

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, August 19, 2025

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

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 Regular Meeting Minutes of August 5, 2025
Recommended Action: Approve by Motion
 - 7.B. Accept Regular and Recurring Reports: Quarterly Financial Report and Capital Projects Created from Programs
Recommended Action: Accept by Motion
 - 7.C. Authorize Continued Rental of Personal Protective Equipment Vending Machines and Purchase of Inventory from Fastenal Company
Recommended Action: Authorize by Motion

Board of Directors

Division 1 ♦ Dinesh Govindarao | Division 2 ♦ Ann Marie Johnson | Division 3 ♦ Richard Halket
Division 4 ♦ Georgean Vonheeder-Leopold | Division 5 ♦ Arun Goel

- 7.D. Reject All Bids for the Hypochlorite Building Rehabilitation Project (CIP 22-P021)

Recommended Action: Reject by Motion

8. BOARD BUSINESS

- 8.A. Second Reading and Adoption of 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

Recommended Action: Waive Reading by Motion and Adopt Ordinance

- 8.B. Approve Proclamation Honoring Board Director Ann Marie Johnson

Recommended Action: Approve by Motion

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

- 9.B.1. General Manager Monthly Report
9.B.2. Public Outreach Activities Report

10. CLOSED SESSION

- 10.A. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8
Property: Water Supply Contract
District Negotiator: Jan Lee, General Manager
Negotiating Party: Zone 7 Water Agency
Under Negotiation: Price and Terms of Payment for Water Supply

11. REPORT FROM CLOSED SESSION

12. 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 REGULAR MEETING OF THE BOARD OF DIRECTORS**

August 5, 2025

1. CALL TO ORDER

A regular 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 – None.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 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 items on the Consent Calendar.
Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

- 7.A. Approve Special Meeting Minutes of July 22, 2025 – Approved
- 7.B. Accept Regular and Recurring Reports: Treasurer's Report, Outstanding Receivables Report, and Employee and Director Reimbursements Greater than \$100 – Approved
- 7.C. Award Technical Services Agreement with Unison Solutions for the Biogas Treatment System Improvements Project (CIP 16-P028) – Approved
- 7.D. Adopt Revised Water Resiliency Policy and Rescind Resolution No. 22-21 – Approved – Resolution No. 26-25
- 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 – Approved

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

President Goel read the title of the ordinance and asked for the staff presentation. Management Analyst II Vivian Chiu reviewed the item for the Board.

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

Director Vonheeder-Leopold MOVED to Waive Reading of Ordinance. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Johnson MOVED to Schedule the Ordinance for Second Reading and Adoption at the Regular Board Meeting of August 19, 2025. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

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

Senior Engineer Irene Suroso reviewed the item for the Board and gave a presentation (handed out to the Board and posted to the website as supplemental materials).

The Board and staff discussed various aspects of the presentation including the District's FY 2024 Annual Water Use Report and regulatory impacts related to indoor residential water use standards, outdoor irrigation, and system water loss. They discussed factors that can contribute to system water loss, such as water line breaks, leaks, and meter data inaccuracies, and staff's efforts to identify and implement technological improvements for system monitoring and leak detection. Additionally, staff noted that DSRSD's very low average system water loss (5.7% compared to the country-wide average of 16%) is due, in part, to DSRSD's relatively younger infrastructure. Water loss will incrementally increase as the system ages. The Board also noted the benefits of DSRSD's recycled water use to offset the impact of the non-functional turf ban. The Board thanked staff for the informative presentation.

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 California Association of Sanitation Agencies 70th Annual Conference and Board of Directors meeting July 30–August 1, 2025, in San Diego. She summarized the activities and discussions at the meetings.

Director Govindarao submitted written reports to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the State of the County Address with Contra Costa County District 2 Supervisor Candace Andersen in San Ramon on July 29, and that he completed required harassment

prevention training on July 30. He summarized the activities and discussions at the meeting.

9.A.3. Request New Agenda Item(s) for a Future Board or Committee Agenda – None

9.B. Staff Reports

General Manager Lee reported on the following items:

- A LAVWMA Board meeting will be held on Wednesday, August 20, 2025 at 6 p.m.
- The Board received an invitation from City of Dublin and the Dublin Historical Society to attend a new exhibit called "Fighting Fires and Saving Lives: Dublin's First Firefighters" at the City of Dublin's Heritage Park and Museums. The District provided fire services for 35 years prior to the cities incorporating in the early 1980s and will be featured in the exhibit. The exhibit begins August 30 and will run through February 2026. Staff will include additional information for touring the exhibit in the next Board Communications Update.

10. ADJOURNMENT

President Goel adjourned the meeting at 6:40 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Accept Regular and Recurring Reports: Quarterly Financial Report and Capital Projects Created from Programs

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the regular and recurring reports: Quarterly Financial Report and Capital Projects Created from Programs for the fourth quarter of fiscal year 2025 covering July 1, 2024, through June 30, 2025.

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 C – Quarterly Financial Report

The Quarterly Financial Report presents an unaudited budget-to-actual financial report of the operating and capital funds for the District's three enterprises (Local Wastewater, Regional Wastewater, and Water), and the Administrative Cost Center, including revenues and expenses, transfers, beginning and ending working capital, and reserve levels for the period from July 1, 2024, through June 30, 2025. The beginning working capital for each fund is updated with final audited ending working capital for fiscal year (FY) 2024, as presented in the Annual Comprehensive Financial Report (ACFR).

For the unaudited fourth quarter financial report for FY 2025, the District's three enterprises have received 93% of budgeted operating revenues and expended 93% of budgeted operating expenses as of June 30, 2025. The projected working capital for the Local Wastewater and Regional Wastewater operating funds (Enterprise and Rate Stabilization) is above policy target levels. The projected working capital for the Water operating funds is below target reserve levels but above the minimum reserve levels. Information is preliminary as final audited amounts will be presented in the FY 2025 ACFR.

For the unaudited fourth quarter financial report for FY 2025, across the three enterprises, Replacement capital funds are at 71% of budgeted revenues and 31% of budgeted expenses, and Expansion capital funds are at 77% of budgeted revenues and 29% of budgeted expenses. Working capital for all capital funds is above policy target levels.

Reference H – Capital Projects Created from Programs

The adopted Capital Improvement Program (CIP) consists of the Ten-Year Capital Improvement Plan and the Two-Year Capital Improvement Budget. The CIP includes funding for projects and programs. A CIP program sets aside money to fund projects that are anticipated but do not yet have a definitive scope and budget. The amounts set aside are based on asset management replacement models. Per the District's [Budget Accountability policy](#), the General Manager is authorized to create a project from a CIP program up to a maximum of \$175,000. Creation of new projects in excess of this amount is required to be approved by the Board. The District Engineer is responsible for ensuring projects created from programs meet the intention of the program. To maximize transparency, capital projects created from programs under the General Manager's authority will be reported quarterly to the Board as regular and recurring reports.

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 C – Quarterly Financial Report Ref H – Capital Projects Created from Programs	

During this period (July 1, 2024, through June 30, 2025), the General Manager approved the creation of nine projects from programs in the amount of \$776,460. There were no budgetary impacts as program funding is included in the Two-Year Capital Improvement Budget for FY 2026 and FY 2027.

The adopted Two-Year Capital Improvement Budget includes annual program budgets, which serve as cumulative limits or a maximum cap on the General Manager's ability to create or fund projects out of a particular program. When a capital project is created, the funding moves from the program to the project, reducing the program budget. A second table is included to reflect the cumulative limits for each program.

TABLE 1. SUMMARY OF REGULAR AND RECURRING REPORTS

Ref	Description	Frequency	Authority	Last Acceptance	Acceptance on 8/19/2025	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	8/5/2025		November 2025
C	Quarterly Financial Report	Quarterly	Budget Accountability Policy	5/20/2025	Yes	November 2025
D	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	8/5/2025		August 2026
E	Employee and Director Reimbursements Greater than \$100 ¹	Annually – Fiscal Year	California Government Code 53065.5	8/5/2025		August 2026
F	Utility Billing Leak Adjustments ²	Annually – Fiscal Year	Utility Billing Leak Adjustments Policy	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	Yes	November 2025
I	Capital Budget Adjustments Approved by the General Manager			5/20/2025	No budget adjustments approved in 4th quarter of FY 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

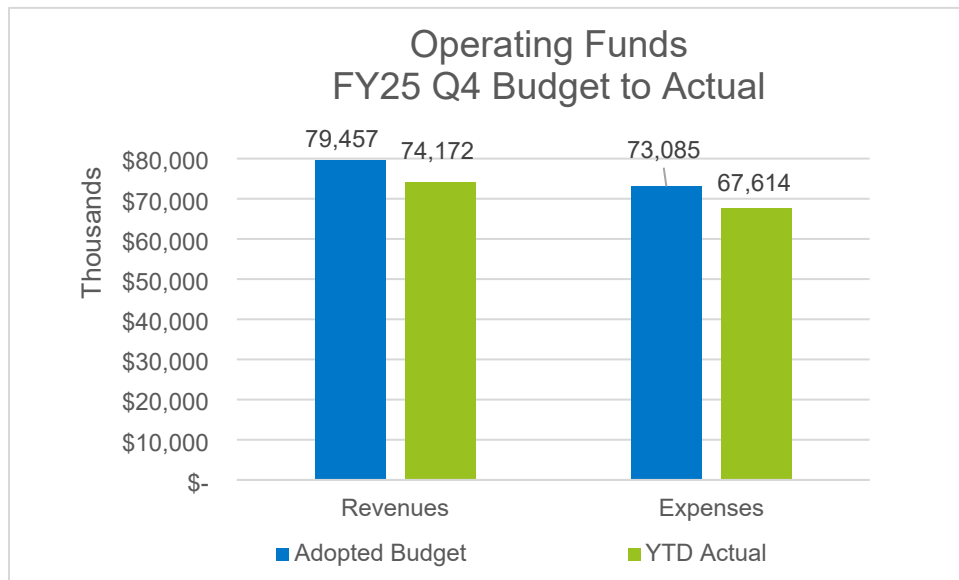
Unaudited Quarterly Financial Report – Fourth Quarter of Fiscal Year 2025

Period: 7/1/2024 to 6/30/2025 (100% Year Complete)

This Quarterly Financial Report presents an unaudited budget-to-actual financial report of the operating and capital funds for the District's three enterprises (Local Wastewater, Regional Wastewater, and Water), and the Administrative Cost Center, including revenues and expenses, transfers, beginning and ending working capital, and reserve levels for the period from July 1, 2024, through June 30, 2025.

OPERATING FUNDS

The District maintains two operating funds (Enterprise or Operations and Rate Stabilization) for each of its three enterprises (Local Wastewater, Regional Wastewater, and Water). For the unaudited fourth quarter financial report for fiscal year ending (FY) 2025, the District's three enterprises have received 93% of budgeted operating revenues and expended 93% of budgeted operating expenses as of June 30, 2025.



Working capital for the Local Wastewater and Regional Wastewater operating funds (Enterprise and Rate Stabilization) are above policy target levels (combined eight months working capital). The working capital for the Water enterprise is below target reserve level but above the minimum reserve level (four months of combined working capital).

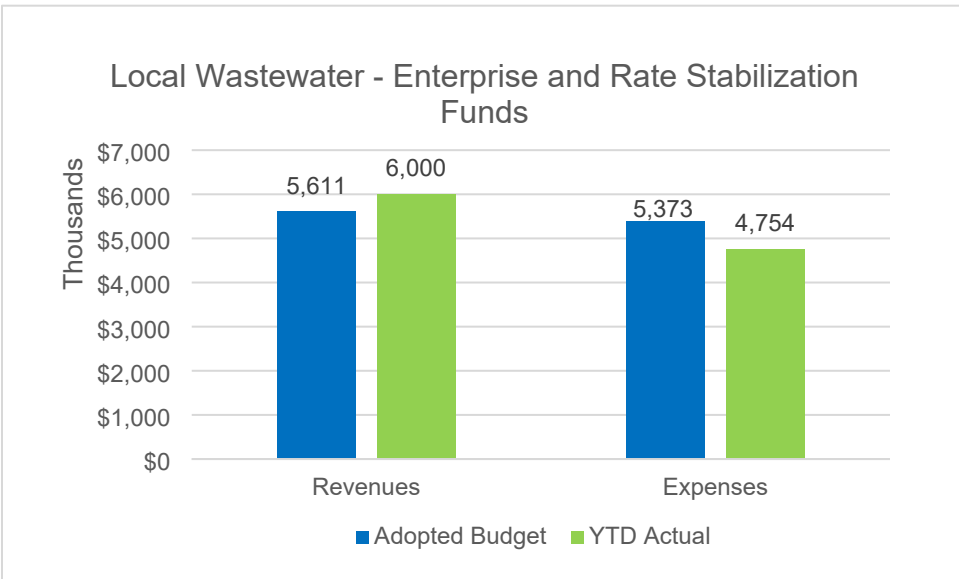
A breakdown of revenue, expenses, and working capital by enterprise is provided in the following sections.

Local Wastewater Funds 200 and 205

The Local Wastewater enterprise provides sewer collection services in Dublin and southern San Ramon. The collection system consists of the sewer pipes that convey wastewater from residences and businesses to the Regional Wastewater Treatment Plant. For the unaudited fourth quarter financial report for FY 2025, the District’s Local Wastewater enterprise is at 107% of budgeted operating revenues and 88% of budgeted operating expenses as of June 30, 2025.

Highlights Include:

- *Revenues* – Dublin and San Ramon residential wastewater charges are collected via the property tax roll and remitted to DSRSD twice a year in December and April. Local Wastewater service charges for Dublin and San Ramon shown in the fourth quarter financial report are as expected. Inspections and Plan Check Fees exceed budget due to higher than anticipated development activities. Other Revenues, which include fees for services provided to developers, show a high percentage increase, but are a low dollar amount. Investment income is higher than budgeted.
- *Expenses* – Salary and Benefits for Local Wastewater are at 95% for the fourth quarter. All other operating expenses are below budget for the fourth quarter.
- *Transfers* – Replacement Transfers are completed as scheduled.
- *Working Capital* – The estimated ending working capital exceeds the 8-month working capital target.



Dublin San Ramon Services District

Unaudited Quarterly Financial Report – Fourth Quarter of Fiscal Year 2025

Period: 7/1/2024 to 6/30/2025 (100% Year Complete)

Local Wastewater Funds

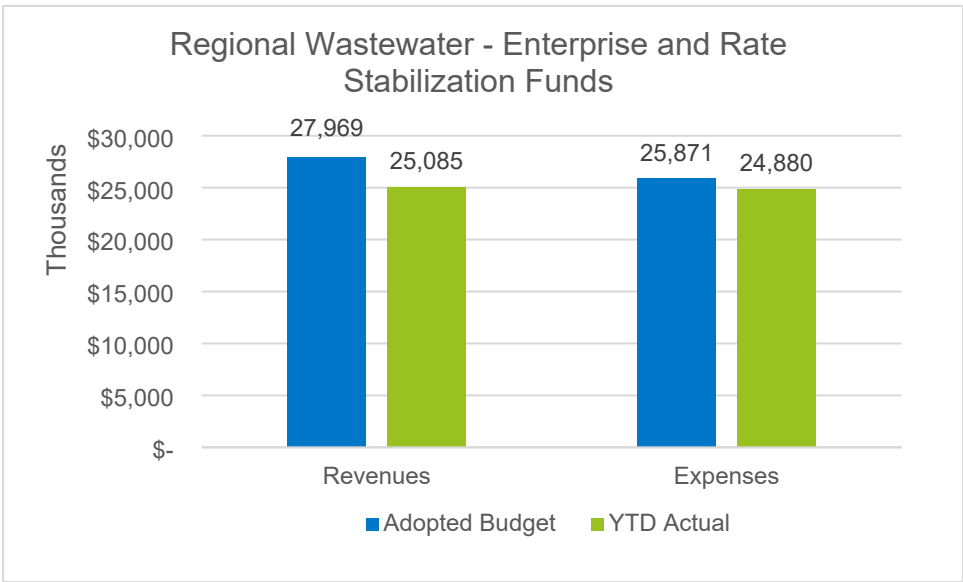
Enterprise (Fund 200) and Rate Stabilization (Fund 205)

	(a)	(b)	(a) - (b)	
	Adopted	Actual	Over/ Under	Percentage
	Budget	YTD	Budget	Collect/Use
Operating Revenues:				
Service Charges - Dublin	\$4,208,644	\$3,758,713	\$449,931	89.3%
Service Charges - San Ramon	936,386	946,711	(10,325)	101.1%
Inspections & Plan Check Fees	385,500	1,063,166	(677,666)	275.8%
Other Revenues	500	15,316	(14,816)	3063.2%
Investment Income	80,000	216,487	(136,487)	270.6%
Total Revenues	\$5,611,030	\$6,000,393	(\$389,363)	106.9%
Operating Expenses:				
Salaries & Benefits	\$3,627,649	\$3,452,572	\$175,077	95.2%
Staff Time Charged to CIP & JPAs	(168,235)	(72,518)	(95,717)	43.1%
Materials & Supplies	125,955	92,532	33,423	73.5%
Gas & Electric	20,878	12,938	7,940	62.0%
Contract Services	672,071	346,591	325,480	51.6%
Allocated Costs	1,071,298	898,717	172,581	83.9%
Other Expenses	23,740	23,465	275	98.8%
Total Expenses	\$5,373,356	\$4,754,297	\$619,059	88.5%
Transfers Out to Replacement	(800,000)	(800,000)	-	100.0%
Net Increase/(Decrease)	(562,326)	446,096		
Beginning Working Capital	4,346,644	4,346,644		
Ending Working Capital	\$3,784,318	\$4,792,740		
Working Capital Minimum (4 mos)	\$1,791,119	\$1,791,119		
Working Capital Target (8 mos)	\$3,582,237	\$3,582,237		

Regional Wastewater Funds 300 and 305

The Regional Wastewater enterprise provides wastewater treatment and disposal services in Dublin and southern San Ramon, and the City of Pleasanton (by contract). For the unaudited fourth quarter financial report for FY 2025, the District’s Regional Wastewater enterprise received 90% of budgeted operating revenues and expended 96% of budgeted operating expenses. Highlights include:

- *Revenues* – Dublin and San Ramon residential wastewater charges are collected via the property tax roll and remitted to DSRSD twice a year in December and April. Regional Wastewater charges for Dublin and San Ramon are as expected for the fourth quarter. Pleasanton wastewater charges are lower than budgeted due to the timing of billing and collections. The fourth quarter report only reflects Pleasanton wastewater charges received through May 2025. DERWA charges are above budget due to higher backwash services and energy usage. Investment income is higher than budgeted.
- *Expenses* – Operating expenses for Regional Wastewater are as expected for the fourth quarter. Salaries & Benefits and Gas & Electric charges are above expected levels, 104% and 106%, respectively. The LAVWMA JPA contribution is slightly above budget and includes the additional FY 2024-member contribution required after LAVWMA reconciled and closed FY 2024. Materials, supplies and contractual services usage are lower than budgeted.
- *Transfers* – Replacement Transfers are completed as scheduled.
- *Ending Working Capital* – The estimated ending working capital is above the 8-month working capital target.



Regional Wastewater Funds

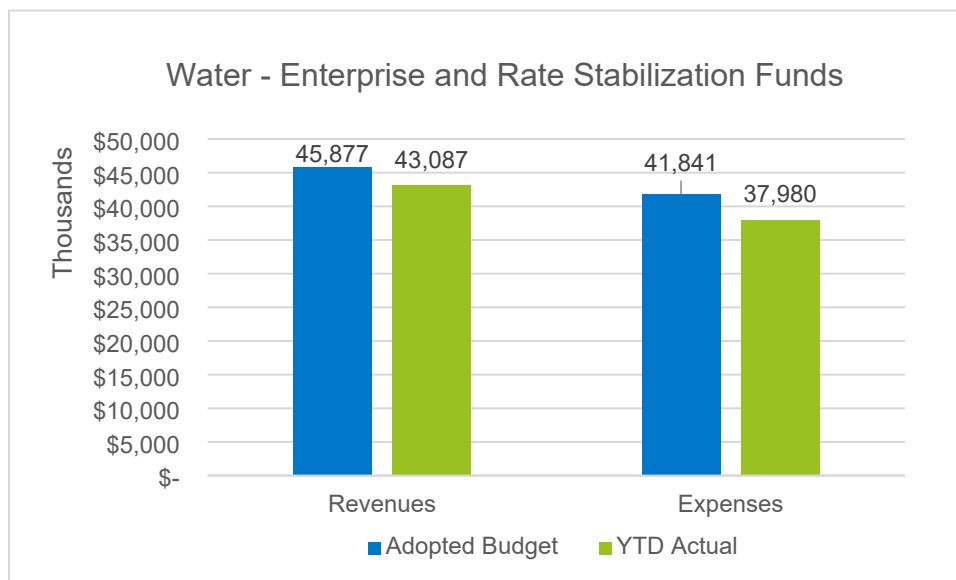
Enterprise (Fund 300) and Rate Stabilization (Fund 305)

	(a)	(b)	(a) - (b)	
	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Operating Revenues				
Wastewater Charges-Dublin	\$10,090,480	\$10,081,617	\$8,863	99.9%
Wastewater Charges-Pleasanton	12,345,294	8,873,267	3,472,027	71.9%
Wastewater Charges-San Ramon	2,349,549	2,204,148	145,401	93.8%
Industrial Waste-Dublin	80,000	83,537	(3,537)	104.4%
Industrial Waste-Pleasanton	85,000	59,603	25,397	70.1%
DERWA charges	2,620,000	2,923,030	(303,030)	111.6%
Other Revenues	50,000	32,084	17,916	64.2%
Investment Income	349,000	827,348	(478,348)	237.1%
Total Revenues	\$27,969,323	\$25,084,634	\$2,884,689	89.7%
Operating Expenses				
Salaries & Benefits	\$12,646,160	\$13,157,585	(\$511,425)	104.0%
Staff Time Charged to CIP & JPAs	(1,817,905)	(1,719,479)	(98,426)	94.6%
Materials & Supplies	3,109,485	2,580,184	529,301	83.0%
Gas & Electric	2,176,025	2,296,005	(119,980)	105.5%
Contractual Services	1,897,737	1,146,381	751,356	60.4%
Allocated costs	3,225,882	2,706,208	519,674	83.9%
LAVWMA JPA Contribution	4,602,583	4,681,497	(78,914)	101.7%
Other Expenses	31,120	31,711	(591)	101.9%
Total Expenses	\$25,871,087	\$24,880,093	\$990,994	96.2%
Transfer Out to Replacement	(2,700,000)	(2,700,000)	-	100.0%
Transfer Out to Water for 5th Supplement Agreement	(400,000)	(408,842)	8,842	102.2%
Net Increase/(Decrease)	(1,001,764)	(2,904,301)		
Beginning Working Capital	21,170,575	21,170,575		
Ending Working Capital	\$20,168,811	\$18,266,274		
Working Capital Minimum (4 mos)	\$8,623,696	\$8,623,696		
Working Capital Target (8 mos)	\$17,247,391	\$17,247,391		

Water Funds 600 and 605

The Water enterprise provides potable and recycled water to Dublin and the Dougherty Valley area of San Ramon. For the unaudited fourth quarter financial report for FY 2025, the District's Water enterprise is at 94% of budgeted operating revenues and 91% of budgeted operating expenses as of June 30, 2025.

- *Revenues* – Potable Water charges are at 87% of budget, reflecting lower consumption. Recycled water and power charges are at 88% and 103%, respectively. Inspections and Plan Check Fees are above budget due to higher than anticipated development activities. Other revenues include a DERWA disbursement of \$1.5 million from DERWA's cash reserves, which is the District's portion of cash reserves in excess of DERWA's minimum reserve requirement. Investment income is higher than budgeted.
- *Expenses* – Salary and Benefits slightly exceeds budgeted amount. Materials, Supplies and Contractual expenses are below budget, only 62% and 70% use of budgeted amounts. The DERWA JPA contribution exceeds the amount budgeted by DSRSD for FY 2025 due to an increase in operation and maintenance costs. However, the actual DERWA JPA contribution is below the amount of \$4.672 million included in the adopted FY 2025 DERWA operating budget. DSRSD staff did not adjust the DERWA JPA contribution budget line item as part of the mid-cycle operating budget adjustment for FY 2025. Other expenses include the write-off of \$112,000 for 135 delinquent accounts, that occurred during the first quarter, and \$25,000 over budget for online payment processing fee.
- *Transfers* – Replacement Transfers are completed as scheduled.
- *Ending Working Capital* – The estimated ending working capital is at the 6-months versus the 8-month working capital target.



Dublin San Ramon Services District

Unaudited Quarterly Financial Report – Fourth Quarter of Fiscal Year 2025

Period: 7/1/2024 to 6/30/2025 (100% Year Complete)

Water Funds

Enterprise (Fund 600) and Rate Stabilization (Fund 605)

	(a)	(b)	(a) - (b)	
	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Operating Revenues				
Potable Water Charges	\$36,015,000	\$31,285,149	\$4,729,851	86.9%
Recycled Water	5,880,000	5,200,279	679,721	88.4%
Power Charge	1,090,000	1,116,991	(26,991)	102.5%
Inspections & Plan Check Fees	1,071,500	1,499,230	(427,730)	139.9%
Other Revenues	1,210,000	2,854,123	(1,644,123)	235.9%
Investment Income	610,000	1,131,613	(521,613)	185.5%
Total Revenues	\$45,876,500	\$43,087,384	\$2,789,116	93.9%
Operating Expenses				
Salaries & Benefits	\$10,115,784	\$10,215,495	(\$99,711)	101.0%
Staff Time Charged to CIP & JPAs	(1,022,838)	(756,641)	(266,197)	74.0%
Water Purchases	20,257,000	17,337,648	2,919,352	85.6%
Gas & Electric	1,786,200	1,425,630	360,570	79.8%
Materials & Supplies	1,552,550	963,278	589,272	62.0%
Contract Services	2,512,863	1,763,236	749,627	70.2%
Allocated Costs	2,755,470	2,311,577	443,893	83.9%
DERWA JPA Contribution	3,653,100	4,362,999	(709,899)	119.4%
Other Expenses	230,690	356,648	(125,958)	154.6%
Total Expenses	\$41,840,819	\$37,979,871	\$3,860,948	90.8%
Transfer In from F300 for Recycled Water 5th Supplement	400,000	408,842	(8,842)	102.2%
Transfer Outs to Replacement	(6,500,000)	(6,500,000)	-	100.0%
Net Increase/(Decrease)	(2,064,319)	(983,645)		
Beginning Working Capital	22,360,758	22,360,758		
Ending Working Capital	\$20,296,439	\$21,377,113		
Working Capital Minimum (4 mos)	\$13,946,940	\$13,946,940		
Working Capital Target (8 mos)	\$27,893,879	\$27,893,879		

Administrative Cost Center Fund 900

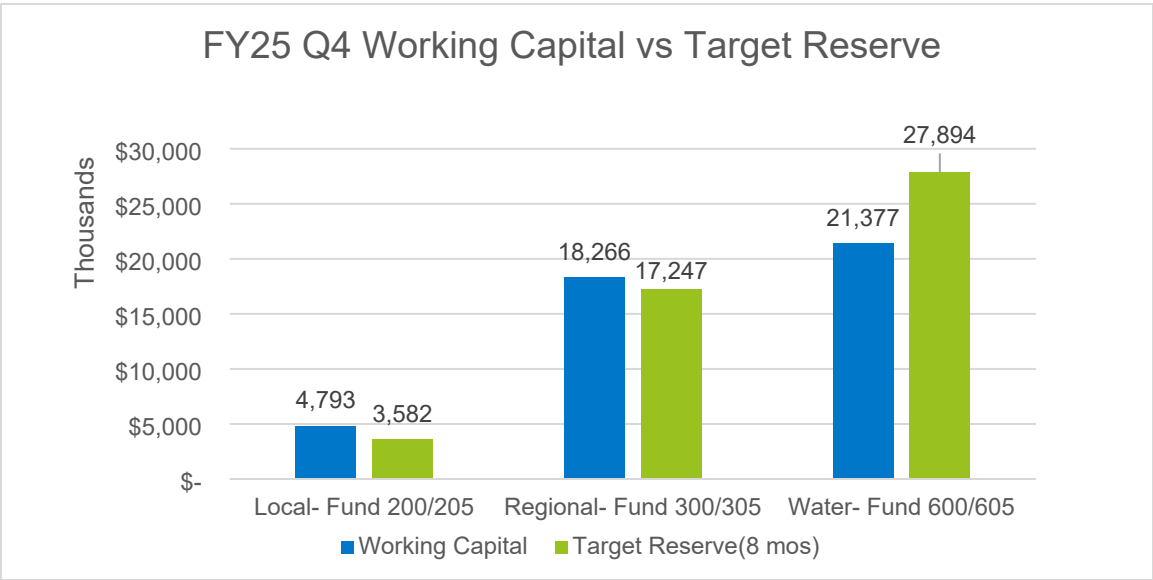
The Administrative Cost Center captures costs not specifically identifiable to any one of the District's operational activities. A majority of the cost for the Administrative Services Department, Finance except for Utility Billing and Customer Services, and the Board of Directors/Office of the General Manager Department is included in this fund. Revenue is generated for general administrative services provided to the two joint powers authorities (DERWA and LAVWMA), the general overhead for capital project management, and miscellaneous services to customers and other local agencies. The Administrative Cost Center is at 89% of budgeted operating revenues and 82% of budgeted operating expenses as of June 30, 2025. All costs of the Administrative Cost Center have been allocated to the other funds as applicable. The Administrative Cost Center does not compute a working capital position.

	(a) Adopted Budget	(b) Actual YTD	(a) - (b) Over/ Under Budget	Percentage Collect/Use
Operating Revenues				
Customer Service Late Fees	\$200,000	\$10,508	\$189,492	5.3%
Administrative Fees	200,000	92,847	107,153	46.4%
LAVWMA	973,000	955,987	17,013	98.3%
DERWA	1,461,000	1,520,042	(59,042)	104.0%
CIP	862,000	647,329	214,671	75.1%
Misc Revenues	-	46,791	(46,791)	100.0%
Total Revenues	\$3,696,000	\$3,273,504	\$422,496	88.6%
Operating Expenses				
Salaries & Benefits	\$8,020,982	\$8,507,221	(\$486,239)	106.1%
Staff Time Charged to CIP & JPAs	(225,326)	(126,487)	(98,839)	56.1%
Materials & Supplies	414,090	355,794	58,296	85.9%
Contract Services	2,784,864	2,068,268	716,596	74.3%
Allocated Costs	(7,052,650)	(7,550,850)	498,200	107.1%
Miscellaneous	48,040	19,558	28,482	40.7%
Total Expenses	\$3,990,000	\$3,273,504	\$716,496	82.0%

Operating Reserves

The District funds water and wastewater operations from its Enterprise and Rate Stabilization funds. Operating reserves, referred to as “working capital,” are defined as current assets minus current liabilities. Working capital is a measure of available resources to meet fluctuations in cash flow. The District’s Financial Reserves policy establishes working capital targets to define the appropriate amount of operating reserves available in each fund to cover ongoing costs. These targets are defined in terms of “months of working capital,” or the amount of cash needed to cover expenses for a set period. For all three enterprise funds, the target is four months of working capital for the Enterprise fund and four months of working capital for the Rate Stabilization fund, or a combined eight months of budgeted operating expenses.

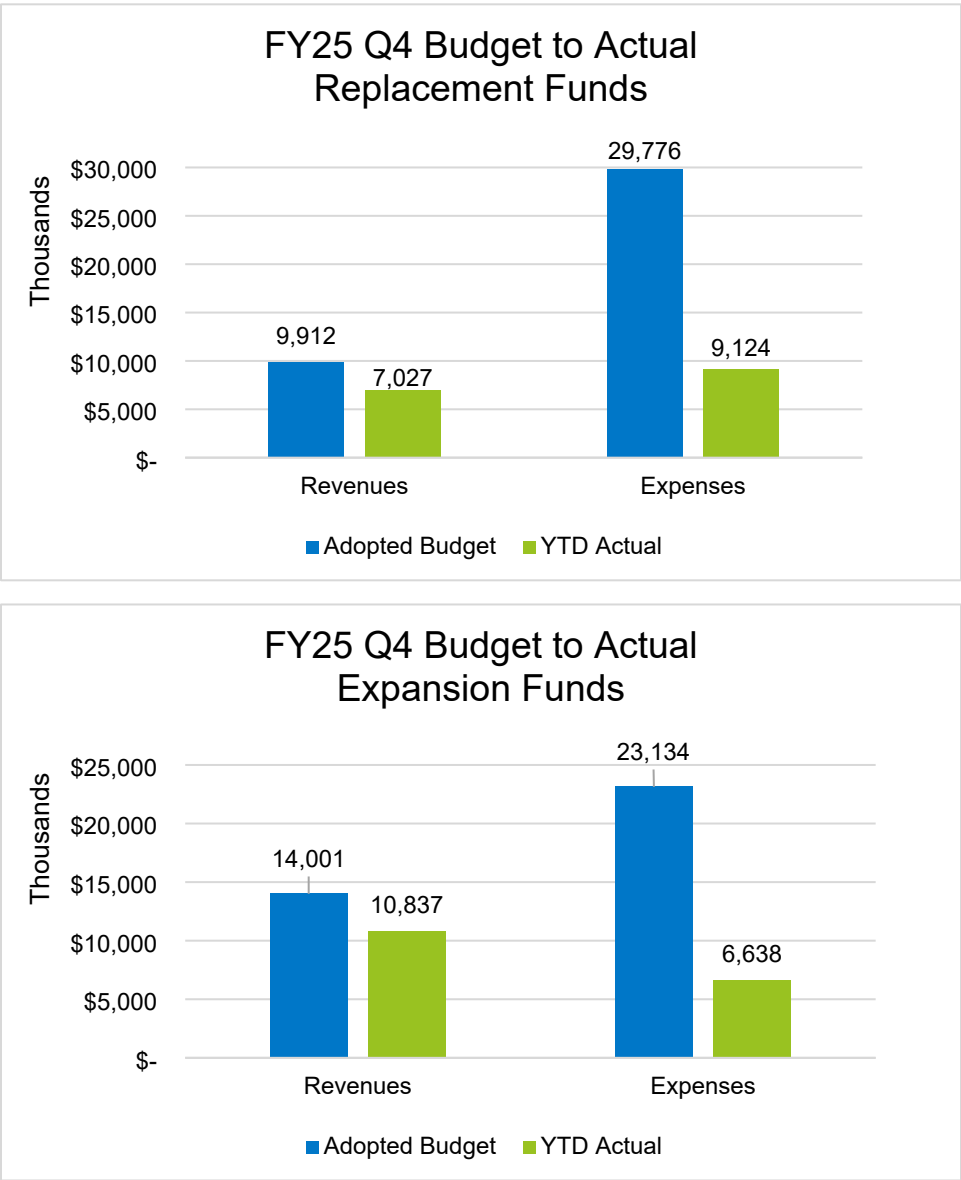
As shown in the following figure, working capital for the Local Wastewater and Regional Wastewater operating funds (Enterprise and Rate Stabilization) are above policy target level through the fourth quarter of FY 2025. The working capital for the Water enterprise is below target but above the minimum reserve level.



CAPITAL FUNDS

The District maintains a Replacement fund and an Expansion fund for each of its three enterprises (Local Wastewater, Regional Wastewater, and Water). Replacement funds receive non-operating revenue from developer capacity reserve fees (“buy-in” component) and replacement transfers from enterprise funds. In addition to capital projects, replacement funds also fund the District’s capital asset (formerly called capital outlay) expenses. Expansion funds receive revenue from developer capacity reserve fees, to cover the cost of building expanded facilities for new development, including debt service, direct staff time and overhead.

For the unaudited fourth quarter financial report for FY 2025, Replacement funds are at 71% of budgeted revenues and 31% of budgeted expenses, while Expansion funds received 77% of budgeted revenues and 29% of budgeted expenses.



A breakdown of revenue, expenses, and working capital for each capital fund is provided in the following tables.

Dublin San Ramon Services District

Unaudited Quarterly Financial Report – Fourth Quarter of Fiscal Year 2025

Period: 7/1/2024 to 6/30/2025 (100% Year Complete)

Local Wastewater Capital Funds 210 and 220

	(a)	(b)	(a) - (b)	
Local Wastewater Replacement (Fund 210)	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Revenues				
WW Capacity Fee-Dublin	\$1,237,398	\$534,510	\$702,888	43.2%
Investment Income	82,000	461,176	(379,176)	562.4%
Total Revenues	\$1,319,398	\$995,686	\$323,712	75.5%
Expenses				
CIP - Projects	2,129,890	1,185,528	944,362	55.7%
Total Expenses	2,129,890	1,185,528	944,362	55.7%
Transfer In - Annual contribution	800,000	800,000	-	100.0%
Net Increase/(Decrease)	(10,492)	610,157		
Beginning Working Capital	9,643,116	9,643,116		
Ending Working Capital	\$9,632,624	\$10,253,273		
Working Capital Minimum	\$1,234,000	\$1,234,000		
Working Capital Target	\$2,468,000	\$2,468,000		

	(a)	(b)	(a) - (b)	
Local Wastewater Expansion (Fund 220)	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Revenues				
WW Capacity Fee-Dublin	\$38,007	\$16,304	\$21,703	42.9%
Investment Income	164,000	458,330	(294,330)	279.5%
Total Revenues	\$202,007	\$474,634	(\$272,627)	235.0%
Expenses				
CIP - Projects	171,250	98,448	72,802	57.5%
Total Expenses	171,250	98,448	72,802	57.5%
Net Increase/(Decrease)	30,757	376,186		
Beginning Working Capital	9,745,931	9,745,931		
Ending Working Capital	\$9,776,688	\$10,122,117		
Working Capital Minimum	\$978,000	\$978,000		
Working Capital Target	\$978,000	\$978,000		

Regional Wastewater Capital Funds 310 and 320

	(a)	(b)	(a) - (b)	
Regional Wastewater Replacement (Fund 310)	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Revenues				
WW Capacity Fee-Dublin	\$2,071,570	\$852,455	\$1,219,115	41.2%
WW Capacity Fee-Pleasanton	456,293	137,828	318,465	30.2%
WW Capacity Fee-Defer	3,618	1,009	2,609	27.9%
Investment Income	720,000	1,905,524	(1,185,524)	264.7%
Total Revenues	\$3,251,481	\$2,896,816	\$354,665	89.1%
Expenses				
LAVWMA JPA	\$279,600	\$279,600	-	100.0%
CIP - Projects	15,298,190	3,688,137	11,610,053	24.1%
Total Expenses	\$15,577,790	\$3,967,737	\$11,610,053	25.5%
Transfer In - Annual contribution	2,700,000	2,700,000	-	100.0%
Net Increase/(Decrease)	(\$9,626,309)	\$1,629,079		
Beginning Working Capital	40,370,196	40,370,196		
Ending Working Capital	\$30,743,887	\$41,999,275		
Working Capital Minimum	\$8,922,000	\$8,922,000		
Working Capital Target	\$17,845,000	\$17,845,000		

Regional Wastewater Expansion (Fund 320)	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Revenues				
WW Capacity Fee-Dublin	\$5,599,335	\$2,301,282	\$3,298,053	41.1%
WW Capacity Fee-Pleasanton	497,880	338,756	159,124	68.0%
WW Capacity Fee-Defer	10,156	2,508	7,648	24.7%
Investment Income	890,000	2,162,386	(1,272,386)	243.0%
Other Revenues	-	-	-	
Total Revenues	\$6,997,371	\$4,804,932	\$2,192,439	68.7%
Expenses				
LAVWMA JPA	3,581,322	3,581,322	-	100.0%
CIP - Projects	1,342,710	120,155	1,222,555	8.9%
Total Expenses	\$4,924,032	\$3,701,477	\$1,222,555	75.2%
Net Increase/(Decrease)	2,073,339	1,103,455		
Beginning Working Capital	47,381,677	47,381,677		
Ending Working Capital	\$49,455,016	48,485,132		
Working Capital Minimum	\$7,742,000	\$7,742,000		
Working Capital Target	\$14,904,000	\$14,904,000		

Water Capital Funds 610 and 620

	(a)	(b)	(a) - (b)	
Water Replacement (Fund 610)	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Revenues				
Water Capacity Fee	\$4,760,700	\$1,362,736	\$3,397,964	28.6%
Investment Income	580,000	1,771,412	(1,191,412)	305.4%
Total Revenues	\$5,340,700	\$3,134,148	\$2,206,552	58.68%
Expenses				
DERWA JPA	242,000	270,255	(28,255)	111.7%
Capital Outlay	250	-	250	0.0%
CIP - Projects	11,826,460	3,700,104	8,126,356	31.3%
Total Expenses	\$12,068,710	\$3,970,359	\$8,098,351	32.90%
Transfer In - Annual contribution	6,500,000	6,500,000	-	100.0%
Net Increase/(Decrease)	(228,010)	5,663,789		
Beginning Working Capital	35,754,707	35,754,707		
Ending Working Capital	\$35,526,697	\$41,418,496		
Working Capital Minimum	\$12,319,000	\$12,319,000		
Working Capital Target	\$24,638,000	\$24,638,000		

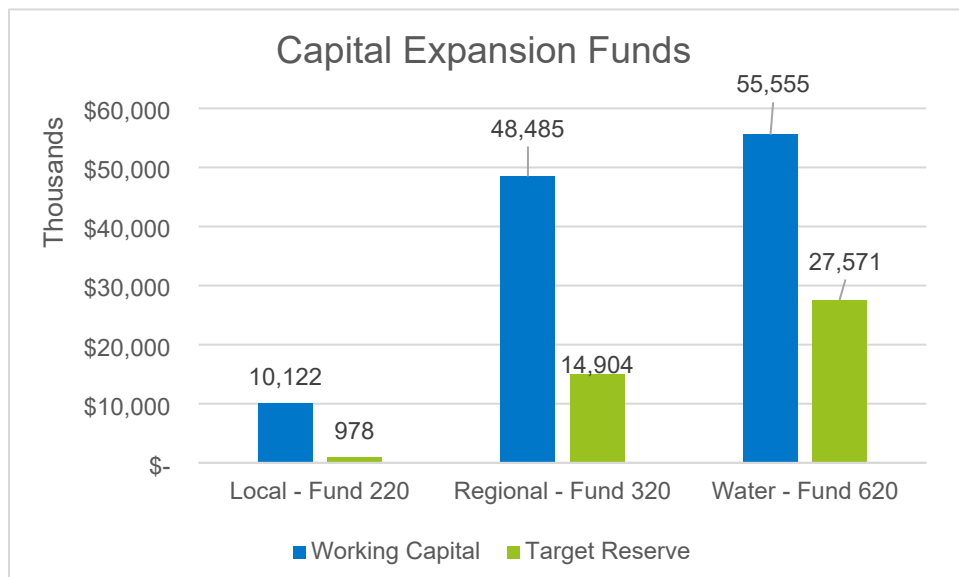
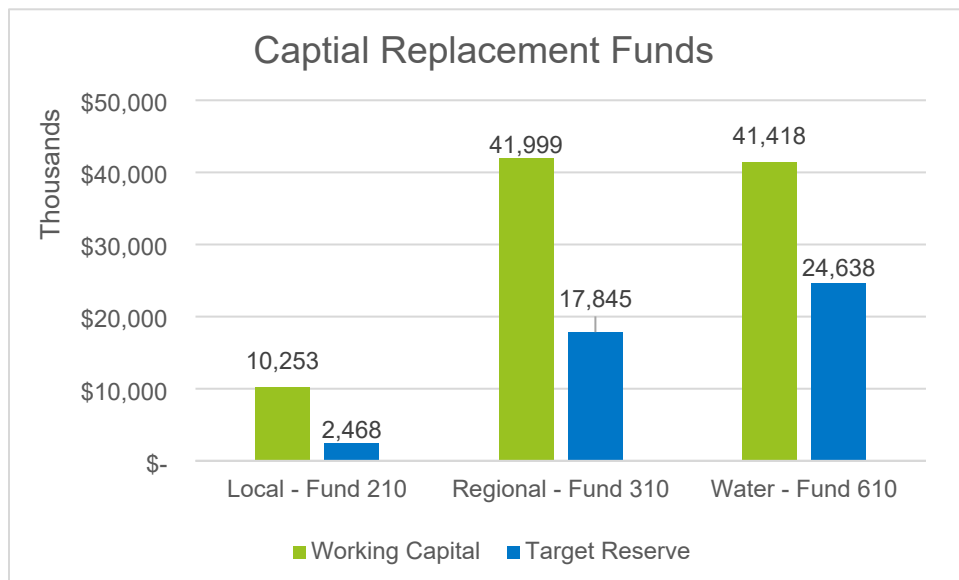
Water Expansion (Fund 620)	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Revenues				
Water Capacity Fee	\$5,802,035	\$3,037,445	\$2,764,590	52.4%
Investment Income	1,000,000	2,519,548	(1,519,548)	252.0%
Total Revenues	\$6,802,035	\$5,556,993	\$1,245,042	81.70%
Expenses				
CIP - Projects	15,315,256	675,688	14,639,568	4.4%
Debt Services	1,877,188	1,352,188	525,001	72.0%
Total Expenses	\$18,038,238	\$2,837,962	\$15,200,276	15.73%
Net Increase/(Decrease)	(11,236,203)	2,719,031		
Beginning Working Capital	52,836,462	52,836,462		
Ending Working Capital	\$41,600,259	\$55,555,493		
Working Capital Minimum	\$23,390,000	\$23,390,000		
Working Capital Target	\$27,571,000	\$27,571,000		

Capital Funds Reserves

Replacement Funds: The District’s Financial Reserves policy establishes working capital targets to ensure that adequate funds are available to purchase new capital assets that benefit current ratepayers, to fund replacements, improvements and major refurbishments to existing capital assets and to provide two year’s debt service.

Expansion Funds: The District’s Financial Reserves policy establishes working capital targets to minimize the need for ratepayers to pay for expansion debt by having sufficient reserves on hand to pay annual debt service on District bonds or loans for a two-year period.

As shown in the following figures, working capital for all Replacement and Expansion funds are above policy target levels through the fourth quarter of FY 2025.



Dublin San Ramon Services District
Capital Projects Created from Programs
7/1/2024- 6/30/2025

Ref H

Line	Date	Project No.	Project Name	Program Name	Fund 210 Local WW Replacement	Fund 310 Regional WW Replacement	Fund 610 Water Replacement	Total Project Budget
1	8/16/2024	25-A002	FY25 FLEET 1 - Ford F-150 (Field Operations Division)	Fleet Asset Program 00-A004	19,800	-	\$40,200	\$60,000
2	10/15/2024	25-A007	FY25 FLEET 2 - Ford F-250 (Mech Maint Div)	Fleet Asset Program 00-A004	-	56,700	24,300	81,000
3	10/16/2024	25-A003	MH and Valve Adj City of Dublin FY25	Street Overlay Program 00-A003	24,300	-	65,700	90,000
4	10/16/2024	25-A004 ⁽¹⁾	MH and Valve Adj City of San Ramon FY25	Street Overlay Program 00-A003	22,950	-	62,050	85,000
5	12/4/2024	25-P008	Aeraetion Blower Motors #1 and #3 Replement	WWTP Repl and Rehab Program 00-P026	-	120,000	-	120,000
6	12/5/2024	25-W010	Residential Meter Replacement	Water System Repl and Rehab Program 00-W011	-	-	100,000	100,000
7	1/13/2025	25-W009	Tassajara Hills AMI - Phase 2	Water System Repl and Rehab Program 00-W011	-	-	60,460.00	60,460
8	3/14/2025	25-W012	AWIA Risk and Resilience Assessment	Water System Repl and Rehab Program 00-W011	-	-	150,000.00	150,000
9	4/26/2025	25-W013	Potable Water PS Vibration Monitoring System	Water System Repl and Rehab Program 00-W011			30,000.00	30,000
Total					67,050	176,700	532,710	\$776,460

(1) Project# 25-A004 "MH and Valve Adj City of San Ramon FY25" change in funding sources. FY25 Q2 previously reported \$68,000 funded by 210, \$17,000 funded by 610.

Per the Budget Accountability Policy P400-24-2, the General Manager, or designee, is authorized to create a project from a CIP Program up to maximum \$175,000

Dublin San Ramon Services District

Capital Projects Created from Programs - Program Limit Balance report

7/1/2024- 6/30/2025

Ref H

Program	Project No.	Program/ Project Name	Project Budget	Remaining Balance
00-A003		Street Overlay		190,000
	25-A003	MH and Valve Adj City of Dublin FY25	90,000	100,000
	25-A004	MH and Valve Adj City of San Ramon FY25	85,000	15,000
	25-A003	MH and Valve Adj City of Dublin FY25	2,000	13,000
00-A003 Remaining Balance				13,000
00-A004		Fleet Assets		320,000
	25-A002	FY25 FLEET 1 - Ford F-150 (Field Operations Division)	60,000	260,000
	25-A007	FY25 FLEET 2 - Ford F-250 (Mech Maint Div)	81,000	179,000
00-A004 Remaining Balance				179,000
00-P026		WWTP Replacement and Rehabilitation		750,000
	25-P008	Aeraetion Blower Motors #1 and #3 Replement	120,000	630,000
00-P026 Remaining Balance				630,000
00-W011		Water System Replacement and Rehabilitation		500,000
	25-W010	Residential Meter Replacement	100,000	400,000
	25-W009	Tassajara Hills AMI - Phase 2	60,460	339,540
	25-W012	AWIA Risk and Resilience Assessment	150,000	189,540
	25-W013	Potable Water PS Vibration Monitoring Systems	30,000	159,540
00-W011 Remaining Balance				159,540



TITLE: Authorize Continued Rental of Personal Protective Equipment Vending Machines and Purchase of Inventory from Fastenal Company

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, continued rental of personal protective equipment (PPE) vending machines and purchase of PPE inventory from Fastenal Company for a five-year period, with a total cost not to exceed \$200,000.

DISCUSSION:

Since 2016, the District has rented PPE vending machines from Fastenal Company (Fastenal) for the purpose of providing and tracking PPE needed by staff to perform their jobs safely. This equipment includes items such as safety goggles, earplugs, gloves, and vests. Under the terms of the current agreement, the District pays a nominal cost for the rental of the machines and is required to purchase machine-stocked PPE exclusively from Fastenal. Fastenal monitors the inventory and restocks as needed. The machines are also programmed to allow Environmental Health and Safety (EHS) staff to track PPE usage by item type and by employee. The vending machines are available to Operations and Maintenance staff 24 hours a day, 7 days a week, at three different locations (Wastewater Treatment Plant Buildings A and F, and the Field Operations Facility). The machines allow for efficient, measured distribution of PPE to staff, and save administrative time for the upkeep and maintenance of necessary supplies.

The agreement with Fastenal was executed in 2016 and last updated in 2020. The term of the agreement continues unless terminated by either party with sixty (60) days prior written notice. The estimated cost for the vending machines and PPE purchases is approximately \$30,000 annually. The total cumulative cost expended under the agreement as of June 2025 is \$173,032.90. Per District Code Section 7.40.060, Purchasing Agent Authority, the General Manager is limited to \$175,000 in total purchasing per agreement.

Staff has reviewed alternative market options and has not identified other vendors that provide a similar service. Staff is also satisfied with the service provided by Fastenal. Therefore, staff recommends that the Board authorize the continued lease of PPE vending machines and purchase of PPE inventory from Fastenal for a five-year period, with a total cost not to exceed \$200,000. The estimated annual cost is budgeted in the Two-Year Operating Budget in the Administrative Cost Center (Fund 900).

Originating Department: Administrative Services	Contact: S. Tom/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Estimated \$30,000 annually up to \$200,000 total for five years from Administrative Cost Center (Fund 900)	
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)		25 of 72

TITLE: Reject All Bids for the Hypochlorite Building Rehabilitation Project (CIP 22-P021)

RECOMMENDATION:

Staff recommends the Board of Directors reject, by Motion, all bids received for the Hypochlorite Building Rehabilitation Project (CIP 22-P021).

SUMMARY:

The adopted Capital Improvement Program Two-Year Budget includes the Hypochlorite Building Rehabilitation Project (CIP 22-P021) ("Project"). The scope for the Project includes a new hypochlorite storage facility with new chemical delivery pumps, fill station, yard piping, and electrical building. Construction bids were opened on July 24, 2025. Review of the bids showed that the bids came in over double the engineer's estimate of \$3,300,000, ranging from \$7,226,000 to \$8,644,000. Based on staff and the design engineer's review of the bids received, staff recommends that the Board of Directors reject all bids and reassess the Project.

BACKGROUND:

Sodium hypochlorite is primarily used in the wastewater treatment process as a disinfectant. The existing hypochlorite storage building at the wastewater treatment plant was constructed in 1992. There are four sodium hypochlorite bulk storage tanks. New tanks were purchased in 2020, but prior to installation, a structural evaluation of the hypochlorite storage building was conducted by Carollo Engineers. The evaluation, completed in September 2022, observed extensive deterioration in the building's floor and equipment pads, caused by exposure to occasional hypochlorite spills over the years. The evaluation also identified seismic upgrades necessary to bring the building up to standards of current building codes. Based on the results of the evaluation, staff recommended constructing a new facility, as opposed to rehabilitating the existing facility.

Figure 1: Existing Hypochlorite Storage Facility (Building F)



On December 6, 2022, the Board approved a contract with West Yost Associates for design of the Project. The Project includes a new 2,700-square-foot facility to house up to six chemical storage tanks, new chemical dosing pumps, a remote fill station for chemical deliveries, and a new electrical building. The scope also includes the installation of a new fiber communications network and minor site grading required. Upon completion, the existing facility and its electrical equipment will be demolished. Final design of the Project was completed in June 2025.

Originating Department: Engineering and Technical Services	Contact: S. Spala/S. Delight	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolutions <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Bid Results	

DISCUSSION:

The construction bid period for the Project began on June 18, 2025, and three bids ranging from \$7,226,000 to \$8,644,000 were received on July 24, 2025. The lowest bid is more than double the engineer's estimate. The range of bids and the breakdown for subcontractor costs are very close for each bidder, which indicates that sufficient design detail was provided in the plans and specifications. In general, other Bay Area agencies are also receiving higher than anticipated construction bids due to the current bidding climate and uncertainties in the material and labor market. As provided in the Bid/Contract Documents and California Public Contract Code, the District's Board of Directors retains the sole discretion to award a contract to the apparent lowest responsive and responsible bidder, to reject any or all non-responsive bids, to waive minor irregularities in a bid and award the contract, or to reject all bids, as the Board determines is in the best interests of the District.

Based on staff and the design engineer's review of the bids received, and in consideration of the best interests for the District, staff recommends that the Board of Directors reject all bids.

FISCAL IMPACT:

This Project is funded by the Regional Wastewater Replacement (Fund 310). The total estimated project cost included in the adopted Capital Improvement Program Two-Year Budget is \$5,865,475. This cost includes the engineer's estimate of \$3,300,000 for construction, as well as engineering design, construction management, and staff time for the Project. Additional funding is not being requested at this time. However, staff will need to request additional funding to complete the Project should future cost estimates or bid results exceed the budgeted amount.

NEXT STEPS:

If the Board accepts the recommendation to reject all bids, staff will reassess the Project and rebid the work. Staff will meet with design and construction management teams to evaluate individual bid items, current construction bid environment, clarity of scope, and complete a constructability review. Staff will use these evaluations to identify potential reductions in the project scope and utilize cost engineering to reduce construction costs where possible. Staff is also evaluating current public agency construction cost estimate and bidding trends. Preliminary information is pointing to higher construction bids due to uncertainty in materials and the labor market. Staff expects to be able to rebid the Project within the next six months.


**Dublin San Ramon
Services District**
Water, wastewater, recycled water

**Results of Bid Opening for
Hypochlorite Building Rehabilitation (CIP 22-P021)
Thursday, July 24, 2025 @ 2 p.m.**

Engineer's Estimate: \$ 3,300,000

No.	Name of Bidder	Bid Amount
1	GSE Construction Company Inc., Livermore, CA	\$ 7,226,200
2	Pacific Infrastructure, Pleasanton, CA	\$ 8,155,000
3	C. Overaa & Co., Richmond, CA	\$ 8,644,000

Contractor/Subcontractor	Contractor License No.	PWC Registration	Location	Trade	Amount of Work to be Performed
GSE Construction Company Inc., Livermore, CA					
Con J. Franke Electric Inc.	288366	1000000355	Stockton, CA	Instrumentation	\$ 1,464,007
Socal Pacific Construction Corp dba National Coating & Lining	886430	1000013795	Fairfield, CA	Coatings	\$ 415,500
W.C. Maloney, LLC	718243	1000868882	Stockton, CA	Demo	\$ 115,000
Camblin Steel Service, Inc.	218839	1000003852	Roseville, CA	Rebar	\$ 183,745
Inc.	821827	1000000065	Sacramento, CA	HVAC & Roofing	\$ 43,600
MWC Group Inc.	1011160	1000042307	Adelanto, CA	PEMB	\$ 292,525
Pacific Infrastructure, Pleasanton, CA					
WC Maloney	718243	1000868882	Stockton, CA	Demo	\$ 115,000
Kodiak Roofing	911674	1000003650	Roseville, CA	Roofing	\$ 35,000
John Jackson Masonry	255203	1000000334	Sacramento, CA	Masonry	\$ 45,000
Camblin Steel Service, Inc.	218839	1000003852	Roseville, CA	Rebar	\$ 185,000
LGM Construction	773026	1000000250	Jackson, CA	Metal Canopy	\$ 670,000
Redwood Painting	302617	100005253	Pittsburg, CA	Coatings	\$ 700,000
Telstar	422364	1000000899	Sacramento, CA	Electrical/PCSI	\$ 1,500,000
C. Overaa & Co., Richmond, CA					
WC Maloney	718243	1000868882	Stockton, CA	Demo	\$ 115,000
Sarrott	371020	1000018731	Altaville, CA	Earthwork	\$ 465,000
Martina	748758	1000013988	Campbell, CA	Landscaping	\$ 52,000
Ahlborn	793504	1000001160	Santa Rosa, CA	Green Screen	\$ 87,000
Associated	574321	1000007289	Redlands, CA	Rebar	\$ 198,000
Metal	990617	1000012157	Turlock, CA	Metals	\$ 150,000
MNC	1011160	1000042307	Adelanto, CA	Metal Canopy	\$ 305,000
National	886430	1000013795	Murrieta, CA	Coatings	\$ 595,000
James Long	821827	1000000065	Sacramento, CA	HVAC	\$ 43,000
S.D. Electric	850914	1000005683	Brentwood, CA	Electrical	\$ 1,575,000
TSI	921522	1000005441	Lynwood, WA	Integrator	Included in electrical



TITLE: Second Reading and Adoption of 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

RECOMMENDATION:

Staff recommends the Board of Directors take the following actions:

1. Waive, by Motion, the second reading of an Ordinance 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, as a result of the 2025 Annual Update of the District Code.
2. Adopt, by Ordinance, the proposed District Code amendments.

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. On August 5, the Board conducted the first reading of the ordinance for the 2025 Annual Update and scheduled the second reading for the August 19 meeting.

DISCUSSION:

As presented in the August 5 staff report, the 2025 Annual Update includes revisions to Titles 4, 6, and 7 of the District Code, as follows:

- 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 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

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 checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <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	

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 Districts 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. The first summary was published on August 12, and the second summary will be published on August 27. The full text of the ordinance is included in the agenda packets of August 5 and 19, which are posted on the District’s website, and a paper copy is available in the District Office lobby.

NEXT STEPS:

Staff recommends adoption of the ordinance. After adoption, staff will submit the second ordinance summary for publication and update the paper copy in the lobby to show the Board’s votes. The ordinance becomes effective 30 days after adoption, on September 18.

**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 reinstituted 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 reinstituted 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 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 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 coverage of insurance before the expiration of thirty (30) days after the District shall have receiveds written notificatone 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 procedure; 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, require updates to reflect the current regulatory office that oversees the cross-connection 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 businesses 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 reinstituted 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 reinstituted 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: Approve Proclamation Honoring Board Director Ann Marie Johnson

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, a Proclamation honoring Board Director Ann Marie Johnson upon her departure from the DSRSD Board of Directors.

DISCUSSION:

Director Johnson has notified the District of her resignation from her DSRSD Board seat representing District voting area Division 2, and her term will end on August 31, 2025. She has served on the DSRSD Board of Directors since her election in 2018 and was reelected in 2022. She served as the Board President in 2021 and 2024. During her tenure, she helped make noteworthy contributions to the District, as recounted in the attached proclamation.

Originating Department: Office of the General Manager	Contact: N. Genzale/J. Lee	Legal Review: Not Required
Financial Review: Not Required	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 checked="" type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	60 of 72	



Proclamation

Honoring

Ann Marie Johnson

In Recognition of Her Service to Dublin San Ramon Services District and to the Community

WHEREAS, Ann Marie Johnson ran for the Board of Directors of Dublin San Ramon Services District (DSRSD) in 2018, and was reelected in 2022, to capably represent Division 2 covering the southwest San Ramon portion of DSRSD's service area, and

WHEREAS, Ann Marie Johnson provided a unique perspective in her role as Director due to her science, environmental health and safety, and business background; and

WHEREAS, Ann Marie Johnson served as the Board's President in 2021 and 2024 and provided strategic vision and skillful teambuilding and leadership; and

WHEREAS, Ann Marie Johnson championed the District's long-term energy policy adopted by the Board of Directors in 2024; and

WHEREAS, Ann Marie Johnson contributed greatly to the dignity of the Board of Directors and the accomplishments of the District through her unwavering commitment to the community and well-being of DSRSD's staff and customers; and

WHEREAS, Ann Marie Johnson supported DSRSD's District Office flood renovations and reopening, Boardroom Time Capsule rededication, 70th Anniversary celebration, Special District Leadership Foundation (SDLF) Director governance trainings, the 2021 and 2025 SDLF District Transparency Certificate of Excellence, and the 2022 and 2025 SDLF District of Distinction Accreditation; and

WHEREAS, Ann Marie Johnson served on the DSRSD-EBMUD Recycled Water Authority (DERWA) starting in 2023 and served as Vice Chair in 2025; and

WHEREAS, Ann Marie Johnson served on the Livermore-Amador Valley Water Management Agency (LAVWMA) starting in 2019, and served as Vice Chair in 2021, then Chair from May 2021 to June 2022; and

WHEREAS, Ann Marie Johnson served on the California Special Districts Association Fiscal Committee since 2023, overseeing the financial direction and budget implementation of the organization; and

WHEREAS, Ann Marie Johnson strengthened District relationships with Tri-Valley partners as a representative on the City of Pleasanton, City of San Ramon, Central Contra Costa Sanitary District, Tri-Valley Water, and Zone 7 Water Agency Liaison Committees.

NOW, THEREFORE BE IT PROCLAIMED that the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, thanks

Ann Marie Johnson

for her nearly seven years of dedication, vision, and leadership, and commends her for fulfilling her responsibilities with veracity, diplomacy, and steadfast commitment to public service.

Adopted this 19th day of August, 2025

Arun Goel, President

Richard M. Halket, Vice President


Dinesh Govindarao, Director

Georgian M. Vonheeder-Leopold, Director

Nicole Genzale, District Secretary



To: Board of Directors

From: Jan R. Lee, General Manager 

Date: August 19, 2025

Subject: **General Manager Monthly Report for July 2025**

This report highlights DSRSD's key activities and progress made on major projects in the previous month, July 2025.

ADMINISTRATION AND FINANCE

District of Distinction Accreditation Renewed – On July 15, 2025, DSRSD received renewal of its District of Distinction Accreditation by the Special District Leadership Foundation (SDLF), an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. DSRSD first received the accreditation in 2022. To receive this recognition, DSRSD must demonstrate to its constituents that sound fiscal management policies and practices are in place, among other areas of importance in its operations. Additionally, the Boardmembers and General Manager must complete essential governance, ethics, and harassment prevention trainings. There are 3,400 special districts in California and DSRSD is currently one of only 47 agencies that have earned this recognition. Both the District of Distinction, and the Transparency Certificate of Excellence renewal (earned in June), will be presented at the California Special Districts Association annual conference in Monterey on August 27 as well as at an upcoming Board meeting.

CalPERS' California Employers' Retiree Benefit Trust (CERBT) Strategy 1 – The District's request to change the CERBT asset allocation strategy from Investment Strategy 2 to Investment Strategy 1 was approved by the CERBT prefunding program administrator effective July 25, 2025. The District uses CERBT, a self-funded trust, for its retiree medical and dental benefits, referred to as other post-employment benefits (OPEB). CERBT offers three diversified asset allocation strategies. With the initial participation in CERBT in 2008, the District elected to have funds invested under Strategy 1. Strategy 1 is the most aggressive strategy due to the percentage of equity versus fixed investments in the portfolio. In 2017, when the funded ratio was greater than 90%, the Board directed staff to move to the more moderate Strategy 2. During the Two-Year Operating Budget discussions in May 2025, the Board directed staff to return to Strategy 1 with the goal of increasing the OPEB funding status and lowering the Actuarially Determined Contributions for OPEB.

Comprehensive Review and Update of Purchasing Procedures – The District's purchasing requirements for the procurement of goods and services reside in District Code Chapter 7.40 and are supplemented by the Purchasing Guidelines established by the General Manager, and associated law (e.g., California Public Contract Code). Chapter 7.40 and the Purchasing Guidelines were last updated five years ago and need a comprehensive review to ensure that (1) purchasing guidance is clear, easy to understand and implement and (2) District practices are in compliance with all applicable regulations. Staff also aims to find efficiencies, where possible, and evaluate potential process improvements. A work group with

representatives from each department has been assembled to complete this project. The project is estimated to be completed by the end of the year. Any recommended revisions to the District Code would be presented to the Board for consideration as part of the 2026 District Code annual update.

Monthly Warrant List – For the period of July 1–31, 2025, Accounts Payable issued 330 checks totaling \$18.35 million. Notable payments this period include \$6.16 million to the Livermore-Amador Valley Water Management Agency (LAVWMA), \$3.75 million to the Zone 7 Water Agency (Zone 7), \$2.09 million to CalPERS, and \$0.93 million to the DSRSD-East Bay Municipal Utility District Recycled Water Authority (DERWA). Current warrant lists are available at [Financial Information | DSRSD](#).

ENGINEERING

Solar Energy Projects (CIP 24-A045 and CIP 24-A046) Update – On February 4, 2025, the Board directed staff to issue a request for proposals to solar power purchase agreement (PPA) providers for the design, installation, operations, and maintenance of solar photovoltaic, electric vehicle chargers, and battery storage systems. The solar systems will be at four sites: District Office, Field Operations Facility, Wastewater Treatment Plant, and LAVWMA (within an easement on District property). The request for proposals was issued on June 18, and proposals were originally due on July 17. An addendum was issued which extended the bid period to July 31. On July 31, six proposals were received. At this time, staff and ARC, the District consultant on the project, are conducting a thorough review of the proposals. Staff expects to bring a recommendation to the Board in October.

OPERATION AND MAINTENANCE

Drinking Water Regulatory Audit – On June 30, 2025, DSRSD successfully completed a comprehensive Drinking Water Regulatory Audit. From 2023 to 2025, the consulting firm, Water Quality & Treatment Solutions, Inc. (WQTS) undertook an extensive evaluation of the District’s water quality management and regulatory compliance programs. This assessment encompassed a detailed review of water quality data, monitoring protocols and procedures, and regulatory reports. The audit affirmed that DSRSD is fully compliant with all applicable drinking water regulatory standards and requirements, and included recommendations designed to further strengthen the District’s water quality program.

Public Health Goal Report – On July 1, 2025, DSRSD completed its triennial Public Health Goal Report. Pursuant to the California Health and Safety Code, water utilities serving more than 10,000 service connections are required to prepare a triennial report evaluating water quality results in relation to established Public Health Goals (PHGs) or Maximum Contaminant Level Goals (MCLGs). PHGs are non-enforceable, health-based goals set by the California Office of Environmental Health Hazard Assessment (OEHHA), a division within the California Environmental Protection Agency (CalEPA). This report specifically addresses all constituents regulated within California primary drinking water standards for which a PHG or MCLG has been established and includes calendar years 2022, 2023, and 2024. For each regulated constituent detected in the DSRSD water supply during this reporting period that exceeded either the applicable PHG or MCLG, the report includes: the quantitative public health risk, the type and category of the health risk, identification of the best available treatment technology to reduce their concentration, and an associated cost estimate for implementing such treatment if feasible.

Semi-Annual Dedicated Land Disposal Facility Monitoring and Maintenance Report – On July 30, 2025, DSRSD submitted the Semi-Annual Dedicated Land Disposal Facility Monitoring and Maintenance Report to the San Francisco Bay Regional Water Quality Control Board. This submittal fulfills the reporting requirements established under Waste Discharge Requirements Order No. R2-2007-0053 for DSRSD’s Dedicated Land Disposal (DLD) Facility, Class II Land Treatment Unit. The report provides a summary of monitoring and maintenance activities conducted during the first half of 2025, including groundwater

quality data collected from monitoring wells at the DLD Facility, as well as documentation of maintenance activities performed by DSRSD personnel.

Potable Water, Recycled Water, and Wastewater Production Charts – Charts showing potable water supply, recycled water production, and WWTP flows are attached.

- *Potable water supply (Figure 1)* – From January through July 2025, Zone 7 Water Agency supplied approximately 1,842 million gallons (MG) of potable water to DSRSD for delivery to customers, which is a 2.4% increase compared to the same period last year. The chart also shows calendar years 2023 and 2024 monthly potable water supply for comparison.
- *DERWA recycled water production (Figure 2)* – From January through July 2025, the DERWA recycled water treatment facility produced approximately 850 MG, which is a .07% decrease compared to the same period last year. The San Francisco Bay Area experienced a historically cool summer, which has likely impacted recycled water demands. The chart also shows calendar years 2023 and 2024 monthly potable water supply for comparison.
- *Wastewater flows and precipitation (Figure 3)* – The average WWTP influent flow for July 2025 was 10.4 million gallons per day (MGD), and the average wastewater exported to LAVWMA was 2.3 MGD with 2 days of zero discharge. Precipitation for the month totaled 0 inches.

Figure 1. Monthly Potable Water Supply

January 1, 2023 - July 31, 2025

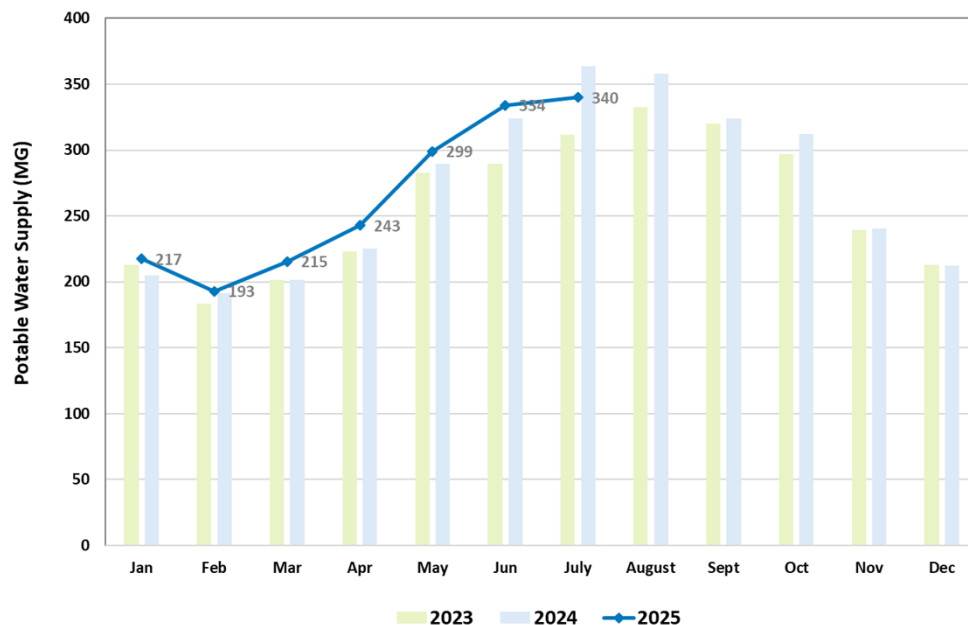
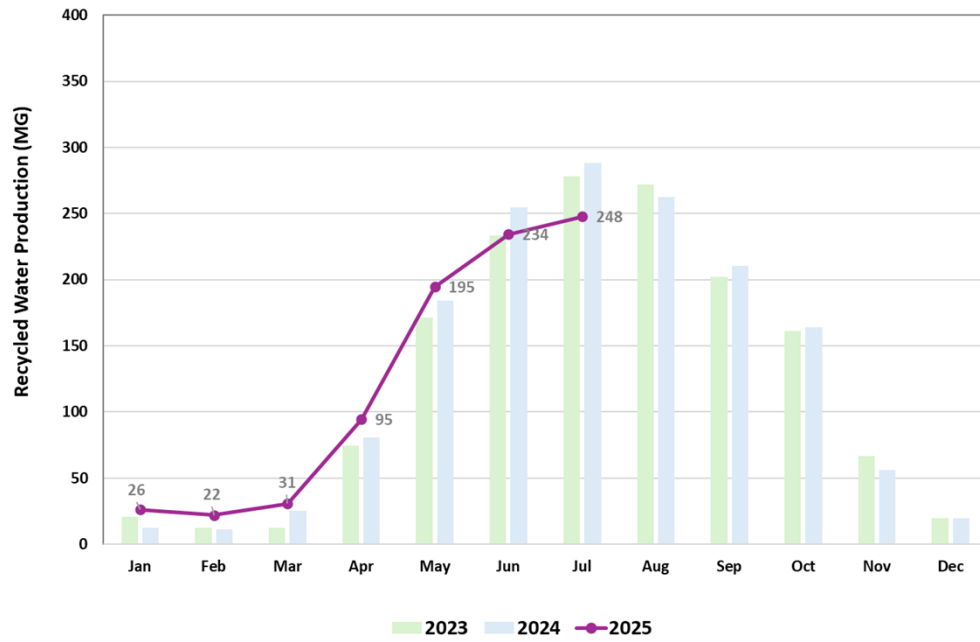
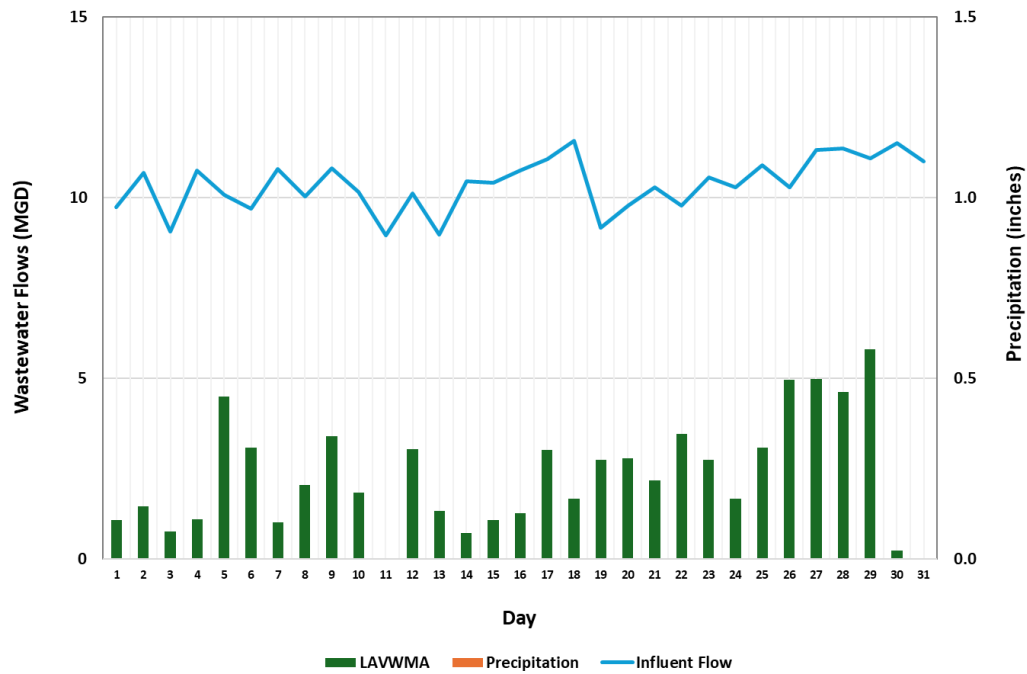


Figure 2. Monthly DERWA Recycled Water Production

January 1, 2023 - July 31, 2025


**Figure 3. Wastewater Flows and Precipitation**



July 2025





To: Board of Directors

Through: Jan R. Lee, General Manager 

From: Michelle Gallardo, Administrative Services Director 
Erin Steffen, Public Affairs Program Administrator 

Date: August 19, 2025

Subject: **Public Outreach Activities Report for April to June 2025**

This quarterly report provides updates to the Board on public outreach activities conducted during April to June 2025 in support of the District's Strategic Plan goal *"Customer Service & Community Engagement"* and strategy *"Build public awareness through outreach and education of District services, priorities, and initiatives."*

QUARTERLY OUTREACH HIGHLIGHTS

In May and June, DSRSD conducted an outreach campaign for the District's [2024 Annual Water Quality Report](#). The District's "good faith efforts" to notify its customers of the report included posts on DSRSD's social media accounts, an e-newsletter article, a feature on the District homepage, notices placed at public locations throughout the service area, and a [bill insert](#) and email campaign sent directly to customers. Physical copies of the report are available in the District Office lobby.



YOUR ANNUAL WATER QUALITY REPORT IS AVAILABLE ONLINE

Each year Dublin San Ramon Services District (DSRSD) provides customers with an Annual Water Quality Report that compares the quality of your drinking water with state and federal standards.

Visit www.dsrsd.com/water-quality-report or scan the QR code to read or print the report.

To request a printed copy, email customerservice@dsrsd.com or call (925) 828-8524.

Attention Landlords & Businesses: Share this information with tenants, employees, and other water users at your location who do not directly receive a water bill.

Lake Oroville in April 2024. Photo courtesy of the CA Dept of Water Resources.

COMMUNICATIONS

Social Media

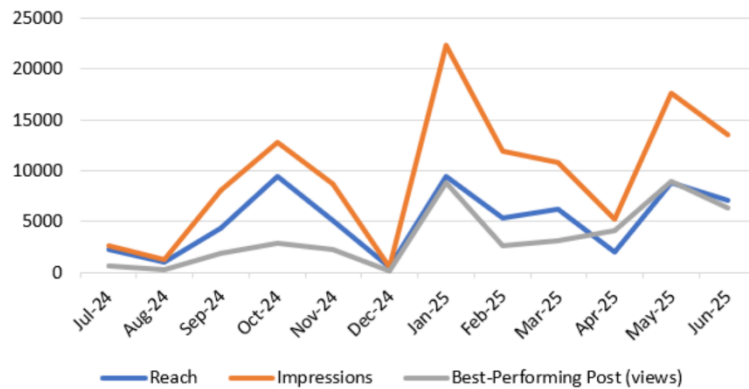
Coordinated messaging across multiple DSRSD's platforms featured:

- Promotion of the voting period for the Tri-Valley Water Conservation Art Contest;
- Celebration of National Public Works Week, including DSRSD staff features; and
- Promotion of local events (San Ramon Truck Time and Dublin Pride Week) showcasing DSRSD or resources supporting key messages (e.g., waterwise landscaping, proper medicine disposal)

Facebook and X (formerly Twitter) –

Messaging promoted local and regional events, upcoming office closures, water conservation tips and resources, scholarship opportunities, plant tour information, and more. Facebook activity between April 1 and June 30, 2025 included 30 posts and reached 17,900 people.

DSRSD Facebook Insights

Nextdoor – These social media communications focused on notifications to neighborhoods

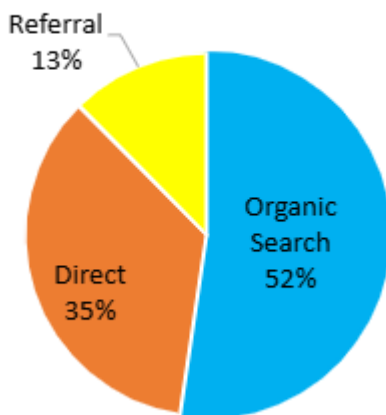
impacted by pipeline maintenance and repair work, which were posted in coordination with door hangers left with affected households. Throughout the quarter, DSRSD's Nextdoor account recorded 9,700 impressions.

LinkedIn – DSRSD continued a LinkedIn public outreach pilot with the goals of increasing DSRSD's awareness and engagement with the water/wastewater industry, increasing the number of qualified applicants for DSRSD recruitments, and enhancing District employee engagement and recognition. Posts for the quarter promoted active recruitments, celebrated staff promotions and accomplishments, and highlighted staff featured in industry publications. Throughout the quarter, DSRSD recorded 7,600 impressions and increased the District's follower base by 184 followers, bringing the total to 507.

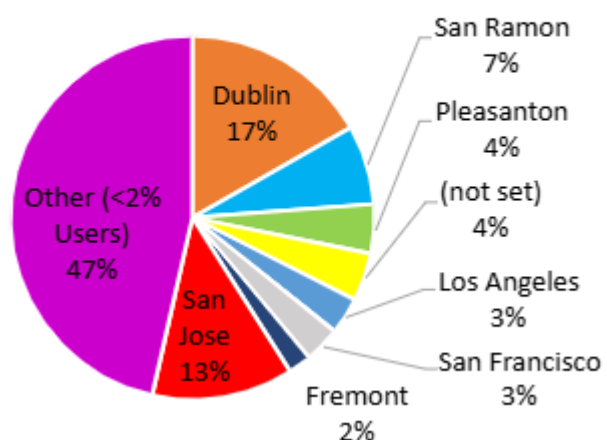
Website

District Website – Throughout the quarter, District staff updated 23 webpages, including: [Dougherty Valley Standby Assessment District FAQs | DSRSD](#), recycled water quality data, [People Behind the Pipes | DSRSD](#), quarterly tours, rates and fees, and administrative updates. Top performing webpages were generally administrative in nature and focused on billing and payment information (e.g., [AquaHawk Customer Portal | DSRSD](#)). In total, the DSRSD website received approximately 60,100 hits between April 1 and June 30, 2025.

Website Traffic Sources



Website Users By City



DSRSD Website Update Project – Major tasks completed during this quarter included:

- Executing the migration of the existing content transitioning from the current website to the new website
- Completing sitemap approval for the website's new navigation structure

This project is scheduled to be implemented in fall 2025 and will include a new overall site design, enhanced functionality, and organization with the user experience in mind.

Press Releases and Media Engagement

- May 2025 – "[Essential Information](#)" in *TPO Magazine* with feature of Senior Quality Assurance Chemist Heidi Birdsell on pages 32–35
- May 15, 2025 – [DSRSD Celebrates National Public Works Week | DSRSD](#)
- June 4, 2025 – [4th Grader Nina Wang of Pleasanton wins the first Tri-Valley wide Water Conservation Art Contest | DSRSD](#) picked up by *Livermore Independent*
- Spring 2025 [SOURCE](#) Magazine with DSRSD staff featured on pages 10 and 32

Customer Engagement

Pipeline – Three (3) monthly electronic newsletters were distributed covering a variety of topics, including information about DSRSD's updated Strategic Plan and Annual Water Quality Report; celebration of DSRSD's anniversary and National Public Works Week; promotion of regional events, such as the Tri-Valley Water Conservation Art Contest and PFAS Treatment Facility ribbon-cutting; office closures; and promotion of DSRSD rebates, programs, events, and resources. Over the quarter, the newsletters averaged approximately 13,250 views per month with an average open rate of 64%, far above the government industry standard of 43%.

DSRSD Documents – In addition to the [2024 Annual Water Quality Report](#), District staff produced the [2026-2030 Strategic Plan](#) and the Fiscal Years 2026 and 2027 [Operating Budget](#) and [Capital Improvement Program Budget](#), which are featured on the District website.



PUBLIC OUTREACH AND EDUCATION

Tours

- April 2025 – Bay Area Biosolids Coalition Wastewater Treatment Plant (WWTP) Facility Tour
- April 2025 – Diablo Valley Community College WWTP Facility Tour
- May 2025 – Public Tour of WWTP Facility



Outreach Campaigns

National Public Works Week – In May 2025, DSRSD recognized National Public Works Week by featuring District staff on the [People Behind the Pipes | DSRSD](#) webpage and the District’s social media. In honor of the annual event, which celebrates public works professionals who provide essential services to their communities, DSRSD also held its annual Employee Recognition Event on May 22.



Water Awareness Month – Throughout the month of May, DSRSD celebrated Water Awareness Month by promoting and participating in a variety of water-focused regional activities, including the annual [Bringing Back the Natives Garden Tour](#), the conclusion of the Tri-Valley Water Conservation Art Contest, and participation in the Dougherty Valley / San Ramon Rotary’s annual Truck Time event.

Education

DHS Climate Summit – On April 12, DSRSD joined environmental thought leaders to present at Dublin High School’s inaugural [Climate Summit | DHS](#). Board Vice President Richard Halket joined a panel discussion about “Redefining Sustainability,” which explored zero waste and sustainability opportunities for public agencies, and Operations Compliance Manager Diane Griffin presented a water workshop that focused on the water monitoring process as well as the microorganisms employed in DSRSD’s wastewater treatment process.



Science and Engineering Fair Awards – On May 6, the DSRSD Board recognized four of the five winning science and engineering projects from DSRSD’s service area that received special regional “Excellence in Water, Wastewater, and Recycled Water Research” awards. These students participated in the [Alameda County Science and Engineering Fair | ACSEF](#) or the [Contra Costa County Science and Engineering Fair \(CCCSEF\) | Bay Area LEEDS](#), which are co-sponsored by DSRSD and other water and

wastewater agencies in Alameda County and Contra Costa County. A summary of the award winners can be found here:

- [2025 ACSEF Winners | ACSEF](#)
- [2025 CCCSEF Winners | Bay Area LEEDS](#)

DHS Entrepreneur Competition – On May 23, Board President Arun Goel served as a judge at the Dublin High School's [Entrepreneur Competition | DHS](#). In its 12th year, the competition features projects designed by Dublin High engineering and computer science students which solved a problem selected by the students.

In-Person Events

JROTC Academy Field Demo – On April 1, DSRSD staff from Field Operations, Human Resources, Mechanical Maintenance, and Public Affairs gave a technology demonstration to STEM Academy JROTC cadets at the Parks Reserve Forces Training Area (Camp Parks). Demonstration highlights included live demonstrations of the District's closed-circuit television (CCTV) truck to inspect pipelines, and a vibration monitoring device used to check the alignment of motors that support plant operations and conveyance/collections. DSRSD staff also shared a career retrospective on their path from military service to the water/wastewater industry. A BAYWORK representative joined the event, and staff answered questions from the 160 students present about the use of technology in the water/wastewater industry.

Field Operations AWWA Competition – On April 8–9, a DSRSD team competed against water agencies throughout California in three of the 2025 American Water Works Association California-Nevada Section (AWWA-CANV)'s challenge events:

- Hydrant Hysteria, where teams assemble a fire hydrant;
- Meter Madness, where competitors race to assemble a water meter; and
- Pipe tapping, where water operators competed to open a cement-lined iron pipe and install a "tap," similar to the process of connecting a building's water service line to a water main.

The DSRSD team placed in the top 10 for each event.



Photo courtesy of AWWA-CANV

WaterReuse and BACWA Workshop Presentation – On April 29, DSRSD General Manager Jan Lee gave a presentation on the connection between nutrient removal requirements and water recycling, highlighting how permitting can support or discourage water recycling as a nutrient management strategy. With DSRSD successfully delivering recycled water since 2006 – and recycling serving as the District’s primary nutrient management tool – Lee offered a valuable agency perspective to fellow Bay Area wastewater agencies.



Alameda County Leadership Academy Graduation – On May 1, participants of the Alameda County Leadership Academy (ACLA) celebrated the end of the program with a graduation ceremony at the City of Dublin’s City Hall. District staff attended the ceremony to recognize Heidi Birdsell, Senior Quality Assurance Chemist, who attended and successfully completed the FY25 ACLA Academy.



Truck Time San Ramon – On May 17, DSRSD participated in the Dougherty Valley / San Ramon Rotary’s annual [Truck Time | DVSr Rotary](#). Over 2,500 people attended the event, where DSRSD demonstrated the District’s closed-circuit TV (CCTV) truck, engaged visitors on a variety of water / wastewater topics, and showcased a science experiment depicting how wipes can clog pipes.



PARTNERSHIP ACTIVITIES

Dublin Art Collective Installation Update – From June through September, DSRSD participated in the [Dublin Art Collective | DAC](#)’s latest exhibition, “*Monochrome*.” Two oil paintings by local artist Lisa Gentile were displayed in DSRSD’s lobby during the installation.

Tri-Valley Water Partners – On April 5, Zone 7 Water Agency (Zone 7) hosted a spring irrigation workshop for residents in its service area, including DSRSD customers. The event was part of the Tri-Valley Rebates Committee’s ongoing effort to promote outdoor water conservation. Held in Pleasanton, the workshop featured interactive activities to help participants design low-water, sustainable landscapes. DSRSD supported the event by promoting it on the District’s social media platforms and in the Pipeline e-newsletter.

On May 21, participating agencies of the first [Tri-Valley Water Conservation Art Contest | Zone 7](#) gathered at the



Zone 7 Board meeting to recognize contest finalists. Over 1,600 votes were cast online, resulting in Pleasanton fourth-grade student Nina Wang's selection as the grand prize winner for her project, "Let's transform lawn into habitat garden," an animated series of 27 illustrations depicting the journey from a thirsty lawn to a waterwise garden. Finalist projects from DSRSD's service area were displayed in June at the Dublin Wave Aquatic Center.



City of Dublin "How to Start a Business" Guide – DSRSD staff worked with the City of Dublin's Economic Development Department to update the ["How to Start a Business" Guide | City of Dublin](#), which reviews how to locate a business in Dublin as well as incentives and resources available to Dublin business owners. The guide features DSRSD's plan review process and the Sewer Capacity Assistance Program, which is offered through a partnership between DSRSD and the City.

Zone 7 Water Academy – Zone 7 Water Agency provided DSRSD with a summary of [Water Academy | Zone 7](#) educational classes that were presented to DSRSD service area schools during the 2024–2025 school year. In total, Zone 7 educators led 45 classes in San Ramon and 164 classes in Dublin – an increase of 12 classes over last year – and reached an estimated 5,600 students.

During the quarter, the District continued to promote regional rebate programs, water saving device giveaways, and local events on the District website, social media channels, and Pipeline e-newsletters.

