



AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA
www.dsrsd.com

DATE: Tuesday, August 5, 2025

Our mission is to protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.

1. CALL TO ORDER

2. PLEDGE TO THE FLAG

3. ROLL CALL

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. Speaker cards are available from the District Secretary and should be completed and returned to the District Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern. Written comments received by 3 p.m. on the day of the meeting will be provided to the Board.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)

7. CONSENT CALENDAR

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.

7.A. Approve Special Meeting Minutes of July 22, 2025

Recommended Action: Approve by Motion

7.B. Accept Regular and Recurring Reports: Treasurer's Report, Outstanding Receivables Report, and Employee and Director Reimbursements Greater than \$100

Recommended Action: Accept by Motion

7.C. Award Technical Services Agreement with Unison Solutions for the Biogas Treatment System Improvements Project (CIP 16-P028)

Recommended Action: Approve by Motion

Board of Directors

7.D. Adopt Revised Water Resiliency Policy and Rescind Resolution No. 22-21
Recommended Action: Adopt Policy by Resolution

7.E. Approve Director Travel Expenses for Attendance at Water Environment Federation Technical Exhibition and Conference (WEFTEC) on September 27 to October 1 in Chicago, Illinois
Recommended Action: Approve by Motion

8. BOARD BUSINESS

8.A. First Reading of Ordinance Amending Sections 4.10.010, 4.10.120, 4.10.090, and 4.30.050 of Title 4, Water Service Delivery, Entirety of District Code Title 6, Personnel Merit System, and Entirety of Chapter 7.30, Facility Use Permits, for the 2025 Annual Update
Recommended Action: Introduce Ordinance and Waive Reading by Motion

8.B. Receive Presentation on Long-term Water Resiliency Efforts
Recommended Action: Receive Presentation

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports
9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors
9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

9.B. Staff Reports

10. ADJOURNMENT

All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection during business hours by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.

**DUBLIN SAN RAMON SERVICES DISTRICT
MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS**

July 22, 2025

1. CALL TO ORDER

A special meeting of the Board of Directors was called to order at 6 p.m. by President Goel.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting: President Arun Goel, Vice President Richard M. Halket, Director Dinesh Govindarao, Director Georgean M. Vonheeder-Leopold, and Director Ann Marie Johnson.

District staff present: Jan Lee, General Manager/Treasurer; Michelle Gallardo, Administrative Services Director; Steve Delight, Engineering Services Director/District Engineer; Ken Spray, Finance Director; Dan Gill, Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Cindy Wei, Accountant II

General Counsel Coty introduced Of Counsel Nirlip Syan, who joined the BKS Law Firm earlier this month and will provide assistance to DSRSD.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:04 p.m. No public comments received.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – No changes made.

7. CONSENT CALENDAR

Director Vonheeder-Leopold MOVED for approval of the item on the Consent Calendar. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Regular Meeting Minutes of July 1, 2025 – Approved

8. BOARD BUSINESS

8.A. Public Hearing: Approve Annual Delinquent Water and Sewer Charges Levy Report and Direct Levy and Collection of Delinquent Water and Sewer Charges on the 2025–2026 Alameda County and Contra Costa County Secured Property Tax Rolls

President Goel announced the item and declared the Public Hearing open. He asked for the staff presentation. Finance Supervisor Alberto Hernandez reviewed the item for the Board.

President Goel inquired if there were any comments from the public. There was no public comment received. President Goel declared the Public Hearing closed.

The Board and staff discussed certain aspects of the item including the variance of outstanding balance amounts in the levy report, current account notification and collection procedures, and responsibility for delinquencies if the account holder is a former tenant. Staff confirmed that the property owner bears the ultimate responsibility for any outstanding account balances in accordance with District Code Chapter 1.50 Nonpayment of Fees and Charges. The Board requested staff evaluate potential operational improvements and efficiencies related to a minimum delinquency amount for levying on the tax roll, delinquent account notification procedures for tenant-occupied properties, and converting from billing every two months to monthly billing; and report back to the Board.

President Goel reopened the Public Hearing for public comment.

Speaker: Mr. Mohammed (property owner) – Mr. Mohammed stated his opposition to the proposed levy for outstanding charges incurred by his former tenant.

President Goel again declared the Public Hearing closed.

Vice President Halket MOVED to approve Resolution No. 25-25, Approving the Annual Delinquent Water and Sewer Charges Levy Report and Directing the Levy and Collection of Delinquent Utility Billing Water and Sewer Receivables on the 2025–2026 Alameda County and Contra Costa County Secured Property Tax Rolls. Director Johnson SECONDED the MOTION, which CARRIED with FIVE AYES.

8.B. Receive Report on Status of Recorded Board Meetings

Administrative Services Director Gallardo reviewed the item for the Board. The Board and staff discussed aspects of the item including the audio-visual system quality, Boardroom enhancements, recordings viewership, and economical production costs. President Goel requested staff look into incorporating agenda item “bookmarks” to the recordings for user-friendly navigation. The Board expressed its appreciation to staff for providing an additional layer of transparency to the public, and anticipates viewership will grow in concert with future District communication efforts.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports – None

9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the joint Alameda County and Contra Costa County Special Districts Association chapter

meeting hosted by DSRSD on July 9, the virtual California Association of Sanitation Agencies (CASA) preparation meeting on July 10 for the upcoming CASA conference “Panel of Wisdom,” and the virtual CASA Board of Directors Strategic Plan consultant interview on July 15. She summarized the activities and discussions at the meetings.

9.A.3. Request New Agenda Item(s) for a Future Board or Committee Agenda

Vice President Halket requested an item be scheduled for an upcoming meeting regarding the potential for converting from bi-monthly to monthly customer billing and improvements for delinquent account collection procedures as discussed under Item 8.A.

President Goal requested staff provide information to the Board regarding the opportunity to represent the Alameda County Special Districts Association chapter as an alternate representative on the East Bay Economic Development Alliance Board. General Manager Lee confirmed this information would be provided in a future Board Communications Update.

9.B. Staff Reports

9.B.1 General Manager Monthly Report for June 2025

General Manager Lee highlighted the following items from the report:

- The District earned renewal of its Transparency of Excellence Certification from the Special Districts Leadership Foundation. She recognized the efforts of District Secretary Nicole Genzale who had a large hand in ensuring the District continued its certification.
- On June 11, divisions within the Operations Department conducted a successful portable generator deployment drill.
- In May, Ava informed staff that the Wastewater Treatment Plant was ineligible to move to Ava’s Community Energy’s Bright Choice service plan due to being on a Standby Rate plan related to its on-site power generation. Staff will monitor this change as it could have an impact on DSRSD-East Bay Municipal Utility District Recycled Water Authority (DERWA) operational costs and require a budget adjustment.
- DSRSD has been selected for the 2025 Utility of the Future Today recognition by the Water Environment Federation (WEF), which will be presented at WEF’s technical conference in Chicago, Illinois, on September 30. She plans to attend the conference to accept the award. More information will be provided to the Board should any Directors be interested in attending.
- The DERWA Open House event will be held in spring 2026 to coincide with and celebrate DERWA’s 20-year anniversary of delivering recycled water, as well as the anticipated execution of a supplemental supply agreement with the Central Contra Costa Sanitary District.

10. CLOSED SESSION

At 6:48 p.m. the Board went into Closed Session.

10.A. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency Negotiators: Jan Lee, General Manager

Michelle Gallardo, Administrative Services Director

Samantha Koehler, Human Resources and Risk Manager

Employee Organizations: 1. Stationary Engineers, Local 39

2. International Federation of Professional and Technical Employees, Local 21

3. Mid-Management Employees Bargaining Unit

4. Unrepresented Employees

Additional Attendees: Cepideh Roufougar, Jackson Lewis P.C.

11. REPORT FROM CLOSED SESSION

At 8:09 p.m. the Board came out of Closed Session. President Goel announced that there was no reportable action.

12. ADJOURNMENT

President Goel adjourned the meeting at 8:09 p.m.

Submitted by,

Nicole Genzale, CMC

Executive Services Supervisor/District Secretary



TITLE: Accept Regular and Recurring Reports: Treasurer's Report, Outstanding Receivables Report, and Employee and Director Reimbursements Greater than \$100

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the regular and recurring reports: Treasurer's Report as of June 30, 2025, Outstanding Receivables Report, and Employee and Director Reimbursements Greater than \$100.

DISCUSSION:

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals (see Table 1).

The following reports are presented this month for acceptance:

Reference B – Treasurer's Report

The Treasurer's Report as of June 30, 2025, is attached as required under California Government Code Section 53646. The District portfolio has a fair value of \$262,048,276, is in conformity with the District's Investment policy and provides sufficient cash flow liquidity to meet the next six months' expenses.

Reference D – Outstanding Receivables Report

The Outstanding Receivables Report denotes monies due to the District that are exclusive of the Utility Billing process, primarily Livermore-Amador Valley Water Management Agency (LAVWMA) and DSRSD-East Bay Municipal Utility District Recycled Water Authority (DERWA) billings, and miscellaneous fees. Of the \$1,255,452.24 receivable balance, \$487,589.18 is over 30 days in arrears as of June 30, 2024. Since the time this report was prepared, DERWA payments totaling \$966,965.76 have been received. Monies owed to the District that are 60 days in arrears are sent to a collection agency for payment. The Regional Wastewater Fee Installment Program balance of \$1,281.52 represents installment loans to businesses for the payment of Regional capacity reserve fees.

Reference E – Employee and Director Reimbursements Greater than \$100

Per California Government Code Section 53065.5, special districts shall, at least annually, disclose any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. For fiscal year 2025, reimbursements over \$100 totaled \$44,552 for 70 District employees.

Originating Department: Finance	Contact: T. Lucero/K. Spray	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Ref B – Treasurer's Report Ref D – Outstanding Receivables Report Ref E – Employee and Director Reimbursements Greater Than \$100	7 of 81

TABLE 1. SUMMARY OF REGULAR AND RECURRING REPORTS

Ref	Description	Frequency	Authority	Last Acceptance	Acceptance on 8/5/2025	Next Acceptance
A	Warrant List	Monthly	Board Direction	Posted monthly on website		Posted monthly on website
B	Treasurer's Report	Quarterly	California Government Code 53646	5/6/2025	Yes	November 2025
C	Quarterly Financial Report	Quarterly	Budget Accountability Policy	5/20/2025		November 2025
D	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	8/6/2024	Yes	August 2026
E	Employee and Director Reimbursements Greater than \$100 ¹	Annually – Fiscal Year	California Government Code 53065.5	8/6/2024	Yes	August 2026
F	Utility Billing Leak Adjustments ²	Annually – Fiscal Year	Utility Billing Leak Adjustments Policy	Total FY 2024 credits below \$25,000	Total FY 2025 credits below \$25,000	August 2026
G	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	2/18/2025		February 2026
H	Capital Projects Created from Programs	Quarterly	Budget Accountability Policy	5/20/2025		August 2025
I	Capital Budget Adjustments Approved by the General Manager			5/20/2025		

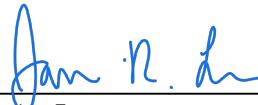
¹ Reimbursements also reported monthly in the Warrant List (Reference A).

² Per Utility Billing Leak Adjustments policy, a report will be presented to the Board if total credits in any fiscal year exceed \$25,000.

Dublin San Ramon Services District
Treasurer's Report - Cash and Investment Summary
As of: **June 30, 2025**

Description	Par Value	Fair Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	\$48,040,749	\$48,040,749	\$48,040,749			Yes	4.40%
LAIF	21,164,911	21,190,267	21,164,911			Yes	4.27%
Managed Portfolio							
ABS	1,420,000	1,428,274	1,419,616	0.77%	20%	Yes	4.31%
Agency	53,166,667	52,005,717	52,948,204	28.64%	100%	Yes	2.48%
Receivables	1,711	1,711	1,711	0.00%	n/a	Yes	0.00%
Corporate	37,787,000	37,370,248	37,802,288	20.45%	30%	Yes	2.85%
Money Market Fund	126,129	126,129	126,129	0.07%	20%	Yes	3.96%
Municipal Bonds	39,125,000	37,895,530	38,576,395	20.86%	30%	Yes	2.54%
Negotiable CD	2,250,000	2,230,201	2,250,000	1.22%	30%	Yes	2.03%
US Treasury	52,725,000	52,276,582	51,764,236	28.00%	100%	Yes	4.04%
Managed Portfolio Subtotal	186,601,507	183,334,393	184,888,579	100.00%			3.01%
Total Investment	255,807,167	252,565,408	254,094,239				3.38%
Bank of America - Concentration	9,482,867	9,482,867	9,482,867				
Total Cash & Investments	\$265,290,034	\$262,048,276	\$263,577,106				3.38%

I certify that this report reflects all Government Agency pooled investments and is in conformity with the District's Investment Policy. The investment Market values for investments other than CAMP and LAIF were provided by US Bank and Chandler Asset Management.



Jan Lee, Treasurer

Treasurer's Report - Cash and Investment Summary
As of: **March 31, 2025**

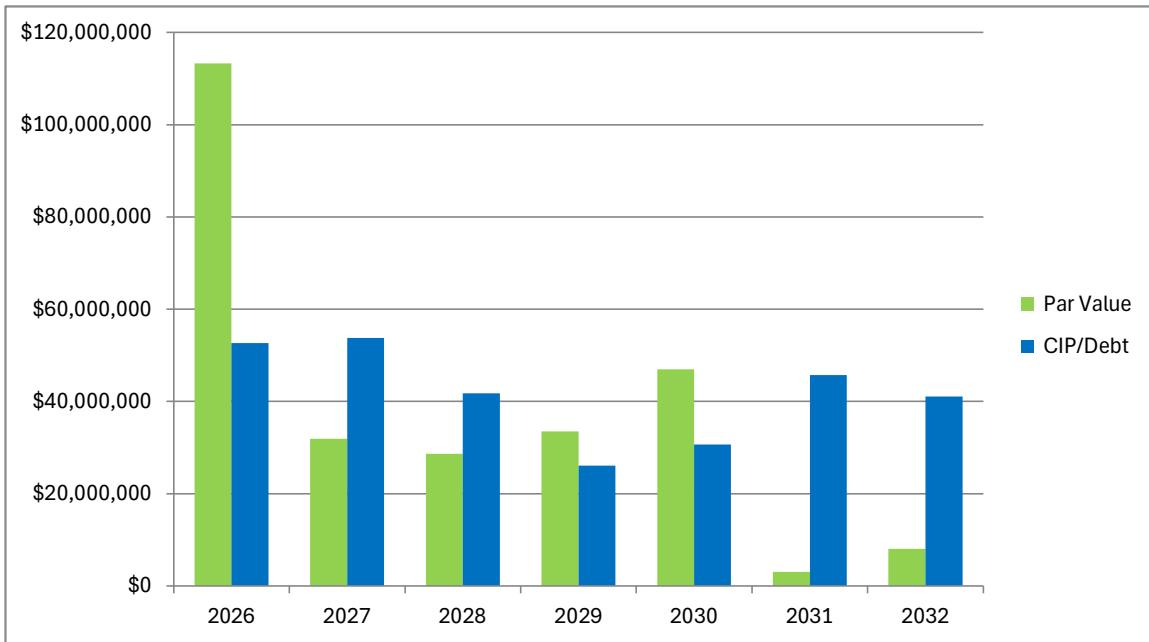
Description	Par Value	Fair Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	\$43,522,330	\$43,522,330	\$43,522,330			Yes	4.47%
LAIF	20,934,218	20,951,996	20,934,218			Yes	4.31%
Managed Portfolio							
Agency	59,166,667	57,579,450	58,881,690	32.12%	100%	Yes	2.47%
Corporate	33,267,000	32,426,791	33,200,344	18.11%	30%	Yes	2.00%
Money Market Fund	7,034,424	7,034,424	7,034,424	3.84%	20%	Yes	3.97%
Municipal Bonds	39,125,000	37,555,575	38,520,070	21.01%	30%	Yes	2.54%
Negotiable CD	3,250,000	3,218,662	3,250,000	1.77%	30%	Yes	2.92%
US Treasury	43,475,000	42,660,471	42,449,056	23.15%	100%	Yes	4.06%
Managed Portfolio Subtotal	185,318,091	180,475,374	183,335,584	100.00%			2.83%
Total Investment	\$249,774,639	\$244,949,699	\$247,792,132				3.24%
Bank of America - Concentration	6,008,922	6,008,922	6,008,922				
Total Cash & Investments	\$255,783,562	\$250,958,622	\$253,801,054				3.24%

Dublin San Ramon Services District

Treasurer's Report - Cash and Investment Summary

As of: June 30, 2025

Investment versus Cash needs next 7 years



FY	Par Value	CIP/Debt
2026	113,316,367	52,654,835
2027	31,895,000	53,759,087
2028	28,673,667	41,704,657
2029	33,490,000	26,088,250
2030	46,915,000	30,652,757
2031	3,000,000	45,712,422
2032	8,000,000	41,054,688

\$265,290,034	\$291,626,693
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PORTFOLIO SUMMARY

Dublin San Ramon Services District Managed Account | Account #11405 | As of June 30, 2025

Portfolio Characteristics

Average Modified Duration	2.57
Average Coupon	2.58%
Average Purchase YTM	2.25%
Average Market YTM	4.00%
Average Credit Quality*	AA+
Average Final Maturity	2.86
Average Life	2.64

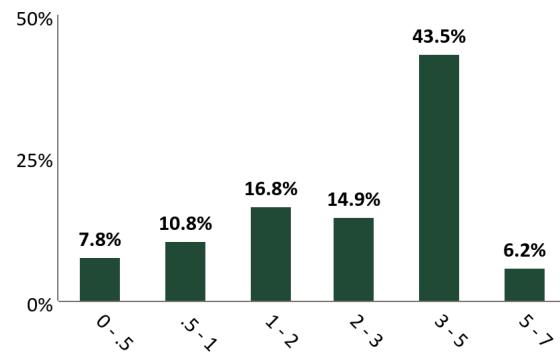
Sector Allocation

US Treasury	28.51%
Agency	28.37%
Muni Bonds	20.67%
Corporate	20.38%
Neg CD	1.22%
ABS	0.78%
Money Mkt Fd	0.07%
Cash	0.00%

Account Summary

	End Values as of 05/31/2025	End Values as of 06/30/2025
Market Value	182,106,778.35	183,334,392.66
Accrued Interest	910,490.12	1,112,429.50
Total Market Value	183,017,268.46	184,446,822.16
Income Earned	409,775.37	521,835.51
Cont/WD	0.00	0.00
Par	186,481,855.50	186,601,506.51
Book Value	184,639,501.04	184,888,578.70
Cost Value	184,764,646.03	184,966,494.03

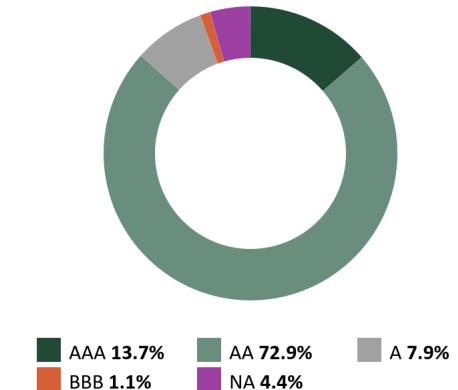
Maturity Distribution



Top Issuers

Government of The United States	28.51%
Farm Credit System	12.49%
Federal Home Loan Banks	7.43%
State of California	7.28%
FNMA	6.82%
State of Hawaii	2.70%
State of Ohio	2.69%
The Procter & Gamble Company	2.64%

Credit Quality (S&P)



*The average credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch.

Execution Time: 07/01/2025 04:54:03 PM

Chandler Asset Management | info@chandlerasset.com | www.chandlerasset.com | 800.317.4747

STATEMENT OF COMPLIANCE



Dublin San Ramon Services District Managed Account | Account #11405 | As of June 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
AGENCY MORTGAGE SECURITIES				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV; Agencies & Agency CMOs)	30.0	12.5	Compliant	
Max Maturity (Years)	7.0	0.0	Compliant	
ASSET-BACKED SECURITIES (ABS)				
Max % (MV; ABS, CMO, & MBS)	20.0	0.8	Compliant	
Max % Issuer (MV)	5.0	0.8	Compliant	
Max Maturity (Years)	5.0	5.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
BANKER'S ACCEPTANCES				
Max % (MV)	40.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	180.0	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1)	0.0	0.0	Compliant	
COLLATERALIZED BANK DEPOSITS				
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
COLLATERALIZED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
COMMERCIAL PAPER				
Max % (MV)	25.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	270.0	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1)	0.0	0.0	Compliant	
CORPORATE MEDIUM TERM NOTES				
Max % (MV)	30.0	20.4	Compliant	
Max % Issuer (MV)	5.0	2.6	Compliant	
Max Maturity (Years)	5.0	4.9	Compliant	
Min Rating (A by 1)	0.0	0.0	Compliant	
FDIC INSURED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max % Issuer (MV)	5.0	0.0	Compliant	

STATEMENT OF COMPLIANCE



Dublin San Ramon Services District Managed Account | Account #11405 | As of June 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
Max Maturity (Years)	5.0	0.0	Compliant	
FEDERAL AGENCIES				
Max % (MV)	100.0	28.4	Compliant	
Max % Issuer (MV)	30.0	12.5	Compliant	
Max Callables (MV)	20.0	19.3	Compliant	
Max Maturity (Years)	7.0	5.4	Compliant	
FEDERAL AGENCIES, MUNICIPAL SECURITIES, AND TREASURIES				
Max % 5-7 Years Maturitys (MV)	10.0	6.2	Compliant	
Max Maturity (Years)	7.0	6.3	Compliant	
LOCAL AGENCY INVESTMENT FUND (LAIF)				
Max Concentration (MV)	65.0	0.0	Compliant	
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)				
Max % (MV)	100.0	0.0	Compliant	
MONEY MARKET MUTUAL FUNDS				
Max % (MV)	20.0	0.1	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
MORTGAGE-BACKED SECURITIES (NON-AGENCY)				
Max % (MV; ABS, CMO & MBS)	20.0	0.8	Compliant	
Max % Issuer (MV)	5.0	0.8	Compliant	
Max Maturity (Years)	5.0	5.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
MUNICIPAL SECURITIES (CA, LOCAL AGENCY)				
Max % (MV)	30.0	12.7	Compliant	
Max % Issuer (MV)	5.0	3.8	Compliant	
Max Maturity (Years)	7.0	4.0	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
MUNICIPAL SECURITIES (CA, OTHER STATES)				
Max % (MV)	30.0	8.0	Compliant	
Max % Issuer (MV)	5.0	2.7	Compliant	
Max Maturity (Years)	7.0	2.1	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)				
Max % (MV)	30.0	1.2	Compliant	

STATEMENT OF COMPLIANCE



Dublin San Ramon Services District Managed Account | Account #11405 | As of June 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
Max % Issuer (MV)	5.0	0.1	Compliant	
Max Maturity (Years)	5.0	1.0	Compliant	
Min Rating (A-1 by 1 or A- by 1 if > FDIC Limit)	0.0	0.0	Compliant	
REPURCHASE AGREEMENTS				
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	1.0	0.0	Compliant	
SUPRANATIONAL OBLIGATIONS				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	10.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
U. S. TREASURIES				
Max % (MV)	100.0	28.5	Compliant	
Max Maturity (Years)	7.0	6.3	Compliant	

Dublin San Ramon Services District Managed Account | Account #11405 | As of June 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
ABS									
17305EHA6	CCCIT_25-A1 4.3 06/21/2030	1,420,000.00	06/18/2025 4.31%	1,419,614.75 1,419,615.81	100.58 4.09%	1,428,273.91 848.06	0.78% 8,658.11	NA/AAA NA	4.97 2.76
				1,419,614.75	100.58	1,428,273.91	0.78%		4.97
Total ABS		1,420,000.00	4.31%	1,419,615.81	4.09%	848.06	8,658.11		2.76
AGENCY									
3134GWWT9	FEDERAL HOME LOAN MORTGAGE CORP 0.55 09/30/2025	3,000,000.00	10/02/2020 0.56%	2,998,800.00 2,999,940.03	99.05 4.44%	2,971,445.94 4,170.83	1.62% (28,494.09)	Aa1/AA+ AA+	0.25 0.24
3130AKN69	FEDERAL HOME LOAN BANKS 0.5 01/28/2026	5,000,000.00	01/28/2021 0.50%	5,000,000.00 5,000,000.00	97.83 4.36%	4,891,423.70 10,625.00	2.67% (108,576.30)	Aa1/AA+ AA+	0.58 0.56
3133EMSU7	FEDERAL FARM CREDIT BANKS FUNDING CORP 0.8 03/09/2026	5,000,000.00	03/09/2021 0.80%	5,000,000.00 5,000,000.00	97.71 4.20%	4,885,660.00 12,444.44	2.66% (114,340.00)	Aa1/AA+ AA+	0.69 0.67
3130APLR4	FEDERAL HOME LOAN BANKS 1.25 11/10/2026	5,000,000.00	11/10/2021 1.25%	5,000,000.00 5,000,000.00	96.36 4.03%	4,818,033.75 8,854.17	2.63% (181,966.25)	Aa1/AA+ AA+	1.36 1.32
3133ENHA1	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.5 12/14/2026	5,000,000.00	12/14/2021 1.50%	5,000,000.00 5,000,000.00	96.65 3.89%	4,832,546.35 3,541.67	2.64% (167,453.65)	Aa1/AA+ AA+	1.46 1.41
3133EL4D3	FEDERAL FARM CREDIT BANKS FUNDING CORP 0.9 08/19/2027	4,500,000.00	08/19/2020 0.90%	4,500,000.00 4,500,000.00	93.70 4.01%	4,216,296.06 14,850.00	2.30% (283,703.94)	Aa1/AA+ AA+	2.14 2.07
3135G05Y5	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.75 10/08/2027	4,500,000.00	08/16/2024 3.74%	4,105,530.00 4,214,396.83	93.55 3.74%	4,209,953.81 7,781.25	2.30% (4,443.02)	Aa1/AA+ AA+	2.27 2.21
3130ALNS9	FEDERAL HOME LOAN BANKS 1.5 03/30/2028	4,166,666.67	03/30/2021 (32.64%)	5,000,000.00 4,166,666.67	93.93 3.85%	3,913,851.63 15,798.61	2.13% (252,815.04)	NA/NA AA+	2.75 2.64
3133ENTL4	FEDERAL FARM CREDIT BANKS FUNDING CORP 2.69 04/04/2028	3,000,000.00	05/14/2024 4.60%	2,797,980.00 2,856,391.99	96.95 3.86%	2,908,538.13 19,502.50	1.59% 52,146.14	Aa1/AA+ AA+	2.76 2.61
3133EEUH1	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.03 03/20/2029	2,000,000.00	05/14/2024 4.52%	1,871,420.00 1,901,237.76	96.91 3.93%	1,938,285.66 17,001.67	1.06% 37,047.90	Aa1/AA+ AA+	3.72 3.44
3133ERDH1	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.75 04/30/2029	4,000,000.00	05/08/2024 4.50%	4,044,080.00 4,033,976.82	102.95 3.91%	4,118,171.00 32,194.44	2.25% 84,194.18	Aa1/AA+ AA+	3.83 3.46
3135GAVL2	FEDERAL NATIONAL MORTGAGE ASSOCIATION 3.625 09/26/2029	5,000,000.00	10/01/2024 3.81%	4,958,750.00 4,964,876.24	98.14 4.11%	4,907,248.30 47,829.86	2.68% (57,627.94)	Aa1/AA+ AA+	4.24 3.85
3135MGK3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 6.625 11/15/2030	3,000,000.00	01/17/2025 4.42%	3,336,360.00 3,310,717.50	113.14 3.89%	3,394,263.09 25,395.83	1.85% 83,545.59	Aa1/AA+ AA+	5.38 4.54
Total Agency		53,166,666.67	(0.24%)	53,612,920.00	98.02	52,005,717.41	28.37%		2.31
				52,948,203.83	4.02%	219,990.28	(942,486.42)		2.14

Dublin San Ramon Services District Managed Account | Account #11405 | As of June 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
CASH									
CCYUSD	Receivable	1,711.07	--	1,711.07 1,711.07	1.00 0.00%	1,711.07 0.00	0.00%	Aaa/AAA AAA	0.00 0.00
				1,711.07	1.00	1,711.07	0.00%		0.00
Total Cash		1,711.07		1,711.07	0.00%	0.00	0.00		0.00
CORPORATE									
02079KAH0	ALPHABET INC 0.45 08/15/2025	3,000,000.00	09/16/2021 0.60%	2,982,618.00 2,999,451.48	99.51 4.48%	2,985,258.99 5,100.00	1.63% (14,192.49)	Aa2/AA+ NA	0.13 0.12
89236THW8	TOYOTA MOTOR CREDIT CORP 0.8 01/09/2026	2,000,000.00	03/04/2021 0.90%	1,990,340.00 1,998,951.54	98.19 4.35%	1,963,713.46 7,644.44	1.07% (35,238.08)	A1/A+ A+	0.53 0.51
931142ERO	WALMART INC 1.05 09/17/2026	5,000,000.00	09/17/2021 0.94%	5,026,375.00 5,006,063.90	96.64 3.91%	4,832,234.40 15,166.67	2.64% (173,829.50)	Aa2/AA AA	1.22 1.18
742718FV6	PROCTER & GAMBLE CO 1.9 02/01/2027	5,000,000.00	02/10/2022 1.91%	4,997,625.00 4,999,240.63	96.88 3.95%	4,844,098.15 39,583.33	2.64% (155,142.48)	Aa3/AA- NA	1.59 1.52
85440KAC8	LELAND STANFORD JUNIOR UNIVERSITY 1.289 06/01/2027	5,000,000.00	12/10/2021 1.48%	4,951,250.00 4,982,903.31	95.30 3.85%	4,765,125.85 5,370.83	2.60% (217,777.46)	Aaa/AAA AAA	1.92 1.86
037833DB3	APPLE INC 2.9 09/12/2027	1,767,000.00	10/24/2024 4.10%	1,709,908.23 1,723,338.39	97.85 3.93%	1,729,040.18 15,515.24	0.94% 5,701.79	Aaa/AA+ NA	2.20 2.08
14913UAY6	CATERPILLAR FINANCIAL SERVICES CORP 4.4 03/03/2028	1,500,000.00	05/06/2025 4.23%	1,506,675.00 1,506,318.91	100.74 4.10%	1,511,123.40 21,633.33	0.82% 4,804.49	A2/NA A+	2.68 2.47
00287YDS5	ABBVIE INC 4.8 03/15/2029	1,500,000.00	03/20/2025 4.44%	1,519,125.00 1,517,757.97	101.96 4.22%	1,529,413.86 21,200.00	0.83% 11,655.89	A3/A- NA	3.71 3.26
61747YFD2	MORGAN STANLEY 5.164 04/20/2029	1,500,000.00	05/08/2025 4.73%	1,517,835.00 1,516,957.33	101.96 4.80%	1,529,400.23 15,276.83	0.83% 12,442.90	A1/A- A+	3.80 2.57
025816DH9	AMERICAN EXPRESS CO 5.282 07/27/2029	1,500,000.00	06/25/2025 4.39%	1,538,025.00 1,537,856.30	102.82 4.61%	1,542,317.91 33,672.75	0.84% 4,461.61	A2/A- A	4.07 2.76
46647PEB8	JPMORGAN CHASE & CO 5.012 01/23/2030	1,500,000.00	03/20/2025 4.69%	1,516,635.00 1,515,426.47	101.85 4.70%	1,527,685.50 32,995.67	0.83% 12,259.03	A1/A AA-	4.57 3.17
95000U3J0	WELLS FARGO & CO 5.198 01/23/2030	1,500,000.00	05/28/2025 4.76%	1,521,675.00 1,521,139.21	102.43 4.74%	1,536,453.02 34,220.17	0.84% 15,313.80	A1/BBB+ A+	4.57 3.16
06051GHQ5	BANK OF AMERICA CORP 3.974 02/07/2030	1,500,000.00	03/24/2025 4.81%	1,456,260.00 1,459,289.34	98.43 4.72%	1,476,462.90 23,844.00	0.81% 17,173.56	A1/A- AA-	4.61 3.26
756109BR4	REALTY INCOME CORP 4.85 03/15/2030	2,000,000.00	03/21/2025 4.78%	2,006,020.00 2,005,680.99	101.79 4.42%	2,035,746.24 28,561.11	1.11% 30,065.25	A3/A- NA	4.71 3.99

HOLDINGS REPORT



Dublin San Ramon Services District Managed Account | Account #11405 | As of June 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
69371RT71	PACCAR FINANCIAL CORP 4.55 05/08/2030	2,020,000.00	05/05/2025 4.59%	2,016,869.00 2,016,961.59	101.26 4.26%	2,045,489.31 13,531.19	1.12% 28,527.72	A1/A+ NA	4.85 4.29
74153WCW7	PRICOA GLOBAL FUNDING I 4.7 05/28/2030	1,500,000.00	05/22/2025 4.78%	1,494,855.00 1,494,950.80	101.11 4.44%	1,516,684.22 6,462.50	0.83% 21,733.42	Aa3/AA- AA-	4.91 4.33
Total Corporate		37,787,000.00		37,752,090.23	98.96	37,370,247.60	20.38%		2.61
				37,802,288.17	4.23%	319,778.07	(432,040.57)		2.19

MONEY MARKET FUND

31846V203	FIRST AMER:GVT OBLG Y	126,128.77	-- 3.96%	126,128.77 126,128.77	1.00 3.96%	126,128.77 0.00	0.07% 0.00	Aaa/ AAAm AAA	0.00 0.00 0.00
Total Money Market Fund		126,128.77	3.96%	126,128.77 126,128.77	1.00 3.96%	126,128.77 0.00	0.07% 0.00		0.00 0.00

MUNICIPAL BONDS

419792ZL3	HAWAII ST 0.852 10/01/2025	5,000,000.00	10/20/2021 0.98%	4,976,200.00 4,998,478.39	99.15 4.30%	4,957,250.00 10,650.00	2.70% (41,228.39)	Aa2/AA+ AA	0.25 0.25
684133LE9	ORANGE CALIF UNI SCH DIST ORANGE CNTY 2.35 05/01/2026	2,000,000.00	12/19/2019 2.24%	2,012,960.00 2,001,696.74	98.54 4.15%	1,970,710.00 7,833.33	1.07% (30,986.74)	Aa2/AA NA	0.84 0.81
677522T61	OHIO ST 2.15 05/01/2026	5,000,000.00	11/20/2019 2.22%	4,979,050.00 4,997,291.03	98.55 3.93%	4,927,565.00 17,916.67	2.69% (69,726.03)	Aaa/AAA AAA	0.84 0.81
13067WSW3	CALIFORNIA ST DEPT WTR RES CENT VY PROJ REV 1.051 12/01/2026	5,000,000.00	05/02/2022 3.18%	4,550,500.00 4,860,657.69	96.01 3.98%	4,800,410.00 4,379.17	2.62% (60,247.69)	Aa1/AAA NA	1.42 1.38
672240WV6	OAKLAND CALIF 1.83 01/15/2027	1,895,000.00	03/18/2020 1.82%	1,896,061.20 1,895,239.85	96.38 4.29%	1,826,368.79 15,990.64	1.00% (68,871.06)	Aa2/AA- NA	1.54 1.48
60412AVW0	MINNESOTA ST 0.86 08/01/2027	5,000,000.00	08/25/2020 0.87%	4,995,600.00 4,998,676.00	94.15 3.81%	4,707,585.00 17,916.67	2.57% (291,091.00)	Aaa/AAA AAA	2.09 2.02
13067WRE4	CALIFORNIA ST DEPT WTR RES CENT VY PROJ REV 1.16 12/01/2027	2,240,000.00	09/30/2024 3.56%	2,080,803.20 2,118,188.24	93.73 3.90%	2,099,596.80 2,165.33	1.15% (18,591.44)	Aa1/AAA NA	2.42 2.34
13063DGC6	CALIFORNIA ST 3.5 04/01/2028	2,000,000.00	05/27/2021 1.42%	2,269,680.00 2,108,498.16	98.87 3.94%	1,977,314.00 17,500.00	1.08% (131,184.16)	Aa2/AA- AA	2.76 2.57

HOLDINGS REPORT



Dublin San Ramon Services District Managed Account | Account #11405 | As of June 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
732098PJ1	POMONA CALIF UNI SCH DIST 1.775 08/01/2028	1,860,000.00	09/30/2024 3.61%	1,738,709.40 1,762,221.38	93.84 3.91%	1,745,453.76 13,756.25	0.95% (16,767.62)	Aa3/NA NA	3.09 2.93
13063DMB1	CALIFORNIA ST 3.05 04/01/2029	4,630,000.00	05/22/2024 4.53%	4,333,957.80 4,401,118.62	96.72 4.00%	4,478,335.09 35,303.75	2.44% 77,216.47	Aa2/AA- AA	3.75 3.47
91412HFG3	UNIVERSITY CALIF REV 3.349 07/01/2029	4,500,000.00	08/15/2024 3.75%	4,420,080.00 4,434,328.95	97.89 3.93%	4,404,942.00 75,352.50	2.40% (29,386.95)	Aa2/AA AA	4.00 3.70
Total Municipal Bonds		39,125,000.00		38,253,601.60	96.89	37,895,530.44	20.67%		2.03
				38,576,395.04	4.00%	218,764.31	(680,864.60)		1.92

NEGOTIABLE CD

05580AXU3	BMW Bank of North America 0.5 11/20/2025	250,000.00	11/20/2020 0.50%	250,000.00 250,000.00	98.50 4.41%	246,254.68 143.84	0.13% (3,745.33)	Aa3/A NA	0.39 0.38
856283R57	State Bank of India - Chicago Branch 0.55 11/24/2025	250,000.00	11/23/2020 0.55%	250,000.00 250,000.00	98.49 4.39%	246,220.10 146.92	0.13% (3,779.90)	Baa3/BBB- NA	0.40 0.39
108622LL3	Bridgewater Bank 0.45 11/28/2025	250,000.00	11/30/2020 0.45%	250,000.00 250,000.00	98.43 4.32%	246,067.15 3.08	0.13% (3,932.85)	NA/NA NA	0.41 0.41
06251A2Q2	Bank Hapoalim B.M. - New York Branch 0.5 12/15/2025	250,000.00	12/14/2020 0.50%	250,000.00 250,000.00	98.26 4.37%	245,660.73 58.22	0.13% (4,339.28)	Baa1/ BBB+ NA	0.46 0.45
15258RAV9	Central Bank 0.45 01/27/2026	250,000.00	01/27/2021 0.45%	250,000.00 250,000.00	97.86 4.22%	244,657.90 12.33	0.13% (5,342.10)	NA/NA NA	0.58 0.57
58404DJN2	Medallion Bank 0.45 01/29/2026	250,000.00	01/29/2021 0.45%	250,000.00 250,000.00	97.85 4.21%	244,616.55 3.08	0.13% (5,383.45)	NA/NA NA	0.58 0.58
949764PG3	Wells Fargo Bank, National Association 5.05 06/04/2026	250,000.00	06/04/2024 5.05%	250,000.00 250,000.00	100.91 4.05%	252,274.35 933.90	0.14% 2,274.35	Aa2/A+ AA	0.93 0.90
06051XEG3	Bank of America, National Association 5.05 06/08/2026	250,000.00	06/06/2024 5.05%	250,000.00 250,000.00	100.91 4.05%	252,265.25 864.73	0.14% 2,265.25	Aa2/A+ AA+	0.94 0.91
33847GJA1	Flagstar Bank, National Association 5.0 06/12/2026	250,000.00	06/13/2024 5.00%	250,000.00 250,000.00	100.87 4.05%	252,184.58 616.44	0.14% 2,184.58	Ba1/NA BB+	0.95 0.92
Total Negotiable CD		2,250,000.00		2,250,000.00	99.14	2,230,201.28	1.22%		0.63
				2,250,000.00	4.23%	2,782.53	(19,798.73)		0.61

US TREASURY

912797PF8	UNITED STATES TREASURY 07/24/2025	2,250,000.00	04/24/2025 4.30%	2,226,132.69 2,243,967.60	99.73 4.23%	2,244,012.82 0.00	1.22% 45.21	P-1/A-1+ F1+	0.07 0.06
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HOLDINGS REPORT



Dublin San Ramon Services District Managed Account | Account #11405 | As of June 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
9128284V9	UNITED STATES TREASURY 2.875 08/15/2028	4,500,000.00	09/03/2024 3.65%	4,372,382.79 4,398,810.82	97.54 3.72%	4,389,257.79 48,604.97	2.39% (9,553.03)	Aa1/AA+ AA+	3.13 2.92
91282CCY5	UNITED STATES TREASURY 1.25 09/30/2028	4,500,000.00	09/04/2024 3.63%	4,098,164.04 4,178,585.39	92.52 3.72%	4,163,378.90 14,139.34	2.27% (15,206.49)	Aa1/AA+ AA+	3.25 3.12
91282CKP5	UNITED STATES TREASURY 4.625 04/30/2029	5,000,000.00	05/07/2024 4.45%	5,038,281.25 5,029,490.90	103.13 3.74%	5,156,250.00 38,960.60	2.81% 126,759.10	Aa1/AA+ AA+	3.83 3.47
91282CES6	UNITED STATES TREASURY 2.75 05/31/2029	4,000,000.00	06/18/2024 4.27%	3,731,250.00 3,787,084.49	96.43 3.74%	3,857,187.52 9,316.94	2.10% 70,103.03	Aa1/AA+ AA+	3.92 3.66
91282CFJ5	UNITED STATES TREASURY 3.125 08/31/2029	5,000,000.00	09/10/2024 3.47%	4,921,093.75 4,933,758.79	97.59 3.76%	4,879,296.90 52,224.86	2.66% (54,461.89)	Aa1/AA+ AA+	4.17 3.82
91282CLN9	UNITED STATES TREASURY 3.5 09/30/2029	3,000,000.00	10/24/2024 3.98%	2,936,484.39 2,945,204.99	98.99 3.76%	2,969,765.64 26,393.44	1.62% 24,560.65	Aa1/AA+ AA+	4.25 3.88
91282CLR0	UNITED STATES TREASURY 4.125 10/31/2029	3,500,000.00	11/08/2024 4.14%	3,496,992.21 3,497,376.68	101.43 3.76%	3,550,039.08 24,324.05	1.94% 52,662.40	Aa1/AA+ AA+	4.34 3.91
91282CGB1	UNITED STATES TREASURY 3.875 12/31/2029	4,975,000.00	12/19/2024 4.19%	4,905,427.71 4,912,669.29	100.43 3.77%	4,996,182.60 523.86	2.73% 83,513.31	Aa1/AA+ AA+	4.50 4.09
91282CMG3	UNITED STATES TREASURY 4.25 01/31/2030	1,000,000.00	03/31/2025 3.96%	1,012,460.94 1,011,812.15	101.97 3.78%	1,019,726.56 17,727.90	0.56% 7,914.41	Aa1/AA+ AA+	4.59 4.07
91282CMZ1	UNITED STATES TREASURY 3.875 04/30/2030	7,000,000.00	-- 3.84%	7,009,726.57 7,009,386.11	100.39 3.78%	7,027,343.75 45,699.73	3.83% 17,957.64	Aa1/AA+ AA+	4.83 4.34
91282CLJ8	UNITED STATES TREASURY 3.75 08/31/2031	3,000,000.00	01/07/2025 4.44%	2,882,695.32 2,891,018.92	99.07 3.92%	2,971,992.18 37,601.90	1.62% 80,973.26	Aa1/AA+ AA+	6.17 5.38
91282CLU3	UNITED STATES TREASURY 4.125 10/31/2031	5,000,000.00	01/02/2025 4.40%	4,919,335.95 4,925,069.90	101.04 3.94%	5,052,148.45 34,748.64	2.76% 127,078.55	Aa1/AA+ AA+	6.34 5.50
Total US Treasury		52,725,000.00	4.04%	51,550,427.61	99.22	52,276,582.19	28.51%		4.25
Total Portfolio		186,601,506.51	2.25%	184,966,494.03	98.29	183,334,392.66	100.00%		2.86
Total Market Value + Accrued				184,888,578.70	4.00%	1,112,429.50	(1,554,186.04)		2.57
						184,446,822.16			

GAAP Trading Activity

04/01/2025 - 06/30/2025

DSRSD Managed Account (484422)

Dated: 07/23/2025

* Does not Lock Down.

Identifier	Description	Current Units	Transaction Type	Trade Date	Settle Date	Final Maturity	Price	Principal
31846V203	FIRST AMER:GVT OBLG Y	13,326,826.54	Buy	---	---	06/30/2025	1.000	13,326,826.54
912797PF8	UNITED STATES TREASURY	5,000,000.00	Buy	04/24/2025	04/24/2025	07/24/2025	98.939	4,946,981.53
91282CMZ1	UNITED STATES TREASURY	3,000,000.00	Buy	04/30/2025	04/30/2025	04/30/2030	100.543	3,016,289.06
91282CMZ1	UNITED STATES TREASURY	2,000,000.00	Buy	05/29/2025	05/30/2025	04/30/2030	99.395	1,987,890.63
91282CMZ1	UNITED STATES TREASURY	2,000,000.00	Buy	06/27/2025	06/30/2025	04/30/2030	100.277	2,005,546.88
69371RT71	PACCAR FINANCIAL CORP	2,020,000.00	Buy	05/05/2025	05/08/2025	05/08/2030	99.845	2,016,869.00
14913UAY6	CATERPILLAR FINANCIAL SERVICES CORP	1,500,000.00	Buy	05/06/2025	05/07/2025	03/03/2028	100.445	1,506,675.00
61747YFD2	MORGAN STANLEY	1,500,000.00	Buy	05/08/2025	05/09/2025	04/20/2029	101.189	1,517,835.00
74153WCW7	PRICOA GLOBAL FUNDING I	1,500,000.00	Buy	05/22/2025	05/28/2025	05/28/2030	99.657	1,494,855.00
95000U3J0	WELLS FARGO & CO	1,500,000.00	Buy	05/28/2025	05/29/2025	01/23/2030	101.445	1,521,675.00
912797LW5	UNITED STATES TREASURY	2,000,000.00	Buy	05/29/2025	05/29/2025	07/10/2025	99.508	1,990,160.80
17305EHA6	CCCIT_25-A1	1,420,000.00	Buy	06/18/2025	06/26/2025	06/21/2030	99.973	1,419,614.75
025816DH9	AMERICAN EXPRESS CO	1,500,000.00	Buy	06/25/2025	06/26/2025	07/27/2029	102.535	1,538,025.00
3135GASQ5	FEDERAL NATIONAL MORTGAGE ASSOCIATION	-4,000,000.00	Call Redemption	05/16/2025	05/16/2025	05/16/2029	100.000	-4,000,000.00
06406RAN7	BANK OF NEW YORK MELLON CORP	-5,000,000.00	Maturity	04/24/2025	04/24/2025	04/24/2025	100.000	-5,000,000.00
254673E69	Discover Bank	-250,000.00	Maturity	05/27/2025	05/27/2025	05/27/2025	100.000	-250,000.00
59013KXG6	Merrick Bank	-250,000.00	Maturity	04/04/2025	04/04/2025	04/04/2025	100.000	-250,000.00
61768EZS5	Morgan Stanley Private Bank, National Association	-250,000.00	Maturity	04/04/2025	04/04/2025	04/04/2025	100.000	-250,000.00
61690DFE3	Morgan Stanley Bank, N.A.	-250,000.00	Maturity	04/11/2025	04/11/2025	04/11/2025	100.000	-250,000.00
31846V203	FIRST AMER:GVT OBLG Y	-20,235,121.86	Sell	---	---	06/30/2025	1.000	-20,235,121.86
3134GWUE4	FEDERAL HOME LOAN MORTGAGE CORP	-2,000,000.00	Sell	05/06/2025	05/07/2025	09/30/2025	98.493	-1,969,860.00
912797PF8	UNITED STATES TREASURY	-750,000.00	Sell	06/25/2025	06/26/2025	07/24/2025	99.684	-747,628.17
912797PF8	UNITED STATES TREASURY	-2,000,000.00	Sell	06/27/2025	06/30/2025	07/24/2025	99.726	-1,994,524.67
912797LW5	UNITED STATES TREASURY	-1,500,000.00	Sell	06/18/2025	06/20/2025	07/10/2025	99.770	-1,496,554.17
912797LW5	UNITED STATES TREASURY	-500,000.00	Sell	06/25/2025	06/26/2025	07/10/2025	99.842	-499,209.06
---	---	1,281,704.68	---	---	---	10/12/2026	---	1,346,326.26

* Weighted by: Absolute Value of Principal. * MMF transactions are collapsed.

* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

Dublin San Ramon Services District
Outstanding Receivables Report
Customer Aging Summary as of 6/30/2025

<u>Customer #</u>	<u>Customer Name</u>	<u>On Account</u>	<u>1 to 30 Days Past</u>	<u>31 to 60 Days Past</u>	<u>61 to 90 Days Past</u>	<u>91 to 120 Days Past</u>	<u>Over 120 Days Past</u>
3 ALAMEDA COUNTY		-	936.00	-	-	-	-
14 DERWA		-	529,112.06	437,853.70	-	-	-
27 CITY OF PLEASANTON		-	609.00	-	-	-	-
28 LAVWMA		-	211,529.90	-	-	-	-
29 BAY AREA SANITATION		-	6,791.34	-	-	-	-
32 U. S. DEPARTMENT OF JUSTICE		-	936.00	-	-	-	-
52 ZONE 7 WATER AGENCY		-	11,542.24	-	1,263.00	-	-
123 Budget Rent A Car		-	-	-	-	-	148.50
146 CALIBER COLLISION		-	-	-	-	-	374.00
148 Crash Champions Collision Repair Team		-	-	-	-	-	522.50
158 MOUNTAIN MIKE'S PIZZA		-	-	-	-	-	421.30
232 ALAMEDA CO PUBLIC WORKS AGENCY H.E.R.B.		-	1,649.52	-	-	-	-
234 ZEISS INNOVATION CENTER		-	936.00	-	-	-	-
282 Lucky's #770		-	-	-	-	-	264.00
305 Golden Sand Harbor		-	-	-	-	-	2.00
372 Xpress Eat		-	-	-	-	-	305.80
385 Erik's Deli		-	-	-	-	-	305.80
387 Pho Saigon Noodle		-	-	-	-	-	305.80
497 Bright Horizons Children's Center		-	-	-	-	-	264.00
499 Banseok Korean BBQ		-	-	-	-	-	463.10
503 AC Automotive Consultants		-	-	-	-	-	522.50
526 Wash Time Car Wash		-	-	-	-	-	192.50
542 Peacock Indian Cuisine		-	-	-	-	-	522.50
597 KHYBER PASS KABOB		-	-	-	-	-	569.80
626 NEW MOON		-	-	-	-	264.00	-
647 KABUL KABOB AND GRILL		-	-	-	-	-	148.50
662 Falafel Town		-	-	-	-	-	463.10
684 USAG CTC		-	-	-	-	-	577.00
686 SUBWAY SANDWICHES		-	-	-	-	-	5.00
687 Biryani Junction & Temptation		-	-	-	-	-	569.80
712 TRUMARK		-	2,343.00	-	-	-	-
735 CHAAT BHAVAN/BANANA GARDEN		-	-	-	-	-	74.25
800 Whole Foods		-	-	-	-	-	203.50
822 Pho 99		-	-	-	-	-	463.10
857 DUBLIN CROSSROADS C/O GS MANAGEMENT COMP.		-	245.00	-	-	-	-
874 Mirchi Cafe & Masala Pizza		-	-	-	-	264.00	305.80

<u>Customer #</u>	<u>Customer Name</u>	<u>On Account</u>	<u>1 to 30 Days Past</u>	<u>31 to 60 Days Past</u>	<u>61 to 90 Days Past</u>	<u>91 to 120 Days Past</u>	<u>Over 120 Days Past</u>
886	Grand Cafe	-	-	-	-	269.50	-
889	Cha Thai Cuisine	-	-	-	-	-	569.80
895	MAYFLOWER RESTAURANT	-	-	-	-	-	157.30
897	KAISER PERMANENTE FACILITY MEDICAL OFFICE - ADMIN	-	1,233.00	-	-	-	-
211	CHINA VILLAGE	-	-	-	-	-	120.00
284	OUTBACK STEAKHOUSE	(120.00)	-	-	-	-	-
396	YANAGI SUSHI & GRILL	(0.72)	-	-	-	-	-
398	PAMIR CUISINE	(2.11)	-	-	-	-	-
472	BAY FAMILY DENTAL CARE	-	-	-	-	-	105.00
552	SPRINT / T-MOBILE	(21,101.55)	-	-	-	-	-
649	S & V, LLC	(0.20)	-	-	-	-	-
661	PACIFIC GAS AND ELECTRIC CO.	-	-	-	-	-	32,583.73
674	NBC BAY AREA - KNTV	(3.67)	-	-	-	-	-
689	SERVICE KING COLLISION REPAIR	-	-	-	-	-	135.00
691	LAZY DOG RESTAURANT & BAR	(8.00)	-	-	-	-	-
713	DICK DAGGETT	(11.00)	-	-	-	-	-
718	VINEYARD ESTATES MOBILE	(20.00)	-	-	-	-	-
719	TEICHERT CONSTRUCTION	-	-	-	-	-	3,819.00
831	MAIN STREET PEDIATRIC	-	-	-	-	-	105.00
868	BREEZE DENTAL GROUP	-	-	-	-	-	105.00
939	KELLY & SON	-	-	-	-	-	146.00
943	MICHELS CORPORATION	-	-	-	-	-	30.00
951	JENSEN LANDSCAPE	-	-	-	-	-	1,805.00
		(21,267.25)	767,863.06	437,853.70	1,263.00	797.50	47,674.98

Notes:

1. DERWA Payment of \$437,853.70 was received 7/1/2025
2. DERWA payment of \$529,112.06 was received 7/10/25

Dublin San Ramon Services District
Outstanding Receivables Report
Regional Wastewater Fee Installment Program as of 6/30/2025

Customer	Balance
ROIC California LLC/T-4 Restaurant	<u>1,281.52</u>
Total	<u>1,281.52</u>

Dublin San Ramon Services District
Employee and Director Reimbursements Greater than \$100
July 1, 2024 - June 30, 2025

DOCUMENT	VENDOR	NAME	AMOUNT	INVOICE DESCRIPTION	CHECK DATE	CHECK NO
29160	8871	MATHEW MCGRATH	110.00	M McGrath reimb exp @ SWRCB-DWOCP T2 renew	3/20/2025	207972
31075	8871	MATHEW MCGRATH	764.96	M McGrath reimb exp @ AWWA 2025	5/22/2025	208517
		MATHEW MCGRATH Total	874.96			
26935	3146	MICHELLE GALLARDO	133.06	M Gallardo reimb exp @ CalPELRA conf. 11/2024	12/5/2024	207187
31867	3146	MICHELLE GALLARDO	162.00	M Gallardo reimb exp @ ACWA Conf 05/2025	6/19/2025	208718
		MICHELLE GALLARDO Total	295.06			
24497	228	STEVE DELIGHT	200.57	S Delight reimb exp @ CASA 07/31/24-08/02/24	8/22/2024	206301
28896	228	STEVE DELIGHT	102.11	S Delight reimb exp @ CASA conf. 01/2025	2/27/2025	207810
31264	228	STEVE DELIGHT	138.60	S Delight reimb exp @ ACWA Monterey 05/2025	6/12/2025	208641
		STEVE DELIGHT Total	441.28			
29856	5491	TODD MILLISON	212.52	T Millison reimb exp @ WWT training 3/13/25	4/3/2025	208114
31929	5491	TODD MILLISON	110.00	T Missison reimb-cert for WTO G#2	6/26/2025	208795
		TODD MILLISON Total	322.52			
29854	5903	AARON CASTRO	181.44	A Castro reimb exp @ WWT training 3/13/25	4/3/2025	208102
		AARON CASTRO Total	181.44			
25288	1115	AARON THOMAS JOHNSON	1,522.41	A Johnson reimb exp @ ESRI conf 07/2024	9/19/2024	206565
		AARON THOMAS JOHNSON Total	1,522.41			
26122	8373	ALEXANDER ORTEGA	221.64	A Ortega reimb exp @ distribution prep exam 10/24	10/31/2024	206890
31161	8373	ALEXANDER ORTEGA	321.00	A Ortega reimb exp @ CWEA Conf 04/2025	5/22/2025	208519
		ALEXANDER ORTEGA Total	542.64			
31076	11186	ANDREW PHILLIPS	456.95	A Phillips reimb exp @ AWWA Conf 2025	5/22/2025	208521
		ANDREW PHILLIPS Total	456.95			
26111	9164	ANN MARIE JOHNSON	496.75	A. M. Johnson reimb exp @ CSDA conf. 09/2024	10/31/2024	206887
		ANN MARIE JOHNSON Total	496.75			
29862	5828	ANNA GARCIA	102.06	A Garcia reimb exp @ WWT training 03/2025	4/3/2025	208104
		ANNA GARCIA Total	102.06			
23173	7034	AOMAR BAHLOUL	271.10	A Bahloul reimb exp @ Cisco Conf. 06/2024	7/11/2024	205952
25936	7034	AOMAR BAHLOUL	139.36	A Bahloul reimb exp @ MISAC 08/2024	10/17/2024	206751
25937	7034	AOMAR BAHLOUL	191.46	A Bahloul reimb exp @ MISAC 09/2024	10/17/2024	206752
31934	7034	AOMAR BAHLOUL	228.00	A Bahloul reimb exp @ Cisco Live 06/2025	6/26/2025	208778
		AOMAR BAHLOUL Total	829.92			
26938	10880	ARUP PAUL	313.00	A Paul reimb exp @ Automation Fair 11/2024	11/27/2024	207155
		ARUP PAUL Total	313.00			
26986	10879	CHERL V SMITH	231.00	C Smith reimb exp @ CALPELRA 11/2024	12/5/2024	207196
		CHERL V SMITH Total	231.00			
28973	10981	CHRISTINE CHEN	139.60	C Chen reimb exp @ CSMFO Conf. 02/19-20/2025	3/6/2025	207855
		CHRISTINE CHEN Total	139.60			
26055	10964	CHRISTOPHER JULIAN WINN	109.88	CJ Winn reimb exp @ CWEA N. Safety Day 10/16/24	10/24/2024	206831
26836	10964	CHRISTOPHER JULIAN WINN	145.00	CJ Winn cert. reimb - WDO Grade#2	11/21/2024	207077
27820	10964	CHRISTOPHER JULIAN WINN	209.00	CJ Winn reimb exp @ CWEA CSM-1 MEM fee	1/16/2025	207483
31273	10964	CHRISTOPHER JULIAN WINN	668.95	CJ Winn reimb exp @ AWWA Conf 04/2025	6/12/2025	208657
		CHRISTOPHER JULIAN WINN Total	1,132.83			
27589	10976	CLIFFORD MCCLURE	110.00	C McClure reimb exp @ SWRCB cert renew DWO	12/26/2024	207338
		CLIFFORD MCCLURE Total	110.00			
29178	11162	CYNTHIA PAGE	276.24	C Page reimb exp @ CWEA LA G#2 cert.	3/20/2025	207974
31432	11162	CYNTHIA PAGE	239.00	C Page reimb exp - LA G#3	6/12/2025	208652
		CYNTHIA PAGE Total	515.24			
25925	10374	DAIRIAN D SILVA	235.00	D Silva reimb exp -cert. WDO grade D4	10/17/2024	206768
		DAIRIAN D SILVA Total	235.00			
29771	7702	DAN P PETTINICHO	366.00	D Pettinichio reimb exp @ AWWA conf. 02/2025	4/3/2025	208118
31008	7702	DAN P PETTINICHO	171.00	D Pettinichio reimb exp @ AWWA Conf. 04/2025	5/15/2025	208461
		DAN P PETTINICHO Total	537.00			
23151	11043	DANIEL GILL	515.05	D Gill reimb exp @ ACE AWWA conf 06/2024	7/11/2024	205958
25481	11043	DANIEL GILL	295.12	D Gill reimb exp @ WATEREUSE conf 09/2024	10/3/2024	206658
28898	11043	DANIEL GILL	552.81	D Gill reimb exp @ NACWA conf. 01/2025	2/27/2025	207812
		DANIEL GILL Total	1,362.98			
29162	11061	DANIEL WARD	105.00	D Ward reimb exp @ SWRCB DWO G#5 Cert renew	3/20/2025	207978
		DANIEL WARD Total	105.00			
26060	10891	DAVE MONEY	109.88	D Money reimb exp @ CWEA N Safety Day 10/16/24	10/24/2024	206825

Dublin San Ramon Services District
Employee and Director Reimbursements Greater than \$100
July 1, 2024 - June 30, 2025

DOCUMENT	VENDOR	NAME	AMOUNT	INVOICE DESCRIPTION	CHECK DATE	CHECK NO
		DAVE MONEY Total	109.88			
26684	9288	DERRICK PEARSON	583.25	D Pearson reimb exp @ WEFTEC 10/2024	11/14/2024	206999
		DERRICK PEARSON Total	583.25			
31912	11196	EDUARDO GUTIERREZ	648.06	E Gutierrez reimb exp @ AWWA conf. 04/2025	6/26/2025	208789
		EDUARDO GUTIERREZ Total	648.06			
26222	9134	EDWARD PADILLA	213.07	E Padilla reimb exp @ Distribution Prep Exam 10/2024	11/7/2024	206953
31078	9134	EDWARD PADILLA	668.95	E Padilla reimb exp @ AWWA Conf 2025	5/22/2025	208520
		EDWARD PADILLA Total	882.02			
26058	10965	EFREN MONROY MAGANA	109.88	E Monroy Magana reimb exp @ CWEA N Safety Day 10/2024	10/24/2024	206826
31425	10965	EFREN MONROY MAGANA	279.00	E Monroy ReimbExp @ ConfinedSpaceRescueTraining 05/25	6/12/2025	208650
		EFREN MONROY MAGANA Total	388.88			
24550	10514	ERIN STEFFEN	124.33	E Steffen reimb exp @ CASA 7/31-8/2/24	8/22/2024	206311
31164	10514	ERIN STEFFEN	131.51	E Steffen reimb exp @ CPIO conf 04/2025	5/22/2025	208525
31866	10514	ERIN STEFFEN	155.60	E Steffen reimb exp @ ACWA conf. 05/2025	6/19/2025	208725
		ERIN STEFFEN Total	411.44			
29290	5305	GEORGEAN VONHEEDER-LEOPOLD	1,072.77	G Vonheeder reimb exp @ CASA 01/2025	3/27/2025	208037
		GEORGEAN VONHEEDER-LEOPOLD Total	1,072.77			
26236	11125	GERONIMO FLORES	279.26	G Flores reimb exp @ Distribution Prep exam 10/2024	11/7/2024	206947
		GERONIMO FLORES Total	279.26			
25173	11110	HEIDI BIRDSELL	172.00	H Birdsell reimb exp @ Environmental Symposium	9/12/2024	206507
		HEIDI BIRDSELL Total	172.00			
30413	10827	HORACIO MUÑOZ GOMEZ	554.00	education/tuition reimb -50% of requested \$1108.00	4/24/2025	208304
		HORACIO MUÑOZ GOMEZ Total	554.00			
28097	11034	IRENE CEBALLOS	239.00	I Ceballos cert reimb-Lab Analyst Gr#3	1/16/2025	207477
		IRENE CEBALLOS Total	239.00			
28136	9372	IRENE SUROSO	228.88	I Suroso reimb exp @ team build lunch 12/19/24	1/16/2025	207481
28952	9372	IRENE SUROSO	479.00	I Suroso reimb-CWEA membership&AWWA workshop	2/27/2025	207819
30610	9372	IRENE SUROSO	1,749.57	I Suroso reimb exp @ AWWA 2025-04/2025	5/8/2025	208414
		IRENE SUROSO Total	2,457.45			
24379	8851	ISIDRO LOPEZ	230.00	I. LOPEZ REIMB 05/24 CWEA MECH GRADE 4 CERT	8/15/2024	206270
		ISIDRO LOPEZ Total	230.00			
28135	3831	JACLYN YEE	145.53	J Yee reimb exp @ meeting 12/19/24	1/16/2025	207484
		JACLYN YEE Total	145.53			
28804	9692	JASON CHING	153.34	J Ching reimb exp @ mtg 02/06/2025	2/20/2025	207747
30496	9692	JASON CHING	838.00	J Ching reimb exp @ AWWA 04/2025.	5/1/2025	208355
		JASON CHING Total	991.34			
27652	10106	JASON LOU BERTACCHI	1,299.00	J Bertacchi reimb -education calendar Y2024	1/9/2025	207415
		JASON LOU BERTACCHI Total	1,299.00			
29852	11050	JAVIER ROBLEDO	212.10	J Robledo reimb exp @ WWT training 3/13/25	4/3/2025	208120
		JAVIER ROBLEDO Total	212.10			
26123	11121	JAVIER ROBLEDO ESPINOZA	485.00	J Robledo reimb exp @ cert. WTPO G#V	10/31/2024	206892
		JAVIER ROBLEDO ESPINOZA Total	485.00			
31073	1123	JEREMY A HENDRYX	468.20	J Hendryx reimb exp @ CRWA Conf. 2025	5/22/2025	208512
		JEREMY A HENDRYX Total	468.20			
31915	11197	JESUS PONCE	457.00	J Ponce reimb exp @ CRWA Conf 4/28-5/1/25	6/26/2025	208796
		JESUS PONCE Total	457.00			
26059	7742	JOHN BAGAKIS	113.38	J Bagakis reimb exp @ CWEA N Safety Day 10/16/24	10/24/2024	206813
		JOHN BAGAKIS Total	113.38			
31074	1211	JOHN CHALK	434.60	J Chalk reimb exp @ CRWA 2025	5/22/2025	208506
		JOHN CHALK Total	434.60			
26056	9287	JUSTIN LANKFORD	107.20	J Lankford reimb exp @ CWEA N. Safety Day 10/16/24	10/24/2024	206824
		JUSTIN LANKFORD Total	107.20			
29859	2072	KAPIL MOHAN	159.60	K Mohan reimb exp @ CWEA P3S conf. 02/2025	4/3/2025	208115
		KAPIL MOHAN Total	159.60			
30551	10949	KARLA Y HAMMOND	1,011.60	K Hammond reimb exp @ AWWA 04/2025	5/1/2025	208354
		KARLA Y HAMMOND Total	1,011.60			
27823	11144	KYEL RAMOS	1,542.63	K Ramos reimb exp @ Backflow class & exam	1/9/2025	207424
30615	11144	KYEL RAMOS	1,074.04	K Ramos reimb exp @ Cross-connection 02/2025	5/8/2025	208412
		KYEL RAMOS Total	2,616.67			
24366	10246	LEOBARDO SOLIS JR	106.00	L Solis reimb exp @ CWEA 08/2024	8/15/2024	206271
		LEOBARDO SOLIS JR Total	106.00			

Dublin San Ramon Services District
Employee and Director Reimbursements Greater than \$100
July 1, 2024 - June 30, 2025

DOCUMENT	VENDOR	NAME	Amount	INVOICE DESCRIPTION	CHECK DATE	CHECK NO
26057	8852	MANUEL BARCELLOS	109.88	M Barcello reimb exp @ CWEA N. Safety Day 10/16/24	10/24/2024	206814
		MANUEL BARCELLOS Total	109.88			
25367	11017	MICHAEL NAKAMURA	315.00	M. Nakamura reimb exp @ RE plus Conf. 09/2024	9/26/2024	206620
31477	11017	MICHAEL NAKAMURA	1,371.56	M Nakamura reimb exp @ ETAP 06/2025	6/12/2025	208651
		MICHAEL NAKAMURA Total	1,686.56			
26985	10334	MICHELLE MCQUISTON	212.00	M McQuiston reimb exp @ CALPELRA 11/2024	12/5/2024	207194
		MICHELLE MCQUISTON Total	212.00			
27822	11143	MINH NGUYEN	1,210.15	M Nguyen reimb exp @ Backflow class & exam	1/9/2025	207423
30617	11143	MINH NGUYEN	263.16	M Nguyen reimb exp @ D2 class & exam 03/2025	5/8/2025	208411
30616	11143	MINH NGUYEN	465.28	M Nguyen reimb exp @ D2 class 02/2025	5/8/2025	208410
		MINH NGUYEN Total	1,938.59			
26939	10194	NATHAN J MURPHY	1,957.60	N Murphy reimb exp @ Automation Fair 11/2024	11/27/2024	207154
		NATHAN J MURPHY Total	1,957.60			
27819	3985	NICOLE GENZALE	146.07	N Genzale reimb exp @ new law & election conf	1/16/2025	207478
		NICOLE GENZALE Total	146.07			
26987	11013	NICOLE MOORE	192.00	N Morre reimb exp @ CALPELRA 11/2024	12/5/2024	207195
		NICOLE MOORE Total	192.00			
26835	11135	PHILLIP PRISTIA	266.40	P Pristia reimb exp@Distribution Prep exam 10/2024	11/27/2024	207157
		PHILLIP PRISTIA Total	266.40			
26105	7323	RENEE COLLINS	953.52	R Collins reimb exp @MISAC conf./Monterey 09/2024	10/24/2024	206818
		RENEE COLLINS Total	953.52			
26834	11134	RICHARD HALKET	525.16	R Halket reimb exp @ CSDA Conf. - 09/2024	11/21/2024	207065
26981	11134	RICHARD HALKET	678.83	R Halket reimb exp @ WateReuse 09/2024	12/5/2024	207190
		RICHARD HALKET Total	1,203.99			
25375	10980	ROGER CHU	260.69	R Chu reimb exp @ WateReuse conf 09/2024	9/26/2024	206615
32066	10980	ROGER CHU	302.17	R Chu reimb exp @ AWWA ACE conf. 06/2025	6/26/2025	208783
		ROGER CHU Total	562.86			
24617	8903	ROPER CHRISTIAN S MACARAEG	261.25	R Macaraeg reimb exp @ ESRI conf. 07/2024	8/29/2024	206383
		ROPER CHRISTIAN S MACARAEG Total	261.25			
26984	7743	SAMANTHA KOEHLER	134.00	S Koehler reimb exp @ CALPELRA 11/2024	12/5/2024	207193
29286	7743	SAMANTHA KOEHLER	186.48	S Koehler reimb exp @ PARMA Conf. 02/2025	3/20/2025	207970
		SAMANTHA KOEHLER Total	320.48			
31077	11187	SEAN SARGIOTTO	688.00	S Sargiotto reimb exp @ AWWA Conf 2025	5/22/2025	208523
		SEAN SARGIOTTO Total	688.00			
25245	10541	SHU-JAN LEE	366.66	J. Lee reimb exp @ CASA Conf. Aug 2024	9/26/2024	206618
31181	10541	SHU-JAN LEE	271.28	J Lee reimb exp @ CASA Winter Conf. 01/2025	5/29/2025	208589
31472	10541	SHU-JAN LEE	111.02	J Lee reimb exp - mileage Apr & May 2025	6/12/2025	208647
31473	10541	SHU-JAN LEE	138.60	J Lee reimb exp @ ACWA conf. 05/2025	6/12/2025	208648
		SHU-JAN LEE Total	887.56			
29850	7392	SINZEE TRAN	212.52	S Tran reimb exp @ WWT training 3/13/25	4/3/2025	208122
		SINZEE TRAN Total	212.52			
31160	11103	SONYA SPALA	1,454.53	S Spala reimb exp @ CWEA 04/2025	5/22/2025	208524
		SONYA SPALA Total	1,454.53			
30609	4722	STEPHAN KOZANDA	225.00	S Kozanda cert reimb-adv WTO-G4	5/8/2025	208407
		STEPHAN KOZANDA Total	225.00			
26234	7833	TIMOTHY LEE ODELL JOHNSON	256.96	T Johnson reimb exp@Distribution Prep exam 10/2024	11/7/2024	206950
		TIMOTHY LEE ODELL JOHNSON Total	256.96			
27725	7701	VIVIAN CHIU	740.12	V Chiu reimb exp@Napa New law and elections 12/2024	1/9/2025	207426
		VIVIAN CHIU Total	740.12			
32083	11189	WEI FANG YANG	900.53	W Yang reimb exp @ PR fundamental Training 06/25	6/26/2025	208802
		WEI FANG YANG Total	900.53			
26220	10227	ZACHARY RUIZ	851.13	Z Ruiz reimb exp @ MISAC Conf. 07/2024	11/7/2024	206954
31936	10227	ZACHARY RUIZ	1,141.86	Z Ruiz reimb exp @ MISAC summit 06/2025	6/26/2025	208799
		ZACHARY RUIZ Total	1,992.99			
		Grand Total	44,552.28			



TITLE: Award Technical Services Agreement with Unison Solutions for the Biogas Treatment System Improvements Project (CIP 16-P028)

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, the General Manager to execute a Technical Services Agreement with Unison Solutions, in the amount of \$830,328 for design, fabrication, and technical support services for the Biogas Treatment System Improvements Project (CIP 16-P028).

SUMMARY:

To support the District's Energy policy and Strategic Plan goals concerning *"Environmental Protection & Regulatory Compliance"* and *"Long-Term Infrastructure Investment,"* the adopted Capital Improvement Program Two-Year Budget includes the Biogas Treatment System Improvements Project (CIP 16-P028) ("Project"). This Project will improve and expand the existing biogas conditioning system to allow the District to utilize additional biogas generated at the wastewater treatment plant (WWTP) in the future. The Project is planned in two phases to minimize the risk of costly schedule delays and scope changes due to permitting requirements. Phase 1 would be for the design and fabrication of a new, supplementary biogas conditioning system by a qualified equipment supplier. Phase 2 would be for the installation and integration of the supplementary biogas conditioning system into the existing facility by a general contractor. Based on a competitive procurement process, staff recommends that the Board authorize the General Manager to execute a Technical Services Agreement with Unison Solutions in the amount of \$830,328 for the design and fabrication of a new, supplementary biogas conditioning system as well as technical support services for the Project.

BACKGROUND:

The District's cogeneration system, in service since the early 1980s, includes three engines that supply nearly all the energy for the WWTP. The system provides 100% of the WWTP's thermal energy demands and over 95% of its electrical needs, generating approximately 9.5 million of the 10 million kilowatt-hours required annually. To do this, the cogeneration system runs on a blend of biogas – a byproduct of the wastewater treatment process – and supplemental natural gas. Prior to being utilized by the cogeneration engines, the captured biogas must be conditioned to remove impurities and moisture that are required to meet stringent Bay Area Air District (BAAD) (formerly Bay Area Air Quality Management District) emissions requirements and optimize the operation of the cogeneration engines. The existing biogas conditioning system, however, is at its capacity limit and cannot accommodate the increased biogas volumes expected from putting the fats oils and grease station into operation and additional loading from future flows.

The Project will upgrade the existing biogas conditioning system to increase treatment capacity, enabling the District to fully utilize additional biogas generated at the WWTP. Maximizing this self-generation allows the District to generate its own power for a fraction of the cost of purchasing it from the local power utility, which results in significant savings to the District's wastewater customers.

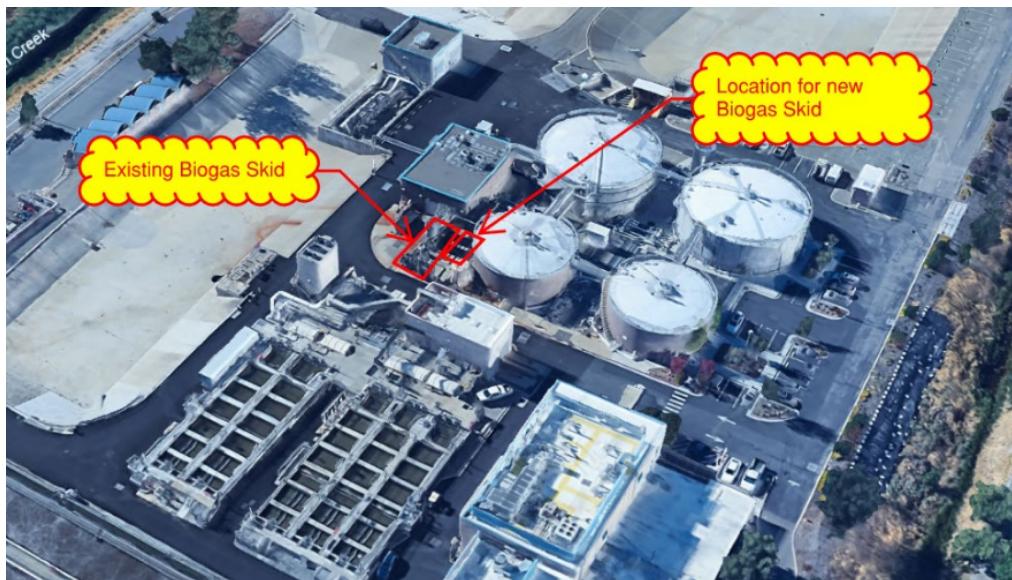
The Project is a key component in the District's long-term strategy to reduce energy costs, increase energy reliability, and meet environmental sustainability goals, and supports the following Strategic Plan goals and policies:

- District Strategic Goal and Objective: *Environmental Protection & Regulatory Compliance – Increase the use and generation of renewable energy to offset additional future energy demands and reduce greenhouse gas emissions.*

Originating Department: Engineering and Technical Services	Contact: R. Pendergraft/S. Delight	Legal Review: Yes
Financial Review: Not Required		Cost and Funding Source: \$830,328 with \$274,009 from Regional Wastewater Replacement (Fund 310) and \$556,319 from Regional Wastewater Expansion (Fund 320)
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		27 of 81

- District Strategic Goal and Strategy: *Long-Term Infrastructure Investment – Manage and implement a prioritized Capital Improvement Program for future infrastructure needs.*
- Energy policy: *By 2030, utilize 100% of the biogas generated at the District's WWTP.*

In October 2022, the District's design consultant HDR developed an alternatives analysis outlining potential options for improving and expanding the existing biogas treatment system. The most cost-efficient method was selected, which includes the addition of a supplemental biogas conditioning system that will operate in parallel with the existing biogas treatment system infrastructure. This new unit will include biogas compression and moisture removal components that will increase the overall biogas treatment capacity. Once completed and integrated, these improvements are expected to allow the District to condition and reuse all available biogas generated by projected WWTP flows and loadings over the next few decades.



DISCUSSION:

The Project will be delivered in two phases:

- Phase 1: Design, permitting support, and fabrication of a new, supplementary biogas conditioning system. This work will be performed by a qualified equipment supplier under a Technical Services Agreement.
- Phase 2: Installation and integration of the supplementary biogas conditioning system into the existing facility by a general contractor. This phase will include final electrical and mechanical connections as well as system startup and commissioning. The equipment from Phase 1 will be assigned to the general contractor who will have responsibility for installation, startup, and testing, which will ensure the system integrates effectively with the existing infrastructure.

The two-phase approach is designed to minimize costly schedule delays and scope changes due to permitting requirements. A key challenge of the Project is the need for the District to secure an Authority to Construct (ATC) permit from BAAD prior to the fabrication of the supplementary biogas conditioning system. The permitting process requires detailed, vendor-specific design documents and entails outlining the exact equipment that will be used for fabrication. The process often involves lengthy review timelines of up to two years or more by BAAD. Additionally, the permitting process will involve significant iterative communication between BAAD and the District, including air quality studies, requests for information, and potential design modifications. These iterative steps may impact both the scope and cost of the equipment.

If this permitting work were bundled within a traditional design-bid-build construction contract, it would introduce significant uncertainty into contractor pricing, as the contractors would not know which equipment to use for their bid, nor would they know a timeline for approval, potentially leading to inflated bids or costly change orders. To streamline delivery and mitigate risk, staff recommends pre-selecting a qualified equipment supplier to design and fabricate the

supplemental biogas conditioning system. This approach allows the District to obtain vendor-specific design documents early, initiate permitting immediately, and proceed to fabrication once the ATC permit is secured. It also reduces future construction phase risks by improving cost control and schedule predictability. The equipment will eventually be assigned to a general contractor with certain fabrication and delivery times.

On March 25, 2025, staff solicited proposals from four (4) consulting firms for Phase 1 of the Project to provide design assistance, fabrication, and delivery of a new biogas compression and moisture removal system for the Project. On May 6, 2025, proposals were received from three (3) firms: Unison Solutions, Mead Hunt, and EnergyLink. Proposals were evaluated based upon established criteria, including project understanding, project approach and proposed scope of work, company and personnel qualifications, depth and breadth of the proposer's team, and level of effort. Based upon these criteria, Unison Solutions was determined to have the best combination of qualifications, staff, and proposed approach to meet the needs of the Project.

Staff recommends the Board authorize the General Manager to execute a Technical Services Agreement with Unison Solutions in the amount of \$830,328 for design and fabrication of a new biogas conditioning system.

FISCAL IMPACT:

The estimated cost for Phase 1 of the Project—including design, permitting support, fabrication of the supplementary biogas conditioning system—is \$830,328. The adopted CIP Two-Year Budget for Fiscal Years 2026 and 2027 allocates \$4,659,000 for the full Project, with 67% funded by Regional Wastewater Expansion (Fund 320) and 33% by Regional Wastewater Replacement (Fund 310), which will remain as adopted. Sufficient funding is available to fully support Phase 1.

NEXT STEPS:

Upon approval by the Board of Directors, staff will execute the Technical Services Agreement with Unison Solutions to begin Phase 1 of the Project. Phase 1 consists of a 4- to 6-month design process, followed by a 6- to 12-month permitting period, for a total estimated duration of 10 to 18 months. The total timeline could be longer depending on the iterative review process with BAAD.

Following the completion of Phase 1, staff anticipates returning to the Board in fall 2026 to award a construction contract for Phase 2. This second phase, which includes the installation of the new system, is expected to take an additional 8 to 12 months to complete. The total project duration, from the start of Phase 1 through the completion of the Phase 2 construction, is estimated to be 18 to 30 months.



TITLE: Adopt Revised Water Resiliency Policy and Rescind Resolution No. 22-21

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the revised Water Resiliency policy and rescind Resolution No. 22-21.

DISCUSSION:

District policies are generally reviewed every four years to ensure they remain current. The Water Resiliency policy provides guidance for building a resilient and sustainable water supply future for District customers. The policy was initially adopted in 1992 as the Water Supply policy and last revised and renamed in 2021. The Water Resiliency policy emphasizes the need for increased water supply diversification and reliability, advocates for an “all of the above” approach to exploring a broad array of supply, conveyance, and storage projects needed to improve water resiliency for the District’s customers, prioritizes local and sustainable water projects that contribute to regional self-reliance, and underscores the importance of collaborative partnerships to implement long-term, enduring solutions to address the Tri-Valley’s long-term water supply challenges.

On April 20, 2021, the Board adopted the Water Resiliency policy and requested staff review the Water Resiliency policy in 2023 to incorporate, if needed, new information from Zone 7 Water Agency’s (Zone 7) 2022 Water Supply Evaluation (WSE) Update. Since 2021, the Board has received annual updates on water supply conditions and progress on long-term water resiliency efforts. As part of the 2023 update, staff briefed the Board on the results of Zone 7’s 2022 WSE Update and recommended no changes to the Water Resiliency policy at that time.

Staff has reviewed the policy and recommends the Board adopt minor revisions to reflect progress that has been made by Zone 7 and other regional partners on long-term water reliability projects, and to shift the District’s advocacy efforts to working with the State to adopt regulations during droughts and other water supply shortage conditions that take into account an agency’s water use efficiency efforts and investments in new water supplies (e.g., water recycling).

The marked-up Water Resiliency policy is included as Attachment 1. If adopted, the policy would become effective immediately and be scheduled for review in 2029. As a separate item on this agenda, the Board will receive the 2025 update on long-term water resiliency efforts.

Originating Department: Office of the General Manager	Contact: J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Policy	



Policy No.:	P300-21-1	Type of Policy:	Operations
Policy Title: Water Resiliency			
Policy Description: Provides guidance for building a resilient and sustainable water supply future for District customers			
Approval Date:	<u>4/20/2018/5/2025</u>	Last Review Date:	<u>2021/2025</u>
Approval Resolution No.:	<u>22-21</u>	Next Review Date:	<u>2023/2029</u>
Rescinded Resolution No.:	<u>89-15/22-21</u>	Rescinded Resolution Date:	<u>10/20/2015/4/20/2021</u>

~~It is the purpose of this~~ The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to provide guiding principles as a framework for projects and efforts to build water resiliency:

1. Reliably meet existing and projected water demands within the District's water service area by supplying water to meet 100% of customer water demands 90% of the time and at least 85% of customer water demands 99% of the time.
2. Collaborate with local and regional partners to build a resilient and sustainable water supply through implementation of a diverse portfolio of water supply, conveyance, and storage projects that provides flexibility to manage the District's water system against future uncertainties.
3. Advocate for the continued exploration and development of a broad array of projects that have the potential to improve water resiliency for the Tri-Valley, such as Bay Area Regional Desalination, Chain-of-Lakes Storage and Conveyance, Delta Conveyance, Interties, Los Vaqueros Reservoir and Transfer Bethany Pipeline, Potable Reuse, Sites Reservoir, Water Transfers, and Expanded Recycled Water Programs.
4. Prioritize the use of locally available and sustainable water supply sources and projects that contribute to regional self-reliance.
5. Advance the development of near-term water resiliency projects through local partnerships and seek grant funding to facilitate project implementation and reduce costs to District customers.
6. Support efforts by other agencies to pursue grant funding for statewide and regional projects that improve water resiliency for District customers.

Policy No.: P300-21-1**Policy Title:** Water Resiliency

7. Ensure Advocate for State regulations that during droughts and other water supply shortage conditions, Zone 7 Water Agency allocates water between the treated water retailers in an equitable manner that recognizes water use efficiency and investments in new water supplies that reduce potable water demands during droughts and other water supply shortage conditions.
8. Meet the State's long-term water use and water loss efficiency standards by promoting reasonable and efficient use of water supplies through conservation programs and water optimization tools and technologies.
9. Maximize treated wastewater effluent as a valuable water resource and minimize environmental pollution to the San Francisco Bay by recycling 100% of the flows that enter the Regional Wastewater Treatment Plant, apart from treatment residual (brine).
10. Advocate for programs to protect and enhance the quality of drinking water delivered to District customers.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE WATER RESILIENCY POLICY AND RESCINDING RESOLUTION NO. 22-21

WHEREAS, on February 4, 1992, by Resolution No. 5-92, the Board initially adopted a policy regarding water supply reliability; and

WHEREAS, on November 21, 2006, by Resolution No. 57-06, the Board adopted a revised Water Supply policy; and

WHEREAS, on October 20, 2015, by Resolution No. 89-15, the Board adopted the Water Supply, Storage, Conveyance, Quality and Conservation policy, to provide for greater water supply diversification and reliability; and

WHEREAS, on April 20, 2021, by Resolution No. 22-21, the Board adopted a revised policy and renamed it to the Water Resiliency policy; and

WHEREAS, staff has reviewed the policy and recommends the Board adopt a revised policy that continues to support the need for increased water supply diversification and reliability, reflects the progress that has been made by Zone 7 Water Agency and other regional partners to explore and develop a broad array of supply, conveyance, and storage projects needed to improve water resiliency for the District's customers, and emphasizes the importance of collaborative partnerships to implement long-term, enduring solutions to address the Tri-Valley's water supply challenges; and

WHEREAS, the revised Water Resiliency policy is intended to provide a framework for a resilient and sustainable water future for the District's customers.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Water Resiliency policy and attached as Exhibit "A," is hereby adopted; and Resolution No. 22-21, attached as Exhibit "B," is hereby rescinded.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 5th day of August, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy No.:	Type of Policy: Operations
Policy Title: Water Resiliency	
Policy Description:	Guidance for building a resilient and sustainable water supply future for District customers
Approval Date: 8/5/2025	Last Review Date: 2025
Approval Resolution No.:	Next Review Date: 2029
Rescinded Resolution No.: 22-21	Rescinded Resolution Date: 4/20/2021

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to provide guiding principles as a framework for projects and efforts to build water resiliency:

1. Reliably meet existing and projected water demands within the District's water service area by supplying water to meet 100% of customer water demands 90% of the time and at least 85% of customer water demands 99% of the time.
2. Collaborate with local and regional partners to build a resilient and sustainable water supply through implementation of a diverse portfolio of water supply, conveyance, and storage projects that provides flexibility to manage the District's water system against future uncertainties.
3. Advocate for the continued exploration and development of a broad array of projects that have the potential to improve water resiliency for the Tri-Valley, such as Bay Area Regional Desalination, Chain-of-Lakes Storage and Conveyance, Delta Conveyance, Interties, Potable Reuse, Sites Reservoir, Water Transfers, and expanded recycled water programs.
4. Prioritize the use of locally available and sustainable water supply sources and projects that contribute to regional self-reliance.
5. Advance the development of near-term water resiliency projects through local partnerships and seek grant funding to facilitate project implementation and reduce costs to District customers.
6. Support efforts by other agencies to pursue grant funding for statewide and regional projects that improve water resiliency for District customers.

Policy No.:**Policy Title:** Water Resiliency

7. Advocate for State regulations that recognize water use efficiency and investments in new water supplies that reduce potable water demands during droughts and other water supply shortage conditions.
8. Meet the State's long-term water use and water loss efficiency standards by promoting reasonable and efficient use of water supplies through conservation programs and water optimization tools and technologies.
9. Maximize treated wastewater effluent as a valuable water resource and minimize environmental pollution to the San Francisco Bay by recycling 100% of the flows that enter the Regional Wastewater Treatment Plant, apart from treatment residual (brine).
10. Advocate for programs to protect and enhance the quality of drinking water delivered to District customers.

RESOLUTION NO. 22-21

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE WATER SUPPLY, STORAGE, CONVEYANCE, QUALITY AND CONSERVATION POLICY, RENAMING THE POLICY TO THE WATER RESILIENCY POLICY, AND RESCINDING RESOLUTION NO. 89-15

WHEREAS, on February 4, 1992, by Resolution No. 5-92, the Board initially adopted a policy regarding water supply reliability; and

WHEREAS, on November 21, 2006, by Resolution No. 57-06, the Board adopted a revised Water Supply policy; and

WHEREAS, on October 20, 2015, by Resolution No. 89-15, the Board adopted the Water Supply, Storage, Conveyance, Quality and Conservation policy, to provide for greater water supply diversification and reliability; and

WHEREAS, staff has reviewed the policy and recommends the Board adopt a revised policy that continues to support the need for increased water supply diversification and reliability, reflects the progress that has been made by Zone 7 Water Agency and other regional partners to explore and develop a broad array of supply, conveyance, and storage projects needed to improve water resiliency for the District's customers, and emphasizes the importance of collaborative partnerships to implement long-term, enduring solutions to address the Tri-Valley's water supply challenges; and

WHEREAS, a revised Water Supply, Storage, Conveyance, Quality and Conservation policy, retitled as the Water Resiliency policy, has been considered by the Board of Directors, and is intended to provide a framework for a resilient and sustainable water future for the District's customers.

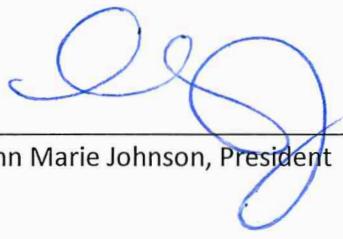
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the revised Water Supply, Storage, Conveyance, Quality and Conservation policy, renamed the Water Resiliency policy and attached as Exhibit "A," is hereby adopted; and Resolution No. 89-15, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 20th day of April, 2021, and passed by the following vote:

AYES: 5 – Directors Arun Goel, Georgean M. Vonheeder-Leopold, Marisol Rubio, Richard M. Halket, Ann Marie Johnson

NOES: 0

ABSENT: 0



Ann Marie Johnson, President

ATTEST: Nicole Genzale
Nicole Genzale, District Secretary



TITLE: Approve Director Travel Expenses for Attendance at Water Environment Federation Technical Exhibition and Conference (WEFTEC) on September 27 to October 1 in Chicago, Illinois

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, travel expense reimbursements for attendance by Board of Directors' President Arun Goel, or an alternate Director, at the Water Environment Federation Technical Exhibition and Conference (WEFTEC) on September 27 to October 1 in Chicago, Illinois, as a representative of the District.

DISCUSSION:

The District is a member of the Water Environment Federation (WEF), a technical and educational organization representing water quality professionals around the world. Since its formation in 1928, WEF has been holding annual meetings to provide a forum for knowledge and technology exchange within the water and wastewater fields. WEF's Technical Exhibition and Conference (WEFTEC) is the largest annual water quality exhibition in North America with technical sessions, workshops, and facility tours; more than 1,000 exhibitors showcasing the latest technologies, solutions and services; and an attendance of approximately 20,000 water professionals. This year, WEFTEC 2025 will be held in Chicago, Illinois, from September 27 through October 1. For the Board's reference, the WEFTEC 2025 program schedule is provided as Attachment 1.

WEF, in partnership with the Water Research Foundation, National Association of Clean Water Agencies, WateReuse Association, and U.S. Water Alliance, runs the Utility of the Future Today (UOTFT) recognition program, which recognizes water sector utilities that are transforming their operations through innovation, technology, and culture change. The program aims to form and motivate a community of like-minded water utilities engaged in advancing resource efficiency and recovery, developing proactive relationships with stakeholders, and establishing resilient, sustainable, and livable communities. Utilities receiving recognition through this program are expected to share their practices and experiences to enable other utilities to continually learn from each other and evolve as a sector.

In April 2025, staff submitted an application for the UOTFT recognition program in the activity area of "Water Reuse." Staff recently learned that DSRSD has been selected for the award and will be recognized, along with other recipients, at a recognition ceremony at WEFTEC 2025 on September 30. President Arun Goel and General Manager Jan Lee plan to attend the conference to accept this honor on behalf of the District.

In accordance with the Director Travel and Expenses policy (Attachment 2), Director travel on District business in locations other than California, Nevada, and Washington D.C. requires specific Board approval. Therefore, staff is recommending the Board approve travel for President Goel, or an alternate Director if President Goel is unable to attend, to WEFTEC 2025 in Chicago, Illinois.

Originating Department: Office of the General Manager	Contact: N. Genzale/J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Estimated \$4,200 in allowable expenses (registration, hotel, transportation, meals) from Board of Directors Training Budget (Fund 900)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – WEFTEC Program Schedule Attachment 2 – Director Travel and Expenses Policy	



WHERE THE WATER COMMUNITY CONNECTS



Chicago, Illinois | McCormick Place

Conference: Sept. 27 – Oct. 1, 2025

Exhibition: Sept. 29 – Oct. 1, 2025



WEFTEC.ORG

SCHEDULE AT A GLANCE

Subject to change. Activities occur at McCormick Place convention center unless indicated otherwise. Times listed reflect U.S. Central Time Zone for Chicago.

SATURDAY, SEPTEMBER 27

8:00 AM – 2:00 PM	House of Delegates Meetings at the Hilton Chicago
8:30 AM – 5:00 PM	Workshops <i>Learn and earn Continuing Education Units (CEUs). Additional fees apply to attend. Full Workshop schedule and fees appear on pages 17-18.</i>
9:00 AM – 4:00 PM	WEF Community Service Project at Aldridge Elementary School

SUNDAY, SEPTEMBER 28

8:00 AM – 4:00 PM	University Student Design Competitions
8:30 AM – 5:00 PM	Workshops

MONDAY, SEPTEMBER 29

8:30 AM – 9:30 AM	Opening General Session featuring keynote speaker Travis Mills
8:30 AM – 5:30 PM	Exhibition
10:00 AM – 12:00 PM	Exhibition Power Hours <i>Time committed to connecting with exhibiting experts. Discover the latest innovations in water quality. Learn from live demonstrations and technology tutorials and earn general contact hours.</i>
9:30 AM – 4:30 PM	Operations Challenge Competition: Laboratory and Process Control Events
10:00 AM – 11:15 AM	WEFTEC Orientation
1:00 PM – 4:00 PM	Career Fair for Students and Young Professionals
1:30 PM – 5:00 PM	Technical Sessions & Learning Exchanges <i>Learn and earn Professional Development Hours (PDHs) during Technical Sessions. Full Technical Session schedule appears on pages 19-24.</i> <i>Learning Exchanges position YOU as an expert. Share your experience and perspectives about technologies, topics, and trends in the water workforce at facilitated roundtable discussions. Continuing education credit is not awarded for Learning Exchanges.</i>
4:00 PM – 4:45 PM	WEF Awards Blue Carpet Reception
5:00 PM – 5:45 PM	WEF Awards and Presidential Celebration Ceremony

SCHEDULE AT A GLANCE

Subject to change. Activities occur at McCormick Place convention center unless indicated otherwise. Times listed reflect U.S. Central Time Zone for Chicago.

TUESDAY, SEPTEMBER 30

8:30 AM – 10:00 AM	Technical Sessions & Learning Exchanges
8:30 AM – 5:30 PM	Exhibition
10:00 AM – 12:00 PM	Exhibition Power Hours
8:30 AM – 3:30 PM	Operations Challenge Competition: Collections, Vaughan Maintenance, and Safety Events
1:00 PM – 3:30 PM	Utility Leaders Afternoon, including the Utility of the Future Today Awards, co-hosted by WEF, NACWA, US Water Alliance, WateReuse, and WRF
1:30 PM – 5:00 PM	Technical Sessions & Learning Exchanges

WEDNESDAY, OCTOBER 1

8:30 AM – 3:00 PM	Technical Sessions & Learning Exchanges
8:30 AM – 3:30 PM	Exhibition

REGISTER



Policy No.: P100-22-6	Type of Policy: Board Business
Policy Title: Director Travel and Expenses	
Policy Description: Reimbursement of travel and related expenses incurred by Directors in the performance of official duties	
Approval Date: 12/6/2022	Last Review Date: 2022
Approval Resolution No.: 58-22	Next Review Date: 2026
Rescinded Resolution No.: 41-22	Rescinded Resolution Date: 8/2/2022

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish guidelines for reimbursement of travel and related expenses incurred by Directors in the performance of official duties in accordance with Government Code Sections 53232.2 and 53232.3 as specified in Government Code Section 61047, part of the Community Services District Law, and declare that each Director shall exhibit good judgment in the matter of travel and incidental expenses and shall have proper regard for the propriety and economy of conducting District business.

1. General

Directors may receive reimbursement for reasonable and actual travel and/or incidental expenditures of Directors incurred in the performance of official duties and upon timely submittal of a Director Expense Sheet and supporting documentation in conformance with this policy.

At the request of a Director, the General Manager or designee may directly arrange for registration fees and lodging reservations, and pay those directly. All other arrangements and expenses are the responsibility of the Director, and will be reimbursed after the event in accordance with provisions of this policy.

2. Services Allowed for Reimbursement

Reimbursement of travel and related expenses shall meet the following criteria:

- a. Travel to and from and attendance at conferences and meetings by Directors shall be consistent with the approved budget of the District.
- b. Travel on District business within the States of California and Nevada, as well as travel to Association of California Water Agencies and California Association of Sanitation Agencies conferences in Washington D.C., is pre-approved by adoption of this policy; travel on District business in locations other than California, Nevada, and Washington D.C. require specific Board approval.

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- c. Expenses incurred in connection with monthly Chamber of Commerce lunch meetings are pre-approved by adoption of this policy. Such meetings provide opportunities to develop positive relationships with the local business community, when participation is determined by the Board to be in the best interest of the District.
- d. Expenses incurred in connection with activities and/or events that are not eligible for compensation under the Director Compensable Activities policy may, with prior Board approval, qualify for reimbursement under this policy. Such events include activities of civic and charitable organizations when participation is determined by the Board to be in the best interest of the District.

3. Expenses Allowed for Reimbursement

Expenditures of Directors for travel shall be allowed in general accordance with the following criteria:

- a. Registration Fees: A registration or similar fee charged by the organizers of any conference, convention, or meeting.
- b. Lodging: Amounts equivalent to the cost of a standard single occupancy room at the facility at which the conference or meeting is held, or comparable nearby lodging. In instances where conference hotels are filled, the Director should attempt to secure comparable rates at a nearby hotel. Directors must make reasonable and prudent determinations regarding pre- and post-lodging arrangements for each approved event. Directors must take into consideration the event program schedule, location and travel mode, and other activities related to the Director's duties or purpose at the event
- c. Transportation:
 - Air Travel: Amounts equivalent to the cost of coach class round-trip airfare from Oakland, San Jose, Sacramento, or San Francisco to an airport reasonably near the destination.
 - Rental Cars: The cost of a midsize rental car to and from, or at the destination. In the event a rental car must be utilized, the collision waiver must be added to the rental contract to cover any damage that may occur to the rental car.
 - Private Automobiles: Travel to and from the destination using a private automobile at the IRS mileage rate (travel to and from the District for the purpose of attending Board meetings is not eligible for reimbursement), limited to the cost of a pre-purchased round-trip coach class airfare plus ground transportation that would be incurred for the same trip. When more than one District official travels in the same private automobile, allowance will be made to only the owner or lessor of the vehicle used. No credit for airfare or the avoided cost of a second automobile shall be paid to the second person. If the General Manager determines that air transportation is not feasible due to work schedules, time involved, or other practical reasons, an allowance for the use of a private automobile shall be determined on the basis of the IRS mileage rate and shall not be subject to the limitation specified herein.

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- Tolls and Parking: Tolls, parking, and other similar charges. Parking shall be at “non-valet” and “long-term” rates when available.
- Public Transportation / Taxis: Expenses for public transportation or private “for hire” ground transportation at the destination, to and from the destination, and to and from the departure airport.

d. Meals: Actual and reasonable costs of meals while traveling, up to the median California city per diem rate. Notification of this rate, along with a breakdown by meal, will be forwarded to the Board each December for the upcoming calendar year. Directors shall exercise discretion in the selection of restaurants and when incurring costs for meals. No costs for any alcoholic beverages shall be eligible for reimbursement. The maximum daily reimbursement shall also be reduced by the amount associated with the meals that a Director would normally have taken on his/her personal behalf before departure or after his/her return.

e. Incidental Expenses: Reasonable incidental expenditures related to travel or the conduct of District business in amounts less than \$10 per item without receipt. These include items such as parking at meters, baggage handling, phone charges, and other similar expenses.

If a receipt is lost, the Director shall so note that on his/her Director Expense Sheet along with a brief explanation and estimate of the expense. In such cases, copies of credit card statements and/or checking account charges that show the date and amount of the charge and the payee are acceptable substitutes. The General Manager, or designee, shall apply reasonable discretion, as supported by the evidence of the situation, and determine the actual amount to be reimbursed.

4. Expenses Not Allowed for Reimbursement

- a. Direct or incremental expenses of family members or guests traveling with a Director, such as the added cost of upgrading a room or a rental car to accommodate a non-District traveling companion.
- b. Expenses unrelated to approved travel or event attendance. Allowable expenses as specified herein are reimbursable only for the time while the conference, business meeting, or other District business activity is occurring, with reasonable allowance for the need to arrive in advance of or depart after a conference or business meeting.
- c. Expenses incurred in connection with partisan or nonpartisan political activities or events.
- d. Expenses not submitted for reimbursement within 45-days of being incurred.

5. Review and Approval

The principal responsibility for compliance with this policy rests with each Director. The General Manager, or designee, shall review all expenses submitted for reimbursement to determine conformance with this policy prior to approving payment. When necessary, reasonable discretion in approving reimbursements

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related to unusual circumstances may be exercised that are not in strict accordance with this policy but that were necessary and prudent and were incurred in performance of official duties while furthering the interests of the District. If a Director disagrees with the determination, the Director submitting the expenses for reimbursement shall make a request at a Board meeting, not later than 60 days after the day for which reimbursement is requested, to schedule an agenda item to review the determination at a future regular Board meeting. The submittal of a Director Expense Sheet by a Director shall be deemed a representation by that Director that the request, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained at a Board meeting in advance of the activity or event, that any required written report has been submitted at the next Board meeting following the activity or event, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board of Directors, the Board shall approve the Director Expense Sheet unless the Board believes it substantially deviates from this policy.

6. Administration

The General Manager, or designee, shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.



TITLE: First Reading of Ordinance Amending Sections 4.10.010, 4.10.120, 4.10.090, and 4.30.050 of Title 4, Water Service Delivery, Entirety of District Code Title 6, Personnel Merit System, and Entirety of Chapter 7.30, Facility Use Permits, for the 2025 Annual Update

RECOMMENDATION:

Staff recommends the Board of Directors take, by Motion, the following actions:

1. Waive the first reading of an Ordinance that, if adopted, will amend District Code Sections 4.10.010, 4.10.120, 4.10.090, and 4.30.050 of Title 4, Water Service Delivery; Entirety of Title 6, Personnel Merit System; and Entirety of Chapter 7.30, Facility Use Permits, as a result of the 2025 Annual Update of the District Code.
2. Schedule the Ordinance for second reading and adoption at the regular Board meeting of August 19, 2025.

SUMMARY:

The Dublin San Ramon Services District Code (“District Code”) consists of the District’s rules and regulations, codified under the authority of Article 2 of Chapter 1 of Division 1 of Title 5 (commencing with Section 50020) of the California Government Code (“CGC”). District Code updates are necessary over time to reflect changes in applicable law and regulations and to improve coordination with the District’s policies, practices, and procedures. Beginning this year, to keep the District Code up to date without a comprehensive recodification, staff has started conducting an annual review of one of the seven Titles of the District Code, along with amendments to other Titles that may require updating.

DISCUSSION:

The District Code was first adopted in 1975, combining and organizing the various ordinances then in effect. The District Code was updated and completely recodified in 1997 and then again in 2010. District Code updates are necessary to ensure that the District’s rules and regulations reflect changes in applicable laws and regulations and are in harmony with the District’s policies, practices, and procedures. In order to accomplish the foregoing more efficiently and effectively, District staff will select one District Code Title for review and updating each year rather than waiting for major recodifications. This approach ensures that each District Code Title is reviewed every seven years and avoids the need to periodically perform a complete update and recodification of the District Code, which requires significant staff and legal resources. When feasible, updates to other Titles, as required by changes in law or practice, will also be combined with the annual update.

The 2025 Annual Update includes revisions to Titles 4, 6, and 7 of the District Code. Title 6 was selected for comprehensive review and updating.

- **Title 4, Water Service Delivery** – Four Sections from Chapters 4.10 and 4.30 have been updated in response to state regulatory changes. On December 19, 2023, the State Water Resources Control Board (“SWRCB”) adopted the Cross-Connection Control Policy Handbook (“CCCPH”), which applies to all public water systems in California, including DSRSD. The CCCPH became effective July 1, 2024, replacing and expanding Title 17 of the California Code of Regulations (“CCR”), which has remained largely unchanged since its original adoption in the 1980s. Although still protective of public health, Title 17 CCR cross-connection regulations needed updates as the drinking water and cross-connection control industries had evolved. The CCCPH builds upon the existing Title 17 CCR regulations and introduces new elements, along with several additional key requirements. Staff reviewed the District Code for updates necessitated by the state’s CCCPH. Proposed revisions to Title 4 of the District Code include an update of the regulatory office that oversees the cross-connection control regulations from the

Originating Department: Office of the General Manager	Contact: V. Chiu/J. Lee	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Selected Sections of District Code Chapter 4.10 Attachment 2 – Marked-up District Code Title 6 Attachment 3 – Marked-up District Code Chapter 7.30	47 of 81

Department of Health to the State Water Resources Control Board Division of Drinking Water. In addition, Section 4.10.090 includes a revision for a designee of the General Manager to also take action to protect the District's potable water system when a substantial risk of damage exists.

- Title 6, Personnel Merit System – Title 6 was selected for comprehensive review and updating. Staff worked with the District's labor counsel to review and then revise Title 6 to remove duplicative process language governed by memoranda of understanding and District personnel rules regarding grounds for employee discipline, the appeals process, and incompatible employee activities. The proposed changes also include updates to the list of protected characteristics, such as age, religion, race, etc., that California law protects from discrimination by employers.
- Title 7, District Property and Purchasing – Chapter 7.30, Facility Use Permits, was last amended in its entirety by Ordinance No. 353, adopted on February 20, 2024. Staff proposes further revisions to this section to add a new user category "*Not-for-profit organization: District business interest*" which identifies the not-for-profit organizations that are related to and support District business interests, such as the Association of California Water Agencies, California Association of Sanitation Agencies, and California Special District's Association. In addition, staff made clarifying updates to the not-for-profit user category for community interests, the eligible indoor/outdoor spaces, meeting supervision and cleanup requirements, insurance information submittals, and prohibited activities.

The proposed revisions to these three District Code Titles are attached to this staff report as both marked-up and clean versions (the clean versions are attached as exhibits to the proposed ordinance). Pursuant to CGC Section 61060(a), to adopt ordinances, the District must follow the procedures of Article 7 of Chapter 1 of Part 2 of Division 2 of Title 3 (commencing with Section 25120) of the CGC, which require the publication of a summary of the proposed ordinance before and after its adoption and availability of the full text of the ordinance for public review.

NEXT STEPS:

Staff recommends scheduling the ordinance for second reading and adoption at the regular Board meeting of August 19, 2025. The full text of the ordinance is included in this August 5 agenda packet and will be included in the August 19 agenda packet, available on the District's website. A paper copy of the ordinance is also available for public review in the District Office lobby after the Board introduces the ordinance on August 5. After the Board adopts the ordinance, staff will update the paper copy in the lobby to show the Board's votes. The ordinance becomes effective 30 days after adoption, so September 18 if it is adopted on August 19.

**Amendments to Sections 4.10.010, 4.10.090, 4.10.120, and 4.30.050
in Response to Cross-Connection Control Policy Handbook Updates Effective July 1, 2025**

4.10.010 Definitions.

In the construction of this title, the general definitions set forth in DSRSDC 1.20.080, Definitions, shall apply except where contrary definitions are set forth in this chapter or as otherwise stated in DSRSDC 1.20.080, Definitions. The following definitions shall apply to this title, unless such definitions would be inconsistent with the manifest intent of the Board of Directors or the context clearly requires otherwise.

“Alameda County Environmental Management Department (Alameda County EMD)” refers to the local health protection agency for most areas of Alameda County.

“Approved backflow prevention device” means a device that has been approved by the California Department of Health Services and State Water Resources Control Board Division of Drinking Water and is on the District’s current list of approved backflow prevention devices.

“Approved backflow prevention device tester” means a tester who possesses a current and valid American Water Works Association (AWWA) certificate recognized and accredited by the California State Water Resources Control Board Division of Drinking Water as a general backflow prevention device tester.

“Approved use” means an application of recycled water in a manner, and for a purpose, designated in a recycled water use license issued by the District and in compliance with all applicable regulatory agency requirements.

“Back pressure” means the flow of water or other liquid, mixture or substances under pressure into the District’s potable water distribution system caused by a higher pressure in the customer’s facilities relative to the pressure in the District’s facilities.

“Back siphonage” means the flow of water or other liquid, mixture or substances from the customer’s facilities into the District’s water distribution system, caused by a sudden pressure drop in the District’s facilities.

“Contra Costa County Environmental Management Department (Contra Costa County EMD)” refers to the local health protection agency for most areas of Contra Costa County.

“Division of Drinking Water” means the California State Water Resources Control Board Division of Drinking Water – San Francisco District.

“Greenbelt areas” means the area that includes, but is not limited to, golf courses, cemeteries, parks, and landscaping.

“Normal supply conditions” means that District water supplies are adequate or more than adequate to meet the ordinary demands and requirements of District’s water customers and users for that year and for a reasonable planning time horizon.

“On-site supervisor” means the customer’s representative, who is available to the District at all times, has the authority to carry out any requirements of the District, and is responsible for the installation, operation and maintenance of the recycled and potable water systems. The on-site supervisor is also responsible for prevention of potential hazards.

“Recycled water use license” means a license issued by the District to the customer, which outlines monitoring, self-inspection, reporting, and site-specific requirements, as required by the California Regional Water Quality Control Board. This license allows the customer to use recycled water in accordance with the Dublin San Ramon Services District Code, standards, ordinances, policies, guidelines and all applicable regulatory agency requirements.

“Regional Water Quality Control Board” means the California Regional Water Quality Control Board – San Francisco Division.

“Secondary effluent” means treated wastewater that meets the requirements of the District NPDES discharge permit governing wastewater disposal, as it may be amended from time to time.

“State of California Department of Public Health (state DPH) California State Water Resources Control Board Division of Drinking Water (DDW)” refers to the State of California Division of Drinking Water – San Francisco District Department of Public Health, Division of Drinking Water and Environmental Management – San Francisco District. [Ord. 329, 2012; Ord. 350, 2021. Prior legislation: Ord. 150, 1980; Ord. 273, 1997; Ord. 281, 1998; Ord. 327, 2010.]

4.10.090 Prohibition of cross-connections – Backflow prevention.

- A. A cross-connection, or any type of connection which permits a back pressure or back siphonage from an outside source into the District’s mains, is prohibited. A connection between recycled water and potable water lines is prohibited. If both recycled water and potable water lines are present at the customer’s facilities, the customer shall install a backflow prevention device on the customer’s potable water system. The District may require the customer to install a backflow prevention device approved by the District on the customer’s side of the pertinent water meter(s), at the expense of the customer. The General Manager, or designee, may reduce or suspend deliveries to any customer or other user of water if the General Manager, or designee, determines that the customer or other user of water has failed to install and appropriately maintain required devices to protect the District’s facilities, and that a substantial risk of damage exists, whether or not the customer’s failure was willful or negligent.
- B. A District water connection to a source of possible cross-connection or contamination from back pressure or back siphonage shall be provided with an approved backflow prevention device. The type of device required shall be as specified in the District’s most current Standard Procedures, Specifications and Drawings, and an approved certified backflow testing organization recognized and accredited by the California Division of Drinking Water Department of Public Health pursuant to Health and Safety Code, Division 1, Part 2, Chapter 7.5, Section 1010 et seq.
- C. The approved backflow prevention device shall be installed in conformance with the installation requirements contained in the District’s most current Standard Procedures, Specifications and Drawings, and in a location accessible at all times to District personnel for inspection.
- D. The costs of the approved backflow prevention device, its maintenance and inspection are the responsibility of the customer. Testing of the device must be performed by an approved backflow prevention device tester, who is on the District’s current list of approved testers.
- E. In a case where the water supply to a customer cannot be interrupted for backflow prevention device testing and maintenance, the District may require the customer to supply two backflow prevention devices of the same design and type in parallel.

F. A previously installed device which does not conform to current standards may remain in operation until such time as it requires replacement, any incidents of backflow have occurred, any changes are to be made to the premises it serves, or any change in use of the premises occurs. Should any one of the aforementioned events occur, the previously installed device shall be replaced with a current approved device. [Ord. 329, 2012; Ord. 350, 2021. Prior legislation: Ord. 69, 1969; Ord. 118, 1975; Ord. 150, 1980; Ord. 273, 1997; Ord. 281, 1998; Ord. 327, 2010.]

4.10.120 Suspension or termination of deliveries.

A. Whenever the General Manager determines maintenance of the District's facilities requires suspension of delivery of water at any point or points of connection or at any other location, such delivery may be suspended without liability on the part of the District; provided, except in cases of emergency, advance notice of such suspension of service shall be given in the manner, if any, required by law to the affected customer or customers. The District will attempt to schedule interruptions of service at such times as will provide the least inconvenience to the customer.

B. The General Manager may order the suspension or termination of water deliveries to any customer when any of the following conditions occur:

1. When so ordered by health or regulatory authorities having jurisdiction.
2. When, in the judgment of the General Manager:
 - a. The customer has failed to satisfy all requirements of the Dublin San Ramon Services District Code or has in any way endangered the public health and safety or the safety and integrity of the distribution facilities, or has violated a ~~California Department of Health Services~~Division of Drinking Water order or operating permit, a Regional Water Quality Control Board order, a recycled water use license, any California Department of Public Health reuse criteria, or any law, regulation, agreement, order, permit, guideline, or standard relative to water; or
 - b. The District is unable to deliver properly and adequately treated potable or recycled water, whether or not due to a shortage; or
 - c. The requirements of the ~~California Department of Public Health~~Division of Drinking Water, and any amending or superseding provisions related to the quality of potable water or recycled water, are not being met.
3. If the Regional Water Quality Control Board or other authority changes the requirements for treating or delivering recycled water to a level the District determines it cannot reasonably meet or cannot reasonably meet without costly additional treatment.

C. Water service shall not be reinstated unless and until the General Manager determines that adequate measures or means have been taken by the user to comply with the Dublin San Ramon Services District Code, prevent recurrence of such endangerment or violation, or of any other such endangerment or violation. Water service shall be reinstated at the customer's expense except when the service or wastewater collection was suspended for the reasons specified in subsection (B)(2)(b) of this section. [Ord. 329, 2012; Ord. 350, 2021. Prior legislation: Ord. 327, 2010.]

4.30.050 Responsibilities of customers.

Customers shall comply with all of the provisions of this section relative to the use of recycled water during the entire time that recycled water is delivered to the customer. In addition, customers shall comply with all applicable provisions contained in the District's Recycled Water Use Guidelines and Requirements, and license conditions, and in other laws, regulations, agreements, permits, orders, guidelines, and/or standards, any amending or superseding requirements thereof. The customer shall bear all costs incurred to remedy the noncompliance with any such provisions, and shall pay any monetary penalties or fines imposed for the violation of or noncompliance with such provisions. The omissions or acts by the District shall not relieve the customer of responsibility to comply with the provisions of this section. Without limiting the generality of the foregoing, customers shall comply with the following requirements:

A. Customer-Owned Facilities. Customers shall design and construct customer-owned recycled water facilities in accordance with District-approved standards. Customers shall maintain such facilities in good working order as to achieve compliance with all District requirements applicable to use of recycled water. Any changes to the customer-owned facilities shall be reported to the District.

B. Use of Recycled Water. Customers shall be responsible for application of recycled water on their use areas and the associated operations and maintenance of the customer-owned facilities.

C. Disclosure. Customers shall be responsible for informing persons to whom they have delegated responsibility for applying recycled water of the requirements of the District. Customers shall provide employee training to those employees who may be exposed to recycled water to assure proper operation of recycled water facilities and worker protection.

Customers shall assure that all above-ground equipment, including pumps, piping, storage reservoirs, valves, etc., which may at any time contain recycled water, shall be adequately and clearly identified with appropriate warning signs and shall make necessary provisions to inform the public that recycled water, which is unfit for human consumption, is being used.

D. Monitoring. Customers shall regularly monitor customer-owned facilities and submit accurate monitoring reports to the District on a timely basis in accordance with the reporting requirements outlined in the recycled water use license issued by the District to the customer. The customer shall notify the District immediately if any unauthorized use or discharge of recycled water occurs, or if other conditions occur, which impact or threaten to impact the public health.

E. Access to Customer Site. All recycled water customers shall permit or cause to be permitted the officers, employees, and agents of the District, the Regional Water Quality Control Board (~~RWQCB~~), the ~~Department of Health Services~~Division of Drinking Water, the health services department of the county of jurisdiction, and other entities with jurisdiction over recycled water or public health, access to the site where recycled water provided by the District is used or where records relative to recycled water use are kept for the purposes of: (1) inspection, testing, and repair of facilities, equipment, practices or operations regulated pursuant to the Regional Water Quality Control Board~~RWQCB~~'s general water reuse requirements, and any amending or superseding provisions, the Dublin San Ramon Services District Code and other laws; and (2) sampling or monitoring to assure compliance with the general water reuse requirements, and any amending or superseding provisions, the Dublin San Ramon Services District Code and other laws. In addition, customers shall supply access to or copies of records relative to recycled water use to representatives of the above-named entities on request.

F. Operation and Maintenance by Qualified Persons. Recycled water facilities may be operated only by natural persons who hold a current certificate issued by the District establishing satisfactory

completion of the most recent recycled water use training course offered by the District. Failure to have a current certificate shall disqualify a person from operating or maintaining customer-owned recycled water facilities within the District. Failure to employ or retain a natural person who holds a current certificate shall be grounds for immediate termination of recycled water service by the District.

- G. **Periodic Training.** Each natural person who operates or maintains customer-owned recycled water facilities for one or more recycled water customers shall attend periodic recycled water use training courses offered by the District. At the end of each such course, the District shall issue a certificate to each such person who satisfactorily completes the course. Such certificate shall provide that, in the absence of violations of the provisions of this chapter, it shall be effective until the commencement of the next training course or until the rules, regulations, permits or orders applicable to recycled water use within the District are changed, whichever is later. Such certificates are not transferable in any manner.
- H. **Compliance with Emergency Cross-Connection Response Plan.** In the event of a cross-connection, customers shall immediately comply with the emergency cross-connection response plan established by the District as amended from time to time.
- I. **Fees and Charges for Noncompliance.** Any customer who fails to timely submit accurate monitoring reports to the District in accordance with its recycled water use license, or otherwise fails to comply with the District's Recycled Water Use Guidelines and Requirements, or who uses water or discharges wastewater in any manner which is contrary to the Dublin San Ramon Services District Code or any other laws, regulations, agreements, permits, orders, guidelines, and/or standards relative to the use of water, shall, under DSRSDC [1.100.030](#), Other fees and charges as established or authorized by the Board, be required to pay a fee or charge in the amount of the time (measured by burdened salary) and expenses incurred by District staff in achieving compliance.
- J. **Effect of Violations.** A violation of any of the provisions of this chapter is also subject to enforcement under Chapter [1.30](#) DSRSDC, Enforcement. [Ord. 301, 2004; Ord. 327, 2010.]

**Amendments to Title 6
Personnel Merit System**

Chapters:

6.10 Personnel Merit System

**Chapter 6.10
Personnel Merit System**

Sections:

6.10.010 Regulations.

6.10.010 Regulations.

A. Definitions. In this chapter, the following definitions apply:

“**Classified service**” means all employees of the District unless expressly excluded by this code.

“**Personnel rules**” means the set of rules formulated by the General Manager to implement this chapter.

B. Purpose. A personnel merit system is adopted to accomplish the following purposes:

1. To recruit and retain the best qualified persons available for service with the District.

2. To promote and increase economy and efficiency in the service of the District.

3. To provide a comprehensive personnel system for the District classified service, so that:

a. The appointment of persons to, the transfer, promotion, demotion and suspension of persons in, and the separation of persons from that service is effected solely on the basis of merit, fitness and efficiency, and without regard to the individual's actual or perceived race, ~~religious creed~~, color, national origin, ancestry, ~~citizenship status, religion or creed, physical disability, mental disability~~, medical condition, marital status, sex, ~~gender (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, genetic information, age (40 and over), sexual orientation (including heterosexuality, homosexuality, and bisexuality), military service or any other basis~~ ~~other legally protected classification by federal, state or local laws, ordinances or regulations~~.

b. Positions involving comparable duties and responsibilities will be similarly classified and compensated.

c. Tenure of employment is subject to satisfactory performance of duties and responsibilities and the appropriation of sufficient funds.

C. Administration of the System. The General Manager shall administer the personnel system specified in this chapter and is responsible for seeing that the policies of the chapter are implemented and enforced. The General Manager shall formulate and approve personnel rules and revisions implementing this chapter. The General Manager shall formulate a classification

plan consisting of job classifications of all District positions, titles, salaries, and job descriptions that shall be approved by the Board.

The General Manager shall formulate and maintain a compensation plan specifying all steps of salary for all classifications, which shall be in conformance with compensation specified in applicable MOUs, personal services agreements (PSAs) or any other document duly approved by the Board.

The plans, rules, programs or amendments formulated by the General Manager shall have the same legal effect as if a part of this chapter. In cases of conflicting language, the applicable memorandum of understanding shall supersede the language in this document.

D. Positions Covered by the System. This chapter applies to each office, employment and position in the District, except as follows:

1. Elected positions.
2. The General Manager.
3. Senior manager classification(s).
4. District Secretary and/or Treasurer.
5. Members of any appointed board, commission or committee.
6. Any person engaged under personal services agreement or other contract to supply expert, professional, technical or other services.
7. Volunteer personnel.
8. Student interns or temporary personnel, as defined in the District personnel rules.
9. Any other position that may be expressly exempted by the Board.

E. ~~Grounds for Discipline. The General Manager may take disciplinary actions including suspension, dismissal, demotion or other punitive action against any employee in the classified service. The employee shall receive written notice stating the cause for such action, in accordance with the procedure established in the personnel rules. The disciplinary action shall be for good cause, including but not limited to the reasons listed in the personnel rules formulated by the General Manager.~~

~~1. Grounds for disciplinary action may include but are not limited to:~~

~~a. Fraud, misrepresentation of fact, or concealment in securing appointment.~~

~~b. Incompetence and/or inefficiency (i.e., failure to skillfully perform job functions).~~

~~c. Inexcusable neglect of duty; refusal to accept overtime assigned as necessary to meet District needs when time or service is of the essence.~~

~~d. Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.~~

~~e. Dishonesty.~~

~~f. Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs while on District property, while on duty, or while operating a vehicle on District business.~~

g. ~~Unauthorized, unjustified, or excessive absence including abuse of any of the District's policies or procedures relating to leaves of absence, including repeated tardiness.~~

h. ~~Convictions for certain felonies and misdemeanor offenses.~~

i. ~~Any conduct that injures or threatens injury to the District's interests or those of its employees or of the public it serves.~~

j. ~~Disobedience of safety rules, regulations, policies, practices, house rules, and procedures including the wearing of safety equipment as directed; any action that indicates a lack of concern for injury to self or others.~~

k. ~~Misusing, destroying, or damaging property of the state, city, county, District, another employee or a District visitor.~~

l. ~~Violation of District personnel policies and rules.~~

m. ~~Any other failure of good behavior or acts during duty hours that are incompatible with public service.~~

n. ~~Failure to maintain a valid California motor vehicle driver's license and a good driving record in accordance with District insurability requirements.~~

o. ~~Theft or unauthorized removal or possession of property from the District, other employees, or anyone else.~~

p. ~~Actual or threatened physical violence towards another employee.~~

q. ~~Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items, while on District property, while on duty, or while operating a vehicle leased or owned by the District.~~

r. ~~Harassment of another employee.~~

s. ~~Any other reasons listed in the personnel merit system.~~

2. ~~Grounds for suspension, with or without pay, may include but are not limited to:~~

a. ~~Disciplinary reasons as stated.~~

b. ~~During an investigation period.~~

c. ~~In anticipation of the result of an investigation of charges against an employee.~~

d. ~~An emergency situation in which the employee's continued presence at work would do harm to the individual, to other District employees, or to the general public.~~

~~In the event charges brought against an employee are dismissed for insufficient evidence or if an employee is cleared of all charges as a result of the investigation, the employee shall suffer no loss of pay or other benefits for the period of the suspension.~~

F. ~~Appeals.~~

1. ~~Appeals of Dismissals, Demotions, and Suspensions.~~

a. Any regular, nonprobationary employee in the classified service may appeal a decision by the General Manager to dismiss, demote, or suspend that employee. The appeal, which must include a request to invoke nonbinding arbitration, shall be filed with the General Manager in writing, within 10 calendar days from the date of the notice of the disciplinary action. Failure to timely submit an appeal shall be deemed a waiver of the right to an appeal and the disciplinary action imposed by the General Manager shall become final.

b. On or after the date that an appeal is received, the District will request the State Mediation and Conciliation Service or the American Association of Arbitrators to provide a list of seven impartial persons to act as a hearing officer. A copy of the list shall be provided to the employee and/or the employee's representative. Representatives of the two parties shall meet or confer by telephone within 10 calendar days after receipt of the list to select a hearing officer. If the parties are unable to mutually agree to a hearing officer from the list, then the parties shall alternately strike names from the list until one name remains and that person shall be the duly selected hearing officer. The procedure to determine who strikes the first name shall be determined by lot. If either party refuses to participate in the selection process, the other party shall select the hearing officer from the list.

c. Upon conclusion of the evidentiary hearing, the hearing officer shall provide the General Manager and the employee and the employee representative, if any, with copies of his/her decision on the merits of the appeal with references to, and a discussion of, the evidence supporting the decision. The hearing officer's decision shall be advisory only and is nonbinding on either party.

d. After the hearing officer's decision is issued, either party may request review of that decision by the District's Board of Directors. Any request for review must be made within 30 calendar days of the date of the hearing officer's decision. If neither party requests review of the hearing officer's decision by the Board of Directors, then the hearing officer's decision shall be final.

e. The hearing officer's fees and expenses of any appeal under this section shall be borne equally by the parties. If either party requires a transcript of the hearing before the hearing officer, that party shall bear the entire cost of such transcript.

f. In the event of review of the hearing officer's decision by the Board of Directors, each party may submit a written statement or argument regarding the hearing officer's opinion. This written statement or argument shall not exceed five pages in length. Any decision by the Board of Directors shall be based solely on the record established during the hearing. No new evidence will be allowed and a new hearing shall not be conducted before the Board of Directors. The Board of Directors shall review the record and render a decision within 60 calendar days of receipt of a request for Board review. Any decision by the District's Board of Directors shall be final.

g. No employee shall be subject to harassment, discrimination, or any reprisal for utilizing any part of this appeal process.

h. The timeline set forth in this appeal process may be extended by mutual agreement of the parties. The appeals process as outlined above may change if necessary to remain compliant with federal, state, and local laws.

2. Appeals to the General Manager. Any of the actions listed below may be appealed within 10 calendar days after the action, by filing a written appeal with the General Manager:

- a. ~~Rejection of an application of a regular, nonprobationary District employee for an examination, or disqualification of a regular nonprobationary District employee in any portion of an examination.~~
- b. ~~Refusal by the General Manager to place the name of a District employee on an eligibility list.~~
- c. ~~Allocation of an employee position from one class to another class.~~

~~The General Manager shall establish procedures for reviewing the preceding appeals. The decision of the General Manager with regard to any such appeal is final and binding. Within 10 calendar days of making a decision, the General Manager shall submit a written statement to the District's Board of Directors that includes a summary of the nature of the appeal, the findings of fact, and any actions taken in response to the appeal. A copy of this written statement shall be provided to the appellant.~~

~~G. Incompatible Activities. An employee in the classified service shall not engage in any outside employment, activity or enterprise if it:~~

- ~~1. Involves the use for private gain or advantage of District compensated employee time or District facilities, equipment and supplies, or the badge, uniform, prestige or influence of the employee's office or employment.~~
- ~~2. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the District for the performance of an act which the employee, if not performing the act, would be required or expected to render in the regular course or hours of the employee's employment or as a part of his/her duties as a District employee.~~
- ~~3. Involves participation in any political activity prohibited by pertinent provisions of state and/or federal law.~~
- ~~4. Involves divulging confidential information to anyone to whom issuance of such information has not been authorized.~~
- ~~5. Involves participation in any employment or other activity which interferes with the effective performance of his/her job duties with the District or adversely affects the productivity, effective performance, or the health and safety of the employee or individuals with whom he/she works.~~

E. 6. Employee organizations.

Employees of the classified service may join employee organizations of their own choice in accordance with the California Government Code. Such employees also have the right to refuse to join or participate in the activities of employee organizations. Each employee has the right to represent himself or herself individually in employment relations with the District. An employee shall not be discriminated against, granted preferential treatment, or have equitable treatment withheld because of either membership or nonmembership in an employee organization. [Ord. 74, 1969; Ord. 118, 1975; Ord. 130, 1977; Ord. 188, 1984; Ord. 270, 1996; Ord. 273, 1997; Ord. 282, 1998; Ord. 320, 2007; Ord. 327, 2010; Ord. 332, 2014.]

**Amendments to Chapter 7.30
Facility Use Permits**

Sections:

- 7.30.010 Purpose.
- 7.30.020 Definitions.
- 7.30.030 Use authorized.
- 7.30.040 Permit required.
- 7.30.050 Scheduling.
- 7.30.060 Supervision and cleanup required.
- 7.30.070 Insurance.
- 7.30.080 Defense – Indemnification.
- 7.30.090 Insurance and indemnification waiver and conformity.
- 7.30.100 Nonassignability.
- 7.30.110 Temporary, revocable use.
- 7.30.120 Prohibited activities.
- 7.30.130 Use of appurtenant facilities.
- 7.30.140 Fees.
- 7.30.150 Regulations.

7.30.010 Purpose.

The purpose of this chapter is to authorize and provide a procedure for use of certain District-owned facilities by governmental agencies or affiliates, not-for-profit organizations related to District business interests, not-for-profit community interest organizations, employee associations, exclusive employee groups, and exclusive bargaining agents in furtherance of the interests of the District with respect to its water, wastewater, and recycled water enterprise responsibilities to protect public health and the environment. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.020 Definitions.

In the construction of this chapter, the general definitions set forth in DSRSDC 1.20.080, Definitions, shall apply except where such definitions would be inconsistent with the manifest intent of the Board, or the context clearly requires otherwise, or where contrary definitions are set forth in this chapter, or as otherwise stated in DSRSDC 1.20.080, Definitions. The following definitions shall apply to this chapter, unless such definitions would be inconsistent with the manifest intent of the Board of Directors or the context clearly requires otherwise:

“Community interest purpose” means an activity or program for public recreation, education, welfare, cultural, health, safety, or similar purpose which is consistent with DSRSDC 7.30.010, Purpose, and applicable DSRSDC policies.

“Employee association” means any association of District employees approved or recognized by the General Manager other than an exclusive bargaining agent or an exclusive employee group.

“Exclusive bargaining agent” means a union or similar organization which has been certified in accordance with appropriate legal requirements to be the exclusive representative of all the employees in a particular bargaining unit or group and afforded recognition by the District as the exclusive bargaining agent for a group of its employees.

“Exclusive employee group” means a bargaining unit or group consisting exclusively of District employees who are not represented by a union or similar organization, and their invited guests, as approved by the General Manager.

“Facility” or “facilities” means the facility or facilities specifically identified in the facilities use permit approved by the General Manager under this chapter, which may include: (1) for governmental agencies or affiliates, exclusive employee groups, employee associations, and exclusive bargaining agents only, use of the Board of Directors meeting room, conference rooms, or any other appropriate indoor space at any of the District facilities or buildings, or any outdoor portion of any property of the District appropriate for an outside program or event; and (2) for not-for-profit community interest organizations, use of the outdoor garden area, lawn, patio, and visitor parking lots of the District Main-Office for an outside program or event. The General Manager is authorized to develop a list of specific facilities that may, or may not, be made available for use and may update that list from time to time.

“Governmental agency” or “affiliate” means a federal, state or county agency; a special district, including this District; or any department, office or organization identified with any such governmental agency, which carries out or is engaged in a governmental or community interest purpose.

“Governmental purposes” means an activity or program carried out by a governmental agency or affiliate in its official capacity.

“Not-for-profit organization: District business interest” means an association, coalition, consortium, corporation, partnership, or other organization, regardless of federal or state tax status, which carries out or is engaged in activities that relate to, support, or provide client and/or member services to the District in furtherance of the interests of the District’s operations and enterprise responsibilities. Examples include, but are not limited to, Association of California Water Agencies, California Association of Sanitation Agencies, Bay Area Clean Water Authority, and similar federal, state, or local entities.

“Not-for-profit organization: Community interest” means an not-for-profit unincorporated association, coalition, consortium corporation, partnership or other organization, regardless of federal or state tax status, which is organized for and carries out a community interest purpose. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.030 Use authorized.

The General Manager may issue a permit to use a facility to a governmental agency or affiliate, District business interest not-for-profit nonprofit organization, community interest not-for-profit community interest organization, employee association, exclusive employee group, and/or exclusive bargaining agent. When a permit is issued, the use shall be subject to the terms of this chapter, any regulations adopted under this chapter, and the specific terms and conditions of the permit. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.040 Permit required.

Use of the facilities is only authorized pursuant to a permit issued by the General Manager. The General Manager shall provide application forms specifying the information appropriate and necessary for the issuance of a permit. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.050 Scheduling.

The General Manager is authorized to schedule and regulate the time, place and manner of the use of the facilities. The General Manager may issue a permit for a specific date or activity, or for recurring meetings or activities upon the dates or days, and at such times or with the frequency, as the General Manager specifies in the permit. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.060 Supervision and cleanup required.

Each activity permitted shall be supervised by a responsible person 21-18 years or older from the permittee organization, who shall remain on the premises at all times during the use by the permittee. The permittee is responsible for the cleanup and condition of the facility at the end of the permitted use. The facility must be left clean and in the same condition it was found before use. It is the permittee's responsibility of the permittee to collect and properly dispose of all refuse. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.070 Insurance.

- A. Requirement. No facility may be used under a permit unless the permittee obtains and maintains during the term or period of use general liability and property damage insurance covering the use and occupancy in minimum amounts established by separate ordinance, resolution, or policy of the Board from time to time.
- B. Endorsements. The permittee shall provide to the District, at least five (5) days before use of the facility commences, a certificate of copy of each insurance including all required endorsements and a copy of policy, or the declarations and endorsements page(s) of the policy, evidencing said the insurance coverage and endorsements to said policy as listed below: . In addition to the evidence of insurance, the permittee shall file with the General Manager endorsements to each policy:
 1. Precluding cancellation or reduction of in coverage of insurance before the expiration of thirty (30) days after the District shall have receiveds written notification thereof by email or first classfirst-class mail from the insurance carrier(s);
 2. Naming the-Dublin San Ramon Services District, its Board of Directors, committees, officers, officials, employees, and agents, and volunteers as additional insureds;
 3. Providing that the-permittee's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability;
 4. Providing that the-permittee's insurance coverage shall be primary insurance with respect to the District, its Board of Directors, committees, officers, officials, employees, and agents, and volunteers, and that any insurance or self-insurance maintained by the District, shall be excess of the permittee's insurance, and not contributory therewith~~it~~. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.080 Defense – Indemnification.

Each permittee issued a permit under this chapter shall, by acceptance of the facilities use permit, be obligated to defend, indemnify and hold harmless the District, its Board of Directors, committees, officers, employees, agents and volunteers from and against any and all claims, damages, losses and expenses (including without limitation costs of suit and attorneys' fees) arising out of the use or occupancy of the facility or facilities under the permit, and caused, or alleged to have been caused, in whole or in part, by any negligent, willful, or intentional tortious act, or omission to act, of the permittee. Each permit shall include these provisions. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.090 Insurance and indemnification waiver and conformity.

- A. DSRSDC [7.30.070](#), Insurance, and DSRSDC [7.30.080](#), Defense – Indemnification, may be waived by the General Manager for exclusive employee groups and employee associations.
- B. If and to the extent the provisions of DSRSDC [7.30.070](#), Insurance, and DSRSDC [7.30.080](#), Defense – Indemnification, are inconsistent with existing agreements entered into by the District, the insurance and indemnification requirements for use of the facilities shall be governed by those existing agreements. [Ord. 327, 2010; Ord. 353, 2024.]

7.30.100 Nonassignability.

The permittee shall not assign a permit, or any interest in it, without the prior written consent of the General Manager. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.110 Temporary, revocable use.

The issuance of a permit does not constitute a deed, grant of easement, lease, or conveyance or transfer of any proprietary interest, and each permit is revocable without cause at any time at the will of the District, effective upon written notice by the General Manager of the revocation. The revocation is effective on the date or time specified in the notice, which shall be within 30 days of the notice. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.120 Prohibited activities.

The following activities and conduct within a facility or on District property, in conjunction with a permit, are prohibited:

- A. The possession, sale, serving or consumption of alcoholic beverages;
- B. Smoking and/or vaping of tobacco or cannabis products;
- C. Gambling or betting;
- D. The possession, sale, serving or consumption of food, or food items, other than soft drinks, coffee, tea, milk or other nonalcoholic beverages, except as may otherwise be expressly permitted by the General Manager in the permit;
- E. The use of a public address system, radio, broadcasting system, amplifier, television or other audio or visual equipment or device, except as is expressly permitted by the General Manager in the permit;
- F. The use of District-owned equipment, including, without limitation, telephone, copier/printer, computer, or other business machines and supplies, except as is expressly permitted by the General Manager in the permit; provided, that there is no cost to the District for the use of these

facilities; or provided, that the permittee reimburses the District for the cost of the use of this equipment;

- G. Permitting an animal, other than a service animal, within or on a facility, or within or on District premises, in conjunction with an activity under a permit; or permitting or allowing, expressly or impliedly, a person associated with an activity conducted under a permit to bring upon, possess or allow an animal within a facility, except as is expressly permitted by the General Manager in the permit or as required by law;
- H. An activity which causes, or tends to cause, undue wear or tear on a facility or a furnishing or furniture in or on the facility, including affixing items, signs, or decorations to the indoor and outdoor surfaces such as walls, floors, ceilings/roof, furnishings, and grounds; altering, damaging, or removing fixtures or vegetation; and use of open flames, dry ice, paint, ~~etc~~caustic or abrasive substances, or other similar products.;
- I. An activity which interferes with District business;
- J. An unlawful activity; or
- K. Any other prohibited act or activity which the General Manager specifies in the permit, or as otherwise provided by Board regulation. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.130 Use of appurtenant facilities.

The use of a facility under a permit is deemed to include reasonable use of property appurtenant to the facility, including, without limitation, the use of District's parking lot and restrooms. Use of restrooms is prohibited when the permitted use is limited to the outdoor garden area outdoor lawn, patio, and/or visitor parking lots. The General Manager shall specify any limitation on the use of parking facilities in the permit. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.140 Fees.

The Board may establish fees, by resolution, to defray costs incurred by the District for the administration of this chapter and the use of District facilities. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.150 Regulations.

The Board may, by ordinance or resolution, establish regulations or other limitations governing the use of facilities, in addition to those specified in this chapter. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

ORDINANCE NO. _____

AN ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT AMENDING DISTRICT CODE SECTIONS 4.10.010, 4.10.120, 4.10.090, AND 4.30.050 OF TITLE 4, WATER SERVICE DELIVERY; ENTIRETY OF TITLE 6, PERSONNEL MERIT SYSTEM; AND ENTIRETY OF CHAPTER 7.30, FACILITY USE PERMITS, FOR THE 2025 ANNUAL UPDATE

WHEREAS, updates to the District Code are necessary over time to reflect changes in applicable law and regulations and to improve coordination with the District's policies, practices, and procedures; and

WHEREAS, to keep the District Code up to date without a comprehensive recodification, in 2025, the District started an annual review of one of the seven titles of the District Code each year, along with amendments to other sections that require updating; and

WHEREAS, Title 6, Personnel Merit System, was selected for review this year; and

WHEREAS, Title 6 has only one chapter of the same name, Chapter 6.10, Personnel Merit System, and Chapter 6.10 has only one section, Section 6.10.010, Regulations; and

WHEREAS, the District first established a personnel merit system in 1968, and Title 6 was last revised in 2014 with the repeal and replacement of Section 6.10.010; and

WHEREAS, in addition to Title 6, certain sections of Title 4, Water Service Delivery, requires updates to reflect the current regulatory office that oversees the cross-connect control regulations and sets the standards in the Cross-Connection Control Policy Handbook; and Chapter 7.30, Facility Use Permits, requires updates to allow certain not-for-profit organizations that further the District's business to use the District's facilities and clarifies certain terms of use for permitted organizations; and

WHEREAS, non-substantive conforming revisions were also made to the District Code sections referenced herein as shown in the attached exhibits.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of Dublin San Ramon Services District as follows:

1. District Code Sections 4.10.010, 4.10.120, 4.10.090, and 4.30.050 of Title 4, Water Service Delivery, are hereby amended as shown in the attached Exhibit "1."
2. District Code Title 6, Personnel Merit System, is hereby amended as shown in the attached Exhibit "2."
3. District Code Chapter 7.30, Facility Use Permits, is hereby amended as shown in the attached Exhibit "3."
4. This Ordinance shall take effect thirty (30) days after its adoption.

Ord. No. _____

5. For publication in the District Code, the General Manager, or designee, is authorized to make non-substantive administrative changes to the amended sections, as necessary and as approved by the District General Counsel, including revisions in formatting as may be suggested by the publisher, for consistency and ease of reference.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 19th day of August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary

DATE OF ATTESTATION: _____

**Amendments to Sections 4.10.010, 4.10.090, 4.10.120, and 4.30.050
in Response to Cross-Connection Control Policy Handbook Updates Effective July 1, 2025**

4.10.010 Definitions.

In the construction of this title, the general definitions set forth in DSRSDC [1.20.080](#), Definitions, shall apply except where contrary definitions are set forth in this chapter or as otherwise stated in DSRSDC 1.20.080, Definitions. The following definitions shall apply to this title, unless such definitions would be inconsistent with the manifest intent of the Board of Directors or the context clearly requires otherwise.

“Alameda County Environmental Management Department (Alameda County EMD)” refers to the local health protection agency for most areas of Alameda County.

“Approved backflow prevention device” means a device that has been approved by the California State Water Resources Control Board Division of Drinking Water and is on the District’s current list of approved backflow prevention devices.

“Approved backflow prevention device tester” means a tester who possesses a current and valid certificate recognized and accredited by the California State Water Resources Control Board Division of Drinking Water as a general backflow prevention device tester.

“Approved use” means an application of recycled water in a manner, and for a purpose, designated in a recycled water use license issued by the District and in compliance with all applicable regulatory agency requirements.

“Back pressure” means the flow of water or other liquid, mixture or substances under pressure into the District’s potable water distribution system caused by a higher pressure in the customer’s facilities relative to the pressure in the District’s facilities.

“Back siphonage” means the flow of water or other liquid, mixture or substances from the customer’s facilities into the District’s water distribution system, caused by a sudden pressure drop in the District’s facilities.

“Contra Costa County Environmental Management Department (Contra Costa County EMD)” refers to the local health protection agency for most areas of Contra Costa County.

“Division of Drinking Water” means the California State Water Resources Control Board Division of Drinking Water – San Francisco District.

“Greenbelt areas” means the area that includes, but is not limited to, golf courses, cemeteries, parks, and landscaping.

“Normal supply conditions” means that District water supplies are adequate or more than adequate to meet the ordinary demands and requirements of District’s water customers and users for that year and for a reasonable planning time horizon.

“On-site supervisor” means the customer’s representative, who is available to the District at all times, has the authority to carry out any requirements of the District, and is responsible for the installation, operation and maintenance of the recycled and potable water systems. The on-site supervisor is also responsible for prevention of potential hazards.

“Recycled water use license” means a license issued by the District to the customer, which outlines monitoring, self-inspection, reporting, and site-specific requirements, as required by the California Regional Water Quality Control Board. This license allows the customer to use recycled water in accordance with the Dublin San Ramon Services District Code, standards, ordinances, policies, guidelines and all applicable regulatory agency requirements.

“Regional Water Quality Control Board” means the California Regional Water Quality Control Board – San Francisco Division.

“Secondary effluent” means treated wastewater that meets the requirements of the District NPDES discharge permit governing wastewater disposal, as it may be amended from time to time.

[Ord. 329, 2012; Ord. 350, 2021. Prior legislation: Ord. 150, 1980; Ord. 273, 1997; Ord. 281, 1998; Ord. 327, 2010.]

4.10.090 Prohibition of cross-connections – Backflow prevention.

- A. A cross-connection, or any type of connection which permits a back pressure or back siphonage from an outside source into the District’s mains, is prohibited. A connection between recycled water and potable water lines is prohibited. If both recycled water and potable water lines are present at the customer’s facilities, the customer shall install a backflow prevention device on the customer’s potable water system. The District may require the customer to install a backflow prevention device approved by the District on the customer’s side of the pertinent water meter(s), at the expense of the customer. The General Manager, or designee, may reduce or suspend deliveries to any customer or other user of water if the General Manager, or designee, determines that the customer or other user of water has failed to install and appropriately maintain required devices to protect the District’s facilities, and that a substantial risk of damage exists, whether or not the customer’s failure was willful or negligent.
- B. A District water connection to a source of possible cross-connection or contamination from back pressure or back siphonage shall be provided with an approved backflow prevention device. The type of device required shall be as specified in the District’s most current Standard Procedures, Specifications and Drawings, and an approved certified backflow testing organization recognized and accredited by the Division of Drinking Water.
- C. The approved backflow prevention device shall be installed in conformance with the installation requirements contained in the District’s most current Standard Procedures, Specifications and Drawings, and in a location accessible at all times to District personnel for inspection.
- D. The costs of the approved backflow prevention device, its maintenance and inspection are the responsibility of the customer. Testing of the device must be performed by an approved backflow prevention device tester, who is on the District’s current list of approved testers.
- E. In a case where the water supply to a customer cannot be interrupted for backflow prevention device testing and maintenance, the District may require the customer to supply two backflow prevention devices of the same design and type in parallel.
- F. A previously installed device which does not conform to current standards may remain in operation until such time as it requires replacement, any incidents of backflow have occurred, any changes are to be made to the premises it serves, or any change in use of the premises occurs. Should any one of the aforementioned events occur, the previously installed device shall be

replaced with a current approved device. [Ord. 329, 2012; Ord. 350, 2021. Prior legislation: Ord. 69, 1969; Ord. 118, 1975; Ord. 150, 1980; Ord. 273, 1997; Ord. 281, 1998; Ord. 327, 2010.]

4.10.120 Suspension or termination of deliveries.

- A. Whenever the General Manager determines maintenance of the District's facilities requires suspension of delivery of water at any point or points of connection or at any other location, such delivery may be suspended without liability on the part of the District; provided, except in cases of emergency, advance notice of such suspension of service shall be given in the manner, if any, required by law to the affected customer or customers. The District will attempt to schedule interruptions of service at such times as will provide the least inconvenience to the customer.
- B. The General Manager may order the suspension or termination of water deliveries to any customer when any of the following conditions occur:
 - 1. When so ordered by health or regulatory authorities having jurisdiction.
 - 2. When, in the judgment of the General Manager:
 - a. The customer has failed to satisfy all requirements of the Dublin San Ramon Services District Code or has in any way endangered the public health and safety or the safety and integrity of the distribution facilities, or has violated a Division of Drinking Water order or operating permit, a Regional Water Quality Control Board order, a recycled water use license, any California Department of Public Health reuse criteria, or any law, regulation, agreement, order, permit, guideline, or standard relative to water; or
 - b. The District is unable to deliver properly and adequately treated potable or recycled water, whether or not due to a shortage; or
 - c. The requirements of the Division of Drinking Water, and any amending or superseding provisions related to the quality of potable water or recycled water, are not being met.
 - 3. If the Regional Water Quality Control Board or other authority changes the requirements for treating or delivering recycled water to a level the District determines it cannot reasonably meet or cannot reasonably meet without costly additional treatment.
- C. Water service shall not be reinstated unless and until the General Manager determines that adequate measures or means have been taken by the user to comply with the Dublin San Ramon Services District Code, prevent recurrence of such endangerment or violation, or of any other such endangerment or violation. Water service shall be reinstated at the customer's expense except when the service or wastewater collection was suspended for the reasons specified in subsection (B)(2)(b) of this section. [Ord. 329, 2012; Ord. 350, 2021. Prior legislation: Ord. 327, 2010.]

4.30.050 Responsibilities of customers.

Customers shall comply with all of the provisions of this section relative to the use of recycled water during the entire time that recycled water is delivered to the customer. In addition, customers shall comply with all applicable provisions contained in the District's Recycled Water Use Guidelines and Requirements, and license conditions, and in other laws, regulations, agreements, permits, orders, guidelines, and/or standards, any amending or superseding requirements thereof. The customer shall bear all costs incurred

to remedy the noncompliance with any such provisions, and shall pay any monetary penalties or fines imposed for the violation of or noncompliance with such provisions. The omissions or acts by the District shall not relieve the customer of responsibility to comply with the provisions of this section. Without limiting the generality of the foregoing, customers shall comply with the following requirements:

- A. Customer-Owned Facilities. Customers shall design and construct customer-owned recycled water facilities in accordance with District-approved standards. Customers shall maintain such facilities in good working order as to achieve compliance with all District requirements applicable to use of recycled water. Any changes to the customer-owned facilities shall be reported to the District.
- B. Use of Recycled Water. Customers shall be responsible for application of recycled water on their use areas and the associated operations and maintenance of the customer-owned facilities.
- C. Disclosure. Customers shall be responsible for informing persons to whom they have delegated responsibility for applying recycled water of the requirements of the District. Customers shall provide employee training to those employees who may be exposed to recycled water to assure proper operation of recycled water facilities and worker protection.

Customers shall assure that all above-ground equipment, including pumps, piping, storage reservoirs, valves, etc., which may at any time contain recycled water, shall be adequately and clearly identified with appropriate warning signs and shall make necessary provisions to inform the public that recycled water, which is unfit for human consumption, is being used.
- D. Monitoring. Customers shall regularly monitor customer-owned facilities and submit accurate monitoring reports to the District on a timely basis in accordance with the reporting requirements outlined in the recycled water use license issued by the District to the customer. The customer shall notify the District immediately if any unauthorized use or discharge of recycled water occurs, or if other conditions occur, which impact or threaten to impact the public health.
- E. Access to Customer Site. All recycled water customers shall permit or cause to be permitted the officers, employees, and agents of the District, the Regional Water Quality Control Board, the Division of Drinking Water, the health services department of the county of jurisdiction, and other entities with jurisdiction over recycled water or public health, access to the site where recycled water provided by the District is used or where records relative to recycled water use are kept for the purposes of: (1) inspection, testing, and repair of facilities, equipment, practices or operations regulated pursuant to the Regional Water Quality Control Board's general water reuse requirements, and any amending or superseding provisions, the Dublin San Ramon Services District Code and other laws; and (2) sampling or monitoring to assure compliance with the general water reuse requirements, and any amending or superseding provisions, the Dublin San Ramon Services District Code and other laws. In addition, customers shall supply access to or copies of records relative to recycled water use to representatives of the above-named entities on request.
- F. Operation and Maintenance by Qualified Persons. Recycled water facilities may be operated only by natural persons who hold a current certificate issued by the District establishing satisfactory completion of the most recent recycled water use training course offered by the District. Failure to have a current certificate shall disqualify a person from operating or maintaining customer-owned recycled water facilities within the District. Failure to employ or retain a natural person

who holds a current certificate shall be grounds for immediate termination of recycled water service by the District.

- G. Periodic Training. Each natural person who operates or maintains customer-owned recycled water facilities for one or more recycled water customers shall attend periodic recycled water use training courses offered by the District. At the end of each such course, the District shall issue a certificate to each such person who satisfactorily completes the course. Such certificate shall provide that, in the absence of violations of the provisions of this chapter, it shall be effective until the commencement of the next training course or until the rules, regulations, permits or orders applicable to recycled water use within the District are changed, whichever is later. Such certificates are not transferable in any manner.
- H. Compliance with Emergency Cross-Connection Response Plan. In the event of a cross-connection, customers shall immediately comply with the emergency cross-connection response plan established by the District as amended from time to time.
- I. Fees and Charges for Noncompliance. Any customer who fails to timely submit accurate monitoring reports to the District in accordance with its recycled water use license, or otherwise fails to comply with the District's Recycled Water Use Guidelines and Requirements, or who uses water or discharges wastewater in any manner which is contrary to the Dublin San Ramon Services District Code or any other laws, regulations, agreements, permits, orders, guidelines, and/or standards relative to the use of water, shall, under DSRSDC [1.100.030](#), Other fees and charges as established or authorized by the Board, be required to pay a fee or charge in the amount of the time (measured by burdened salary) and expenses incurred by District staff in achieving compliance.
- J. Effect of Violations. A violation of any of the provisions of this chapter is also subject to enforcement under Chapter [1.30](#) DSRSDC, Enforcement. [Ord. 301, 2004; Ord. 327, 2010.]

**Amendments to Title 6
Personnel Merit System**

Chapters:

6.10 Personnel Merit System

**Chapter 6.10
Personnel Merit System**

Sections:

6.10.010 Regulations.

6.10.010 Regulations.

A. Definitions. In this chapter, the following definitions apply:

“**Classified service**” means all employees of the District unless expressly excluded by this code.

“**Personnel rules**” means the set of rules formulated by the General Manager to implement this chapter.

B. Purpose. A personnel merit system is adopted to accomplish the following purposes:

1. To recruit and retain the best qualified persons available for service with the District.

2. To promote and increase economy and efficiency in the service of the District.

3. To provide a comprehensive personnel system for the District classified service, so that:

a. The appointment of persons to, the transfer, promotion, demotion and suspension of persons in, and the separation of persons from that service is effected solely on the basis of merit, fitness and efficiency, and without regard to the individual's actual or perceived race, color, national origin, ancestry, citizenship status, religion or creed, disability, medical condition, marital status, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, genetic information, age (40 and over), sexual orientation (including heterosexuality, homosexuality, and bisexuality), military service or any other basis protected by federal, state or local laws, ordinances or regulations.

b. Positions involving comparable duties and responsibilities will be similarly classified and compensated.

c. Tenure of employment is subject to satisfactory performance of duties and responsibilities and the appropriation of sufficient funds.

C. Administration of the System. The General Manager shall administer the personnel system specified in this chapter and is responsible for seeing that the policies of the chapter are implemented and enforced. The General Manager shall formulate and approve personnel rules and revisions implementing this chapter. The General Manager shall formulate a classification plan consisting of job classifications of all District positions, titles, salaries, and job descriptions that shall be approved by the Board.

The General Manager shall formulate and maintain a compensation plan specifying all steps of salary for all classifications, which shall be in conformance with compensation specified in applicable MOUs, personal services agreements (PSAs) or any other document duly approved by the Board.

The plans, rules, programs or amendments formulated by the General Manager shall have the same legal effect as if a part of this chapter. In cases of conflicting language, the applicable memorandum of understanding shall supersede the language in this document.

D. Positions Covered by the System. This chapter applies to each office, employment and position in the District, except as follows:

1. Elected positions.
2. The General Manager.
3. Senior manager classification(s).
4. District Secretary and/or Treasurer.
5. Members of any appointed board, commission or committee.
6. Any person engaged under personal services agreement or other contract to supply expert, professional, technical or other services.
7. Volunteer personnel.
8. Student interns or temporary personnel, as defined in the District personnel rules.
9. Any other position that may be expressly exempted by the Board.

E. Employee organizations.

Employees of the classified service may join employee organizations of their own choice in accordance with the California Government Code. Such employees also have the right to refuse to join or participate in the activities of employee organizations. Each employee has the right to represent himself or herself individually in employment relations with the District. An employee shall not be discriminated against, granted preferential treatment, or have equitable treatment withheld because of either membership or nonmembership in an employee organization. [Ord. 74, 1969; Ord. 118, 1975; Ord. 130, 1977; Ord. 188, 1984; Ord. 270, 1996; Ord. 273, 1997; Ord. 282, 1998; Ord. 320, 2007; Ord. 327, 2010; Ord. 332, 2014.]

**Amendments to Chapter 7.30
Facility Use Permits**

Sections:

- 7.30.010 Purpose.
- 7.30.020 Definitions.
- 7.30.030 Use authorized.
- 7.30.040 Permit required.
- 7.30.050 Scheduling.
- 7.30.060 Supervision and cleanup required.
- 7.30.070 Insurance.
- 7.30.080 Defense – Indemnification.
- 7.30.090 Insurance and indemnification waiver and conformity.
- 7.30.100 Nonassignability.
- 7.30.110 Temporary, revocable use.
- 7.30.120 Prohibited activities.
- 7.30.130 Use of appurtenant facilities.
- 7.30.140 Fees.
- 7.30.150 Regulations.

7.30.010 Purpose.

The purpose of this chapter is to authorize and provide a procedure for use of certain District-owned facilities by governmental agencies or affiliates, not-for-profit organizations related to District business interests, not-for-profit community interest organizations, employee associations, exclusive employee groups, and exclusive bargaining agents in furtherance of the interests of the District with respect to its water, wastewater, and recycled water enterprise responsibilities to protect public health and the environment. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.020 Definitions.

In the construction of this chapter, the general definitions set forth in DSRSDC [1.20.080](#), Definitions, shall apply except where such definitions would be inconsistent with the manifest intent of the Board, or the context clearly requires otherwise, or where contrary definitions are set forth in this chapter, or as otherwise stated in DSRSDC [1.20.080](#), Definitions. The following definitions shall apply to this chapter, unless such definitions would be inconsistent with the manifest intent of the Board of Directors or the context clearly requires otherwise:

“Community interest purpose” means an activity or program for public recreation, education, welfare, cultural, health, safety, or similar purpose which is consistent with DSRSDC [7.30.010](#), Purpose, and applicable DSRSD policies.

“Employee association” means any association of District employees approved or recognized by the General Manager other than an exclusive bargaining agent or an exclusive employee group.

“Exclusive bargaining agent” means a union or similar organization which has been certified in accordance with appropriate legal requirements to be the exclusive representative of all the employees in a particular bargaining unit or group and afforded recognition by the District as the exclusive bargaining agent for a group of its employees.

“Exclusive employee group” means a bargaining unit or group consisting exclusively of District employees who are not represented by a union or similar organization, and their invited guests, as approved by the General Manager.

“Facility” or “facilities” means the facility or facilities specifically identified in the facilities use permit approved by the General Manager under this chapter, which may include: (1) for governmental agencies or affiliates, exclusive employee groups, employee associations, and exclusive bargaining agents only, use of the Board of Directors meeting room, conference rooms, or any other appropriate indoor space at any of the District facilities or buildings, or any outdoor portion of any property of the District appropriate for an outside program or event; and (2) for not-for-profit community interest organizations, use of the outdoor garden area and visitor parking lots of the District Office for an outside program or event. The General Manager is authorized to develop a list of specific facilities that may, or may not, be made available for use and may update that list from time to time.

“Governmental agency” or “affiliate” means a federal, state or county agency; a special district, including this District; or any department, office or organization identified with any such governmental agency, which carries out or is engaged in a governmental or community interest purpose.

“Governmental purposes” means an activity or program carried out by a governmental agency or affiliate in its official capacity.

“Not-for-profit organization: District business interest” means an association, coalition, consortium, corporation, partnership, or other organization, regardless of federal or state tax status, which carries out or is engaged in activities that relate to, support, or provide client and/or member services to the District in furtherance of the interests of the District’s operations and enterprise responsibilities. Examples include, but are not limited to, Association of California Water Agencies, California Association of Sanitation Agencies, Bay Area Clean Water Authority, and similar federal, state, or local entities.

“Not-for-profit organization: Community interest” means an association, coalition, consortium corporation, partnership or other organization, regardless of federal or state tax status, which is organized for and carries out a community interest purpose. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.030 Use authorized.

The General Manager may issue a permit to use a facility to a governmental agency or affiliate, District business interest not-for-profit organization, community interest not-for-profit organization, employee association, exclusive employee group, and/or exclusive bargaining agent. When a permit is issued, the use shall be subject to the terms of this chapter, any regulations adopted under this chapter, and the specific terms and conditions of the permit. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.040 Permit required.

Use of the facilities is only authorized pursuant to a permit issued by the General Manager. The General Manager shall provide application forms specifying the information appropriate and necessary for the issuance of a permit. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.050 Scheduling.

The General Manager is authorized to schedule and regulate the time, place and manner of the use of the facilities. The General Manager may issue a permit for a specific date or activity, or for recurring meetings or activities upon the dates or days, and at such times or with the frequency, as the General Manager specifies in the permit. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.060 Supervision and cleanup required.

Each activity permitted shall be supervised by a responsible person 18 years or older from the permittee organization, who shall remain on the premises at all times during the use by the permittee. The permittee is responsible for the cleanup and condition of the facility at the end of the permitted use. The facility must be left clean and in the same condition it was found before use. It is the responsibility of the permittee to collect and properly dispose of all refuse. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.070 Insurance.

- A. Requirement. No facility may be used under a permit unless the permittee obtains and maintains during the term or period of use general liability and property damage insurance covering the use and occupancy in minimum amounts established by separate ordinance, resolution, or policy of the Board from time to time.
- B. Endorsements. The permittee shall provide to the District, at least five (5) days before use of the facility commences, a certificate of insurance including all required endorsements and a copy of the declarations and endorsements page(s) of the policy, evidencing said insurance coverage and endorsements to said policy as listed below: .
 1. Precluding cancellation of coverage of insurance before the expiration of thirty (30) days after the District shall have received written notification thereof by email or first-class mail from the insurance carrier(s);
 2. Naming Dublin San Ramon Services District, its Board of Directors, committees, officers, officials, employees, agents, and volunteers as additional insured;
 3. Providing that permittee's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability;
 4. Providing that permittee's insurance coverage shall be primary insurance with respect to the District, its Board of Directors, committees, officers, officials, employees, agents, and volunteers, and that any insurance or self-insurance maintained by the District, shall be excess of the permittee's insurance, and not contributory therewith. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.080 Defense – Indemnification.

Each permittee issued a permit under this chapter shall, by acceptance of the facilities use permit, be obligated to defend, indemnify and hold harmless the District, its Board of Directors, committees, officers, employees, agents and volunteers from and against any and all claims, damages, losses and expenses

(including without limitation costs of suit and attorneys' fees) arising out of the use or occupancy of the facility or facilities under the permit, and caused, or alleged to have been caused, in whole or in part, by any negligent, willful, or intentional tortious act, or omission to act, of the permittee. Each permit shall include these provisions. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.090 Insurance and indemnification waiver and conformity.

- A. DSRSDC [7.30.070](#), Insurance, and DSRSDC [7.30.080](#), Defense – Indemnification, may be waived by the General Manager for exclusive employee groups and employee associations.
- B. If and to the extent the provisions of DSRSDC [7.30.070](#), Insurance, and DSRSDC [7.30.080](#), Defense – Indemnification, are inconsistent with existing agreements entered into by the District, the insurance and indemnification requirements for use of the facilities shall be governed by those existing agreements. [Ord. 327, 2010; Ord. 353, 2024.]

7.30.100 Nonassignability.

The permittee shall not assign a permit, or any interest in it, without the prior written consent of the General Manager. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.110 Temporary, revocable use.

The issuance of a permit does not constitute a deed, grant of easement, lease, or conveyance or transfer of any proprietary interest, and each permit is revocable without cause at any time at the will of the District, effective upon written notice by the General Manager of the revocation. The revocation is effective on the date or time specified in the notice, which shall be within 30 days of the notice. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.120 Prohibited activities.

The following activities and conduct within a facility or on District property, in conjunction with a permit, are prohibited:

- A. The possession, sale, serving or consumption of alcoholic beverages;
- B. Smoking and/or vaping of tobacco or cannabis products;
- C. Gambling or betting;
- D. The possession, sale, serving or consumption of food, or food items, other than soft drinks, coffee, tea, milk or other nonalcoholic beverages, except as may otherwise be expressly permitted by the General Manager in the permit;
- E. The use of a public address system, radio, broadcasting system, amplifier, television or other audio or visual equipment or device, except as is expressly permitted by the General Manager in the permit;
- F. The use of District-owned equipment, including, without limitation, telephone, copier/printer, computer, or other business machines and supplies, except as is expressly permitted by the General Manager in the permit; provided, that there is no cost to the District for the use of these facilities; or provided, that the permittee reimburses the District for the cost of the use of this equipment;

- G. Permitting an animal, other than a service animal, within or on a facility, or within or on District premises, in conjunction with an activity under a permit; or permitting or allowing, expressly or impliedly, a person associated with an activity conducted under a permit to bring upon, possess or allow an animal within a facility, except as is expressly permitted by the General Manager in the permit or as required by law;
- H. An activity which causes, or tends to cause, undue wear or tear on a facility or a furnishing or furniture in or on the facility, including affixing items, signs, or decorations to the indoor and outdoor surfaces such as walls, floors, ceilings/roof, furnishings, and grounds; altering, damaging, or removing fixtures or vegetation; and use of open flames, dry ice, paint, caustic or abrasive substances, or other similar products.
- I. An activity which interferes with District business;
- J. An unlawful activity; or
- K. Any other prohibited act or activity which the General Manager specifies in the permit, or as otherwise provided by Board regulation. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.130 Use of appurtenant facilities.

The use of a facility under a permit is deemed to include reasonable use of property appurtenant to the facility, including, without limitation, the use of District's parking lot and restrooms. Use of restrooms is prohibited when the permitted use is limited to the outdoor garden area and/or visitor parking lots. The General Manager shall specify any limitation on the use of parking facilities in the permit. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.140 Fees.

The Board may establish fees, by resolution, to defray costs incurred by the District for the administration of this chapter and the use of District facilities. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

7.30.150 Regulations.

The Board may, by ordinance or resolution, establish regulations or other limitations governing the use of facilities, in addition to those specified in this chapter. [Ord. 265, 1995; Ord. 273, 1997; Ord. 302, 2004; Ord. 327, 2010; Ord. 353, 2024.]

**TITLE:** Receive Presentation on Long-term Water Resiliency Efforts**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on long-term water resiliency efforts.

DISCUSSION:

The District's Water Resiliency policy provides guidance for building a resilient and sustainable water supply future for District customers. The policy emphasizes the need for collaborative partnerships, advocates for an "all of the above" approach to exploring projects that build water resiliency for the Tri-Valley, and prioritizes local and sustainable water projects that contribute to regional self-reliance. On August 5, staff will provide the Board with an informational update on the status and progress made on the following efforts in support of the District's Water Resiliency policy:

- Zone 7 Long-term Water Reliability Projects – In April 2023, the Zone 7 Water Agency (Zone 7) completed its 2022 Water Supply Evaluation (WSE) Update. The 2022 WSE Update uses a water supply risk model with enhanced capabilities to evaluate a mix of water supply, conveyance, and storage projects that could be implemented to diversify and increase the long-term resiliency of the Tri-Valley's water supplies. The 2022 WSE concludes that multiple projects are required long-term to meet Zone 7's Water Supply Reliability policy goals, which are to supply water that meets 100% of Municipal and Industrial (M&I) demands 90% of the time and at least 85% of M&I demands 99% of the time. These water reliability goals are also mirrored in the District's Water Resiliency policy. A summary of the projects being explored by Zone 7 is provided in Table 1.
- Supplemental Recycled Water Supplies – In partnership with the East Bay Municipal Utility District (EBMUD) and the DSRSD-EBMUD Recycled Water Authority (DERWA), the District is continuing to pursue additional supplemental supplies needed to expand the recycled water program. In March 2024, DERWA completed a Recycled Water Supply Management Plan, which updated long-term recycled water demand and supply projections and created a roadmap for implementing strategies and projects needed to meet future recycled water demands. Based on this study, DERWA and its member agencies executed agreements in 2024 to allow certain identified recycled water sites to be added to the recycled water system. The parties are also in discussions with the Central Contra Costa Sanitary District (Central San) on a long-term agreement to provide supplemental wastewater supply during peak summer months for the DERWA recycled water program.
- Long-term Conservation Framework – On July 3, 2024, the State Water Board adopted regulations to implement the State's long-term conservation framework called "Making Conservation a California Way of Life." These regulations stem from Senate Bill 606 and Assembly Bill 1668, which were passed in 2018 in response to the severe drought, and Senate Bill 1157 (Hertzberg), which was signed into law in September 2022 and further lowers the indoor residential water use standard. The "Making Conservation a California Way of Life" regulations establish water use efficiency standards and performance measures for commercial, industrial, and institutional water use. In February 2024, staff began preparation of a Water Conservation Master Plan to evaluate the District's current and future water demands and potential measures that may be needed to meet the long-term conservation regulations. This study is anticipated to be completed by fall 2025.

Originating Department: Engineering and Technical Services	Contact: I. Suroso/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

Table 1. Summary of Zone 7 Potential Long-term Water Reliability Projects

Reference: Zone 7 Draft 2022 Water Supply Evaluation Update, March 2023 (Note A)

Potential Project	Description	Zone 7 Average New Supply	Zone 7 New Storage	New Conveyance	Estimated Earliest Online Date
Los Vaqueros Expansion (LVE)	The Los Vaqueros Reservoir is an off-stream reservoir located in Contra Costa County and is owned and operated by Contra Costa Water District. LVE proposed to expand the reservoir by an additional 115,000 acre-feet, bringing the new total capacity to 275,000. In addition to the expansion of the reservoir, LVE included the Transfer-Bethany Pipeline and other supporting facilities. The Transfer-Bethany Pipeline would have provided Zone 7 with an alternative conveyance route to bring water supplies into the Tri-Valley.			This project was formally dissolved by the Joint Power Authority effective April 2025	
Delta Conveyance Project (DCP)	The DCP involves construction of two new intake facilities in the North Delta and a single tunnel under the Delta to convey water from the new intakes to the existing Bethany Reservoir on the California Aqueduct. The purpose of the DCP is to modernize the aging State Water Project infrastructure and restore and protect the reliability of State Water Project deliveries. The Delta is a critical conveyance component of the State Water Project, and the DCP will construct a second, or dual, conveyance facility to State Water Project contractors south of the Delta, such as Zone 7.	6,500 AFY of restored SWP supply	—	Single tunnel with total capacity of 6,000 cfs	2045
Sites Reservoir	Sites is a new off-stream reservoir located in Glenn and Colusa counties that would capture and store excess flows from the Sacramento River. Sites has a proposed storage capacity of 1.5 million acre-feet. Sites will be operated in coordination with the State Water Project and Central Valley Project reservoirs (e.g., Oroville, Shasta, Folsom), thereby increasing the flexibility and reliability of statewide water supplies. In addition to water supply and storage benefits, Sites also provides environmental water to support fish, native species, and birds.	10,000 AFY	62,340 AF	—	2032
Potable Reuse	Potable reuse involves constructing advanced treatment and supporting facilities needed to purify wastewater effluent to a level suitable for augmenting drinking water supplies either through indirect methods (e.g., groundwater recharge) or direct methods (e.g., raw water augmentation upstream of Zone 7's Del Valle Water Treatment Plant). Potable reuse in the Tri-Valley would include a partnership between Zone 7 and its retailers. Potable reuse operations were assumed to occur year-round with Livermore providing year-round wastewater supplies and DSRSD providing seasonal wastewater supplies. The assumed yields do not account for the potential reduction of wastewater flows due to conservation regulations that have set statewide lower indoor water use targets.	8,800 – 9,600 AFY (will be reviewed as part of future study update)	—	—	2030 - 2040

Potential Project	Description	Zone 7 Average New Supply	Zone 7 New Storage	New Conveyance	Estimated Earliest Online Date
Chain of Lakes Conveyance System	The Chain of Lakes (COLs) are a series of former and active gravel quarry pits located in the Tri-Valley in Pleasanton and Livermore. The COLs will ultimately consist of ten lakes named Lakes A through I and Cope Lake, connected through a series of conduits. Zone 7 currently owns Lake I and Cope Lake and expects Lakes A and H to be transferred to Zone 7 within the next few years once reclamation is completed. The remaining lakes will be transitioned to Zone 7 over the next decades, likely through 2065. Zone 7 is currently conducting a feasibility study to evaluate the Chain of Lakes Conveyance System connecting South Bay Aqueduct and Lake I and Cope Lake to store available water supply and recover the stored water through groundwater recharge and pumping back to Del Valle Water Treatment Plant. The initial phase of the project would include an approximately 7-mile long, 42-inch diameter pipeline. The COLs could store State Water Project water and also capture additional stormwater and local runoff.	10,000 AFY	150,000 AFY	Pipeline connecting South Bay Aqueduct to COLs	2035
Water Transfers	Transfers involve the purchase of water from willing sellers to supplement Zone 7's existing water supplies. The availability and pricing of water transfers are subject to water market conditions. Generally, water transfers are less expensive in wet years when extra water is available and more expensive in dry years when extra water is scarce. The 2022 WSE Update results show that transfers are likely to be needed near-term to meet Zone 7's Water Supply Reliability goals, prior to long-term projects coming online. In 2024, Zone 7 entered into an option agreement for water transfers between Sutter Extension Water District and Zone 7 to secure 3,000 acre-feet of transfer water in a given year.	Up to 10,000 AFY	—	—	As Needed
EBMUD Reliability Intertie	This project is a proposed 30-inch diameter treated water pipeline to connect EBMUD and Zone 7's systems on the west side of Zone 7's transmission system. The reliability intertie provides alternative conveyance and could be used to deliver imported treated water to Zone 7 in case the Delta and/or South Bay Aqueduct are experiencing an outage.	Currently being reviewed for viability and need	—	—	TBD
Regional Groundwater Wells	In collaboration with the City of Pleasanton, Zone 7 is exploring the Bernal Subbasin to diversify groundwater sources and increase groundwater production capacity and system redundancy. If feasible, up to three groundwater wells would be developed jointly with the City or independently.	6,500 AFY	—	—	TBD

Potential Project	Description	Zone 7 Average New Supply	Zone 7 New Storage	New Conveyance	Estimated Earliest Online Date
Bay Area Regional Desalination Project (BARDP)	BARDP is a regional project that seeks to desalinate brackish water from the Delta to provide water supply to participating Bay Area water agencies. The project proposes construction of a desalination plant in eastern Contra Costa County. Brackish water would be diverted using Contra Costa Water District's existing Mallard Slough Pump Station and the desalination plant would remove the salts from the source water to produce fresh water. The proposed desalination plant has a planned production capacity of up to 20 million gallons per day.	TBD	TBD	—	TBD

Note A: Information updated per discussion with Zone 7 staff, July 2025.

Abbreviations:

AF = acre-feet

AFY = acre-feet per year

cfs = cubic feet per second

MGD = million gallons per day

TBD = To be determined