



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Platinum-Level of Governance**



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING  
OF THE WATER AND WASTEWATER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, September 3, 2025, 5:30 P.M.**

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

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

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

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

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

**Water and Wastewater Committee Members**

*Chair Kevin Graves*

*Vice-Chair Carolyn Graham*

**A. ROLL CALL**

1. Call business meeting to order 5:30 p.m.
2. Roll Call.

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

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

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve Water and Wastewater DRAFT Meeting Minutes of August 20, 2025.

**D. UPDATES**

**E. DISCUSSION**

1. Discussion and Possible Recommendation Regarding Public Hearing and Resolution No. 2025-11 Amending the Town of Discovery Bay Community Services District Water and Sewer Capacity Fee Program.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Adjourn to the next Standing Water and Wastewater Committee meeting on October 1, 2025 at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

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

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



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PLATINUM LEVEL

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

**MINUTES OF THE SPECIAL MEETING  
OF THE WATER AND WASTEWATER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, August 20, 2025, 5:30 P.M.**

**Water and Wastewater Committee Members**

*Chair Kevin Graves  
Vice-Chair Carolyn Graham*

**A. ROLL CALL**

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

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

None.

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve Water and Wastewater DRAFT Meeting Minutes of August 6, 2025.

Vice-Chair Graham made a motion to approve the DRAFT Meeting Minutes of August 6, 2025.

Chair Graves seconded.

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

**D. UPDATES/PRESENTATIONS:**

1. Cross-Connection Prevention Proposed Ordinance Options.

Presented by General Manager Dina Breitstein.

- Cross-Connection Prevention is a California state mandated program.
- Mandate requires every public water system to develop and implement a comprehensive cross-connection control plan.
- Regulatory and operational consequences include fines and potential discontinuation of water service.

Presented by Water & Wastewater Manager Aaron Goldsworthy.

- There are two Ordinance options.
  - Option A – Property owners purchase, install, and maintain backflow devices at their premises.
  - Option B – District purchases, installs and maintains all requires backflow devices at service connections.

Committee recommends drafting Ordinance Option A and bringing it to the full Board of Directors at a future meeting.

**E. DISCUSSION**

1. Discussion and Possible Recommendation to Authorize the General Manager to Enter into a Contract with Herwit Engineering for 2025 Wastewater Capital Improvement Projects.

Presented by Water & Wastewater Manager Aaron Goldsworthy.

- The Town of Discovery Bay's wastewater facilities require capital improvements to ensure ongoing compliance, efficiency, and safety.
- Herwit Engineering will prepare full plans and specifications for eight projects to be bid and constructed under the 2025 CIP Miscellaneous Improvements Projects.

Committee recommends bringing item to the full Board of Directors.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**G. ADJOURNMENT**

1. Adjourn at 6:11p.m. to the next Standing Water and Wastewater Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

DRAFT



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Recommendation Regarding Public Hearing and Resolution No. 2025-11 Amending the Town of Discovery Bay Community Services District Water and Sewer Capacity Fee Program.

**Meeting Date:** September 3, 2025

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

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

### RECOMMENDED ACTION:

Staff recommends that the Water & Wastewater Committee take the following action:

- Recommend that the Board of Directors Conduct a Public Hearing and Adopt Resolution No. 2025-11 updating the capacity fee charges for water and sewer service pursuant to Government Code §66016.

### EXECUTIVE SUMMARY:

In 2022, the Town engaged the services of Lechowicz & Tseng Municipal Consultants to review the Town’s Master Plans, Capital Improvement Plans, existing assets, and development associated infrastructure improvements to identify and establish revised Water & Sewer Capacity Fees. The Final Report was completed, and adopted by the Board of Directors on April 20, 2022, after a duly noticed Public Hearing. That report included a recommendation to annually adjust the fees using the Engineering News Record (ENR) 20 major U.S. cities Construction Cost Index (CCI) in order to keep up with inflation. The ENR CCI has increased by 5.51% from July 2022 to July 2025.

Attached is Resolution 2025-11 approving the methodology in Table 1 below for the proposed 2025 fees. The recommended increase per Equivalent Dwelling Unit (EDU) is 5.51% consistent with the ENR CCI increase.

TABLE 1			
	Existing Fee per EDU	Methodology for Fee Increase	Proposed Fee per EDU
Water	\$5,048	1.0551 x Existing Fee	\$5,326
Sewer	\$12,804	1.0551 x Existing Fee	\$13,509

Also, attached is the Notice of Public Hearing regarding the proposed fee increase that was posted at the Town’s Administrative Office (1800 Willow Lake Road), The Discovery Bay Community Center (1601 Discovery Bay Boulevard) and on the Town’s website for at least 14 days prior to the Public Hearing. That notice was also sent to interested parties who have expressed a desire to plan development projects or have active development projects within the Town.

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**FISCAL IMPACT:**

None.

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

April 20, 2022 – The Board of Directors established the current fees by adopting Resolution 2022-11.

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**ATTACHMENTS:**

1. Notice of Public Hearing.
2. Resolution 2025-11.



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## NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that the Town of Discovery Bay Community Services District (“District”) will hold a public hearing at its regular meeting on Wednesday, September 3, 2025, at 7:00 p.m., at the Discovery Bay Community Center, 1601 Discovery Bay Blvd., Discovery Bay CA. The public hearing will consider the adoption of a resolution increasing the District’s water and wastewater capacity fees charged to new development within the District based on the 5.51% increase in the Engineering New Record Construction Cost Index from July 2022 to July 2025. The 5.51% increase will be applied to both the Water and the Sewer Capacity Fees per Equivalent Dwelling Unit (EDU) that were adopted by the Board of Directors through Resolution 2022-11 based on the April 12, 2022, Water and Sewer Capacity Fee Study, a copy of which is available during normal business hours at the District Office, 1800 Willow Lake Road, Discovery Bay CA and on the District’s website: [www.todb.ca.gov](http://www.todb.ca.gov).

Capacity fees (also called development impact fees or connection fees) are authorized under California Government Code Section §66000 et.seq, Government Code Section 66483. The methodology for calculating the updated fees is as noted in Table 1 below.

TABLE 1			
	Existing Fee per EDU	Methodology for Fee Increase	Proposed Fee per EDU
Water	\$5,048	1.0551 x Existing Fee	\$5,326
Sewer	\$12,804	1.0551 x Existing Fee	\$13,509

It is proposed, by resolution, to describe the methodology for calculating capacity fees and that the fees include the estimated reasonable cost of providing water and wastewater facilities, and the benefit to the persons and properties being charged for these facilities. The method of allocation of these fees to a particular development bear a fair relationship, and are proportional, to each development’s burden on, and benefits from, the public facilities to be funded by such fees.

The District encourages interested parties to attend the public hearing and comment on the issue being discussed. If you wish to provide testimony and are unable to participate in the meeting, in that case, deliver written comments to the District Clerk’s office before the meeting to be made as part of the public record.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION 2025-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN DISCOVERY BAY COMMUNITY SERVICES DISTRICT, ESTABLISHING FEES FOR WATER CAPACITY AND SEWER CAPACITY CHARGES**

WHEREAS, the Town of Discovery Bay Community Services District (the "Town") requires that new development pay its proportionate share of the cost of capital improvements made necessary by new development; and

WHEREAS, the Town implements this requirement through the establishment and setting of public facilities fees for water and sewer capacity fee charges ("capacity fees") as defined in Government Code Section 66013(b)(3), which are regularly reviewed to assure that they accurately identify costs and the allocation of those costs; and

WHEREAS, the Town engaged the services of Lechowicz & Tseng Municipal Consultants to review the Town Master Plans, Capital Improvement Plans and existing assets and development associated infrastructure improvements to identify and establish revised Water & Sewer Capacity Fees. The updated Final Report was completed, and adopted by the Board of Directors on April 20, 2022, after a duly noticed Public Hearing; and

WHEREAS, said report included a recommendation to annually adjust the fees using the Engineering News Record (ENR) 20 major U.S. cities Construction Cost Index (CCI) in order to keep up with inflation; and

WHEREAS, the ENR CCI has increased by 5.51% from July 2022 to July 2025; and

WHEREAS, on September 3, 2025, the Board of Directors of the Town of Discovery Bay conducted a duly noticed public hearing to receive and consider public comment on the proposed increase of the water and sewer capacity fee charges; and

WHEREAS, for at least fourteen (14) days prior to the public hearing, a copy of the Lechowicz & Tseng Municipal Consultants Final Report of the Water and Sewer Capacity Fee Study and the Public Notice containing the methodology for calculating the updated fees were available for public review at the District Office, 1800 Willow Lake Road, Discovery Bay, CA; and

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

Section I. That the Town of Discovery Bay Community Services District Water and Sewer Capacity Fee Study prepared by Lechowicz & Tseng Municipal Consultants dated April 12, 2022, and the methodology indicated in the Notice of Public Hearing for calculating the updated 2025 fees are included in their entirety as part of this resolution.

Section 2. That residential Water and Sewer Capacity Fees be established as follows:

- (A) Water Capacity Fees are to be established at \$5,326 per EDU.
- (B) Sewer Capacity Fees are to be established at \$13,509 per EDU.

Section 3. The non-residential Water and Sewer capacity fees shall be proportional to the residential E1-2

capacity fees based on the requested service EDU.

Section 4. That this Resolution takes effect concurrent with the adoption of this Resolution, and Sixty days after which the updated fees shall take effect.

Section 5. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 3rd DAY OF SEPTEMBER, 2025.

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Carolyn Graham  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a meeting, held on September 3, 2025, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Dina Breitstein  
Board Secretary