



AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, November 18, 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

- 4.A. New Employee Introductions

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 November 4, 2025
Recommended Action: Approve by Motion

- 7.B. Accept Regular and Recurring Reports: Quarterly Financial Report, Capital Projects Created from Programs, and Capital Budget Adjustments Approved by the General Manager
Recommended Action: Accept by Motion

7.C. Authorize Amendment No. 4 to Task Order No. 1 with Kennedy/Jenks Consultant, Inc. for Design Services for the Biogas Improvements Project (CIP 18-P010)
Recommended Action: Authorize by Motion

7.D. Approve Tentative Agreement with Mid-Management Employees' Bargaining Unit (MEBU) for Successor Memorandum of Understanding (MOU) for the Period of December 22, 2025, through December 16, 2029
Recommended Action: Approve by Resolution

7.E. Approve Revised Terms and Conditions, Salary, and Benefits for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees
Recommended Action: Approve by Resolution

7.F. Rescind Public Agency Vesting for Post-Retirement Health Benefits under Government Code Section 22893 for MEBU and Unrepresented Management, Professional, Technical, Administrative and Confidential Employees
Recommended Action: Rescind by Resolution

7.G. Approve Health Insurance Contribution for Calendar Year 2026 for MEBU and Unrepresented Management, Professional, Technical, Administrative and Confidential Employees
Recommended Action: Approve by Resolution

8. BOARD BUSINESS

8.A. Consider Board of Directors Health Insurance Premium Contribution for Calendar Year 2026
Recommended Action: Defer by Motion or Approve by Resolution

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 Quarterly Report

10. CLOSED SESSION

10.A. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
Agency Negotiators: Jan Lee, General Manager
Michelle Gallardo, Administrative Services Director
Samantha Koehler, Human Resources and Risk Manager
Employee Organizations: 1. Stationary Engineers, Local 39
2. Mid-Management Employees Bargaining Unit
3. Unrepresented Employees
Additional Attendees: Cepideh Roufougar, Jackson Lewis P.C.

10.B. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: APNs 941-210-24-6, 941-1311-16-1, 941-1300-2-8, 941-1300-1-17
District Negotiator: General Manager
Negotiating Party: Endelos Energy, Inc.
Under Negotiation: Price and Terms of Payment for Lease of DSRSD Property for Solar Panel
Installations

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

November 4, 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 Edward R. Duarte.

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Michelle Rodriguez, Administrative Assistant II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m. No public comments received.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager Lee recommended the Board take Closed Session Items 10.A. and 11. at this time, ahead of Item 7. Consent Calendar. The Board agreed to reorder the items as recommended and adjourned to Closed Session Item 10.A.

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 Regular Meeting Minutes of October 21, 2025 – Approved
- 7.B. Accept Regular and Recurring Report: Treasurer's Report – Approved
- 7.C. Approve Tentative Agreement with International Federation of Professional and Technical Engineers, Local 21 for Successor Memorandum of Understanding (MOU) for December 22, 2025, through December 16, 2029 – Approved – Resolution No. 32-25
- 7.D. Rescind Public Agency Vesting for Post-Retirement Health Benefits Under Government Code Section 22893 for Local 21 Employees – Approved – Resolution No. 33-25
- 7.E. Approve Health Insurance Contribution for Calendar Year 2026 for Local 21 Employees – Approved – Resolution No. 34-25

8. BOARD BUSINESS**8.A. Receive Annual Update on Drinking Water, Wastewater, and Recycled Water Regulations**

Operations Director Gill introduced the item and Deputy Director of Operations – Regulatory Kristy Fournier. He announced Ms. Fournier's recent promotion to this new position within the District's Operations Department. He and Ms. Fournier reviewed the item for the Board and gave a presentation (posted to the website as supplemental materials).

The Board and staff discussed various aspects of the presentation regarding new and upcoming regulations including a requirement per the Cross Connection Control Policy Handbook to prevent backflow in residential fire sprinkler systems, steps taken and underway to comply with the Lead and Copper Rule (Rule) monitoring requirements and additional requirements per recent Rule improvements, and the District's potential pathways to comply with nutrient discharge limits to the San Francisco Bay.

General Manager Lee reported DSRSD was early to reduce nutrient discharge via its long-standing water recycling program, however, the Third Nutrient Watershed Permit (Nutrient Permit), adopted in 2024 by the State Regional Water Quality Control Board (State Water Board), does not recognize reductions prior to 2022. The Nutrient Permit requires the wastewater agencies collectively discharging to the San Francisco Bay reduce nutrient loads, relative to 2022 discharges, by 40% by 2034. The Board thanked staff for an informative presentation.

9. REPORTS**9.A. Boardmember Items****9.A.1. Joint Powers Authority and Committee Reports
DSRSD/City of Dublin Liaison Committee Meeting of November 3, 2025**

President Goel invited comments on recent Committee activities. The attending Directors felt the available agenda information adequately covered the matters considered at the meeting and commented on some of the meeting activities.

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 virtual California Association of Sanitation Agencies Board of Directors meeting on October 22 and the virtual Alameda County Special Districts Association Executive Committee meeting on October 23. She summarized the activities and discussions at the meetings.

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:

- The November 19 LAVWMA Board meeting may be rescheduled. Staff will inform the Board of any updates.
- The December 2 Board meeting will be cancelled due to a conflict; a placeholder for a special Board meeting on Monday, December 1, was added to the Board's calendar. Staff will evaluate the need for a special meeting and notify the Board as soon as possible.

10. CLOSED SESSION

The Board took Items 10.A. and 11. ahead of Item 7. At 6:04 p.m. the Board went into Closed Session.

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

Agency Negotiators: Jan Lee, General Manager
Michelle Gallardo, Administrative Services Director
Samantha Koehler, Human Resources and Risk Manager

Employee Organizations: 1. Stationary Engineers, Local 39
2. International Federation of Professional and Technical Employees, Local 21
3. Mid-Management Employees Bargaining Unit
4. Unrepresented Employees

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

Mss. Gallardo and Koehler exited Closed Session at 6:15 p.m.

11. REPORT FROM CLOSED SESSION

At 6:19 p.m. the Board came out of Closed Session. President Goel announced that there was no reportable action.

12. ADJOURNMENT

President Goel adjourned the meeting at 7:02 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Accept Regular and Recurring Reports: Quarterly Financial Report, Capital Projects Created from Programs, and Capital Budget Adjustments Approved by the General Manager

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the regular and recurring reports: Quarterly Financial Report, Capital Projects Created from Programs, and Capital Budget Adjustments Approved by the General Manager for the first quarter of fiscal year 2026 covering July 1, 2025, through September 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, 2025, through September 30, 2025. The beginning working capital for each fund is updated with unaudited ending working capital for fiscal year (FY) 2025 as of November 7, 2025.

For the unaudited first quarter financial report for FY 2026, the District's three enterprises have received 19% of budgeted operating revenues and expended 19% of budgeted operating expenses as of September 30, 2025. The projected working capitals for the Local Wastewater and Regional Wastewater (Water) operating funds (Enterprise and Rate Stabilization) are above policy target levels. The projected working capital for the Water operating funds is below target reserve levels but above the minimum reserve levels.

For the unaudited first quarter financial report for FY 2026, across the three enterprises, Replacement capital funds are at 32% of budgeted revenues and 4% of budgeted expenses, and Expansion capital funds are at 40% of budgeted revenues and 22% 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.

During this period (July 1, 2025, through September 30, 2025), the General Manager approved the creation of four projects from programs in the amount of \$340,000. There were no budgetary impacts as program funding is included in the Two-Year Capital Improvement Budget for FY 2026 and FY 2027.

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 Ref I – Capital Budget Adjustments approved by the General Manager	7 of 116

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.

Reference I – Capital Budget Adjustments Approved by the General Manager

The District's Budget Accountability policy authorizes the General Manager to approve capital budget adjustments of up to \$175,000 per project and requires that any project adjustments approved by the General Manager be reported to the Board as regular and recurring reports. During this period (July 1, 2025, through September 30, 2025), the General Manager approved budget adjustments for one project's increase of \$155,000.

TABLE 1. SUMMARY OF REGULAR AND RECURRING REPORTS

Ref	Description	Frequency	Authority	Last Acceptance	Acceptance on 11/18/2025	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	11/4/2025		February 2026
C	Quarterly Financial Report	Quarterly	Budget Accountability Policy	8/19/2025	Yes	February 2026
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	8/19/2025	Yes	February 2026
I	Capital Budget Adjustments Approved by the General Manager			No budget adjustments approved in 4th quarter of FY 2025	Yes	

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

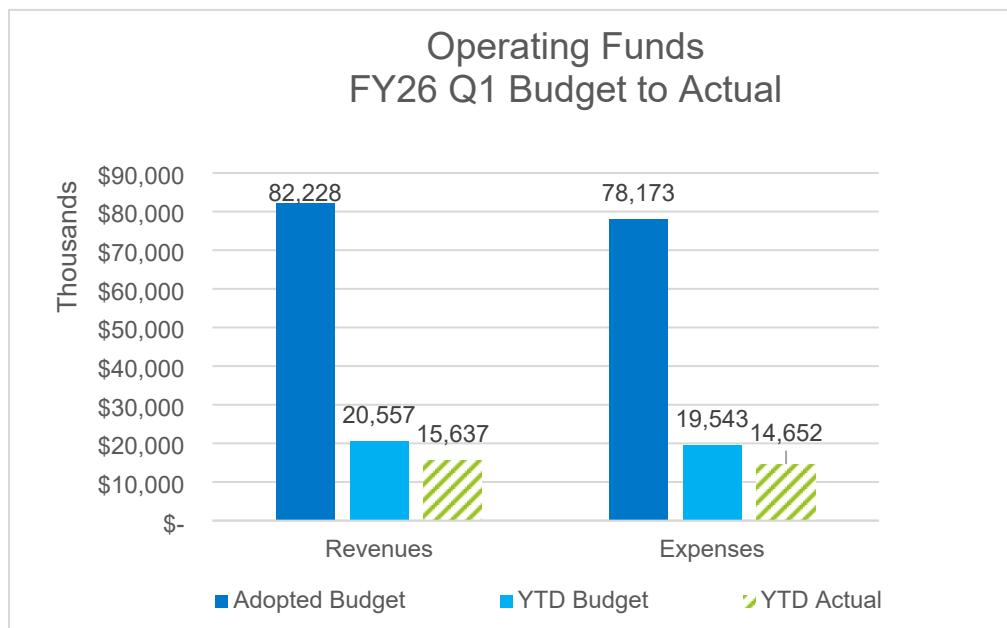
Unaudited Quarterly Financial Report – Fourth Quarter of Fiscal Year 2026

Period: 7/1/2025 to 9/30/2025 (25% 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, 2025, through September 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 first quarter financial report for fiscal year ending (FY) 2026, the District's three enterprises have received 19% of budgeted operating revenues and expended 19% of budgeted operating expenses as of September 30, 2025.



Working capitals 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).

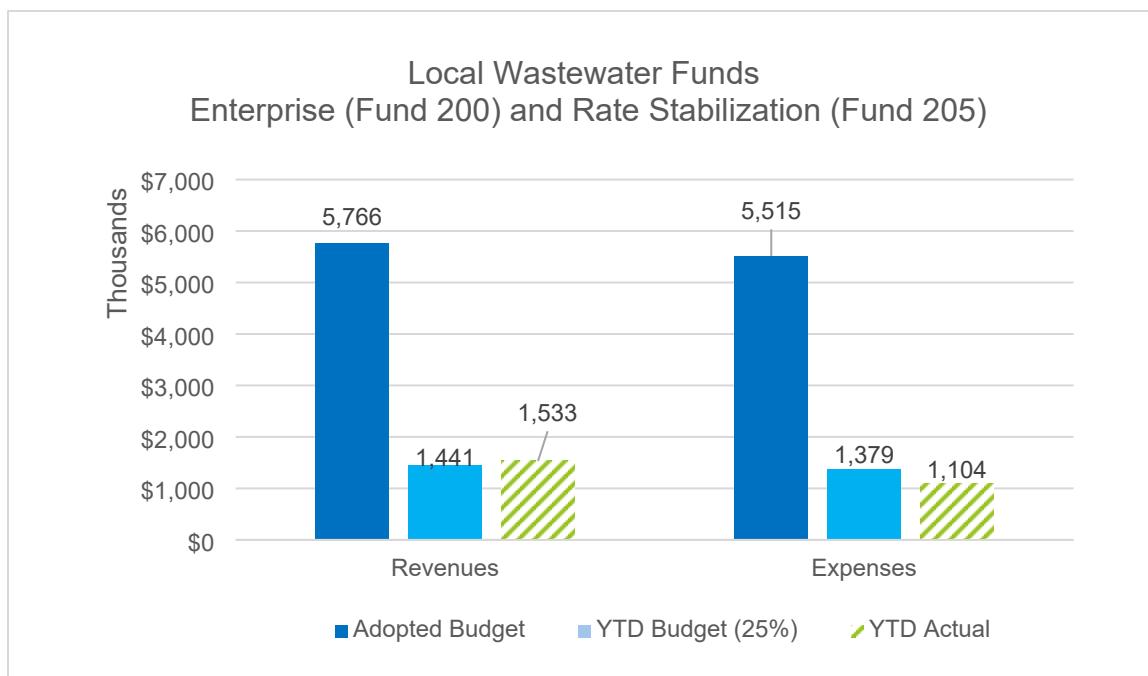
A breakdown of revenue, expenses, and working capital by enterprise is provided in the following sections.

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 first quarter financial report for FY 2026, the District's Local Wastewater enterprise is at 27% of budgeted operating revenues and 20% of budgeted operating expenses as of September 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 first quarter financial report are as expected. Inspections and Plan Check Fees exceed budget due to higher than anticipated development activities. Investment income is slightly lower than budgeted.
- *Expenses* – Salaries and Benefits for Local Wastewater are at 24% for the first quarter. Most operating expenses are below budget for the first quarter. Other expenses, which include Utility Billing's transaction processing fees, are higher than expected, but are a low dollar amount.
- *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 2026

Period: 7/1/2025 to 9/30/2025 (25% Year Complete)

Local Wastewater Funds

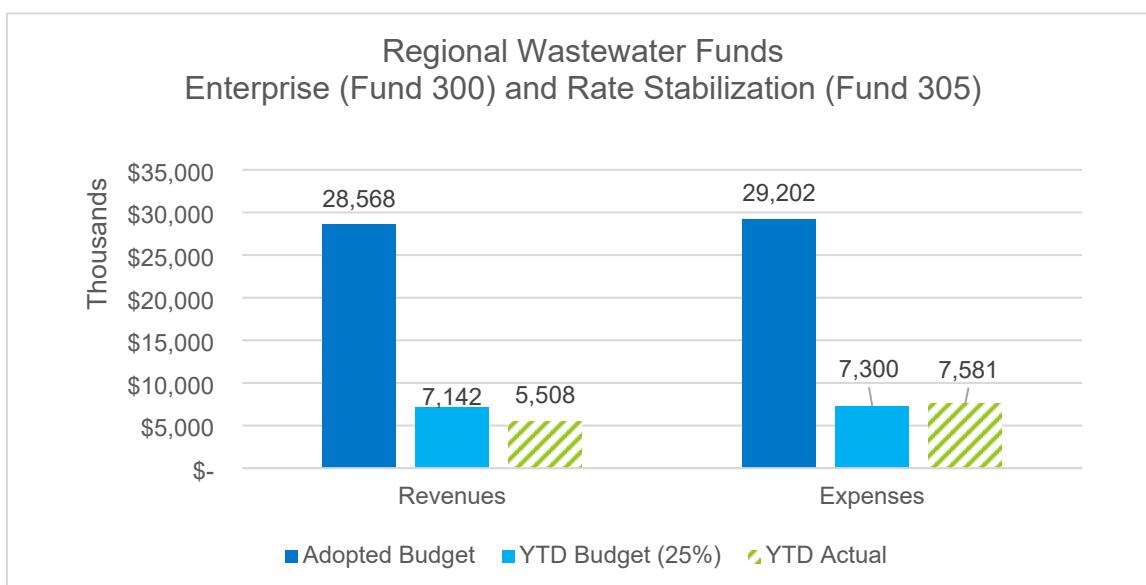
Enterprise (Fund 200) and Rate Stabilization (Fund 205)

	(a)	(b)	(a) - (b)	
	Adopted Budget	Actual YTD	Over/Under Budget	Percentage Collect/Use
Operating Revenues:				
Service Charges - Dublin	\$4,138,300	\$942,095	\$3,196,205	22.8%
Service Charges - San Ramon	1,049,141	286,652	762,489	27.3%
Inspections & Plan Check Fees	418,500	279,297	139,203	66.7%
Other Revenues	35,712	-	35,712	0.0%
Investment Income	124,000	24,734	99,266	19.9%
Total Revenues	\$5,765,653	\$1,532,778	\$4,232,875	26.6%
Operating Expenses:				
Salaries & Benefits	\$3,712,737	\$894,844	\$2,817,893	24.1%
Staff Time Charged to CIP & JPAs	(80,608)	30,663)	(49,945)	38.0%
Materials & Supplies	158,996	10,101	148,895	6.4%
Gas & Electric	22,000	3,686	18,314	16.8%
Contract Services	443,310	18,096	425,214	4.1%
Allocated Costs	1,235,328	199,103	1,036,225	16.1%
Other Expenses	23,230	8,488	14,742	36.5%
Total Expenses	\$5,514,993	\$1,103,656	\$4,411,337	20.0%
Net Increase/(Decrease)	250,660	429,122		
Beginning Working Capital	5,241,533	5,241,533		
Ending Working Capital	\$5,492,193	\$5,670,655		
Working Capital Minimum (4 months)	\$1,838,331	\$1,838,331		
Working Capital Target (8 months)	\$3,676,662	\$3,676,662		

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 first quarter financial report for FY 2026, the District's Regional Wastewater enterprise received 19% of budgeted operating revenues and expended 26% 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 first quarter. Pleasanton wastewater charges are lower than budgeted due to the timing of billing and collections. The first quarter report only reflects Pleasanton wastewater charges received through August 2025. DERWA charges are shown for backwash services and energy usage up to July 2025 only. Investment income is lower than budgeted.
- *Expenses* – Operating expenses for Regional Wastewater are slightly higher than expected primarily due to the LAVWMA JPA contribution. The District pays LAVWMA twice per year, with the first payment in July usually covering around 60% of the total payment for the fiscal year. Salaries and Benefits are at expected level. Materials, supplies, gas and electric and contractual services usage are lower than expected.
- *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 2026

Period: 7/1/2025 to 9/30/2025 (25% Year Complete)

Regional Wastewater Funds

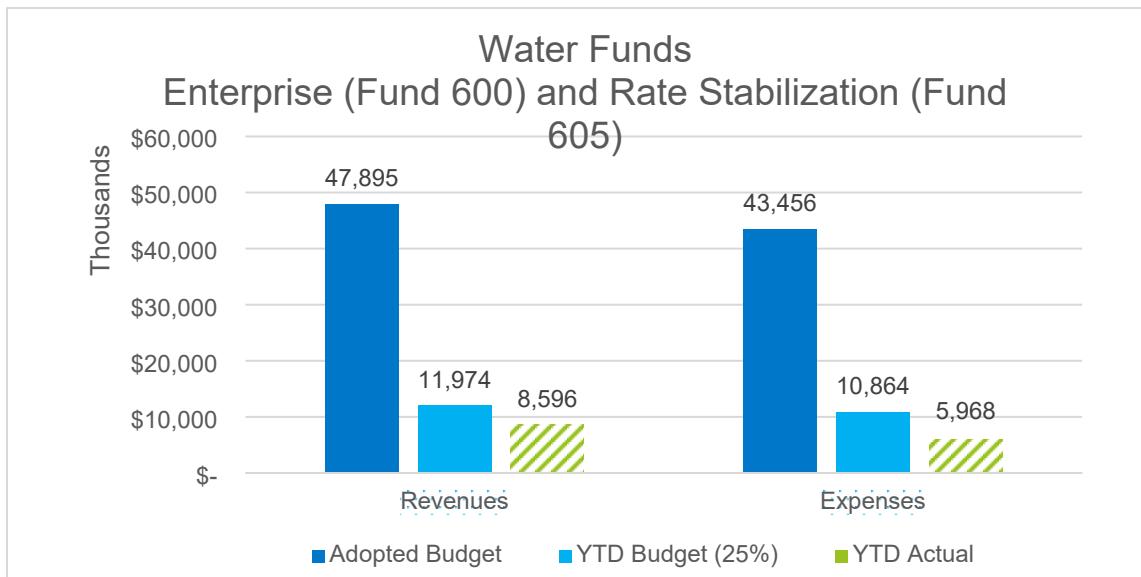
Enterprise (Fund 300) and Rate Stabilization (Fund 305)

	(a)	(b)	(a) - (b)	
	Adopted Budget	Actual YTD	Over/Under Budget	Percentage Collect/Use
Operating Revenues				
Wastewater Charges - Dublin	\$10,459,900	\$2,353,891	\$8,106,009	22.5%
Wastewater Charges - Pleasanton	12,319,374	1,985,722	10,333,652	16.1%
Wastewater Charges - San Ramon	2,262,246	668,739	1,593,507	29.6%
Industrial Waste - Dublin	78,000	10,506	67,494	13.5%
Industrial Waste - Pleasanton	87,000	6,217	80,783	7.1%
DERWA charges	2,699,000	376,767	2,322,233	14.0%
Other Revenues	100,000	7,839	92,161	7.8%
Investment Income	562,000	98,496	463,504	17.5%
Total Revenues	\$28,567,520	\$5,508,177	\$23,059,343	19.3%
Operating Expenses				
Salaries & Benefits	\$13,888,611	\$3,470,565	\$10,418,046	25.0%
Staff Time Charged to CIP & JPAs	(1,856,375)	(548,652)	(1,307,723)	29.6%
Materials & Supplies	3,103,500	474,270	2,629,230	15.3%
Gas & Electric	2,349,432	406,549	1,942,883	17.3%
Contractual Services	2,162,839	212,078	1,950,761	9.8%
Allocated Costs	4,578,668	737,963	3,840,705	16.1%
LAVWMA JPA Contribution	4,939,350	2,818,092	2,121,258	57.1%
Other Expenses	35,475	10,156	25,319	28.6%
Total Expenses	\$29,201,500	\$7,581,020	\$21,620,480	26.0%
Transfer Out to Water for 5th Supplement Agreement	(458,000)	-	(458,000)	0.0%
Net Increase/(Decrease)	(1,091,980)	(2,072,843)		
Beginning Working Capital	21,970,116	21,970,116		
Ending Working Capital	\$20,878,136	\$19,897,273		
Working Capital Minimum (4 months)	\$9,733,833	\$9,733,833		
Working Capital Target (8 months)	\$19,467,667	\$19,467,667		

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 first quarter financial report for FY 2026, the District's Water enterprise is at 18% of budgeted operating revenues and 14% of budgeted operating expenses as of September 30, 2025.

- *Revenues* – Potable Water and Recycled water charges are at 17% and 16% of budget respectively, reflecting lower consumption. Power charges are at 24%. Inspections and Plan Check Fees are above expected level, at 53% due to higher than anticipated development activities. Other revenues, which include customer services late fees, cell tower leases and miscellaneous sampling service charges, are at 28%. Investment income is slightly lower than budgeted.
- *Expenses* – Salaries and Benefits, Gas and Electric and Contractual services are at or below expected level. Water Purchases of \$1.85 million, or 9% to date, reflects purchases only through July 2025. Materials and Supplies are at 29% due to more general supplies, meter and equipment purchases in the first quarter. Due to timing, DERWA JPA contribution is not yet recorded. Other expenses, which include transaction processing fees, and low-income payment assistance are higher than expected, but at a low dollar amount.
- *Transfers* – Quarterly Replacement transfer and 2024 Water Rate Study transfers are completed as scheduled.
- *Working Capital* – The estimated ending working capital is at the 7-months versus the 8-month working capital target.



Dublin San Ramon Services District

Unaudited Quarterly Financial Report – Fourth Quarter of Fiscal Year 2026

Period: 7/1/2025 to 9/30/2025 (25% 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	\$38,080,100	\$6,393,923	\$31,686,177	16.8%
Recycled Water	5,912,400	965,958	4,946,442	16.3%
Power Charge	1,067,300	253,044	814,256	23.7%
Inspections & Plan Check Fees	967,906	510,373	457,533	52.7%
Other Revenues	1,193,250	335,322	857,928	28.1%
Investment Income	674,000	137,317	536,683	20.4%
Total Revenues	\$47,894,956	\$8,595,937	\$39,299,019	17.9%
Operating Expenses				
Salaries & Benefits	\$10,665,492	\$2,595,659	\$8,069,833	24.3%
Staff Time Charged to CIP & JPAs	(931,323)	(248,715)	(682,608)	26.7%
Water Purchases	20,577,746	1,853,529	18,724,217	9.0%
Gas & Electric	1,900,000	463,197	1,436,803	24.4%
Materials & Supplies	1,196,193	340,666	855,527	28.5%
Contract Services	2,100,623	308,778	1,791,845	14.7%
Allocated Costs	3,519,336	567,226	2,952,110	16.1%
DERWA JPA Contribution	4,190,000	-	4,190,000	0.0%
Other Expenses	238,384	87,211	151,173	36.6%
Total Expenses	\$43,456,451	\$5,967,550	\$37,488,901	13.7%
Transfer In from F300 for Recycled Water 5th				
Supplement	458,000	-	458,000	0.0%
Transfer In from F620 per 2024 Water Rate Study	2,100,000	525,000	1,575,000	25.0%
Transfer Outs to Replacement	(4,000,000)	(1,000,000)	(3,000,000)	25.0%
Net Increase/(Decrease)	2,996,505	2,153,387		
Beginning Working Capital	22,384,754	22,384,754		
Ending Working Capital	\$25,381,259	\$24,538,141		
Working Capital Minimum (4 months)	\$14,485,484	\$14,485,484		
Working Capital Target (8 months)	\$28,970,967	\$28,970,967		

Administrative Cost Center Fund 900:

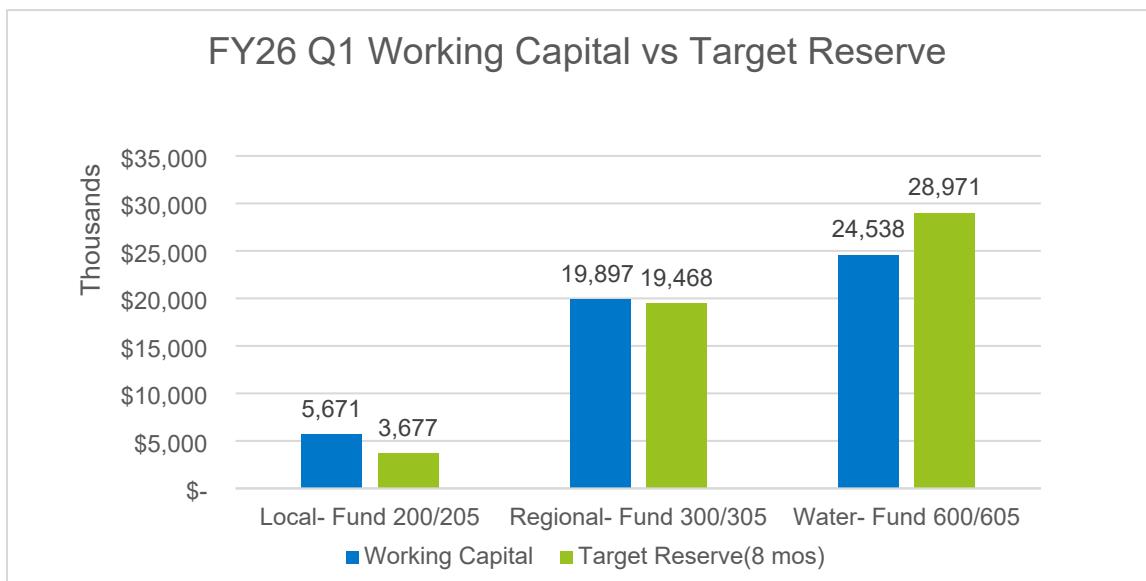
The Administrative Cost Center captures costs not specifically identifiable to any one of the District's operational activities. A majority of the cost for the Administrative Services Department, Finance except for Utility Billing and Customer Services, and the Board of Directors/Office of the General 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 33% of budgeted operating revenues and 33% of budgeted operating expenses as of September 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	\$350,000	\$65,273	\$284,727	18.6%
Administrative Fees	120,000	31,968	88,032	26.6%
LAVWMA	957,000	521,831	435,169	54.5%
DERWA	1,470,000	384,210	1,085,790	26.1%
CIP	637,000	171,300	465,700	26.9%
Misc Revenues	17,000.00	3,119	13,881	18.3%
Total Revenues	\$3,551,000	\$1,177,701	\$2,373,299	33.2%
Operating Expenses				
Salaries & Benefits	\$9,238,085	\$2,489,312	\$6,748,773	26.9%
Staff Time Charged to CIP & JPAs	(166,808)	(30,663)	(136,145)	18.4%
Materials & Supplies	436,545	74,535	362,010	17.1%
Contract Services	3,347,211	668,956	2,678,255	20.0%
Allocated Costs	(9,333,332)	(2,027,229)	(7,306,103)	21.7%
Miscellaneous	29,300	2,790	26,510	9.5%
Total Expenses	\$3,551,000	\$1,177,701	\$2,373,300	33.2%

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.

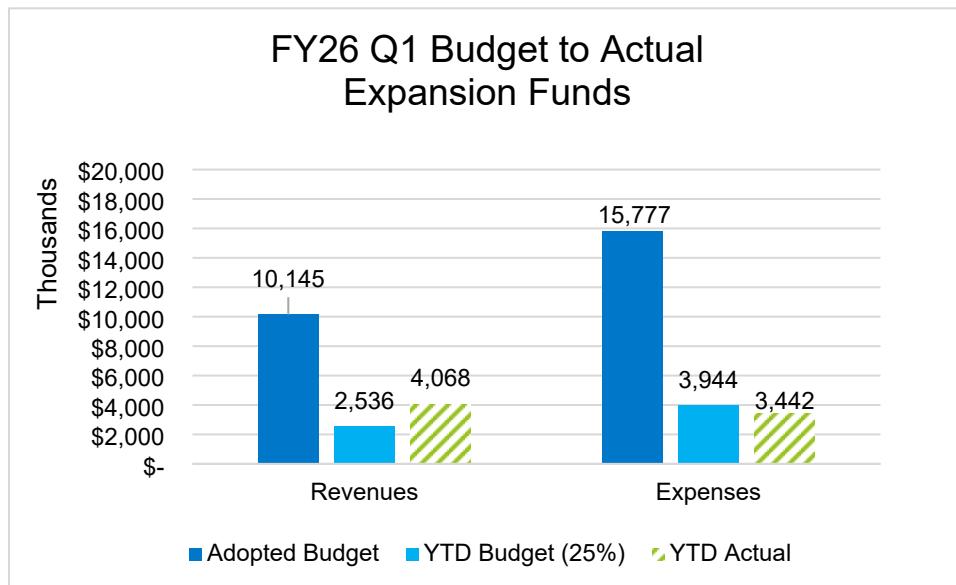
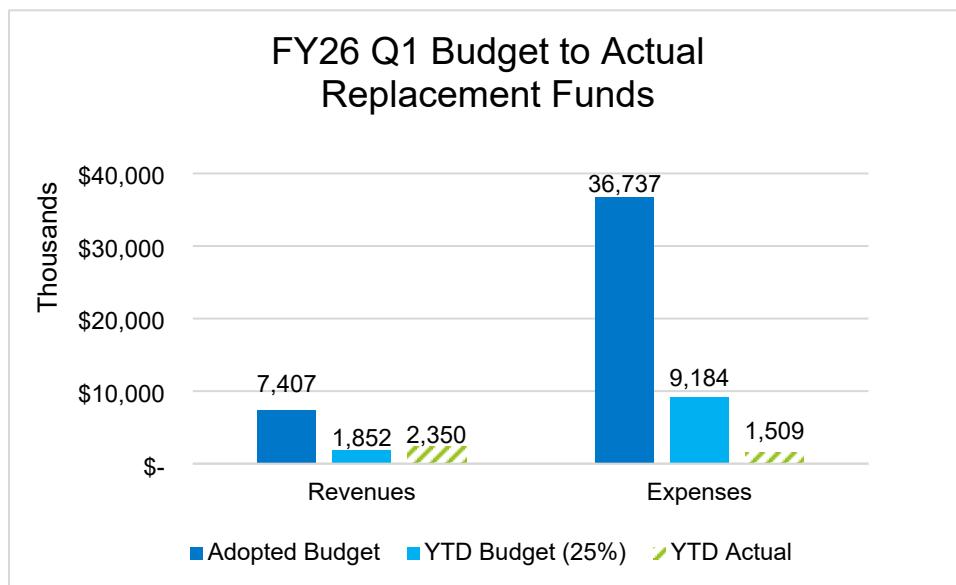
As shown in the following figure, working capitals for the Local Wastewater and Regional Wastewater operating funds (Enterprise and Rate Stabilization) are above policy target level through the first quarter of FY 2026. The working capital for the Water enterprise is below target but above the minimum 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 first quarter financial report for FY 2026, Replacement funds are at 32% of budgeted revenues and 4% of budgeted expenses, while Expansion funds received 40% of budgeted revenues and 22% 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 2026

Period: 7/1/2025 to 9/30/2025 (25% 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	\$664,859	\$430,341	\$234,518	64.7%
Investment Income	288,000	64,445	223,555	22.4%
Total Revenues	\$952,859	\$494,786	\$458,073	51.9%
Expenses				
CIP - Projects	\$2,444,737	\$77,955	\$2,366,782	3.2%
Total Expenses	\$2,444,737	\$77,955	\$2,366,782	3.2%
Net Increase/(Decrease)	(1,491,878)	416,831		
Beginning Working Capital	10,289,887	10,289,887		
Ending Working Capital	\$8,798,009	\$10,706,718		
Working Capital Minimum	\$1,926,000	\$1,926,000		
Working Capital Target	\$3,853,000	\$3,853,000		

	(a)	(b)	(a) - (b)	
Local Wastewater Expansion (Fund 220)	Adopted Budget	Actual YTD	Over/Under Budget	Percentage Collect/Use
Revenues				
WW Capacity Fee - Dublin	\$20,440	\$13,126	\$7,314	64.2%
Investment Income	292,000	60,780	231,220	20.8%
Total Revenues	\$312,440	\$73,906	\$238,534	23.7%
Expenses				
CIP - Projects	\$258,650	\$14,677	243,973	5.7%
Total Expenses	\$258,650	\$14,677	243,973	5.7%
Net Increase/(Decrease)	53,790	59,229		
Beginning Working Capital	10,168,049	10,168,049		
Ending Working Capital	\$10,221,839	\$10,227,278		
Working Capital Minimum	\$1,181,400	\$1,181,400		
Working Capital Target	\$1,181,400	\$1,181,400		

Dublin San Ramon Services District

Unaudited Quarterly Financial Report – Fourth Quarter of Fiscal Year 2026

Period: 7/1/2025 to 9/30/2025 (25% Year Complete)

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	\$1,112,773	\$757,384	\$355,389	68.1%
WW Capacity Fee-Pleasanton	340,750	-	340,750	0.0%
WW Capacity Fee-Defer	343	185	158	54.1%
Investment Income	1,212,000	258,280	953,720	21.3%
Total Revenues	\$2,665,866	\$1,015,849	\$829,403	38.1%
Expenses				
LAVWMA JPA	\$280,000	\$139,800	\$140,200	49.9%
CIP - Projects	19,747,588	829,504	18,918,084	4.2%
Total Expenses	\$20,027,588	\$969,304	\$19,058,284	4.8%
Net Increase/(Decrease)	(\$17,361,722)	\$46,546		
Beginning Working Capital	42,218,772	43,039,386		
Ending Working Capital	\$24,857,050	\$43,085,932		
Working Capital Minimum	\$9,413,000	\$9,413,000		
Working Capital Target	\$18,827,000	\$18,827,000		

	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Regional Wastewater Expansion (Fund 320)				
Revenues				
WW Capacity Fee-Dublin	\$2,689,983	\$2,044,622	\$645,361	76.0%
WW Capacity Fee-Pleasanton	823,752	-	(823,752)	0.0%
WW Capacity Fee-Defer	940	456	484	48.5%
Investment Income	1,403,000	290,077	1,112,923	20.7%
Total Revenues	\$4,917,675	\$2,335,154	\$565,603	47.5%
Expenses				
LAVWMA JPA	3,580,784	3,198,674	382,110	89.3%
CIP - Projects	1,794,350	44,695	1,749,655	2.5%
Total Expenses	\$5,375,134	\$3,243,369	\$2,131,765	60.3%
Net Increase/(Decrease)	(457,459)	(908,215)		
Beginning Working Capital	48,735,900	50,752,818		
Ending Working Capital	\$48,278,441	\$49,844,603		
Working Capital Minimum	\$2,268,000	\$2,268,000		
Working Capital Target	\$9,432,000	\$9,432,000		

Dublin San Ramon Services District

Unaudited Quarterly Financial Report – Fourth Quarter of Fiscal Year 2026

Period: 7/1/2025 to 9/30/2025 (25% Year Complete)

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	\$2,707,387	\$583,540	\$2,123,847	21.6%
Investment Income	1,081,000	255,789	825,211	23.7%
Total Revenues	\$3,788,387	\$839,328	\$2,949,059	22.2%
Expenses				
DERWA JPA	538,000	-	538,000	0.0%
CIP - Projects	13,726,651	461,406	13,110,245	3.4%
Total Expenses	\$14,264,651	\$461,406	\$13,648,245	3.2%
Transfer In - Annual Contribution	4,000,000	1,000,000	3,000,000	25.0%
Net Increase/(Decrease)	(6,321,264)	1,377,922		
Beginning Working Capital	41,593,897	41,593,897		
Ending Working Capital	\$35,272,633	\$42,971,819		
Working Capital Minimum	\$11,472,000	\$11,472,000		
Working Capital Target	\$22,944,000	\$22,944,000		

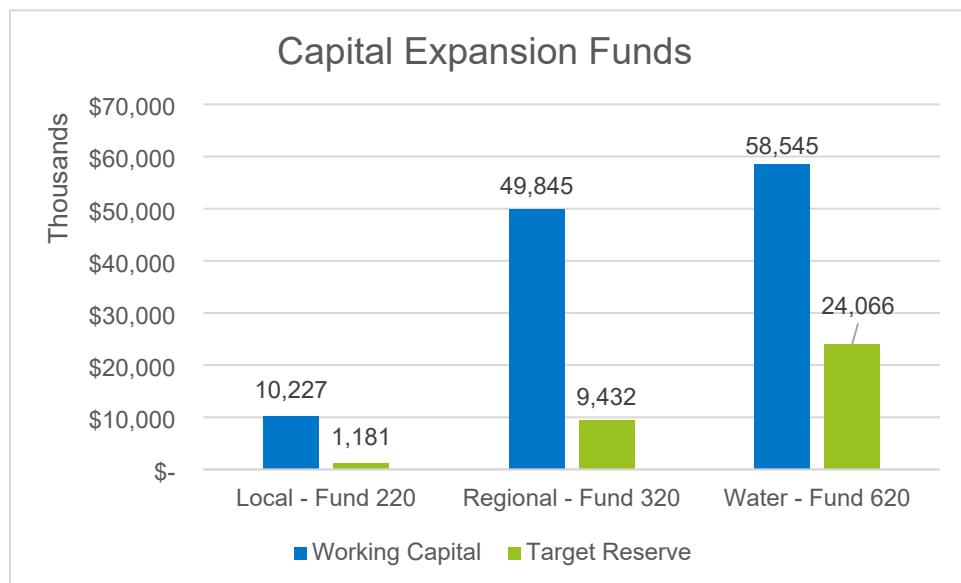
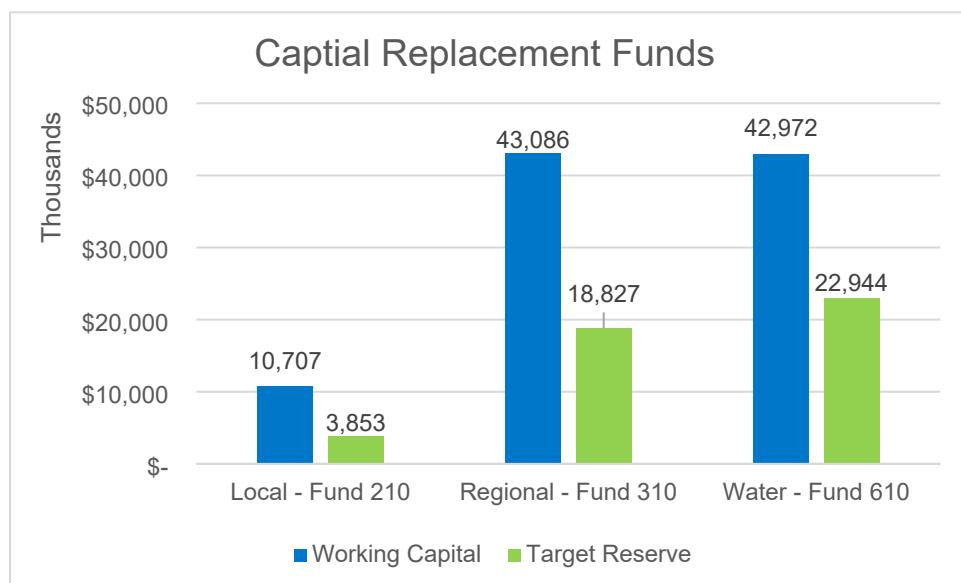
	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Water Expansion (Fund 620)				
	Adopted Budget	Actual YTD	Over/ Under Budget	Percentage Collect/Use
Revenues				
Water Capacity Fee	\$3,301,009	\$1,300,669	\$2,000,340	39.4%
Investment Income	1,614,000	357,791	1,256,209	22.2%
Total Revenues	\$4,915,009	\$1,658,460	\$3,256,549	33.7%
Expenses				
DERWA JPA	\$518,000	-	\$518,000	0.0%
CIP - Projects	7,750,120	184,266	7,565,854	2.4%
Debt Services	1,875,313	-	1,875,313	0.0%
Total Expenses	\$10,143,433	\$184,266	\$9,959,167	1.8%
Transfer Out to F600 per 2024 Water Rate Study	(2,100,000)	(525,000)	(1,575,000)	25.0%
Net Increase/(Decrease)	(7,328,424)	949,194		
Beginning Working Capital	57,595,437	57,595,437		
Ending Working Capital	\$50,267,013	\$58,544,631		
Working Capital Minimum	\$19,173,00	\$19,173,00		
Working Capital Target	\$24,066,000	\$24,066,000		

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 capitals for all Replacement and Expansion funds are above policy target levels through the first quarter of FY 2026.



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	7/1/2025	26-P026	3-Water Pump No. 1 Replacement	00-P026 Regional Wastewater Repl and Rehab	-	\$30,000	-	\$30,000
2	7/1/2025	26-A027	Field Office Facility and WWTP Admin Bldg Office Workstations	00-A005 Facilities Asset Replacement	28,800	18,000	43,200	90,000
3	8/29/2025	26-W028	Reservoir 10A Electrical Improvements	00-W011 Water System Repl and Rehab	-	-	175,000	175,000
4	9/8/2025	26-P029	Grit Pump No. 4 Replacement	00-P026 Regional Wastewater Repl and Rehab	-	45,000	-	45,000
Total					28,800	93,000	218,200	\$340,000

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

Program	Project No.	Program/ Project Name	Project Budget	Remaining Balance
00-A005		Facilities Asset Replacement	430,000	
	26-A027	Field Office Facility and WWTP Admin Bldg Office Workstations	90,000	340,000
00-A005 Remaining Balance				340,000
00-P026		WWTP Replacement and Rehabilitation	500,000	
	26-P026	3-Water Pump No. 1 Replacement	30,000	470,000
	26-P029	Grit Pump No. 4 Replacement	45,000	425,000
00-P026 Remaining Balance				425,000
00-W011		Water System Replacement and Rehabilitation	500,000	
	26-W028	Reservoir 10A Electrical Improvements	175,000	325,000
00-W011 Remaining Balance				\$325,000

Capital Budget Adjustments approved by the General Manager

7/1/2025- 9/30/2025

Effective Date	Project No.	Project Name	Adopted Budget	Adjusted Budget	Increase/ (Decrease)	Funding Source	Justification
8/11/2025	18-W004	Pump Station 3A MCC Improvements	\$1,138,254 (1)	\$1,293,254	\$155,000	Fund 610 100%	Construction Change Orders, Overhead Recalculation and Construction Management Amendment
	Total		\$1,138,254	\$1,293,254	\$155,000		

(1) Project# 18-W004 was adopted in the District Capital Improvement Program - Two-Year Budget for Fiscal Year Ending 2026-2027 with FY 2026 YTD budget of \$1,138,254

Per the Budget Accountability Policy P400-24-2, if an individual project is expected to exceed its total budget, the General Manager is authorized to approve budget adjustments up to a maximum of \$175,000 per project.



TITLE: Authorize Amendment No. 4 to Task Order No. 1 with Kennedy/Jenks Consultants, Inc. for Design Services for the Biogas Improvements Project (CIP 18-P010)

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, Amendment No. 4 to Task Order No. 1 with Kennedy/Jenks Consultants, Inc. (Kennedy/Jenks) to increase the maximum contract amount by \$160,000 to \$493,028 for services to complete the design for the Biogas Improvements Project (CIP 18-P010).

SUMMARY:

The Capital Improvement Program Two-Year Budget includes the Biogas Improvements Project (CIP 18-P010) (Project). On March 2, 2021, the Board authorized the execution of Task Order No. 1 with Kennedy/Jenks in the amount of \$234,066 for design services for the Project. Additional scope identified during early design, along with changes required by the Bay Area Air District for air permitting, resulted in Amendment Nos. 1 through 3 in a cumulative amount of \$99,962. The preferred outage plan and construction sequencing is more complicated than what was included in the scope of work thus far and requires additional design efforts. Staff recommends approving Amendment No. 4 to Task Order No. 1 to increase the contract by \$160,000 to \$493,028 with Kennedy/Jenks to complete the design for the Project.

BACKGROUND:

The Project will install a new biogas flare at the wastewater treatment plant. Typically, all biogas is scrubbed and combusted in cogeneration engines to produce electricity that is used at the wastewater treatment plant. However, if the gas scrubber is out of service or a cogeneration engine is offline, biogas needs to be combusted through a waste gas burner (flare). The existing flare is not sized for the future estimated biogas production. This Project will increase capacity and provide increased reliability for the flaring system. Permitting through the Bay Area Air District is required.



Figure 1: Existing biogas flare

In 2018, the Project was added to the Capital Improvement Program. On March 2, 2021, the Board authorized the execution of Task Order No. 1 with Kennedy/Jenks in the amount of \$234,066 for design services, construction sequencing, system outage plan development, bid services, and project management. Additional scope identified during early design, along with changes required by the Bay Area Air District for air permitting, resulted in Amendment Nos. 1 through 3, totaling a cumulative amount of \$99,962. The Project's scope includes installing a new waste gas flare and replacing appurtenances involved with the waste gas system, such as flow control and isolation valves. During construction, the existing flare will need to stay operational, so a temporary operation plan will be implemented. Due to biogas constantly being produced in the anaerobic digesters as part of the treatment process,

Originating Department: Engineering and Technical Services	Contact: R. Yamamoto/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$160,000 from Regional Wastewater Replacement (Fund 310)	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolutions <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

alternative operations with the waste gas system are complicated, and various options have been evaluated to date.

DISCUSSION:

Progress on the design has experienced delays due to a lengthy permitting process for the new flare with the Bay Area Air District. Air permitting requirements, along with staff turnover in both the Engineering and Technical Services Department and Plant Operations Division, have resulted in changes in the design and the approach to construction. Kennedy/Jenks worked on several different outage approaches that were not anticipated in the original scope of work. During development of the preferred system outage plan, it was determined that a bypass to keep the existing flare in service would be the most reliable option to keep the waste gas system operational during construction. The design of a temporary bypass operation plan was not accounted for thus far in the scope and fee for the contract.

Per District Code Section 7.40.060, the General Manager has the authority to make cumulative adjustments up to \$175,000 for previously Board-approved contracts. Amendment Nos. 1, 2 and 3, in the amounts of \$30,658, \$28,334, and \$40,970, respectively, were authorized by the General Manager for additional design efforts due to changes required for air permitting and added scope. Board approval is required for Amendment No. 4 since the cumulative amount of contract changes would exceed \$175,000. Staff recommends approving Amendment No. 4 to Task Order No. 1 to increase the contract by \$160,000 with Kennedy/Jenks to complete the design of the Project to a total contract amount of \$493,028. The increase will cover additional project management, design services, and construction sequencing related to the system outage plan.

FISCAL IMPACT:

The total estimated project cost included in the adopted Capital Improvement Program Two-Year Budget is \$4,176,000. Total expenditures to date are approximately \$628,000, which includes both consultant and in-house labor costs. Overall, there is 85% of the approved project budget available, which is sufficient for this contract change. This Project is funded by Regional Wastewater Replacement (Fund 310), which will remain as adopted.

NEXT STEPS:

Staff anticipates completing design in spring of 2026 and for construction to begin in summer of 2026. This timeline is dependent upon the permitting process being completed with the Bay Area Air District. Project construction is anticipated to take approximately 15 months.



TITLE: Approve Tentative Agreement with Mid-Management Employees' Bargaining Unit (MEBU) for Successor Memorandum of Understanding (MOU) for the Period of December 22, 2025, through December 16, 2029

RECOMMENDATION:

The General Manager recommends the Board of Directors approve, by Resolution, a successor Memorandum of Understanding (MOU) between the District and the Mid-Management Employees' Bargaining Unit (MEBU) for the period of December 22, 2025, through December 16, 2029.

DISCUSSION:

The existing MOU between the District and MEBU expires on December 21, 2025. Negotiations commenced with MEBU on September 11, 2025, with the District and MEBU representatives meeting and conferring on a regular basis to reach agreement. Those discussions were successfully concluded in concept by November 6, 2025, and MEBU members ratified the MOU by vote on November 12, 2025. The proposed MOU has been available for public viewing including publication on the District's website since Friday, November 14, 2025.

Key provisions of the MOU are as follows:

- Future Salary Increases: COLA (cost-of-living adjustment) for calendar year (CY) 2026 at 2.5%, CY 2027 and CY 2028 at 3%, and CY 2029 at 3.5%.
- One-Time Payment: One-time, non-pensionable cash payment in the amount of \$3,000 on the paycheck including January 1, 2026.
- Continue Deferred Compensation Incentive: \$2,500 dollar-for-dollar matching contribution to employee's 457 plan, for CYs 2026, 2027, 2028, and 2029.
- Health Care: District and employee cost share in all four years of the MOU, with the District's medical insurance contribution for CY 2026 set at approximately 97.5% of the California Public Employees' Retirement System's (CalPERS) 2026 Kaiser rate for employee, employee plus one dependent, or employee plus two or more dependents, and future increases to the District's maximum contribution by 6% over the previous year's maximum contribution amount.
- Post-Retirement Health Benefits: Added a third tier of eligibility with a new structure for post-retirement health benefits for employees hired on or after January 1, 2026, to be equal to the CalPERS Minimum Employer Contribution amount, plus a supplemental contribution at 15 years of District service for the retiree only level, and an additional supplemental contribution at 20 years of District service for the retiree plus one dependent level, capped at 90% of the lowest cost CalPERS Region 1 Kaiser plan applicable to the retiree.
- Side Letter Agreement (attached at the end of MOU): Memorialization of the post-retirement health benefits for current retirees hired or retired prior to September 1, 2007.
- Out-of-Class Pay: Reduced number of days to receive out-of-class pay from five (5) days to three (3) days.
- Term of Contract: Four (4) years

The final step in implementing the MOU is approval by the Board of Directors. If approved by the Board, the successor MOU would take effect on December 22, 2025.

Originating Department: Administrative Services	Contact: S. Koehler/M. Gallardo	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: Operating Budget FY26 – FY27	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – MEBU Ratification Memo to District, dated 11/12/25	



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

7051 Dublin Boulevard
Dublin, CA 94568-3018

main (925) 828-0515
fax (925) 829-1180
www.dsrsd.com

November 12, 2025

To: Samantha Koehler, Human Resources and Risk Manager

From Alberto Hernandez, President Mid-Management Bargaining Unit

**Subject: DSRSD Proposed Memorandum of Understanding December 22, 2025 – December 16, 2029
for the Mid-Management Employee Bargaining Unit**

Dear Samantha,

I hereby inform you and the District that the members of the Mid-Management Employee Bargaining Unit has voted to accept the terms and provisions of the draft Memorandum of Understanding for the period December 22, 2025 through December 16, 2029 as detailed in the District's draft proposal dated November 6, 2025.

Sincerely,

Alberto Hernandez

President of the Mid-Management Employee Bargaining Unit

cc: MEBU Members

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN DUBLIN SAN RAMON SERVICES DISTRICT AND THE MID-MANAGEMENT EMPLOYEES' BARGAINING UNIT

WHEREAS, the current Memorandum of Understanding ("MOU") between the Dublin San Ramon Services District ("District") and the Mid-Management Employees' Bargaining Unit ("MEBU") expires on December 21, 2025; and

WHEREAS, the District and MEBU have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment; and

WHEREAS, the District and MEBU have reached an agreement on all matters relating to the employment conditions and employer-employee relations as set forth in the MOU.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, does hereby:

1. Approve the MOU between District and the Mid-Management Employees' Bargaining Unit for the period of December 22, 2025, through December 16, 2029, attached hereto as Exhibit "A" and incorporated by reference herein; and
2. Authorize and direct the General Manager to sign the MOU.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency located in the Counties of Alameda and Contra Costa, California, at its regular meeting held on the 18th day of November, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary

Memorandum of Understanding

Between

Mid-Management Employees

Bargaining Unit

And

Dublin San Ramon Services District

December 22, 2025 – December 16, 2029

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MEMORANDUM OF UNDERSTANDING
Between
MID-MANAGEMENT EMPLOYEES
BARGAINING UNIT
And
DUBLIN SAN RAMON SERVICES DISTRICT

This Memorandum of Understanding (the "MOU") between the Dublin San Ramon Services District (the "District") and the Mid-Management Employees Bargaining Unit (the "MEBU"), collectively the "Parties" is entered into pursuant to the provisions of Section 3500 et seq. of the Government Code of the State of California.

The Employee Relations Officer (the General Manager of the District under the Employer-Employee Relations Resolution) is the representative of the District in matters concerning employer-employee relations.

MEBU is a formally recognized employee group including those employees whose positions are designated as mid-management by the District.

The Parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in said representation unit and have freely exchanged information, opinions and proposals, and have endeavored to reach an agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

The Parties acknowledge that the package of wages and benefits specified herein, which were agreed to during the meet and confer process which led to this MOU, are a package which together provide the agreed upon market level total cash equivalent compensation.

This MOU has been presented to the District Board of Directors as the joint recommendation of the undersigned Parties for salary and employee benefit adjustments for the period commencing December 22, 2025 and ending December 16, 2029.

This MOU shall supersede in its entirety that Memorandum of Understanding of December 13, 2021 beginning on December 22, 2025.

The wages, hours and conditions of employment for the MEBU shall be as follows:

Section 1. Salaries and Cash Benefits

1.1 Salaries

Effective on the later of either: (1) the first day of the first pay period of the calendar year 2026 or (2) the first day of the first pay period following ratification and Board approval of this MOU, the salary schedule for all classifications in MEBU will be increased by 2.5%. Employees who are

employed through the end of the first full pay period where this salary increase will take effect will receive a one-time cash payment of \$3,000.

Effective on the first day of the first pay period of calendar year 2027, the salary schedule for all classifications in MEBU will be increased by 3.0%.

Effective on the first day of the first pay period of calendar year 2028, the salary schedule for all classifications in MEBU will be increased by 3.0%.

Effective on the first day of the first pay period of calendar year 2029, the salary schedule for all classifications in MEBU will be increased by 3.5%.

Such increase constitutes a cost of living increase, and is separate and apart from a merit-based increase. Y-rated employees will receive 0% cost of living salary increases.

Salaries for each classification shall be in five (5) steps of A through E, with Step E being the highest salary. Movement from one step to the next (and the amount of the increase) is based upon merit as explained in Section 1.3.

MEBU positions are listed in Exhibit A.

1.2 Entrance Salary

Except as herein otherwise provided, the entrance salary shall be the minimum salary for the class to which that person is appointed. When circumstances warrant, the General Manager may approve an entrance salary that is more than the minimum salary.

1.3 Step Increases

(a) No Automatic Step Increase

No step increase in salary shall be automatic merely upon completion of a specified period of service. All step increases shall be based on merit as established by record of the employee's performance and shall require approval of the Senior Manager in whose department or group the employee is assigned.

(b) Timing of Increases – Full-Time Employees

Subject to the provisions of this Section, a full-time employee shall receive said increases in salary, on the employee's anniversary date, according to the following plan:

- Step B upon successful completion of twelve (12) months' service in Step A and Senior Manager's approval.
- Step C upon completion of twelve (12) months' service in Step B and Senior Manager's approval.
- Step D upon completion of twelve (12) months' service in Step C and Senior Manager's approval.

- Step E upon completion of twelve (12) months' service in Step D and Senior Manager's approval.

(c) Timing of Increases – Part-Time Employees

Subject to the provisions of this Section, a part-time employee shall receive said increases in salary after working 2080 hours (equivalent to a full time employee).

1.4 Total Compensation Surveys

All total compensation surveys shall be conducted by District in accordance with Compensation Survey Procedures in Section 1.5. During the term of this MOU, the District may have the need to conduct compensation surveys as a results of job description revisions, new positions, recruiting conditions, or as a result of mutual agreement between MEBU and District.

1.5 Compensation Survey Procedures

The basis of compensation will be the sixtieth (60th) percentile of total compensation of the comparable positions at the survey agencies. Surveys will be done for benchmark positions in each classification and other levels in the classification will be indexed from the benchmark positions. Total compensation at other agencies is defined as base salary plus employer-paid member contributions to retirement and employer contributions for employee defined contribution plans (such as 401k, 457, 401a), minus employee-paid contributions toward employer-share of defined benefit retirement plan (i.e. CalPERS retirement). Total compensation at the District is defined as base salary plus two-thousand five hundred dollars (\$2,500) annual contribution to employee 457 plan.

EXAMPLE:

	Base Salary (Monthly)	ER Paid EE PERS (EPMC)	ER Paid Deferred Comp (457)	ER Paid Other Retirement	EE Paid ER Contributions to DB Plan	Total Comp (Monthly)
Comparator Agency	\$ 8,000.00	\$ 192.50	\$ 83.33	\$ 100.00	\$ -	\$ 8,375.83
DSRSD	\$ 8,100.00	\$ -	\$ 208.33	\$ -	\$ -	\$ 8,308.33

The following list of agencies will be used to establish the benchmark level of salaries:

EBMUD	Livermore
ACWD	Pleasanton
CCCS	DDSD
CCWD	Brentwood
USD	

1.6 Salary Increase Upon Promotion or Reclassification

When an employee in this bargaining unit is moved from one classification to another classification with a higher maximum salary, the salary in the higher classification shall be the minimum salary for that classification, unless that minimum is lower than, or the same as, the employee's salary at the

time of promotion or reclassification. In that event, the employee shall receive the next higher step within the pay range of the higher classification, which is at least five percent (5%) greater than the employee's present rate. If the class having a higher salary is not at least 5% more than the employee's present salary at Step E, the employee shall be paid at Step E of the class having a higher salary range.

If an employee is promoted or reclassified from one classification to a different classification within MEBU, and if the employee's current rate of pay before reclassification is more than the new position's Step E, then the employee shall be paid at Step E of the new position.

1.7 Out-of-Class Pay

An employee who is assigned in writing by the General Manager or designated representative, and, who is required to perform all of the duties of a position having a higher salary range or rate of pay, will be paid at the first step of the higher range, which is at least five percent (5%) higher than the employee's present salary during the period of the out-of-class assignment. If the position having a higher salary range is not at least 5% more than the employee's present salary at Step E, the employee shall be paid at Step E of the higher salary range.

Acting assignments will be made for three (3) or more consecutive working days of uninterrupted absence, such as vacation or long-term illness or injury. When an employee is expected to perform the full range of duties of a higher classification for three (3) or more consecutive working days, said employee shall be temporarily upgraded to the higher position with retroactive pay to the first day of said assignment.

Out-of-Class pay will be administered in accordance with state and federal regulations, which may impose limits on such benefits for New Members within the CalPERS Retirement System.

1.8 Deferred Compensation

During the term of this MOU the District will maintain an IRS 457 Plan for interested employees. Employees may also elect to contribute to a Roth 457 option within the 457 Plan.

Beginning on the first pay date of the first full pay period of calendar years 2026, 2027, 2028 and 2029 the District will contribute on behalf of each employee an amount equal to 100% of the first \$2,500 the employee voluntarily contributes to the 457 plan.

Said payment will be made on the same payday as the employee elects to make voluntary contributions to the Plan. "Over Age 50" and "catch-up" contributions are not subject to matching funds.

This incentive shall be administered in accordance with state and federal regulations, which may impose limits on such benefits for New Members within the CalPERS Retirement System.

Section 2. Hours of Work

Each employee shall have an assigned work schedule that is approved by the General Manager or designee and that consists of eighty (80) hours in a two-week pay period. Such schedule shall be worked on a regular

basis. As exempt employees, MEBU members may be required to or because of the workload may work in excess of their daily work schedule or eighty (80) hours per pay period and those hours shall be recorded as regular work time on the District's time accounting system but shall not be paid. Occasionally, an employee may work fewer hours than their daily work schedule with the approval of their supervisor, and that time shall be made up during the same pay period or supplemented by use of leave.

Section 3. Overtime

3.1 Overtime Pay

(a) Non-Exempt Employees

Those positions that are Non-Exempt as of the Effective Date of this MOU are listed in Exhibit A, which is hereby incorporated and made a part of this MOU. All overtime worked by employees, designated as Non-Exempt in accordance with the Fair Labor Standards Act, must be approved in advance by the General Manager, or designated representative.

Any authorized time a non-exempt employee works in excess of 40 hours a workweek shall be compensated at or granted compensatory time at, the rate of one and one-half (1 ½) times the employee's regular rate of pay. Paid holiday and employee leave bank hours constitute "hours worked" for purposes of determining if an employee has worked hours in excess of the regular work week. A Non-Exempt employee will be allowed to annually accrue up to a maximum of forty (40) hours of compensatory time. The maximum amount of hours a non-exempt employee may keep in their compensation time bank shall be capped at 40 hours. Overtime usage shall be subject to the District Personnel Rules, as amended from time to time.

(b) Exempt Employees

Those positions that are Exempt as of the Effective Date of this MOU are listed in Exhibit A, which is hereby incorporated herein and made a part of this MOU. Positions designated as "Exempt" in accordance with the Fair Labor Standards Act shall not receive overtime pay.

Section 4. Health and Welfare

4.1 Medical

(a) Health Care Insurance

The District is committed to provide health care (medical) insurance to each MEBU employee. The District currently obtains its health insurance through CalPERS and shall endeavor to continue that coverage for the duration of this MOU. If it is unable to do so, the District will endeavor to obtain coverage that is comparable to the CalPERS program coverage. In that event, the parties will meet and confer in good faith to revise Section 4.1(b) in a manner that is essentially equivalent to the arrangement identified therein for CalPERS coverage. The District shall endeavor to provide a health care insurance program that has at least two choices for coverage for Health Maintenance Organizations (HMO) and two choices for Preferred Provider Organizations (PPO) Plans. In the event that this level of coverage does not remain reasonably available during the term of this MOU, the Parties shall meet and confer in good faith to amend this Section 4.1 of the MOU.

(b) Medical Insurance Premiums

District shall pay employee medical insurance premiums up to a maximum amount not to exceed the District "Maximum Contribution" for each level (employee only, employee plus one dependent, and employee plus two or more dependents). The District's Maximum Contribution below includes the minimum employer contribution, as established annually by CalPERS.

Payment by District shall be for employee or employee plus eligible dependents, whichever represents the employee's situation. The employee shall pay the balance of the cost incurred in excess of the medical insurance premium maximum contribution. If the medical insurance premium of the plan an employee selects is less than the District maximum contribution, the District shall only pay the amount of the premium cost of the selected plan.

Effective on the later of either: (1) the first day of the first pay period of the calendar year 2026; or (2) the first day of the second month following Board approval of the health contribution, the District's maximum contribution for health insurance premiums will be as follows:

	Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
2026 District Maximum Monthly Contribution	\$1,141	\$2,282	\$2,966
2027 District Maximum Monthly Contribution	\$1,209	\$2,419	\$3,144
2028 District Maximum Monthly Contribution	\$1,282	\$2,564	\$3,333
2029 District Maximum Monthly Contribution	\$1,359	\$2,718	\$3,533

MEBU employees will pay those amounts in excess of the District maximum contribution for the premium of the plan they select.

(c) Retiree Medical

(1) Employees Hired on or After September 1, 2007 and Before January 1, 2026

The District shall provide health care (medical) insurance to each MEBU employee that retires from the District and meets all eligibility requirements, in accordance with the Vesting Program as described below. All MEBU employees hired after September 1, 2007 and before January 1, 2026 (or before September 1, 2007 and who elected to be subject to the Vesting Program) shall be enrolled in the Vesting Program. Any employee promoted into MEBU who has previously elected to vest under their prior Local 39 or Local 21 MOU, or the Unrepresented Resolution, shall vest under the Vesting Program as described below.

The District shall provide an eligible annuitant with a contribution to post-retirement health benefits in an amount that is consistent with Government Code Section 22893 ("Vesting Program"), which is summarized below.

a. The percentage of employer contribution payable for postretirement health benefits for an employee of a contracting agency shall, except as provided in subdivision "b", be based on the member's completed years of credited CalPERS service at retirement as shown in the following table:

Credited Years	Percentage of Employer Contribution
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20 or more	100%

This subdivision shall apply only to employees who retire from District service. The application of this subdivision to those employees shall be subject to the following provisions:

1. The employer's contribution with respect to each annuitant shall be adjusted by the employer each year. Those adjustments shall be based upon the principle that the employer's contribution for each annuitant, including enrollment of eligible dependents, shall not be more than one hundred percent (100%) of the premium applicable to the annuitant, nor less than an amount equal to the 100/90 formula contribution as established by CalPERS.
2. The credited service of any employee for the purposes of determining the percentage of employer contributions applicable under this section shall mean state service as defined in Section 20069, except that not less than five (5) years of that service shall be performed entirely with the District .

b. Notwithstanding subdivision "a", the contribution payable by an employer subject to this section shall be equal to one hundred percent (100%) of the amount established pursuant to paragraph "1" of subdivision "a" on behalf of any annuitant who either:

1. Retired for disability.
2. Retired for service with 20 or more years of service credit entirely with that employer, regardless of the number of days after separation from employment. The contribution payable by an employer under this paragraph shall be paid only if it is greater than, and made in lieu of, any contribution payable to an annuitant by any other employer under this part.

(2) Employees Hired on or After January 1, 2026

The District shall provide a contribution towards health care (medical) insurance to each MEBU employee who retires from District service and who meets all eligibility requirements as a District “annuitant” as determined by CalPERS for purposes of participating in District sponsored health insurance programs. The District’s monthly contribution towards an annuitant’s benefit shall be in an amount equal to the minimum employer contribution, as established annually by CalPERS.

If an employee retires from District service with at least 15 years of total District service, the District will provide the annuitant with a supplemental contribution (reimbursement) for the cost of the premiums for CalPERS health plan in which the employee is enrolled. The amount of any supplemental contribution will be equal to the difference between 90% of the premium for the plan in which the annuitant is enrolled at annuitant-only coverage and the minimum employer contribution. However, in no circumstance will the maximum supplemental contribution provided be greater than 90% of the premium for the least expensive Region 1 Kaiser plan at annuitant only coverage, less the minimum employer contribution established by CalPERS. If the annuitant is Medicare eligible, the amount of any supplemental contribution will be no greater than 90% of the premium for annuitant only coverage for the least expensive Region 1 Kaiser Medicare Advantage plan, less the minimum employer contribution established by CalPERS. Upon death of the employee, the District’s obligation to provide a supplemental contribution will cease.

EXAMPLES:

Non-Medicare eligible annuitant

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
Kaiser Basic (Annuitant Only)	\$1,168.86	\$1,051.97	\$162	\$889.97

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
PERS Gold Basic (Annuitant Only)	\$1,120.58	\$1,008.52	\$162	\$846.52

Medicare eligible annuitant

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
Kaiser Senior Advantage (Annuitant Only)	\$356.83	\$321.15	\$162	\$159.15

If an employee retires from District service with at least 20 years of total District service, the

District will provide the annuitant with a supplemental contribution towards the CalPERS plan in which the employee is enrolled. The maximum supplemental contribution provided will be no greater than 90% of the premium for the least expensive Region 1 Kaiser plan at either annuitant only or annuitant + 1 eligible dependent coverage (depending on the annuitant's level of coverage), less the minimum employer contribution established by CalPERS. If the annuitant is Medicare eligible, the amount of any supplemental contribution will be no greater than 90% of the premium for annuitant +1 eligible dependent coverage (depending on the annuitant's level of coverage) for the least expensive Region 1 Kaiser Medicare Advantage plan, less the minimum employer contribution established by CalPERS. Upon death of the employee or if the employee is not eligible to participate in a plan at annuitant + 1 eligible dependent coverage, any supplemental benefit will be reduced to the one-party rate.

EXAMPLES:

Non-Medicare eligible annuitant + 1 eligible dependent

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
Kaiser Basic (Annuitant +1 Only)	\$2,337.72	\$2,103.95	\$162	\$1941.95

Medicare eligible annuitant + 1 eligible dependent

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
Kaiser Senior Advantage (Annuitant +1 Only)	\$713.66	\$642.29	\$162	\$480.29

(d) Changes to the Law

In the event Federal or State legislation that provides health care coverage for employees covered by this agreement is enacted into law during the term of this MOU, and such legislation has an adverse impact on either party, the Parties shall meet and confer regarding the impact of such legislation on the MOU.

(e) Waiver of Coverage

A MEBU employee who chooses to do so, may elect Affordable Care Act (ACA) compliant group health insurance coverage elsewhere and elect in writing to forgo medical insurance coverage through the District and receive a cash payment in the amount of four hundred dollars (\$400) per month (payable bi-monthly via payroll). Such payment may be made on a per pay period basis as determined by the District. Said election must be made for the employee as well as the employee's dependents.

Eligibility for participation in this program shall be governed by the Guidelines for the Share the

Savings Program in the District's Personnel Rules.

It shall be the employee's responsibility to promptly notify Human Resources (HR) if any eligibility condition changes. Any overpayment made to the employee due to their failure to notify HR accordingly will be collected from the employee until the overpayment is fully paid back to the District.

4.2 Dental

The District shall provide dental care benefits covering the employee, spouse, and eligible dependents.

4.3 Retiree Dental

The District shall provide retiree dental care benefits for employees (and eligible dependents) who retire from the District and whose first date of employment was before July 1, 2014.

4.4 Life Insurance

(a) Amount

The District shall provide each employee with Life Insurance. The amount of the life insurance to be provided shall be equal to two (2) times an employee's annual salary, rounded up to the nearest \$1,000, to a maximum of \$400,000. The imputed cost of coverage in excess of \$50,000 will be included in Employee's income, using the IRS Premium Table, and are subject to applicable Federal and State taxes.

(b) Additional Coverage

In addition to the life insurance provided at District expense, the District shall make arrangements for employees to purchase additional life insurance for themselves or their dependents at employee cost.

4.5 Short-Term and Long-Term Disability

The District shall provide each employee with Short-Term Disability Insurance. The Short-Term Disability Insurance shall provide for sixty percent (60%) of regular weekly salary, to a maximum of \$1,667 weekly benefit, after a 29-day waiting period. Benefits continue for a maximum of one year, if totally disabled. Integration of short-term insurance benefits and sick leave is to be automatic; the District may not waive integration. Long Term Disability Insurance shall provide 66 2/3% of regular monthly salary, to a maximum of \$6,000 monthly benefit, after 365 days of short term disability coverage. Both Short Term and Long Term Disability Insurance benefits cease the day the termination of employment occurs.

4.6 Vision Care

The District shall provide each employee with vision care benefits covering the employee, spouse, and eligible dependents.

4.7 Retiree Vision

Vision care will not be provided to employees who retire from the District.

4.8 IRS 125

The District shall continue the IRS 125 plan for employee funded expense reimbursement, including employee paid health care premiums, and allow employee contributions up to the maximum extent permitted by law.

4.9 Changes to Providers of Employee Benefit Plans

The District intends to periodically evaluate the Health and Welfare plans currently available to employees to determine if similar or better coverage may be available at lower cost to the District. The District may substitute new insurance carriers or arrange for self-insurance provided that the overall coverage is similar or better as specified in this MOU.

Section 5. Retirement Plan

5.1 Terms of Program

District employees receive retirement benefits through CalPERS.

Upon submission of enrollment information, CalPERS shall determine whether a new employee is a “classic member” or “new member” in accordance with the Public Employees’ Pension Reform Act (PEPRA).

“Classic members” are eligible to participate in the 2.7% @ 55 retirement benefit plan. Classic members contribute eight percent (8%) of the employee CalPERS contribution. “New members” are eligible to participate in the 2.0% @ 62 retirement benefit plan and are required to pay CalPERS an employee contribution that is at least fifty percent (50%) of the total normal cost of the retirement benefit plan based on pensionable compensation in accordance with PEPRA.

Section 6. Holidays

6.1 General

Employees shall be entitled to take all authorized holidays at full pay, not to exceed eight (8) hours for any one (1) day, provided they are in a full pay status on both of their regularly scheduled workdays immediately preceding and following the holiday.

6.2 Holiday Schedule

The following shall be holidays under this MOU, and shall fall on the calendar or legal date as noted. If a holiday is a calendar day holiday that falls on a Saturday or Sunday, the actual day of the holiday shall be the Friday or Monday before or after that weekend date that corresponds to the date the District shall be closed for business as solely determined by the District.

Holiday	2025	2026	2027	2028	2029
New Year's Day		Jan-1	Jan-1	Dec-31	Jan-1
Martin Luther King Day		Jan-19	Jan-18	Jan-17	Jan-15
Presidents' Day		Feb-16	Feb-15	Feb-21	Feb-19
Memorial Day		May-25	May-31	May-29	May-28
Independence Day		July-3	July-5	July-4	July-4
Labor Day		Sept-7	Sept-6	Sept-4	Sept-3
Thanksgiving Day		Nov-26	Nov-25	Nov-23	Nov-22
Day after Thanksgiving		Nov-27	Nov-26	Nov-24	Nov-23
Christmas	Dec-25	Dec-25	Dec-24	Dec-25	Dec-25

6.3 Floating Holidays

Five (5) Floating Holidays (40 hours) shall be incorporated into the Employee Leave Bank and thereafter be part of the Employee Leave Bank as described in Section 8 of this MOU.

Section 7. **Administrative Leave**

Five (5) Administrative Leave Days (40 hours), which are for the purpose of compensating exempt employees for the additional time required to perform their jobs beyond the normal work day and work week, shall be incorporated into the Employee Leave Bank and thereafter be part of the Employee Leave Bank as described in Section 8 of this MOU.

Section 8. **Employee Leave Bank**

8.1 Eligibility

All MEBU employees begin accruing Employee Leave (Leave) as defined in Section 8.4 from their hire date.

8.2 Scheduling

The times during the calendar year at which an employee shall take Leave shall be determined by the employee's supervisor with due regard to the wishes of the employee and in particular regard to the need of the District.

8.3 Use

Employees may use Leave on an hour-for-hour (or fraction thereof) basis in any pay period that they have not worked their scheduled hours in accordance with Section 2 of this MOU.

8.4 Employee Leave Accrual Rate

Leave accrues on a pay period basis and the accrual rate is determined by the employee's hire date.

Example: For a full-time employee, the accrual rate during their first year of employment is 7.69 hours per pay period.

The following table is based on full-time employment. Leave for part-time employees will be prorated according to number of hours scheduled.

Exempt Employees

Year	VAC	FH	ADMIN	Total Days	Total Hours	Per PP
1	15	5	5	25	200	7.69
2	16	5	5	26	208	8.00
3	17	5	5	27	216	8.31
4	18	5	5	28	224	8.62
5	19	5	5	29	232	8.92
6	20	5	5	30	240	9.23
7	21	5	5	31	248	9.54
8	22	5	5	32	256	9.85
9	23	5	5	33	264	10.15
10	24	5	5	34	272	10.46
11	25	5	5	35	280	10.77

Non-Exempt Employees

Year	VAC	FH	Total Days	Total Hours	Per PP
1	15	5	20	160	6.15
2	16	5	21	168	6.46
3	17	5	22	176	6.77
4	18	5	23	184	7.08
5	19	5	24	192	7.38
6	20	5	25	200	7.69
7	21	5	26	208	8.00
8	22	5	27	216	8.31
9	23	5	28	224	8.62
10	24	5	29	232	8.92
11	25	5	30	240	9.23

8.5 Crediting of Leave

Employee Leave shall be accrued and credited in hours per pay period.

8.6 Employee Leave at Termination

Upon termination of employment, an employee shall be paid cash value of their accrued Leave at the time of termination in accordance with the above schedule on a pro rata basis.

8.7 Leave Sell Back

Each full-time employee covered by this MOU may sell back leave from the Employee Leave Bank at the employee's current rate of pay up to two (2) times per calendar year, up to one-hundred (100) hours, provided that there are at least one-hundred (100) hours remaining after each such sell back. Requests to sell back leave hours will be processed in accordance with IRS requirements and pursuant to procedures established by the District.

Section 9. Sick Leave

9.1 Benefits

Full-time MEBU employees shall accrue sick leave at the rate of eight (8) hours per month credited in hours per pay period. Sick leave usage shall not be considered as a privilege which an employee may use at their discretion, but shall be allowed only in case of necessity of actual sickness or disability in accordance with state and federal laws and the District Personnel Rules, or for the employee's dental, eye, or other physical or medical examination or treatment by a licensed practitioner. Part-time employee's sick leave will be prorated according to their scheduled hours.

9.2 Use

Employees may use sick leave on an hour-for-hour basis (or fraction thereof) in any pay period that they have not worked their scheduled hours in accordance with Section 2 of this MOU. Sick leave may not be used before it is credited and may only be used as outlined in 9.1 above.

9.3 Notification Requirement

If an employee will not be at work as scheduled, the employee must notify the supervisor within one half (1/2) hour of the time to report for work or at the first opportunity.

9.4 Physician's Certificate or Other Proof

At the discretion of the employee's supervisor, a physician's certificate or personal affidavit may be required for any period of absence for which sick leave is claimed after the first forty-eight (48) hours of sick leave used in a calendar year.

9.5 Sick Leave Incentive Program – PERS Credit

The District shall contract with PERS for “Credit for Unused Sick Leave at Retirement” as specified in the Government Code of the State of California, Section 20965.

Section 10. Leaves of Absence

10.1 Jury Duty

An employee summoned to jury duty shall inform their supervisor and, if required to report and/or serve, may be absent from duty with full pay only for those hours required to report and/or serve.

10.2 Bereavement Leave

In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same, not to exceed twenty-four (24) hours and must be taken consecutively. Leave for this purpose must be requested and used within three (3) months of the event of a death in the immediate family. For the purpose of this Section, the immediate family shall be restricted to father, mother, step-parent, brother, sister, spouse, legally-recognized domestic partnership, child, mother-in-law, father-in-law, grandparents, grandchildren, and stepchild in those cases where a direct child-rearing-parental relationship may be demonstrated. At the request of the District, the employee shall furnish a death certificate and proof of relationship. Sick leave shall not be used for the purpose of Bereavement Leave.

10.3 Industrial Disability Leave

(a) General

Employees who suffer any disability arising out of and in the course of their employment, as defined by the Workers’ Compensation Laws of the State of California, shall be entitled to disability leave while so disabled until such time as **1)** the District determines that the interactive process has been exhausted or completed, or that there is an inability to accommodate under the law, or **2)** based upon a permanent and stationary finding in the worker’s compensation matter; or **3)** retirement, whichever occurs first. Integration of sick leave and employee leave bank (ELB) with Workers’ Compensation temporary disability benefits is to be automatic after exhausting regulatory protected leave provisions (such as FMLA/CFRA); the District may not waive integration.

(b) Determination of Coverage

The District reserves the right to withhold payment of any disability benefits until such time it is determined whether or not the illness or injury is covered by Workers’ Compensation.

10.4 Catastrophic Leave Donation Program

The District agrees to establish a Catastrophic Leave Donation Bank (CLDB) program to assist employees who have exhausted accrued leave time due to a serious or catastrophic illness or

injury, or to care for a member of the employee's immediate family (defined as the employee's legal spouse, domestic partner, child/step-child) who has had a catastrophic illness or injury. The Catastrophic Leave Donation Bank will allow other employees to donate time to a Catastrophic Leave Donation Bank administered by the District so that a qualifying active District employee can remain in a paid status for a longer period of time, thus partially offsetting the financial impact of the illness, injury or condition.

Eligibility: To be eligible for this benefit, the receiving employee must: 1) be a regular or limited-term full-time employee; 2) have sustained a life threatening or debilitating illness, injury or condition (physician confirmation will be required by the District), or a member of the employee's immediate family as defined in this Section 10.4 has sustained a life threatening or debilitating illness or injury (physician confirmation will be required by the District) which requires the employee's care and assistance; 3) have exhausted all accumulated paid leave including Employee Leave Bank, sick leave, compensatory time off, deferred holiday, and/or other such leaves; 4) be unable to return to work for at least thirty (30) days; and 5) have applied, and received approval, for a leave of absence without pay for medical reasons.

Benefits: Accrued Employee Leave Bank and compensatory time off hours donated by other employees to the Catastrophic Leave Donation Bank will be converted to sick leave, then credited to a receiving employee's sick leave balance from the Catastrophic Leave Donation Bank in increments of one (1) hour and shall be paid at the base rate of pay of the receiving employee in effect at the time of need for leave. For as long as the receiving employee remains in a paid status, seniority and all other benefits will continue, with the exception of leave accruals. The total leave credits received by an employee should not exceed three (3) months.

Guidelines for donating leave to the Catastrophic Leave Donation Bank (CLDB):

- (a) Accrued Employee Leave Bank and compensatory time off may be donated by any employee who has completed the initial District probationary period.
- (b) Time donated to the Catastrophic Leave Donation Bank will be converted (at the current pay rate of the donating employee) from Employee Leave Bank or compensatory time off to sick leave and credited from the CLDB to the receiving employee's sick leave balance in eight (8) hour increments (equivalent to the receiving employee's current base rate of pay), and shall be paid at the base rate of pay of the receiving employee in effect at the time of need for leave.
- (c) The total amount of time donated to the Catastrophic Leave Donation Bank by an employee shall not exceed eighty (80) hours in a calendar year. The total leave credits received by a receiving employee shall not exceed three (3) months.
- (d) Leave time donations must be a minimum of one-hour increments. An employee cannot donate leave hours, which would reduce the employee's own Employee Leave Bank balance to less than forty (40) hours.
- (e) The use of donated leave hours by a receiving employee will be in consecutive, one-workday increments (i.e., eight (8) hours for a full-time employee working five eight (8) hour days/week). Employees using the CLDB program will be converted to a regular 8

hours per day/5 days per week work schedule for the duration of their leave.

- (f) While an employee is on leave using donated leave hours, Employee Leave Bank or sick leave hours will not accrue.
- (g) Under all circumstances, leave donations made by the donating employee are forfeited once made (i.e. all completed donations are final and cannot be reversed once the District has acknowledged receipt). In the event that an eligible receiving employee does not use all transferred/credited leave for the catastrophic illness/injury, any balance will remain with the receiving employee.
- (h) Employees may donate leave to the CLDB at any time during their employment with the District, so long as their donation complies with all requirements of this Section 10.4.

Section 11. Probationary Period

11.1 Nature of Period

All original and promotional appointments shall be subject to a probationary period. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to their position, and for rejecting any probationary employee whose performance does not meet the required standards of work.

11.2 Length

All new and promotional employees into MEBU shall serve a probationary period of twelve (12) months.

11.3 Rejection

During the probationary period, a new employee may be rejected at any time by the General Manager without cause and without the right of appeal.

11.4 Reinstatement

Any employee rejected during the probationary period following a promotional appointment shall be reinstated to the former position from which the employee was promoted, provided the employee has not been discharged or disciplined pursuant to this MOU.

Section 12. Layoff and Re-employment

12.1 General

The General Manager may lay off an employee in the MEBU. The General Manager, on the basis of the administrative needs of the District, shall determine the departments and classifications subject to layoff. Within the classifications subject to layoff, the order of layoff shall be determined on the basis of seniority and work performance. Emergency and provisional employees in a class of

positions shall be laid off before other persons in the class are laid off.

12.2 Notice

Fifteen (15) calendar days prior to the effective date of the layoff of an employee, the General Manager shall notify the employee of the layoff and a copy of the notice shall be placed in the employee's personnel file.

12.3 Re-Employment

An employee who has performed satisfactorily and who is laid off shall be eligible for re-employment in other positions which require basically the same qualifications and involve basically the same duties and responsibilities as the position from which the employee is laid off.

12.4 Termination after Layoff

Service with the District shall be terminated by discharge, resignation or six (6) consecutive months of unemployment with the District.

12.5 No Benefits

An employee who is laid off shall not accrue or be eligible for any benefits including, but not limited to, Employee Leave, holidays, medical, dental, life insurance, and vision care. Any employees re-employed after a layoff shall be credited back any accrued sick leave that the employee did not receive compensation for at the time of layoff.

Section 13. Discharge and Discipline

13.1 Right of Discharge and Discipline

The District shall have the right to discharge and discipline any employee for dishonesty, insubordination, drunkenness, incompetence, willful negligence, failure to perform work as required or to observe the District's safety and personnel rules and regulations, which must be conspicuously posted and not in derogation of the MOU, or for engaging in strikes, individual or group slowdowns or work stoppages, or refusal to accept overtime, or for violating or ordering the violation of the MOU. Discipline shall be implemented within sixty (60) calendar days of the District completing the District investigation of the situation causing the problem.

13.2 Appeals

If an employee feels they have been unjustly disciplined or discharged, the employee shall have the right to appeal their case through the Appeals Process. Such appeal must be filed with the General Manager in writing, within ten (10) calendar days from the date of discipline or discharge and unless so filed the right of appeal is lost.

13.3 Reason for Discipline

Any disciplined employee in the MEBU group shall be furnished the reason for the disciplinary

action in writing.

13.4 Adjustment Board

In the event of an employee appeal on a matter involving discipline, including matters of suspension, demotion, and discharge, such appeal shall be submitted to an Adjustment Board comprised of two (2) employee representatives and two (2) representatives of the District. If an Adjustment Board is unable to arrive at a majority decision, the employee may require that the appeal be referred to a Hearing Officer for advisory opinion.

13.5 Administrative Hearing

(a) General

An employee may refer any appeal that remains unresolved after the Adjustment Board to an Administrative Hearing. A request for a Hearing shall be in writing to the General Manager within thirty (30) calendar days after receipt of the decision of the Adjustment Board.

(b) Selection of Hearing Officer

On or after the date of the notice to proceed with a non-binding administrative hearing, the District shall request the State Mediation and Conciliation Service or the American Arbitration Association to provide a list of seven (7) impartial persons to act as a Hearing Officer. Representatives of the two (2) Parties shall meet within ten (10) calendar days after receipt of such list to select an arbitrator (this may be done by telephone). If there is no mutual agreement on one of the listed hearing officers, then the two (2) Parties shall alternately strike a hearing officer's name from the list of seven (7) and shall then repeat this procedure. The remaining 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 make a selection of a hearing officer from the list.

(c) Hearing Officer's Decision

Upon conclusion of the administrative hearing, the hearing officer shall provide both the General Manager and the employee, and the MEBU group representative with copies of their decision on the merits of the appeal with references to, and a discussion of, the evidence presented. The hearing officer's decision shall be an advisory opinion only, non-binding on either party; provided that if neither party refers the appeal to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's decision, the hearing officer's decision shall become final. The hearing officer's fees and expenses shall be borne equally by the Parties. If either party requires a transcript, that party shall bear the entire cost of such transcript.

13.6 Board of Directors

Any appeal which has not been resolved by the procedures hereinabove set forth may be referred

by either party to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's advisory opinion for final decision. Each party may submit written comment or argument regarding the hearing officer's opinion, not to exceed five (5) pages in length, for the Board's review and consideration. The Board of Directors shall render a decision, which shall be final, within sixty (60) calendar days of receipt of the request for Board review.

Section 14. Personnel Files

An employee, or their representative on presentation of written authorization from the employee, shall have access to the employee's personnel file on request. The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file. The employee may be required to acknowledge the receipt of any document entered into the personnel file without prejudice to subsequent arguments concerning the contents of such documents.

Section 15. Grievance Procedure

15.1 General

(a) Definition

A grievance shall be defined as any dispute arising during the term of the MOU which involves the interpretation or application of any provision of this MOU during its term, excluding all ordinances, resolutions, policies, rules and regulations, the subject of which is not specifically covered by the provisions of this MOU. Such excluded ordinances, resolutions, policies, rules and regulations shall not be subject to the Grievance Procedure.

(b) Changes to MOU are Non-Grievable

Proposals to add to or change this MOU or written agreements or addenda supplementary hereto shall not be grievable and no proposal to modify, amend or terminate this MOU, nor any matter or subject arising out of or in connection with such proposal, may be referred for grievance under this Section, and no Adjustment Board shall have the power to amend or modify this MOU or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.

(c) Changes to and Interpretations of MOU

No changes in the MOU or interpretations thereof (except interpretation resulting from Adjustment Board proceedings hereunder) shall be recognized unless mutually agreed to by the General Manager and the MEBU.

(d) Pay Claims

All grievances involving or concerning payment of compensation shall be filed in writing and no adjustments shall be retroactive for more than thirty (30) calendar days from the date of filing.

15.2 Initial Discussions

Any employee who believes that they have a grievance must inform their immediate supervisor of the complaint along with a copy to the Administrative Services Director, and discuss the nature of the complaint with the immediate supervisor prior to elevating the grievance for resolution to the top management official in the department in which the employee works. The grievance is to be presented in writing within thirty (30) calendar days of the date that the employee became aware, or should have become aware, of the act or occurrence. If the issue is not resolved within the department, the procedures hereafter specified may be invoked.

15.3 Adjustment Board

(a) General

In the event the employee and the District are unable to reach a mutually satisfactory accord on any grievance (as the term "grievance" is hereinabove defined), which arises and is presented during the term of the MOU, such grievance shall be submitted to an Adjustment Board comprised of two (2) employee representatives and two (2) representatives of the District.

(b) No Decision by Adjustment Board

If an Adjustment Board is unable to arrive at a majority decision, either the employee or the District may require that the grievance be referred to the General Manager.

(c) Jurisdiction

No Adjustment Board shall entertain, hear, decide or make recommendations on any dispute involving a position over which a recognized employee organization has jurisdiction unless such dispute falls within the definition of a grievance as hereinabove set forth in the first paragraph of this Section.

15.4 Referral to District Manager

The recognized employee organization, which has jurisdiction over the position directly affected by the grievance, may notify the General Manager in writing that a grievance exists, and in such notification, state the particulars of the grievance and, if possible, the nature of the determination that is desired. No grievance may be processed under this Section that has not first been filed and investigated in pursuance of Sections 15.2 and 15.3. A grievance that remains unresolved after it has been submitted in writing to the General Manager may be heard before a Hearing Officer for an advisory opinion.

15.5 Administrative Hearing

(b) General

Any grievance that remains unresolved after consideration by the General Manager may be referred to an Administrative Hearing Officer for a non-binding opinion on the merits of the

grievance. A notice to invoke an administrative hearing shall be in writing to the General Manager within thirty (30) calendar days after receipt of the decision of the General Manager.

(b) Selection of Hearing Officer

The hearing officer for a grievance matter shall be selected according to the same procedure as specified for an appeal of discharge/discipline.

c) Hearing Officer's Decision

Upon conclusion of the administrative hearing the hearing officer shall provide both the General Manager and the employee and the MEBU group representative with copies of their decision on the merits of the appeal with references to, and a discussion of, the evidence presented. The hearing officer's decision shall be an advisory opinion only, non-binding on either party, provided that if neither party refers the appeal to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's decision, the hearing officer's decision shall become final. The hearing officer's fees and expenses shall be borne equally by the Parties. If either party requires a transcript, that party shall bear the entire cost of such transcript.

15.6 Board of Directors

Any grievance which has not been resolved by the procedures hereinabove set forth may be referred by either party to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's advisory opinion for final decision. Each party may submit written comment or argument regarding the hearing officer's opinion, not to exceed five (5) pages in length, for the Board's review and consideration. The Board of Directors shall render a decision, which shall be final, within sixty (60) calendar days of receipt of the request for Board review.

Section 16. Miscellaneous Provisions

16.1 Outside Employment

No employee shall engage in employment that may constitute a conflict of interest for the employee or the District. No employee shall apply himself or herself whatsoever to any outside employment during the employee's regular working hours. Any person while in the employment of someone other than the District shall wear no emblem, badge, uniform or other employee identification.

16.2 Safety

Employees who are required to wear safety shoes, personal protective equipment (PPE), or uniform clothing will be provided with these items purchased by the District as deemed necessary by the employee's supervisor for the performance of their job duties.

16.3 Safety Vests

The District shall provide orange vests that are OSHA and District approved.

16.4 Certificates

The District shall pay for any required certificates, including renewal, as set forth in the employee's job description.

16.5 Part-Time

All wages, hours and conditions of employment governed by this MOU shall be prorated and/or adjusted for part-time employees in accordance with District's Part-Time Rules and Procedures.

Section 17. Separability of Provisions

Should any Section, clause or provision of this MOU be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such Section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this MOU. Upon such invalidation, the Parties agree to meet and confer concerning substitute Sections, clauses, or provisions for those rendered or declared illegal or invalid.

Section 18. Past Practices and Status of this MOU

18.1 Continuance of Working Conditions

Continuance of working conditions and practices not specifically authorized by ordinance or resolution of the Board of Directors is not guaranteed by this MOU.

18.2 Status of this MOU

This MOU constitutes the entire understanding between the Parties hereto as to all matters hereof, and supersedes all existing Memoranda of Understandings, negotiations, prior discussions, preliminary agreements and understandings, whether written or oral, between the District and the MEBU group.

It is mutually agreed that the terms herein are effective on the dates indicated, or where not indicated as of the effective date of this MOU, which shall be December 22, 2025. When not specifically covered in this MOU, the existing unmodified policies, resolutions, rules, regulations and ordinances of the District, shall apply and with the terms of this MOU constitute the wages, hours and working conditions for those employees represented for the period of December 22, 2025 through December 16, 2029.

Made and entered into this 22nd day of December, 2025 (Effective Date).

MID-MANAGEMENT EMPLOYEES BARGAINING GROUP

By _____ Date _____

Jaclyn Yee
Mid-Management Employees' Bargaining Unit

By _____ Date _____

Danny Ward
Mid-Management Employees' Bargaining Unit

By _____ Date _____

Alberto Hernandez
Mid-Management Employees' Bargaining Unit

By _____ Date _____

Dan Pettinichio
Mid-Management Employees' Bargaining Unit

DUBLIN SAN RAMON SERVICES DISTRICT

By _____ Date _____

Jan Lee
General Manager

By _____ Date _____

Michelle Gallardo
Administrative Services Director

ATTEST: _____
Nicole Genzale, District Secretary

EXHIBIT A

LIST OF EXEMPT POSITIONS

As of the Effective Date of this MOU, the following positions are Exempt positions as determined by application of the Fair Labor Standards Act:

Classification	Step E Salary as of 12/22/25
	Monthly
Engineering Manager	\$20,907
Executive Services Supervisor	\$16,518
Finance Supervisor	\$16,274
Financial Services Manager	\$19,528
Information Technology Manager	\$19,448
Laboratory and Environmental Compliance Manager	\$16,794
Laboratory Supervisor	\$14,960
Mechanical Superintendent	\$17,492
Operations Compliance Manager	\$19,299
Principal Electrical Engineer	\$20,181
Principal Water/Wastewater Systems Engineer	\$20,181
Public Affairs Supervisor	\$16,740
Senior Engineer	\$17,883
Wastewater Treatment Plant Operations Superintendent	\$19,811
Water/Wastewater Systems Superintendent	\$18,860

LIST OF NON-EXEMPT POSITIONS

As of the Effective Date of this MOU, the following positions are Non-Exempt positions as determined by the application of the Fair Labor Standards Act:

Classification	Step E Salary as of 12/22/25	
	Monthly	Hourly
Instrumentation, Controls & Electrical Supervisor	\$17,221	\$99.3519
Mechanical Supervisor	\$14,574	\$84.0808
Wastewater Treatment Plant Supervisor	\$15,646	\$90.2654
Water/Wastewater Systems Supervisor	\$15,715	\$90.6635

**EXHIBIT B: LETTER OF AGREEMENT BETWEEN DUBLIN SAN RAMON SERVICES DISTRICT
AND THE MID-MANAGEMENT EMPLOYEES' BARGAINING UNIT (MEBU)**

The Dublin San Ramon Services District ("District") and the Mid-Management Employees' Bargaining Unit ("MEBU") agree this letter is intended to memorialize the retiree health benefits that were made available to bargaining unit employees who were hired before September 1, 2007 and who did not elect to participate in those benefits offered to those employees who were hired on or after September 1, 2007.

Employees Hired before September 1, 2007

The District shall provide a contribution towards health care (medical) insurance to each MEBU employee that retires from District service and who meets all eligibility requirements as a District "annuitant" as determined by CalPERS. The District's monthly contribution towards the annuitant's benefit shall be in an amount equal to the minimum employer contribution, as established annually by CalPERS. The District will also provide the annuitant with a supplemental contribution toward the CalPERS plan in which the annuitant is enrolled. The amount of any supplemental contribution will be equal to the difference between the premium of the CalPERS plan the annuitant is enrolled in up to the maximum District contribution stated in section 4.1 (b) of the current MEBU MOU and the minimum employer contribution established by CalPERS.

Example:

CalPERS Plan	Plan Premium	Minimum Employer Contribution	Supplemental Contribution
Kaiser Senior Advantage (Annuitant + One Dependent)	\$713.66	\$162	\$551.66

Employees hired on or after September 1, 2007 are not eligible for the above benefits. Employees hired on or after September 1, 2007 should refer to the current MEBU MOU for information on available benefits.

Except as specifically provided in this Letter of Agreement, all other terms and conditions of employment as set forth in the MOU between the District and MEBU will apply.

Dated: _____

Jan R. Lee, General Manager
Dublin San Ramon Services District

Dated: _____

Alberto Hernandez, MEBU President
Mid-Management Employees' Bargaining Unit (MEBU)



TITLE: Approve Revised Terms and Conditions, Salary, and Benefits for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the revised terms and conditions, salary, and benefits for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees, which would supersede the existing terms and conditions, salary, and benefits in Exhibit A to Resolution No. 16-25.

DISCUSSION:

Exhibit A to Resolution No. 16-25 provides the terms and conditions of employment, salary, and benefits provisions for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees (Unrep MPTAC), through December 21, 2025. The purpose of the recommended Board action is to update and include salary and benefits provisions for calendar years 2026, 2027, 2028, and 2029 for Unrep MPTAC employees. Key provisions in the proposed terms and conditions for Unrep MPTAC employees are as follows:

- Future Salary Increases: COLA (cost-of-living adjustment) for calendar year (CY) 2026 at 2.5%, CY 2027 and CY 2028 at 3%, and CY 2029 at 3.5%.
- One-Time Payments: One-time, non-pensionable cash payments in the amount of \$1,500 on the paycheck including January 1, 2026, and \$1,500 on the paycheck including July 1, 2026.
- Continue Deferred Compensation Incentive: \$2,500 dollar-for-dollar matching contribution to employee's 457 plan, for CYs 2026, 2027, 2028, and 2029.
- Health Care: District and employee cost share in all four years of the MOU, with the District's medical insurance contribution for CY 2026 set at approximately 97.5% of the California Public Employees' Retirement System's (CalPERS) 2026 Kaiser rate for employee, employee plus one dependent, or employee plus two or more dependents, and future increases to the District's maximum contribution by 6% over the previous year's maximum contribution amount.
- Post-Retirement Health Benefits: Added a third tier of eligibility with a new structure for post-retirement health benefits for employees hired on or after January 1, 2026, to be equal to the CalPERS Minimum Employer Contribution amount, plus a supplemental contribution at 15 years of District service for the retiree only level, and an additional supplemental contribution at 20 years of District service for the retiree plus one dependent level, capped at 90% of the lowest cost CalPERS Region 1 Kaiser plan applicable to the retiree.
- Addition of Exhibit 3: Memorialization of the post-retirement health benefits for current retirees hired or retired prior to September 24, 2007.
- Salary Increase upon Promotion or Reclassification: Updated section to allow General Manager discretion in promotional salary placement within the salary range, and clarification on salary placement due to reclassification.
- Comparable Agencies: Added Zone 7 Water Agency to the list of comparable agencies for compensation surveys.
- Out-of-Class Pay: Reduced number of days to receive out-of-class pay from five (5) days to three (3) days.
- All other terms and conditions, salary, and benefits, not described above, remain in effect and unchanged.

The recommended action does not modify Exhibit B to Resolution No. 16-25, which provides the terms and conditions of employment, salary, and benefits for the Unrepresented Senior Management Employees. Exhibit B will remain in effect and unchanged until the Board considers any modifications to these terms later in the labor negotiations process

Originating Department: Administrative Services	Contact: S. Koehler/M. Gallardo	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: Operating Budget FY26 – FY27	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING TERMS AND CONDITIONS, SALARY, AND BENEFITS, FOR UNREPRESENTED MANAGEMENT, PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES, SUPERSEDING EXHIBIT "A" TO RESOLUTION NO. 16-25

WHEREAS, by Exhibit "A" to Resolution No. 16-25, the Board of Directors approved the terms and conditions, salary, and benefits for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees, effective May 20, 2025, , at its regularly scheduled Board meeting on May 20, 2025; and

WHEREAS, the terms and conditions, salary, and benefits for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees have been amended to update the salary and benefits for calendar years 2026, 2028, 2028, and 2029; and

WHEREAS, there are currently no proposed changes to the terms and conditions, salary, and benefits for Unrepresented Senior Managers which have been set by Exhibit "B" to Resolution No. 16-25, effective as of May 20, 2025.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, does hereby:

1. Approve, with an effective date of December 22, 2025, the revised terms and conditions of employment between the District and Unrepresented Management, Professional, Technical, Administrative and Confidential Employees, which are attached hereto as Exhibit "A" and incorporated herein by reference, and which shall supersede Exhibit "A" to Resolution No. 16-25 as of the effective date of December 22, 2025; and

2. This resolution is effective as of its date of adoption on November 18, 2025.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of November, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary

Exhibit A to Resolution No. TBD

Salary and Benefits Resolution

For

**Unrepresented Management, Professional, Technical,
Administrative and Confidential Employees**

Original Effective Date: December 13, 2021

Revised: February 2, 2022

Revised: December 20, 2022

Revised: May 20, 2025

Revised: TBD

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Section 1. Salaries and Cash Benefits

The wages, hours and conditions of employment for Unrepresented Management, Professional, Technical, Administrative and Confidential employees (herein referred to as "Unrepresented Employees" or "Employees") shall be as follows:

1.1 Salaries

Effective on the later of either: (1) the first day of the first pay period of calendar year 2026; or (2) the first day of the first pay period following Board approval of this Salary and Benefits Resolution, the salary schedule for all Unrepresented Management, Professional, Technical, Administrative, and Confidential classifications will be increased by 2.5%. Employees who are employed through the end of the first full pay period where this salary increase will take effect will receive a one-time cash payment of \$1,500. Employees who are employed through the end of the first full pay period that includes July 1, 2026 will receive a one-time cash payment of \$1,500.

Effective on the first day of the first pay period of calendar year 2027, the salary schedule for all classifications in Local 21 will be increased by 3.0%.

Effective on the first day of the first pay period of calendar year 2028, the salary schedule for all classifications in Local 21 will be increased by 3.0%.

Effective on the first day of the first pay period of calendar year 2029, the salary schedule for all classifications in Local 21 will be increased by 3.5%.

Such increase constitutes a cost of living increase, and is separate and apart from a merit-based increase. Y-rated unrepresented employees will receive 0% cost of living salary increase adjustment of the employee's y-rated salary, or the market salary rate for the employee's classification with the applicable cost of living applied.

Salaries for each classification shall be in five (5) steps of A through E, with Step E being the highest salary. Movement from one step to the next (and the amount of the increase) is based upon merit as explained in Section 1.3.

Unrepresented management, professional, technical, administrative and confidential positions are listed in Appendix 1.

1.2 Entrance Salary

Except as herein otherwise provided, the entrance salary shall be the minimum salary for the class to which that person is appointed. When circumstances warrant, the General Manager may approve an entrance salary that is more than the minimum salary.

1.3 Step Increases

(a) No Automatic Step Increase

No step increase in salary shall be automatic merely upon completion of a specified period of service. All step increases shall be based on merit as established by record of the employee's performance and shall require approval of the Senior Manager in whose department or group the employee is assigned.

(b) Timing of Increases – Full-Time Employees

Subject to the provisions of this Section, a full-time employee shall receive said increases in salary, on the employee's anniversary date, according to the following plan:

- Step B upon successful completion of twelve (12) months' service in Step A and Senior Manager's approval.
- Step C upon completion of twelve (12) months' service in Step B and Senior Manager's approval.
- Step D upon completion of twelve (12) months' service in Step C and Senior Manager's approval.
- Step E upon completion of twelve (12) months' service in Step D and Senior Manager's approval.

c) Timing of Increases – Part-Time Employees

Subject to the provisions of this Section, a part-time employee shall receive said increases in salary after working 2080 hours (equivalent to a full time employee).

1.4 Total Compensation Surveys

All total compensation surveys shall be conducted by District in accordance with Compensation Survey Procedures in Section 1.5.

1.5 Compensation Survey Procedures

The basis of compensation will be the sixtieth (60th) percentile of total compensation of the comparable positions at the survey agencies. Surveys will be done for benchmark positions in each classification and other levels in the classification will be indexed from the benchmark positions. Total compensation at other agencies is defined as base salary plus employer-paid member contributions to retirement and employer contributions for employee defined contribution plans (such as 401k, 457, 401a), minus employee-paid contributions toward employer-share of defined benefit retirement plan (i.e. CalPERS retirement). Total compensation at the District is defined as base salary plus two-thousand five hundred dollars (\$2,500) annual contribution to employee 457 plan.

EXAMPLE:

	Base Salary (Monthly)	ER Paid EE PERS (EPMC)	ER Paid Deferred Comp (457)	ER Paid Other Retirement	EE Paid ER Contributions to DB Plan	Total Comp (Monthly)
Comparator Agency	\$ 8,000.00	\$ 192.50	\$ 83.33	\$ 100.00	\$ -	\$ 8,375.83
DSRSD	\$ 8,100.00	\$ -	\$ 208.33	\$ -	\$ -	\$ 8,308.33

The following list of agencies will be used to establish the benchmark level of salaries:

EBMUD	Livermore
ACWD	Pleasanton
CCCSD	DDSD
CCWD	Brentwood
USD	Zone 7 Water Agency

1.6 Salary Increase Upon Promotion or Reclassification

When an Unrepresented employee is promoted from one classification to another classification with a higher maximum salary, the employee's salary shall be placed on a step within the salary range for the higher classification that is at least five percent (5%) greater than the employee's present salary. If the salary for the higher classification does not have a step that is at least five percent (5%) more than the employee's present salary the employee shall be paid at Step E of the class having a higher salary range.

In cases of promotion, the General Manager, in the General Manager's sole discretion may approve the placement of the employee's salary on a step that is more than five percent (5%) greater than the employee's present salary, except that in no event will an employee's salary exceed the top step for the range.

When an employee's position is reclassified, the employee's salary shall be determined as follows:

- (1) If the position is reclassified to a class with a higher salary range than the previous class, the employee's salary shall be determined in the same manner as if the employee had been promoted.
- (2) If the salary of the employee is the same or less than the maximum of the salary range for the new class, the employee will be placed at the step on the salary schedule that is at least equal to the employee's current salary, except that in no event will the employee be placed at a step that is more than five percent (5%) of the employee's current salary.
- (3) If the salary of the employee is greater than the maximum of the range of the new class, the salary of the employee shall be designated as a "Y-rate" and shall not change during continuous District service until the maximum salary range to which the class is assigned exceeds the "Y-rate" salary of the employee.

1.7 Out-of-Class Pay

An Unrepresented Employee who is assigned in writing by the General Manager or designated

representative, and, who is required to perform of the full range of the duties of a position having a higher salary range or rate of pay, will be paid the first step of the higher range, which is at least five percent (5%) higher than the employee's present salary during the period of the out-of-class assignment. If the position having a higher salary range is not at least 5% more than the employee's present salary at Step E, the employee shall be paid at Step E of the higher salary range.

Acting assignments will be made for three (3) or more consecutive working days of uninterrupted absence, such as vacation or long-term illness or injury. When an employee is expected to perform the full range of duties of a higher classification for three (3) or more consecutive working days, said employee shall be temporarily upgraded to the higher position with retroactive pay to the first day of said assignment.

Compensation provided under this section shall be salary only. All benefits will continue at the level of the employee's regular position.

Out-of-Class pay will be administered in accordance with state and federal regulations, which may impose limits on such benefits for New Members within the CalPERS Retirement System.

1.8 Deferred Compensation

During the term of this Resolution, the District will maintain an IRS 457 Plan for interested employees. Employees may also elect to contribute to a Roth 457 option.

Beginning on the first pay date of the first full pay period of calendar years 2026, 2027, 2028, and 2029 the District will contribute on behalf of each employee an amount equal to one-hundred percent (100%) of the first \$2,500 that the employee voluntarily contributes to the Employee's 457 Plan account. Said payment will be made on the same payday as the employee elects to make voluntary contributions to the Plan. "Over Age 50" and "catch-up" contributions are not subject to matching funds.

This incentive shall be administered in accordance with state and federal regulations, which may impose limits on such benefits for New Members within the CalPERS Retirement System.

1.9 Temporary Promotions

For Unrepresented management, professional, technical, administrative and confidential employees, compensation provided under this section shall be salary only, as outlined in Section 1.7. All benefits will continue at the level of the employee's regular position.

Section 2. Hours of Work and Overtime

(a) Non-Exempt Employees

For non-exempt employees, the regular workweek shall consist of forty (40) hours and the regular workday shall consist of eight (8) hours. Those positions that are Non-Exempt as of the Effective Date of this MOU are listed in Appendix 1. All overtime worked by employees designated as Non-Exempt in accordance with the Fair Labor Standards Act must be approved in advance by the General Manager, or designated representative.

Any authorized time a non-exempt employee works in excess of 40 hours a workweek shall be compensated at or granted compensatory time at, the rate of one and one-half (1 ½) times the employee's regular straight-time rate of pay. Paid holiday and employee leave bank hours constitute "hours worked" for purposes of determining if an employee has worked hours in excess of the regular work week." A Non-Exempt employee will be allowed to annually accrue up to a maximum of forty (40) hours of compensatory time. The maximum amount of hours a non-exempt employee may keep in their compensation time bank shall be capped at 40 hours. Overtime usage shall be subject to the District Personnel Rules, as amended from time to time.

(b) Exempt Employees

Exempt employees may be required to, or because of the workload, may work in excess of their daily work schedule or eighty (80) hours per pay period and those hours shall be recorded as regular work time on the District's time accounting system but shall not be paid.

Each exempt employee shall have an assigned work schedule that is approved by the General Manager or designee and that consists of eighty (80) hours in a two-week pay period. Such schedule shall be worked on a regular basis. Occasionally, an employee may work fewer hours than their daily work schedule with the approval of their supervisor, and that time shall be made up during the same pay period or supplemented by use of leave. Employees may request an alternative work schedule such as a 9/80 schedule, a 4/9 + 4 work schedule or a 4/10 work schedule and, at the sole discretion of the General Manager, such schedule may or may not be granted.

Section 3. Health and Welfare

3.1 Medical

(a) Health Care Insurance

The District is committed to provide health care (medical) insurance to each Unrepresented employee. The District currently obtains its health insurance through CalPERS and shall endeavor to continue that coverage for the duration of this Resolution. If it is unable to do so, the District will endeavor to obtain coverage that is comparable to the CalPERS program coverage. The District shall endeavor to provide a health care insurance program that has at least two choices for coverage for Health Maintenance Organizations (HMO) and two choices for Preferred Provider Organizations (PPO) Plans.

(b) Medical Insurance Premiums

District shall pay employee medical insurance premiums up to a maximum amount not to exceed the District "Maximum Contribution" for each level (employee only, employee plus one dependent, and employee plus two or more dependents). The District's maximum contribution below includes the minimum employer contribution, as established annually by CalPERS.

Payment by District shall be for employee or employee plus eligible dependents, whichever represents the employee's situation. The employee shall pay the balance of the cost

incurred in excess of the medical insurance premium maximum contribution. If the medical insurance premium of the plan an employee selects is less than the District maximum contribution, the District shall only pay the amount of the premium cost of the selected plan.

Effective on the later of either: (1) the first day of the first pay period of the calendar year 2026; or (2) the first day of the second month following Board approval of the health contribution, the District's maximum monthly contribution for health insurance premiums will be as follows:

	Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
2026 District Maximum Monthly Contribution	\$1,141	\$2,282	\$2,966
2027 District Maximum Monthly Contribution	\$1,209	\$2,419	\$3,144
2028 Maximum Monthly Contribution	\$1,282	\$2,564	\$3,333
2029 District Maximum Monthly Contribution	\$1,359	\$2,718	\$3,533

Unrepresented employees will pay those amounts in excess of the District medical insurance premium Maximum Contribution and the premium of the plan they select.

(c) Retiree Medical

(1) Employees Hired on or After September 24, 2007 and Before January 1, 2026

The District shall provide health care (medical) insurance to each qualified Unrepresented employee that retires from the District and meets all eligibility requirements, in accordance with the Vesting Program as described below. All Unrepresented employees hired after September 24, 2007 and before January 1, 2026 (or before September 24, 2007 and who elected to be subject to the Vesting Program) shall be enrolled in the Vesting Program. Any employee promoted into Unrepresented who has previously elected to vest under their prior Local 39, Local 21, or MEBU MOU, shall vest under the Vesting Program as described below.

The District shall provide an eligible annuitant with a contribution to post-retirement health benefits in an amount that is consistent with Government Code Section 22893 ("Vesting Program"), which is summarized below.

- a. The percentage of employer contribution payable for postretirement health benefits for an employee of a contracting agency shall, except as provided in subdivision "b", be based on the member's completed years of credited CalPERS service at retirement as shown in the following table:

Credited Years	Percentage of Employer Contribution
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20 or more	100%

This subdivision shall apply only to employees who retire from District service. The application of this subdivision to those employees shall be subject to the following provisions:

1. The employer's contribution with respect to each annuitant shall be adjusted by the employer each year. Those adjustments shall be based upon the principle that the employer's contribution for each annuitant, including enrollment of eligible dependents, shall not be more than one hundred percent (100%) of the premium applicable to the annuitant, nor less than an amount equal to the 100/90 formula contribution as established by CalPERS.
2. The credited service of any employee for the purposes of determining the percentage of employer contributions applicable under this section shall mean state service as defined in Section 20069, except that not less than five (5) years of that service shall be performed entirely with the District .

b. Notwithstanding subdivision "a", the contribution payable by an employer subject to this section shall be equal to one hundred percent (100%) of the amount established pursuant to paragraph "1" of subdivision "a" on behalf of any annuitant who either:

1. Retired for disability.
2. Retired for service with 20 or more years of service credit entirely with that employer, regardless of the number of days after separation from employment. The contribution payable by an employer under this paragraph shall be paid only if it is greater than, and made in lieu of, any contribution payable to an annuitant by any other employer under this part.

(2) Employees Hired on or After January 1, 2026

The District shall provide a contribution towards health care (medical) insurance to each MEBU employee who retires from District service and who meets all eligibility requirements as a District "annuitant" as determined by CalPERS for purposes of participating in District sponsored

health insurance programs. The District's monthly contribution towards an annuitant's benefit shall be in an amount equal to the minimum employer contribution, as established annually by CalPERS.

If an employee retires from District service with at least 15 years of total District service, the District will provide the annuitant with a supplemental contribution (reimbursement) for the cost of the premiums for CalPERS health plan in which the employee is enrolled. The amount of any supplemental contribution will be equal to the difference between 90% of the premium for the plan in which the annuitant is enrolled at annuitant-only coverage and the minimum employer contribution. However, in no circumstance will the maximum supplemental contribution provided be greater than 90% of the premium for the least expensive Region 1 Kaiser plan at annuitant only coverage, less the minimum employer contribution established by CalPERS. If the annuitant is Medicare eligible, the amount of any supplemental contribution will be no greater than 90% of the premium for annuitant only coverage for the least expensive Region 1 Kaiser Medicare Advantage plan, less the minimum employer contribution established by CalPERS. Upon death of the employee, the District's obligation to provide a supplemental contribution will cease.

EXAMPLES:

Non-Medicare eligible annuitant

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
Kaiser Basic (Annuitant Only)	\$1,168.86	\$1,051.97	\$162	\$889.97

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
PERS Gold Basic (Annuitant Only)	\$1,120.58	\$1,008.52	\$162	\$846.52

Medicare eligible annuitant

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
Kaiser Senior Advantage (Annuitant Only)	\$356.83	\$321.15	\$162	\$159.15

If an employee retires from District service with at least 20 years of total District service, the District will provide the annuitant with a supplemental contribution towards the CalPERS plan in which the employee is enrolled. The maximum supplemental contribution provided will be no greater than 90% of the premium for the least expensive Region 1 Kaiser plan at either annuitant only or annuitant + 1 eligible dependent coverage (depending on the annuitant's level of coverage), less the minimum employer contribution established by CalPERS. If the annuitant is Medicare eligible, the amount of any supplemental contribution will be no greater than 90% of the premium for annuitant +1 eligible dependent coverage (depending on the annuitant's level of coverage) for the least expensive Region 1 Kaiser Medicare Advantage plan, less the minimum employer contribution established by CalPERS. Upon death of the employee or if the employee is not eligible to participate in a plan at annuitant + 1 eligible dependent coverage, any supplemental benefit will be reduced to the one-party rate.

EXAMPLES:

Non-Medicare eligible annuitant + 1 eligible dependent

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
Kaiser Basic (Annuitant +1 Only)	\$2,337.72	\$2,103.95	\$162	\$1941.95

Medicare eligible annuitant + 1 eligible dependent

2026 CalPERS Plan	Plan Premium	90% of Plan Premium	2026 Minimum Employer Contribution	Supplemental Contribution
Kaiser Senior Advantage (Annuitant +1 Only)	\$713.66	\$642.29	\$162	\$480.29

(d) Waiver of Coverage

An Unrepresented employee who chooses to do so, may elect Affordable Care Act (ACA) compliant group health insurance coverage elsewhere and designate in writing to forgo medical insurance coverage through the District and receive a contribution as a cash payment (payable bi-monthly via payroll) in the amount of four hundred dollars (\$400) per month. Such payment may be made on a per pay period basis as determined by the District. Said election must be made for the employee as well as the employee's dependents.

Eligibility for participation in this program shall be governed by the Guidelines for the Share the Savings Program in the District's Personnel Rules.

It shall be the employee's responsibility to promptly notify Human Resources (HR) if any eligibility condition changes. Any overpayment made to the employee due to their failure

to notify HR accordingly will be collected from the employee until the overpayment is fully paid back to the District.

3.2 Dental

The District shall provide dental care benefits covering the Unrepresented employee, spouse, and eligible dependents.

3.3 Retiree Dental

The District shall provide retiree dental care benefits for Unrepresented employees (and eligible dependents) who retire from the District and whose first date of employment was before July 1, 2014.

3.4 Life Insurance

(a) Amount

The District shall provide each Unrepresented employee with Life Insurance. The amount of the life insurance to be provided shall be equal to two (2) times an employee's annual salary, rounded up to the nearest \$1,000, to a maximum of \$400,000. The imputed cost of coverage in excess of \$50,000 will be included in employee's income, using the IRS Premium Table, and are subject to applicable Federal and State taxes.

(b) Additional Coverage

In addition to the life insurance provided at District expense, the District shall make arrangements for Unrepresented employees to purchase additional life insurance for themselves or their dependents at employee cost.

3.5 Short-Term and Long-Term Disability

The District shall provide each Unrepresented employee with Short-Term Disability Insurance. The Short-Term Disability Insurance shall provide for sixty percent (60%) of regular weekly salary, to a maximum of \$1,667 weekly benefit, after a 29-day waiting period. Benefits continue for a maximum of one year, if totally disabled. Integration of short-term insurance benefits and sick leave is to be automatic; the District may not waive integration. Long Term Disability Insurance shall provide 66 2/3% of regular monthly salary, to a maximum of \$6,000 monthly benefit, after 365 days of short term disability coverage. Both Short Term and Long Term Disability Insurance benefits cease upon termination of employment.

3.6 Vision Care

The District shall provide each Unrepresented employee with vision care benefits covering the employee, spouse, and eligible dependents.

3.7 Retiree Vision

Vision care will not be provided to Unrepresented employees who retire from the District.

3.8 IRS 125

The District shall continue the IRS 125 plan for employee funded expense reimbursement, including employee paid health care premiums, and allow employee contributions up to the maximum extent permitted by law.

3.9 Changes to Providers of Employee Benefit Plans

The District intends to periodically evaluate the Health and Welfare plans currently available to employees to determine if similar or better coverage may be available at lower cost to the District. The District may substitute new insurance carriers or arrange for self-insurance provided that the overall coverage is similar or better as specified in this Resolution.

Section 4. Retirement Plan

4.1 Terms of Program

District employees receive retirement benefits through CalPERS. Upon submission of enrollment information, CalPERS shall determine whether a new employee is a “classic member” or “new member” in accordance with the Public Employees’ Pension Reform Act (PEPRA).

“Classic members” are eligible to participate in the 2.7% @ 55 retirement benefit plan. Classic members contribute eight percent (8%) of the employee CalPERS contribution.

“New members” are eligible to participate in the 2.0% @ 62 retirement benefit plan and are required to pay CalPERS an employee contribution that is at least fifty percent (50%) of the total normal cost of the retirement benefit plan based on pensionable compensation in accordance with PEPRA.

Section 5. Holidays

5.1 General

Employees shall be entitled to take all authorized holidays at full pay, not to exceed eight (8) hours for any one (1) day, provided they are in a full pay status on both of their regularly scheduled workdays immediately preceding and following the holiday.

5.2 Holiday Schedule

The following shall be holidays under this Resolution, and shall fall on the calendar or legal date as noted. If a holiday is a calendar day holiday that falls on a Saturday or Sunday, the actual day of the holiday shall be the Friday or Monday before or after that weekend date that corresponds to the date the District shall be closed for business as solely determined by the District.

Holiday	2025	2026	2027	2028	2029
New Year's Day		Jan-1	Jan-1	Dec-31	Jan-1
Martin Luther King Day		Jan-19	Jan-18	Jan-17	Jan-15
Presidents' Day		Feb-16	Feb-15	Feb-21	Feb-19
Memorial Day		May-25	May-31	May-29	May-28
Independence Day		July-3	July-5	July-4	July-4
Labor Day		Sept-7	Sept-6	Sept-4	Sept-3
Thanksgiving Day		Nov-26	Nov-25	Nov-23	Nov-22
Day after Thanksgiving		Nov-27	Nov-26	Nov-24	Nov-23
Christmas	Dec-25	Dec-25	Dec-24	Dec-25	Dec-25

5.3 Floating Holidays

Five (5) Floating Holidays (40 hours) shall be incorporated into the Employee Leave Bank and thereafter be part of the Employee Leave Bank as described in Section 7 of this Resolution.

Section 6. **Administrative Leave for Exempt Unrepresented Employees**

Five (5) Administrative Leave Days (40 hours), which are for the purpose of compensating exempt employees for the additional time required to perform their jobs beyond the normal work day and work week, shall be incorporated into the Employee Leave Bank and thereafter be part of the Employee Leave Bank as described in Section 7 of this Resolution.

Section 7. **Unrepresented Employee Leave Bank**

7.1 Eligibility

All Unrepresented Employees begin accruing Employee Leave (Leave) as defined in Section 7.4 from their hire date.

7.2 Scheduling

The times during the calendar year at which an Unrepresented Employee shall take Leave shall be determined by the employee's supervisor with due regard to the wishes of the employee and in particular regard to the need of the District.

7.3 Use

Unrepresented Employees may use Leave on an hour-for-hour (or fraction thereof) basis in any pay period that they have not worked their scheduled hours in accordance with Section 2 of this Resolution.

7.4 Employee Leave Accrual Rate

Leave accrues on a pay period basis and the accrual rate is determined by the employee's hire date.

Example: For a full-time Unrepresented Management Employee, the accrual rate during their first year of employment is 7.69 hours per pay period.

The following tables are based on full-time employment. Leave for part-time employees will be prorated according to number of hours scheduled.

Unrepresented Management Employees

Year	VAC	FH	ADMIN	Total Days	Total Hours	Per PP
1	15	5	5	25	200	7.69
2	16	5	5	26	208	8.00
3	17	5	5	27	216	8.31
4	18	5	5	28	224	8.62
5	19	5	5	29	232	8.92
6	20	5	5	30	240	9.23
7	21	5	5	31	248	9.54
8	22	5	5	32	256	9.85
9	23	5	5	33	264	10.15
10	24	5	5	34	272	10.46
11	25	5	5	35	280	10.77

Unrepresented Exempt Professional Employees

Year	VAC	FH	ADMIN	Annual Days	Annual Hours	Hours Per PP
1	10	5	5	20	160	6.15
2	11	5	5	21	168	6.46
3	12	5	5	22	176	6.77
4	13	5	5	23	184	7.08
5	14	5	5	24	192	7.38
6	15	5	5	25	200	7.69
7	16	5	5	26	208	8.00
8	17	5	5	27	216	8.31
9	18	5	5	28	224	8.62
10	19	5	5	29	232	8.92
11	20	5	5	30	240	9.23
12	21	5	5	31	248	9.54
13	22	5	5	32	256	9.85
14	23	5	5	33	264	10.15
15	24	5	5	34	272	10.46

16 & After	25	5	5	35	280	10.77
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Unrepresented Non-Exempt Professional, Technical, Administrative and Confidential Employees

Non-exempt Employees					
Year	VAC	FH	Total	Total	Hours
			Days	Hours	PP
1	10	5	15	120	4.62
2	11	5	16	128	4.92
3	12	5	17	136	5.23
4	13	5	18	144	5.54
5	14	5	19	152	5.85
6	15	5	20	160	6.15
7	16	5	21	168	6.46
8	17	5	22	176	6.77
9	18	5	23	184	7.08
10	19	5	24	192	7.38
11	20	5	25	200	7.69
12	21	5	26	208	8.00
13	22	5	27	216	8.31
14	23	5	28	224	8.62
15	24	5	29	232	8.92
16 & after	25	5	30	240	9.23

7.5 Crediting of Leave

Unrepresented Employee Leave shall be accrued and credited in hours per pay period.

7.6 Employee Leave at Separation

Upon separation of employment, an Unrepresented Employee shall be paid cash value of his or her accrued Leave at the time of termination in accordance with the above schedule on a pro-rated basis.

7.7 Leave Sell Back

Each full-time Unrepresented Employee covered by this Resolution may sell back leave from the Employee Leave Bank at his or her current rate of pay up to two (2) times per calendar year, up to one-hundred (100) hours, provided that there are at least one-hundred (100) hours remaining after each such sell back.

Section 8. Sick Leave

8.1 Benefits

Full-time Unrepresented Employees shall accrue sick leave at the rate of eight (8) hours per month credited in hours per pay period. Sick leave usage shall not be considered as a privilege which an employee may use at his or her discretion, but shall be allowed only in case of necessity of actual sickness or disability in accordance with state and federal laws and the District Personnel Rules, or for the employee's dental, eye, or other physical or medical examination or treatment by a licensed practitioner. Part-time employee's sick leave will be prorated according to their scheduled hours.

8.2 Use

Employees may use sick leave on an hour-for-hour basis (or fraction thereof) in any pay period that they have not worked their scheduled hours in accordance with Section 2 of this Resolution. Sick leave may not be used before it is credited and may only be used as outlined in 8.1 above.

8.3 Notification Requirement

If an employee will not be at work as scheduled, he/she must notify the supervisor within one half (1/2) hour of the time to report for work or at the first opportunity.

8.4 Physician's Certificate or Other Proof

At the discretion of the Unrepresented Employee's supervisor, a physician's certificate or personal affidavit may be required for any period of absence for which sick leave is claimed after the first forty-eight (48) hours of sick leave used in a calendar year.

8.5 Family and Medical Care Leave

Family and Medical Care leave, the California Family Rights Act and other federal and state mandated leaves shall be administered in accordance with State and Federal Law.

8.6 Sick Leave Incentive Program – PERS Credit

The District shall contract with PERS for "Credit for Unused Sick Leave at Retirement" as specified in the Government Code of the State of California, Section 20965.

Section 9. Leaves of Absence

9.1 Jury Duty

An Unrepresented Employee summoned to jury duty shall inform his or her supervisor and, if required to report and/or serve, may be absent from duty with full pay only for those hours required to report and/or serve.

9.2 Bereavement Leave

In the event of a death in the immediate family of an employee, he or she shall, upon request, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same, not to exceed twenty-four (24) hours and must be taken consecutively. Leave for this purpose must be requested and used within three (3) months of the event of a death in the immediate family. For the purpose of this Section, the immediate family shall be restricted to father, mother, step-parent, brother, sister, spouse, legally-recognized domestic partnership, child, mother-in-law, father-in-law, grandparents, grandchildren, and stepchild in those cases where a direct child-rearing-parental relationship may be demonstrated. At the request of the District, the employee shall furnish a death certificate and proof of relationship. Sick leave may be used for the purpose of Bereavement Leave.

9.3 Industrial Disability Leave

(a) General

Unrepresented Employees who suffer any disability arising out of and in the course of their employment, as defined by the Workers' Compensation Laws of the State of California, shall be entitled to disability leave while so disabled until such time as **1)** the District determines that the interactive process has been exhausted or completed, or that there is an inability to accommodate under the law, or **2)** based upon a permanent and stationary finding in the worker's compensation matter; or **3)** retirement, whichever occurs first. Integration of sick leave and employee leave bank (ELB) with Workers' Compensation temporary disability benefits is to be automatic after exhausting regulatory protected leave provisions (such as FMLA/CFRA); the District may not waive integration.

(b) Determination of Coverage

The District reserves the right to withhold payment of any disability benefits until such time it is determined whether or not the illness or injury is covered by Workers' Compensation.

9.4 Catastrophic Leave Donation Program

The District agrees to establish a Catastrophic Leave Donation Bank (CLDB) program to assist Unrepresented Employees who have exhausted accrued leave time due to a serious or catastrophic illness or injury, or to care for a member of the employee's immediate family (defined as the employee's legal spouse, domestic partner, child/step-child) who has had a catastrophic illness or injury. The Catastrophic Leave Donation Bank will allow other Unrepresented Employees to donate time to a Catastrophic Leave Donation Bank administered by the District so that a qualifying active District employee can remain in a paid status for a longer period of time, thus partially offsetting the financial impact of the illness, injury or condition.

Eligibility: To be eligible for this benefit, the receiving Unrepresented Employee must:

- 1) be a regular or limited-term full-time employee;
- 2) have sustained a life threatening or debilitating illness, injury or condition (physician confirmation will be required by the District), or a member of the employee's immediate

family as defined in this Section has sustained a life threatening or debilitating illness or injury (physician confirmation will be required by the District) which requires the employee's care and assistance;

3) have exhausted all accumulated paid leave including Employee Leave Bank, sick leave, compensatory time off, deferred holiday, and/or other such leaves;

4) be unable to return to work for at least thirty (30) days; and

5) have applied, and received approval, for a leave of absence without pay for medical reasons.

Benefits: Accrued Employee Leave Bank and compensatory time off hours donated by other employees to the Catastrophic Leave Donation Bank will be converted to sick leave, then credited to a receiving employee's sick leave balance from the Catastrophic Leave Donation Bank in increments of one (1) hour and shall be paid at the base rate of pay of the receiving employee in effect at the time of need for leave. For as long as the receiving employee remains in a paid status, seniority and all other benefits will continue, with the exception of leave accruals. The total leave credits received by an employee should not exceed three (3) months.

Guidelines for donating leave to the Catastrophic Leave Donation Bank (CLDB):

- (a) Accrued Employee Leave Bank and compensatory time off may be donated by any employee who has completed his/her initial District probationary period.
- (b) Time donated to the Catastrophic Leave Donation Bank will be converted (at the current pay rate of the donating employee) from Employee Leave Bank or compensatory time off to sick leave and credited from the CLDB to the receiving employee's sick leave balance in eight (8) hour increments (equivalent to the receiving employee's current base rate of pay), and shall be paid at the base rate of pay of the receiving employee in effect at the time of need for leave.
- (c) The total amount of time donated to the Catastrophic Leave Donation Bank by an employee shall not exceed eighty (80) hours in a calendar year. The total leave credits received by a receiving employee shall not exceed three (3) months.
- (d) Leave time donations must be a minimum of one-hour increments. An employee cannot donate leave hours, which would reduce the employee's own Employee Leave Bank balance to less than forty (40) hours.
- (e) The use of donated leave hours by a receiving employee will be in consecutive, one-workday increments (i.e., eight (8) hours for a full-time employee working five eight (8) hour days/week). Employees using the CLDB program will be converted to a regular 8 hours per day/5 days per week work schedule for the duration of their leave.
- (f) While an employee is on leave using donated leave hours, Employee Leave Bank or sick leave hours will not accrue.

- (g) Under all circumstances, leave donations made by the donating employee are forfeited once made (i.e. all completed donations are final and cannot be reversed once the District has acknowledged receipt). In the event that an eligible receiving employee does not use all transferred/credited leave for the catastrophic illness/injury, any balance will remain with the receiving employee.
- (h) Employees may donate leave to the CLDB at any time during their employment with the District, so long as their donation complies with all requirements of this Section.

9.5 Leave Without Pay

The General Manager may grant Unrepresented Employees leave of absence without pay for a period not to exceed one (1) year. No leave shall be granted except upon written request of the Unrepresented Employee. Such requests shall be submitted to the General Manager. Such leaves shall normally be granted to permit the employee to engage in activities that shall increase his/her value to the District upon return, or because of sickness, injury or personal hardship. Unrepresented Employees may not be granted a leave of absence until all accrued Employee Leave Bank time is taken. Failure on the part of an employee on leave to report promptly at its expiration shall result in dismissal of the employee. Employee leave bank and sick leave credits shall not accrue to an employee on leave of absence. The decision of the General Manager on granting or refusing to grant a leave of absence or extension thereof shall be final and conclusive.

Section 10. Probationary Period

10.1 Nature of Period

All original and promotional appointments shall be subject to a probationary period. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his or her position, and for rejecting any probationary employee whose performance does not meet the required standards of work.

10.2 Length

All new and promotional Unrepresented Employees shall serve a probationary period of twelve (12) months.

10.3 Rejection

During the probationary period, a new employee may be rejected at any time by the General Manager without cause and without the right of appeal.

10.4 Reinstatement

Any employee rejected during the probationary period following a promotional appointment shall be reinstated to the former position from which he or she was promoted, provided the employee

has not been discharged or disciplined pursuant to this Resolution.

Section 11. Layoffs

11.1 General

The General Manager may lay off an Unrepresented Employee. The General Manager, on the basis of the administrative needs of the District, shall determine the departments and classifications subject to layoff. Within the classifications subject to layoff, the order of layoff shall be determined in accordance with the District's Personnel Rules.

Section 12. Separation, Discharge and Discipline

12.1 Separation

Separation of employment is defined as voluntary resignation, involuntary resignation due to job abandonment, termination of employment, layoff, and retirement. The last day worked is the last day of employment. Unrepresented Employees' separation shall be in accordance with District Personnel Rule 9.01

12.2 Right of Discharge and Discipline

The District shall have the right to discharge and discipline in accordance with District Personnel Rule 7.01 any Unrepresented Employee for conduct issues including, but not limited to, dishonesty, insubordination, drunkenness, incompetence, willful negligence, failure to perform work as required or to observe the District's safety and personnel rules and regulations, which must be conspicuously posted and not in derogation of this Resolution, or for engaging in strikes, individual or group slowdowns or work stoppages, or refusal to accept overtime, or for violating or ordering the violation of this Resolution. Discipline shall be implemented within sixty (60) calendar days of the District completing the District investigation of the situation causing the problem.

12.2 Appeals

Appeal of any Discharge or Discipline shall be in accordance with District Personnel Rule 7.02 Suspension, Demotion, Dismissal and Personnel Rule 7.03 Arbitration.

Section 13. Grievance Procedure

The grievance procedure is to develop and practice a reasonable and effective means of resolving difficulties which may arise among Unrepresented Employees, to reduce potential problems, to establish channels of communication, to settle differences which arise as close to the point of origin as possible, and to provide a program as fair as possible that will resolve differences promptly and without fear of reprisal. Grievances arising among Unrepresented Employees shall be subject to District Personnel Rules 8.01 Grievance Procedure, 8.02 Definition, Scope and Right to File and 8.03 Grievances Regarding Working Condition Issues.

13.1 General

- (a) Changes to Resolution are Non-Grievable. Proposals to add to or change this Resolution or written agreements or addenda supplementary hereto shall not be grievable and no proposal to modify, amend or terminate this Resolution, nor any matter or subject arising out of or in connection with such proposal, may be referred for grievance under this Section, and no Adjustment Board shall have the power to amend or modify this Resolution or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.
- (b) Changes to and Interpretations of Resolution. No changes in the Resolution or interpretations thereof (except interpretation resulting from Adjustment Board proceedings hereunder) shall be recognized unless agreed to by the General Manager.
- (c) Pay Claims. All grievances involving or concerning payment of compensation shall be filed in writing and no adjustments shall be retroactive for more than thirty (30) calendar days from the date of filing.

13.2 Grievance Procedure

- (a) Initial Discussions. Any employee who believes that he or she has a grievance must inform his or her immediate supervisor of the complaint along with a copy to the Administrative Services Director, and discuss the nature of the complaint with the immediate supervisor prior to elevating the grievance for resolution to the top management official in the department in which he or she works. The grievance is to be presented in writing within thirty (30) calendar days of the date that the employee became aware, or should have become aware, of the act or occurrence. If the issue is not resolved within the department, the procedures hereafter specified may be invoked.
- (b) Referral to General Manager. In the event that the Unrepresented Employee and the District are unable to reach a mutually satisfactory accord on any grievance (as the term "grievance" is hereinabove defined), which arises and is presented, such grievance shall be submitted to the General Manager.

The Unrepresented Employee must notify the General Manager in writing that a grievance exists, and in such notification, state the particulars of the grievance and, if possible, the nature of the determination that is desired. No grievance may be processed under this Section that has not first been filed and investigated as required above. A grievance that remains unresolved after it has been submitted in writing to the General Manager may be heard before a Hearing Officer for an advisory opinion.

(c) Administrative Hearing

1. General. Any grievance that remains unresolved after consideration by the General Manager may be referred to an Administrative Hearing Officer for a non-binding opinion on the merits of the grievance. A notice to invoke an administrative hearing shall be in writing to the General Manager within thirty (30) calendar days after receipt of the decision of the General Manager.
2. Selection of Hearing Officer. The hearing officer for a grievance matter shall be selected according to the same procedure as specified for an appeal of discharge/discipline.
3. Hearing Officer's Decision. Upon conclusion of the administrative hearing the hearing officer shall provide both the General Manager and the employee with copies of his or her decision on the merits of the appeal with references to, and a discussion of, the evidence presented. The hearing officer's decision shall be an advisory opinion only, nonbinding on either party, provided that if neither party refers the appeal to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's decision, the hearing officer's decision shall become final. The hearing officer's fees and expenses shall be borne equally by the Parties. If either party requires a transcript, that party shall bear the entire cost of such transcript.

(d) Board of Directors

Any grievance which has not been resolved by the procedures hereinabove set forth may be referred by either party to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's advisory opinion for final decision. Each party may submit written comment or argument regarding the hearing officer's opinion, not to exceed five (5) pages in length, for the Board's review and consideration. The Board of Directors shall render a decision, which shall be final, within sixty (60) calendar days of receipt of the request for Board review.

Section 14. Personnel Files

An Unrepresented Employee, or his or her representative on presentation of written authorization from the employee, shall have access to the employee's personnel file on request. The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file. The employee may be required to acknowledge the receipt of any document entered into his or her personnel file without prejudice to subsequent arguments concerning the contents of such documents.

Section 15. Miscellaneous Provisions

15.1 Outside Employment

No Unrepresented Employee shall engage in employment that may constitute a conflict of interest for the employee or the District. No employee shall apply himself or herself whatsoever to any outside employment during his or her regular working hours. Any person while in the employment of someone other than the District shall wear no emblem, badge, uniform or other employee identification.

15.2 Certificates and Professional Organizations

The District shall pay for any required certificates, including renewal, as set forth in the Unrepresented Employee's job description. For each Unrepresented Employee covered by this Resolution, the District will pay for the Unrepresented Employee's membership in up to two (2) professional/technical organizations related to the employee's classification. The District will also pay for one (1) professional/technical organization meeting per month, within the greater Bay Area, that the employee may choose to attend and in which the employee is a member. If the meeting occurs during regular work hours, the employee will receive compensation during attendance. If the meeting is during non-regular work hours, the employee will not be compensated for attendance. Other memberships and attendance will be determined on a case-by-case basis by the employee's supervisor.

15.3 Part-Time

All wages, hours and conditions of employment governed by this Resolution shall be prorated and/or adjusted for part-time employees in accordance with District's Part-Time Rules and Procedures.

Section 16. Separability of Provisions

Should any Section, clause or provision of this Resolution be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such Section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Resolution.

Appendix 1

LIST OF EXEMPT AND NON-EXEMPT POSITIONS

As of the Effective Date of this Resolution, the following positions are Exempt positions as determined by application of the Fair Labor Standards Act:

Classification	Step E Salary as of 12/22/25
	Monthly
Human Resources Analyst II	\$13,934
Human Resources & Risk Manager	\$18,083
Senior Human Resources Analyst	\$15,327

As of the Effective Date of this Resolution, the following positions are Non-Exempt positions as determined by application of the Fair Labor Standards Act:

Classification	Step E Salary as of 12/22/25	
	Monthly	Hourly
Administrative Assistant I- Confidential	\$7,990	\$46.0962
Administrative Assistant II- Confidential	\$8,788	\$50.7000
Human Resources Analyst I	\$12,668	\$73.0846
Human Resources Technician	\$10,198	\$58.8346

Appendix 2

SUMMARY AND DEFINITION OF CONFIDENTIAL DESIGNATION

The confidential designation of selected Unrepresented positions protects the confidentiality of the District's bargaining process and strategy, both in general contract negotiations and in day-to-day interaction with employee unions and associations. The employees who occupy positions designated as confidential serve as essential support members to the management team and their confidentiality is assured by their exclusion from any organized bargaining unit.

DEFINITION

The term "confidential employee" identifies those employees who are regularly required to assist District managers responsible for developing and implementing District policies within the area of labor relations. A confidential employee is an employee who normally participates or assists in writing and/or preparing policies affecting employees' wages, hours, and working conditions; or an employee who regularly has advance knowledge of decisions which affect labor relations; or who processes information relating to the District's confidential labor relations matters.

CRITERIA

The following factors are used (in their totality) to determine those positions to be designated as confidential:

- A. The duties assigned to these positions include responsibility for providing clerical and/or technical support to managers who regularly participate in labor negotiations as a chief negotiator or team member; processing paperwork relating to labor negotiations, notes, research, management proposals, contract costing, strategies and plans, strike contingency plans, salary surveys, and problems within departments which are addressed during negotiations.
- B. Responsibility for processing paperwork relating to the disposition of union/association grievances, Skelly hearings, letters of reprimand, counseling memos, employee background checks, and other documents including those relating to all other forms of employee discipline.

CONFIDENTIAL POSITIONS

- Human Resources & Risk Manager
- Senior Human Resources Analyst
- Human Resources Analyst I/II
- Human Resources Technician
- Administrative Assistant I/II- Confidential

Appendix 3

RETIREE MEDICAL FOR UNREPRESENTED MANAGEMENT, PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES HIRED BEFORE SEPTEMBER 24, 2007

The below description is intended to memorialize the retiree health benefits that were made available to unrepresented employees who were hired before September 24, 2007 and who did not elect to participate in those benefits offered to those employees who were hired on or after September 24, 2007.

Employees Hired before September 24, 2007

The District shall provide a contribution towards health care (medical) insurance to each unrepresented employee that retires from District service and who meets all eligibility requirements as a District "annuitant" as determined by CalPERS. The District's monthly contribution towards the annuitant's benefit shall be in an amount equal to the minimum employer contribution, as established annually by CalPERS. The District will also provide the annuitant with a supplemental contribution toward the CalPERS plan in which the annuitant is enrolled. The amount of any supplemental contribution will be equal to the difference between the premium of the CalPERS plan the annuitant is enrolled in up to the maximum District contribution stated in section 3.1 (b) of the current Salary and Benefits Resolution for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees and the minimum employer contribution established by CalPERS.

Example:

CalPERS Plan	Plan Premium	Minimum Employer Contribution	Supplemental Contribution
Kaiser Senior Advantage (Annuitant + One Dependent)	\$713.66	\$162	\$551.66

Employees hired on or after September 24, 2007 are not eligible for the above benefits. Employees hired on or after September 24, 2007 should refer to the current Salary and Benefits Resolution for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees for information on available benefits.

Except as specifically provided in this Appendix, all other terms and conditions of employment as set forth in the Salary and Benefits Resolution for Unrepresented Management, Professional, Technical, Administrative and Confidential Employees will apply.



TITLE: Rescind Public Agency Vesting for Post-Retirement Health Benefits under Government Code Section 22893 for MEBU and Unrepresented Management, Professional, Technical, Administrative and Confidential Employees

RECOMMENDATION:

Staff recommends the Board of Directors rescind, by Resolution, the Public Agency Vesting for post-retirement health benefits under Government Code Section 22893 of the Public Employees' Medical and Hospital Care Act for Mid-Management Employees' Bargaining Unit (MEBU) and Unrepresented Management, Professional, Technical, Administrative and Confidential (Unrep MPTAC) Employees.

DISCUSSION:

The District's contracts with the California Public Employees' Retirement System (CalPERS) to provide health insurance benefits for employees and retired annuitants. In November 2003, the District elected, by resolution, to establish a second tier of post-retirement health insurance benefits and provide for such benefits under the Government Code Section 22893 (Public Agency Vesting) of the Public Employees Medical and Hospital Care Act (PEMHCA), for MEBU and Unrep MPTAC employees. The Public Agency Vesting requires employees to have a minimum of ten (10) years of CalPERS service, five (5) years of which must have been served at the District, and retire from the District in order to be eligible for a post-retirement health insurance contribution from the District in an amount equal to fifty percent (50%) of the CalPERS 100/90 formula health insurance contribution, adjusted annually by CalPERS. With each additional year of CalPERS service over the minimum ten (10) years of service, the employee's percentage-based contribution amount increases by five percent (5%) to a maximum of 100% of the CalPERS 100/90 formula contribution at twenty (20) or more years of CalPERS service. The CalPERS 100/90 formula monthly contribution amount for 2025 is \$1,060 for annuitant only, \$2,039 for annuitant plus one dependent, and \$2,551 for annuitant plus two or more dependents.

The second tier of post-retirement health insurance benefits under the Public Agency Vesting provided for cost savings and sustainability over the first tier of post-retirement health insurance benefits, which provided a contribution to retired annuitants in an amount equal to the contribution provided to active employees under the applicable Memorandum of Understanding (MOU) or Salary and Benefits Resolution. Compared to the first tier, the second tier provided cost savings due to the addition of percentage-based contributions derived from CalPERS and District years of service requirements.

To address the District's business need for a structural change to the post-retirement health benefits, a third tier was negotiated and incorporated in the terms of the MOU between the District and MEBU, and incorporated in the Salary and Benefits Resolutions for Unrep MPTAC, approved in separate items on this same agenda. The third tier of post-retirement health benefits will be effective for MEBU and Unrep MPTAC employees hired on or after January 1, 2026, and will provide the employee with the PEMHCA minimum employer contribution, annually adjusted by CalPERS, along with a tiered supplemental benefit amount based on District years of service.

In accordance with the CalPERS requirements to implement the new, third tier of post-retirement health insurance benefits for MEBU and Unrep MPTAC employees, the District must rescind the Public Agency Vesting for MEBU and Unrep MPTAC employees by resolution. The rescission of the Public Agency Vesting is an administrative change and will not alter the benefit eligibility or level for current employees or annuitants, as the District has contractually agreed in the MOU and Salary and Benefits Resolution to retain the same level of benefit for current employees and annuitants. Following the rescission of the Public Agency Vesting, CalPERS requires the Board to approve a resolution in separate item on this same agenda, for the health insurance contribution amount for MEBU and Unrep MPTAC employees and annuitants to be equal to the PEMHCA minimum employer contribution. For current annuitants, the difference between

Originating Department: Administrative Services	Contact: S. Koehler/M. Gallardo	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

the PEMHCA minimum employer contribution and the amount the annuitant was eligible for, under the first or second tier of post-retirement health benefits, will be paid directly to annuitant instead of CalPERS.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ELECTING TO RESCIND PUBLIC AGENCY VESTING FOR EMPLOYEES AND ANNUITANTS UNDER SECTION 22893 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR MID-MANAGEMENT EMPLOYEES' BARGAINING UNIT AND UNREPRESENTED MANAGEMENT, PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES

WHEREAS, the Dublin San Ramon Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, the Dublin San Ramon Services District is a contracting agency and has filed a resolution with the Board of the California Public Employees' Retirement System to provide a post-retirement health benefit vesting requirement to employees who retire for service in accordance with Government Code Section 22893.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, as follows:

1. Dublin San Ramon Services District elects to rescind post-retirement health benefits vesting requirements for the Mid-Management Employee's Bargaining Unit and the Unrepresented Management, Professional, Technical, Administrative and Confidential Employees.

2. Mid-Management Employee's Bargaining Unit employees first hired on or after September 1, 2007, will no longer be subject to vesting as established by Resolution No. 36-07.

3. Unrepresented Management, Professional, Technical, Administrative and Confidential Employees first hired on or after September 24, 2007, will no longer be subject to vesting as established by Resolution No. 47-07.

4. Dublin San Ramon Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

5. The participation of the employees and annuitants of Dublin San Ramon Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Dublin San Ramon Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California

Res. No. _____

Public Employees' Retirement System (CalPERS) may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

6. The executive body hereby appoints and directs, Nicole Genzale, District Secretary, to file with CalPERS a verified copy of this resolution, and to perform on behalf of Dublin San Ramon Services District all functions required of it under the Act.

7. The rescission of post-retirement health benefit vesting requirements for the Mid-Management Employees' Bargaining Unit and Unrepresented Management, Professional, Technical, Administrative and Confidential Employees is effective on January 1, 2026.

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 18th day of November, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Approve Health Insurance Contribution for Calendar Year 2026 for MEBU and Unrepresented Management, Professional, Technical, Administrative and Confidential Employees

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, a health insurance premium contribution for the period of January 1, 2026, to December 31, 2026, for Mid-Management Employees' Bargaining Unit (MEBU) and Unrepresented Management, Professional, Technical, Administrative and Confidential (Unrep MPTAC) employees.

DISCUSSION:

In July 2025, the California Public Employees' Retirement System (CalPERS) notified contracting agencies of health premium rate changes to take effect on January 1, 2026. In accordance with Section 22892 of the Public Employees Medical and Hospital Care Act (PEMHCA), the District's Board of Directors is required to adopt a resolution to revise the employer (District) contribution towards health insurance premiums for employees and retired annuitants. A copy of the resolution must be sent to CalPERS no later than November 30, 2025, for an effective date of January 1, 2026.

In accordance with the terms of the Memorandum of Understanding (MOU) between the District and MEBU and the salary and benefits resolution for Unrep MPTAC employees, approved in separate items on this same agenda, the District's maximum monthly contribution rate for health insurance premiums for calendar year (CY) 2026, effective January 1, 2026, for MEBU and Unrep MPTAC employees will be as follows:

Coverage Level	CY 2025 District Maximum Contribution (includes PEMHCA Minimum)	CY 2026 District Maximum Contribution (includes PEMHCA Minimum)	CY 2026 PEMHCA Minimum
Employee Only:	\$1,034	\$1,141	\$162
Employee + One:	\$2,067	\$2,282	\$162
Employee + Family:	\$2,687	\$2,966	\$162

In accordance with the PEMHCA requirements and due to rescinding of the post-retirement medical vesting program, approved in a separate item on this same agenda, the contribution amount for MEBU and Unrep MPTAC employees and annuitants on the resolution for CalPERS will be equal to the CY 2026 PEMHCA minimum. The difference between the CY 2026 District maximum contribution and the PEMHCA minimum will be provided to active employees under the District's IRS Section 125 Cafeteria Plan to apply toward the employees' elected CalPERS health insurance plan premium.

The District's maximum monthly contribution rate for health insurance premiums for CY 2026 will increase by approximately ten percent (10%) over the CY 2025 contribution rate. The CY 2026 contribution amount will result in the District's contribution providing approximately 97.5% coverage of the Kaiser HMO plan premium, with the employees continuing a cost share of the health insurance with an employee contribution equal to approximately two and a half percent (2.5%) of the Kaiser HMO plan premium. Based on current enrollment levels, the District's estimated annual cost in CY 2026 for MEBU and Unrep MPTAC active employee health insurance is approximately \$865,000 and is within the adopted operating budget for fiscal year 2026.

For the Local 39 and Unrepresented Senior Management employees, the District's contribution will remain unchanged from the contribution amounts approved by the Board on August 6, 2024, until such time as a successor Local 39 MOU and salary and benefits resolution for Unrepresented Senior Management employees are approved by the Board and corresponding health insurance contribution resolutions are approved and sent to CalPERS. The District has fully

Originating Department: Administrative Services	Contact: S. Koehler/M. Gallardo	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: Operating Budget FY 2026 – FY 2027	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

complied with any and all applicable provisions of Government Code Section 7507 and has met compliance requirements under the Patient Protection and Affordable Care Act (PPACA).

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR MID-MANAGEMENT EMPLOYEES' BARGAINING UNIT AND UNREPRESENTED MANAGEMENT, PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES

WHEREAS, the Dublin San Ramon Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, by Resolution No. 30-24, the Board of Directors approved the employer contribution for calendar year 2025 for the Stationary Engineers, Local 39 (Local 39), Mid-Management Employees' Bargaining Unit (MEBU), Unrepresented Senior Management employees, Unrepresented Management, Professional, Technical, Administrative, and Confidential employees, and the General Manager at its regularly scheduled meeting on August 6, 2024; and

WHEREAS, there is no change to the employer contribution for calendar year 2026, as approved by Resolution No. 30-24, for Local 39, Unrepresented Senior Management, and the General Manager; and

WHEREAS, the Board of Directors approved the Memorandum of Understanding (MOU) between the District and MEBU effective December 22, 2025, through December 16, 2029, earlier in this regularly scheduled meeting; and

WHEREAS, the Board of Directors approved the salary and benefits resolution for Unrepresented Management, Professional, Technical, Administrative and Confidential employees, effective December 22, 2025, earlier in this regularly scheduled meeting; and

WHEREAS, the specific language of this labor agreement and salary and benefits resolution establishes the employer's monthly health benefit contribution effective January 1, 2026, and shall remain in effect under the current amount until such time as a new amount has been specified by successor agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, as follows:

1. The employer contribution for each employee or annuitant for MEBU and Unrepresented Management, Professional, Technical, Administrative and Confidential shall be the amount necessary to pay the full cost of the employees' enrollment, including the enrollment of eligible family members, in a health benefit plan or plans, effective January 1, 2026, up to a maximum of the PEMHCA minimum per month, plus administrative fees and Contingency Reserve Fund assessments:

Medical Group	Monthly Employer Contribution		
	Single	Two-Party	Family
002 Mid-Management Monthly	\$162	\$162	\$162
003 Unrepresented Senior Management Monthly	No Change	No Change	No Change
004 Unrepresented Management, Professional, Technical, Administrative, and Confidential Monthly	\$162	\$162	\$162
005 Local 39 Monthly	No Change	No Change	No Change
011 Local 21 Monthly	No Change	No Change	No Change
013 General Manager Monthly	No Change	No Change	No Change
007 Mid-Management Hourly	\$162	\$162	\$162
008 Unrepresented Senior Management Hourly	No Change	No Change	No Change
009 Unrepresented Management, Professional, Technical, Administrative, and Confidential Hourly	\$162	\$162	\$162
010 Local 39 Hourly	No Change	No Change	No Change
012 Local 21 Hourly	No Change	No Change	No Change

2. Dublin San Ramon Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

3. The participation of the employees and annuitants of Dublin San Ramon Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Dublin San Ramon Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California

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Public Employees' Retirement System (CalPERS) may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

4. The executive body hereby appoints and directs Nicole Genzale, District Secretary, to file with CalPERS a verified copy of this resolution, and to perform on behalf of Dublin San Ramon Services District all functions required of it under the Act.

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 18th day of November, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Consider Board of Directors Health Insurance Premium Contribution for Calendar Year 2026

RECOMMENDATION:

Staff recommends the Board of Directors defer, by Motion, the approval of calendar year 2026 health insurance premium contributions for active Boardmembers and annuitants to a later meeting. In the alternative, the Board may set and approve, by Resolution, the calendar year 2026 health insurance premium contribution for active Boardmembers and annuitants.

SUMMARY:

As the calendar year (CY) 2026 health insurance premium contribution for all employees in all labor groups is not the same, the Board may, consistent with prior District practice, defer the approval of the CY 2026 health insurance premium contributions for active Boardmembers and annuitants to a later meeting.

In the alternative, the Board may set the CY 2026 health insurance premium contribution for active Boardmembers and annuitants to an amount at its discretion. Should the Board choose to approve a new CY 2026 health insurance premium contribution for Boardmembers, the Board would need to set the CY 2026 health insurance premium contribution which would be memorialized in the attached resolution.

BACKGROUND:

The Board sets, by resolution, the health insurance premium contribution for all employees at the District in accordance with the terms of existing labor agreements. The District has completed the negotiations process with the Mid-Management Employees' Bargaining Unit (MEBU) and the International Federation of Professional and Technical Engineers, Local 21 (Local 21); and there is an item on this same agenda to approve the Salary and Benefits Resolution for Unrepresented Management, Professional, Technical, Administrative and Confidential (Unrep MPTAC) employees.

The Board approved the Memorandum of Understanding (MOU) for Local 21 at its November 4, 2025, meeting. There are items on this same agenda to approve the MOU for MEBU, and to approve the Salary and Benefits Resolution for Unrep MPTAC employees. The District is still in negotiations with Local 39 for a successor MOU, and the Board has not yet considered changes to the terms and conditions of employment, salary, or benefits for Unrepresented Senior Management employees and the General Manager.

In accordance with Resolution No. 35-19, health insurance contributions for active Boardmembers and annuitants shall be set equal to health insurance contributions for active employees, provided the contribution amounts for all active employees in all bargaining groups are equal. As the District contribution amount approved for active employees for CY 2026 is not the same across all existing labor agreements, the 2026 District contribution amounts for active Boardmembers and annuitants may be set at the discretion of the Board.

DISCUSSION:

Defer Approval of a Health Insurance Premium Contribution for CY 2026:

The Board, at its discretion, may defer setting the health insurance premium contribution for active Boardmembers and annuitants for CY 2026 until a later meeting. During the CY 2021 labor contract negotiations process, the negotiations process with all bargaining groups had not been completed by the end of November 2021, and the health insurance premium contribution for the following calendar year were not the same for all employees. The Board had elected to defer setting the health insurance premium contribution for Boardmembers to a later meeting. Should the Board, as

Originating Department: Administrative Services	Contact: S. Koehler/M. Gallardo	Legal Review: Yes
Financial Review: Yes	Cost and Funding Source: Operating Budget FY26 – FY27	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

recommended, elect to defer setting the health insurance premium for CY 2026, no further action or resolution is required. The health insurance premium contribution paid by the District for CY 2026 for active Boardmembers and annuitants will remain unchanged from the CY 2025 health insurance premium contribution paid by the District until such time as the Board considers this matter at a future Board meeting.

Approval of a Health Insurance Premium Contribution for CY 2026:

The Board has the discretion to set the health insurance premium contribution for active Boardmembers and annuitants at any amount, and any change in the contribution amount would require the Board to adopt a new resolution. If new contribution rates are to be effective on January 1, 2026, the November 18, 2025, Board meeting is the last scheduled regular Board meeting at which to meet the CalPERS deadline of November 30.

The District's maximum monthly contribution rate for health insurance premiums for CY 2026, effective January 1, 2026, for Local 21, MEBU, and Unrep MPTAC employees (should this also be approved by the Board on November 18) will be as follows:

Coverage Level	CY 2025 District Maximum Contribution (includes PEMHCA Minimum)	CY 2026 District Maximum Contribution (includes PEMHCA Minimum)	CY 2026 PEMHCA Minimum
Employee Only:	\$1,034	\$1,141	\$162
Employee + One:	\$2,067	\$2,282	\$162
Employee + Family:	\$2,687	\$2,966	\$162

For Local 39 employees, Unrepresented Senior Management employees, and the General Manager, the health insurance premium contribution paid by the District for CY 2026 remains unchanged from the CY 2025 health insurance premium contribution paid by the District until such time as successor Local 39 MOU, an Unrepresented Senior Management employees salary and benefits resolution, and a Personal Service Agreement (PSA) amendment for the General Manager are approved by the Board and corresponding health insurance contribution resolutions are approved and sent to CalPERS.

As an alternative to staff recommendation to defer setting the health insurance premium contribution for Boardmembers to a later meeting, the Board may consider setting the health insurance premium contribution for Boardmembers and annuitants for the period of January 1, 2026, to December 31, 2026 by approving the attached resolution.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR BOARD OF DIRECTORS

WHEREAS, the Dublin San Ramon Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to the Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, in accordance with Board Resolution No. 35-19, the Board of Directors' monthly health benefit contribution amounts are set equal to the monthly health benefit contribution amounts for active employees, provided the contribution amounts for all active employees in all bargaining groups are equal; and

WHEREAS, the Board of Directors' monthly health benefit contribution amounts are set annually by resolution if the contribution amounts for all active employees in all bargaining groups are not equal.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, as follows:

1. The employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of their enrollment, including the enrollment of family members, in a health benefits plan or plans, effective January 1, 2026, up to a maximum of the following, plus administrative fees and Contingency Reserve Fund assessments:

Medical Group	Monthly Employer Contribution		
	Single	Two-Party	Family
700 Board of Directors (NPERS)			

2. Dublin San Ramon Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

3. The participation of the employees and annuitants of Dublin San Ramon Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political

Res. No. _____

subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Dublin San Ramon Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System (CalPERS) may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

4. The executive body hereby appoints and directs Nicole Genzale, District Secretary, to file with CalPERS a verified copy of this resolution, and to perform on behalf of Dublin San Ramon Services District all functions required of it under the Act.

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 18th day of November, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary



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

To: Board of Directors

From: Jan R. Lee, General Manager 

Date: November 18, 2025

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

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

ADMINISTRATION AND FINANCE

Monthly Warrant List – For the period of October 1–31, 2025, Accounts Payable issued 294 checks totaling \$6.55 million. Notable payments this period include \$2.66 million to Zone 7 Water Agency, \$0.55 million to DERWA, and \$0.44 million to PG&E. Current warrant lists are available at [Financial Information | DSRSD](#).

ENGINEERING

Camp Parks Water and Sewer Main Projects (CIP 26-W016 and CIP 14-S002) – Camp Parks has the oldest water and sewer infrastructure in the District's service area. On October 16, 2025, the DSRSD issued a request for proposals to qualified engineering firms for design services of two projects in Camp Parks: Camp Parks Water Line Replacement (CIP 26-W016) to replace approximately 15,300 linear feet of 6, 8, and 12-inch potable water mains and Camp Parks Sewer Rehabilitation – 8th to 10th Streets (CIP 14-S002) to rehabilitate or replace approximately 6,300 feet of 6, 8, 10 and 12-inch vitrified clay pipe (VCP) sanitary sewer mains. This combined project will replace or rehabilitate all DSRSD infrastructure within Camp Parks. The projects were prioritized in the Capital Improvement Program based on outputs from the District's asset management model. Proposals are due on December 4, and staff expects to bring a design contract to the Board for approval in January 2026. The design process is estimated to take approximately one year after the design contract is awarded.

OPERATION AND MAINTENANCE

PG&E Outage Meeting – On October 7, 2025, District staff met with PG&E representatives to discuss recent electrical outages in the service area and to explore strategies for improving communication and response efforts. PG&E provided information and explanations regarding the outages that occurred on May 27 and August 5, 2025. The outages were attributed to more sensitive trip settings implemented during fire season, as well as to ongoing electrical grid improvements designed to reduce the scale of future outages in the area. PG&E committed to rerouting electrical service to the Regional Wastewater Treatment Plant through a less sensitive power source that is not subject to the enhanced trip settings program. Additionally, the District and PG&E exchanged direct contact information to facilitate more effective communication in the event of future outages affecting the service area.

PFAS Technical Workshop Hosted by DSRSD – On October 23, 2025, the DSRSD Laboratory hosted a technical workshop in partnership with the California Water Environment Association (CWEA) and Thermo Fisher Scientific, focused on the detection and management of PFAS (per- and polyfluoroalkyl substances). This collaborative event brought together industry experts to explore cutting-edge analytical techniques, automation solutions to enhance laboratory efficiency, and strategies for navigating the rapidly evolving regulatory landscape surrounding PFAS. Participants engaged in expert-led sessions on field sampling best practices and instrument troubleshooting, while also benefiting from valuable networking opportunities with peers across the sector. The workshop underscored DSRSD's proactive role in advancing scientific excellence, fostering industry collaboration, and maintaining leadership in addressing emerging environmental challenges.

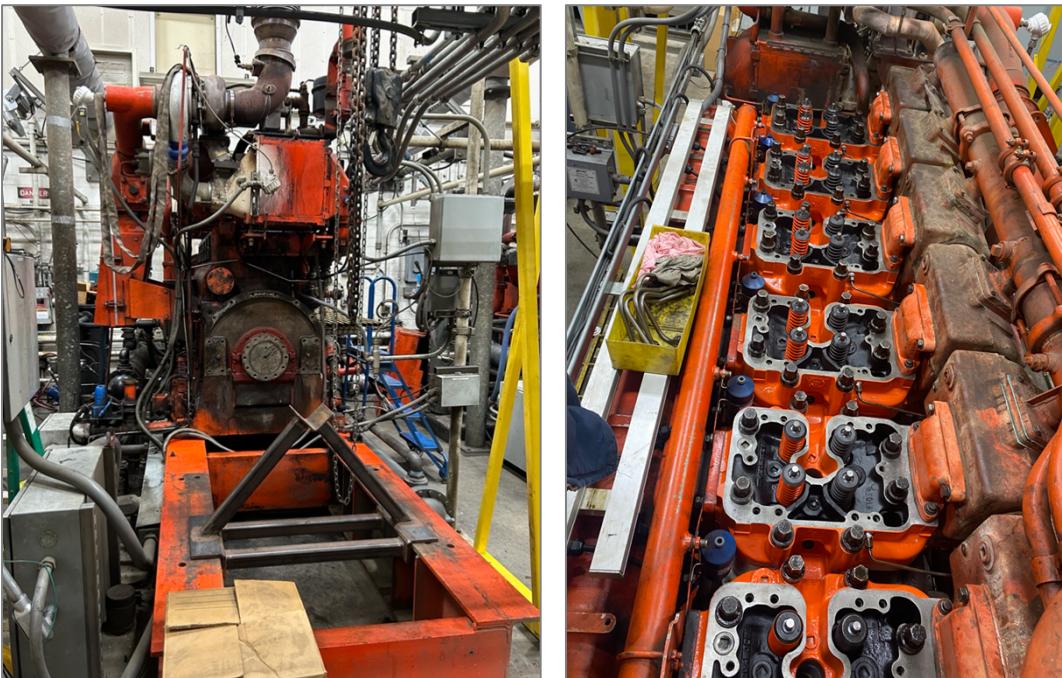
Drinking Water Sanitary Survey – On October 8, 2025, the District received the final sanitary survey report of DSRSD's drinking water system facilities and operations conducted by the Division of Drinking Water (DDW) on September 10 and September 12, 2024. The purpose of the sanitary survey was to assess compliance with safe drinking water regulations, to identify actual and potential sanitary hazards, and to formulate additional methods for DDW to provide regulatory oversight of and support to DSRSD. The majority of the inspection results were recommendations, and no serious or critical health hazards were identified for corrections during the inspection. The DDW inspection summary noted, *“During the survey, it was noted that all DSRSD facilities are well maintained and routinely inspected for potential issues. The Division commends DSRSD staff for their efforts in keeping the water system facilities in excellent operating condition and in compliance with current state and federal regulations.”*



From left: Pump Station 2A and Reservoir 4A are well-maintained.

New Power Quality Meter at WWTP – On October 27, 2025, District staff and its contractor completed installation of a power quality meter and arc flash relay in the existing outdoor 21kV switchgear at the wastewater treatment plant (WWTP). The power quality meter enables staff to capture high fidelity waveform data for each PG&E power disturbance which will improve overall outage response. The arc flash relay will improve worker safety when working on the 21kV switchgear. To facilitate this installation, the Instrumentation, Controls and Electrical (ICE) Division coordinated closely with Mechanical Maintenance and Plant Operations staff to schedule a full-day power shutdown. The WWTP was successfully transitioned to emergency backup power systems during this period. In parallel with the outage, Plant Operations staff conducted a successful test of the recycled water loop system as a temporary replacement for the standard 3 Water Line (wastewater effluent). This test validated the WWTP's ability to take the 3 Water Line offline in preparation for a future leak repair on the loop water service line.

Cogen Unit No. 2 Maintenance – On October 1, 2025, District staff successfully executed scheduled maintenance on Cogeneration Unit No. 2 as part of the long-term asset management strategy. This effort included the disassembly and shipment of the generator component to Vallejo Electric in Mare Island, CA, where it is undergoing a comprehensive overhaul by contract. Concurrently, the District's Mechanical Maintenance Division completed a critical engine overhaul, including the replacement of severely worn camshaft pieces due to continuous operation. This level of preventive maintenance is essential to ensuring the reliability and longevity of the cogeneration infrastructure. It is performed on a five-year cycle based on operational intensity and is aligned with industry best practices for high-utilization energy assets.



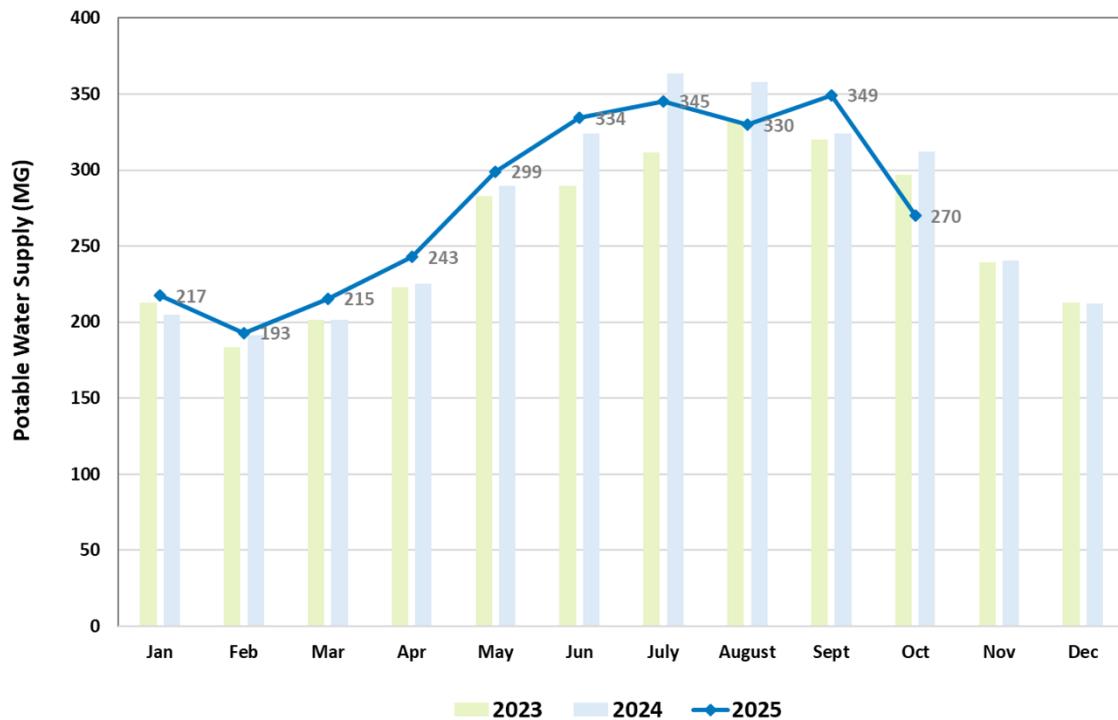
From left: Cogen Engine 2 generator removed for overhaul. Rebuilt engine cylinder heads after install.

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 October 2025, Zone 7 Water Agency supplied approximately 2,796 million gallons (MG) of potable water to DSRSD for delivery to customers, which is nearly identical to the same period last year representing a 0% change. The chart also shows calendar years 2023 and 2024 monthly potable water supply for comparison. Potable water deliveries increased slightly for the month of September
- *DERWA recycled water production (Figure 2)* – From January through October 2025, the DERWA recycled water treatment facility produced approximately 1,359 MG, which is an 8.9% decrease compared to the same period last year. The chart also shows calendar years 2023 and 2024 monthly potable water supply for comparison. The dry season period has ended, and water recycling has dropped considerably.
- *Wastewater flows and precipitation (Figure 3)* – The average WWTP influent flow for October 2025 was 11.0 million gallons per day (MGD), and the average wastewater exported to LAVWMA was 8.8 MGD. Precipitation for the month totaled 1.9 inches. As the season has changed, water recycling has dropped considerably resulting in higher LAVWMA discharge values.

Figure 1. Monthly Potable Water Supply

January 1, 2023 - October 31, 2025

**Figure 2. Monthly DERWA Recycled Water Production**

January 1, 2023 - October 31, 2025

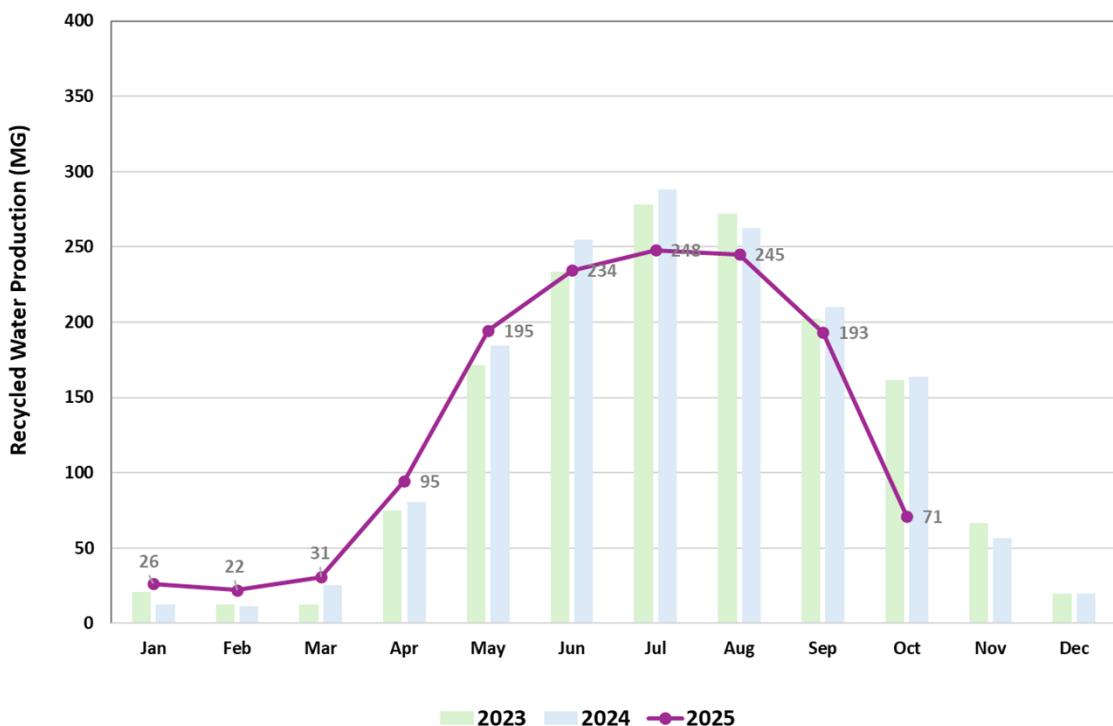
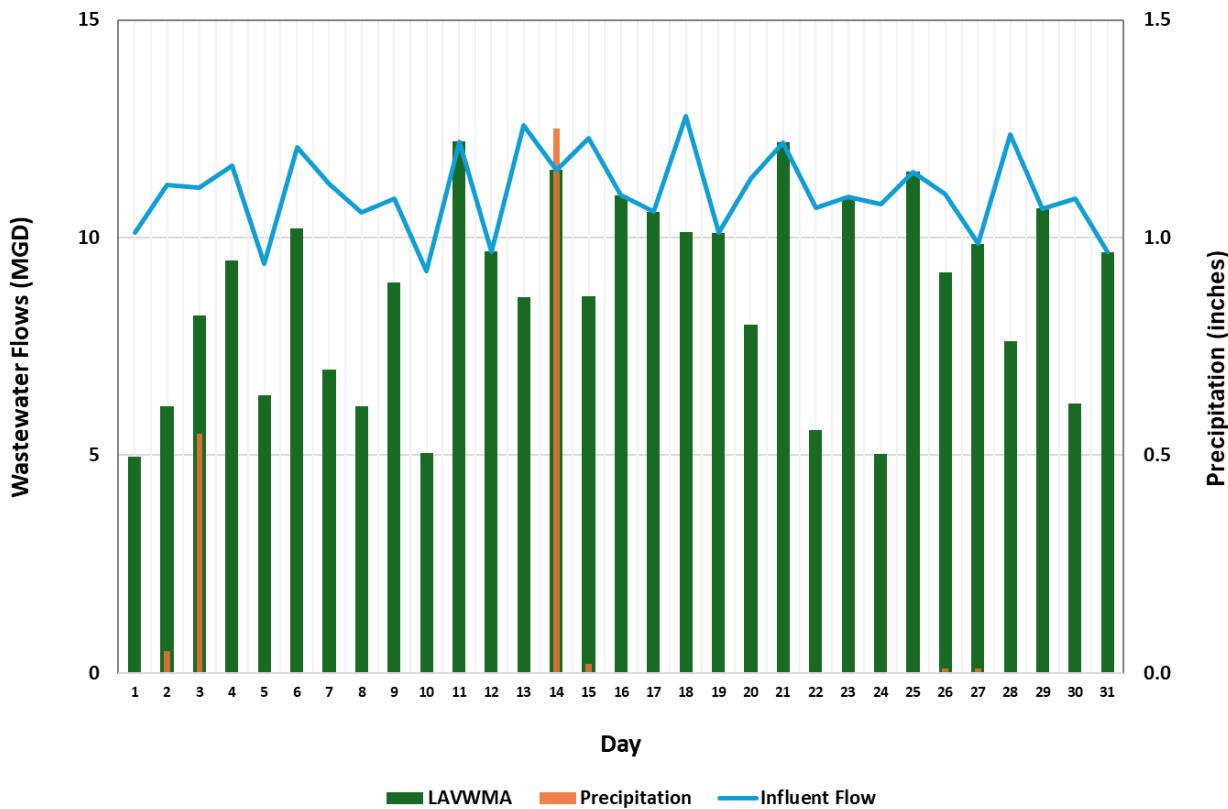


Figure 3. Wastewater Flows and Precipitation
October 2025





Dublin San Ramon Services District

Water, wastewater, recycled water

To: Board of Directors

Through: Jan R. Lee, General Manager *JR*

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

Date: November 18, 2025

Subject: **Public Outreach Activities Report for July to September 2025**

This quarterly report provides updates to the Board on public outreach activities conducted during July to September 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 HIGHLIGHT

[City of Dublin Firefighter Exhibit](#) – DSRSD partnered with the City of Dublin's Heritage Park and Museums and other regional agencies to create an exhibit, [Fighting Fires and Saving Lives: Dublin's First Firefighters | Dublin Historical Society](#). The display highlights the early firefighting efforts of DSRSD (previously Valley Community Services District), which provided fire protection to the area from the early 1960s to the mid-1980s. DSRSD contributed historical content from its archives and promoted the exhibit through social media and the *Pipeline* e-newsletter. A grand opening event took place on August 30, with Director Vonheeder-Leopold and District staff in attendance; the exhibit will remain on display through February 2026.



COMMUNICATIONS

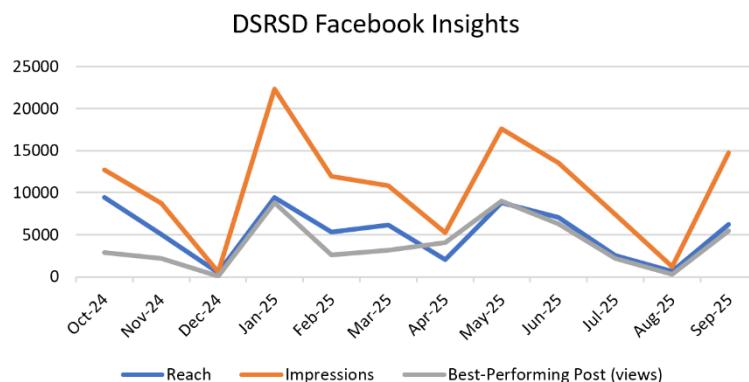
Social Media

Coordinated messaging across DSRSD's multiple social media platforms featured:

- Recognition of DSRSD staff that won 2025 District employee awards
- Emergency preparedness tips and resources in honor of National Preparedness Month
- Promotion of local events and DSRSD programs supporting key messages (e.g., low-income assistance program, leak detection)

Facebook and X (formerly Twitter) –

Messaging promoted local and regional events, office closures, water conservation tips and resources, pollution prevention messaging (e.g., Flush Smart Day), plant tour information, and more. Facebook activity between July and September included 28 posts and reached 9,410 people.

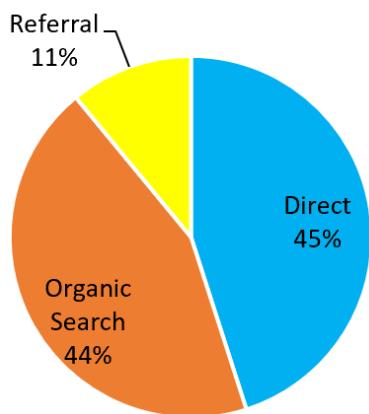
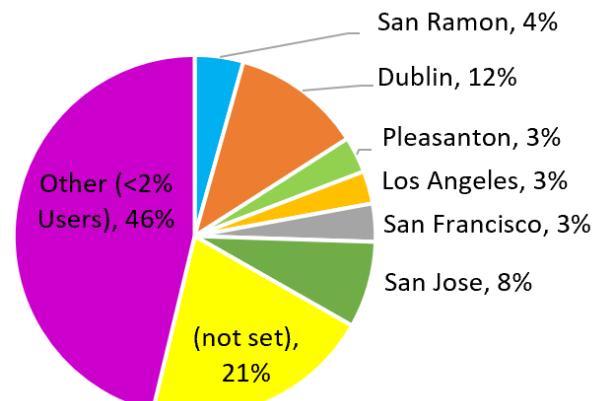
**Nextdoor –** These social media

communications focused on notifications to neighborhoods impacted by pipeline maintenance and repair work. Throughout the quarter, DSRSD's Nextdoor account recorded 7,260 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 and celebrated staff promotions and accomplishments. Throughout the quarter, DSRSD posts recorded 13,260 impressions and increased the District's follower base by 95 followers, bringing the total to 603.

Website

District Website – Throughout the quarter, District staff updated 30 webpages, including: [Protecting Golden Eagle Habitats | 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 70,700 hits between July 1 and September 30, 2025.

Website Traffic Sources**Website Users by City**

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

- Approving the final design
- Completing content migration from the old site to the new one and two rounds of quality assurance testing
- Migrating current forms onto the new website
- Working with DSRSD staff to define user roles and permissions and scheduling user trainings

This project is scheduled to be completed in December 2025 and includes a new site design, enhanced functionality, and organization with the user's experience in mind.

Press Releases and Media Engagement

- August 4, 2025 [Hacienda Drive Closed for Next Few Days Due to Water Main Break](#) *Dublin Patch*
- August 4, 2025 [Section of Southbound Hacienda Drive Closed Due to Flooding](#) *Pleasanton Weekly*

Customer Engagement

Pipeline – Three (3) monthly electronic newsletters were distributed covering a variety of topics, including information about DSRSD's operating budget and recent transparency and governance awards; an update on the District's efforts to preserve local golden eagle nesting habitats; promotion of regional events, such as the PG&E Wildfire Safety Town Hall and Dublin's firefighter exhibits; office closures; and promotion of DSRSD rebates, programs, events and resources. Over the quarter, the newsletters averaged approximately 13,150 views per month with an average open rate of 67%, far above the government industry standard of 43%.



DSRSD Documents – District staff produced the [District-At-A-Glance](#), a synopsis of key annual facts about the Dublin San Ramon Services District, which are featured on the District website.

PUBLIC OUTREACH AND EDUCATION**Tours**

- July 2025 – EcoEarth Youth Group WWTP Facility Tour
- September 2025 – Public Tour of WWTP Facility

**Outreach Campaigns**

DSRSD Receives SDLF Awards at Annual CSDA Annual Conference – In August 2025, Director Vonheeder-Leopold and District Secretary Nicole Genzale accepted DSRSD's renewed Transparency Certificate of Excellence and District of Distinction awards at the California Special Districts Association (CSDA) conference in Monterey. A representative from CSDA later attended the September 9 Board meeting to formally present the awards. The District

of Distinction is held by only 47 of California's 3,400 special districts and recognizes exceptional fiscal management and leadership practices. The Transparency Certificate honors DSRSD's ongoing commitment to open communication and public access to information.

Lead and Copper Triennial Sampling – In August and September, DSRSD conducted its triennial lead and copper sampling at more than 30 homes built in the 1980s. Residents received letters with instructions and materials to collect samples. All results met state and federal drinking water standards, with no samples exceeding action limits for lead or copper.



National Preparedness Month – Throughout the month of September DSRSD participated in National Preparedness Month by sharing safety tips and local resources through the District's social media channels and e-newsletter. Internally, DSRSD hosted a Safety and Wellness Fair for DSRSD staff and participating in the "Great Shakeout" with an earthquake drill staged at District facilities.

2025 Utility of the Future Today Award at WEFTEC – On September 30, DSRSD Board President Arun Goel and General Manager Jan Lee accepted the *2025 Utility of the Future Today* award for water reuse at the annual Water Environment Federation Technical Exhibition and Conference (WEFTEC). This national recognition honors utilities that lead in sustainability, resource recovery, and community collaboration. Sponsored by top water organizations with support from the U.S. EPA and Department of Energy, the award highlights DSRSD's innovative approaches to using water wisely and protecting the environment.



Education

Science and Engineering Fair Season Kickoff – On July 22, DSRSD hosted a kickoff for the [Alameda County Science and Engineering Fair](#)'s water/wastewater regional award group, for which DSRSD serves as lead coordinator. In September, DSRSD sent out informational letters to educators in Dublin Unified School District, San Ramon Valley Unified School District, and private schools in DSRSD's service area,

informing them of key dates for the Alameda County Science and Engineering Fair and [Contra Costa County Science and Engineering Fair](#) and encouraging students to register to participate in the relevant fairs, which take place in Spring 2026.

In-Person Events

[Dublin Farmers' Market](#) – On July 3, DSRSD staff hosted an informational booth at the City of Dublin's Farmers' Market at Emerald Glen Park. Market attendees received information about the District's Annual Water Quality Report and water conservation.

[Dublin Splatter Festival](#) – On September 13, DSRSD staff partnered with Zone 7 Water Agency to host an informational booth at the City of Dublin's Splatter Festival, which saw an estimated 17,000 attendees this year. Staff shared water conservation and pollution prevention messaging, offered an otter-themed watercolor painting station, and hosted a plinko game for a chance to win prizes.

[San Ramon Live Well Resource Fair](#) – On September 25, DSRSD staff hosted an informational booth at the City of San Ramon's Live Well Resource Fair, offering information and resources available to an estimated 300 members of the senior community. Staff shared water conservation and pollution prevention messaging as well as information about DSRSD programs, such as the Low-Income Assistance Program.

PARTNERSHIP ACTIVITIES

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

[Expanded Water Conservation Rebate Programs](#) – On August 20, Zone 7 Water Agency's Board of Directors voted to increase reimbursement limits for both the [Water-Efficient Lawn Conversion Rebate and the Smart Irrigation Controller Rebate | Zone 7 Water Agency](#), effective October 1, 2025. These programs support DSRSD's ongoing water conservation efforts and align with the state's *Making Water Conservation a California Way of Life* initiative. The District plans to promote both expanded rebate programs to DSRSD customers in the coming months.

