Amoreaux   | L.C. / A.P.          | Surveyor          | Geotech            | CEQA/Permits                    | (mileage & repro) |           |
|                                                                                                                                                                                                                                                                                                                                              | Billing Rate (\$/Hr)              | \$175              | \$165           | \$115                | Humann Company    | Bajada Geosciences | Acorn Environmental             |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Labor                             |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Monthly progress tracking         | 12                 |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | QA/QC                             | 20                 | 0               |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Hours                    | 32                 | 0               | 0                    |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Cost (\$)                | \$5,600            | \$0             | \$0                  | \$0               | \$0                | \$0                             | \$0               | \$5,600   |
| Task 2<br><br>Site Investigation & Surveys                                                                                                                                                                                                                                                                                                   | Labor                             |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Coordination & Site Recon         | 8                  | 12              |                      | \$6,820           | \$21,670           | \$15,769<br>\$8,602<br>\$10,043 | \$210             |           |
|                                                                                                                                                                                                                                                                                                                                              | Topographic Survey                |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Geotechnical Investigation        |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Biological Investigation          |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Aquatics Resource Delineation     |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Cultural Resource Review          |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Summary and Findings              | 10                 | 16              |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Hours                    | 18                 | 28              | 0                    |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Cost (\$)                | \$3,150            | \$4,620         | \$0                  | \$6,820           | \$21,670           | \$34,414                        | \$210             | \$70,884  |
| Task 3<br><br>Preliminary Design Basis                                                                                                                                                                                                                                                                                                       | Labor                             |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Develop and Evaluate Alternatives | 12                 | 15              | 32                   |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Technical Memo                    | 12                 | 12              |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Review and Select with District   | 2                  | 2               |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Hours                    | 26                 | 29              | 32                   |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Cost (\$)                | \$4,550            | \$4,785         | \$3,680              | \$0               | \$0                | \$0                             | \$0               | \$13,015  |
| Task 4<br><br>CEQA Compliance and Permitting Support                                                                                                                                                                                                                                                                                         | Labor                             |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | CEQA Categorical Exemption        |                    |                 |                      |                   |                    | \$6,666                         |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | LSAA Application                  |                    |                 |                      |                   |                    | \$9,262                         |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | CWA 404 Application               |                    |                 |                      |                   |                    | \$6,270                         |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | CWA 401 Certification             |                    |                 |                      |                   |                    | \$6,699                         |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Coordination and Review           | 8                  | 12              |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Hours                    | 8                  | 12              | 0                    |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Cost (\$)                | \$1,400            | \$1,980         | \$0                  | \$0               | \$0                | \$28,897                        | \$0               | \$32,277  |
| Task 5<br><br>Design Plans and Specifications                                                                                                                                                                                                                                                                                                | Labor                             |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | 60% Design (PS&E)                 | 10                 | 15              | 35                   |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | 90% Design (PS&E)                 | 10                 | 10              | 25                   |                   |                    |                                 | \$100             |           |
|                                                                                                                                                                                                                                                                                                                                              | 100% Design (PS&E)                | 10                 | 10              | 20                   |                   |                    |                                 | \$350             |           |
|                                                                                                                                                                                                                                                                                                                                              | Design Review Meetings (3 total)  | 12                 | 12              |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Hours                    | 42                 | 47              | 80                   |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Cost (\$)                | \$7,350            | \$7,755         | \$9,200              | \$0               | \$0                | \$0                             | \$450             | \$24,755  |
| Task 6<br><br>Bid and Construction Support Services                                                                                                                                                                                                                                                                                          | Labor                             |                    |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Contractor short-list             | 2                  | 1               |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Pre-quote meetings and questions  | 4                  | 4               |                      |                   |                    |                                 | \$110             |           |
|                                                                                                                                                                                                                                                                                                                                              | Review quotes                     | 4                  | 4               | 8                    |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Award and contracting             | 3                  | 1               |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Contracting                       | 1                  |                 |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Pre-construction conference       | 6                  | 6               |                      |                   |                    |                                 | \$210             |           |
|                                                                                                                                                                                                                                                                                                                                              | Submittals/RFIs (30)              | 20                 | 30              |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Bi-weekly meetings - virtual (8)  | 8                  | 8               |                      |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Milestone inspections (6)         | 12                 | 30              |                      |                   |                    |                                 | \$1,260           |           |
|                                                                                                                                                                                                                                                                                                                                              | Closeout and final permitting     | 6                  | 8               | 4                    |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Hours (miles)            | 66                 | 92              | 12                   |                   |                    |                                 |                   |           |
|                                                                                                                                                                                                                                                                                                                                              | Subtotal Cost (\$)                | \$11,550           | \$15,180        | \$1,380              | \$0               | \$0                | \$0                             | \$1,580           | \$29,690  |
| SUMMARY                                                                                                                                                                                                                                                                                                                                      | Total labor HOURS                 | 192                | 208             | 124                  |                   |                    |                                 |                   | 524       |
|                                                                                                                                                                                                                                                                                                                                              | Shobe Engineering COST            | \$33,600           | \$34,320        | \$14,260             |                   |                    |                                 |                   | \$82,180  |
|                                                                                                                                                                                                                                                                                                                                              | Subconsultant COST                |                    |                 |                      | \$6,820           | \$21,670           | \$63,311                        |                   | \$91,801  |
|                                                                                                                                                                                                                                                                                                                                              | Travel Cost                       |                    |                 |                      |                   |                    |                                 | \$2,240           | \$2,240   |
|                                                                                                                                                                                                                                                                                                                                              | TOTAL COST ESTIMATE               | \$33,600           | \$34,320        | \$14,260             | \$6,820           | \$21,670           | \$63,311                        | \$2,240           | \$176,221 |

\* Subconsultant fee includes 10% markup



# 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 2026–2027.

**Meeting Date:** August 19, 2026

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

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

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### RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Authorize the General Manager to execute a professional services agreement with Shobe Engineering LLP for District Water Engineering General Services for FY 2026–2027 in an amount not to exceed \$149,814.
- 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:

Through this scope of work, Shobe Engineering LLP will provide dedicated engineering support for the District's ongoing water system planning, regulatory compliance, capital improvement planning, and infrastructure implementation efforts. Shobe Engineering will provide responsive support to District staff, coordinate with the operations team and other consultants, and assist the District in maintaining continuity on active and emerging water system priorities.

The scope of work for Fiscal Year 2026-2027 includes the following tasks:

- Task 1: Contract Administration and Management
- Task 2: District Meetings and Coordination
- Task 3: Regulatory Reporting and Tracking
- Task 4: CIP Planning and Development
- Task 5: As-Needed Engineering and Design Services

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**FISCAL IMPACT:** \$149,814 + 10% Contingency

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

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**ATTACHMENTS:**

1. Shobe Engineering Proposal for District Water Engineering General Services Fiscal Year 2026-2027

June 23, 2026

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 2026-2027**

Dear Ms. Breitstein,

Shobe Engineering LLP is pleased to provide this proposal for District Water Engineering General Services for Fiscal Year 2026-2027. 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.

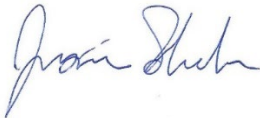
The scope of work enclosed with this letter includes supporting ongoing project planning, regulatory compliance and as-needed design and consulting services.

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 2026-2027.
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  
(707) 499-3855  
[justin@shobeengineering.com](mailto:justin@shobeengineering.com)

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## Scope of Work

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### Overview

Through this scope of work, Shobe Engineering LLP will provide dedicated engineering support for the District's ongoing water system planning, regulatory compliance, capital improvement planning, and infrastructure implementation efforts. Shobe Engineering will provide responsive support to District staff, coordinate with the operations team and other consultants, and assist the District in maintaining continuity on active and emerging water system priorities.

The scope of work for Fiscal Year 2026-2027 includes the following tasks:

- **Task 1:** Contract Administration and Management
- **Task 2:** District Meetings and Coordination
- **Task 3:** Regulatory Reporting and Tracking
- **Task 4:** CIP Planning and Development
- **Task 5:** As-Needed Engineering and Design Services

### Task 1: Contract Administration and Management

Shobe Engineering will provide contract administration and general project management for the services provided under this agreement. This task includes general coordination with District staff, budget tracking, schedule coordination, invoice preparation, task planning, and internal quality control.

Activities include:

- Prepare monthly invoices and progress summaries.
- Track task budgets and coordinate with District staff regarding priorities and available budget.
- Provide general project management and coordination for work performed under this agreement.

### Task 2: District Meetings and Coordination

Shobe Engineering will routinely participate in District meetings to support coordination, planning, and technical communication. Meetings will be used to discuss active and upcoming projects, regulatory compliance items, capital improvement planning, operational issues, and other engineering needs.

This includes:

- Biweekly staff coordination meetings, generally virtual meetings (26 total)
- Water/Wastewater Committee meetings (12 total with quarterly in-person meeting attendance).
- Board of Directors meetings, as needed to support updates and decision items discussed with the Water/Wastewater Committee.
- Attendance at the East County Water Management Association (ECWMA) (twice per year).

### Task 3: Regulatory Reporting and Tracking

Shobe Engineering will support annual and as-needed regulatory reporting, compliance coordination, and tracking of emerging water regulations affecting the District's public water system. This task is intended to provide continuity on annual State reporting requirements and keep the District informed of regulatory changes that may affect planning, operations, conservation, water loss, or water supply reliability.

Key activities include:

- **SB-555 Validated Water Loss Audit.** Conduct the annual water loss audit, including the certified validator, for the Fiscal Year 2025/2026, due by January 1, 2027.
- **SB-555 Water Loss Standard Development.** Support a follow-up with the State Water Resources Control Board to revisit and possibly adjust the water loss standards that were recently assigned to the District. Provide any supporting data questions, questionnaire responses, and potential corrections or updates to the District's water loss information. Assist with strategies to ensure the District is on track for compliance by 2028.
- **SB-606/AB-1668 Urban Water Use Objective (UWUO) Reporting.** Prepare the 2027 Annual UWUO report to DWR, due by January 1, 2027. Coordinate with District to develop objectives that provide maximum flexibility within compliance sideboards. As part of the UWUO, review the prior year UWMO compliance report from SWRCB to assess changes needed moving forward.
- **Annual Water Supply & Demand Assessment (Annual Shortage Assessment).** Prepare and submit the Annual Water Shortage Assessment for 2027, due by July 1, 2027, following the procedures of the Water Shortage Contingency Plan (WSCP).
- **Guidance on Emerging and New Regulations.** Track emerging regulations, laws, and standards and guidance related to the permitted drinking water supply, groundwater water quality, and infrastructure. On a quarterly basis, a Technical Memorandum will be prepared discussing the changes occurring at the national and state level with emerging constituent MCL designations, sampling requirements, and water use regulations, to guide future efforts.
- **Assist with ERP and other regulatory items.** Provide assistance as-needed with developing the 5-year update to the Emergency Response Plan (ERP), which is being led by Veolia. In addition, Shobe Engineering will provide as-needed coordination and support related to the State Drinking Water Permit or other regulatory issues that arise.

## Task 4: CIP Planning & 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.
- Assessing developments and meetings with developers.
- Propose updates to overall CIP based on priorities, costs, project updates, and emerging needs.

## Task 5: As-Needed Engineering and 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:

- As needed design consulting from Civil, Mechanical, Structural, Electrical, or Geotechnical engineering disciplines.
- As needed consulting for environmental permitting related to project development.
- Developing solutions to address site-specific maintenance or upgrades on District groundwater wells, pump stations, treatment plants, storage, pipelines, or other related facilities.
- 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.
- **Arc-Flash Hazards Analysis.** The District is currently in need of an Arc-Flash study at each of the water supply sites in accordance with electrical code. A budget item was developed for the design Electrical Engineer to perform this study.

## Budget Proposal

Shobe Engineering LLP's proposed budget for the services described in **Attachment 1: Scope of Work** is **\$149,814**.

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: Contract Administration and Management    | \$5,250          |
| Task 2: District Meeting and Coordination         | \$36,569         |
| Task 3: Regulatory Reporting and Tracking         | \$32,525         |
| Task 4: CIP Project Development                   | \$21,070         |
| Task 5: As-Needed Engineering and Design Services | \$54,400         |
| <b>Total</b>                                      | <b>\$149,814</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 **2026 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.

### Fee Worksheet

|                                                    | Billing Classification              | Principal Engineer | Senior Engineer        | Staff Scientist | CAD / GIS Technician | Sub Consultants       | Direct Expenses     | TOTALS           |
|----------------------------------------------------|-------------------------------------|--------------------|------------------------|-----------------|----------------------|-----------------------|---------------------|------------------|
|                                                    | Team Person<br>Billing Rate (\$/Hr) | J. Shobe<br>\$175  | P. L'Amoreaux<br>\$165 | J.R.<br>\$120   | L.C. / A.P.<br>\$115 | Cost plus<br>markup * | (mileage)<br>\$0.70 |                  |
| <b>Task 1</b>                                      | <b>Labor</b>                        |                    |                        |                 |                      |                       |                     |                  |
|                                                    | Invoice and budget tracking         | 6                  |                        |                 |                      |                       |                     |                  |
|                                                    | Progress updates                    | 12                 | 0                      |                 |                      |                       |                     |                  |
|                                                    | General coordination                | 12                 |                        |                 |                      |                       |                     |                  |
| <b>Contract Administration and Management</b>      | <b>Subtotal Hours</b>               | <b>30</b>          | <b>0</b>               | <b>0</b>        | <b>0</b>             | <b>0</b>              | <b>0</b>            |                  |
|                                                    | <b>Subtotal Cost (\$)</b>           | <b>\$5,250</b>     | <b>\$0</b>             | <b>\$0</b>      | <b>\$0</b>           | <b>\$0</b>            | <b>\$0</b>          | <b>\$5,250</b>   |
| <b>Task 2</b>                                      | <b>Labor</b>                        |                    |                        |                 |                      |                       |                     |                  |
|                                                    | Bi-Weekly staff (virtual)           | 33                 | 24                     |                 |                      |                       |                     |                  |
|                                                    | Committee x 12 (4 in person)        | 56                 | 30                     |                 |                      |                       | 1,200               |                  |
|                                                    | BOD x 6                             | 36                 | 16                     |                 |                      |                       |                     |                  |
|                                                    | ECWMA meetings                      | 2                  | 12                     |                 |                      |                       |                     |                  |
| <b>District Meetings and Coordination</b>          | <b>Subtotal Hours</b>               | <b>127</b>         | <b>82</b>              | <b>0</b>        | <b>0</b>             |                       | <b>1,200</b>        |                  |
|                                                    | <b>Subtotal Cost (\$)</b>           | <b>\$22,138</b>    | <b>\$13,592</b>        | <b>\$0</b>      | <b>\$0</b>           | <b>\$0</b>            | <b>\$840</b>        | <b>\$36,569</b>  |
| <b>Task 3</b>                                      | <b>Labor</b>                        |                    |                        |                 |                      |                       |                     |                  |
|                                                    | SB-555 Validated Water Audit        | 30                 | 5                      | 10              |                      | 2750                  |                     |                  |
|                                                    | SB-555 Standard Development         | 15                 | 10                     | 4               |                      |                       |                     |                  |
|                                                    | SB-606: UWUO Reporting              | 15                 | 10                     | 10              |                      |                       |                     |                  |
|                                                    | Annual Shortage Assessment          | 2                  | 6                      |                 |                      |                       |                     |                  |
|                                                    | Emerging Regulation Updates         | 4                  | 2                      | 40              |                      |                       |                     |                  |
|                                                    | Assist with ERP and other items     | 15                 | 15                     |                 |                      |                       |                     |                  |
| <b>Regulations Reporting and Tracking</b>          | <b>Subtotal Hours</b>               | <b>81</b>          | <b>48</b>              | <b>64</b>       | <b>0</b>             |                       | <b>0</b>            |                  |
|                                                    | <b>Subtotal Cost (\$)</b>           | <b>\$14,175</b>    | <b>\$7,920</b>         | <b>\$7,680</b>  | <b>\$0</b>           | <b>\$2,750</b>        | <b>\$0</b>          | <b>\$32,525</b>  |
| <b>Task 4</b>                                      | <b>Labor</b>                        |                    |                        |                 |                      |                       |                     |                  |
|                                                    | Review Current Projects             | 8                  | 8                      |                 |                      |                       |                     |                  |
|                                                    | Assessments                         | 16                 | 16                     |                 |                      |                       | 600                 |                  |
|                                                    | Modeling                            | 8                  | 36                     |                 |                      |                       |                     |                  |
|                                                    | Alternatives Cost Estimating        | 10                 | 6                      |                 |                      |                       |                     |                  |
|                                                    | CIP Updates                         | 10                 | 4                      |                 |                      |                       |                     |                  |
| <b>CIP Planning and Development</b>                | <b>Subtotal Hours</b>               | <b>52</b>          | <b>70</b>              | <b>0</b>        | <b>0</b>             |                       | <b>600</b>          |                  |
|                                                    | <b>Subtotal Cost (\$)</b>           | <b>\$9,100</b>     | <b>\$11,550</b>        | <b>\$0</b>      | <b>\$0</b>           | <b>\$0</b>            | <b>\$420</b>        | <b>\$21,070</b>  |
| <b>Task 5</b>                                      | <b>Labor</b>                        |                    |                        |                 |                      |                       |                     |                  |
|                                                    | Design                              | 40                 | 40                     |                 |                      |                       |                     |                  |
|                                                    | Drafting                            |                    |                        |                 | 100                  |                       |                     |                  |
|                                                    | Specifications                      | 20                 | 20                     |                 |                      |                       |                     |                  |
|                                                    | Electrical Arc Flash Study          |                    |                        |                 |                      | \$22,500              |                     |                  |
| <b>As-Needed Engineering &amp; Design Services</b> | <b>Subtotal Hours</b>               | <b>60</b>          | <b>60</b>              | <b>0</b>        | <b>100</b>           |                       | <b>0</b>            |                  |
|                                                    | <b>Subtotal Cost (\$)</b>           | <b>\$10,500</b>    | <b>\$9,900</b>         | <b>\$0</b>      | <b>\$11,500</b>      | <b>\$22,500</b>       | <b>\$0</b>          | <b>\$54,400</b>  |
| <b>SUMMARY</b>                                     | Total labor HOURS                   | 350                | 260                    | 64              | 100                  |                       |                     | 774              |
|                                                    | Shobe Engineering COST              | \$61,163           | \$42,962               | \$7,680         | \$11,500             |                       |                     | \$123,304        |
|                                                    | Subconsultant COST                  |                    |                        |                 |                      | \$25,250              |                     | \$25,250         |
|                                                    | Travel Cost                         |                    |                        |                 |                      |                       | \$1,260             | \$1,260          |
|                                                    | <b>TOTAL COST ESTIMATE</b>          | <b>\$61,163</b>    | <b>\$42,962</b>        | <b>\$7,680</b>  | <b>\$11,500</b>      | <b>\$25,250</b>       | <b>\$1,260</b>      | <b>\$149,814</b> |

# Shobe Engineering

## 2026 Standard Rate Schedule

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

|                    |          |
|--------------------|----------|
| Principal Engineer | \$175.00 |
| Senior Engineer    | \$165.00 |
| Associate Engineer | \$145.00 |
| Junior Engineer    | \$135.00 |

**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          |





August 4, 2026

Dina Breitstein  
General Manager  
Town of Discovery Bay Community Services District  
1800 Willow Lake Road  
Discovery Bay, CA 94505

**DELIVERED VIA E-MAIL:** dbreitstein@todb.ca.gov

Subject: NOTIFICATION OF AWARD DENIAL  
Federal Fiscal Year (FFY) 2024 State and Local Cybersecurity Grant  
Program (SLCGP) Local and Tribal Governments (SL)

Dear Dina Breitstein:

Thank you for submitting a proposal to the California Governor's Office of Emergency Services (Cal OES) for the FFY 2024 STATE & LOCAL CYBERSECURITY GRANT - LOCAL & TRIBAL (SL) PROGRAM Request for Proposal (RFP). Through the competitive RFP process, we received 196 proposals. Unfortunately, your proposal was not selected. Your proposal score was 142 out of a possible 180 points. Enclosed, you will find your SLCGP Score Breakdown and a copy of the Appeal Guidelines for Competitive Funding Decisions (Appeal Guidelines).

Should your entity elect to appeal Cal OES's decision, it must be submitted in writing within 15 calendar days from the electronic submission date of this denial letter. All appeals must adhere to the procedures detailed in the Appeal Guidelines. A copy of all documents referred to in this procedure must be emailed to [appeals@caloes.ca.gov](mailto:appeals@caloes.ca.gov).



Cal OES anticipates having additional grant funding opportunities to offer in the future. We encourage your agency to check our website for these opportunities regularly. Thank you for your interest in this RFP.

Sincerely,

A handwritten signature in blue ink that reads "Ricki Hammett". The signature is written in a cursive, flowing style.

RICKI HAMMETT  
Grants Management

Enclosure: Cal OES Appeal Guidelines  
SLCGP Score Breakdown



## Appeal Guidelines for Competitive Funding Decisions For State and Federal Grant Money

Effective for appeals received on or after January 29, 2024

### **PURPOSE**

The purpose of these Guidelines is to provide a process for resolution of disputes between a Grant Subaward Applicant and The California Governor's Office of Emergency Services (Cal OES) concerning a competitive funding decision.

### **GROUND'S FOR APPEAL**

Any Applicant who is denied state or federal funding by Cal OES may appeal Cal OES's decision in this regard. There is no particular format required for an appeal, but the documents supporting the appeal must clearly establish that the appealing party (hereafter Appellant) has standing to appeal and sufficient grounds to proceed with an appeal.

**Standing:** An Appellant must have standing to appeal; i.e., the appeal must demonstrate that the Appellant is directly affected by the funding decision. Only those who have submitted a proposal have standing to appeal Cal OES's decision to deny state or federal funding for that particular proposal.

**Grounds:** The appeal documents shall identify grounds for appeal. The appeal must show that (a) Cal OES did not follow its criteria or priorities (as specified in the applicable Request for Proposal (RFP) with respect to evaluating the Appellant's proposal); AND (b) this failure constitutes a sufficiently substantial error justifying a change in the funding decision. An appeal will be rejected if it fails to show that both of these criteria are met. Only the information provided by the Appellant in the original RFP will be considered as part of the appeal process. The Appellant cannot provide new or different information to support their original RFP.

## **APPEAL SUBMISSION**

A copy of all documents referred to in this procedure must be submitted electronically using the Cal OES Appeals Intake Form, which can be accessed at the following link: [Grant Appeal Intake - Public \(HighQ.com\)](https://highq.com/GrantAppealIntake-Public).

All appeals must be submitted by 11:59 pm on the deadlines prescribed below.

A confirmation email from automation.engine@highq.com will be sent to the email address provided. If not received, please check your junk mail or spam folder. This email address is not monitored by Cal OES. Please do not reply to or email this address.

## **APPEAL PROCESS AND TIMELINES**

In case of a dispute regarding compliance with timelines, the date and time on the email submission shall govern. Failure of the appealing party to comply with timelines shall constitute grounds for rejection of the appeal.

### **Level One Appeal to Cal OES Assistant Director**

**Step 1 Standing:** Within fifteen (15) calendar days of the date of the letter from Cal OES denying funding, the Appellant shall file an appeal in writing, together with any supporting documents or information necessary to determine standing for the appeal and grounds on which to base the appeal (See above). If the appeal is untimely or Appellant fails to establish the requisite standing, the appeal will be rejected.

**Step 2 Review:** If it is determined that the appeal is timely and there is standing for the appeal to advance, the Cal OES Assistant Director of Finance and Administration, or his or her designee, will review the issues in the documentation submitted by the Appellant to determine if there are sufficient grounds to overturn the original grant decision. It is critical that the Appellant submit all documentation that may support their appeal. Appellant cannot however amend or supplement their original proposal as part of the appeal process. The Assistant Director shall make a written determination on the appeal within ten (10) calendar days, or as soon as practical, after receipt of the Level One appeal. This decision shall indicate the decision reached and the reasons therefore.

### **Level Two Appeal to Cal OES Chief Deputy Director**

A second level appeal may only be submitted if there are new facts or documentation that was not available at the time of the first level appeal. Cal OES will not reconsider previously submitted materials.

Within five (5) calendar days of receiving the Level One appeal decision, the Appellant may submit a Level Two appeal to the Cal OES Chief Deputy Director, or his/her designee, together with any supporting documents or information, including a copy of the Level One decision. Level Two appeals should be submitted using the Cal OES Appeals Intake Form at the above link.

The second level appeal must state the issues in dispute, why the new facts and/or documentation being submitted were not available at the time of the first level appeal, and how the new facts and/or documentation submitted support Appellant's grounds for appeal. The Chief Deputy Director shall issue a written decision on the second level appeal that includes the Chief Deputy Director's ruling and the basis for his/her ruling.

The Chief Deputy Director's decision shall be deemed a final decision and is non-appealable.

Cal OES reserves the right to request a telephone meeting or personal meeting with any Appellant. However, there is no requirement under this appeal process for a hearing or meeting with the Appellant and Cal OES.

### **Third-Party Rights**

No rights or remedies will accrue to third parties as a result of this appeals process, or the actions or consequences stemming from this process.

| <u>I. Applicant Information</u>                   |           |       | <u>II. Alignment</u> |       | <u>III. Impact</u> |       | <u>IV. Maturity</u> |       | <u>V. Gaps</u> | <u>VI. Project Worksheet</u> |       |  | TOTAL  |
|---------------------------------------------------|-----------|-------|----------------------|-------|--------------------|-------|---------------------|-------|----------------|------------------------------|-------|--|--------|
| APPLICANT                                         | RAW SCORE | RATER | 20                   | 20    | 20                 | 20    | 20                  | 20    | 20             | 20                           | 20    |  | 180    |
|                                                   |           |       | a                    | b     | a                  | b     | a                   | b     | a              | a                            | b     |  |        |
| Town of Discovery Bay Community Services District |           | A     | 12.00                | 12.00 | 11.00              | 11.00 | 13.00               | 12.00 | 12.00          | 20.00                        | 20.00 |  | 123    |
|                                                   |           | B     | 15.00                | 14.00 | 14.00              | 14.00 | 13.00               | 13.00 | 15.00          | 20.00                        | 20.00 |  | 138    |
|                                                   |           | C     | 18.00                | 18.00 | 18.00              | 19.00 | 17.00               | 17.00 | 18.00          | 20.00                        | 20.00 |  | 165    |
| 142.00                                            |           |       | 45.00                | 44.00 | 43.00              | 44.00 | 43.00               | 42.00 | 45.00          | 60.00                        | 60.00 |  | 426.00 |