



**DUBLIN SAN RAMON SERVICES DISTRICT  
Board of Directors**

**NOTICE OF REGULAR MEETING**

**TIME:** 6:00 p.m.  
**PLACE:** Regular Meeting Place  
7051 Dublin Boulevard, Dublin, CA

**DATE:** Tuesday, October 7, 2014

**AGENDA**

(NEXT RESOLUTION NO. 64-14)

(NEXT ORDINANCE NO. 336)

**Our mission is to provide reliable water and wastewater services to the communities we serve in a safe, efficient and environmentally responsible manner.**

**BUSINESS:**

**REFERENCE**

	<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
1. <b><u>CALL TO ORDER</u></b>		
2. <b><u>PLEDGE TO THE FLAG</u></b>		
3. <b><u>ROLL CALL</u></b> – Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold		
4. <b><u>SPECIAL ANNOUNCEMENTS/ACTIVITIES</u></b>		
5. <b><u>PUBLIC COMMENT</u></b> (MEETING OPEN TO THE PUBLIC)		
<p>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. Speakers' cards are available from the District Secretary and should be completed and returned to the 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, introduce him/herself, and then proceed with his/her comment.</p>		
6. <b><u>REPORTS</u></b>		
A. <b><u>Reports by General Manager and Staff</u></b>		
• Event Calendar		
• Correspondence to and from the Board		
B. <b><u>Agenda Management</u></b> (consider order of items)		
C. <b><u>Committee Reports</u></b>		
Tri-Valley Water Agency Liaison		September 27, 2014
7. <b><u>APPROVAL OF MINUTES</u></b> - Regular Meeting of <i>September 16, 2014</i>	District Secretary	Approve by Motion

**BUSINESS:**

**REFERENCE**

			<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
8.	<b><u>CONSENT CALENDAR</u></b>			
	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 of Directors or the public prior to the time the Board votes on the Motion to adopt.			
A.	Receive Information on Dublin San Ramon Services District's Water Rates Annual Consumer Price Index (CPI) Adjustment	Financial Services Manager	Receive Information	
B.	Approve Contributed Funds Agreement for the Recycled Water Expansion Project (CIP 15-R009)	Engineering Services Manager	Approve by Resolution	
C.	Approve Job Descriptions for the Administrative Services Manager and Engineering Services Manager	General Manager	Approve by Resolution	
D.	Approve Revised Job Definition for Operations Manager Classification	General Manager	Approve by Resolution	
E.	Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 56-14	Organizational Services Manager	Adopt by Resolution	
F.	Review Fraud in the Workplace and District Security Policies	Organizational Services Manager	Approve Policies by Motion	
G.	Award Construction Agreement to Alaniz Construction, Inc. for the Reservoir Access Road Repairs (CIP 14-A018 & 15-W005)	Engineering Services Manager	Approve by Resolution	
H.	Approve Tri-Valley Intergovernmental Reciprocal Services Master Agreement among the District and other Participating Governmental Entities in and around the Livermore-Amador Valley	General Manager	Approve by Resolution	
I.	Upcoming Board Calendar	General Manager	Accept by Motion	
J.	Report of Checks and Electronic Disbursements Made	Treasurer	Accept by Motion	

**BUSINESS:**

**REFERENCE**

			<b><u>Recommended Action</u></b>	<b><u>Anticipated Time</u></b>
9.	<b><u>BOARD BUSINESS</u></b>			
A.	Discuss Drought Management Program	General Manager	Provide Direction	5 min
B.	Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists	General Manager	Accept by Motion	10 min
C.	Take Position on Zone 7 Water Rates for Calendar Years 2015 and 2016	Financial Services Manager	Approve by Motion	15 min
D.	Accept Various Regular and Recurring Reports and Provide Direction as to which Reports are Still Desired by the Board	General Manager	Accept by Motion; Provide Direction	5 min
10.	<b><u>BOARDMEMBER ITEMS</u></b>			
	• Submittal of Written Reports from Travel and Training Attended by Directors			
11.	<b><u>ADJOURNMENT</u></b>			

**BOARD CALENDAR\***

<b><u>Committee &amp; Board Meetings</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Finance	October 13, 2014	8:30 a.m.	District Office
External Affairs	October 14, 2014	5:30 p.m.	District Office
Personnel	October 14, 2014	5:45 p.m.	District Office
Wastewater	October 15, 2014	8:30 a.m.	District Office
LAVWMA	October 15, 2014	6:00 p.m.	District Office
Regular Board Meeting	October 21, 2014	6:00 p.m.	District Office

\*Note: Agendas for regular meetings of District Committees are posted not less than 72 hours prior to each Committee meeting at the District Administrative Offices, 7051 Dublin Boulevard, Dublin, California

**All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection at the front desk of the District Office at 7051 Dublin Blvd., Dublin, during business hours, or 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**

**September 16, 2014**

A regular meeting of the Board of Directors was called to order at 6:00 p.m. by Vice President Edward R. Duarte. Boardmembers present: Vice President Edward R. Duarte, Director D.L. (Pat) Howard, Director Richard M. Halket, and Director Dawn L. Benson. President Georgean M. Vonheeder-Leopold was absent. District staff present: Bert Michalczyk, General Manager; Rhodora Biagtan, Interim Engineering Services Manager; John Archer, Interim Financial Services Manager/Treasurer; Dan Gallagher, Operations Manager; Michelle Gallardo, Interim Organizational Services Manager; Carl P.A. Nelson, General Counsel; and Nancy Gamble Hatfield, District Secretary.

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL - Members: Benson, Duarte, Halket, Howard, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 p.m.
6. REPORTS
  - A. Reports by General Manager and Staff
    - Event Calendar – General Manager Michalczyk reported on the following:
      - o On Sunday and Monday, October 19 – 20, 2014 ACWA will hold its Region 5 meeting in the Tri-Valley. Sunday afternoon features a tour of the Del Valle Pumping Plant and Dam and the Monday program will feature “Creative Approaches to Watershed and Reliability in the Tri-Valley” and be held at the Martinelli Event Center in Livermore.
      - o On November 18, 2014 at 7:00 p.m. District staff will make a presentation to the Dublin City Council focusing on a review of the 2014 drought. On November 25, 2014 a similar presentation will be made to the San Ramon City Council.
    - Correspondence to and from the Board on an Item not on the Agenda – None
  - B. Agenda Management (consider order of items) – General Manager Michalczyk noted that depending on the Board’s decision on Consent Calendar Item 8.A, the Closed Session Item 11.A may not be needed.
  - C. Committee Reports  
None

**DRAFT**



7. APPROVAL OF MINUTES – Regular Meeting of September 2, 2014

Director Howard MOVED for the approval of the September 2, 2014 minutes. Director Benson SECONDED the MOTION, which CARRIED with THREE AYES, ONE ABSENT (Vonheeder-Leopold), ONE ABSTENTION (Halket).

8. CONSENT CALENDAR

Director Halket MOVED for approval of the items on the Consent Calendar. Director Benson SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Vonheeder-Leopold).

- A. Rejection of Claim – Mr. Philip Soo – Approved
- B. Award Construction Agreement to Advanced Industrial Services, Inc., for the Secondary Clarifier No. 4 Recoating (CIP 15-P002) – Approved – Resolution No. 62-14
- C. Approve Day of Service and Expense Reimbursement for Director Benson to Represent the District at the WaterSmart Innovations Conference and Exposition in Las Vegas, Nevada – Approved
- D. Authorize Travel to Las Vegas, Nevada for Clean Water Programs Specialist and Clean Water Environmental Compliance Inspector – Approved
- E. Approve Day of Service and Expense Reimbursement for Director Halket to Represent the District at the Water Education Foundation 2014 Northern California Water Tour – Approved
- F. Upcoming Board Calendar – Approved

9. BOARD BUSINESS

## A. Discuss Drought Management Program

General Manager Michalczyk reminded Directors this is a standing agenda item for them to discuss the drought management program and to provide any input on that program, which they adopted on May 5, 2014. Staff believes the program is operating as planned. Mr. Michalczyk did not recommend any changes at this time to the program. He did however note the District, Zone 7, and Pleasanton ordinances call for outdoor residential irrigation to be scaled back to one day per week starting October 1, 2014. The City of Livermore and the California Water Service Company will continue to allow two days of irrigation per week through the end of the calendar year. He stated he is not too concerned with this difference as the various programs are not identical in every aspect but overall are functionally equivalent.

The Board did not direct staff to develop any changes to the program.

B. Support Proposition 1, the Water Quality, Supply, and Infrastructure Improvement Act of 2014

General Manager Michalczyk summarized that earlier this month the California legislature passed a near unanimous vote to put a revised water bond measure for \$7.545 billion on the November 4, 2014 ballot. The water bond is widely supported by the state and many local governmental agencies along with many environmental, labor and business groups throughout the state. The agenda materials include lists of supporters and opponents. Most recently, the Water Task Force of the East Bay Leadership Council took a support position that the full membership will consider later in September. Mr. Michalczyk clarified the Staff Report identified CASA as having already taken a support position; however, CASA formally took a support position just yesterday. The proposition will provide significant funding for the benefit of the general public throughout the state as well as direct local funding. Mr. Michalczyk recommended the District Board show their support for the passage of Proposition 1 and adopt a resolution.

Director Howard MOVED to adopt Resolution No. 63-14, declaring support for Proposition 1 and the Water Quality, Supply, and Infrastructure Improvement Act of 2014. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Vonheeder-Leopold).

C. Authorize the Board President to Appoint a District Representative to Attend the September 27, 2014 Tri-Valley Retailer/Wholesaler Liaison Meeting and Discuss Various Water Policy Issues in Preparation for Meeting

General Manager Michalczyk explained this agenda item is comprised of two main issues. The first item is a procedural matter to allow the President and/or Vice President to appoint a delegate to attend the September 27, 2014 Tri-Valley Retailer/Wholesaler Liaison meeting. Typically, this meeting would be a Water Committee meeting. However, it is likely only President Vonheeder-Leopold of the Water Committee will be able to attend; the other member, not the alternate, cannot do so. Thus, there is a need to appoint another District delegate. Mr. Michalczyk stated the second purpose of the discussion is for the entire Board to discuss what it wishes to have its representatives place on the table at the Liaison meeting. He noted several possible issues were listed on the Summary and Recommendation sheet.

V.P. Duarte invited discussion.

Director Howard commented that it occurred to him this appointment should be made by the Board President, or in the absence, the Vice President and should include the September Tri-Valley Retailer/Wholesaler Liaison meeting and be expanded to cover any future liaison meetings through the end of the calendar year.

He added this might be an approach the new Board President makes annually for liaison meetings.

Mr. Michalczyk stated he will bring the latter part of Director Howard's suggestion forward at the December meeting when Committee member assignments are made.

Director Howard MOVED to authorize the Board President, or Vice President in the absence of the President, to appoint District Representatives to all liaison Committee meetings for the remainder of 2014 if the Alternate Committee Member cannot be present, and this includes attendance for the September 27, 2014 Tri-Valley Retailer/Wholesaler Liaison Meeting. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES, ONE ABSENT (Vonheeder-Leopold).

Director Howard stated his motion was similar to creating an "alternate to the alternate" position.

Director Halket offered his thoughts and made several comments about issues he believes are related to the water status in the Valley. He believes the water supply is inadequate for the Valley with only one pipe into the Valley. He strongly believes the District must find ways to get more water into the Valley and noted the District has taken more of the brunt of the drought effects than others nearby. Director Halket also mentioned the matter of a growth moratorium that has been written in the Independent newspaper, and he cautioned the Board on how they might speak about that topic with the press. A growth moratorium could potentially have many serious financial ramifications. He expressed concern about having to impose a debt surcharge as was necessary in past years. Director Halket also stated he was pleased Zone 7 is beginning to discuss debt financing versus a "prepay as you go" payment method for infrastructure.

Mr. Michalczyk mentioned the importance of there being an open and transparent process in the development of the new Zone 7 – DWR agreement; the Board concurred.

Director Benson commented that Zone 7 debt financing is a big issue and she believes it is obviously time to start looking for additional water supplies. She believes Zone 7 needs to have a plan that works for the whole Valley that includes water supply and reliability, growth management, finance and a policy that meets the entire needs of the Valley. She also stated her personal opinion is that now is the time for all District customers to be able to have a voice on the Zone 7 Board and for each retailer to have direct representation on the Zone 7 Board.

Director Halket urged that whoever attends the September 27, 2014 meeting concentrate on constructive and focused feedback and outcomes with regard to Zone 7. He advised thoughtfulness and caution in the discussions at this meeting regarding the important issues.

V.P. Duarte reminded the Board there were four District Directors in attendance at the last liaison meeting on August 27, 2014. He believes the District is being looked to for leadership and direction in the Valley water issues. The District is a major “subplayer” to Zone 7, and V.P. Duarte does not think many people realize the role of Zone 7 and instead look to the District. V.P. Duarte stated he finds it almost unbelievable there is only one pipeline for this Valley that so many people depend upon and emphasized the importance for the Board to go forward and make the District’s unified position heard.

V.P. Duarte asked who would attend this meeting since the Water Committee Members and Alternate could not.

Director Halket volunteered to attend the meeting.

V.P. Duarte appointed Director Halket as the representative to attend the meeting.

10. BOARDMEMBER ITEMS

Director Benson reported she signed up to use recycled water for her yard. She challenged Directors to sign up to use recycled water too. She complimented those staffing the station at the Wastewater Treatment Plant.

11. CLOSED SESSION

Closed Session Item 11.A was unnecessary as the result of the approval of the Consent Calendar. General Counsel Nelson announced that Attendees for Closed Session Item 11.B are as listed below. At 6:27 p.m. the Board went into Closed Session.

- A. NOT HELD – Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One case. Receipt of claim from Philip Soo pursuant to the Government Claims Act (Government Code §§810-996.6)  
Agency Negotiators: Bert Michalczyk, General Manager  
Michelle Gallardo, Interim Organizational Services Manager  
Additional attendees: General Counsel Carl P. A. Nelson
- B. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Negotiators: Bert Michalczyk, General Manager  
Unrepresented Employees: 1. Engineering Services Manager  
2. Administration Services Manager  
3. Operations Manager  
Additional attendees: General Counsel Carl P. A. Nelson

12. REPORT FROM CLOSED SESSION

At 7:05 p.m. the Board came out of Closed Session. V.P. Duarte announced that there was no reportable action.

13. ADJOURNMENT

V.P. Duarte adjourned the meeting at 7:06 p.m.

Submitted by,

Nancy Gamble Hatfield  
District Secretary



Reference Financial Services Manager	Type of Action Receive Information	Board Meeting of October 7, 2014
Subject Receive Information on Dublin San Ramon Services District's Water Rates Annual Consumer Price Index (CPI) Adjustment		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	J. Archer	<input type="checkbox"/> Board Member

## Recommendation:

The Financial Services Manager recommends the Board of Directors receive information on the Dublin San Ramon Services District water rates annual Consumer Price Index (CPI) adjustment for 2015.

## Summary:

Water rates adopted by Resolution No. 11-13 direct that water service charges identified in Sections 4.40.010 and 4.40.020 of the District Code shall be adjusted annually, effective each January 1. As such, the rates will be increased in accordance with the CPI for All Urban Consumers for the San Francisco-Oakland-San Jose, CA area. The rates will be increased 3% effective January 1, 2015. Customers will be notified on their October-November billing statements that the new rates, for the following year, will be effective January 1, 2015. The rates will also be posted on the District's website.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Water Rates - Annual CPI Adjustment 2. 3.			

# Water Rates

District Code Sections 4.40.010/4.40.020

Resolution 11-13

Effective Dates: 01/01/2015-12/31/2015

CPI, June 2013	245.935
CPI, June 2014	253.317
1-year CPI Change	3.00%

## Attachment 1 to S&R

### Section 6.3.01- BI-Monthly Fixed Water Service Charges

Size of Meter	2014 Rates	2015 Rates	Increase Type
Effective Dates	1/1/14-12/31/14	1/1/15-12/31/15	
5/8"	\$ 32.56	\$ 33.54	CPI
3/4"	\$ 48.87	\$ 50.33	CPI
1"	\$ 81.43	\$ 83.87	CPI
1-1/2"	\$ 162.81	\$ 167.69	CPI
2"	\$ 260.49	\$ 268.31	CPI
3"	\$ 569.85	\$ 586.96	CPI
4"	\$ 1,628.07	\$ 1,676.94	CPI
6"	\$ 3,256.15	\$ 3,353.88	CPI
8"	\$ 5,698.26	\$ 5,869.30	CPI
10"	\$ 8,954.40	\$ 9,223.18	CPI

### Section 6.3.02- Water Consumption Rates, Normal Conditions

Service Classification	2014 Rates	2015 Rates	Increase Type
Effective Dates	1/1/14-12/31/14	1/1/15-12/31/15	
Zone 7*	\$ 2.33	\$ 2.33	Passthrough+4.6%
Residential Tier 1 (0-10)	\$ 0.51	\$ 0.53	CPI
Residential Tier 2 (11-34)	\$ 1.08	\$ 1.11	CPI
Residential Tier 3 (>34)	\$ 1.44	\$ 1.48	CPI
Commercial Winter (Nov-Apr)	\$ 1.03	\$ 1.06	CPI
Commercial Summer (May-Oct)	\$ 1.23	\$ 1.27	CPI
Potable Irrigation	\$ 1.44	\$ 1.48	CPI
Power Charge**	\$ 0.28	\$ 0.28	5% Fixed
Limited Access	\$ 2.81	\$ 2.81	Zone 7 + 19% + \$0.04
Recycled Water	\$ 3.39	\$ 3.43	90% * (Zone 7 + Irrigation)

\*Zone 7 Water Agency is expected to adopt around mid-October wholesale treated water rates for 2015.


\*\*Power Charge increases have been suspended.

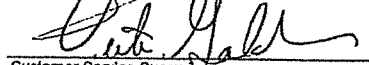
### Section 6.3.02- Water Consumption Rates During a Water Shortage

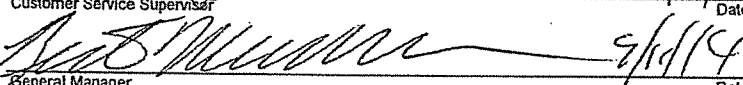
Increases by CPI

Service Classification	2014 Rates (effective 1/1/14-12/31/14)			
	Stage 1	Stage 2	Stage 3	Stage 4
Residential Tier 1 (0-10)	\$ 0.57	\$ 0.641	\$ 0.897	\$ 1.308
Residential Tier 2 (11-34)	\$ 1.35	\$ 1.67	\$ 2.15	\$ 3.50
Residential Tier 3 (>34)	\$ 1.87	\$ 2.80	\$ 4.02	\$ 5.53
Commercial Winter (Nov-Apr)	\$ 1.12	\$ 1.23	\$ 1.55	\$ 1.95
Commercial Summer (May-Oct)	\$ 1.44	\$ 1.72	\$ 2.16	\$ 3.08
Potable Irrigation	\$ 1.87	\$ 2.80	\$ 4.02	\$ 5.53
Service Classification	2015 Rates (effective 1/1/15-12/31/15)			
	Stage 1	Stage 2	Stage 3	Stage 4
Residential Tier 1 (0-10)	\$ 0.59	\$ 0.66	\$ 0.92	\$ 1.35
Residential Tier 2 (11-34)	\$ 1.39	\$ 1.72	\$ 2.22	\$ 3.60
Residential Tier 3 (>34)	\$ 1.92	\$ 2.88	\$ 4.14	\$ 5.69
Commercial Winter (Nov-Apr)	\$ 1.15	\$ 1.27	\$ 1.60	\$ 2.01
Commercial Summer (May-Oct)	\$ 1.48	\$ 1.77	\$ 2.23	\$ 3.17
Potable Irrigation	\$ 1.92	\$ 2.88	\$ 4.14	\$ 5.69

Signatures:

  
 Financial Services Manager  
 Date: 9/4/14

  
 Customer Service Supervisor  
 Date: 9/8/14

  
 General Manager  
 Date: 9/11/14



Reference District Engineer	Type of Action Approve Agreement	Board Meeting of October 7, 2014
Subject Approve Contributed Funds Agreement for the Recycled Water Expansion Project (CIP 15-R009)		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	R. Biagtan	<input type="checkbox"/> Board Member

## Recommendation:

The District Engineer recommends that the Board of Directors approve, by Resolution, the attached *Contributed Funds Agreement 14-WC-20-4645 Between the Bureau of Reclamation, Mid-Pacific Region, and the Dublin San Ramon Services District for the Dublin Recycled Water Expansion Project*.

## Summary:

This item is in accordance with Board Resolution No. 47-08 authorizing the pursuit of federal legislation related to the funding of recycled water infrastructure in the Tri-Valley. The *Contributed Funds Agreement 14-WC-20-4645 Between the Bureau of Reclamation, Mid-Pacific Region, and the Dublin San Ramon Services District for the Dublin Recycled Water Expansion Project* (Agreement) is an agreement between the US Department of the Interior Bureau of Reclamation (BOR) and the District to fund the BOR's review of the District's feasibility study and National Environmental Protection Act (NEPA) assessment documents for the Recycled Water Expansion (Project). A project description is included as Attachment 1. The District is required to conduct a feasibility study and prepare NEPA documents, which must be reviewed and authorized by BOR, to obtain federal funding for the Project through Title XVI of the 1992 Reclamation Wastewater and Groundwater Study & Facilities Act (PL 102-575).

The Agreement will require that the District deposit \$28,260 with BOR to fund BOR's time in reviewing and processing the feasibility study and NEPA documents. Staff has submitted the feasibility study for the project and is currently working on the preparation of the NEPA documents. Review of the feasibility study is expected to be completed by the end of 2014 and NEPA documents are expected to be completed by May 2015.

The District is part of the Western Recycled Water Coalition (WRWC). As part of WRWC, the District is seeking Title XVI authorization for the Project. The total cost for the Project is estimated at \$24 million and will offset approximately 6,460 acre-feet of potable water demand. The Project is for Stage 2 expansion of the Recycled Water Treatment Facilities (increasing capacity from 9.7 million gallons per day (mgd) to 16.5 mgd) and deliver up to 456 acre-feet of recycled water to various schools, parks, streetscapes, institutional and commercial areas in western Dublin, Alameda County, and Federal properties. WRWC is seeking 25% federal cost share, the maximum allowed, for authorized projects. Once authorization is obtained for this Project, the Project will be listed as one of the projects for which WRWC is seeking federal funding. If federal funding of \$6 million is obtained, this Project is estimated to cost the District approximately \$18 million. The District is also seeking state funding to offset this cost.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR R. Biagtan	DEPARTMENT Engineering	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$28,260	<input checked="" type="checkbox"/> Funding Source A. Water Replacement (35%) B. Water Expansion (65%)		Attachments to S&R 1. Project Description 2. 3.			



RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE CONTRIBUTED FUNDS AGREEMENT 14-WC-20-4645 BETWEEN THE BUREAU OF RECLAMATION, MID-PACIFIC REGION, AND THE DUBLIN SAN RAMON SERVICES DISTRICT FOR THE DUBLIN RECYCLED WATER EXPANSION PROJECT

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WHEREAS, Title XVI of the Reclamation Wastewater and Groundwater Study and Facilities Act of 1992 (Title XVI) authorized a feasibility study of the potential for development of facilities to reclaim water in the San Francisco Bay Area; and

WHEREAS, Title XVI provides a program for Federal participation through cost sharing for authorized recycled water projects; and

WHEREAS, Dublin San Ramon Services District (District) Board of Directors adopted Resolution No. 47-08 on August 19, 2008 authorizing the pursuit of federal legislation funding of recycled water infrastructure in the Tri-Valley; and

WHEREAS, the District Board of Directors has adopted Resolution No. 54-08 on October 7, 2008 authorizing the District to join the Bay Area Recycled Water Coalition, now renamed Western Recycled Water Coalition (WRWC) to promote and obtain legislation to authorize federal funding for Bay Area recycled water projects through Title XVI; and

WHEREAS, the District has several recycled water projects, jointly known as the Recycled Water Expansion Project (Project), which qualifies for Title XVI authorization and cost sharing; and

WHEREAS, the District is required to conduct a feasibility study and National Environment Protection Act (NEPA) assessment that must be reviewed and authorized by BOR to obtain federal funding for the Project through Title XVI; and

WHEREAS, the District has submitted a feasibility study and is currently preparing NEPA documents for review and approval by May 2015; and

WHEREAS, the BOR requires a deposit from the District to fund BOR's time in reviewing and processing the documents; and

WHEREAS, the Contributed Funds Agreement 14-WC-20-4645 Between the Bureau of Reclamation, Mid-Pacific Region, and the Dublin San Ramon Services District for the Dublin Recycled Water Expansion Project (Agreement) provides a means by which funds are contributed by the District to BOR and feasibility study review and assessments are conducted.

Res. No. \_\_\_\_\_

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 as follows:

That certain agreement entitled “Contributed Funds Agreement 14-WC-20-4645 Between the Bureau of Reclamation, Mid-Pacific Region, and the Dublin San Ramon Services District for the Dublin Recycled Water Expansion Project” (Exhibit A), by and between the US Department of Interior Bureau of Reclamation and Dublin San Ramon Services District is hereby approved and the General Manager and District Secretary are hereby authorized and directed to execute and attest thereto, respectively, said agreement for and on behalf of Dublin San Ramon Services District.

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 7th day of October 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgian M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nancy G. Hatfield, District Secretary

CONTRIBUTED FUNDS AGREEMENT  
AGREEMENT NO. 14-WC-20-4645

Between the  
Bureau of Reclamation, Mid-Pacific Region  
and the  
Dublin San Ramon Services District  
for the  
Dublin Recycled Water Expansion Project

**1. Introduction**

This Contributed Funds Agreement (Agreement) for the Dublin San Ramon Services District Dublin Recycled Water Expansion Project (Project) is entered into this \_\_\_\_ day of October, 2014, pursuant to §1604 of Title XVI of Public Law 102-275 (P.L. 102-575) and the Sundry Civil Appropriations Act of March 4, 1921 (41 Stat. 1040; 43 USC 395), between the Dublin San Ramon Services District (DSRSD) and the United States Department of the Interior, Bureau of Reclamation, Mid-Pacific Region (Reclamation). This Agreement describes why and how DSRSD will contribute \$28,260 to fund Reclamation's assistance to DSRSD in conducting a feasibility study and associated reviews and assessments under applicable Federal cultural and environmental laws for the Project prior to Congress considering construction authorization and appropriations. DSRSD and Reclamation are hereinafter referred to as "the Parties."

**2. Background**

Title XVI of P.L. 102-575 authorizes Reclamation to participate in evaluating the feasibility of water recycling projects. The Project has two components: distribution pipeline installation and tertiary treatment plant expansion. Approximately 5 miles of pipeline will be installed in the City of Dublin, California to extend the District's existing recycled water distribution system to deliver 456 acre-feet per year (AFY) of recycled water to approximately thirty-six customers in western and central Dublin for landscape irrigation. The tertiary treatment expansion will increase capacity from 9.7 million gallons per day (mgd) to 16.5 mgd.

**3. Responsibilities**

Responsibilities of the Parties to this Agreement are as follows:

**A. Reclamation's Responsibilities**

- (1) Reclamation will review and comment on Project feasibility, environmental, and cultural resource documents prepared by DSRSD referred to in Section 3.B.1, *infra*.
- (2) When funds contributed by DSRSD are no longer needed by Reclamation due to the completion of work or termination of this Agreement, Reclamation's Finance Officer will determine the amount of excess funds available and will return the remaining funds to DSRSD within 90 days of the date of such determination.
- (3) By the end of each month, Reclamation will provide DSRSD with a summary of costs incurred during the previous month in connection with this Project.

## **B. DSRSD's Responsibilities**

- (1) In addition to preparing the feasibility report, DSRSD will prepare all environmental and cultural resource documentation necessary to comply with the National Environmental Policy Act, the Endangered Species Act, the national Historic Preservation Act, and all other pertinent Federal planning, environmental, and cultural resources laws, policies, and requirements.
- (2) DSRSD agrees to pay costs incurred by Reclamation for the oversight and execution of all pertinent work in support of the planning, review, and processing of the feasibility report and environmental compliance documentation for this Project. Such costs include, but are not limited to the costs Reclamation incurs participating in public meetings; reviewing planning, feasibility, environmental and cultural resource documentation; consulting with the U.S. Fish and Wildlife Service and other Federal and State agencies; and reviewing and adopting all required Federal documentation. These costs will include the appropriate salaries and costs of participating Reclamation staff (including benefits, overhead, travel, and per diem) and a proportionate share of Reclamation's administrative, project/program management, and overhead costs.
- (3) DSRSD will advance \$28,260 to Reclamation upon execution of this Agreement.
- (4) Funds provided by DSRSD will be deposited in a U.S. Treasury account which will be used by Reclamation to pay the costs described in Section 3.B.2, *supra*. Funds must be deposited in such an account before any obligation or expenditure of funds.

**C. Reclamation and DSRSD's Responsibilities.** Whenever the balance of funds received from DSRSD under this Agreement is reduced down to \$2,500, Reclamation and DSRSD will meet and discuss the remaining work required for completing any reports and associated analyses. Reclamation will provide written notification of the resultant cost and scope of the remaining work identified and agreed upon. Through this Agreement, the Parties intend that the cost of performing the work will be borne by DSRSD rather than Reclamation, and DSRSD will have control over whether or not Reclamation performs work in excess of the initial \$28,260 advance. Work under this Agreement will be immediately terminated if the advance balance is drawn down to \$0 and is not replenished.

### **4. Term of Agreement**

This Agreement shall remain in full force and effect from the date written above through, but not exceeding, December 31, 2015. This expiration date may be extended by mutual written agreement of the Parties.

### **5. Modification and Termination**

This Agreement may be modified only through written mutual agreement of the Parties. This Agreement may be terminated for cause by either party after 60 days written notification by the Party requesting termination to the other Party.

### **6. Coordination and Progress Reports**

**A.** The Parties will meet as necessary to discuss all matters relevant to this Agreement.

**B.** The need for progress reports, if any, shall be determined in task orders prepared and agreed to under this Agreement.

C. Work performed under this Agreement is subject to examination and audit.

**7. Obligations, Restrictions, and Benefits**

A. Nothing in this Agreement obligates the United States to any current or future expenditure of federal funds in the absence or the advancement of the availability of appropriations from Congress.

B. Nothing in the Agreement restricts the Parties from participating in similar activities or arrangements with other public or private agencies, organizations, or individuals.

C. No member of, or delegate to, Congress shall be admitted to any share or part of this Agreement, or any benefits that may arise wherefrom; but this provision shall not be construed to extend to the Agreement if made with a corporation for its benefit.

**8. Points of Contact for this Agreement**

Bureau of Reclamation  
Michelle H. Denning  
Regional Planning Officer  
2800 Cottage Way (MP-700)  
Sacramento, CA 95825  
(916) 978-5062

Dublin San Ramon Services District  
Mr. Bert Michalczyk  
General Manager  
7051 Dublin Boulevard  
Dublin, CA 94568  
(925) 875-2200

In Witness Whereof, the Parties execute this Agreement on the date and year written above.

*Bureau of Reclamation*

By: \_\_\_\_\_  
Mr. David Murillo  
Regional Director, Mid-Pacific Region

Date: \_\_\_\_\_, 2014

*Dublin San Ramon Services District*

By: \_\_\_\_\_  
Mr. Bert Michalczyk  
General Manager

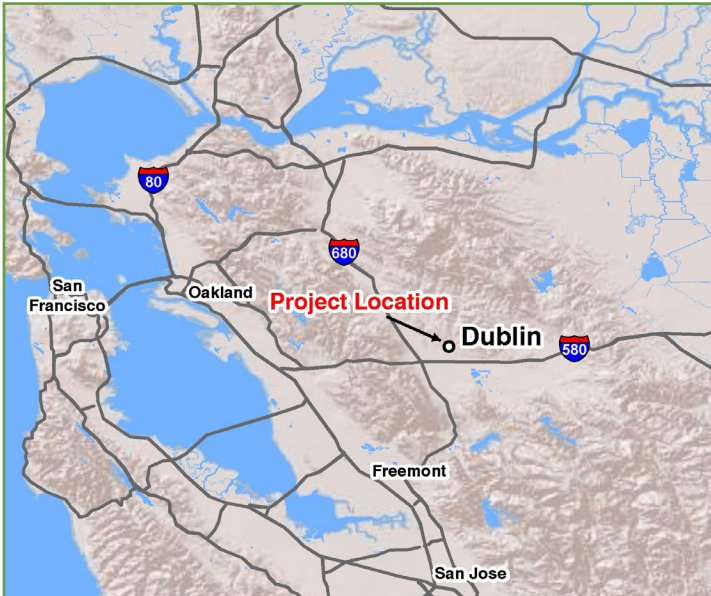
Date: \_\_\_\_\_, 2014

Attest:

\_\_\_\_\_  
Nancy G. Hatfield, District Secretary



# DUBLIN RECYCLED WATER EXPANSION PROJECT



Project area shown in map above and detail below.

## BENEFITS

- Reduce dependence on potable State water supplies
- Improved water supply reliability for irrigation customers
- Reduced wastewater discharges to the Bay
- Increased water use efficiency
- Improved recovery after emergencies and improved security

- Local control
- Environmentally friendly

## FACILITIES

- Treatment, pump station and pipelines

## YIELD

- 6460 acre-feet per year (AFY) of a 100% reliable water supply

## ESTIMATED COSTS

- \$18 million - Local and State Funds
- \$6 million - Federal Grant

## SCHEDULE

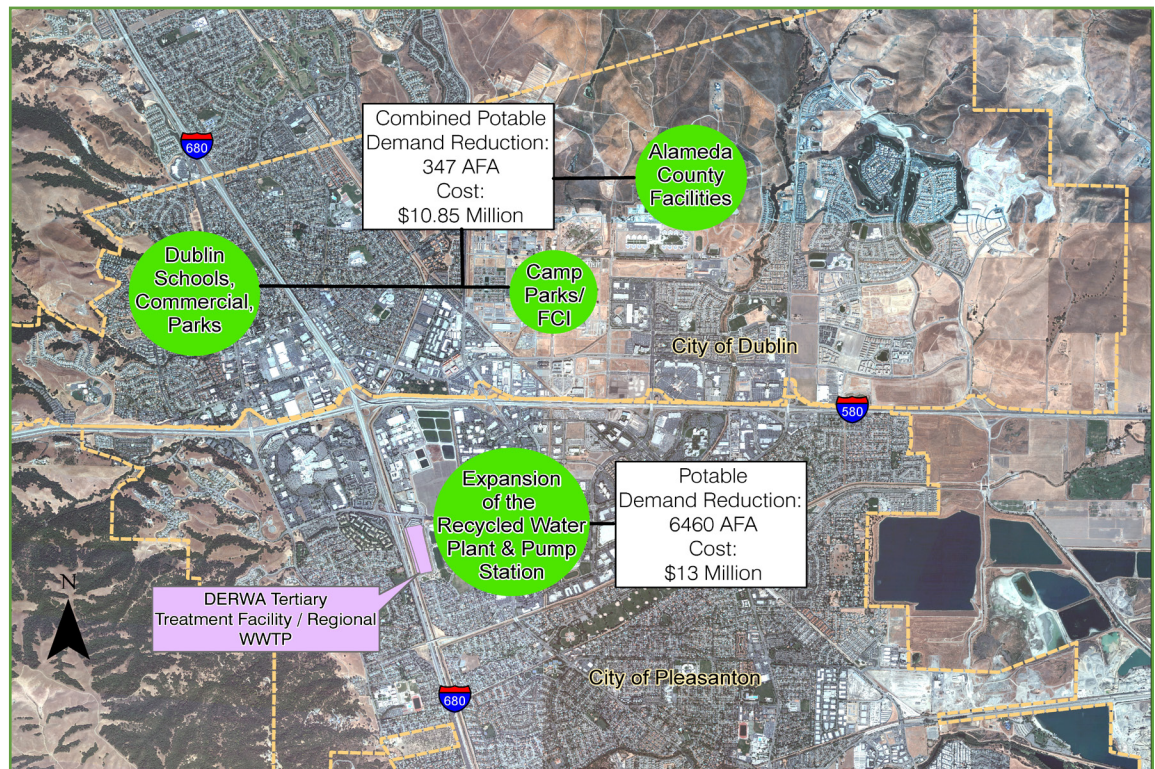
- TBD based on funding availability

## FACILITIES CURRENTLY IN PLACE

- 68 Miles of Pipe
- 4 Reservoirs
- 5 Pump Stations

## CONTACT US

If you have any questions about the project, please contact:  
Rhodora Biagtan  
T: 925.875.2255  
Email: [biagtan@dsrsd.com](mailto:biagtan@dsrsd.com)



Dublin San Ramon Services District  
7051 Dublin Blvd., Dublin, CA 94568 | T: 925.828.0515 | [www.dsrsd.com](http://www.dsrsd.com)

PROJECT DETAILS ON BACK (OVER)



# DUBLIN RECYCLED WATER EXPANSION PROJECT

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DSRSD currently owns a recycled water treatment plant and distribution facilities, much of which provides recycled water to newly-developed areas in eastern Dublin and Contra Costa County. DSRSD plans to expand its recycled water treatment plant to meet future demands that would otherwise increase water demands from the San Francisco Bay Delta. DSRSD plans to expand recycled water service to meet landscape irrigation demands in established areas of western Dublin, Alameda County facilities and Federal facilities.

## ***Expansion of the Recycled Water Plant***

Capacity to produce additional recycled water is needed to add any customers to the District's recycled water system. The project would expand the existing treatment system and the pump station at the treatment plant, which exports water to the DSRSD recycled water distribution system. This expansion would add approximately 6.5 million gallons per day to the current 10 mgd capacity of the Recycled Water Plant. This expansion represents approximately 6,460 acre-feet of additional recycled water for DSRSD's service area. The estimated cost for this expansion is \$13 million.

## ***Expansion of Recycled Water Distribution System***

DSRSD plans to expand its recycled water distribution system to established areas of Dublin, thereby permanently reducing potable water demand by approximately 347 acre-feet per year. The recycled water distribution system would be extended to serve existing schools, parks and streetscapes, and semi-public areas in western Dublin. The system would also be extended to existing institutional facilities within the Alameda County properties and Federal properties. Institutional facilities to be served include the Santa Rita Jail, Federal Corrections Institution, and Camp Parks Reserve Forces Training area. The estimated cost for the recycled water distribution system expansion is \$11 million.



Reference General Manager	Type of Action Approve Job Descriptions	Board Meeting of October 7, 2014
Subject Approve Job Descriptions for the Administrative Services Manager and Engineering Services Manager		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

## **Recommendation:**

The General Manager recommends the Board approve, by Resolution, the new titles, job definitions, duties, and qualifications for the Administrative Services Manager and Engineering Services Manager.

## **Summary:**

As a result of the retirement of the Organizational Services Manager in July 2013, the Financial Services Manager in October 2013 and the Assistant General Manager/District Engineer in November 2013, the General Manager completed an organizational assessment of the agency's overall workforce structure on August 11, 2014 and determined that the District would be best served by a restructuring and consolidation of the senior management team.

Under the revised organizational structure, the new position of the Administrative Services Manager will conduct job duties formerly performed by the positions of Organizational Services Manager and Financial Services Manager; the updated position of the Engineering Services Manager will continue to serve the District as District Engineer, but will no longer serve as Assistant General Manager. The definition and distinguishing characteristics of both job descriptions have been updated to reflect the more strategic nature of the senior management team and the expectation that each senior manager is given broad goals and objectives and determines how best to utilize resources to realize those goals and objectives. The qualifications have been updated to express the minimum requirements to successfully serve the District in this role.

The Administrative and Engineering Services Managers will be subject to Personal Services Agreements which will be determined through negotiation with the selected candidate and presented to the Board for approval. The Board has given the General Manager verbal authorization to recruit for these two positions as an open internal/external recruitment and to negotiate within set parameters. The full job descriptions are attached.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Job Description – Administrative Services Manager 2. Job Description – Engineering Services Manager 3.			



RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT TO ADOPT THE NEW JOB TITLES, DEFINITIONS, AND DUTIES FOR THE ADMINISTRATIVE SERVICES MANAGER AND ENGINEERING SERVICES MANAGER

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WHEREAS, the Board of Directors has authority to establish job titles, job definitions, job duties and salaries for all senior manager positions as described in Resolution No. 71-11; and

WHEREAS, the District has a need to recruit for an Administrative Services Manager with responsibility for providing management and oversight for financial services, customer services, human resources, safety and risk management, and information technology; and

WHEREAS, the District has a need to recruit for an Engineering Services Manager with responsibility for providing management and oversight for engineering, environmental services and capital projects; and

WHEREAS, the new job titles, definitions, and duties reflect the performance of duties relating to advancing the District's goals and objectives.

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

1. The job definition for the Administrative Services Manager shall be: "Under general direction and as part of the Senior Management team, serves as the Department Manager for the Administrative Services Department including financial services, customer services, human resources, safety & risk management, and information technology. Provides reliable and innovative administrative management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations."

Res. No. \_\_\_\_\_

2. The job duties and qualifications for the Administrative Services Manager shall be reflective of the consolidated duties formerly held by the Organizational Services Manager and the Financial Services Manager.
3. The job definition for the Engineering Services Manager shall be: “Under general direction and as part of the Senior Management team, serves as the District Engineer and as the Department Manager for the Engineering Services Department including engineering, environmental services and capital projects. Provides administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.”
4. The job duties and qualifications for the Engineering Services Manager shall be reflective of the elimination of the role of Assistant General Manager and shall include the requirement to serve as the District Engineer.

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 7th day of October 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Georgan M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nancy G. Hatfield, District Secretary

## Job Description

Job Title:	Administrative Services Manager
Department:	Administrative Services
Reports To:	General Manager
W/C Code:	8810
FLSA Status:	Exempt
Unit:	Senior Management
Adopted Date:	October 7, 2014
Revised Date:	

### DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Manager for the Administrative Services Department including financial services, customer services, human resources, safety & risk management, and information technology. Provides reliable and innovative administrative management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

### DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Administrative Services including financial services, customer services, human resources, safety & risk management, and information technology. The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Plans, coordinates, and oversees the District-wide annual budget, mid-year, and mid-cycle review process; monitors implementation of District-wide budget to ensure adequate financing; and conducts on-going analysis of the District's financial condition, reporting to and advising the General Manager and Board accordingly.

Directs, reviews, and participates in studies related to wastewater and water services charges and fees; makes related recommendations.

Oversees and manages accounting, utility billing and customer service, purchasing, and investment and audit activities.

Advises senior and executive staff on personnel and employee relations matters; investigates employee relations issues, concerns and problems, assists the General Manager in the negotiation and administration of the rules and regulations governing employer-employee relations; manages and directs a comprehensive personnel program, including provisions of the personnel merit system.

Plans, organizes, and oversees recruitment and selection, classification and compensation, employee benefits, workers' compensation, and educational and training programs; plans and coordinates organizational personnel planning and development programs.

Oversees and manages the District's risk management and safety programs including overseeing loss prevention activities, purchased insurance, investigation and settlement of liability claims and worker's compensation cases, safety training and handling/storage of hazardous materials.

Oversees and manages information technology services including researching and implementing systems designed to improve the efficiency and security of District operations.

Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.

Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities; encourages active participation by staff members.

Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Leads and/or supports District efforts in various aspects of labor relations as assigned.

Performs related duties as assigned.

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## **QUALIFICATIONS**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Principles and practices of public sector administration of financial services, human resources, risk management, safety, customer services, and information technology.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and assess the administration and operations of the Administrative Services Department including financial service, human resources, safety and risk management, customer services, and information technology.

Prepare and administer a department budget.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Take responsibility and use good judgment in exercising scope of authority.

Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

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**EDUCATION and EXPERIENCE**

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A combination of education and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business management, public administration or related field. Master's degree preferred.

Ten years of increasingly responsible experience in public administration, finance, human resources management, or information technology including five years of supervisory or administrative responsibility.

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**CERTIFICATES, LICENSES, REGISTRATIONS**

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Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

AND

Possession of an active license as a California Certified Public Accountant (CPA) issued by the California State Board of Accountancy is desirable.

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**DISASTER SERVICE WORKER**

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All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such

assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

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## WORK ENVIRONMENT/PHYSICAL DEMANDS

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The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

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## PHYSICAL DEMANDS

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### STANDING

<b>Average Frequency:</b>	Up to ½ hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

### WALKING

<b>Average Frequency:</b>	½ hour to 1 hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Up to 2 hours.
<b>Duration:</b>	Seconds to 30 minutes at a time.
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

### SITTING

<b>Average Frequency:</b>	7 to 7 ½ hours.
<b>Duration:</b>	30 minutes to 1 hour at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Cushioned vehicle seat or office chair.
<b>Description:</b>	Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

### KNEELING/CROUCHING/SQUATTING

<b>Average Frequency:</b>	1 to 2 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Up to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Surfaces:</b>	Tile, carpet.
<b>Description:</b>	Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

#### **CRAWLING**

Not a job requirement.

#### **LAYING ON BACK/STOMACH**

Not a job requirement.

#### **CLIMBING/BALANCING**

<b>Average Frequency:</b>	2 to 4 times a week.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Stair steps, vehicle floorboard.
<b>Description:</b>	Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

#### **REACHING**

- **Above Shoulder Level:**

<b>Average Frequency:</b>	5 to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Up to 10 minutes.
<b>Duration:</b>	Seconds to 1 minute at a time.
<b>Description:</b>	Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

- **Between Waist and Shoulder Level:**

<b>Average Frequency:</b>	5 to 6 hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Maximum Frequency:</b>	Up to 7 hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Description:</b>	Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or



bilateral upper extremities from less than full-to-full extensions on each occurrence.

- **Below Waist Level:**

<b>Average Frequency:</b>	1 to 2 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Up to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Description:</b>	Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**PUSHING/PULLING**

<b>Average Frequency:</b>	Up to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

**TWISTING/ROTATING**

- **Waist:**

Not a job requirement.

- **Neck:**

<b>Average Frequency:</b>	1 to 2 hours.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs during normal body mechanics, performing general office tasks, driving, during field observations and performing other described job duties.

- **Wrists:**

<b>Average Frequency:</b>	Up to 15 minutes.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

**BENDING**

- **Waist:**

Alternated with squatting, employee preference.

- **Head/Neck:**

**Average Frequency:** 2 to 3 hours.  
**Duration:** Seconds to 5 minutes.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, possibly during field observations and performing other described job duties.

- **Wrists:**

**Average Frequency:** 2 to 3 hours.  
**Duration:** Seconds to 5 minutes at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

**LIFTING/CARRYING**

**0 to 10 lbs.**

**Objects:** Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.  
**Average Frequency:** 2 to 3 hours.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds to 15 minutes at a time.  
**Distance:** 0 to 25 feet.  
**Height:** Ground to shoulder or above.  
**Description:** Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

**11 to 30 lbs.**

**Objects:** File box.  
**Average Frequency:** 1 time per month.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds at a time.  
**Distance:** Less than 5 feet.  
**Height:** Ground to waist level.  
**Description:** Performs while retrieving and relocating a file box, as needed.

**31 to 50 lbs.**

**Not a job requirement.**

**51 to 75 lbs.**

**Not a job requirement.**

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

#### **SIMPLE GRASPING**

<b>Average Frequency:</b>	2 to 3 hours.
<b>Duration:</b>	Seconds to 15 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

#### **POWER GRASPING**

<b>Average Frequency:</b>	1 time per month.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

#### **FINE MANIPULATION**

<b>Average Frequency:</b>	4 ½ to 5 ½ hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Maximum Frequency:</b>	Up to 6 ½ hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Description:</b>	Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

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### **MACHINES/TOOLS**

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- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle

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### **PERSONAL PROTECTIVE EQUIPMENT**

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- Depending on the exposure, the employee is required to wear hearing, eye and head protection.

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**WEIGHTS AND MEASURES**

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**Items Weighed:**

- File box (full) – 30 lbs.

**NOTICE:** The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



## Job Description

Job Title:	Engineering Services Manager
Department:	Engineering
Reports To:	General Manager
W/C Code:	8810
FLSA Status:	Exempt
Unit:	Senior Management
Adopted Date:	October 7, 2014
Revised Date:	

### DEFINITION

Under general direction and as part of the Senior Management team, serves as the District Engineer and as the Department Manager for the Engineering Services Department including engineering, environmental services and capital projects. Provides administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations..

### DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Engineering including the design, planning, and construction of water, recycled water and sewer facilities; engineering; construction management; construction inspection and drafting and surveying activities. The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.

Serves as the District Engineer as specified by the District Code and assigned by the General Manager.

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Performs a variety of difficult professional engineering and design activities including providing oversight to various capital improvement projects; participates in master planning for facilities and service areas; reviews detailed facilities design, including plans, specifications, contract documents and cost estimates and oversees contract administration for capital projects.

Negotiates agreements with developers; procures and manages various technical and professional consultants; oversees negotiation for property and right-of-way acquisitions.

Manages the District's industrial waste permitting and enforcement activities.

Administers District activities in compliance with the California Environmental Quality Act requirements.

Coordinates the District's water conservation and recycled water program.

Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.

Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities; encourages active participation by staff members.

Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Leads and/or supports District efforts in various aspects of labor relations as assigned.

Performs related duties as assigned.

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## **QUALIFICATIONS**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Principles and practices of civil engineering as applicable to the planning, design and construction of water and wastewater utilities including recycled water, reservoir pumps, pressure regulators and related structures.

Principles and practices of construction methods and inspection techniques, including materials and equipment used in the construction of water distribution and wastewater collection, treatment, and recycled water facilities.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

**Ability to:**

Plan, direct and control the administration and operations of the Engineering Department.

Develop plans, designs, specifications, cost estimates and engineering standards for construction and capital improvement projects.

Manage the District's industrial waste permitting and enforcement activities and conduct engineering research and solve complex engineering problems.

Prepare and administer a department budget.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Take responsibility and use good judgment in exercising scope of authority.

Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

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### **EDUCATION and EXPERIENCE**

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A combination of education and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Equivalent to a Bachelor of Science in Engineering from an accredited four year college or university with a major in civil, mechanical, environmental engineering or closely related field, and equivalent to a Master's Degree from an accredited college or university with major course work in civil engineering.

Ten years of increasingly responsible professional engineering experience in the planning, design and construction of large water distribution, wastewater collection and wastewater treatment systems, including five years of supervisory or administrative responsibility.

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### **CERTIFICATES, LICENSES, REGISTRATIONS**

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Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

AND

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is required upon hire and must be maintained for duration of appointment. If registered out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire.

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### **ADDITIONAL REQUIREMENTS**

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None.

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**DISASTER SERVICE WORKER**

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All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.



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## WORK ENVIRONMENT/PHYSICAL DEMANDS

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The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

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## PHYSICAL DEMANDS

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### STANDING

<b>Average Frequency:</b>	Up to ½ hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

### WALKING

<b>Average Frequency:</b>	½ hour to 1 hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Up to 2 hours.
<b>Duration:</b>	Seconds to 30 minutes at a time.
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

### SITTING

<b>Average Frequency:</b>	7 to 7 ½ hours.
<b>Duration:</b>	30 minutes to 1 hour at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Cushioned vehicle seat or office chair.
<b>Description:</b>	Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

### KNEELING/CROUCHING/SQUATTING

<b>Average Frequency:</b>	1 to 2 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Up to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Surfaces:</b>	Tile, carpet.
<b>Description:</b>	Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

#### **CRAWLING**

Not a job requirement.

#### **LAYING ON BACK/STOMACH**

Not a job requirement.

#### **CLIMBING/BALANCING**

<b>Average Frequency:</b>	2 to 4 times a week.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Stair steps, vehicle floorboard.
<b>Description:</b>	Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

#### **REACHING**

- **Above Shoulder Level:**

<b>Average Frequency:</b>	5 to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Up to 10 minutes.
<b>Duration:</b>	Seconds to 1 minute at a time.
<b>Description:</b>	Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

- **Between Waist and Shoulder Level:**

<b>Average Frequency:</b>	5 to 6 hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Maximum Frequency:</b>	Up to 7 hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Description:</b>	Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or

bilateral upper extremities from less than full-to-full extensions on each occurrence.

- **Below Waist Level:**

<b>Average Frequency:</b>	1 to 2 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Up to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Description:</b>	Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**PUSHING/PULLING**

<b>Average Frequency:</b>	Up to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

**TWISTING/ROTATING**

- **Waist:**

Not a job requirement.

- **Neck:**

<b>Average Frequency:</b>	1 to 2 hours.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs during normal body mechanics, performing general office tasks, driving, during field observations and performing other described job duties.

- **Wrists:**

<b>Average Frequency:</b>	Up to 15 minutes.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

**BENDING**

- **Waist:**

Alternated with squatting, employee preference.

- **Head/Neck:**

**Average Frequency:** 2 to 3 hours.  
**Duration:** Seconds to 5 minutes.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, possibly during field observations and performing other described job duties.

- **Wrists:**

**Average Frequency:** 2 to 3 hours.  
**Duration:** Seconds to 5 minutes at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

**LIFTING/CARRYING**

**0 to 10 lbs.**

**Objects:** Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.  
**Average Frequency:** 2 to 3 hours.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds to 15 minutes at a time.  
**Distance:** 0 to 25 feet.  
**Height:** Ground to shoulder or above.  
**Description:** Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

**11 to 30 lbs.**

**Objects:** File box.  
**Average Frequency:** 1 time per month.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds at a time.  
**Distance:** Less than 5 feet.  
**Height:** Ground to waist level.  
**Description:** Performs while retrieving and relocating a file box, as needed.

**31 to 50 lbs.**

**Not a job requirement.**

**51 to 75 lbs.**

**Not a job requirement.**

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

#### **SIMPLE GRASPING**

<b>Average Frequency:</b>	2 to 3 hours.
<b>Duration:</b>	Seconds to 15 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

#### **POWER GRASPING**

<b>Average Frequency:</b>	1 time per month.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

#### **FINE MANIPULATION**

<b>Average Frequency:</b>	4 ½ to 5 ½ hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Maximum Frequency:</b>	Up to 6 ½ hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Description:</b>	Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

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### **MACHINES/TOOLS**

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- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle

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### **PERSONAL PROTECTIVE EQUIPMENT**

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- Depending on the exposure, the employee is required to wear hearing, eye and head protection.

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## WEIGHTS AND MEASURES

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**Items Weighed:**

- File box (full) – 30 lbs.

**NOTICE:** The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



Reference General Manager	Type of Action Approve Revised Job Definition	Board Meeting of October 7, 2014
Subject Approve Revised Job Definition for Operations Manager Classification		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

## **Recommendation:**

The General Manager recommends the Board approve, by Resolution, a revised job definition for the Operations Manager.

## **Summary:**

As part of an organizational assessment of the District's workforce structure, on August 11, 2014 the General Manager determined the District would be best served by a restructuring and consolidation of the senior management team. While not substantively affected by the reorganization, the elimination of the role of Assistant General Manager requires an update to the distinguishing characteristics of the Operations Manager job description which made reference to the position of Assistant General Manager.

The job definition for Operations Manager, last updated by Resolution in February 2009, is also revised to be consistent with the language proposed in the job descriptions of the new positions of Administrative Services Manager and Engineering Services Manager. These definitions have been updated to reflect the more strategic nature of the senior management team and the expectation that each senior manager is given broad goals and objectives and determines how best to utilize resources to realize those goals and objectives.

The certificates, licenses, registrations requirement has been updated to be consistent with the language in the Engineering Services Manager. The language regarding the requirement to either possess a valid certificate of registration as a Professional Engineer or to possess one of various water or wastewater certificates has been corrected to reflect the fact that California does not offer reciprocity with Professional Engineering certificates from other states.

The General Manager has solicited input from the Operations Manager about needed revisions and the Operations Manager is in concurrence with the revised job description.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Job Description – Operations Manager 2. Redline Version of Job Description (Pages 1 – 4) 3.			

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT TO ADOPT REVISED JOB DEFINITION FOR THE OPERATIONS MANAGER

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WHEREAS, the Board of Directors has authority to establish job titles, job definitions, job duties and salaries for all senior manager positions as described in Resolution No. 71-11; and

WHEREAS, the District desires to revise the job definition and distinguishing characteristics for the Operations Manager; and

WHEREAS, the District desires to clarify the certificates, licenses, registrations language for the Operations Manager; and

WHEREAS, the revised job definition reflects the change in organizational structure in the senior management team following the elimination of the role of Assistant General Manager.

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

1. The job definition for the Operations Manager shall be: “Under general direction and as part of the Senior Management team, serves as the Department Manager for the Operations Department including wastewater treatment, recycled water, and field operations. Provide administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.”
2. The distinguishing characteristics for the Operations Manager shall be: “This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Operations including the wastewater treatment plant facility, recycled water facility and field operations functions as well as by contract with the DERWA and LAVWMA facilities, and property management



Res. No. \_\_\_\_\_

maintenance, and fleet maintenance. The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.”

3. The certificates, licenses, registrations for the Operations Manager shall read: “Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers or, if licensed out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire.”

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 7th day of October 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgean M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nancy G. Hatfield, District Secretary



## Job Description

Job Title:	Operations Manager
Department:	Operations
Reports To:	General Manager
W/C Code:	8810
FLSA Status:	Exempt
Unit:	Senior Management
Adopted Date:	September 4, 2001
Revised Date:	October 7, 2014

### DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Manager for the Operations Department including wastewater treatment, recycled water, and field operations. Provide administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

### DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and /or programs related to Operations including the wastewater treatment plant facility, recycled water facility and field operations functions as well as by contract with the DERWA and LAVWMA facilities, and property management maintenance, and fleet maintenance. The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Develops and supervises a comprehensive laboratory monitoring program for treatment plant facilities and field operations; develops and oversees pollution prevention programs, clean water and water conservation programs.

Coordinates Department operations activities related to the planning, design and construction the District's Capital Improvement Plan; reviews plans, drawings, and specifications.

Assists in identifying, evaluating and planning short and long term sewage treatment needs including wastewater collection, recycled water and related water distribution requirements and goals.

Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.

Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities; encourages active participation by staff members.

Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Leads and/or supports District efforts in various aspects of labor relations as assigned.

Performs related duties as assigned.

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## **QUALIFICATIONS**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Principles and practices of wastewater treatment plant construction and maintenance.

Principles and practices of wastewater collection, recycled water operations and related reclaimed water distribution systems.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

**Ability to:**

Plan, direct and control the administration and operations of the Operations Department.

Assist in designing and preparing specifications for treatment plant and recycled water distribution expansion or alternative systems.

Provide technical advice and recommendations on maintenance and operational activities.

Prepare and administer a department budget.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Take responsibility and use good judgment in exercising scope of authority.

Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

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### **EDUCATION and EXPERIENCE**

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To qualify, a successful incumbent must possess education, experience, certificates, licenses and registrations together which would demonstrate provide the required knowledge and abilities. Experience may not substitute for education or State certificates, licenses or registrations. State certificates, licenses or registration may not substitute for experience or education. Education may not substitute for experience, State certificates, licenses or registrations.

A combination of education and experience is required to demonstrate the required knowledge and abilities. A typical way to demonstrate possession of the requisite knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in biology, chemistry, public administration, engineering or a closely related field. Master's degree preferred.

Fifteen years of increasingly responsible experience in the operations, maintenance and laboratory monitoring of large wastewater or water treatment or similar industrial facilities, including eight years of supervisory responsibility; public sector experience is desirable.

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### **CERTIFICATES, LICENSES, REGISTRATIONS**

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Minimum required certificates, licenses and registration requirements to demonstrate the requisite knowledge and abilities are:

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

AND EITHER:

Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers or, if licensed out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire.

OR

Possession of a valid Grade 5 Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board. A valid Grade 5 Water Distribution Certificate issued by the California Department of Health Services and a valid Grade I Water Treatment Certificate issued by the California Department of Health Services are desirable.

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### **ADDITIONAL REQUIREMENTS**

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None.

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**DISASTER SERVICE WORKER**

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All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

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## WORK ENVIRONMENT/PHYSICAL DEMANDS

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The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

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## PHYSICAL DEMANDS

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### STANDING

<b>Average Frequency:</b>	Up to ½ hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

### WALKING

<b>Average Frequency:</b>	½ hour to 1 hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Up to 2 hours.
<b>Duration:</b>	Seconds to 30 minutes at a time.
<b>Surfaces:</b>	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
<b>Description:</b>	Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

### SITTING

<b>Average Frequency:</b>	7 to 7 ½ hours.
<b>Duration:</b>	30 minutes to 1 hour at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Cushioned vehicle seat or office chair.
<b>Description:</b>	Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

### KNEELING/CROUCHING/SQUATTING

<b>Average Frequency:</b>	1 to 2 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Up to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Surfaces:</b>	Tile, carpet.
<b>Description:</b>	Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

#### **CRAWLING**

Not a job requirement.

#### **LAYING ON BACK/STOMACH**

Not a job requirement.

#### **CLIMBING/BALANCING**

<b>Average Frequency:</b>	2 to 4 times a week.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Stair steps, vehicle floorboard.
<b>Description:</b>	Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

#### **REACHING**

- **Above Shoulder Level:**

<b>Average Frequency:</b>	5 to 10 times.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Up to 10 minutes.
<b>Duration:</b>	Seconds to 1 minute at a time.
<b>Description:</b>	Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

- **Between Waist and Shoulder Level:**

<b>Average Frequency:</b>	5 to 6 hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Maximum Frequency:</b>	Up to 7 hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Description:</b>	Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or

bilateral upper extremities from less than full-to-full extensions on each occurrence.

- **Below Waist Level:**

**Average Frequency:** 1 to 2 times.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Up to 10 times.  
**Duration:** Seconds at a time.  
**Description:** Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**PUSHING/PULLING**

**Average Frequency:** Up to 10 times.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

**TWISTING/ROTATING**

- **Waist:**

Not a job requirement.

- **Neck:**

**Average Frequency:** 1 to 2 hours.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs during normal body mechanics, performing general office tasks, driving, during field observations and performing other described job duties.

- **Wrists:**

**Average Frequency:** Up to 15 minutes.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs while office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

**BENDING**

- **Waist:**

Alternated with squatting, employee preference.



- **Head/Neck:**

**Average Frequency:** 2 to 3 hours.  
**Duration:** Seconds to 5 minutes.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, possibly during field observations and performing other described job duties.

- **Wrists:**

**Average Frequency:** 2 to 3 hours.  
**Duration:** Seconds to 5 minutes at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

### **LIFTING/CARRYING**

**0 to 10 lbs.**

**Objects:** Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.  
**Average Frequency:** 2 to 3 hours.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds to 15 minutes at a time.  
**Distance:** 0 to 25 feet.  
**Height:** Ground to shoulder or above.  
**Description:** Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

**11 to 30 lbs.**

**Objects:** File box.  
**Average Frequency:** 1 time per month.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds at a time.  
**Distance:** Less than 5 feet.  
**Height:** Ground to waist level.  
**Description:** Performs while retrieving and relocating a file box, as needed.

**31 to 50 lbs.**

**Not a job requirement.**

**51 to 75 lbs.**

**Not a job requirement.**

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

#### **SIMPLE GRASPING**

<b>Average Frequency:</b>	2 to 3 hours.
<b>Duration:</b>	Seconds to 15 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

#### **POWER GRASPING**

<b>Average Frequency:</b>	1 time per month.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

#### **FINE MANIPULATION**

<b>Average Frequency:</b>	4 ½ to 5 ½ hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Maximum Frequency:</b>	Up to 6 ½ hours.
<b>Duration:</b>	Seconds to 20 minutes at a time.
<b>Description:</b>	Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

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#### **MACHINES/TOOLS**

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- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle

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#### **PERSONAL PROTECTIVE EQUIPMENT**

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- Depending on the exposure, the employee is required to wear hearing, eye and head protection.

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## WEIGHTS AND MEASURES

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**Items Weighed:**

- File box (full) – 30 lbs.

**NOTICE:** The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



Dublin San Ramon  
Services District

Water, wastewater, recycled water

## Job Description

Job Title:	Operations Manager
Department:	Operations
Reports To:	General Manager
W/C Code:	8810
FLSA Status:	Exempt
Unit:	Senior Management
Adopted Date:	September 4, 2001
Revised Date:	<del>February 17, 2009</del> October 7, 2014

### DEFINITION

Under general direction ~~from the General Manager plan, organize, direct and review the activities and operations of the and as part of the Senior Management team, serves as the Department Manager for the~~ Operations Department; ~~to coordinate assigned activities and programs with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager as part of the Senior Management Team, including wastewater treatment, recycled water, and field operations. Provide administrative and operational management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.~~

### DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Operations including the wastewater treatment plant facility, recycled water facility and field operations functions as well as by contract with the DERWA and LAVWMA facilities, and property management maintenance, and fleet maintenance. The incumbent receives administrative direction from the General Manager and ~~limited direction from the Engineering Manager/Assistant General Manager and~~ exercises direct supervision over supervisory, professional, technical, and administrative support staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Develops and supervises a comprehensive laboratory monitoring program for treatment plant facilities and field operations; develops and oversees pollution prevention programs, clean water and water conservation programs.

Coordinates Department operations activities related to the planning, design and construction the District's Capital Improvement Plan; reviews plans, drawings, and specifications.

Assists in identifying, evaluating and planning short and long term sewage treatment needs including wastewater collection, recycled water and related water distribution requirements and goals.

Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.

Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities; encourages active participation by staff members.

Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Leads and/or supports District efforts in various aspects of labor relations as assigned.

Performs related duties as assigned.

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### **QUALIFICATIONS**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Principles and practices of wastewater treatment plant construction and maintenance.

Principles and practices of wastewater collection, recycled water operations and related reclaimed water distribution systems.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

**Ability to:**

Plan, direct and control the administration and operations of the Operations Department.

Assist in designing and preparing specifications for treatment plant and recycled water distribution expansion or alternative systems.

Provide technical advice and recommendations on maintenance and operational activities.

Prepare and administer a department budget.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.



Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Take responsibility and use good judgment in exercising scope of authority.

Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

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### EDUCATION and EXPERIENCE

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To qualify, a successful incumbent must possess education, experience, certificates, licenses and registrations together which would demonstrate provide the required knowledge and abilities. Experience may not substitute for education or State certificates, licenses or registrations. State certificates, licenses or registration may not substitute for experience or education. Education may not substitute for experience, State certificates, licenses or registrations.

A combination of education and experience is required to demonstrate the required knowledge and abilities. A typical way to demonstrate possession of the requisite knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in biology, chemistry, public administration, ~~or~~ engineering or a closely related field. Master's degree preferred.

Fifteen years of increasingly responsible experience in the operations, maintenance and laboratory monitoring of large wastewater or water treatment or similar industrial facilities, including eight years of supervisory responsibility; public sector experience is desirable.

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### CERTIFICATES, LICENSES, REGISTRATIONS

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Minimum required certificates, licenses and registration requirements to demonstrate the requisite knowledge and abilities are:

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/ District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

AND EITHER:

Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers or, if licensed out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers or be a registered engineer in another state having reciprocity with California and the ability to obtain a California registration within twelve months.

OR

**Dublin San Ramon Services District**  
**Job Description**

**Job Title: Operations Manager**  
**JD CODE: SOPMGR**

Possession of a valid Grade 5 Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board. A valid Grade 5 Water Distribution Certificate issued by the California Department of Health Services and a valid Grade 1 Water Treatment Certificate issued by the California Department of Health Services are desirable.

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**ADDITIONAL REQUIREMENTS**

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None.

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**DISASTER SERVICE WORKER**

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All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.



Reference Organizational Services Manager	Type of Action Adopt Pay Schedule	Board Meeting of October 7, 2014
Subject Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 56-14		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	M. Gallardo
		<input type="checkbox"/> Board Member

## Recommendation:

The Organizational Services Manager recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 56-14.

## Summary:

Per Resolution No. 56-14, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated with the corresponding “Step E” base salary and effective date for the Mechanic I classification following the application of the Y-rated adjustment as specified in Section 12.8 of the Stationary Engineers, Local 39 Memorandum of Understanding (MOU), as required by CCR, Title 2, Section 570.5.

The regulation specifies that compensation earnable is defined in statute and further clarified by CCR, Title 2, Section 570.5, and that salaries shall be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to CalPERS.

This pay schedule shall reflect salaries currently in place and previously agreed to by the District in accordance with the various Memoranda of Understanding and Personal Services Agreements. They are revised whenever a salary or salary range is revised, even if by operation of a previously approved contract.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE	RECOMMENDATION ---	Not Required	ORIGINATOR M. Gallardo	DEPARTMENT Organizational Services	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0.00	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. 2. 3.			



RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 56-14

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WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors approve and adopt all pay schedules; and

WHEREAS, the Regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate; and

WHEREAS, by Resolution No. 56-14, the Board-adopted pay schedule was approved on August 19, 2014; and

WHEREAS, pursuant to Resolution No. 73-11 adopted December 20, 2011, this Board approved and authorized execution of Memorandum of Understanding ("MOU") between Dublin San Ramon Services District and the International Union of Operating Engineers, Local Union No. 39 ("Local 39"); and

WHEREAS, in accordance with Section 12.8 of the Local 39 MOU, an active employee who is appointed to a Local 39 position, such as a reclassification or promotional appointment, shall be subject to 'Y-Rating' of their salary if the employee's current salary is higher than the Step E rate for the new position.

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

- (1) That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and Resolution No. 56-14 is hereby rescinded and attached as Exhibit "B."

Res. No. \_\_\_\_\_

(2) That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

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 7th day of October 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgian M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nancy G. Hatfield, District Secretary

**DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5**

**Exhibit A**

In accordance with Board-approved resolutions and the District's established payroll procedures (26 pay periods per year, 14 days per pay period).

Time base for each pay rate: Full time employee (1.0 FTE), 40 hours per work week.

Non-Exempt, Hourly Classifications				Monthly Salary					Hourly Pay Rate				
Job Classification	Job Code	Effective	Resolution#	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNT CLERK I	CACCK1	12/23/2013	73-11	4388	4608	4837	5080	5333	25.3154	26.5846	27.9058	29.3077	30.7673
ACCOUNT CLERK II	CACCK2	12/23/2013	73-11	4826	5068	5322	5588	5868	27.8423	29.2385	30.7038	32.2385	33.8538
ACCOUNTANT I	PACCT1	12/23/2013	74-11	6722	7058	7411	7782	8171	38.7808	40.7192	42.7558	44.8962	47.1404
ACCOUNTING TECHNICIAN I	CACTC1	12/23/2013	73-11	5352	5621	5902	6197	6506	30.8769	32.4288	34.0500	35.7519	37.5346
ACCOUNTING TECHNICIAN II	CACTC2	12/23/2013	73-11	5887	6181	6491	6816	7156	33.9635	35.6596	37.4481	39.3231	41.2846
ADMIN ASSISTANT I - CONF	HADAS1	12/23/2013	76-11	5097	5351	5620	5900	6193	29.4058	30.8712	32.4231	34.0385	35.7288
ADMIN ASSISTANT II - CONF	HADAS2	12/23/2013	76-11	5603	5884	6178	6488	6812	32.3250	33.9462	35.6423	37.4308	39.3000
ADMINISTRATIVE ANALYST I	PADAN1	12/23/2013	74-11	7360	7727	8115	8520	8946	42.4615	44.5788	46.8173	49.1538	51.6115
ADMINISTRATIVE ASSISTANT I	CADAS1	12/23/2013	73-11	4438	4658	4893	5138	5393	25.6038	26.8731	28.2288	29.6423	31.1135
ADMINISTRATIVE ASSISTANT II	CADAS2	12/23/2013	73-11	4882	5128	5383	5652	5934	28.1654	29.5846	31.0558	32.6077	34.2346
ADMINISTRATIVE TECHNICIAN	CADMT C	12/23/2013	73-11	5735	6023	6324	6640	6972	33.0865	34.7481	36.4846	38.3077	40.2231
ADMINISTRATIVE TECHNICIAN-CONF	HADMT C	12/23/2013	76-11	5973	6272	6583	6914	7261	34.4596	36.1846	37.9788	39.8885	41.8904
CO-GENERATION SPECIALIST	CCOGSP	12/23/2013	73-11	7699	8086	8489	8915	9359	44.4173	46.6500	48.9750	51.4327	53.9942
COMMUNITY AFFAIRS SPEC I	PCAFS1	12/23/2013	74-11	7054	7406	7778	8166	8575	40.6962	42.7269	44.8731	47.1115	49.4712
CONSTRUCTION INSPECTOR I	CCOIN1	12/23/2013	73-11	6590	6918	7265	7628	8008	38.0192	39.9115	41.9135	44.0077	46.2000
CONSTRUCTION INSPECTOR II	CCOIN2	12/23/2013	73-11	7247	7609	7992	8390	8808	41.8096	43.8981	46.1077	48.4038	50.8154
CUSTOMER FIELD REP I	CCFDR1	12/23/2013	73-11	4991	5242	5504	5779	6067	28.7942	30.2423	31.7538	33.3404	35.0019
CUSTOMER FIELD REP II	CCFDR2	12/23/2013	73-11	5489	5764	6055	6357	6674	31.6673	33.2538	34.9327	36.6750	38.5038
CUSTOMER SERVICES REP I	CCSRP1	12/23/2013	73-11	4360	4578	4807	5048	5300	25.1538	26.4115	27.7327	29.1231	30.5769
CUSTOMER SERVICES REP II	CCSRP2	12/23/2013	73-11	4797	5038	5287	5550	5829	27.6750	29.0654	30.5019	32.0192	33.6288
CUSTOMER SERVICES REP III	CCSRP3	12/23/2013	73-11	6039	6342	6660	6994	7342	34.8404	36.5885	38.4231	40.3500	42.3577
ELECTRICIAN	CELECT	12/23/2013	73-11	7083	7437	7809	8199	8609	40.8635	42.9058	45.0519	47.3019	49.6673
ENGINEERING TECH / GIS SPEC I	CENTC1	12/23/2013	73-11	6032	6335	6652	6984	7333	34.8000	36.5481	38.3769	40.2923	42.3058
ENGINEERING TECH / GIS SPEC II	CENTC2	12/23/2013	73-11	6636	6967	7316	7682	8065	38.2846	40.1942	42.2077	44.3192	46.5288
ENVIRONMENTAL CHEMIST I	PENCH1	12/23/2013	74-11	6929	7275	7638	8022	8422	39.9750	41.9712	44.0654	46.2808	48.5885
ENVIRONMENTAL COMPL INSP I-CW	CECIC1	12/23/2013	73-11	6375	6692	7028	7381	7749	36.7788	38.6077	40.5462	42.5827	44.7058
ENVIRONMENTAL COMPL INSP II-CW	CECIC2	12/23/2013	73-11	7015	7364	7732	8119	8523	40.4712	42.4846	44.6077	46.8404	49.1712
ENVIRONMENTAL COMPL INSP II-PT	CECIP2	12/23/2013	73-11	7015	7364	7732	8119	8523	40.4712	42.4846	44.6077	46.8404	49.1712
ENVIRONMENTAL COMPL INSP I-PT	CECIP1	12/23/2013	73-11	6375	6692	7028	7381	7749	36.7788	38.6077	40.5462	42.5827	44.7058
FLEET MECHANIC	CFMECH	12/23/2013	73-11	6310	6625	6957	7304	7669	36.4038	38.2212	40.1365	42.1385	44.2442
GIS ANALYST I	PGISA1	12/23/2013	74-11	7771	8159	8569	8997	9445	44.8327	47.0712	49.4365	51.9058	54.4904
HUMAN RESOURCES ANALYST I	HHRAN1	12/23/2013	76-11	7421	7792	8181	8590	9019	42.8135	44.9538	47.1981	49.5577	52.0327
HUMAN RESOURCES TECHNICIAN	HHRTC	12/23/2013	76-11	5973	6272	6583	6914	7261	34.4596	36.1846	37.9788	39.8885	41.8904
INFORMATION SYSTEMS TECH I	CISTC1	12/23/2013	73-11	5751	6037	6340	6657	6991	33.1788	34.8288	36.5769	38.4058	40.3327
INFORMATION SYSTEMS TECH II	CISTC2	12/23/2013	73-11	6324	6640	6972	7322	7689	36.4846	38.3077	40.2231	42.2423	44.3596
INFORMATION TECH ANALYST I	PITAN1	12/23/2013	74-11	7933	8328	8744	9182	9641	45.7673	48.0462	50.4462	52.9731	55.6212
INSTRUMENTATION TECHNICIAN	CINSTC	12/23/2013	73-11	7239	7603	7981	8382	8801	41.7635	43.8635	46.0442	48.3577	50.7750
JUNIOR ENGINEER	PJRENG	12/23/2013	74-11	7368	7736	8123	8528	8955	42.5077	44.6308	46.8635	49.2000	51.6635
JUNIOR PLANNER	PJRPLN	12/23/2013	74-11	6939	7285	7649	8032	8433	40.0327	42.0288	44.1288	46.3385	48.6519

**DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5**

In accordance with Board-approved resolutions and the District's established payroll procedures (26 pay periods per year, 14 days per pay period).

Time base for each pay rate: Full time employee (1.0 FTE), 40 hours per work week.

<b>LABORATORY TECHNICIAN</b>	CLABTC	12/23/2013	73-11	6062	6365	6683	7018	7368	34.9731	36.7212	38.5558	40.4885	42.5077
<b>MAINTENANCE WORKER I</b>	CMTWK1	12/23/2013	73-11	5133	5388	5658	5940	6238	29.6135	31.0846	32.6423	34.2692	35.9885
<b>MAINTENANCE WORKER II</b>	CMTWK2	12/23/2013	73-11	5644	5928	6224	6535	6860	32.5615	34.2000	35.9077	37.7019	39.5769
<b>MECHANIC I</b>	CMECH1	12/23/2013	73-11	5921	6216	6528	6853	7197	34.1596	35.8615	37.6615	39.5365	41.5212
<b>MECHANIC I (Y-RATED)</b>	YCMECH1	12/23/2013	73-11	0	0	0	0	7669	0.00	0.00	0.00	0.00	44.2442
<b>MECHANIC II</b>	CMECH2	12/23/2013	73-11	6511	6837	7179	7539	7915	37.5635	39.4442	41.4173	43.4942	45.6635
<b>MECHANIC II-CRANE CERTIFIED</b>	CMECCC	12/23/2013	73-11	6675	7009	7360	7727	8115	38.5096	40.4365	42.4615	44.5788	46.8173
<b>OPERATIONS CONTROL SYSTEM SPEC</b>	COPCSS	12/23/2013	73-11	7727	8115	8519	8946	9393	44.5788	46.8173	49.1481	51.6115	54.1904
<b>OPERATOR IN TRAINING</b>	CWTPO1	12/23/2013	73-11	5048	5300	5565	5843	6135	29.1231	30.5769	32.1058	33.7096	35.3942
<b>PROCESS LEAD WWTP OPERATOR IV</b>	CWTPO4	12/23/2013	73-11	7375	7744	8130	8537	8964	42.5481	44.6769	46.9038	49.2519	51.7154
<b>PROCESS LEAD WWTP OPERATOR V</b>	CWTPO5	12/23/2013	73-11	7744	8130	8537	8964	9412	44.6769	46.9038	49.2519	51.7154	54.3000
<b>SAFETY TECHNICIAN</b>	CSAFTE	12/23/2013	73-11	6062	6365	6683	7018	7368	34.9731	36.7212	38.5558	40.4885	42.5077
<b>SENIOR ACCOUNTING TECHNICIAN</b>	CSACTC	12/23/2013	73-11	6478	6801	7140	7497	7872	37.3731	39.2365	41.1923	43.2519	45.4154
<b>SENIOR ELECTRICAL/ELECTR TECH</b>	CSEETC	12/23/2013	73-11	7966	8365	8781	9220	9680	45.9577	48.2596	50.6596	53.1923	55.8462
<b>SENIOR ELECTRICIAN</b>	CSRELECT	12/23/2013	73-11	7792	8181	8589	9019	9470	44.9538	47.1981	49.5519	52.0327	54.6346
<b>SENIOR ENG TECH / GIS SPEC</b>	CSENTC	12/23/2013	73-11	7298	7664	8046	8451	8871	42.1038	44.2154	46.4192	48.7558	51.1788
<b>SENIOR MECHANIC</b>	CSRMEC	12/23/2013	73-11	7165	7521	7899	8293	8706	41.3365	43.3904	45.5712	47.8442	50.2269
<b>SENIOR MECHANIC-CRANE CERT</b>	CSRMCC	12/23/2013	73-11	7342	7709	8094	8499	8924	42.3577	44.4750	46.6962	49.0327	51.4846
<b>SENIOR WWTP OPERATOR III</b>	CSWTPO	12/23/2013	73-11	7023	7375	7744	8130	8537	40.5173	42.5481	44.6769	46.9038	49.2519
<b>SR ENVIRONMENTAL COMPL INSP</b>	CSRECI	12/23/2013	73-11	7716	8100	8506	8929	9377	44.5154	46.7308	49.0731	51.5135	54.0981
<b>SR INSTRUMENT/CONTROLS TECH</b>	CSRICTECH	12/23/2013	73-11	8499	8925	9371	9840	10333	49.0327	51.4904	54.0635	56.7692	59.6135
<b>WATER/WW SYSTEMS OP IV-ON CALL</b>	CWW4OC	12/23/2013	73-11	7199	7558	7938	8334	8750	41.5327	43.6038	45.7962	48.0808	50.4808
<b>WATER/WW SYSTEMS OPERATOR I</b>	CWWSO1	12/23/2013	73-11	5048	5300	5565	5843	6135	29.1231	30.5769	32.1058	33.7096	35.3942
<b>WATER/WW SYSTEMS OPERATOR II</b>	CWWSO2	12/23/2013	73-11	5806	6094	6399	6719	7055	33.4962	35.1577	36.9173	38.7635	40.7019
<b>WATER/WW SYSTEMS OPERATOR III</b>	CWWSO3	12/23/2013	73-11	6385	6705	7039	7391	7761	36.8365	38.6827	40.6096	42.6404	44.7750
<b>WATER/WW SYSTEMS OPERATOR IV</b>	CWWSO4	12/23/2013	73-11	7023	7375	7744	8130	8537	40.5173	42.5481	44.6769	46.9038	49.2519
<b>WATER/WW SYSTEMS OPERATOR V</b>	CWWSO5	12/23/2013	73-11	7558	7938	8334	8750	9186	43.6038	45.7962	48.0808	50.4808	52.9962
<b>WATER/WW SYSTEMS OPERATOR VI</b>	CWWSO6	12/23/2013	73-11	7938	8334	8750	9186	9645	45.7962	48.0808	50.4808	52.9962	55.6442
<b>WWTP OPERATOR I</b>	CWTPO1	12/23/2013	73-11	5806	6094	6399	6719	7055	33.4962	35.1577	36.9173	38.7635	40.7019
<b>WWTP OPERATOR II</b>	CWTPO2	12/23/2013	73-11	6385	6705	7039	7391	7761	36.8365	38.6827	40.6096	42.6404	44.7750

**DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5**

In accordance with Board-approved resolutions and the District's established payroll procedures (26 pay periods per year, 14 days per pay period).

Time base for each pay rate: Full time employee (1.0 FTE), 40 hours per work week.

Exempt Classifications				Monthly Salary					Bi-Weekly Pay Rate				
Job Classification	Job Code	Effective	Resolution#	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	PACCT2	12/23/2013	74-11	7338	7705	8090	8494	8919	3386.77	3556.15	3733.85	3920.31	4116.46
ADMINISTRATIVE ANALYST II	PADAN2	12/23/2013	74-11	8040	8441	8864	9308	9773	3710.77	3895.85	4091.08	4296.00	4510.62
ASSISTANT ENGINEER	PASENG	12/23/2013	74-11	8050	8452	8873	9317	9783	3715.38	3900.92	4095.23	4300.15	4515.23
ASSISTANT PLANNER	PASPLN	12/23/2013	74-11	7576	7955	8353	8770	9209	3496.62	3671.54	3855.23	4047.69	4250.31
ASSOCIATE CIVIL ENGINEER-SME	PAESME	12/23/2013	74-11	9171	9629	10110	10616	11147	4232.77	4444.15	4666.15	4899.69	5144.77
ASSOCIATE ENGINEER-SUP	MASENG	12/23/2013	75-11	9769	10257	10770	11309	11875	4508.77	4734.00	4970.77	5219.54	5480.77
ASSOCIATE PLANNER	PASOPL	12/23/2013	74-11	8280	8693	9127	9584	10063	3821.54	4012.15	4212.46	4423.38	4644.46
BUYER	PBUYER	12/23/2013	74-11	6918	7264	7627	8007	8408	3192.92	3352.62	3520.15	3695.54	3880.62
CLEAN WATER PROGRAMS SPEC	PCWPSP	12/23/2013	74-11	8266	8679	9112	9568	10045	3815.08	4005.69	4205.54	4416.00	4636.15
COMMUNITY AFFAIRS SPEC II	PCAFS2	12/23/2013	74-11	7704	8089	8493	8918	9364	3555.69	3733.38	3919.85	4116.00	4321.85
COMMUNITY AFFAIRS SUPERVISOR	MCASUP	12/23/2013	75-11	9806	10296	10812	11353	11921	4525.85	4752.00	4990.15	5239.85	5502.00
CUSTOMER SERVICES SUPERVISOR	MCSSUP	12/23/2013	75-11	8826	9266	9729	10217	10728	4073.54	4276.62	4490.31	4715.54	4951.38
ELECTRICAL AND INSTRUM SUP	MEISUP	12/23/2013	75-11	8728	9164	9622	10104	10611	4028.31	4229.54	4440.92	4663.38	4897.38
EMPLOYEE DEVELOPMENT SPEC	PEEDSP	12/23/2013	74-11	8114	8518	8944	9392	9861	3744.92	3931.38	4128.00	4334.77	4551.23
ENGINEERING SERVICES MANAGER	ESM	12/23/2013	53-13	0	0	0	0	15088	0.00	0.00	0.00	0.00	6963.69
ENVIRONM SERVICES ADMINIST	MESADM	12/23/2013	75-11	11705	12289	12904	13548	14226	5402.31	5671.85	5955.69	6252.92	6565.85
ENVIRONMENTAL CHEMIST II	PENCH2	12/23/2013	74-11	7565	7943	8340	8757	9195	3491.54	3666.00	3849.23	4041.69	4243.85
EXECUTIVE SERVICES SUPERVISOR	MESSUP	12/23/2013	75-11	10463	10986	11535	12110	12717	4829.08	5070.46	5323.85	5589.23	5869.38
FIELD OPERATIONS SUPERVISOR	MFOSUP	12/23/2013	75-11	9519	9993	10494	11017	11568	4393.38	4612.15	4843.38	5084.77	5339.08
FINANCIAL ANALYST	PFINAN	12/23/2013	74-11	8321	8738	9175	9633	10114	3840.46	4032.92	4234.62	4446.00	4668.00
FINANCIAL SERVICES MANAGER	FSMFO	12/23/2013	44-13	0	0	0	0	14540	0.00	0.00	0.00	0.00	6710.77
FINANCIAL SERVICES SUPERVISOR	MFSSUP	12/23/2013	75-11	10499	11023	11574	12154	12761	4845.69	5087.54	5341.85	5609.54	5889.69
GENERAL MANAGER	GM	7/1/2014	2-12	0	0	0	0	24031	0.00	0.00	0.00	0.00	11091.23
GIS ANALYST II	PGISA2	12/23/2013	74-11	8492	8917	9362	9831	10322	3919.38	4115.54	4320.92	4537.38	4764.00
GRAPHIC DESIGNER	PGRPTC	12/23/2013	74-11	7704	8089	8493	8918	9364	3555.69	3733.38	3919.85	4116.00	4321.85
HUMAN RESOURCES ANALYST II	HHRAN2	12/23/2013	76-11	8108	8513	8939	9384	9855	3742.15	3929.08	4125.69	4331.08	4548.46
HUMAN RESOURCES SUPERVISOR	MHRSUP	12/23/2013	75-11	10302	10815	11355	11924	12519	4754.77	4991.54	5240.77	5503.38	5778.00
INFORMATION SERVICES SUPERVISOR	MISSUP	12/23/2013	75-11	11392	11960	12559	13188	13847	5257.85	5520.00	5796.46	6086.77	6390.92
INFORMATION TECH ANALYST II	PITAN2	12/23/2013	74-11	8669	9102	9557	10036	10537	4001.08	4200.92	4410.92	4632.00	4863.23
LABORATORY SUPERVISOR	MLBSUP	12/23/2013	75-11	9604	10083	10588	11116	11673	4432.62	4653.69	4886.77	5130.46	5387.54
MECHANICAL SUPERVISOR	MMESUP	12/23/2013	75-11	8540	8967	9414	9886	10379	3941.54	4138.62	4344.92	4562.77	4790.31
OPERATIONS MANAGER	OM	12/23/2013	79-11	0	0	0	0	16445	0.00	0.00	0.00	0.00	7590.00
ORGANIZATIONAL SERVICES MANAGER	HRMPIO	12/23/2013	33-13	0	0	0	0	13529	0.00	0.00	0.00	0.00	6244.15
PRINCIPAL ENGINEER-SME	PPESME	12/23/2013	74-11	10979	11527	12104	12709	13345	5067.23	5320.15	5586.46	5865.69	6159.23
PRINCIPAL ENGINEER-SUP	MPRENG	12/23/2013	75-11	11823	12413	13033	13686	14370	5456.77	5729.08	6015.23	6316.62	6632.31
SAFETY OFFICER	PSAFOF	12/23/2013	74-11	8543	8970	9418	9889	10383	3942.92	4140.00	4346.77	4564.15	4792.15
SENIOR CIVIL ENGINEER-SME	PSESME	12/23/2013	74-11	10031	10532	11058	11612	12193	4629.69	4860.92	5103.69	5359.38	5627.54
SENIOR CIVIL ENGINEER-SUP	MSCESU	12/23/2013	75-11	10746	11285	11848	12441	13061	4959.69	5208.46	5468.31	5742.00	6028.15
SENIOR ELECTRICAL ENGINEER-SUP	MSREES	12/23/2013	75-11	10746	11285	11848	12441	13061	4959.69	5208.46	5468.31	5742.00	6028.15

**DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5**

In accordance with Board-approved resolutions and the District's established payroll procedures (26 pay periods per year, 14 days per pay period).

Time base for each pay rate: Full time employee (1.0 FTE), 40 hours per work week.

<b>SENIOR ENVIRONMENTAL CHEMIST</b>	PSRECH	12/23/2013	74-11	8266	8679	9112	9568	10045	3815.08	4005.69	4205.54	4416.00	4636.15
<b>SENIOR PLANNER</b>	PSRPLN	12/23/2013	74-11	9050	9503	9978	10476	11000	4176.92	4386.00	4605.23	4835.08	5076.92
<b>SR MECHANICAL ENGINEER-SUP</b>	MSRMES	12/23/2013	75-11	10746	11285	11848	12441	13061	4959.69	5208.46	5468.31	5742.00	6028.15
<b>WWTP OPERATIONS SUPERVISOR</b>	MWTPOS	12/23/2013	75-11	11705	12289	12904	13548	14226	5402.31	5671.85	5955.69	6252.92	6565.85

RESOLUTION NO. 56-14

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 2-14

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WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors approve and adopt all pay schedules; and

WHEREAS, the Regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate; and

WHEREAS, by Resolution No. 2-14, the Board-adopted pay schedule was approved on January 21, 2014; and

WHEREAS, pursuant to Resolution No. 23-01 adopted June 19, 2001, this Board approved and authorized execution of an agreement for personal services with Bert L. Michalczyk as General Manager ("The Agreement"); and

WHEREAS, pursuant to Resolution No. 2-12 adopted January 17, 2012, this Board approved Amendment 11 to The Agreement through 2016; and

WHEREAS, the specific language of The Agreement establishes a salary increase effective the anniversary date of The Agreement.

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

- (1) That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and Resolution No. 2-14 is hereby rescinded and attached as Exhibit "B."

Res. No. 56-14

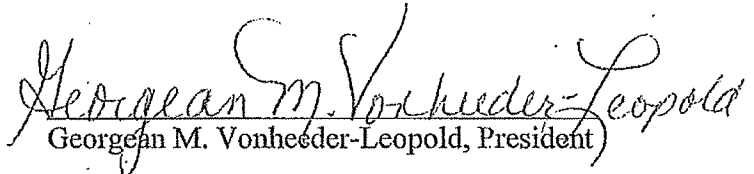
(2) That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

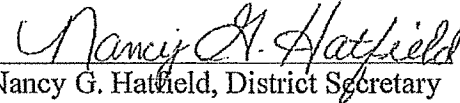
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 19th day of August 2014, and passed by the following vote:

AYES: 5 - Directors D.L. (Pat) Howard, Edward R. Duarte, Dawn L. Benson, Richard M. Halket, Georgean M. Vonheeder-Leopold

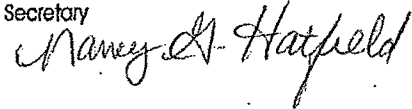
NOES: 0

ABSENT: 0

  
Georgean M. Vonheeder-Leopold, President

ATTEST:   
Nancy G. Hatfield, District Secretary

CERTIFIED AS A TRUE AND CORRECT COPY OF  
THE ORIGINAL ON FILE IN THE OFFICE OF  
DUBLIN SAN RAMON SERVICES DISTRICT  
Secretary



AUG 21 2014





Reference Organizational Services Manager	Type of Action Review Status Quo Policies	Board Meeting of October 7, 2014
Subject Review Fraud in the Workplace and District Security Policies		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	M. Gallardo	<input type="checkbox"/> Board Member

## **Recommendation:**

The Organizational Services Manager recommends the Board of Directors review and, by Motion, direct that no changes be made to the Fraud in the Workplace and District Security Policies.

## **Summary:**

Per Resolution No. 3-10, the Board of Directors adopted a policy on Fraud in the Workplace and per Resolution 12-10 the Board adopted a policy on District Security. As both policies were adopted in 2010, they were scheduled for review in 2014 in accordance with Strategic Plan Initiative 5.1.10 to evaluate and update 25% of Board policies annually.

Staff reviewed the following two (2) Personnel policies:

Policy Number	Policy Title	Last Approval Date	Approval Resolution	Recommendation
P700-10-1	Fraud in the Workplace	January 5, 2010	3-10	Status Quo
P700-10-3	District Security	April 6, 2010	12-10	Status Quo

No changes or updates are proposed for the Fraud in the Workplace policy. Additionally, no changes or updates are proposed for the District Security policy.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR M .Gallardo	DEPARTMENT Organizational Services	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Fraud in the Workplace Policy 2. District Security Policy 3.			



# POLICY

## Dublin San Ramon Services District

Policy No.:		Type of Policy:	Personnel
Policy Title:	Fraud in the Workplace		
Policy Description:	Identify, investigate and enforce rules related to theft or dishonest acts against the District		
Approval Date:	Jan 5, 2010	Last Review Date:	2014
Approval Resolution No.:	3-10	Next Review Date:	2018
Rescinded Resolution No.:	N/A	Rescinded Resolution Date:	N/A

It is the policy of the Board of Directors of Dublin San Ramon Services District:

To identify and promptly investigate any possibility of fraudulent activity against the District and take appropriate action, including the pursuit of legal remedies available under the law.

The District will investigate suspected acts of fraud, which violate this policy. An objective investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party involved. Employees who violate this policy will be subject to discipline, up to and including termination.

This policy applies to all District employees, elected officials, volunteers, contractors, and agents, as well as citizens interacting with District employees.

The General Manager shall develop comprehensive rules in furtherance of this policy.

H:\Board\Policies Current\Fraud in the Workplace.doc



# POLICY

## Dublin San Ramon Services District

Policy No.:		Type of Policy:	Personnel
Policy Title:	District Security		
Policy Description:	Ensure security of facilities to provide safe and reliable water and wastewater services		
Approval Date:	April 6, 2010	Last Review Date:	2014
Approval Resolution No.:	12-10	Next Review Date:	2018
Rescinded Resolution No.:	N/A	Rescinded Resolution Date:	N/A

It is the policy of the Board of Directors of Dublin San Ramon Services District:

The District shall establish and maintain an appropriate level of security to ensure the safety and reliability of water and wastewater services in accordance with regulatory requirements and threat conditions.

The General Manager shall develop comprehensive rules and procedures in furtherance of this policy.



Reference Engineering Services Manager	Type of Action Award Agreement	Board Meeting of October 7, 2014
Subject Award Construction Agreement to Alaniz Construction, Inc. for the Reservoir Access Road Repairs (CIP 14-A018 & 15-W005)		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
		<input type="checkbox"/> Ordinance
		<input type="checkbox"/> Informational
		<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
		<input checked="" type="checkbox"/> Staff
		R. Biagtan
		<input type="checkbox"/> Board Member

## Recommendation:

The Engineering Services Manager recommends the Board of Directors award, by Resolution, the construction agreement for the Reservoir Access Road Repairs (CIP 14-A018 & 15-W005) to Alaniz Construction, Inc., the lowest responsive, responsible bidder, in the amount of \$124,440.

## Summary:

This project will crack seal and slurry seal various reservoirs and pump station access roads. Slurry seal is a cost effective way to preserve pavement by protecting the surface from the effects of natural aging, weather, excessive heat and the searing effects of the sun. Applying a slurry seal before deterioration has begun is essential to maintaining the integrity of the pavement.

The bid period for the Reservoir Access Road Repairs project began on August 25, 2014 and one (1) bid was received on September 25, 2014 from Alaniz Construction, Inc., in the amount of \$124,440. The Engineer's Construction Cost estimate was \$125,000.

The contract time for the project is thirty (30) calendar days and is estimated to be completed in November 2014. The project is funded by Water Replacement Fund. There are adequate funds available for construction.

In accordance with the Board guidelines, this item is a routine construction project award for an approved project, which is under budget with no bid irregularities, contractor issues, or public concerns. Therefore, staff recommends award of the contract to Alaniz Construction, Inc.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Yee	DEPARTMENT Operations	REVIEWED BY R. Biagtan
ATTACHMENTS <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$124,440	<input checked="" type="checkbox"/> Funding Source A. Water Replacement (Fund 610) - 100%		Attachments to S&R 1. Bid Results 2. 3.			

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT TO ALANIZ CONSTRUCTION, INC., FOR CONSTRUCTION OF RESERVOIR ACCESS ROAD REPAIRS (CIP 14-A018 & 15-W005) AND DIRECTING RETURN OF SECURITY DEPOSITS

---

WHEREAS, facility improvements are needed that serve current customers of Dublin San Ramon Services District (DSRSD); and

WHEREAS, on August 25, 2014 the District Secretary advertised for bid for the Reservoir Access Road Repairs project (CIP 14-A018 & 15-W005); and

WHEREAS, pursuant to said advertisement, one (1) bid was received for the performance of said work and filed with the District Secretary; and

WHEREAS, Alaniz Construction, Inc., is the lowest responsive, responsible bidder, and it is the intention and desire of this Board to accept said bid of \$124,440.

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 California Environmental Quality Act (CEQA) requirements for this project were satisfied through categorical exemption, per CEQA Guideline 15301.
2. The bid of Alaniz Construction, Inc., in the amount of \$124,440, is hereby accepted, and said bidder is hereby found and declared to be the lowest responsive, responsible bidder for said work.
3. That certain agreement titled "Agreement for the Construction of Reservoir Access Road Repairs (CIP 14-A018 & 15-W0005)" (Exhibit A), by and between Dublin San Ramon Services District, a California public agency, and Alaniz Construction, Inc., a

Res. No. \_\_\_\_\_

copy of which agreement is on file in the Office of the General Manager, to which copy reference is hereby made for the full particulars thereof, is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said agreement for and on behalf of Dublin San Ramon Services District.

4. The District Secretary is hereby authorized and directed to return to the successful bidder upon execution by it of the aforementioned agreement, all securities guaranteeing execution of the Agreement upon award.

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 7th day of October 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgian M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nancy G. Hatfield, District Secretary

## SECTION 00500

### AGREEMENT FOR THE CONSTRUCTION OF

#### **Reservoir Access Road Repairs (CIP 14-A018 & 15-W005)**

THIS AGREEMENT, made and concluded, in duplicate, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, between the Dublin San Ramon Services District ("District"), Dublin, California, and Alaniz Construction, Inc., 7160 Stevenson Blvd, Fremont, CA 94538, (510) 770-5000. ("Contractor").

#### WITNESSETH:

1. That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the District, and under the conditions expressed in the two bonds, bearing even date with these presents, and hereunto annexed, the Contractor agrees with the District, at his/her own proper cost and expense, to do all the work and furnish all the materials necessary to construct and complete in good workmanlike and substantial manner the project entitled: **Reservoir Access Road Repairs (CIP 14-A018 & 15-W005)** in strict conformity with the Contract Documents (collectively defined in Section 01090-2.0), prepared therefor, which said plans and specifications are hereby specially referred to and by said reference made a part hereof.

2. Now, therefore, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the Contractor hereby agrees to complete the work in accordance with the terms and conditions stipulated in the Contract Documents for the sum of **One Hundred Twenty Four Thousand Four Hundred Forty (\$124,440)** computed in accordance with Contractor's accepted proposal dated September 25, 2014, which accepted proposal is incorporated herein by reference thereto as if herein fully set forth. Compensation shall be based upon any lump sum bid items plus the unit prices stated in the Bid Schedule times the actual quantities or units of work and materials performed or furnished. The further terms, conditions, and covenants of this Agreement are set forth in the Contract Documents, each of which is by this reference made a part hereof. Payments are to be made to the Contractor in accordance with the provisions of the Contract Documents in legally executed and regularly issued warrants of the District, drawn on the appropriate fund or funds as required by law and order of the District thereof.

3. The District hereby promises and agrees with the Contractor to employ, and does hereby employ, the Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

4. The Contractor and any subcontractor performing or contracting any work shall comply with all applicable provisions of the California Labor Code for all workers, laborers and mechanics of all crafts, classifications or types, including, but not limited to the following:

(a) The Contractor shall comply with all applicable provisions of Section 1810 to 1815, inclusive, of the California Labor Code relating to working hours. The Contractor shall, as a penalty to the District, forfeit the sum of twenty-five dollars (\$25) for each worker employed in the execution of the Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, unless such worker receives compensation for all hours worked in excess of eight (8) hours at not less than 1-1/2 times the basic rate of pay.

(b) Pursuant to the provision of California Labor Code, Sections 1770 et. seq., the Contractor and any subcontractor under him shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor Code Section 1773.2, the Contractor is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the office of the District, which copies shall be made available to any interested party on request. The Contractor shall post a copy of said prevailing rate of per diem wages at each job site.

(c) As required by Section 1773.1 of the California Labor Code, the Contractor shall pay travel and subsistence payments to each worker needed to execute the Work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.

(d) To establish such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within ten (10) days after their execution and thereafter shall establish such travel and subsistence payments whenever filed thirty (30) days prior to the call for bids.

(e) The Contractor shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to the District, forfeit up to fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the Contract. The Contractor shall pay each worker an amount equal to the difference between the prevailing wage rates and the amount paid worker for each calendar day or portion thereof for which a worker was paid less than the prevailing wage rate.

(f) As required under the provisions of Section 1776 of the California Labor Code, Contractor and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Said payroll shall be certified and shall be available for inspection at all reasonable hours at the principal office of the



Contractor on the following basis:

(1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(2) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available for inspection or furnished upon request to the District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations.

(3) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available upon request by the public for inspection or for copies thereof; provided, however, that a request by the public shall be made through either the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to subparagraph 4(f)(2) herein, the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the Contractor, subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal offices of the Contractor.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division.

Each Contractor shall file a certified copy of the records, enumerated in Paragraph 4(f) with the entity that requested the records within ten (10) days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor awarded the Contract or performing the Contract shall not be marked or obliterated. The Contractor shall inform the District of the location of the records enumerated under Paragraph 4(f) including the street address, city and county, and shall, within five (5) working days, provide a notice of change of location and address. The Contractor shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects the Contractor must comply with this Paragraph 4(f). In the event that the Contractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or the District, forfeit twenty-five dollars (\$25.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. Responsibility for compliance with Paragraph 4(f) lies with the Contractor.

(g) The Contractor and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee

administering the apprenticeship standards of the craft or trade in the area of the construction site for a certificate approving the Contractor or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code. The responsibility of compliance with California Labor Code Section 1777.5 during the performance of this Contract rests with the Contractor. Pursuant to California Labor Code Section 1777.7, in the event the Contractor willfully fails to comply with the provisions of California Labor Code Section 1777.5, the Contractor shall be denied the right to bid on any public works contract for up to three (3) years from the date noncompliance is determined and be assessed civil penalties.

(h) In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, the Contractor is required to secure the payment of compensation to its employees and for that purpose obtain and keep in effect adequate Workers' Compensation Insurance. If the Contractor, in the sole discretion of the District satisfies the District of the responsibility and capacity under the applicable Workers' Compensation Laws, if any, to act as self-insurer, the Contractor may so act, and in such case, the insurance required by this paragraph need not be provided.

The Contractor is advised of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions and have Employer's Liability Limits of \$1,000,000 per accident before commencing the performance of the Work of this Contract.

The Notice to Proceed with the Work under this Contract will not be issued, and the Contractor shall not commence work, until the Contractor submits written evidence that it has obtained full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the Work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation Insurance Laws. In accordance with the provisions of Section 1861 of the California Labor Code, the Contractor in signing this Agreement certifies to the District as true the following statement: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this Contract."

A subcontractor is not allowed to commence work on the project until verification of Workers' Compensation Insurance coverage has been obtained and verified by the Contractor and submitted to the Construction Manager for the District's review and records.

(i) In accordance with the provisions of Section 1727 of the California Labor Code, the District, before making payment to the Contractor of money due under a contract for public works, shall withhold and retain therefrom all wages and penalties which have been forfeited pursuant to any stipulation in the Contract, and the terms

of Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Standards Enforcement or by the District.

5. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this Agreement and the Bid Proposal of said Contractor, then this Agreement shall control, and nothing herein contained shall be considered as an acceptance of the said terms of said Proposal conflicting herewith.

6. The Contractor agrees to provide and maintain insurance coverage, and to indemnify and save harmless the parties named and in the manner set forth in Section 00800-2.0, **LIABILITY & INSURANCE**.

The duty of Contractor to indemnify and save harmless, as set forth herein, shall include a duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

7. The Contractor shall diligently prosecute the Work so that it shall be substantially completed within the time specified in Section 00800-1.1, **Time Allowed for Completion**.

8. Except as otherwise may be provided in other provisions of the Contract Documents, Contractor hereby expressly guarantees for one (1) full year from the date of the Substantial Completion of the Work under this Agreement and acceptance thereof by the District, to repair or replace any part of the Work performed hereunder which constitutes a defect resulting from the use of inferior or defective materials, equipment or workmanship. If, within said period, any repairs or replacements in connection with the Work are, in the opinion of the District, rendered necessary as the result of the use of inferior or defective materials, equipment or workmanship, Contractor agrees, upon receipt of notice from District, and without expense to District, to promptly repair or replace such material or workmanship and/or correct any and all defects therein. If Contractor, after such notice, fails to proceed promptly to comply with the terms of this guarantee, District may perform the work necessary to effectuate such correction and recover the cost thereof from the Contractor and/or its sureties.

In special circumstances where a particular item of work or equipment is placed in continuous service before Substantial Completion of the Work, the correction period for that item may start to run from an earlier date. This date shall be agreed upon by the Contractor and District on or before the item is placed in continuous service.

Any and all other special guarantees which may be applicable to definite parts of the Work under this Agreement shall be considered as an additional guarantee and shall not reduce or limit the guarantee as provided by Contractor pursuant to this paragraph during the first year of the life of such guarantee.

9. The Contractor shall provide, on the execution of this Agreement, a good and sufficient corporate surety bond in the penal sum of one hundred percent (100%) of amount bid, which bond shall be on the form provided by the District in Section 00610, **BOND OF FAITHFUL PERFORMANCE**, and be conditioned upon the faithful performance of all work required to be performed by the Contractor under this Agreement. Said bond shall be liable for any and all penalties and obligations which may be incurred by Contractor under this

DSRSD

Agreement. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the Surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

10. In addition to the bond required under Paragraph 9, hereof, Contractor shall furnish a good and sufficient corporate surety bond in the penal sum of one hundred percent (100%) of amount of Bid, which bond shall be on the form provided by the District in Section 00620, **PAYMENT BOND**, and conform strictly with the provisions of Chapter 7, Title 15, Part 4, Division 3, of the Civil Code of the State of California, and all amendments thereto. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate Surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the Surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

11. The Contractor may substitute securities for the amounts retained by the District to ensure performance of the work in accordance with the provisions of Section 22300 of the Public Contract Code.

12. Contractor covenants that Contractor is licensed in accordance with the provisions of the Contractors' License Law of California as provided in Section 00010, **NOTICE INVITING BIDS**.

13. The Contractor shall be provided the time period specified in Section 01340-2.0, **MATERIAL AND EQUIPMENT SUBSTITUTIONS**, for submission of data substantiating a request for a substitution of an "or equal" item.

14. As required by Section 6705 of the California Labor Code and in addition thereto, whenever work under the Contract involves the excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall submit in advance of excavations, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders of the Division of Industrial Safety in Title 8, Subchapter 4, Article 6, California Code of Regulations, the plan shall be prepared by a registered civil or structural engineer employed by the Contractor, and all costs therefore shall be included in the price named in the Contract for completion of the Work as set forth in the Contract Documents. Nothing in this Section shall be deemed to allow the use of a shoring, sloping, or other protective system less effective than that required by the Construction Safety Orders. Nothing in this Section shall be construed to impose tort liability on the District, the Design Consultant, Construction Manager nor any of their agents, consultants, or employees. The District's review of the Contractor's excavation plan is only for general conformance to the California Construction Safety Orders.

Prior to commencing any excavation, the Contractor shall designate in writing to the Construction Manager the "competent person(s)" with the authority and responsibilities designated in the Construction Safety Orders.

15. In accordance with Section 7104 of the Public Contract Code, whenever any work involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, the provisions of Section 00700-7.2, **Differing Site Conditions**, shall apply.

16. In accordance with Section 7103.5 of the Public Contract Code, the Contractor and subcontractors shall conform to the following requirements. In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchases of goods, materials or services pursuant to this Contract or the subcontract. Such assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

17. In accordance with Section 4552 of the Government Code, the Contractor shall conform to the following requirements. In submitting a Bid to the District, the Contractor offers and agrees that if the Bid is accepted, it will assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchase of goods, materials, or services by the Contractor for sale to the District pursuant to the Bid. Such assignment shall be made and become effective at the time the Authority tenders final payment to the Contractor.

18. Pursuant to Public Contract Code Section 7100, the acceptance by the Contractor of an undisputed payment made under the terms of the Contract shall operate as, and shall be, a release to the District, and their duly authorized agents, from all claim of and/or liability to the Contractor arising by virtue of the contract related to those amounts. Disputed contract claims in stated amounts may be specifically excluded by the Contractor from the operation of the release.

19. In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first set forth above.

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dublin San Ramon Services District

By: \_\_\_\_\_  
Bert Michalczyk, General Manager

ATTEST:

\_\_\_\_\_  
Nancy G. Hatfield, District Secretary

**\*\*\* END OF SECTION \*\*\***



**Results of Bid Opening for  
Reservoir Access Road Repairs (CIP 14-A018 & 15-W005)  
Thursday, September 25, 2014 @ 2PM**

**Engineer's Estimate: \$125,000**

No.	Name of Bidder	Bid Amount
1	Alaniz Construction, Inc. – Fremont, CA	\$124,440
2		\$
3		\$
4		\$
5		\$

Sub-Contractors:

**1. Alaniz Construction, Inc.**

Bond Blacktop, Inc.

Union City, CA

Slurry Seal



Reference General Manager	Type of Action Approve Agreement	Board Meeting of October 7, 2014
Subject Approve Tri-Valley Intergovernmental Reciprocal Services Master Agreement among the District and other Participating Governmental Entities in and around the Livermore-Amador Valley		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	B. Michalczyk	<input type="checkbox"/> Board Member

## Recommendation:

The General Manager recommends the Board approve, by Resolution, the Tri-Valley Intergovernmental Reciprocal Services Master Agreement among the District and other participating governmental entities in and around the Livermore-Amador Valley.

## Summary:

On May 20, 2014 the District Board of Directors by consensus supported the direction of the March 5, 2014 Joint Liaison Committee related to the Tri-Valley Utility Coordination and Integration Study. One of those recommendations was to develop an Intergovernmental Reciprocal Services Master Agreement. As part of this effort, representatives District representatives along with those from the Cities of Dublin, Livermore, Pleasanton and San Ramon together with the Zone 7 Water Agency developed the Tri-Valley Intergovernmental Reciprocal Services Master Agreement that would allow these entities to share services, supplies and staff and thereby reduce the cost of providing public services. The proposed agreement would provide a framework for member agencies to obtain services and/or supplies from each other, at a reduced cost to the public. Under the terms of the Agreement, each agency is required to comply with all of its own statutes, regulations, policies and practices for procurement. No agency can be forced to provide services or supplies to another. Each transaction will be documented through a purchase order (or similar document) that is acceptable and approved by the agencies involved. In the future, other public agencies and utilities adjoining the Tri-Valley may join in this effort if they agree to comply with the terms of the Agreement. The proposed agreement is consistent with the direction from the Alameda County Local Agency Formation Commission (LAFCo), requesting that agencies in the Tri Valley Area collaborate in seeking ways to reduce the cost of public services.

The agreement has been finalized and is the subject of this Board action. To date it has been approved by the Cities of Livermore and Pleasanton, and the Zone 7 Water Agency. The City of Dublin will be considering the agreement on the same date as will DSRSD. San Ramon's participation will come a bit later as they must receive signoff from their liability insurance provider before they can take action. The agreement becomes effective upon its execution by two parties.

The attached Staff Report provides more background about the agreement and its development.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost No cost associated with agreement; cost savings with implementation	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. 2. 3.				84 of 248



RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE TRI-VALLEY INTERGOVERNMENTAL RECIPROCAL SERVICES MASTER AGREEMENT

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WHEREAS, the District recognizes the value of using common resources effectively and finds that promoting the coordination of interagency efforts in the Tri-Valley Region, or a larger regional area that could include local or regional government entities servicing nearby communities is in the public interest and for the common benefit of all; and

WHEREAS, the District desires to enter into the Tri-Valley Intergovernmental Reciprocal Services Master Agreement to efficiently coordinate interagency efforts to reduce costs, increase efficiency, or achieve higher quality work-product by providing services and resources to the other parties; and

WHEREAS, the District understands that this agreement provides only a general framework to address the administration, liability and equitable apportionment of the cost of services provided by one party to the other, with more specific terms and conditions contained in written Task Orders negotiated between the individual parties for sharing resources or contracting for services.

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, hereby:

- (1) Approves the Tri-Valley Intergovernmental Reciprocal Services Master Agreement (Exhibit A) among the District and other local or regional governmental entities choosing to be parties to the agreement authorizes and directs the General Manager to execute said Agreement; and

Res. No. \_\_\_\_\_

- (2) Authorizes the General Manager, upon concurrence of District Counsel to make non-substantive changes to the Agreement to conform to slightly altered versions that may be approved by other agencies.

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 7th day of October 2014, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgian M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nancy G. Hatfield, District Secretary

Tri-Valley Utility Coordination and Integration  
Steering Committee

Tri-Valley Intergovernmental Reciprocal  
Services  
Master Agreement

## **TRI-VALLEY INTERGOVERNMENTAL RECIPROCAL SERVICES MASTER AGREEMENT**

This AGREEMENT (“AGREEMENT”) establishes a Tri-Valley Intergovernmental Reciprocal Services Master Agreement to facilitate the process of contracting for services, or sharing resources, materials, personnel, and equipment between the signatory local or regional government entities, and, to the extent appropriate, private utilities for the purposes described herein. This AGREEMENT is made and entered into by and between the parties that are signatories to this AGREEMENT. The AGREEMENT was first approved on \_\_\_\_\_.

### **Recitals**

WHEREAS, each of the initial parties to this AGREEMENT is a local or regional government entity functioning within the Tri-Valley Region,

WHEREAS, the parties recognize that this AGREEMENT may also be applicable to other local or regional government entities serving communities near the Tri-Valley Region; and

WHEREAS, the parties hereto recognize the value of using common resources effectively and find that promoting the coordination of interagency efforts in the Tri-Valley Region, or a larger regional area that could include local or regional government entities servicing nearby communities is in the public interest and for the common benefit of all; and

WHEREAS, the parties desire to enter into an AGREEMENT to efficiently coordinate interagency efforts to reduce costs, increase efficiency, or achieve higher quality work-product by providing services and resources to the other parties; and

WHEREAS, it is understood that the primary purpose of this AGREEMENT is to provide a structure for the successful and efficient coordination of utility and public works maintenance activities, sharing of resources and contracting for services described herein; and

WHEREAS, the parties understand that the AGREEMENT provides only a general framework to address the administration, liability and equitable apportionment of the cost of services provided by one party to the other, with more specific terms and conditions contained in written Task Orders negotiated between the individual parties for sharing resources or contracting for services; and

WHEREAS, the parties do not intend to create a separate public agency pursuant to Government Code §6500 et seq. through this AGREEMENT and no provision of this AGREEMENT should be so construed; and

WHEREAS, the parties intend to directly contract with one another for services, supplies, equipment, or materials using the framework set forth in this agreement.

NOW, THEREFORE, the parties hereto do hereby enter into this AGREEMENT, as follows:

- 1. Definitions.** As used in this AGREEMENT, the following words and phrases shall have the meanings set forth below unless the context clearly indicates otherwise.

- a. “AGREEMENT” shall mean the Tri-Valley Intergovernmental Reciprocal Services Master Agreement.
- b. “Member Agency” or “Member Agencies” or “Party” or “Parties” shall mean local or regional government entities that are signatories to this AGREEMENT.
- c. “Task Order” shall mean a written agreement between two or more member agencies describing the services to be performed or resources to be shared between the agencies and the terms of the services or project, which may include but not be limited to compensation and payment, term or duration, required inspections, milestones, and insurance or indemnity requirements.

**2. Objectives.** Through this AGREEMENT, the Parties initially intend that this Agreement will enable willing Member Agencies to share among and between themselves resources that support local or regional government functions including, but not limited to utility and public works administrative and maintenance activities such as fleet or landscape maintenance; cleaning, televising and repairing subsurface pipelines; pavement marking or repairs; maintenance of water reservoirs and fire hydrants; custodial/janitorial services; purchasing equipment and/or supplies; and training, grant writing and sharing of equipment.

### **3. Membership**

- a. **Member Agency.** Any local and/or regional public agency that operates within or has jurisdiction over any area within the Tri-

Valley Region, or that operates within or has jurisdiction over areas immediately adjacent to the Tri-Valley Region or which is located within sufficient geographical proximity to provide efficient sharing of resources with agencies operating within the Tri-Valley may be a Member Agency under this AGREEMENT. Each Member Agency must be a signatory to this AGREEMENT. Other local or regional public agencies may become a Party to this Agreement by (i) passing a resolution of its governing body by which it agrees to comply with all the terms of this Agreement, (ii) executing the signature page attached hereto, and (iii) providing notice of these actions to the Member Agencies of the AGREEMENT. Acceptance or approval by the existing Parties is not needed for a new party to enter into this agreement.

- b. Initiation of Membership.** If an eligible agency as defined in Section 3 requests to enter this AGREEMENT as a new Member Agency, the new Member Agency is subject to all provisions of this AGREEMENT.
- c. Termination of Membership.** Any Member Agency may voluntarily terminate its membership in the AGREEMENT upon completion of all obligations and Task Orders entered into between it and the other member(s) and upon 90 days' notice to the Member Agencies, if any. Except as specified in Section 11, a Member Agency's termination of membership shall have no effect on the

continuing effectiveness of the AGREEMENT among the remaining Member Agencies.

**4. Sharing Information Among Member Agencies.** Member Agencies

shall, upon the request of another Member Agency, submit copies of Task Orders initiated under this AGREEMENT to the other Member Agency at mutually agreeable intervals.

**5. Task Orders.**

Implementation of interagency efforts shall be accomplished through Task Orders issued by one Member Agency to another Member Agency referencing the standard terms and conditions described in Exhibit B. The parties agree that the terms and conditions for compensation or payment from one Member Agency to another for sharing resources or providing services will be negotiated between the individual Member Agencies and contained in a Task Order. Said task orders are subject to the laws and purchasing authorities of each Member Agency. Task Orders shall be executed by the designated official or Chief Executive Officer of the respective Member Agency, or his or her authorized designee. The Task Orders shall be in substantially the same form as attached hereto as Exhibit A, and shall be specific to the coordinated effort or task.

**6. Hold Harmless and Indemnity:**

**a. Regarding the Performance of Services Under a Task Order.**

Each Task Order issued under this AGREEMENT shall contain one or more provisions addressing the defense of and indemnity against loss,



liability, damage, cost and expense arising out of services received and furnished under a Task Order issued pursuant to this AGREEMENT.

Unless the Task Order creates a different standard between those two parties, as provided in Subsection b., below, the provision(s) shall take the form(s) set forth in Section 9 of Exhibit B to the AGREEMENT.

b. **Alternative indemnification arrangements.** In Task Orders issued pursuant to this AGREEMENT, Member Agencies may agree between or among themselves to replace the defense and indemnity provisions set forth in Section 9 of Exhibit B to the AGREEMENT with alternative indemnification provisions specific to the subject matter of any particular Task Order or Task Orders.

**7. Inconsistent Terms Between AGREEMENT and Task Orders:** Member Agencies are encouraged to maintain consistency through the use of the Task Order form and standard terms and conditions found in Exhibits A and B. Nonetheless, the Parties recognize that the circumstances of the transaction being memorialized by a Task Order may require variations from those templates. Accordingly, the Member Agencies agree, that in the event that there are any conflicts between any provision of this AGREEMENT and the corresponding provision of any Task Order issued thereunder, the provision of the Task Order shall govern. Notwithstanding anything to the contrary, the preceding sentence shall not be construed to allow any Task Order to be executed without mutually agreeable provisions for defense of and indemnity against loss, liability, damage,

cost and expense including but not limited to reasonable attorney, consultant and expert fees, and court costs.

**8. Effective Date.** This AGREEMENT shall become effective when at least two (2) agencies have executed it.

**9. Term and Expiration.** This AGREEMENT shall remain in effect as long as at least two agencies remain as parties to the AGREEMENT. It shall expire when only one agency is a party.

#### **10. General Provisions**

**a. Counterparts.** This AGREEMENT may be executed in counterparts and each of these executed counterparts shall have the same force and effect as an original instrument and as if all of the parties to the aggregate counterparts had signed the same instrument.

**b. Notices:** Any notice required, or convenient to the performance, hereunder, shall be in writing and may be given to the parties by personal delivery, or by mail (first class or equivalent), postage prepaid.

**c. Contact Information For Member Agencies**

Upon joining, Member Agencies will provide contact information.

**d. Modification:** This AGREEMENT may only be modified by written amendment or supplement approved and executed by the parties in the same manner as this AGREEMENT.

**e. Waiver:** Failure of any party to insist upon the strict performance of any term or condition in this AGREEMENT or in any Task Order, no matter

how long the failure continues, is not a waiver of the term or condition by that party and does not bar the right of the party to subsequently demand strict performance. To be effective, a waiver must be in writing and signed by the non-breaching party.

- f. Severability:** If any term or provision of this AGREEMENT or any Task Order is deemed invalid or unenforceable by any court of final jurisdiction, it is the intent of the Parties that all other provisions shall be construed to remain fully valid, enforceable and binding on the parties.
- g. Governing Law:** This AGREEMENT and Task Orders shall be governed by, and will be interpreted in accordance with, the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as set forth below.

**AGENCY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**AGENCY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**AGENCY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**AGENCY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**AGENCY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

**AGENCY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as set forth below.

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# **Exhibit A**

Task Order Template

(To Be Developed for Each Task Order)

# Exhibit B

## Standard Terms and Conditions

The parties agree that the following standard terms and conditions will be used in Task Orders initiated under this AGREEMENT. Member Agencies may include additional terms and conditions specific to the coordinated effort or may agree between or among themselves to modifications of these terms for any particular task order.

- 1. Description of Activity or Services.** Each Task Order shall describe the specific activity, service or resource being shared or performed. The description should contain information on required inspection, testing or acceptance procedures, if any, as well as milestones or completion dates for the tasks to be completed.

**Compensation and Payment.** The Task Order shall include the compensation and payment terms for the services or resources provided. It is anticipated that costs for services and sharing resources would be based on or related to the cost of providing the service or sharing the resource, however nothing in this section is intended to restrict Member Agencies from providing or accepting services based on factors other than the cost of providing the service.

- 2. Term.** Task Orders shall specify the term of the activity, project, service or sharing of resources.
- 3. Termination.** Unless a Task Order provides otherwise, a Member Agency

may terminate any portion or all of the services authorized under a Task Order by giving the other Member Agency or agencies party to the Task Order 30 calendar-days advance written notice. Upon receipt of a termination notice, Member Agencies shall immediately stop all work in progress on the services authorized under the Task Order, except where necessary to preserve the benefit of the work, and assemble the work for delivery to the other Member Agency on or about the termination date. All compensation for services performed prior to the termination dates shall be payable within 30 days to the Member Agency in accordance with the Compensation and Payment provisions of the specific Task Order.

- 4. Insurance.** Task Orders shall include insurance provisions acceptable to each Member Agency that is a party to the specific Task Order, and consistent with the insurance underwriting and risk management principles of each participating Member Agency.
- 5. Reference to Master Agreement.** Task Orders may incorporate by reference any condition in this AGREEMENT, or may include different conditions or requirements specific to the proposed work or services. Examples include, but are not limited to indemnification, insurance, waiver and severability. Conditions or requirements contained in Task Orders may be more or less restrictive than conditions, terms or requirements included in this AGREEMENT with consent of all parties to the individual Task Order;
- 6. Non-Exclusive Agreement.** Task Orders shall include a statement that they are non-exclusive agreements, and that Member Agencies reserve the right



to provide, and to retain others to provide, services that are the same or similar to the services described in the Task Order.

- 7. No Assignment.** Task Orders shall include the requirement that the Member Agency providing the service shall not assign or subcontract any of the services to non-public agency staff without the prior consent of the Member Agency receiving the service. Task Orders initiated to take advantage of coordinated purchasing or contracting arrangements where the service will be provided using outside contractors shall explicitly note that the service is being provided with contract or non-public agency resources to ensure appropriate competitive bidding procedures are followed.
- 8. Dispute Resolution.** In the event of a dispute concerning the terms and conditions of this AGREEMENT or a Task Order initiated pursuant to this AGREEMENT the affected parties will negotiate and attempt to resolve the matter informally. Each party shall negotiate in good-faith by ensuring its representative is knowledgeable about the dispute, this AGREEMENT and any pertinent Task Order, and has the ability to either agree to a solution or has authority to make a direct recommendation to the party's decision makers who can approve a solution.
- 9. Defense and Indemnity.** Each Party to this Task Order shall defend, indemnify and hold each of the other parties to this AGREEMENT, and their respective elected officials, officers, directors, employees, agent, and designated volunteers harmless from and against any and all loss, liability, damage, cost and expense including but not limited to reasonable attorney,

consultant and expert fees, and court costs, to the extent caused by the indemnifying party's own negligence, recklessness, willful misconduct, or infringement of any patent, trademark, or copyright (or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used) in the performance of its services under a Task Order issued pursuant to this AGREEMENT. This indemnity shall not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss arising from the sole misconduct, including active negligence, of the party receiving the service, or of another Party to this AGREEMENT, or their respective elected officials, officers, directors, employees, agents, and designated volunteers unless the Parties expressly so provide.

Acceptance of insurance certificates and endorsements required under this Task Order does not relieve a Member Agency from liability under this indemnification and hold harmless clause except to the extent payment is made under such policy or policies.

**10. Obligation to Correct Errors.** In addition to the above indemnification obligations, a Member Agency providing services shall correct, at its own expense, all errors in the services provided measured against the terms of the Task Order under which services were provided. Should a Member Agency providing services fail to make such correction in a timely manner after being notified, the Member Agency contracting for the service shall make the correction and charge the cost thereof to the Member Agency responsible for providing the service.

# STAFF REPORT



Board of Directors  
October 7, 2014

## AGENDA TITLE

Tri-Valley Intergovernmental Reciprocal Services Agreement among the District and other Participating Governmental Entities in and around the Livermore-Amador Valley

## BACKGROUND

In 2010, it was suggested at the Alameda County Local Agency Formation Commission that the utility operators of the Tri-Valley consider forming a consolidated municipal utility district to provide all of the water and sewer utilities for the Tri-Valley. A Steering Committee was created consisting of General Managers of the Tri-Valley utility agencies, and Department Directors responsible for utilities in each Tri-Valley city. The early Steering Committee work was then carried forward into formal review and analysis by a consultant, Management Partners, which refined the coordination opportunities and also undertook a broad review of utility integration and governance options. A Phase 1 Study of Utility Integration and Coordination efforts was completed by Management Partners, reviewed by the Steering Committee, and presented to a group of representative elected officials from each of the affected agencies.

On March 5, 2014, this group of elected officials, working as the Utility Coordination Ad Hoc Committee, received a presentation on the results of the Phase 1 Study of Utility Integration and Coordination efforts. The Phase I Study identified short-term actions to increase coordination and integration that could be completed at a staff-level, as well as longer-term actions involving more comprehensive reorganization options. These longer-term opportunities would require further investigation and analysis in a Phase 2 and Phase 3 study.

Based on the information presented at the March 5, 2014 Utility Coordination Ad Hoc Committee Meeting, the elected officials from the various Tri-Valley utilities voted unanimously to develop a reciprocal services agreement as the most-promising short-term coordination opportunity identified by the Phase 1 Study. Such an agreement would provide a mechanism for local utility agencies to more easily share equipment, expertise and resources, without precluding the ability to also continue to solicit bids to obtain services from the private sector.

## DISCUSSION

Based on direction obtained from the elected officials at the March 5, 2014 Utility Coordination Ad Hoc Committee Meeting, the Steering Committee developed a Tri-Valley Intergovernmental Reciprocal Services Master Agreement (IRSMA), which incorporates many of the short-term coordination and cooperation ideas that were developed. The Steering Committee has recommended the agencies that participated in the Utility Coordination Study finalize and execute this agreement as a tool to build upon and enhance existing cooperation between the agencies, to augment existing operational capabilities, and to achieve economies of scale. Participation in the Tri-Valley IRSMA would also be open to other local or regional public agencies with jurisdiction in the Tri-Valley, or which are located in close enough geographic proximity to share equipment or services efficiently with Tri-Valley agencies. Participating in the Master Agreement does not obligate or require the District to execute Task Orders with other agencies; developing and implementing Task Orders to share

services under the IRSMA is strictly voluntary. Also, there is no cost or financial obligation associated with being a signatory to the Master Agreement.

The Tri-Valley IRSMA provides a general framework to address the administration, liability and equitable apportionment of the cost of services or equipment provided by one party to the other. More specific terms and conditions would be established in written Task Orders negotiated between the individual parties interested in sharing resources or contracting for services. The general terms and conditions of the IRSMA are consistent with the District's Purchasing Guidelines.

One example of the types of services that the District might be able to provide to other agencies under the Tri-Valley IRSMA would be activities like closed-circuit-televising of sewer lines. The District has equipment to perform these video inspections and might be able to offer a more effective service than some other agencies can provide through private contractors. The IRSMA might also be used by the participating agencies to share services during emergencies or to provide additional staffing to an agency when its own resources are overwhelmed.

If approved, the District or any other party to the Tri-Valley IRSMA would be able to voluntarily terminate its membership in the agreement after completing any open Task Orders and providing 90 days written notice to the other parties to the agreement. The Tri-Valley IRSMA would remain in effect as long as there are at least two parties remaining as signatories to the agreement.

## **RECOMMENDATION**

Approve



Reference General Manager	Type of Action Accept Report	Board Meeting of October 7, 2014
Subject Upcoming Board Calendar		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	B. Michalczyk	<input type="checkbox"/> Board Member

## **Recommendation:**

The General Manager recommends that the Board of Directors accept, by Motion, the attached upcoming Board calendar.

## **Summary:**

The attached Board calendar presents items anticipated by staff to be presented to the Board at the next two Board meetings. This report represents the most current information available to staff as of the preparation of this agenda. Items that are listed may be deferred or eliminated for various reasons including but not limited to staff work not being fully complete, the need for further management, Committee and/or legal review, needed material or information not being received by the District in a timely fashion, etc. Furthermore, matters not listed may be placed on the Board agenda.

This report should be used only as a general guide of what business the District Board will be considering in the near future. The District Secretary should be contacted to confirm the contents of specific agendas. Agendas will be finalized in accordance with the requirements of the Brown Act (generally 72 hours for regular meetings and 24 hours for special meetings).

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR BLM	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Upcoming Board Calendar 2. 3.			

# TENTATIVE BOARD ITEMS

9/30/2014 9:50:39 AM

Board Mtg	Agenda Item	Water	WWC	Finance	Personnel	Ext. Aff.
10/21/2014	AT&T Cell Tower Lease and CEQA Reservoir 1A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of an Exemption to Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Records Retention Schedule Policy Update	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Closed Session: Direction for Negotiation on the AT&T Cell Tower Lease at Reservoir 1A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Budget Adjustment to Allow for Early Payoff of Regional Bank Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drought Related Customer Issues and Concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Service for Development with Affordable Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Construction Project Acceptance by GM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resolution to Reallocate City of Dublin Excess Sewer Capacity Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/4/2014	Drought Related Customer Issues and Concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Agreement with ___ for Design of Recycled Water Expansion Phase 1 - Distribution to West Dublin and Alameda County Facilities (CIP 15-R009)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consider Appeal by {name} of Staff Denial of an Exemption to Water Use Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6th Supplemental Agreement with City of Pleasanton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Mtg	Agenda Item	Water	WWC	Finance	Personnel	Ext. Aff.
11/4/2014	Consider Appeal by {name} of Staff Denial of a Waiver of Enforcement Action Related to Violation of Water Use Limitations					
	Approve Construction Agreement with McGuire & Hester for Water Distribution to Alameda County Facilities					
	Award Construction Agreement to ___ for OSH Sewer Replacement (CIP 08-2102)					
	Closed Session - Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title:Treasurer & District Secretary				11/11/2014	



Reference Treasurer	Type of Action Accept Report	Board Meeting of October 7, 2014
Subject Report of Checks and Electronic Disbursements Made		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	J. Archer	<input type="checkbox"/> Board Member

**Recommendation:**

The Treasurer recommends the Board of Directors accept, by Motion, the report showing checks and electronic disbursements made since the last Board agenda

**Summary:**

Payments shown have been made in accordance with Board established policies for processing payments and are summarized below:

Date Range	08/26/14 – 09/28/2014
Total Amount Paid	\$ 5,627,702.89

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost As shown above	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Check History Description Listing 2. 3.			



apCkHistDesc

Printed on: 09/26/2014 10:46AM

## Check History Description Listing

Dublin San Ramon Services District

Page: 1

From: 8/26/2014 To: 9/28/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
08/26/2014	873921114	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	125,002.64	125,002.64
08/26/2014	995099056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,313.40	22,313.40
08/28/2014	82613	00019 A-1 ENTERPRISES	DROUGHT: PORT-A-POTTY & HANDWASHING STAT	261.46	261.46
08/28/2014	82614	06785 LAURA AHN	REFUND 6682 ABERDALE CIR	76.46	76.46
08/28/2014	82615	01195 AMERICAN BATTERY CO.	GOLF CART BATTERIES	685.44	
			GOLF CART BATTERY	102.26	787.70
08/28/2014	82616	06779 AMERICAN PROPERTY MANAGE	REFUND 2901 BURNBRAE LN	58.42	58.42
08/28/2014	82617	06692 AQUENT LLC	J. GLOYSTEIN: W/E 8/3/14	960.00	960.00
08/28/2014	82618	00057 ARMA INTERNATIONAL, INC.	ARMA - 2014 MEMBERSHIP RENEWAL - HATFIEL	220.00	220.00
08/28/2014	82619	00058 ARROWHEAD MOUNTAIN SPRING	LAVWMA: BOTTLED WATER AUG '14	2.88	2.88
08/28/2014	82620	00622 AT&T	TELE SVCS & USAGE THRU 08/12/2014	1,778.03	
			WWTP TO PS300 DV THRU 08/12/2014	252.95	
			DO T-1 TO FOD THRU 08/12/2014	186.33	
			SCADA FOD TO DO THRU 08/12/2014	186.33	2,403.64
08/28/2014	82621	03798 BALLESTEROS, MONA - PETTY C	PETTY CASH WWTP - WE 07/15/2014 FY 2014	123.35	123.35
08/28/2014	82622	06773 SUNDAY O A BAMIDELE	REFUND 5730 OLD WESTBURY WAY	4.34	4.34
08/28/2014	82623	04473 BOGETTI WATER TRUCKS INC	REFUND METER # 60661152	105.96	105.96
08/28/2014	82624	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 07/23/14 - 08/23/14	41.70	41.70
08/28/2014	82625	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT FOR SERENA CT & FIRE	557.00	
			ENCROACHMENT PERMIT TO REPLACE WATER LIN	557.00	
			ENCROACHMENT PERMIT TO REPLACE WATER SER	557.00	1,671.00
08/28/2014	82626	06775 SCOTT CLAY	458 WASTONIA CT	40.52	40.52
08/28/2014	82627	01156 CWEA	CWEA: TOUR & DINNER MEETING - R. GUMBER	30.00	30.00

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
08/28/2014	82628	06594 DAVIDSON'S TRAINING	J. HENDRYX WATER DIST REVIEW CLASS 9/15&	250.00	250.00
08/28/2014	82629	02589 PATRICK EASLEY	REFUND 300 MILTON CT	54.80	54.80
08/28/2014	82630	01559 EATON CORPORATION	TECH SUPPORT: POWERNET ENGINEER ONSITE-1	2,046.50	2,046.50
08/28/2014	82631	06784 STEPHEN ELLIS	REFUND 627 AKRINA CT	131.55	131.55
08/28/2014	82632	06734 ERA CONSTRUCTION, INC	REFUND METER # 65615501	888.52	888.52
08/28/2014	82633	05443 ESSEX PROPERTY TRUST	PERFORMANCE/MAINT CASH BOND REFUND	5,000.00	5,000.00
08/28/2014	82634	00270 E-Z-GO DIVISION OF TEXTRON	#319 GOLF CART RECEPTACLE CHARGER	217.59	217.59
08/28/2014	82635	00307 FAIRWAY EQUIPMENT & SUPPLY	FERROUS CHLORIDE SYSTEM & 3W VALVES	973.81	973.81
08/28/2014	82636	02656 FASTENAL COMPANY	LAVWMA: NUTS & BOLTS FOR LAVWMA BASINS	157.21	157.21
08/28/2014	82637	00313 FASTSIGNS	DROUGHT - RW FILL STATION HOURS DECALS	117.73	117.73
08/28/2014	82638	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES AUG '14	19.20	19.20
08/28/2014	82639	00328 FRANK A. OLSEN CO.	PLANT SUPPLIES - DEZURIK PLUG VALVE	773.34	773.34
08/28/2014	82640	00348 GFOA	MEMBERSHIP J ARCHER 2015 GFOA	160.00	160.00
08/28/2014	82641	00352 GOLDEN STATE FLOW MEASURE	120 1" METERS AND 120 TRPL CABLE - IPERL	23,657.80	23,657.80
08/28/2014	82642	06770 BEVERLY HERRERA	REFUND 3253 RIDGEFIELD WAY	181.59	181.59
08/28/2014	82643	06778 MONICA & MANAV KAMRAN	REFUND 2923 LANGHORNE DR	190.38	190.38
08/28/2014	82644	00509 LIEBERT CASSIDY WHITMORE	MANAGEMENT TRAINING 07/16/14	2,000.00	2,000.00
08/28/2014	82645	06786 LEI LIU	REFUND 2881 BETHANY RD	42.01	42.01
08/28/2014	82646	04452 LOWE'S	FOD SUPPLIES	124.16	124.16
08/28/2014	82647	06783 DIANE MARTEL	REFUND 3658 STONEHENGE WAY	88.26	88.26
08/28/2014	82648	06780 MARNI MASTRI	REFUND 2901 BURNBRAE LN	219.45	219.45
08/28/2014	82649	06774 TRESIE MATTHIES	REFUND 4600 MIRANO CT	125.47	125.47

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08/28/2014	82650	01158 MAUREEN KANE & ASSOC INC	MAUREEN KANE & ASSOC INC.- TTC 100 REGIS	1,500.00	1,500.00
08/28/2014	82651	00536 MC MASTER-CARR SUPPLY CO.	PARTS FOR FERRIC DOSING	276.68	276.68
08/28/2014	82652	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 8/3/14	1,227.40	1,227.40
08/28/2014	82653	00545 BERT MICHALCZYK	MICHALCZYK REIMB TRAVEL EXP THRU 08/24/1	582.89	582.89
08/28/2014	82654	04231 MSC INDUSTRIAL SUPPLY CO	24"X60" CART	701.65	1,371.75
			TOOLS FOR TRUCK #60; CLEANER/DEGREASER F	280.76	
			HAND TOOLS	196.56	
			TOOLS FOR TRUCK #80	192.78	
08/28/2014	82655	04796 NAPA AUTO PARTS	2 MAP SENSORS FOR COGEN	198.05	249.49
			#21 FLASHER UNIT	26.63	
			#21 GAS CAP	24.81	
08/28/2014	82656	00620 P G & E	LAVWMA PS FEEDER B AUG '14	39,610.75	90,697.35
			MISC PUMP STNS; DUBLIN LIFT STN - JULY 2	21,106.82	
			PUMP STATION 20B ELEC - JULY 2014	13,406.34	
			LAVWMA PS FEEDER A AUG '14	5,711.80	
			PUMP STATION R20 ELEC - AUGUST 2014	5,058.91	
			PUMP STATION R300A ELEC - JULY 2014	4,287.70	
			TO NO. 4; RES 3B W/PS 4B ELEC - AUGUST 2	1,426.72	
			RESERVOIR 10B ELECTRICITY - AUGUST 2014	78.46	
			ALTITUDE VALVE (RES 10B) ELEC - AUGUST	9.85	
08/28/2014	82657	04105 R&B COMPANY	MISC PARTS FOR REPAIRS	5,570.12	5,721.79
			MISC PARTS FOR REPAIRS	151.67	
08/28/2014	82658	06776 MANI RAVI RAMAN	REFUND 1009 SWEDGEWOOD RD	100.07	100.07
08/28/2014	82659	06461 REAL ESTATE DEPOT	REFUND 6988 ALLEGHENY DR	195.82	195.82
08/28/2014	82660	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 8/5/14	1,071.37	1,071.37

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08/28/2014	82661	02466 RICOH AMERICAS CORP	COPIER LEASES MAIL RMS, HR/FIN SEPTEMBER	1,778.28	1,778.28
08/28/2014	82662	06781 SUSAN RODICH	REFUND 12004 HARCOURT WAY	45.40	45.40
08/28/2014	82663	06647 RYAN PROCESS INC.	14-P027 HYPOCHLORITE TANK REPLACEMENT	60,132.04	60,132.04
08/28/2014	82664	06777 KUMARAN SINGARAVELU	REFUND 4737 MALAYAN ST	104.01	104.01
08/28/2014	82665	00596 SPRINT/NEXTEL	CELL PHONES JULY 15 - AUG. 14, 2014	1,768.35	1,768.35
08/28/2014	82666	00810 STUDIO BLUE REPROGRAPHICS	15-W005 CONTRACT DOCUMENT REPRODUCTION	194.83	
			14-A018 CONTRACT DOCUMENT REPRODUCTION	34.38	229.21
08/28/2014	82667	00825 SWRCB	DLD ANNUAL PERMIT FEE FY2014	13,875.00	
			DLD ANNUAL PERMIT FEE FY2012	10,873.00	
			DLD ANNUAL PERMIT FEE FY2013	10,873.00	
			DLD ANNUAL PERMIT FEE FY2009	8,769.00	
			DLD ANNUAL PERMIT FEE FY2010	8,769.00	
			DLD ANNUAL PERMIT FEE FY2011	8,769.00	61,928.00
08/28/2014	82668	05433 TAYLOR MORRISON	REFUND 4473 CHERICO LN	17.24	17.24
08/28/2014	82669	00848 THE LIGHTHOUSE	LED FLASHERS - STOCK ORDER	100.63	100.63
08/28/2014	82670	00862 TIFCO INDUSTRIES	BLACK TYRAP WITH SS INSERT	381.93	381.93
08/28/2014	82671	00014 COUNTY OF ALAMEDA	JULY 2014 FUEL CHARGES	6,103.84	6,103.84
08/28/2014	82672	06129 DIRECTORATE RESOURCE MGM	JUL-SEP 14 EMERGENCY SVCS (FOD)	1,613.50	1,613.50
08/28/2014	82673	06702 UNIFIRST INC.	JUL 2014: WEEKLY DELIVERY OF FLAME RESIS	380.62	380.62
08/28/2014	82674	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 08/0	2,250.39	2,250.39
08/28/2014	82675	06004 VANGUARD CLEANING SYSTEM	AUG 2014: CUSTODIAL SERVICES AT THE DO A	1,675.00	1,675.00
08/28/2014	82676	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT AUG '14	566.45	566.45
08/28/2014	82677	00933 VWR INTERNATIONAL, INC.	EDTA, COVERGLASS	89.12	89.12

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08/28/2014	82678	06782 WEICHERT REALTORS	REFUND 1811 NANCY LN	86.06	86.06
08/28/2014	82679	00966 WHITLEY BURCHETT & ASSOCIA	12-W021 JULY SERVICES	3,949.66	
			13-S004 TO NO. 1 JULY 2014	3,773.27	
			14-R025 JULY 2014 SERVICES	1,596.00	9,318.93
08/28/2014	82680	05541 WINZER CORPORATION	CREDIT FROM INV 5070451 DATED 05/30/14	-1,349.85	
			CREDIT FROM INV 5069118 DATED 05/30/14	-593.48	
			CREDIT FROM INV 5071673 DATED 06/02/14	-452.36	
			CREDIT FROM INV 5069118 DATED 05/30/14	-427.18	
			JANITORIAL SUPPLIES	2,602.54	
			JANITORIAL SUPPLIES	481.58	261.25
08/28/2014	82681	06772 BERNADETTE ZACHARIAH	REFUND 7372 STAGECOACH RD	38.80	38.80
08/28/2014	82682	00031 ALLIED PACKING & SUPPLY INC.	GAUGE WHEEL ASSEMBLY PARTS - DLD INJECTO	5,652.08	
			D.O. HEAT LOOP PUMP	2,512.90	8,164.98
08/28/2014	82683	04797 BANC OF AMERICA LEASING & C	ACCT#2044500 08/2014 PMT	1,150,144.27	1,150,144.27
08/28/2014	82684	01013 BARRETT BUSINESS SERVICES	M. ROBERSON: W/E 8/3/14	1,024.00	
			C. SCHMIDT: W/E 8/3/14	1,024.00	
			D. LEWIS: W/E 8/2/14	876.80	
			J. KAUFFMAN: W/E 7/27/14	844.80	
			J. KAUFFMAN: W/E 8/3/14	844.80	
			L. RIDDLE: W/E 8/3/14	665.60	
			R. LAM: W/E 8/3/14	614.40	
			L. RIDDLE: W/E 7/20/14	563.20	
			B. THOMSON: W/E 8/3/14	563.20	
			L. KUEFNER: W/E 8/3/14	238.08	7,258.88
08/28/2014	82685	04424 GRAYBAR ELECTRIC COMPANY	CONDUIT & FITTINGS FOR NEW LIT INSTALLAT	195.30	
			CONDUIT FITTINGS FOR LIT @ RES 20A	57.08	

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			CONDUIT FITTINGS FOR LIT @ RES 20A	1.55	253.93
08/28/2014	82686	01115 AARON JOHNSON	JOHNSON REIMB EXP AT 2014 ESRI USER CONF	165.96	165.96
08/28/2014	82687	00473 KEMIRA WATER SOLUTIONS INC	FERROUS CHLORIDE ON 08/08/14	4,388.34	4,388.34
08/28/2014	82688	04529 LAI & ASSOCIATES, INC.	FIELD DENSITY TESTING 11672 HARLAN RD. 3	818.40	818.40
08/28/2014	82689	00608 OFFICE TEAM	TEMP SVCS W/E 08/15/14 - MONTAGUE	463.13	463.13
08/28/2014	82690	04553 PACHECO BROTHERS GARDENI	DISTRICT OFFICE: REPAIRED LATERAL BREAK	47.50	47.50
08/28/2014	82691	00685 R.S. HUGHES CO., INC.	CLASS 3 TRAFFIC VESTS	145.58	145.58
08/28/2014	82692	00688 RMC WATER & ENVIRONMENT	14-P005 TO NO. 1 6/28/14-7/28/14	10,130.79	10,130.79
08/28/2014	82693	04694 VULCAN MATERIALS CO	ROAD MATERIAL FOR REPAIRS	296.79	
			ROCK MATERIAL FOR MISC REPAIRS	279.64	576.43
08/28/2014	82694	00937 W.W. GRAINGER, INC.	STRUT PIPE CLAMPS FOR PLANT USE	202.22	202.22
08/28/2014	82814	06456 CIGNA GROUP INSURANCE	08/14 - EE LIFE & DISABILITY INSURANCE P	13,412.33	13,412.33
09/02/2014	9022014	03718 HR SIMPLIFIED	2014 POS	562.97	562.97
09/02/2014	607090214	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	65.00	65.00
09/03/2014	25149056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	10.00	10.00
09/03/2014	35234257	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	368.63	368.63
09/04/2014	82695	01482 AAA LOCKSMITHS	REPLACE LOCK @ BLDG C; REKEY & INSTALL L	632.36	632.36
09/04/2014	82696	06349 ARCSINE ENGINEERING	09-6101 TO NO. 1 7/1/14-7/31/14	90,683.21	90,683.21
09/04/2014	82697	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION A	98.28	98.28
09/04/2014	82698	02838 AT&T MOBILITY	CONSTRUCTION INSPECTOR 4G HOT SPOTS X2 J	82.52	82.52
09/04/2014	82699	01254 BAY AREA BARRICADE SVC, INC	TRAFFIC FLAGS	21.63	21.63
09/04/2014	82700	05404 CALIFORNIA FIRST AID AND SAF	FIRST AID KIT & MAINTENANCE - WWTP	213.20	
			FIRST AID KIT INSPECTION & MAINTENANCE -	135.92	349.12

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09/04/2014	82701	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	98.26	98.26
09/04/2014	82702	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT W/B AMADOR VALLEY BL	557.00	557.00
09/04/2014	82703	00157 CITY OF PLEASANTON	VINYL SIGNS FOR WWTP BLDG A	3,282.40	3,282.40
09/04/2014	82704	02639 CITY OF SAN RAMON	ENCROACHMENT PERMIT 103 MINTARO CT. SR	360.00	360.00
09/04/2014	82705	00241 DGS OFS SVC REVOLVING FUNE	NATURAL GAS SERVICE AT THE WWTP - 07/14	44,810.36	44,810.36
09/04/2014	82706	06788 EBRCSA	EMERGENCY RADIOS: PREPAYMENT, INTIAL & O	16,650.00	16,650.00
09/04/2014	82707	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS SEP '1	205.20	205.20
09/04/2014	82708	00307 FAIRWAY EQUIPMENT & SUPPLY	COGEN / FUEL SKID PARTS	1,039.09	1,039.09
09/04/2014	82709	02656 FASTENAL COMPANY	NITRILE GLOVES, CLASS II VESTS, LOTO TAG	1,253.16	1,253.16
09/04/2014	82710	00313 FASTSIGNS	DROUGHT - RECYCLED WATER LAWN SIGNS (3RD	1,301.75	1,301.75
09/04/2014	82711	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	70.00	70.00
09/04/2014	82712	00352 GOLDEN STATE FLOW MEASURI	END POINTS FOR NEW METERS 162 UNITS	22,602.24	22,602.24
09/04/2014	82713	06745 GOODWAY TECHNOLOGIES COF	CLEANING TOOLS FOR HEAT EXCHANGER	1,762.74	1,762.74
09/04/2014	82714	03149 HDS WHITE CAP CONST SUPPLY	MISC PARTS FOR REPAIRS: CLAMPS, FLANGES, 6X15 CLAMP	927.16 174.40	1,101.56
09/04/2014	82715	03149 HDS WHITE CAP CONST SUPPLY	FOD SUPPLIES	537.51	537.51
09/04/2014	82716	00388 HEATH'S WELDING SUPPLY	WELD WIRE FOR SHOP	207.91	207.91
09/04/2014	82717	05331 HERTZ EQUIPMENT RENTAL	BUCKET TRUCK RENTAL FOR RES 30A LEVEL GA	694.34	694.34
09/04/2014	82718	00417 IDEXX DISTRIBUTION, INC	HETEROTROPIC PLATE COUNT ON WATER DIST S	209.66	209.66
09/04/2014	82719	06617 INSTRUMENTS DIRECT INC.	FLOW METER FOR FERRIC CHLORIDE SYSTEM	1,517.42	1,517.42
09/04/2014	82720	01225 KAESER COMPRESSORS, INC	DERWA: REPLT PARTS FOR AIR COMPRESSORS	2,189.38	2,189.38
09/04/2014	82721	04873 KIMBALL MIDWEST	ELE STOCK PARTS	409.85	409.85

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09/04/2014	82722	00486 KOFFLER ELECTRIC/MECH	REPLT MOTOR FOR WWTP BLDG A AHU #1 RETUR	906.88	906.88
09/04/2014	82723	04634 LABWORKS EQUIPMENT SRVC,	BOD MIELE DISHWASHER REPAIR	828.27	828.27
09/04/2014	82724	03958 LIVERMORE AUTO GROUP	#89 BRAKE PARTS	139.39	139.39
09/04/2014	82725	04452 LOWE'S	FOD SUPPLIES	280.52	280.52
09/04/2014	82726	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 8/10/14	1,227.40	1,227.40
09/04/2014	82727	04231 MSC INDUSTRIAL SUPPLY CO	RESPIRATORS, CUT RESISTANT GLOVES, PADLO	326.92	326.92
09/04/2014	82728	04796 NAPA AUTO PARTS	#317 SWTICH	14.16	14.16
09/04/2014	82729	06190 NATIONAL METER & AUTOMATIO	LAVWMA: COMPOSITE FRAME & COVERS	1,188.64	1,740.04
			LAVWMA: COMPOSITE FRAME & COVERS	551.40	
09/04/2014	82730	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 8/	120.00	240.00
			ONE HOUR DELIVERY - BOD MAIL DELIVERY 8/	120.00	
09/04/2014	82731	00620 P G & E	PUMP STATION R200A ELECTRICITY - AUGUST	5,082.22	5,949.35
			PUMP STATION 300C ELEC - AUGUST 2014	822.98	
			RESERVOIR R200 DERWA TANK 2 ELEC - AUGUS	44.15	
09/04/2014	82732	04211 PLATT ELECTRIC SUPPLY	ELE STOCK PARTS	392.80	392.80
09/04/2014	82733	05628 POSM SOFT LLC	SUPPORT CONTRACT FOR POSM PRO SERIAL 821	1,500.00	1,500.00
09/04/2014	82734	05543 ADMINISTRATORS (PBIA) PREFE	SEPTEMBER 2014 - DENTAL	22,860.23	22,860.23
09/04/2014	82735	00696 RED WING SHOE STORE	SQUINLAN: FY15 EMPLOYEE SAFETY SHOES	200.00	200.00
09/04/2014	82736	00699 REDWOOD COAST PETROLEUM	RED DYED DIESEL DELIVERY ON 8/14/14	5,697.37	12,496.53
			MOBIL PEGASUS 805 BULK OIL FOR COGEN	5,347.06	
			GASOLINE DELIVERY TO THE WWTP ON 8/12/14	1,452.10	
09/04/2014	82737	03618 SKILLSOFT	IT PRO REFERENCE BOOKS 24X7	1,122.80	1,122.80
09/04/2014	82738	00810 STUDIO BLUE REPROGRAPHICS	15-W005 BID DOCUMENT REPRODUCTION	159.40	187.52
			14-A018 BID DOCUMENT REPRODUCTION	28.12	



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09/04/2014	82739	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	233.93	233.93
09/04/2014	82740	01473 W. A. THOMAS CO. INC.	REFUND METER #1551414	583.74	583.74
09/04/2014	82741	02884 WEST VALLEY CONSTRUCTION	REPAIR SERVICE LEAK,PULL NEW SERVICE @ 8	4,774.50	
			DIG UP MAIN, REPAIR 2" SERVICE STOP @ 73	4,034.80	
			PULLED NEW 3/4" SERVICE @ 11841 W. VOMAC	3,684.80	
			NEW 5/8" SERVICE LINE @ 7099 ELBA WAY 7-	3,590.20	
			DIG UP AND RAISE MANHOLE CANS @ IRON HOR	2,737.51	18,821.81
09/04/2014	82742	00710 AAI TERMITE & PEST CONTROL	LAVWMA: WEEKLY STREET SWEEPING AUG '14	72.00	72.00
09/04/2014	82743	01013 BARRETT BUSINESS SERVICES	M. ROBERSON: W/E 8/10/14	1,024.00	
			C. SCHMIDT: W/E 8/10/14	1,024.00	
			D. LEWIS: W/E 8/10/14	844.80	
			J. KAUFFMAN: W/E 8/10/14	819.20	
			D. RODRIGUEZ: W/E 8/10/14	768.00	
			R. LAM: W/E 8/10/14	614.40	
			B. THOMSON: W/D 8/10/14	486.40	
			K. KOLODZIE: W/E 8/10/14	410.88	
			L. RIDDLE: W/E 8/10/14	409.60	
			M. ZAVALA: W/E 8/10/14	399.36	
			M. MULLER: W/E 8/3/14	384.00	
			M. MULLER: W/E 8/10/14	384.00	
			S. SWANSON: W/E 8/10/14	353.28	
			K. KOLODZIE: W/E 8/3/14	337.92	
			D. RODRIGUEZ: W/E 8/3/14	281.60	
			K. KOLODZIE: W/E 7/27/14	264.96	
			L. KUEFNER: W/E 8/10/14	168.96	8,975.36
09/04/2014	82744	00319 FISHER SCIENTIFIC	BACTI VIALS	111.24	111.24
09/04/2014	82745	02749 DAN GALLAGHER	GALLAGHER REIMB EXP AT CASA 2014 CONF. 0	109.76	109.76

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09/04/2014	82746	04424 GRAYBAR ELECTRIC COMPANY	ELE PARTS FOR MEN'S BATHROOM LIGHTING @	389.72	389.72
09/04/2014	82747	00386 HDR ENGINEERING INC.	08-2102 TO NO. 2 6/26/14-7/26/14	7,305.44	
			TO NO. 3 ON CALL ENGINEERING SVCS 6/29/1	1,159.87	
			08-2102 TO NO. 2 6/29/14-7/26/14	561.65	
			06-6101 ENG SVCS DURING CONSTRUCTION 6/2	499.24	9,526.20
09/04/2014	82748	01171 MCGUIRE & HESTER	14-P004 1 YR POST CONSTRUCTION MAINTENAN	1,000.00	1,000.00
09/04/2014	82749	00608 OFFICE TEAM	M. CHESSING: W/E 8/24/14	1,128.00	
			M. CHESSING: W/E 8/17/14	902.40	
			TEMP SVCS W/E 08/22/14 - MONTAGUE	498.75	2,529.15
09/04/2014	82750	04553 PACHECO BROTHERS GARDENI	INSTALLATION OF 24" BOX TREE AT THE DO	1,025.00	
			DO - ADDITIONAL DRIP LINE TO NEW TREE IN	185.00	1,210.00
09/04/2014	82751	00688 RMC WATER & ENVIRONMENT	CLEAN WATER PROGRAM ASSISTANCE 7/28 - 7/	5,669.55	5,669.55
09/04/2014	82752	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	616.15	616.15
09/04/2014	82753	00805 SUE STEPHENSON	STEPHENSON REIMB EXP A BAB2E MEETING 08/	81.42	81.42
09/04/2014	82754	05127 VISION SERVICE PLAN - CA (VSF	SEPTEMBER 2014 - VISION	2,460.14	2,460.14
09/08/2014	7959	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	311.07	311.07
09/08/2014	9082014	03718 HR SIMPLIFIED	2014 FSA/DCA/POS	1,039.26	1,039.26
09/08/2014	607090814	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	41,788.30	41,788.30
09/08/2014	1000464905	00494 PERS	RETIREMENT: PAYMENT	46,292.27	46,292.27
09/09/2014	67149056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,503.49	22,503.49
09/09/2014	275923911	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	124,098.70	124,098.70
09/10/2014	1000461686	01111 CALPERS	SEPTEMBER 2014 - ER CODE 0740 & 7316	175,847.88	175,847.88
09/11/2014	82755	00020 A.T.S. ELECTRO-LUBE INTL INC.	TAX CHARGES RE: INV #84328	81.87	81.87

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09/11/2014	82756	03460 ACCO ENGINEERED SYSTEMS II	DISTRICT OFFICE BOILER REPAIR-SC #000156	1,848.00	1,848.00
09/11/2014	82757	01013 BARRETT BUSINESS SERVICES	J. KAUFFMAN: W/E 8/17/14	1,126.40	
			M. ROBERSON: W/E 8/17/14	1,024.00	
			C. SCHMIDT: W/E 8/17/14	1,024.00	
			D. LEWIS: W/E 8/17/14	844.80	
			N. POON: W/E 8/17/14	552.96	
			S. SWANSON: W/E 8/17/14	322.56	
			M. MULLER: W/E 8/17/14	307.20	
			M. ZAVALA: W/E 8/17/14	307.20	
			L. KUEFNER: W/E 8/17/14	307.20	
			B. THOMSON: W/E 8/17/14	204.80	
			K. KOLODZIE: W/E 8/17/14	176.64	6,197.76
09/11/2014	82758	05359 BURKE, WILLIAMS & SORENSEN	GENERAL COUNSEL SVCS - JULY 2014	6,904.31	
			ALTRAN RETAINER - CABLE ISSUES	6,900.00	13,804.31
09/11/2014	82759	00216 DAIOHS U.S.A. INC.	HOT BEVERAGE @ DO - SEPT. 2014	122.06	122.06
09/11/2014	82760	06114 EID, INC.	15-A006 TRUSTWORTHY ECMS	13,200.00	13,200.00
09/11/2014	82761	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	591.04	591.04
09/11/2014	82762	00319 FISHER SCIENTIFIC	CHEMICALS AND SUPPLIES	295.44	295.44
09/11/2014	82763	04424 GRAYBAR ELECTRIC COMPANY	CONDUIT & FITTINGS FOR LIT @ RES 30A	286.91	286.91
09/11/2014	82764	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS AUG. 14	5,485.06	5,485.06
09/11/2014	82765	01171 MCGUIRE & HESTER	12-P004 PP#6 WWTP FENCING/SECURITY RELEA	25,381.88	25,381.88
09/11/2014	82766	00608 OFFICE TEAM	M. CHESSING: W/E 8/31/14	451.20	
			TEMP SVCS W/E 08/29/14 - MONTAGUE	89.06	540.26
09/11/2014	82767	01403 PRAXAIR DISTRIBUTION INC 186	LIQUID ARGON	525.77	
			CYLINDER RENTAL	59.24	585.01

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/11/2014	82768	00805 SUE STEPHENSON	STEPHENSON REIMB EXP AT UTILITY BRANDING	99.26	99.26
09/11/2014	82769	00762 TESTAMERICA LABORATORIES I	SAMPLE TESTING	105.00	
			SAMPLE TESTING	45.00	
			SAMPLE TESTING	25.00	175.00
09/11/2014	82770	04694 VULCAN MATERIALS CO	MATERIAL CHARGES TO WRONG CUSTOMER	-404.44	
			8-25-14 47.31 TONS OF 3/4IN CL 2 BASE FO	522.22	
			3/4IN CL 2 BASE FOR REPAIRS	259.31	377.09
09/11/2014	82771	00937 W.W. GRAINGER, INC.	REPLT SUMP PUMP FOR PS 2C	182.23	
			REPLT EXHAUST FAN FOR PS 2C	181.49	363.72
09/11/2014	82772	01738 3T EQUIPMENT COMPANY INC.	CHAINS W/BITS	593.98	
			HOSE GRABBER & STEEL REINFORCED FIBERGLA	552.64	1,146.62
09/11/2014	82773	06817 MICHAEL AARUP	REFUND 7642 ARBOR CREEK CIR	1,376.96	1,376.96
09/11/2014	82774	00015 ALAMEDA COUNTY LAFCO	LAFCO - 2014 INVOICE OF LAFCO COST	8,941.00	8,941.00
09/11/2014	82775	01076 ALSCO INC	WWTP TOWEL SERVICE AUG '14	196.40	
			FOD TOWEL SERVICE AUG '14	129.80	326.20
09/11/2014	82776	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE- DO 107786 AUGUST 2014	307.67	307.67
09/11/2014	82777	06779 AMERICAN PROPERTY MANAGE	REFUND 2291 MAGNOLIA BRIDGE DR	24.48	24.48
09/11/2014	82778	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE AUG '14	238.95	238.95
09/11/2014	82779	04076 C/O EBMUD BACWA	2014-2015 BACWA MEMBERSHIP & SPECIAL PRO	20,400.00	20,400.00
09/11/2014	82780	02217 BSK ASSOCIATES INC.	SAMPLE TESTING	250.00	
			SAMPLE TESTING	250.00	
			SAMPLE TESTING	160.00	660.00
09/11/2014	82781	06804 CA PACIFIC BROKERS	REFUND 11356 BAY LAUREL ST	114.96	114.96
09/11/2014	82782	00105 CAL-STEAM	CLAMPS FOR PLANT AIR COMPRESSOR WATER LI	28.00	28.00

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09/11/2014	82783	00118 CALTEST ANALYTICAL LAB	SAMPLE TESTING	180.50	
			SAMPLE TESTING	108.30	288.80
09/11/2014	82784	06806 PAUL CHAMBERLAIN	REFUND 4663 WESTWOOD CT	175.37	175.37
09/11/2014	82785	06810 CATHERINE CHEVALIER	REFUND 3161 S BRIDGEPOINTE LN	150.89	150.89
09/11/2014	82786	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT FOR 8632 FENWICK WAY	478.00	
			ENCROACHMENT PERMIT @ 7534 IRONWOOD CT.,	478.00	
			ENCROACHMENT PERMIT @ 8077 PEPPERTREE RD	478.00	1,434.00
09/11/2014	82787	06107 COGENT COMMUNICATIONS INC	DUBLINSA00001 INTERENT SERVICE 09/01/201	2,300.00	2,300.00
09/11/2014	82788	05780 CONTRACTOR COMPLIANCE INC	2014 ANNUAL REPORT LABOR COMPLIANCE MONI	300.00	300.00
09/11/2014	82789	04376 CONVERGINT TECHNOLOGIES L	HID CARDS/ SECURITY ACCESS CARDS	893.20	893.20
09/11/2014	82790	06792 MERLIN DAVIS	CASE SETTLEMENT	1,500.00	1,500.00
09/11/2014	82791	06809 CHARLES ENGELHART	REFUND 4248 BELCARRA CT	134.84	134.84
09/11/2014	82792	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - JUN/JUL 2014	6,542.53	6,542.53
09/11/2014	82793	02656 FASTENAL COMPANY	RETURN: HARDWARE FOR ARV REPLT PROJECT	-78.85	
			NITRILE GLOVES	382.48	
			LAVWMA: PARTS FOR LAVWMA FLAPPER VALVES	355.74	659.37
09/11/2014	82794	00368 HACH COMPANY	REAGENT & SAMPLE BOTTLES FOR CL2 PORTABL	93.65	93.65
09/11/2014	82795	03149 HDS WHITE CAP CONST SUPPLY	TUBING 200 PSI	95.92	95.92
09/11/2014	82796	06770 BEVERLY HERRERA	REFUND 6130 LEDGEWOOD TER	190.86	190.86
09/11/2014	82797	06366 LYNE HUDON	REFUND 514 JOREE LN	188.74	188.74
09/11/2014	82798	00192 J & B CORROSION ENG ASSOC I	CATHODIC PROTECTION SURVEY FOR EALS	700.00	700.00
09/11/2014	82799	02930 JOHN DEERE LANDSCAPES	MISC PARTS	104.77	
			MISC SUPPLIES	17.09	
			MISC SUPPLIES	3.51	125.37

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09/11/2014	82800	06657 INC. JPA LANDSCAPE AND CON	RESIDENTIAL LANDSCAPE INSPECTION 7084 EL	69.85	69.85
09/11/2014	82801	01225 KAESER COMPRESSORS, INC	WWTP: AIR COMPRESSOR PARTS & 10 GALLONS	3,628.17	
			LAVWMA: COMPRESSOR SM 10 PARTS	1,293.31	4,921.48
09/11/2014	82802	06805 VIBHOR KALLEY	REFUND 7568 BRIGADOON WAY	58.23	58.23
09/11/2014	82803	02353 KELLY-MOORE PAINT CO., INC.	MISC SPRAY PAINTS	184.04	
			6 CANS OF RUSTOLEIUM	31.20	215.24
09/11/2014	82804	00486 KOFFLER ELECTRIC/MECH	REPLT MOTOR FOR WWTP AHU #2 RETURN FAN;	656.18	656.18
09/11/2014	82805	06802 MARIE LEMI	REFUND 7948 CRANFORD LN	9.40	9.40
09/11/2014	82806	00509 LIEBERT CASSIDY WHITMORE	EMPLOYMENT RELATED LEGAL SERVICES	1,270.00	
			GENERAL LEGAL SERVICES 08/14	1,255.00	
			EMPLOYMENT RELATED LEGAL SERVICES	313.00	
			EMPLOYMENT RELATED LEGAL SERVICES	110.00	2,948.00
09/11/2014	82807	06808 JAMES LIN	REFUND 4847 WINTERBROOK AVE	113.93	113.93
09/11/2014	82808	06811 MARK MCCLYMONT	REFUND 5056 ROYAL PINES WAY	159.35	159.35
09/11/2014	82809	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 8/17/14	1,227.40	1,227.40
09/11/2014	82810	04231 MSC INDUSTRIAL SUPPLY CO	LAVWMA: AUTO DRAINS FOR AIR COMPRESSORS	236.07	
			SAFETY GLASSES AND WASTE LABELS	51.97	288.04
09/11/2014	82811	06803 AHMED MURTABA	REFUND 6163 MOORE PL	9.37	9.37
09/11/2014	82812	04796 NAPA AUTO PARTS	AIR FILTERS	159.66	
			AIR FILTERS FOR THE WWTP	110.96	
			PARTS TO REPAIR A/C GAUGES	66.05	
			#90 BRAKE PARTS	8.31	
			#E30 BACKHOE A/C VALVE CORES	4.01	348.99
09/11/2014	82813	00585 NCBPA	HAYES, KHAW, OLSON TO NCBPA MTNG OF 10/3	120.00	120.00

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09/11/2014	82814	06818 HAI NGUYEN	REFUND 7231 BURTON ST	2,383.95	2,383.95
09/11/2014	82815	06813 OMONDI NYONGO	REFUND 4971 JENKINS PL	12.24	12.24
09/11/2014	82816	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 8/	120.00	120.00
09/11/2014	82817	00620 P G & E	PUMP STATION 300B ELEC - AUGUST 2014	8,964.37	
			PUMP STATION 30A ELEC - AUGUST 2014	2,821.78	
			PUMP STATION R300B ELEC - AUGUST 2014	1,728.31	
			PUMP STATION 4A ELEC - AUGUST 2014	651.04	
			RESERVOIR 20A ELECTRICITY - AUGUST 2014	48.59	
			RESERVOIR R100 ELEC - AUGUST 2014	20.61	
			ALAMO TRUNK SEWER ELEC - AUGUST 2014	18.87	
			JOHNSON DRIVE STREETScape ELEC - AUGUST	13.91	14,267.48
09/11/2014	82818	04211 PLATT ELECTRIC SUPPLY	ELE PARTS/SUPPLIES FOR RES R20, 20A, 30A	677.86	
			ELE SHOP STOCK PARTS	26.38	704.24
09/11/2014	82819	04951 PLEASANTON TRUCKING	TRUCKING VULCAN TO CAMP PARKS 8/1 & 8/19	359.78	
			TRUCKING VULCAN TO FOD @ CAMP PARKS 8-6-	172.88	532.66
09/11/2014	82820	06814 JULIE RAIZES	REFUND 1216 AMARYLLIS CIR	7.92	7.92
09/11/2014	82821	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 8/20/14	1,448.79	1,448.79
09/11/2014	82822	00709 RETTIG BROS. INC.	CO-GEN OIL ADDITIVES	4,414.50	4,414.50
09/11/2014	82823	02939 ROYAL WHOLESALE ELECTRIC	ROCKWELL AUTOMATION TECH SUPPORT	3,327.00	3,327.00
09/11/2014	82824	06516 STEVE RUCKMAN	REFUND FOR 2272 ROSEMOUNT LN	116.25	116.25
09/11/2014	82825	00774 SIEMENS INDUSTRY, INC	LEVEL CONTROLLERS FOR WATER RESERVOIRS F	2,273.48	2,273.48
09/11/2014	82826	02156 STICK EM UP, INC	TRUCK DECALS - NEW LOGO	184.40	184.40
09/11/2014	82827	00825 SWRCB	620C520 NOTICE OF VIOLATION OF STORMWATE	664.00	664.00
09/11/2014	82828	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR DERWA ON 8/14/14	2,084.58	2,084.58

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09/11/2014	82829	00914 VALLEY PLUMBING HOME CTR, I	BACKFLOW TEST - DISTRICT OFFICE	332.50	
			BACKFLOW TEST FOR DISTRICT - 11222 BETLE	133.73	
			BACKFLOW TEST FOR DISTRICT - TURNOUT 3 A	129.00	
			BACKFLOW TEST FOR DISTRICT - 7157 STAGEC	129.00	
			BACKFLOW TEST - TURNOUT 4 AT ARNOLD, FRO	64.50	
			BACKFLOW TEST FOR DISTRICT - PUMP STATIO	64.50	
			BACKFLOW TEST FOR DISTRICT - 6101 LEDGEW	64.50	
			BACKFLOW TEST FOR DISTRICT - INSIDE PUMP	64.50	982.23
09/11/2014	82830	00933 VWR INTERNATIONAL, INC.	SYRINGE, POT IODIDE, GLOVES XS	631.35	
			CHEMICALS AND SUPPLIES	491.55	
			CHEMICALS AND SUPPLIES	60.92	1,183.82
09/11/2014	82831	00937 W.W. GRAINGER, INC.	HAZCOM SECONDARY CONTAINER LABELS FOR LA	55.43	55.43
09/11/2014	82832	02918 WALNUT CREEK FORD	#89 BRAKE PARTS.	450.99	450.99
09/11/2014	82833	06812 KELLY WILLIAMS	REFUND 5073 PIPER GLEN TER	10.96	10.96
09/11/2014	82834	05541 WINZER CORPORATION	SAMPLE DELUXE DISH SOAP 16 OZ	119.17	119.17
09/11/2014	82835	06815 HONG ZHANG	REFUND 1081 HOSKINS LN	107.94	107.94
09/11/2014	82836	06807 TYLER ZICHT	REFUND 4768 MAHOGANY ST	141.33	141.33
09/15/2014	9152014	03718 HR SIMPLIFIED	2014 POS	458.46	458.46
09/18/2014	82837	03536 U S BANK/ CORP PMT SYSTEMS	ISE ESSENTIALS COURSE	2,295.00	
			QTY (1) DELL XPS 18" TABLET FOR JEFF HAY	1,872.28	
			REPLT REFRIGERATOR	653.99	
			REGISTRATION FOR 3 FOD STAFF FOR NRTC 20	645.00	
			NETWORK PRINTER FOR SCADA	601.63	
			SURESEAL 2" & 3" VENTED FOR BLDG S FLOOR	598.37	
			15' X 360' ROLL OF GRIT CLOTH	583.16	
			REHEAT VALVE FOR DISTRICT OFFICE EXEC AR	564.14	



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			TREPPA MISAC CONFERENCE REGISTRATION 10/	550.00	
			CASTELLO MISAC CONFERENCE REGISTRATION 1	550.00	
			CASA: REGISTRATION - D. GALLAGHER ON 8/2	500.00	
			COPY PAPER, CHAIRMAT, ENVELOPES, ETC	421.46	
			LABOR & MATLS FOR AIR COMPRESSOR	400.00	
			PUMP FOR REODORANT TOWER	335.06	
			OFFICE SUPPLIES: STAPLE REMOVER, LABEL D	316.81	
			64 BAGS 50# CONCRETE	312.52	
			KPETERSON: REG FEE FOR 2014 ESRI PACIFIC	300.00	
			BATTERY CHARGER FOR #319	292.08	
			QUICKBOOKS UPGRADE - LAVWMA	279.96	
			OFFICE SUPPLIES:CORRECTION TAPE, POST-IT	276.70	
			BUCKETS & SUNSCREEN FOR R/W STATION	259.79	
			CONFINED SPACE RESCUE TEAM TRAINING LUNC	258.44	
			RUBBER BOOTS B. BROUGH	235.47	
			FALL PROTECTION ROPE AND BELAY DEVICE	235.39	
			REPLT C.O. SENSOR FOR EALS	225.51	
			RUBBER BOOTS (PPE) B. BROUGH	221.48	
			(2) 36" X 80" ARCADA SECURITY DOOR FOR D	217.94	
			TREPPA MISAC CONF OAK->SNA->OAK	207.20	
			LABOR & MATLS FOR AIR COMPRESSOR	205.22	
			LAVWMA: RADIOS FOR GATE SECURITY	194.02	
			REPLT BATTERIES FOR TURN-OUT 2 RTU	191.82	
			DIV 42 OFFICE SUPPLIES	183.73	
			MISC OPERATING SUPPLIES FOR WWTP	182.40	
			MATERIALS TO POUR FIRE HYDRANT PADS	180.94	
			SAFETY BOOTS FOR JEREMY HENDRYX	172.79	
			CASTELLO MISAC CONF OAK->SNA->OAK	166.20	
			QTY (1) 24" LED TV FOR FOD TV TRUCK	165.68	

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			POLLARDWATER.COM TOOLS	163.52	
			METAL DETECTOR FOR SLUDGE HARVESTING	163.47	
			RECYCLED WATER ATTENDANTS - POLO SHIRTS	160.79	
			STEPHENSON - ACWA FALL CONF 2014 AIRFARE	160.20	
			REGISTRATIONS CORNERSTONES OF TRUST	160.00	
			STEPHENSON - ACWA MTG/WORKSHOP LODGING &	150.50	
			5 GALLON BUCKETS FOR RESIDENTIAL FILL ST	150.46	
			NEW VENDOR APPLICATION/SET-UP FEE	150.00	
			RBAKER: MEMBERSHIP RENEWAL	148.00	
			SQUINLAN: MEMBERSHIP RENEWAL	148.00	
			EQPT LABELS FOR NEW PLANT AIR COMPRESSOR	143.34	
			LUNCH FOR BAMI QUARTERLY MEETING	139.17	
			MISC OPERATING SUPPLIES	136.29	
			SUNSCREEN PACKETS, VGA CABLE, MEMO HOLDE	134.43	
			OFFICE DEPOT QUARTET MATRIX IN/OUT BOARD	130.76	
			BART REPAIRS	126.44	
			RUDY PORTUGAL PE LICENSE RENEWAL	116.00	
			DLOPEZ: 2014 PROF ENGR LICENSE RENEWAL -	116.00	
			OFFICE SUPPLIES:MANILA FOLDERS, SHIPPING	115.18	
			DROUGHT: 5GAL BUCKETS FOR RECYCLED WATER	88.51	
			BRASS TUBE PLUG FOR CO-GEN HEAT EXCHANGE	87.86	
			TELEFLORA M WOOFER	84.95	
			SCREENS FOR GRIT BUILDING	83.65	
			HAND LOTION FOR FOD CACHE	71.75	
			DUBLIN CHAMBER OF COMMERCE - BAR-B-Q/HAT	70.00	
			QTY (1) MICROSOFT WIRELESS KB AND MOUSE	65.39	
			HIP WADERS (RUBBER BOOTS) FOR J. YEE	65.39	
			COMPUTER SPEAKERS	64.90	
			OFFICE SUPPLIES: BATTERIES, PACKING TAPE	64.39	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			TEAMBUILDING MEETING/EVENT	55.50	
			QTY (1) SET OF PORTABLE JBL SPEAKERS FOR	54.49	
			3 3/8" X 50' TWISTED ROPE	52.25	
			BIAGTAN LAPTOP RISER AND DESK PAD	49.47	
			LONG POWER CORD AND EXTENSION CABLE	47.83	
			REFRESHMENTS FOR BACC MEETING ON 7-30-14	43.14	
			PAINT FOR WWTP	42.22	
			WHITE BOARD FOR CONFINED SPACE TRAILER	41.87	
			PURDY 8-16 POLE	41.31	
			SURESEAL 2" VENTED FOR BLDG S FLOOR DRAI	41.20	
			2 CHAIRS FOR RECYCLED WATER STATION	41.16	
			PRINT MAGAZINE 1 YR SUBSCRIPTION RENEWAL	40.00	
			KHAW - ATTEND NCBPA GEN MTNG ON 8/14/14	40.00	
			LIGHTS & CONTROL FOR FRONT GATE KEYPAD P	39.42	
			QTY (1) DELL AC ADAPTER FOR XPS TABLET	39.23	
			TRAIN TO SAC FOR CALCLOUD SEMINAR	38.00	
			REORDER DAYTIMER FOR JUDY ZAVADIL	36.80	
			MISC OPERATING SUPPLIES	33.29	
			EXPRESS SCRIBE PROFESSIONAL SOFTWARE	31.07	
			TRAINING REFRESHMENTS/SNACKS	30.38	
			SPANISH TRANSLATION REVIEW	30.00	
			BINDER, PUSH PINS, NOTES	28.77	
			GE MEETING 7/30/14	28.57	
			FOD SUPPLIES	27.15	
			STEPHENSON - CASA CONFERENCE 2014 MEAL	26.77	
			SIDE DRAIN TRAY	26.14	
			LENOX BLADE FOR WWTP	25.06	
			MEETING LUNCH	24.14	
			TEAMBUILDING MEETING/EVENT	22.77	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			(2) ROLLS 2015 TAB LABELS	21.98	
			WEDGE ANCHOR FOR WWTP	21.79	
			PRO SUBSCRIPTION (AUGUST 2014)	19.95	
			5/16" CHAIN	19.23	
			3 PACK CANNED DUSTING AIR FOR IT SUPPLIE	17.43	
			REPLT 7" CROSS CUT DIAG PLIER	17.42	
			CLEAN WATER SUPPLIES - 8" MULTI CABLE TI	17.40	
			REPAIR PARTS - HOSE FOR STEAM CLEANER	17.39	
			COAXIAL ANTENNA FOR TV TRUCK	16.34	
			KEY FOR TRUCK #14 TOOLBOX	15.00	
			SESAMEE RESET PIN FOR LOTO LOCKS	14.38	
			PALLET	14.22	
			AA BATTERIES	14.16	
			HD MAGNETS, GORILLA SUPER GLUE FOR PLANT	11.85	
			FAX SERVICE - AUGUST 2014	7.95	
			STEPHENSON - CASA CONFERENCE 2014 PARKIN	7.00	
			VEHICLE WASH	6.00	
			DOOR STRIKE FOR PS 200A	5.44	
			SUPERSHUTTLE FOR AARON JOHNSON	5.00	
			DERWA: PARKING RE: COORDINATION MEETING	1.50	
			RETURN: SLEEVE ANCHOR FROM ORIG INV 0120	-26.69	
			CREDIT FOR TONER CARTRIDGES RETURNED 7-3	-570.90	20,063.36
09/18/2014	82838	00031 ALLIED PACKING & SUPPLY INC.	FSL TRACTOR - INJECTOR PARTS	530.62	530.62
09/18/2014	82839	01013 BARRETT BUSINESS SERVICES	C. SCHMIDT: W/E 8/24/14	1,024.00	
			M. ROBERSON: W/E 8/24/14	1,024.00	
			J. KAUFFMAN: W/E 8/24/14	921.60	
			N. POON: W/E 8/24/14	675.84	
			R. LAM: W/E 8/24/14	614.40	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			R. LAM: W/E 8/17/14	614.40	
			B. THOMSON: W/E 8/24/14	563.20	
			D. RODRIGUEZ: W/E 8/17/14	486.40	
			M. ZAVALA: W/E 8/24/14	238.08	
			L. KUEFNER: W/E 8/24/14	238.08	
			M. MULLER: W/E 8/24/14	230.40	6,630.40
09/18/2014	82840	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP AT BACWA RW MEETING 09	65.27	65.27
09/18/2014	82841	01623 EAST BAY DISCHARGERS AUTH	ASSESS ANNUAL PRINCIPAL & INTEREST	411,248.00	411,248.00
09/18/2014	82842	06114 EID, INC.	15-A006 TRUSTWORTHY ECMS	18,480.00	18,480.00
09/18/2014	82843	03930 GEXPRO GENL SUPPLIES &	LAVWMA: PS SCADA HISTORIAN UPGRADE	4,085.72	4,085.72
09/18/2014	82844	04424 GRAYBAR ELECTRIC COMPANY	CONDUIT FITTINGS FOR RES 200A LIT	109.63	109.63
09/18/2014	82845	06791 HYLAND SOFTWARE, INC.	15-A006 ONBASE ECMS SOFTWARE PURCHASE	113,520.00	113,520.00
09/18/2014	82846	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS AUG. 14	267.63	267.63
09/18/2014	82847	00473 KEMIRA WATER SOLUTIONS INC	FERROUS CHLORIDE DELIVERY ON 08/21/14	5,258.16	5,258.16
09/18/2014	82848	03643 GEMMA LATHI	LATHI REIMB EXP FOR DESKTOP ORGANIZER	13.07	13.07
09/18/2014	82849	03623 GARRY LEE	LEE REIMB EXP AT SOUTH BAY LUNCH 8/01 AN	40.00	40.00
09/18/2014	82850	04594 MCCAMPBELL ANALYTICAL INC	SAMPLE TESTING	90.00	90.00
09/18/2014	82851	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	616.15	616.15
09/18/2014	82852	04694 VULCAN MATERIALS CO	5.56 TONS OF COLD MIX 3/8 SC8	518.40	
			AGGREGATE & ASPHALT FOR REPAIRS	507.29	1,025.69
09/18/2014	82853	01738 3T EQUIPMENT COMPANY INC.	CCTV PARTS	39.50	39.50
09/18/2014	82854	00991 ACCU STANDARD, INC.	CALIBRATION STANDARD SOLUTIONS	83.40	
			CALIBRATION STANDARD SOLUTIONS	67.00	150.40
09/18/2014	82855	00026 ALCO IRON & METAL	STEEL FOR DAFT ENTRY DOORS	391.96	391.96

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/18/2014	82856	02158 AMADOR VALLEY INDUSTRIES	AUGUST DUMPSTER RENTAL FOR FOD	308.90	308.90
09/18/2014	82857	06199 AMERICAN SERVICES OF CA, INC	14-P016 DIGESTER #3 RECOATING	18,984.00	18,984.00
09/18/2014	82858	01954 ANDERSON'S UNIFORMS	T. MILLISON - UNIFORM ITEMS	106.55	106.55
09/18/2014	82859	00058 ARROWHEAD MOUNTAIN SPRING	WATER FOR THE LAB	64.13	64.13
09/18/2014	82860	01254 BAY AREA BARRICADE SVC, INC	TRAFFIC CONES	269.77	269.77
09/18/2014	82861	04042 BAY AREA NEWS GROUP	BAY AREA NEWS GROUP UNCLAIMED MONIES/CIP	1,206.69	
			BAY AREA NEWS GROUP 7/15 & 8/5, URGANCY	509.82	1,716.51
09/18/2014	82862	06176 BAY VALVE SERVICE & ENG'G LLC	REPLT ACTUATOR FOR DIGESTER FEED VALVE	2,076.45	2,076.45
09/18/2014	82863	00091 BOLD, POLISNER, MADDOW, NEASE	MONTHLY LEGAL SERVICES - 08/14	17,611.81	17,611.81
09/18/2014	82864	02217 BSK ASSOCIATES INC.	SAMPLE TESTING	410.00	410.00
09/18/2014	82865	01085 CALPERS LONG-TERM CARE PROGRAM	LONG-TERM CARE: PAYMENT	98.26	98.26
09/18/2014	82866	00118 CALTEST ANALYTICAL LAB	SAMPLE TESTING	285.00	285.00
09/18/2014	82867	06827 PAMELA CAMACHO	REFUND 11708 ZAPATA CT	100.00	100.00
09/18/2014	82868	05196 COMCAST	BUSINESS TV BASIC 09/07/14 - 10/06/14	13.97	13.97
09/18/2014	82869	06656 COMCAST SPOTLIGHT INC.	DROUGHT - TELEVISION ADVERTISING FOR JUN	9,406.95	
			DROUGHT - TELEVISION ADVERTISING FOR JUL	7,093.25	16,500.20
09/18/2014	82870	06686 D-A LUBRICANT COMPANY	OIL FOR FUEL SKID (QTY 6)	877.55	877.55
09/18/2014	82871	06829 CHARU DAVE	REFUND 4803 BOXWOOD WAY	466.64	466.64
09/18/2014	82872	00237 DERWA	AUG 2014 OPER EXP - DSRSD SHARE	194,768.57	194,768.57
09/18/2014	82873	00297 ENVIRONMENTAL EXPRESS LTD	CHEMICALS AND SUPPLIES	239.66	
			CHEMICALS AND SUPPLIES	39.52	279.18
09/18/2014	82874	02656 FASTENAL COMPANY	LAVWMA: HARDWARE FOR ARV REPLT PROJECT	209.50	
			TRAFFIC VESTS	49.02	258.52

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
09/18/2014	82875	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES SEP '14	64.92	
			WWTP: OVERNIGHT DELIVERY CHARGES AUG '14	19.78	84.70
09/18/2014	82876	02914 STATE OF CALIFORNIA FRANCHISE	FRANCHISE TAX BOARD: PAYMENT	70.00	70.00
09/18/2014	82877	03900 GARTON TRACTOR INC	DLD HARVESTING: TRACTOR RENTAL AUG '14	5,514.75	5,514.75
09/18/2014	82878	03149 HDS WHITE CAP CONST SUPPLY	MISC REPAIR PARTS	2,506.04	
			MISC REPAIR PARTS	1,127.02	3,633.06
09/18/2014	82879	00388 HEATH'S WELDING SUPPLY	WELDING SUPPLIES	198.82	198.82
09/18/2014	82880	06657 INC. JPA LANDSCAPE AND CONSTRUCTION	RESIDENTIAL LANDSCAPE INSPECTION 7832 GA	69.85	69.85
09/18/2014	82881	06166 KBA	COPIERS UCC & LEASE 09/01-09/30/14	805.52	805.52
09/18/2014	82882	06562 KMG ENTERPRISES, LLC	40 BIAGTAN COACHING SESSIONS	2,700.00	2,700.00
09/18/2014	82883	00536 MC MASTER-CARR SUPPLY CO.	DERWA: BRONZE HOSE FOR UV COMPRESSORS	303.37	303.37
09/18/2014	82884	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 8/24/14	1,227.40	1,227.40
09/18/2014	82885	05546 MIDSTATE CONSTRUCTION	REFUND METER #65492099	785.51	785.51
09/18/2014	82886	04231 MSC INDUSTRIAL SUPPLY CO	NEW AIR HOSE FOR MAINT SHOP	74.80	74.80
09/18/2014	82887	04796 NAPA AUTO PARTS	OZZY JUICE FOR MECHANICAL PARTS WASHER	284.23	
			OZZY JUICE FOR SHOP PARTS WASHER	94.74	378.97
09/18/2014	82888	01257 OMEGA INDUSTRIAL SUPPLY INC	MISC OPERATING SUPPLIES FOR WWTP	901.91	901.91
09/18/2014	82889	02109 ONE HOUR DELIVERY SERVICE, INC	ONE HOUR DELIVERY - BOD MAIL DELIVERY 8/	120.00	120.00
09/18/2014	82890	00620 P G & E	WWTP ELECTRICITY - AUGUST 2014	31,903.06	
			PUMP STATION R200B ELEC - AUGUST 2014	7,491.91	
			PUMP STATION 200A ELEC - AUGUST 2014	5,437.67	
			DISTRICT OFFICE ELECTRICITY - AUGUST 201	5,084.00	
			PUMP STATION 300A ELEC - AUGUST 2014	1,350.86	
			DISTRICT OFFICE GAS SERVICE - AUGUST 201	343.73	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			PUMP STATION 2B ELEC - AUGUST 2014	241.92	
			DO UTILITY BUILDING ELEC - AUGUST 2014	139.05	
			DO UTILITY BUILDING GAS SVC - AUGUST 201	14.03	52,006.23
09/18/2014	82891	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT OF SOLIDS/GRIT SCREENINGS AUG	4,399.66	4,399.66
09/18/2014	82892	04951 PLEASANTON TRUCKING	TRUCKING VULCAN MATERIAL TO FOD @ CAMP P	354.83	354.83
09/18/2014	82893	06093 PUMP REPAIR SERVICE CO.	LARGE IMPELLER INSTALLATION FOR DERWA TI	1,953.00	1,953.00
09/18/2014	82894	03115 R & S ERECTION OF CONCORD I	DOOR REPAIRS AT FLEET SHOP	228.00	228.00
09/18/2014	82895	03442 RABBIT OFFICE AUTOMATION	COPIER LEASE LAB/CUST SVC - SEPT. 2014	440.36	440.36
09/18/2014	82896	00699 REDWOOD COAST PETROLEUM	GASOLINE DELIVERY TO THE WWTP ON 8/28/14	1,239.68	1,239.68
09/18/2014	82897	02466 RICOH AMERICAS CORP	DO MAIL ROOM COPIER USAGE JUNE - AUG. 20	858.33	858.33
09/18/2014	82898	02939 ROYAL WHOLESALE ELECTRIC	PB ACCESSORY FOR PUMP STATION SPARES	947.32	947.32
09/18/2014	82899	04109 SAN JOSE CONSTRUCTION CO,	REFUND METER #1581743	373.56	373.56
09/18/2014	82900	02470 SHRED-IT	SHREDDING SERVICES AUG 2014	84.53	84.53
09/18/2014	82901	06828 MANMEET SONI	REFUND 2360 AMATRICE WAY	18.65	18.65
09/18/2014	82902	00829 T & T VALVE & INSTRUMENTS IN	LAVWMA: TRUMBULL PRV	4,556.41	4,556.41
09/18/2014	82903	02017 TOLL BROTHERS	REFUND METER # 65495594	916.50	916.50
09/18/2014	82904	06702 UNIFIRST INC.	WEEKLY DELIVERY OF FLAME RESISTANT UNIFO	337.00	337.00
09/18/2014	82905	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	233.93	233.93
09/18/2014	82906	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP 08/26/1	2,296.28	
			SODIUM HYPOCHLORITE FOR THE WWTP 08/19/1	2,274.93	4,571.21
09/18/2014	82907	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 08/21 &	581.32	581.32
09/18/2014	82908	00924 VERIZON WIRELESS	ON-CALL OP'S CELL PH SVC 08/04 -09/03/14	978.27	978.27
09/18/2014	82909	06322 VSS INTERNATIONAL	REFUND METER #65352717	853.32	853.32



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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/18/2014	82910	05785 WAUKESHA PEARCE INDUSTRIE	COGEN PARTS & SUPPLIES	2,409.41	
			COGEN PARTS & SUPPLIES	1,643.05	4,052.46
09/18/2014	82911	05541 WINZER CORPORATION	SUPER BLUE GREASE FOR WWTP USE	720.09	720.09
09/18/2014	82912	03508 XYLEM WATER SOLUTIONS USA	DERWA: ECORAY UV BALLASTS (QTY 60)	36,531.77	36,531.77
09/18/2014	82913	00987 ZONE 7 WATER AGENCY	AUGUST 2014 CONNECTION FEES	839,676.70	
			AUGUST TREATED WATER SERVICE	742,185.96	1,581,862.66
09/22/2014	7960	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	311.07	311.07
09/22/2014	9222014	03718 HR SIMPLIFIED	IRS 125 POS/DCA/FSA	2,288.22	2,288.22
09/22/2014	607092214	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	42,088.30	42,088.30
09/22/2014	1000470088	00494 PERS	RETIREMENT: PAYMENT	46,329.17	46,329.17
09/23/2014	1509661	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	121,153.18	121,153.18
09/23/2014	62223056	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	22,734.23	22,734.23
09/25/2014	82914	01719 A & M PRINTING, INC.	DROUGHT - NEW CUSTOMER LETTER #2	1,051.55	1,051.55
09/25/2014	82915	00019 A-1 ENTERPRISES	LAVWMA: WEEKLY STREET SWEEPING AUG '14	275.00	
			DROUGHT: PORT-A-POTTY & HANDWASHING STAT	236.46	511.46
09/25/2014	82916	06816 AIRWATCH	AIRWATCH YELLOW MDM MANAGEMENT SUITE	9,265.00	9,265.00
09/25/2014	82917	05400 ALANIZ CONSTRUCTION INC	REFUND METER #60661152	792.51	792.51
09/25/2014	82918	05872 ALL INDUSTRIAL ELECTRIC SUP	BREAKER & HARDWARE FOR NEW POWERNET GATE	30.38	30.38
09/25/2014	82919	00058 ARROWHEAD MOUNTAIN SPRIN	OPS DEPT BOTTLED WATER JUL '14	406.50	
			OPS DEPT BOTTLED WATER AUG '14	367.86	774.36
09/25/2014	82920	00622 AT&T	TELE SVCS & USAGE THRU 09/12/2014	1,684.27	
			WWTP TO PS300 DV THRU 09/12/2014	252.95	
			DO T-1 TO FOD THRU 09/12/2014	186.33	
			SCADA FOD TO DO THRU 09/12/2014	186.33	2,309.88

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/25/2014	82921	00622 AT&T	LAVWMA PS PHONE & DSL SEP '14	199.70	199.70
09/25/2014	82922	03813 AT&T CONFERENCING	CONF CALL 08/21/2014	21.93	21.93
09/25/2014	82923	04076 C/O EBMUD BACWA	BACWA SYMPOSIUM 10-6-14 RAJ GUMBER	50.00	
			BACWA SYMPOSIUM 10-6-14 LEVI FULLER REGI	50.00	100.00
09/25/2014	82924	02217 BSK ASSOCIATES INC.	SAMPLE TESTING	762.00	762.00
09/25/2014	82925	00118 CALTEST ANALYTICAL LAB	14-P004 NUTRIENT SAMPLING	203.30	203.30
09/25/2014	82926	00148 CHEVRON & TEXACO CARD SVC	DO GASOLINE PURCHASE 08/23/14 - 09/23/14	38.47	38.47
09/25/2014	82927	04820 COASTAL IGNITION & CONTROL	SPARK PLUGS FOR COGEN	871.83	871.83
09/25/2014	82928	06413 HAZARDOUS MAT. PROG. DIV. C	HMBP FEES: PUMP STATION R200B 2014/ 2015	311.00	311.00
09/25/2014	82929	03997 CORRPRO COMPANIES, INC.	LAVWMA:20% PROGRESS BILLING FOR CATHODIC	2,900.00	2,900.00
09/25/2014	82930	00014 COUNTY OF ALAMEDA	AUGUST 2014 FUEL CHARGES	5,333.98	5,333.98
09/25/2014	82931	00232 DELUXE BUSINESS FORMS & SL	(5000) LASER BOTTOM CHECKS	570.76	570.76
09/25/2014	82932	00277 EBMUD	LAVWMA LEWELLING WTR & SWR SEP '14	118.15	118.15
09/25/2014	82933	00297 ENVIRONMENTAL EXPRESS LTD	CHEMICALS AND SUPPLIES	48.15	48.15
09/25/2014	82934	00300 ENVIRONMENTAL SCIENCE ASS	RESTORATION MONITORING - AUGUST 2014	2,042.20	2,042.20
09/25/2014	82935	00307 FAIRWAY EQUIPMENT & SUPPLY	(4) GAUGES FOR RES 1, 2 & 4 LEVEL TRANSM	329.44	329.44
09/25/2014	82936	00314 FEDEX	SHIPPING CHARGES 09/11/14	22.35	
			WWTP: OVERNIGHT DELIVERY CHARGES SEP '14	19.11	41.46
09/25/2014	82937	04342 GENERAL WHOLESALE ELECTR	WIRING PARTS FOR FLEET LIGHTING	93.85	93.85
09/25/2014	82938	03529 GRAHAM CONTRACTORS INC	REFUND METER #60661150	642.10	642.10
09/25/2014	82939	00376 HARRINGTON INDUSTRIAL PLAS	HARDWARE - MOUNTING OF RESERVOIR ULTRASO	599.04	599.04
09/25/2014	82940	03149 HDS WHITE CAP CONST SUPPLY	VARIOUS COUPLINGS	2,392.87	2,392.87
09/25/2014	82941	04298 INDUSTRIAL AIR POWER LLC	DERWA: DRAIN KIT FOR MF COMPRESSORS	464.04	464.04

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Date	Check #	Vendor	Description	Amount Paid	Check Total
09/25/2014	82942	06823 INORGANIC VENTURES	TUNE B SOLUTION	111.53	111.53
09/25/2014	82943	05368 JOHN MARCHAND	BOARD MEETING ATTENDANCE - 04/17/13	50.00	
			BOARD MEETING ATTENDANCE - 04/16/14	50.00	100.00
09/25/2014	82944	06166 KBA	COPIER FOD/ENGR/MAINT 08/1/14 - 08/31/14	639.58	639.58
09/25/2014	82945	06194 LANGUAGE LINE SERVICES, INC	SPANISH TRANSLATION SERVICES	352.14	352.14
09/25/2014	82946	00536 MC MASTER-CARR SUPPLY CO.	PARTS FOR FUEL SKID	131.70	131.70
09/25/2014	82947	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: W/E 8/31/14	1,227.40	1,227.40
09/25/2014	82948	04231 MSC INDUSTRIAL SUPPLY CO	STOOL FOR ELECTRICAL SHOP	350.45	
			RESPIRATOR FILTERS AND LENS CLEANER	256.43	606.88
09/25/2014	82949	04796 NAPA AUTO PARTS	FILTER FOR DIESEL PUMP AT 750 GENERATOR	62.30	62.30
09/25/2014	82950	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD 8/29 & CIP 8/25	238.72	238.72
09/25/2014	82951	00620 P G & E	LAVWMA PS FEEDER B SEP '14	33,375.94	
			LAVWMA PS FEEDER A SEP '14	29,442.15	
			MISC PUMP STNS; DUBLIN LIFT STN - AUGUST	17,744.50	
			PUMP STATION 20B ELEC - AUGUST 2014	13,957.80	
			PUMP STATION R20 ELEC - SEPTEMBER 2014	4,359.08	
			PUMP STATION 10A ELEC - AUGUST 2014	2,319.75	
			FSL AERATORS; LAB HVAC; FLEET - AUGUST 2	1,926.93	
			LAVWMA PIPELINE & LIVERMORE LINE SEP '14	382.61	
			RESERVOIR 10B ELECTRICITY - SEPTEMBER 20	74.84	
			ALTITUDE VALVE (RES 10B) ELEC - SEPTEMBE	9.86	103,593.46
09/25/2014	82952	04211 PLATT ELECTRIC SUPPLY	ELE PART FOR RES R20, 20A, 30A POWER PRO	26.02	26.02
09/25/2014	82953	04951 PLEASANTON TRUCKING	TRUCKING VULCAN MATERIAL TO FOD SITE	514.55	514.55
09/25/2014	82954	00696 RED WING SHOE STORE	FY15 EMPLOYEE SAFETY SHOES - OPS DEPT B.	142.24	142.24
09/25/2014	82955	02466 RICOH AMERICAS CORP	COPIER LEASES MAIL RMS, HR/FIN OCTOBER 1	1,778.28	1,778.28

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09/25/2014	82956	05449 SAMBA HOLDINGS, INC.	DMV REPORTING FOR 08-14	171.72	171.72
09/25/2014	82957	04698 SAMPLE TRAPS, LLC	BOTTLES FOR METALS	97.66	97.66
09/25/2014	82958	00786 SNAP-ON INDUSTRIAL	8PC SCRDR SET & 4PC PRYBAR SET (TOOLS) F	204.79	231.20
			SOFT GRIP MINI PICK SET (TOOLS) FOR TRUC	26.41	
09/25/2014	82959	00596 SPRINT/NEXTEL	CELL PHONES AUG. 15 - SEPT. 14, 2014	1,644.03	1,644.03
09/25/2014	82960	06300 TERRAGO GOVERNMENT @ CAI	TERRAGO PUBLISHER FOR ARCGIS 1 YR MAINT	478.79	478.79
09/25/2014	82961	00862 TIFCO INDUSTRIES	OPERATING SUPPLIES FOR WWTP	453.40	588.09
			OPERATING SUPPLIES FOR WWTP	134.69	
09/25/2014	82962	00896 UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT (USA) - 2014 A	1,605.24	1,605.24
09/25/2014	82963	00903 UNITED RENTALS, INC.	CONCRETE SAW RENTAL FOR MULBERRY WAY REP	115.38	115.38
09/25/2014	82964	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE FOR THE WWTP ON 09/0	2,253.56	4,318.13
			SODIUM HYPOCHLORITE FOR DERWA OPERATIONS	2,064.57	
09/25/2014	82965	00912 VALLEY CARE HEALTH SYSTEM	DOT EXAM - D. LEONARDO	85.00	85.00
09/25/2014	82966	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT ON 9/02 &	712.29	712.29
09/25/2014	82967	00933 VWR INTERNATIONAL, INC.	SANITATION SYRINGE	39.89	39.89
09/25/2014	82968	00957 WEST YOST & ASSOCIATES	14-W007 TO NO. 1 7/1/14-8/8/14	30,036.50	30,036.50
09/25/2014	82969	06834 JUNXI ZHOU	REFUND ACCT #03-21-703000-001	51.92	51.92
09/25/2014	82970	00710 AAI TERMITE & PEST CONTROL	LAVWMA: TERMITE & PEST CONTROL SEP '14	72.00	72.00
09/25/2014	82971	03460 ACCO ENGINEERED SYSTEMS II	AUG 2014: HVAC QUARTERLY MAINTENANCE - W	585.00	1,157.00
			DO BOILER REPAIR - SC #0001564179	338.00	
			AUG 2014: HVAC QUARTERLY MAINTENANCE - D	234.00	
09/25/2014	82972	01013 BARRETT BUSINESS SERVICES	C. SCHMIDT: W/E 8/31/14	1,024.00	1,024.00
			M. ROBERSON: W/E 8/31/14	1,024.00	
			J. KAUFFMAN: W/E 8/31/14	844.80	

## Check History Description Listing

Dublin San Ramon Services District

From: 8/26/2014

To: 9/28/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			D. LEWIS: W/E 8/31/14	774.40	
			R. LAM: W/E 8/31/14	614.40	
			N. POON: W/E 8/31/14	614.40	
			B. THOMSON: W/E 8/31/14	563.20	
			K. KOLODZIE: W/E 8/31/14	426.24	
			S. SWANSON: W/E 8/31/14	391.68	
			K. KOLODZIE: W/E 8/24/14	337.92	
			S. SWANSON: W/E 8/24/14	322.56	
			M. ZAVALA: W/E 8/31/14	264.96	
			M. MULLER: W/E 8/31/14	179.20	
			C. DARCY: W/E 8/24/14	103.68	7,485.44
09/25/2014	82973	01211 JOHN CHALK	CHALK REIMB EXP AT CWEA NRTC 09/10-09/11	23.02	23.02
09/25/2014	82974	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	624.96	624.96
09/25/2014	82975	04424 GRAYBAR ELECTRIC COMPANY	NEW RECEPTACLES FOR RTU CABINETS @ RES 2	137.00	
			LIGHT FIXTURE & LAMPS FOR WWTP OPS BUILD	135.76	
			CONDUIT FOR RES 200A LIT	18.88	291.64
09/25/2014	82976	00365 RAJ GUMBER	GUMBER REIMB EXP FOR LAB TEAM AUDIT OUTI	60.19	
			GUMBER REIMB EXP AT CWEA NRTC 09/11	60.00	120.19
09/25/2014	82977	00386 HDR ENGINEERING INC.	08-2102 TO NO. 2 7/27/14-8/23/14	6,022.66	6,022.66
09/25/2014	82978	00473 KEMIRA WATER SOLUTIONS INC	PAX-XL8 FOR DERWA RW TREATMENT ON 08/31/	10,719.81	10,719.81
09/25/2014	82979	00485 KOFF & ASSOCIATES INC.	CLASSIFICATION STUDY - ADMINISTRATIVE AS	640.00	640.00
09/25/2014	82980	02314 DONALD KURTZ	KURTZ REIMB EXP AT LUCITY ANNUAL CONF 09	33.65	33.65
09/25/2014	82981	04529 LAI & ASSOCIATES, INC.	FIELD DENSITY TESTING 7465 AMADOR VALLEY	660.30	
			FIELD DENSITY TESTING 7958 SERENA CT. 8/	606.75	
			FIELD DENSITY TESTING 8420 CAVALIER CT.	570.84	
			FIELD DENSITY TESTING AMADOR VALLEY BLVD	564.84	

## Check History Description Listing

Dublin San Ramon Services District

From: 8/26/2014 To: 9/28/2014

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			FIELD DENSITY TESTING 8077 PEPPERTREE RD	562.20	
			FIELD DENSITY TESTING 8632 FENWICK WAY 8	562.20	
			FIELD DENSITY TESTING 7534 IRONWOOD CT.	562.20	
			FIELD DENSITY TESTING 11841 WEST VOMAC R	553.20	
			FIELD DENISTY TESTING FIREBRAND DR & SER	553.20	5,195.73
09/25/2014	82982	01171 MCGUIRE & HESTER	ON CALL EMERGENCY SERVICES FOR REPAIRS @	47,176.48	
			ON CALL EMERGENCY SERVICES @ AMADOR & ST	15,637.62	
			EMERGENCY REPAIR ON 3WATER PIPELINE @ WW	8,432.21	71,246.31
09/25/2014	82983	04553 PACHECO BROTHERS GARC	MONTHLY LANDSCAPE MAINTENANCE SEP '14	3,360.00	
			LANDSCAPE MTCE AT PS R200A; RES 200A; PS	75.00	3,435.00
09/25/2014	82984	01086 JOHN PETTINICHIO	PETTINICHIO REIMB EXP AT CWEA NRTC 09/10	44.79	44.79
09/25/2014	82985	01293 PK SAFETY SUPPLY	CO SENSER FOR EALS GAS MONITOR	708.50	708.50
09/25/2014	82986	01389 SCOTT ROBERSON	ROBERSON REIMB EXP AT CWEA NRTC 09/10-09	50.04	50.04
09/25/2014	82987	05490 JESSIE VALDEZ	VALDEZ REIMB 2015 PAYROLL YEAR END REGIS	429.00	429.00
09/25/2014	82988	05305 GEORGEAN VONHEEDER-LE	VONHEEDER EXP FOR W/E 08/22/2014	215.08	215.08
09/25/2014	82989	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SVCS/EXPENSES - AUGUST 2014	5,771.08	5,771.08
09/25/2014	82990	02880 WUNDERLICH-MALEC SYSTI	12-W010 FINAL	18,864.38	18,864.38
09/26/2014	92614	06456 CIGNA GROUP INSURANCE	09/14 - EE LIFE & DISABILITY INSURANCE P	9,392.00	9,392.00

400 checks in this report

Total Checks: 5,627,702.89







Reference General Manager	Type of Action Provide Direction	Board Meeting of October 7, 2014
Subject Discuss Drought Management Program		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Other
REPORT:	<input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

## Recommendation:

The General Manager recommends the Board of Directors receive comments from the public related to the District's Drought Management Program, discuss those as appropriate and, by Consensus, provide appropriate direction to staff and/or Board Committees for follow-up.

## Summary:

On May 5, 2014 the Board took various actions (collectively the "Drought Management Program") in response to the drought including the following:

- Declared a Community Drought Emergency;
- Established Water Use Curtailment Goals;
- Adopted Water Use Limitations;
- Adopted Penalties and Enforcement Provisions (subsequently amended on August 5, 2014);
- Adopted Water Shortage Rate Stage 3;
- Approved a Wise Water User Credit;
- Approved an Enhanced Rebate Program;
- Endorsed a Drought Response Action Plan; and
- Approved a Budget Amendment related to Drought Management Activities.

The various aspects of the Drought Management Program affect all customers of the District in various ways. To be as open and transparent as possible, the Board wishes to allow the public an opportunity to address the Board on the various aspects of the Drought Management Program in a manner that can lead to a productive outcome. The public may always address the Board under the "Public Comment" portion of the Board agenda. However, for public comment made at that time, the Board is precluded from having substantive discussions in response to the public comment received. This agenda item allows the Board to engage in a substantive discussion of issues that may be raised by the public and also to provide staff or a Board Committee with appropriate direction related to the Drought Management Program in a timely fashion.

This item will be a standing item on the Board agenda throughout the duration of the Community Drought Emergency which is currently scheduled to expire on December 31, 2014.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR BLM	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input checked="" type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. 2. 3.			



Reference General Manager	Type of Action Accept Reports and Make Finding	Board Meeting of October 7, 2014
Subject Accept Water Supply and Demand and Drought Response Action Plan Status Reports and Find that the Need for the Community Drought Emergency Still Exists		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input checked="" type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	B. Michalczyk
		<input type="checkbox"/> Board Member

## **Recommendation:**

The General Manager recommends the Board of Directors, by Motion, (a) accept the Water Supply and Demand Report and the Drought Response Action Plan Status Report (b) find that there still exists a need for continuing the Community Drought Emergency which the Board declared on May 5, 2014.

## **Summary:**

On May 5, 2014 the Board declared a state of Community Drought Emergency which declaration, in part, directed the General Manager to inform the Board, at its first meeting of each calendar month that the Declaration remains in effect, of:

- Developments regarding the water supply available to Zone 7 and the District;
- The water demand in the District's service area and in the Tri-Valley;
- Operational issues encountered or anticipated to be encountered related to the effect of the limited water supply on the District's water system;
- Pertinent policy level decisions made at the local, regional and State level related to the drought; and
- Other information relevant to the continuing need for the State of Community Drought Emergency.

The Water Supply and Demand Report, included as Attachment 1, provides the requested information and is the basis for the Board's finding of a continuing need for the state of Community Drought Emergency. Based on information in the report, there is no substantial change in conditions that would warrant the Board changing or rescinding the Community Drought Emergency.

In addition, on May 5, 2014 when the Board endorsed the Drought Response Action Plan, it directed that while the Community Drought Emergency exists that a status report be prepared at regular intervals of activities undertaken on the various aspects of the Drought Response Action Plan and the results achieved; Attachment 2 provides that information.

The Water Supply and Demand Report and the Drought Response Action Plan Status Report are current as of the cut-off date for the preparation of the agenda for this Board meeting. Any substantive developments will be reported at the meeting.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.	Attachments to S&R 1. Water Supply and Demand Report 2. Status Report – Drought Action Plan				



*The information in this Water Supply and Demand Report is current through August 26, 2014<sup>1</sup>.*

## **SUMMARY AND BACKGROUND**

***As documented herein, there have been no changed conditions or situations that would warrant changes to or the rescission of the state of the Community Drought Emergency.***

On May 5, 2014 the Board declared a state of Community Drought Emergency which declaration, in part, directed the General Manager to inform the Board, at its first meeting of each calendar month that the Declaration remains in effect, of:

1. Developments regarding the water supply available to Zone 7 and the District;
2. The water demand in the District's service area and in the Tri-Valley;
3. Operational issues encountered or anticipated to be encountered related to the effect of the limited water supply on the District's water system;
4. Pertinent policy level decisions made at the local, regional and State level related to the drought; and
5. Other information relevant to the continuing need for the State of Community Drought Emergency.

This report satisfies that direction for the month of September, 2014. and will serve as the basis for the Board making a finding that there is a continuing need for the state of Community Drought Emergency.

## **1 - DEVELOPMENTS REGARDING THE WATER SUPPLY**

***There have been no substantial changes to the Water Supply situation that would warrant changes to or the rescission of the state of the Community Drought Emergency.***

In terms of the supply, the traditional wet season is over. The following is a summary of the most recent hydrological information available. A seven year historic summary of this same information is presented in Table 1 below. Table 2 presents a month by month summary for the current water year showing how the situation evolved over the course of the winter season.

Precipitation. Northern Sierra precipitation was significantly below normal levels at (62%) in the Sacramento, Feather, American and Yuba River basins where our water supply physically originates.

Snowpack. Snow pack in the northern Sierra snowpack (really snow water content) was significantly below normal throughout the winter season and was 23% of average on April 1 which is the typical maximum value for the year. At this time there is no meaningful snowpack remaining in the northern Sierras.

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<sup>1</sup> Any substantive information that becomes available after posting of the agenda will be verbally reported at the Board meeting

Reservoir Storage. Lake Oroville is filled to 31% capacity and is 49% of what it would normally be at this time of the year.

Water Year Type. Based on criteria that included rainfall, snow pack, reservoir storage and runoff, DWR has classified 2014 as a “Critically Dry” year.

DWR Allocation. DWR has allocated only 5% of SWP water for the year which water 80% of which was not delivered until after September 1, 2014.

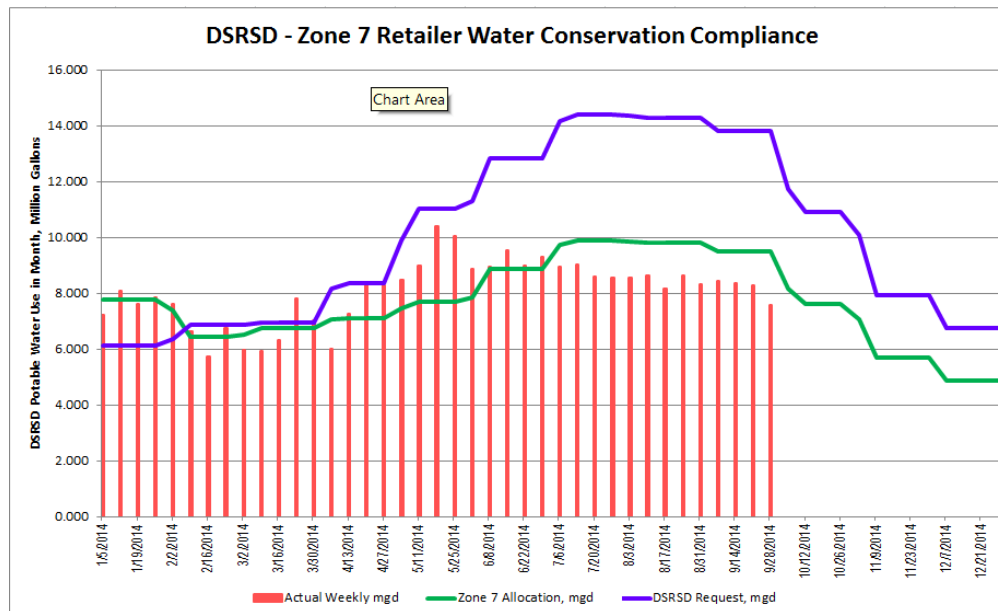
Zone 7 Supply. Zone 7 has notified the District that, in accordance with our water Supply Contract that the Zone reduced the District’s delivery request by 25% with a substantial portion of the reduction occurring during the summer months. Zone 7 has established curtailment levels for the Tri-Valley at 25% overall based on 5% indoor and 50-60% outdoor curtailments while adopting several mandatory prohibitions for water usage.

Possible Water Transfers. In May, Zone 7 staff received direction from their Board to work on a water transfer with the Metropolitan Water District of Southern California that would allow Zone 7 to access 8,000 AF of water it has stored at Cawelo Water Bank and another 3,000 AF stored at the Semi-Tropic Water Storage District (the latter for deliveries after September 1). The Delta Wetlands project, in cooperation with the Semi-Tropic Water Storage District is also attempting to have a water transfer approved that would benefit agencies around the State including the Tri-Valley. Neither of the transfers has been finalized and at this time it is very unlikely that either transfer will actually occur. Zone 7 has explored other possible transfers over the course of the summer but none have been completed.

## **2 - WATER DEMAND**

***While the District’s service area is not yet achieving the overall 25% demand curtailment level on a year-to-date basis, progress towards that level is being made and we are at that level from the time of the declaration of the emergency on May 5, 2014. At this time the situation has not materially changed in either a positive or negative way that would warrant changes to or the rescission of the state of the Community Drought Emergency.***

Water demand (really water furnished to District customers) is monitored on a weekly basis. The declaration of Community Drought Emergency calls for system wide water use curtailment of twenty five percent (25%) overall with five percent (5%) coming from indoor curtailment and fifty to sixty percent (50-60%) from outdoor curtailment as compared to the same period in calendar year 2013. Between February 18, 2014 and May 5, 2014 a 20% curtailment level was in effect. In addition, in accordance with the terms of the District – Zone 7 Water Supply Contract Zone 7 has provided the District with a water delivery allocation schedule that incorporates the overall 25% curtailment goal but which also incorporates physical delivery limitations that have arisen due to the lack of surface water availability.



Demand 021814 to 050514. During this period in 2014 (from the preliminary declaration of emergency to the current declaration) the District's service area used 1,668 AF of water as compared to 2020 AF used during the same period in 2013; this represents an overall system wide curtailment of 17%. Thus, the overall curtailment level of 20% was not achieved during this period.

Demand 050514 to Present. From May 5, 2014 through September 28, 2014 (the most current data available prior to the publication of the agenda) the District's service area used 3,976 AF of water as compared to 5,678 AF used during the same period in 2013; this represents an overall system wide curtailment of 30.0%. Thus, the overall curtailment level of 25% was achieved during this period.

Actual Usage vs. Zone 7 Delivery Allocation. The chart above presents data showing how demand in the District's service area has tracked as compared to the adjusted Zone 7 allocation schedule.

- Since the beginning of 2014, the sum of the allocated deliveries is 6,877 AF while demand in the District's service area has been 6,746 AF. The District's service area is thus using only 1.9% LESS water than allocated for the calendar year to date.
- Overall, for 2014 Zone 7 has allocated the District 8,592 AF; the District's service area has used 78.5% of that amount to date.

Gallons per capital per day The District monitors this metric on a monthly basis as of the end of each calendar month as part of monitoring our 20% by 2020 mandated usage. In the month of September 2013 the District delivered water at a rate of 168 gpcpd while in September 2014 the rate was only 104 gpcpd representing a 38.1% reduction.

Tri-Valley Wide Demand. Despite efforts to create a central repository of comparable water demand curtailment data for the Tri-Valley retailers that effort has not been successful. The following represents the most current curtailment information District staff has available from the other retailers:

- Cal Water 29% year to day (August 15, 2014)
- Livermore 22% year to date (July 31, 2014)
- Pleasanton 26% year to date (August 22, 2014)

### **3 - OPERATIONAL ISSUES**

***There have been no operational issues that would warrant changes to or the rescission of the state of the Community Drought Emergency.***

Reservoir storage is the single most critical parameter that the District will be monitoring during the Community Drought Emergency to ensure adequate reserves for health and safety and fire-fighting purposes. However, there are other operational challenges related to which of the five existing turnouts Zone 7 will deliver water given various constraints that arise from operating with very limited amounts of surface water.

Reservoir Storage At no time has overall reservoir storage been compromised. Minimum total system storage since the May 5, 2014 Board action occurred on June 1 with 10.09 MG in storage. During September the minimum quantity that was in storage was 11.82 MG, which occurred at 11:00 PM on September 19. These are as compared to 6.30 MG required system wide per standard operating criteria for health and safety and fire storage. In addition, at no time has reservoir storage within any single pressure zone been compromised.

System Operation During Drought Emergency At the direction of Zone 7 DSRSD has been receiving water only through turnouts No. 2 (Stagecoach Road) and No. 5 (Fallon Road) since late March 2014. Turnouts No. 1 (Dougherty Road), No. 3 (Camp Parks), and No. 4 (Arnold) have remained out of service. This allowed Zone 7 to reduce the pressure on their western loop from about 90 PSI to about 70 PSI, which allows an increase of about 400 GPM in the maximum flow that the wells connected to the western loop can produce. The District has been able to move sufficient amounts of water from the two turnouts to each District pressure zone where it is needed. Before the summer began District staff modeled the water system and determined that the system could be operated in this manner under typical summertime demands as long as all of the District's reservoirs and pump stations are in service. Reservoir 10A was returned to service on June 3 following the completion of cleaning and rehabilitation work. Pump station 10A now works in conjunction with Reservoir 10A and is operating normally, and the programming was revised so that PS 10A would work correctly with turnout No. 4 off line. Therefore, all of the District's pumps stations and reservoirs are currently operating normally.

### **4 - PERTINENT POLICY DECISIONS**

***There have been no further pertinent policy made that would warrant changes to or the rescission of the state of the Community Drought Emergency.***

There were several policy level decisions made at the local, regional, State and Federal levels prior the District declaring a state of Community Drought Emergency on May 5, 2014. In the past month the most significant policy decision was legislative action placing the water bond on the November, 2014 ballot as Proposition 1. In addition, there have been various legal and regulatory activities related to water issues in California which are presented in Attachment A.

Prior to May 5, 2015 Policy level decisions made prior to May 5, 2014 include the following:

- January 15, 2014 – U.S. Dept. of Agriculture declares Contra Costa and Alameda Counties natural disaster areas due to drought;
- January 17, 2014 California Governor Edmund G. Brown issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water usage by 20%;
- January 29, 2014 the Zone 7 Water Agency issued a Proclamation of a Local Drought Emergency and established a system-wide conservation goal of 20% for 2014 as compared to 2013 usage, which was based on demand reductions of 5% for indoor water use and 40% for outdoor water use;
- January 31, 2014 the Department of Water Resources reduced from 5% to 0% the anticipated allocation of water to customers of the State Water Project, including the Zone 7 Water Agency;
- February 18, 2014 the District declared a State of Community Drought Emergency and established a goal of curtailing overall District water usage by twenty percent (20%) base on five percent (5%) curtailment of inside water use and forty percent (40%) curtailment of outside water use as compared to the same period in 2013;
- February 24, 2014 the City of Livermore declared a Water Shortage Emergency;
- March 18, 2014 the City of Dublin declared a Local Drought Emergency;
- March 18, 2014 the City of Pleasanton approved an urgency ordinance amending their water conservation plan as needed to protect the immediate threat of the potentially significant drought to preserve public health and safety;
- April 5, 2014 the City of Livermore declares a Stage 3 drought emergency;
- April 16, 2014 the Zone 7 Water Agency directed the local water supply retailers and untreated water customers to assure a 25% total reduction for 2014 with 5% coming from indoor curtailment and 50-60% from outdoor curtailment, and adopting mandatory conservation measures to achieve these reductions;
- April 18, 2014 the California Department of Water Resources announced that anticipated 2014 water allocations to the State Water Contractors (including Zone 7) will be increased to 5% but only on condition that delivery of water occur after September 1, 2014; and
- April 25, 2014 Governor Edmund G. Brown proclaimed a Continued State of Emergency in the State of California and ordered that California residents should

refrain from wasting water, specifying many practices that waste water and directing urban water suppliers to implement drought response plans to limit outdoor irrigation and other wasteful water practices; and

- April 28, 2014 the City of Livermore adopts Stage 3 Water Shortage rates and mandatory conservation measures.

Subsequent to May 5, 2015 Policy level decisions made after May 5, 2014 include the following:

- May 6, 2014 the City of Pleasanton adopts water shortage penalty water rates and mandatory conservation measures; and
- May 12, 2014 the City of Livermore adopts an ordinance extending mandatory water use limitations to entire City including Cal Water service area.
- Throughout May and June the State Water Resources Control Board issued diversion curtailment letters to about 9,500 junior water rights appropriators in the Sacramento and San Joaquin watershed.
- July 15, 2014 the State Water Resources Control Board adopted mandatory water use limitations to be applicable throughout California along with \$500 per violation fines.
- August 13, 2014 Governor Brown signed legislation placing a \$7.5B water bond on the November 2014 ballot.
- September 15, 2014 Governor Brown signed landmark groundwater management legislation.

Legal and Regulatory Issues There remains a great deal of legal and regulatory uncertainty about the reliability of water supplies from the Sacramento-San Joaquin Delta. This uncertainty develops due to interwoven legislation, regulation, legal actions and basic hydrology of the Delta. This situation has existed in some form for several decades but has become particularly critical in recent years. It is very likely that the uncertainties will continue for at least several years into the future. Attachment A to this report provides specific information about what is driving the various legislative, regulatory and legal uncertainties related to the Delta water supply.

## **5 - OTHER RELEVANT INFORMATION**

***There is no other relevant information to report at this time that would warrant changes to or the rescission of the state of the Community Drought Emergency.***

TABLE 1 TABULAR SUMMARY OF HISTORIC HYDROLOGICAL AND WATER SUPPLY CONDITIONS <sup>2</sup>							
	WY2007	WY2008	WY2009	WY 2010	WY 2011	WY 2012	WY 2013
Precipitation <sup>3</sup>	75%	73%	93%	107%	145%	80%	85%
Snowpack <sup>4</sup>	52%	101%	89%	126%	165%	74%	49%
Oroville Storage (% of Normal)	101%	90%	59%	78%	135%	115%	92%
Oroville Storage (% of Capacity)	62%	55%	38%	50%	86%	99%	79%
Unimpaired Runoff							
Percent of Normal Year <sup>5</sup>	53%	58%	64%	84%	138%	63%	64%
Water Supply Index	Critical	Critical	Dry	Below Normal	Wet	Below Normal	Dry
Water Delivery Allocation							
DWR to State Water Cont.	60%	35%	40%	50%	80%	65%	35%
Statewide and Regional Conservation							
State of California Short Term	----		20%		Strongly encourage conservation and minimal water use		
State of California Long Term	---			10% per capita reduction target by 2015 20% per capita reduction mandate by 2020			
Zone 7	Voluntary 10%						
DSRSD CONSERVATION SUMMARY <sup>6</sup>							
Pre SB 7X7 Methodology							
Target	Voluntary 10%		Stage I- Vol. 20%				
% Achieved	2.4%	4.5%	13.8%	21.1%	21.5%	26.8%	
Post SB 7X7 Methodology							
SB 7x7 Baseline							204
2015 Target							183
2020 Mandate							163
UWMP Prediction							138
Actual							126

<sup>2</sup> Unless noted, data shown is for June of the Water Year shown.

<sup>3</sup> Percent of Normal; 8 Station Northern Sierra for the water year

<sup>4</sup> Percent of Normal; Northern Sierra Average as of April 1 which is historically peak snowpack for the year

<sup>5</sup> Runoff in percent of average year for Sacramento River watershed

<sup>6</sup> Expressed on a per account basis with the baseline year (July 06 to June 07 for WY 2007 through 2012).

TABLE 2 TABULAR SUMMARY OF HYDROLOGICAL AND WATER SUPPLY CONDITIONS FOR WY 2014 <sup>7</sup>								
	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Sept 2014
Precipitation <sup>8</sup>	27%	26%	19%	17%	38%	51%	56%	62%
Snowpack <sup>9</sup>	NA	NA	11%	5%	11%	23%	5%	0%
Oroville Storage (% of Normal)	67%	72%	58%	54%	57%	64%	65%	49%
Oroville Storage (% of Capacity)	41%	43%	36%	36%	39%	49%	53%	31%
Projected Unimpaired Runoff								
Expected <sup>10</sup>	NA	65%	48%	33%	35%	41%	39%	39%
Chance of Normal	NA	20%	Nil	Nil	Nil	Nil	Nil	Nil
Projected Type of Water Year								
WY Classification	NA	Dry	Critical	Critical	Critical	Critical	Critical	Critical
Water Delivery Allocation								
DWR to State Water Cont.	NA	5%	5%	0%	0%	0%	5% (After 9-1-14)	5% (After 9-1-14)
Adopted Statewide and Regional Conservation Targets								
California Short Term Policy	<u>January 17, 2014</u> : Governor Brown proclaimed that a state of emergency exists due to current drought conditions and called on Californians to curtail water usage by 20% <u>April 25, 2015</u> : Governor Brown proclaimed continued State of Emergency and ordered various water use limitations							
California Long Term Policy	10% per capita reduction interim target by 2015 and 20% per capita reduction mandated by 2020							
Zone 7	<u>April 16, 2014</u> : Zone 7 declared a drought emergency within its service area and established curtailments at 25% system-wide (5% indoor curtailment and 50-60% outside curtailment) and adopted various mandatory prohibitions							
DSRSD CONSERVATION SUMMARY <sup>11</sup>								
DSRSD Stage	<u>May 5, 2014</u> : declared Stage 3 Drought Emergency and set target curtailment consistent with Zone 7 (25% overall; 5% indoors and 50-60% outside – all as 2014 as compared to 2013)							
SB 7x7 Baseline	204							
2015 Target	183							
2020 Mandate	163							
UWMP Prediction	138 for CY 2013		143 for CY 2014					
Current	132	134	135	136	135	134	131	128

<sup>7</sup> Data shown is current as of the first day of the month shown

<sup>8</sup> Percent of Normal at this time of year; 8 Station Northern Sierra

<sup>9</sup> Percent of Normal at this time of year; Northern Sierra Average

<sup>10</sup> Projected water year runoff in percent of average year for Sacramento River watershed

<sup>11</sup> Values shown are in gallons per person per day on a twelve month moving average basis



## ATTACHMENT A LEGAL AND REGULATORY ISSUES

### ***SIGNIFICANT CHANGES SINCE THE LAST REPORT ARE HIGHLIGHTED***

#### **DELTA PLANNING**

**Bay Delta Conservation Plan:** The Bay Delta Conservation Plan (BDCP) is designed to be a planning process for meeting the requirements of endangered species laws and achieving the co-equal goals of (1) conservation and management of the Delta's ecological functions and (2) improving current water supplies and the reliability of Central Valley Project (CVP) and State Water Project (SWP) water deliveries. Significant opposition to the Plan and the process has been voiced by residents and entities from Delta and Central Valley communities, and by some state and federal water contractors which question who will pay for water for wildlife refuges and for environmental uses under the BDCP, as well as who will pay for construction and operations costs of any conveyance facilities. The end of the BDCP process cannot now be predicted with any degree of confidence. In July 2012, the state and federal governments announced their joint commitment to a proposed BDCP that would include two gravity-fed tunnels with a diversion capacity of 9,000 cubic feet of water per second (cfs), each of which would be 40 feet in diameter and 35 miles long, plus restoration of 113,000 acres of freshwater marsh, 50,000 of which would be restored in the next 15 years. Current estimates say the tunnels will take at least 10 years to build, will result in excavation and the need to dispose of 7 million cubic yards of "tunnel muck," and will cost an estimated \$24.5 - 28 Billion to construct and operate the conveyance facility as well as fund the mitigation and adaptive management for the 50-year implementation period. Current estimates indicate that 60 - 70% of that cost would be paid by water users (and approximately 60% of that amount would be paid by SWP contractors), with the balance coming from a variety of state and federal sources. Construction costs for the 9,000 cfs dual-bore tunnel are now estimated at \$14.5 Billion, but since that estimate is based on a 10% design, the draft BDCP says that the actual construction costs could be 50% higher or 25% lower than that number. On May 6, the Department of Water Resources (DWR) announced that it is setting up at least two new organizational units focused on implementation of the conveyance component of the BDCP. There will be a BDCP Program Manager, who will not be a DWR employee, and the new "Design and Construction Enterprise" will be some form of "joint powers arrangement" that will include a mix of DWR, local agencies, and consulting firm employees. Since there is not yet an approved project, BDCP critics have asserted that this new organization is premature. Governor Brown has appointed former Zone 7 employee Karla Nemeth as Deputy Secretary for Water Policy at the California Natural Resources Agency, where she will be his senior advisor on water policy. She has worked on the BDCP since 2009.

The draft BDCP and draft EIR/EIS were released for public comment on December 9, 2013; the comment period was extended twice, and closed on July 29, 2014. The draft documents were more than 41,000 pages. Approximately 11,000 individual comments were received, including about 9,000 "standardized" letters from people organized by a group opposed to the BDCP. **DWR's current schedule remains vague, especially since they announced on August 27 that the document will be "partially recirculated" in early 2015, and that the scope of the recirculated document will be announced in October or November.** Intended beneficiaries do not yet fully know what benefits they can anticipate, and federal agencies have given no indication if or when they will do a feasibility analysis that is required

before federal funds for the implementation of the BDCP could be appropriated. Current estimates are that only about 25% of CVP contractors would actually receive any water supply benefits if the project is fully implemented. The principal unknown is how the new system would be operated, which will determine water supply, water quality, and fisheries impacts. Fisheries agencies have suggested that current science requires high flows through the Delta and to the sea; such flow requirements would mean that future exports would be less than what contractors currently receive. Export contractors – especially irrigation entities -- are hoping to see far lower flows for fish and water quality protection so that farmers and ranchers can avoid having to pay large amounts of money for less water. Operations criteria will have to take into account the recent hydrology, which indicates that between 1949 and 2009, Sacramento River flow conditions in 47% of all years were below normal, dry, or critically dry. Complex negotiations resulted in a May 30, 2014 draft Implementation Agreement concerning how the BDCP will be operated, including the governance structure, but not including the cost split between federal and state contractors or other financial components, and only providing broad general details regarding how operations will actually work. The 60-day public review process for that Agreement also ended on July 29. In July 2013, federal agencies submitted comments on the administrative draft EIR/EIS which raised numerous difficult issues; some commentators have suggested that the federal fisheries agencies may believe that the proposed project may not be “permissible” under the Federal Endangered Species Act (FESA). The interplay between state and federal fisheries agencies and the CVP and SWP will be critical to ultimate governmental determinations concerning the proposed BDCP. One month after the comment period on the Draft EIR/EIS closed, the US EPA sent a 43-page letter to the U.S. Fish & Wildlife Service asserting that as proposed, the BDCP would violate federal standards under the Clean Water Act, and the letter is viewed by many participants in BDCP the process to be a major setback. A recent addition to the list of interagency issues concerns the 1986 Coordinated Operations Agreement (COA), which was intended to ensure that the SWP and CVP each receives its share of available Delta water, and carries its fair share of obligations such as water releases for Delta water quality. Over time, the relative proportion of water available for CVP exports has decreased in an unanticipated amount, while the relative proportion of export water going to the SWP has increased in a similarly unanticipated amount, and the SWP has been carrying a much smaller burden in terms of the water quality burden. Some analyses show the imbalance to now total as much as 500,000 AF of export water, and both Reclamation and some federal export contractors (primarily in the San Joaquin Valley) want that corrected and the COA renegotiated before beginning to consider how any BDCP operations criteria will be determined, and even whether the US can be a partner in the BDCP. Renegotiation of the COA would entail both CEQA and NEPA documentation and consideration under the state and federal Endangered Species Acts.

Some stakeholders (including ACWD, CCWD, EBMUD, SFPUC, San Diego and the San Diego County Water Authority, numerous environmental groups, Contra Costa County, and the Contra Costa Council, plus 22 Democratic members of the State Senate or Assembly) urged DWR to add a “Portfolio Alternative” that would include, among other things, a smaller conveyance facility because their studies to date indicate a 3,000 cfs conveyance could meet the BDCP’s and Delta Plan’s water supply and ecosystem restoration goals. DWR now estimates that the capital construction cost for a single-bore 3,000 cfs tunnel would be \$8.56 Billion (down from the previously estimated \$11.5 billion). DWR did not analyze this alternative (or the suite of proposed actions making up the Portfolio Alternative) in the EIR. Zone 7 signed a multi-agency letter favoring the BDCP proposal and opposing the Portfolio Alternative. Recently, the US Bureau of Reclamation (Reclamation) announced that it was initiating a benefits analysis as part of Reclamation’s process for deciding whether and how it might make any long-term commitment to BDCP; the schedule for that analysis and commitment determination are not known. In early August, 13 federal water service contractors (including EBMUD, Placer County WA, Sacramento

County WA, the City of Sacramento, CCWD, and Friant, plus the Northern California Water Association) expressed an interest in the analysis and an opportunity to be heard. A number of environmental groups have announced opposition to the BDCP, but some agricultural interests that joined them in opposing the proposed Peripheral Canal in 1982 support the current proposal. The key question for many water agencies will be their share of the costs burdens for the proposed project. DWR has indicated that up to \$1.6 billion will be needed for completion of planning and environmental work over the next 3 years – apparently some CVP and SWP contractors are being asked to put up at least \$500 Million for those purposes. If the project is ultimately approved and implemented, the earliest construction could begin is 2017 (engineering work to date is only at the 10% level), and the earliest date for operation of the new conveyance would be 2027. Largely because there is not yet an approved project, to date there are no firm funding commitments for the costs of construction or operation of the proposed facilities. DWR has estimated overall BDCP costs at about \$25 Billion; economists have indicated that total costs (including interest on bonds) could approach \$67 Billion. Entities both inside and outside the “water community” have raised questions about BDCP financing and cost-sharing.

**Delta Stewardship Council’s Delta Plan and EIR:** The 2009 legislative package that included the Delta Reform Act tried to address long-standing issues about Delta planning and the possibility of insuring water supply reliability and simultaneously reaching the co-equal goal of restoring/enhancing the Delta ecosystem. At the heart of this measure was establishment of the Delta Stewardship Council and a mandate that it develop a Delta Plan and the necessary environmental analysis by December 31, 2011. The goal of the Plan was to provide guidance to state and local agency actions to meet the coequal goals. (That statutory deadline was not met.) On May 16-17, 2013, the Council adopted the Delta Plan, certified the completion of the EIR, and approved the process for implementing the regulations. The adopted Plan contains 14 policies, which the Council has attempted to turn into legally enforceable state regulations. No substantial action based on the Plan will happen very quickly, and the EIR has been the subject of substantial criticism from all sides. Numerous parties, including the State Water Contractors, filed suit in Sacramento Superior Court challenging the Plan and arguing that it is not consistent with the 2009 legislation because it does not achieve the co-equal goals of Delta ecosystem restoration and water supply reliability, and challenging the regulations. Those cases are all pending.

The Delta Plan called for adoption of Delta flow objectives by June 2014; implementation measures to reach those objectives would then be analyzed and recommended to the SWRCB in approximately one year after that. The SWRCB started the process for setting those objectives, in conjunction with its triennial review of the Water Quality Control Plan for the Delta (WQCP), and indicated that it would seek to set flow objectives for “primary tributaries to the Bay-Delta” by June, 2018. However, the heavy workload the SWRCB is facing due to the current drought has slowed that schedule. This effort will inevitably be controversial, since an earlier and non-precedential SWRCB decision related to flow objectives established criteria that would dedicate between 50% and 75% of the available flows in the Delta to in-stream uses, which would result in drastic cutbacks in water available for export.

On December 31, 2012, the SWRCB released its proposed revisions to flow requirements (plus a 2000-page environmental analysis) for the San Joaquin River and 3 tributaries (Merced, Stanislaus, and Tuolumne Rivers), which featured establishment of a threshold of 35% of the unimpaired flow of the tributaries to be set aside for Delta protection. Historically about 20% of unimpaired flow in those rivers reached the Delta. Water users and water rights holders on those rivers are vigorously resisting implementation of that threshold, arguing that it would result in a supply cut of 15% in average water years, and up to 50% in dry years. The SWRCB began a hearing on San Joaquin flows on March 20, 2013.

A “final” version of the WQCP objectives and environmental impact analysis was issued in May, but the SWRCB has now postponed any action on this still-controversial subject until an as-yet unknown date in 2014.

In light of the drought circumstances facing the State in 2014, the SWRCB has curtailed diversion of water under many water rights (including some rights to divert from the Delta and some of its tributaries), and has now begun to analyze the diversion of water by farmers and agricultural water districts in the Delta region. Each of those subjects is essentially unprecedented in California, and further illustrates the difficult challenges to water management in general, but in particular in the Delta.

**California Water Action Plan:** On October 31, 2013, CalEPA, the Department of Food & Agriculture, and the Natural Resources Agency issued a draft Water Action Plan for the State, in response to direction from the Governor to identify key actions for the next one to five years to address urgent needs and “provide the foundation for sustainable management of California’s water resources.” The final plan was issued in conjunction with the Governor’s “State of the State” address on January 22, 2014. The 22-page plan is broad and general, and does not call for any specific actions; it is intended to be a broad-brush guide for state efforts to enhance water supply reliability, restore damaged and destroyed ecosystems, and improve the resilience of infrastructure. Part of the scientific backdrop for this Plan is a recent study, based on satellite data collected by NASA, which indicates that the Sacramento and San Joaquin basins contained about 24 million acre-feet (AF) less water in March 2010 than in October 2003, with about 2/3 of the decline due to groundwater depletion. The FYE 2015 State Budget includes approximately \$600 Million in funding for implementation of near-term Plan actions, including water efficiency projects, conservation, and integrated water resources management.

## **LEGISLATION**

**2014 Water Bond:** The November 2009 water legislation package passed on to the voters the question of whether to authorize issuance of \$11.14 billion in General Obligation bonds, for which debt service payments of about \$700 million per year would have to come from the State’s General Fund. The bond issue was to be on the November 2010 ballot, but the Legislature subsequently passed a bill delaying the election to 2012, largely because of the state’s precarious financial situation. On August 13, 2014, the Legislature adopted AB 1471, the Water Quality, Supply, and Infrastructure Improvement Act of 2014; the vote was 77 – 2 in the Assembly and 37 – 0 in the Senate. 33 senators were either authors or co-authors of the bill, which was signed by the Governor. It replaces the 2009 bond measure, and calls for voter approval of \$7.545 Billion in new general obligation bonds. It will appear on the November ballot as Proposition 1. It has elements calling for new surface and groundwater storage, regional reliability, sustainable groundwater management and cleanup, water recycling and conservation, watershed protection, and safe drinking water, especially for disadvantaged communities. Prop. 1 is supposed to be “tunnel-neutral,” and it calls for spending up to \$2.7 Billion on new surface or groundwater storage; surface storage projects that could meet the criteria in the measure include the proposed new Sites and Temperance Flat Reservoirs, and a further expansion of Los Vaqueros Reservoir.

**Groundwater Legislation:** Governor Brown recently signed a package of bills which will for the first time require a degree of oversight of groundwater production in California – all other western states have some form of such legislation already. The major thrust of the bills is to require that local entities in each of the several hundred groundwater basins begin now to draft, approve, and implement a plan for achieving sustainability of the local groundwater resource (i.e., essentially, an end of overdrafting) by 2040. The legislation is not expected to have significant impact in the Tri-Valley area, but may be of considerable significance in the Central and Salinas Valleys over time.

## **DELTA ECOSYSTEM ISSUES**

**Delta Smelt and Salmonid Species:** Federal litigation concerning the interaction of the Federal Endangered Species Act (FESA) and NEPA with the operations of the Bureau of Reclamation's Central Valley Project (CVP) and the Department of Water Resources' (DWR) State Water Project (SWP) has dominated all considerations of Delta water export operations in the last few years. Most of that litigation has concerned the balance between water exports and the need to restrict or limit exports in an effort to protect Delta smelt and a variety of salmonid species. For salmonids, litigation challenging the Biological Opinion is on appeal to the 9<sup>th</sup> Circuit US Court of Appeal; oral argument took place on September 11 and the Court told the litigants that it would be quite some time before a decision is issued. For Delta smelt, a trial court decision overturning the BiOp was reversed by the 9<sup>th</sup> Circuit on March 13, but the Court held that Reclamation must complete additional NEPA documentation on certain actions before accepting the smelt BiOp. There is still some uncertainty as to the practical effect of that aspect of the ruling, but in the meantime, Delta operations are being managed in accordance with both BiOps, while the federal fisheries agencies are working on new ones under court-established deadlines (12/1/14 for smelt and 4/30/16 for salmon). The 2013 fall mid-water trawl, one of the key scientific indicators of the abundance of critical fish species, showed that the four species of greatest concern were at near-record lows; in particular, Delta smelt were at the 2<sup>nd</sup>-lowest year on record. Since the decline of pelagic organisms (i.e., aquatic species that feed in the middle of the water column) such as Delta smelt, began in the Delta in 2002, the smelt index has ranged from a high of 151 to a low of 4 (it was 7 in 2008 and 2013), as compared to values that were occasionally greater than 1000 in prior years). The population indices used to track 4 key fish species have declined by 95.6% to 99.8% since the trawl began in 1967. The combination of record low precipitation and fish-related operations restrictions is making export operations particularly difficult for 2014, and is limiting the use of cross-Delta water transfers and recovery of water in groundwater banks that might otherwise have been available to assist in areas dependent on Delta export pumping. On July 11, the federal district court in Fresno denied an injunction sought by fisheries groups seeking to halt transfers of water from north of the Delta to the San Joaquin Valley because of a perceived threat to Delta smelt; the Judge decided that the courts must give deference to the federal fisheries agencies, which have long been addressing smelt issues.

**Ammonia in Wastewater Discharges:** On December 9, 2010, the Central Valley Regional Water Quality Control Board (RWQCB) unanimously adopted a new NPDES discharge permit for the large regional wastewater treatment plant operated by the Sacramento Regional Sanitation District (SacReg). Zone 7, Alameda County Water District, and Santa Clara Valley Water District (SCVWD), plus a number of other water agencies, had for 10 years sought to have the RWQCB order SacReg to significantly reduce the volume of pathogens and certain chemical contaminants in its effluent – particularly ammonium, which is believed to have a substantial adverse impact on Delta smelt. A partial settlement was reached late in April 2013, and SacReg is commencing implementation of remedial measures. Remaining issues in the litigation concern the NPDES permit requirement for tertiary treatment to remove pathogens and other pollutants from the discharge; settlement discussions were completed on May 23. The SacReg Board gave final approval to a \$2 Billion upgrade project on Sep. 24, and SacReg now plans to start construction this year. As a result of the litigation initiated by the water agencies, the project will include tertiary treatment processes and reduced amounts of ammonia, nitrates, and pathogens in the discharge.

## **LOCAL WATER SUPPLY CONTRACTS**

**State Water Project Contract:** On May 1, 2013 DWR began what was originally planned to be three months of public negotiations with the SWC on contract amendments to the contract term and on certain financial provisions of the current basic water supply contract between DWR and each member of the SWC. DWR wants to issue 30-year bonds for its debt financing, but there are only 21 years left on the present contract. DWR has urged a 40-year extension, but some of the SWC have argued that it should be 75 years. DWR uses revenue bond financing for capital improvements and upgrades of existing systems; in recent years it has sold as much as \$200 Million in such bonds per year, and it estimates that it needs \$2.5 Billion to repair, restore, and strengthen existing infrastructure. DWR also estimates that the BDCP improvements would require the SWC to pay another \$10 Billion, and the current contract negotiations would put the necessary financial accounting and oversight mechanisms in place for that as well. Negotiations over an 11-month period culminated in Agreements in Principle (AIP) that were reached on March 8, 2014; one or more agreements to express the AIP were drafted, the parties met again on June 18, and to complete the AIP. By July 15, 26 of the 29 SWP contractors had indicated they would sign the AIP. DWR will then conduct an environmental review process for an amendment to the SWP Contract, which is now anticipated to take from September 2014 through an indefinite date in 2016. The Notice of Preparation for the anticipated EIR was issued on Sep. 12, two scoping meetings were held on Sep. 23, and the scoping period for receipt of public comments will end on Oct. 13. Once that is complete and the EIR is certified, public contract negotiations are expected to commence in late 2016 or early 2017. The proposed amendment needs to be reviewed in the Legislature, but does not need legislative approval. Under the AIP, if adopted as the parties have tentatively agreed, the amendments would extend the current SWP contracts by 50 years, to 2085. Three Sacramento Valley SWP contractors (Butte and Plumas Counties, and Yuba City) want the new contract to expressly provide for them to opt out of the costs associated with the BDCP's conveyance facilities, but that issue has been set aside now pending separate negotiations (now expected to begin in December 2014) on BDCP cost allocations among the SWP contractors. SWP North Bay Aqueduct (NBA) contractors (in Napa and Solano Counties) are also concerned about those facilities because the Draft EIR/EIS for the BDCP indicates that it would have an unavoidable significant adverse impact on water quality in the NBA, which may require relocation of the NBA intake, at a preliminarily estimated cost of \$510 Million.

**BBID transfer to Zone 7:** Since 1995, an important part of Zone 7's water supply portfolio has been an annual transfer of up to 5,000 AF of Delta water to Zone 7 from Byron Bethany Irrigation District (BBID). On December 14, 2012, DWR told BBID that the transfer was being made without DWR's consent, and that the water had to be "repaid" to DWR. Both BBID and Zone 7 are vigorously objecting to DWR's position and resisting the demand that Zone 7 "repay" any previously transferred water. This year, BBID is receiving about 2,000 AF of supplemental water (between August 28 and the end of October), via a transfer from CCWD. The SWRCB-approved transfer will be made possible because CCWD can rely on water stored in Los Vaqueros rather than diverting from the Delta, and BBID will divert what would otherwise be CCWD's water from its diversion point on the intake channel to the SWP's Banks Pumping Plant. Without this transfer, much or perhaps all of the Byron area in eastern Contra Costa County could be out of water entirely this fall due to curtailment of its diversion rights.

#### **PERTINENT WATER RELATED LITIGATION**

**Area of Origin Litigation:** The Tehama-Colusa Canal Authority (TCCA) filed suit against the United States on February 11, 2010, alleging that the Bureau of Reclamation illegally failed to deliver full contract amounts of water to TCCA members before exporting water from the Delta. Their argument was based on "area of origin" protections in the California Water Code, with which Reclamation must comply.



TCCA asserted that their location and the protective statute gave them a higher priority claim to CVP water, including stored water. TCCA's litigation was unsuccessful in trial and appellate courts, and on March 24 the U.S. Supreme Court denied TCCA's petition for *certiorari*, ending the case. Somewhat analogous litigation initiated in state court in 2008 by 4 north-of-Delta SWP contractors was settled in October 2013.

## **WATER SUPPLY RELIABILITY IMPROVEMENT EFFORTS**

**Regional Activities:** Numerous discussions of a variety of water transfers, interties, and cooperative arrangements are underway, involving water agencies throughout the Bay Area region and in the Central Valley; e.g., Zone 7, CCWD, and EBMUD are discussing a possible link between CCWD facilities (which have a 100 million gallon per day (mgd) intertie with EBMUD's Mokelumne Aqueduct) and Bethany Reservoir, the forebay for the South Bay Aqueduct. Numerous transfer arrangements are under discussion or being implemented among irrigation agencies and individual farmers, with published prices ranging as high as \$3,000 per AF (in Kern County). Semitropic Water Storage District (in Kern County) and the Delta Wetlands Project received SWRCB approval on May 12, 2014 for a transfer of approximately 20,700 AF is intended for the benefit of the SBA contractors, to help them meet the "health and safety" needs of their service areas during the severe water supply cutback due to the SWP's 5% supply allocation. DSRSD, ACWD, and Zone 7 all supported the transfer. However, after the SWRCB issued its June curtailment order preventing of use of water under some water rights, it then refused to grant a health and safety exemption, so the transfer was not allowed to happen.

CCWD's Los Vaqueros Expansion Project (LVE) is complete, and the Reservoir currently holds about 120,000 AF. Federal and state agencies are leading a study effort to consider a further expansion of the Reservoir, and numerous water agencies have signed a Memorandum of Understanding concerning those studies, including Zone 7, the other South Bay Aqueduct agencies (ACWD and SCVWD), EBMUD, and the San Luis and Delta Mendota Water Authority. Federal legislation was recently introduced by Congressmen Costa and Miller which would expedite expansion of the Reservoir; it calls for a phased approach, including near-term agreements to lease storage space in the existing 160,000 AF Reservoir, construction of a proposed \$200 Million pipeline to Bethany Reservoir to provide water directly to the South Bay Aqueduct (water that would not have to go through the SWP's Banks Pumping Plant, and that would be diverted through existing state-of-the art fish screens), and further expansion of the storage capacity to 275,000 AF. State funds for the studies are also provided for in each of the proposed bond bills currently pending in the Legislature. The Boards of ACWD and EBMUD expressed support for the bill in May. The legislation is part of the comprehensive and very controversial federal bill about California water that has been in negotiations for months, and which now features a large gap between the versions passed by the two Houses of Congress. Congress is now on a 7-week vacation and will not return until after the November election, and then only has a few legislative days scheduled before their holiday recess, so the prospects are very uncertain. Environmental documentation and endangered species coverage has already been completed for each of these proposed projects. Federal and state studies dating back to the 1960's indicated that the Los Vaqueros site could accommodate a reservoir with as much as 1 million AF of storage capacity.

In January, 2013 the Boards of Directors of EBMUD and CCWD accepted principles of agreement for a new partnership arrangement concerning LVE, and a demonstration project under which 5,000 AF of EBMUD water would be stored in the reservoir for up to 5 years is under way. CCWD reached a similar understanding with ACWD on April 3, 2013 for a 1,000 AF pilot project, which was expanded to 5,000 AF in 2014 due to the drought; that water has been delivered to ACWD (via the SBA as it crosses the Tri-

Valley area) starting in mid-July and running through September 1. This transfer was approved by the SWRCB and required the cooperation and coordination of Reclamation and DWR. CCWD was able to forego diversion of a similar amount from the Delta because it is able to rely on storage in Los Vaqueros. Those two districts are already in talks about repeating the transfer if 2015 remains dry, and are also in discussion with EBMUD about other ways in which local agencies can work together. On February 25, the EBMUD Board agreed to exercise an option to buy up to 20,000 AF of water from the Placer County Water Agency (PCWA) in 2014, and diverted the first 5,000 AF in April, at a price of \$75/AF. EBMUD chose to not exercise the option to take another 15,000 AF of PCWA water, and the water was purchased instead by Westlands Water District, which is buying a total of 35,000 AF from Placer for \$325/AF; none of the SBA contractors apparently expressed interest in buying that water. EBMUD also purchased 16,000 AF of CVP water under its 1970 water service contract, and diverted that water via its Freeport facilities – the initial use of that contract and facilities in that manner. About 230 to 250 AF/day were delivered to EBMUD's San Pablo Reservoir and Upper San Leandro Reservoir. Those operations were necessary because the treatment plants that draw water from those reservoirs are "full treatment" plants that can adequately handle Sacramento River water; EBMUD's other principal treatment plants (Orinda, Lafayette, and Walnut Creek) are in-line filter plants which can only treat EBMUD's higher quality Mokelumne River water. Importation of the CVP water allowed EBMUD to slow the rate at which it is using its Mokelumne River supply; as a result Pardee Reservoir is still 82% full and their key local reservoirs are over 70% full. EBMUD's Freeport facilities can be used to convey CVP water or water made available by Yuba or Placer, but which cannot be delivered south of the Delta due to export restrictions at the DWR pumps; arrangements of this nature, especially if implemented jointly with CCWD, could provide supply and reliability benefits to numerous Bay Area water agencies. EBMUD's Mokelumne River facilities were also used in 2013 to successfully convey 2,000 AF of transfer water from the Woodbridge Irrigation District (near Lodi) to CCWD. EBMUD has also renewed consideration of a conjunctive use idea with a number of entities in San Joaquin County, and has a MOU in place to begin a pilot program of wheeling north-of-Delta transfer water through Freeport to some of the entities that buy water at wholesale from San Francisco's Hetch Hetchy system.

Many similar transactions have happened this year as a result of the drought, and regulatory agencies (especially the SWRCB) have been very helpful due to the drought crisis. Another recent such transaction involved a SWRCB-approved transfer of 10,000 AF from South Sutter Water District across the Delta to five SWP entities, four of which will receive their share of the transfer water through the Banks Pumping Plant. When water can be found north of the Delta, similar such arrangements could conceivably be made to provide additional water that could then be pumped via the South Bay Aqueduct for the benefit of Zone 7 or the other SWP contractors on that Aqueduct, but a considerable amount of planning and negotiation is needed. Such efforts were quite successful for ACWD this year.

Federal authorities are also investigating raising the elevation of San Luis Dam by 20 feet, in a \$360 Million project to improve seismic protection and to add 120,000 AF of storage capacity for the benefit of both the CVP and SWP. Congressman Costa's new legislation concerning the San Luis Dam project would also authorize raising Shasta Dam to add 634,000 AF of storage, as a cost of about \$1.1 Billion, and building Temperance Flat Reservoir on the Upper San Joaquin River to create 1.3 Million AF of new storage at a cost of about \$2.5 Billion. A federal EIS for Temperance Flat was issued for public review in early September, and comments are due in mid-October.

Record volumes of groundwater are now being pumped in the San Joaquin Valley, where farmers in Westlands Water District are expected to pump over 650,000 AF in 2014. As dry conditions persist, hundreds of new deep wells are being installed in the Central Valley, and the pumping of old and new



wells is resulting in declining aquifers (by as much as 200 feet in one year in some areas) and land subsidence in an area that may be as large as 1,200 square miles. Many of these new wells are needed to irrigate hundreds of thousands of acres of permanent tree and vine crops that have been planted in recent years (in lieu of previous field crops like tomatoes and cotton) despite the lack of reliable and consistent imported water supplies. California now has well over 800,000 acres of almond trees, as compared to about 400,000 acres in 1995, and since such trees need an average of 3 to 4 acre-feet of water per acre to survive, this increase in almond production has “hardened” annual demand for water in areas which used to be annual field/row crops or pasture. Despite the drought, California almond production this year is expected to be 2.1 billion pounds, of which 80% is exported from the US, and uses 60% of the nation’s entire managed honeybee population for pollination. On July 15, a trial court judge in Sacramento issued an unprecedented decision holding that the “public trust doctrine,” which had previously only been applied to certain surface water resources, is also applicable to groundwater resources. If that decision stands up on appeal, it could have significant impact on utilization of previously unregulated and unmanaged groundwater resources in California.

Five local water entities (Zone 7, ACWD, CCWD, EBMUD and the SFPUC) and the WaterReuse Foundation are participating in projects being funded by the Water Research Foundation to study the potential for Direct Potable Reuse (DPR). The projects will begin early in 2014 and support research needs of the California Department of Public Health for compliance with the statutory mandates of SB 918 (2010) to investigate the feasibility of developing regulatory criteria for protection of public health by 2016; as a result of this work, DPR could ultimately be permitted for groundwater recharge and/or for surface water augmentation.

**San Diego Desalination:** Construction of the plant and pipeline are now more than 70% complete, and the project is on schedule and under budget, on a 54 mgd desalination plant in San Diego County; the San Diego County Water Authority (SDCWA) views it as a new long-term reliable source of drinking water, and will be paying an estimated \$1900 to \$2200/AF to achieve that reliability and the concurrent reduction in demand for imported water. The key conveyance pipeline is more than 70% finished. Operations are expected to begin in 2016, but first water deliveries may be in November 2015. A second such plant, with a production capacity of about 56,000 AFA, is nearing the end of the planning and permitting phase; it will be located in Huntington Beach if the planning and permitting processes can be successfully completed. Both of these desalination plants are sponsored by Poseidon Water and utilize engineering and technology techniques that were developed in Israel; the Huntington Beach proposal is being done in cooperation with the Orange County Water District. After adopting a report on the success of the City’s 2-year 1 mgd demonstration project, San Diego’s City Council acted in April 2013 to pursue implementation plans for a “water purification” project to augment City drinking water supplies with up to 15 mgd of purified wastewater that would be conveyed to San Vicente Reservoir to blend with stored Colorado River water. A 2013 public opinion poll indicated that 73% of the San Diego residents who were surveyed favored the project. Initial estimates are that the project would cost about \$370 Million, and could eventually be expanded to 88 mgd. (The SDCWA has also recently completed a 152,000 AF storage addition to the City of San Diego’s 70-year old 90,000 AF San Vicente Reservoir, to increase reliability and emergency storage for that region.)

**Central Coast Desalination:** On Sep. 23, the Santa Barbara City Council unanimously approved taking the first steps to reactivate the desalination plant that the City completed in 1992, but mothballed (and sold off parts of) beginning in 1994. The work necessary to restore the plant to its original 5,000 AF per year capacity is estimated to cost \$32 Million and be completed on 2017. Expanding the capacity by

50% would add another \$28 Million. The two efforts together are estimated to result in a \$14 to \$20 per month increase in local water bills to City accounts.

**Coalition to Support Near Term Delta Projects:** Largely because of similar concerns about controversy surrounding the BDCP and the concern that it will be decades before it can come to fruition, a series of water agencies, environmental groups, and others developed a consensus position on a number of projects on which immediate actions could be taken, and for which \$500 million in previously-approved bond funds are potentially available. Projects include specific actions related to water supply, water quality, levees, and ecosystem restoration. Participants include entities which do not always agree on Delta matters, including the Planning and Conservation League, Metropolitan Water District (MWD), Westlands Water District, Central Delta Water Agency, and Contra Costa Water District. These entities are working to get the necessary stakeholder support and a wide-spread consensus; the first projects will probably involve levee work. Several of the near term project ideas, including operable flow gates and temporary flow barriers are among the things being considered during the current drought conditions, and were generally referred to in the legislation introduced by 4 U.S. Senators on February 11, 2014. Several of the temporary flow barriers could be installed this year, but the spring storms caused DWR to defer the barriers for the time being.

#### **OTHER WATER SUPPLY RELIABILITY AND UNCERTAINTY FACTORS:**

**Colorado River:** Although it does not directly impact the District or Zone 7, a number of factors suggest that continuing uncertainty about southern California's reliance on the Colorado River will increase. The original 1922 allocation of Colorado River water (among 7 western states) was based on a short period of hydrologic history which was wetter than any period since then. The assumption then was that the River would yield 15 MAFA; the U.S. now believes that the actual yield is closer to 12 MAFA. Upper Colorado River Basin runoff was 94% of average for 2014, but the impacts of the last 14 years of dry conditions means that storage in Lakes Powell and Mead is still at a point where water deliveries to California are curtailed. Lake Powell is at 51% of capacity and might reach 60% this year; Lake Mead is at 39% of capacity but may drop by another 20 feet this year, and is currently at the lowest water surface elevation since the Lake began filling in 1935. The total combined storage in the two lakes at the end of September is projected to be the lowest since 1968, when Lake Powell was first being filled. As a result, southern California's ability to rely on transfers from Imperial Irrigation District (IID) to San Diego (which gets 33% of its water from these transfers), or on full deliveries from the Colorado to the MWD is now less certain. The complex set of agreements which resulted in transfers of water from IID to San Diego requires IID to meet certain water conservation goals; this has proved to be difficult for IID, and the conservation programs are very controversial among its agricultural water users. MWD has put over 2.7 MAF in storage in southern California, but in the long run a reduction in Colorado River water would tend to put added emphasis (i.e., water demand) on exports from the Delta to southern California. 2013 marked the worst 14 years of hydrologic history on the River since records have been kept; in contrast, in 2000, the combined storage in Lakes Mead and Powell was 95% of capacity. In anticipation of further decline in the reliability of Colorado River supplies, Arizona adopted and refined its comprehensive groundwater management statutes in the 1980's and 1990's, and these laws are the basis for an extensive groundwater banking program. California has no such legislation, and although there is extensive groundwater management planning in many areas (such as the Tri-Valley), there is nothing on a statewide or Central Valley-wide basis that can be used to offset drought conditions.



**As of September 30, 2014**

<b>DROUGHT EXPENSE BUDGET</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	FYE 2014 Budget	\$150,000
2	FYE 2014 Expenses	\$125,552
3	FYE 2015 Budget	\$150,000
4	FYE 2015 Expenses to Date Committed to Date (Spent; Open POs)	\$158,556 (\$70,446; \$88,110)
5	FY to FY Budget Transfers	None to date
<b>EXEMPTIONS FOR WATER USE LIMITATION</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	No. Received	71
2	No. Approved by Drought Coordinator	42
3	No. Denied by Drought Coordinator	29
4	No. Appealed to Board	3
<b>VIOLATIONS OF WATER USE LIMITATION</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	No. Written Warnings Issued	1055
2	No. \$250 Violations Issued	108
3	No. \$500 Violations Issued	5
4	No. \$1,000 Violations Issued	2
5	No. Flow Restrictors Installed	0
6	No. Service Shutoffs	1
7	No. Waivers Requested	54
8	No. Waivers Approved by Drought Coordinator	41
9	No. Waivers Denied by Drought Coordinator	5
10	No. Waivers Appealed to Board	1
<b>IMMEDIATE WATER USE CURTAILMENTS.</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	Curtail potable irrigation systems at all District facilities (i.e., primarily remote pump stations)	Complete
2	Only cleaning sewers with recycled water (except for SSO's and emergencies)	Complete
3	Ceasing all hydrant flushing (except for critical areas with identified water quality problems)	Complete
4	Exchanging all potable hydrant meters for purple recycled water hydrant meters for construction use	Complete

<b>MEDIA BASED PUBLIC OUTREACH</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	Radio Spots	<ul style="list-style-type: none"> <li>• 420 spots monthly M-F, 30-seconds each, plus DJ chatter, 5/4/14 to 8/31/14</li> <li>• \$22,680 for 3 months (shared total cost, \$68,040, with Livermore, Pleasanton &amp; Zone 7 Water Agency)</li> <li>• No radio ads Sept 4 -21</li> <li>• \$10,000, 210 total spots, 30-sec each, 42 per week, Sept 22 – Oct 26, DSRSD and Livermore shared funding</li> </ul>
2	Television	<ul style="list-style-type: none"> <li>• 4,000+ spots; 30-second each, airing on 10 Comcast channels, started 5/15/14 thru 7/27/14</li> <li>• \$17,000 (shared total cost, \$50,000, with Livermore &amp; Pleasanton)</li> </ul>
3	Print (and Electronic media)	<ul style="list-style-type: none"> <li>• 38 letters to HOA 5/21/14 regarding the Governor's reinforcement of the drought emergency</li> <li>• Second letter sent 6/12/14 offering drought speakers</li> </ul>
4	Drought Websites	<p>The Tri-Valley regional website, <a href="http://www.trivalleydrought.org">www.trivalleydrought.org</a>, went live 5/12 and links to DSRSD website.</p> <p>Since 8/19/14, there have been 2,640 visits to the website: 360 from Dublin; 213 from San Ramon; 584 from Pleasanton; and, 242 from Livermore. Spikes in visits to the website correlate with ads on Comcast, KKKQ and coverage in the Times and Independent and the launch of the Facebook ad campaign driving traffic to the website starting 7/28/14.</p> <p>As of 8/19/14 1,553 ads directed users to the website; 192 "likes" on the post; 69 users "shared" the post with others on Facebook; 42 "likes" on the page; 34,973 people saw the ad but did not click the link to the regional website. Total cost to date of the Facebook ad campaign is \$435.67.</p> <p>DSRSD website has the following drought related information: Drought emergency red banner across the top page of all web pages; water use limitations and penalties (in English and Spanish); rebates and resources; Stage 3 water shortage rates; how to report a drought violation; AquaHawk customer portal; residential recycled water fill station with a link to its Facebook page; information about past investments in recycled water paying big dividends in the present drought; Drought 2014, what you need to know; How to apply for a water use exemption/appeal a violation; and the news items on the Home Page are all drought related.</p>
<b>COMMUNICATION WITH CUSTOMERS</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>

1	Direct mailers, letters, to District customers notifying them of water use limitations, rate changes etc. including courtesy letters but excluding all enforcement action communications	<ul style="list-style-type: none"> <li>• 5/13 - 17,516 courtesy letters sent to all District potable water customers about rate increase, limitations, violations and penalties</li> <li>• 5/21 - 712 courtesy letters delivered to the highest usage Tier 3 customers above 4,480 gallons in the previous week</li> <li>• 5/21 - 38 courtesy letters sent to HOA's in Dublin</li> <li>• 5/23 - 17,516 Aquahawk postcards sent to all District potable water customers</li> <li>• 5/28 - 631 courtesy letters sent to Tier 3 customers using more than 4,480 gallons in the previous week</li> <li>• 5/29 - 16 courtesy letters sent to DUSD and SRV USD school principals</li> <li>• 6/2 - 12 courtesy letters sent to HOA's in San Ramon</li> <li>• 6/20 - 196 courtesy letters sent to new District customers informing them of limitations, ways to save, etc. (accounts opened since June 1 – June 19)</li> <li>• 6/8 - 175 courtesy letters sent to new District customers informing them of limitations, ways to save, etc. (accounts opened since June 20 – July 7)</li> <li>• 9/10 - 580 courtesy letters sent to new District customers informing them of limitations, ways to save, etc. (accounts opened since July 8 – September 9)</li> </ul>
2	Messages on social media sites such as Facebook and Twitter	<p>Tweeted news releases: <i>Recycled Water Fill Station Open and Free to Residential Customers</i>; and, <i>Tri Valley Water Reduction Meets Governor's Request, But More Is Needed</i></p> <p>At a customer's request, we created a Facebook page for the residential recycled water users <a href="http://www.facebook.com/FreeRecycledWater">www.facebook.com/FreeRecycledWater</a>.</p>
3	Periodic messages via bottom of the bill, bill stuffers and other direct mailings	<ul style="list-style-type: none"> <li>• 1/15 water only when weather dry</li> <li>• 2/1 Gov. declared drought emergency. Reduce outdoor watering</li> <li>• 2/15 to 4/15 During drought fix leaks, reduce outdoor watering</li> <li>• 5/1 Drought serious. Reduce outdoor watering 50%</li> <li>• 5/15 to 7/15 Mandatory limits on water use, penalties, Stage 3 drought rates in effect. Reduce outdoor watering by at least half</li> </ul>
<b>PRESENCE IN THE COMMUNITY, AT COMMUNITY EVENTS AND AT COMMUNITY MEETINGS</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	Making presentations to local City Councils	<ul style="list-style-type: none"> <li>• Dublin City Council presentation 3/18</li> <li>• San Ramon City Council presentation 4/8</li> <li>• 2014 Drought Debrief Presentations scheduled: <ul style="list-style-type: none"> <li>○ 11-18-14 Dublin City Council</li> <li>○ 11-25-14 San Ramon City Council</li> </ul> </li> </ul>

2	Meet with major public customers (School District, Camp Parks, Alameda County, FCI etc)	<ul style="list-style-type: none"> <li>• Camp Parks Command Staff (twice, most recent on 5/16)</li> <li>• Alameda County Fire 4/14</li> <li>• San Ramon Valley Fire 4/17 and 7/11</li> <li>• Camp Parks Fire has not responded to numerous requests for a meeting, so a letter was sent on 5/2.</li> <li>• San Ramon PD: meeting held on 5/28</li> <li>• Dublin PD: meeting held on 5/29</li> <li>• Contra Costa Office of the Sheriff on 7/11 and 7/16</li> </ul>
3	Speaking to local community groups including Rotary, Lions, etc	<ul style="list-style-type: none"> <li>• Amador Valley Lions 2/27 (12 attendees)</li> <li>• San Ramon Rotary 3/6 (45 attendees)</li> <li>• Dublin Chamber Economic Development Committee 3/6 (10 attendees)</li> <li>• Dublin Rotary 3/11 (40 attendees)</li> <li>• Dublin Lions 3/25 (20 attendees)</li> <li>• Dougherty Elementary Science Night 5/15 (100 attendees)</li> <li>• 6/12 sent letter to community groups and HOAs offering drought speakers</li> <li>• Dublin Lions Club 7/23</li> <li>• Tri-Valley SIRS 8/7</li> <li>• Dublin Rotary 8/19</li> <li>• St. Raymond's Women's Guild 10/7 scheduled</li> </ul>
4	Speaking to local Home Owners Associations (HOA's) and similar groups of residents	<ul style="list-style-type: none"> <li>• Hansen Ranch HOA 2/27 (10 attendees)</li> <li>• Sorrento West HOA 3/6 (10 attendees)</li> <li>• Dougherty Elementary Science Day, Keynote Speaker 5/15</li> <li>• California Highlands HOA 5/22 (100 attendees)</li> <li>• California Highlands HOA 5/22 (42 attendees)</li> <li>• Positano HOA 6/23 (14 attendees)</li> <li>• Terraces at Dublin Ranch HOA 7/15</li> <li>• Community Association Institute (Assn of HOAs), 9/19</li> <li>• Community Association Institute, mini expo of HOAs at Marriott in San Ramon 9/19</li> <li>• <i>Villa Paseo Rose Garden HOA to be scheduled soon</i></li> </ul>
5	Conducting neighborhood meetings to explain the water situation and how to conserve water	<ul style="list-style-type: none"> <li>• Dublin Corporate Center Green Fair informational booth about the drought 4/23</li> <li>• Dublin "Water Wise" Workshop informational booth about the drought 5/3</li> <li>• San Ramon Town Hall Mtg 5/22 (0 attendees)</li> </ul>
6	Attend Farmers Markets and other community events to distribute information and simple water saving devices	<ul style="list-style-type: none"> <li>• DSRSD staffed a booth at Dublin Farmer's Market 4/17 &amp; 5/15</li> <li>• KKIQ event booth talking about ways to reduce water use and handing out tote bags (spent \$2,000, 1/3 of total cost for 4,000 bags) with "I'm getting by with less water" printed on sides; 35 Dublin and San Ramon events during the summer and up to Labor Day weekend: Farmers Markets, Regal Summer Movie express, Fresh Millions Anniversary Event, Plaza at Gayle Ranch Car and Wine Stroll, San Ramon Concert Series</li> </ul>

PROMOTING CONSERVATION MESSAGES IN THE COMMUNITY		
No.	Description	Activities / Status
1	Promoting the “Save Our Water” and “Californians Don’t Waste” campaigns on the District website	Save Our Water button on our website’s home page, <a href="http://www.dsrsd.com/home/home.html">http://www.dsrsd.com/home/home.html</a> ; Californian’s Don’t Waste used in residential lawn signs and community presentations
2	Making yard signs available to residents who allow their lawns to go golden “This lawn is helping to conserve our water supply”	<ul style="list-style-type: none"> <li>• 6/5/14 golden lawn signs available to residential customers, all of the first batch of 100 were handed out as of 8/1/2014; a second batch of 100 signs arrived 8/5 and 9 had been given to customers as of 8/25</li> <li>• Shared artwork for lawn signs with Pleasanton and Livermore</li> </ul>
CONSERVATION-FOCUSED CUSTOMER EDUCATION		
No.	Description	Activities / Status
1	Develop simple “Residential Water Management Guides” for use by residents	Completed
2	Develop simple “Commercial Water Management Guides” for use by businesses (and enlist Chamber of Commerce assistance to distribute)	Distributed 400 flyers, <i>Conservation Strategies for Businesses and Restaurants</i> , which offered businesses free restroom mirror stickers and restaurant table tents, 4/ 1 Dublin Chamber of Commerce mailing (\$100). No requests.
3	Providing “School Site Water Management Guides” to be used by school district staff at each school site	<ul style="list-style-type: none"> <li>• 2/26 sent Drought watch and water conservation tips to DUSD contact</li> <li>• 5/29/14 sent DUSD contact (T. Sbranti) tips for teachers on what they could do to reduce water use at school</li> </ul>
4	Providing activity booklets to students in local schools about the need for conserving water and the value of recycled water	<ul style="list-style-type: none"> <li>• 1495 second graders received water conservation activity booklets (\$2,814)</li> <li>• 1,404 third graders received home water audit/water hero packets (\$4,233)</li> <li>• 2,495 fifth graders received “Give Water a Second Chance, Recycle It” activity booklets</li> </ul>
ASSISTANCE WITH CUSTOMER CONSERVATION		
No.	Description	Activities / Status
1	Conduct landscape water audits	1
2	Promote availability of home water saving devices	<p>From 1/1 to 9/26, distributed 2,548 water-saving devices to 265 customers through events and walk-ins:</p> <ul style="list-style-type: none"> <li>• 128 kitchen faucet aerators</li> <li>• 640 bathroom faucet aerators</li> <li>• 396 showerheads</li> <li>• 424 toilet flappers</li> <li>• 472 toilet leak detection kits</li> <li>• 289 hose nozzles.</li> </ul>



3	Partner with the City of Dublin and PG&E to sponsor the California Youth Energy Services “Rising Sun” program, which provides free home energy and water audits and distributes shower heads, aerators, toilet flappers, and dye tablets to District customers	DSRSD housed the California Youth Energy Services staff July 1 through mid-August in the Utility building. The staff conducted 226 home energy and water audits in our service area.
<b>RECYCLED WATER PUBLICITY</b>		
No.	Description	Activities / Status
1	Posting signs on sites that use recycled water that say “Recycled Water Keeps this Garden Green” so that the public knows why the area is green	<ul style="list-style-type: none"> <li>• Printed (two sides) and distributed 250 (initially) (125 with our logo and City of Dublin’s logo and 125 with just our logo) \$4,063 residential lawn signs</li> <li>• Reprinted 250 more and making them available to residential customers using recycled water, and all had been given out as of 8/25</li> <li>• 100 more signs were ordered 65 remain. Signs are kept at the refill station shed and are made available to customers who want them.</li> </ul>
2	Publicizing the availability of recycled water for contractors and the public	<ul style="list-style-type: none"> <li>• 4.3.14 News Release, “District Provides Recycled Water for Construction”</li> <li>• 6.16.14 News Release, “Recycled Water Fill Station Open and Free to Residential Customers”</li> <li>• 6.18.14 News Release, TriValley Water Reduction Meets Governor’s Request But Still Needs to do More</li> <li>• 7.2.14 News Release, Fire Safety Critical During Drought</li> <li>• 7.31.14 News Release, Mid-Year Update: How Are We Doing?</li> <li>• 9.10.14 News Release, Tour Water Recycling Plant</li> <li>• 9.16.14 News Release, Customers respond to mandatory measures</li> <li>• 9.18.14 News Release, Board Endorses Water Bond</li> </ul>
<b>EXPANDED RECYCLED WATER USE</b>		
No.	Description	Activities / Status

1	Permanent Connections	<p><u>Completed</u></p> <ul style="list-style-type: none"> <li>• Val Vista Park (Pleasanton) –Savings 54.5 AF</li> <li>• Dublin High School – Savings 40.27 AF</li> <li>• Archstone Apartments – Savings 18.89 AF</li> <li>• City of Dublin – 8 PW meters converted – Savings 38.38 AF</li> <li>• Dublin Golf Course (Tees and Greens) -Savings 30.28 AF</li> <li>• Dublin Toyota – saving 22.30 AF</li> <li>• Silvera Ranch HOA – savings 8.59 AF</li> <li>• Dublin Ranch HOA (7 meters) saving 19.33 AF</li> <li>• Dublin Public Works Complex – 5 AF</li> <li>• City Hall Interior Quad – 1 AF</li> </ul> <p>Estimated potable water savings = 184 AF</p> <p><u>In Progress:</u></p> <ul style="list-style-type: none"> <li>• Dougherty HS bldg. landscaping &amp; interior quads and 4 more SRVUSD schools</li> <li>• Dublin HS Performing Arts Center &amp; interior quads</li> <li>• Amador Lakes Apartments – 3 of 8 irrigation meters completed to date</li> <li>• City of Dublin Dougherty Road &amp; Amador Valley Blvd landscaping – one 2-inch meter</li> </ul> <p>Estimated potable water savings not yet determined</p>
2	Temporary Connections	No temporary connections are planned at this time due to the relatively high cost compared to the potential water savings for the sites that were evaluated.
3	Contractors and Construction	A large number of contractors have obtained permits and are actively hauling recycled water for construction grading and dust control. In addition, the City of Pleasanton obtained a permit to obtain recycled water for sewer cleaning, and beginning on June 3 the City began hauling recycled water for irrigating the Calippe Golf Course. As of Sept 21 a total of 9.40 MG of recycled water has been hauled offsite by contractors so far this year.
4	Public Distribution	Recycled water distribution program to the general public began June 12 <sup>th</sup> . As of September 24 a total of 428 customers have completed the use agreement form, received training, and are using the program regularly. On average 5-10 new participants sign up each day for this service. As of Sept. 21 a total of 1.43 MG of recycled water has been taken home by residents so far this year. The facility provides 8 residential fill stations and will soon be expanded to 9 stations.
<b>ENHANCED CUSTOMER SERVICE</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	Allow customers to monitor individual water consumption (hourly in most cases) via AquaHawk Alert customer portal	Completed with Aqua Hawk launch on 5/19. 5,285 Customers have registered as of 9/22.

2	Allow customers to set consumption thresholds and receive an electronic notice when they are approaching that threshold	Completed with Aqua Hawk launch on 5/19
3	Allow customers to set a billing threshold to receive an electronic notice when they are approaching a selected dollar amount	Completed with Aqua Hawk launch on 5/19
4	Notify the customer of possible leaks	Ongoing - number of letters specifically related to leaks has not been specifically tracked.
5	Identify, for the District, customers who may be violating a water use restriction	Ongoing - See above
6	Identify, for the District, customers who are using unreasonable or inappropriate amounts of potable water	Ongoing - See above
7	Identify, for the District, customers who are approaching or have crossed over a pre-determined threshold	AquaHawk allows the customer to set alerts to notify them that they are approaching enforcement consumption. Those who cross over are included in # 5.
<b>WISE WATER USER CREDIT PROGRAM</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	Identify potentially eligible customers based on 2013 usage	Completed – 1,143 Customers maintained usage in Tier 1 during 2013
2	Identify potentially eligible customers based on 2014 usage	Through August all of the 1,119 customers remain eligible.
<b>ENHANCED REBATE PROGRAMS (Since May 5)</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	High Efficiency Toilet (HET)	0
2	Waterless Urinals	0
3	High Efficiency Clothes Washer (HEW)	286 – DSRSD total \$7,150 (\$25/rebate)
4	Pool and Spa covers (to reduce evaporation)	13 – DSRSD total \$643.59 (\$50/rebate)
5	Weather Based Irrigation Controller ("Smart Controller) - <i>Single Family Homes</i>	0
6	Weather Based Irrigation Controller ("Smart Controller) – <i>Multi-Family Dwelling</i>	1 site (2 controllers); total DSRSD rebate \$200.00
7	Lawn Replacement Program – Single Family	5 approved projects; paid out on 3 of them total \$666.25 Total possible payout once fall planting is approved & complete \$1,622.50
8	Lawn Replacement Program - Commercial	1 – post inspection is still needed, total possible payout is \$575.00
9	Amount of District Rebates Issued (Program Max = \$30,000)	\$9,234.84
<b>IRRIGATION ADJUSTMENTS AND REPAIRS PROGRAM</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>

1	Secure Services of Contractor	JPA Landscape has been obtained to provide contract services for this program. Rather than advertise the program, staff elected to have customer service refer customers to participate in the program. Several customers have used the program so far to set irrigation controllers and fix minor leaks and broken sprinklers.
2	Number of Requests Handled	4
3	Cost of Repairs Handled (Program Max. = \$10,000)	\$614.80 Billed to DSRSD to date
<b>PURSUE SHORT-TERM TEMPORARY WATER SOURCES</b>		
<b>No.</b>	<b>Description</b>	<b>Activities / Status</b>
1	Confirmed with Zone 7 that the District may pursue water transfers	Completed – 4/16
2	Pursuit of water transfers	<ul style="list-style-type: none"> <li>• Letters of support for Delta Wetlands – Semi-tropic water transfer</li> <li>• Discussed possible transfer with Placer County Water Agency – but water already sold to Westlands and others</li> <li>• Explored opportunities with EBMUD for water transfers; effectively not possible for 2014 but have laid the groundwork for possibilities in 2015 is another dry year.</li> </ul>



Reference Financial Services Manager	Type of Action Take Position	Board Meeting of October 7, 2014
Subject Take Position on Zone 7 Water Rates for Calendar Years 2015 and 2016		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	J. Archer	<input type="checkbox"/> Board Member

## **Recommendation:**

The Financial Services Manager recommends the Board, by Motion, take a position supporting no more than a 3% per year baseline water rate increase for Calendar Years 2015 and 2016 and also support a larger but temporary increase during times of water use reductions provided that it sunsets on a specific date.

## **Summary:**

Zone 7 adopts water rates on a calendar year basis and does so in the fall of the preceding year; that process is currently ongoing. Zone 7 staff presented a two year water rate recommendation to the Zone 7 Board for discussion on October 1, 2014. The associated staff report is included as Attachment 1; the District's comment letter on that item is included as Attachment 2. President Vonheeder-Leopold and Financial Services Manager Archer attended the October 1, 2014 Zone 7 Board meeting and offered verbal comments in line with the District comments presented in Attachment 2. There was staff and a councilmember from Pleasanton and staff from Livermore who also made verbal comments at the meeting.

The rate proposals presented in the Zone 7 staff report are as follows:

- 1) No Water Rate increases – would bring reserves below policy minimums by FYE 2017;
- 2) 3% for CY 2015 & CY 2016 and reduce Asset Management Program transfer from \$10.5M to \$7.0M - would result in total operating reserves \$9.0 million in excess policy minimums by FYE 2017 – 86% in excess. Favored by retailers; and
- 3) 7% for CY 2015 & CY 2016 - would result in total operating reserves \$8.3 million in excess of policy minimums by FYE 2017 - 80% in excess. Recommended by Zone 7 staff.

In the absence of a drought, the most current DSRSD water use estimates are approximately 9,500 AF; Option 3 above would result in additional costs to the District's water service area of \$643,000 in CY 2015 and \$1,333,000 in CY 2016 at normal (i.e. non-drought) water use levels.

A DSRSD Staff Report summarizing the Zone 7 Board discussion and reactions is attached as Attachment 3.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Fin Serv	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost Option 3 \$0.643M 2015 \$1.333 M 2016	<input type="checkbox"/> Funding Source A. Water Operations (Fund 600) B.		Attachments to S&R 1. October 1, 2014 Zone 7 Staff Report 2. October 1, 2014 DSRSD Letter w/attachments 3. October 7, 2014 DSRSD Staff Report			



**ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT**

100 NORTH CANYONS PARKWAY LIVERMORE, CA 94551 PHONE (925) 454-5000 FAX (925) 454-5727

**ORIGINATING SECTION: Administration**

**CONTACT: Tom Hughes /Tamara Baptista**

**AGENDA DATE:** October 1, 2014

**ITEM NO. 5**

**SUBJECT: Water Rates for 2015 & 2016**

**SUMMARY:**

- Water rates for 2015 and 2016 were discussed at the Finance Committee meetings on August 28, 2014 and September 8, 2014.
- Also, meetings were held with the Retailers on September 4, 2014 to discuss water rates.
- Based upon input and feedback at these meetings, staff has calculated the impact of different rates using our rate model.
- Staff has prepared the attached report discussing three rate model calculations:
  1. Baseline-No Water Rate Increase  
This rate model calculation was developed in response to the Finance Committee.
  2. 3% CPI for both 2015 and 2016; reduce transfer to AMP to \$7 Million  
This rate model calculation was also developed in response to the Finance Committee's request to find a creative way to keep rate increases as low as possible.
  3. 7% increase for both 2015 and 2016  
Staff believes that this rate model calculation offers the lowest possible rate increase and has the smallest possible impact on reserves, during the two-year study period.
- Staff met with the Retailers again on September 25, 2014.

**FUNDING:**

The water rate determines the amount of revenue from water sales to operate the Water Enterprise (Fund 100).

**RECOMMENDED ACTION:**

Discuss and provide direction to staff.



**ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT**

100 NORTH CANYONS PARKWAY LIVERMORE, CA 94551 PHONE (925) 454-5000 FAX (925) 454-5727

**Interoffice Memorandum**

**DATE:** October 1, 2014

**TO:** Jill Duerig, General Manager  
Tom Hughes, Assistant General Manager, Administration

**FROM:** Tamara Baptista, Finance Manager

**SUBJECT: Water Rates for 2015 & 2016**

**SUMMARY:**

Two years ago, the Board established a two-year treated water rate schedule for calendar years 2013 and 2014. Setting treated water rates on a two-year basis provides greater predictability and stability, both for our customers and for Zone 7. This approach also streamlines the rate-setting process, which significantly improves efficiencies by reducing administrative staff time spent on treated water rates.

The process for developing this two-year rate schedule includes estimating the cost of service for fiscal years FY 14/15 through 16/17 and estimating revenues. The cost of service includes Water Enterprise Fund (Fund 100) operating expenses and the annual capital contribution to the Renewal and Replacement/System-wide Improvements Fund 120 (the transfer for the Asset Management Program). The operating expenses were calculated using a 'discounted budget' to more accurately estimate actual costs of service. The 'discounted budget' was developed by taking each cost category and determining if cost savings or increased costs were anticipated during the two-year rate period. The contribution to Fund 120 is anticipated to increase annually based on the AMP funding schedule adopted by the Zone 7 Board on June 15, 2011.

Water rates for 2015 and 2016 were discussed at the Finance Committee meetings on August 28, 2014 and September 9, 2014. Staff also held retailer meetings on September 4. Based upon input and feedback at these meetings, staff has calculated the impact of different rates using our rate model. Attachment 1 represents the baseline which shows the impact of no increase in rates. Attachment 2 shows the impact of a 3% CPI increase for the next two years. Both of these calculations were developed as a result of input from the Finance Committee members.

Attachment 3 is a calculation of a 7% increase for the next two years. Based upon the Capital Improvement Program (CIP) presented earlier which details the Agency's capital requirements and the impact on reserve levels, staff is recommending a 7% increase because this is what is necessary

to maintain reserve levels and insure that funding is available for the annual contribution to the Agency Management Plan (AMP). Historically, the Zone 7 Board has annually set treated water rates based on the funding requirements needed to support the water enterprise's annual operations and long-term capital needs. The Rate Model calculations are summarized below: (see Attachments 1, 2 and 3 for details):

- Baseline: No water rate increase

This rate model calculation was developed in response to the Finance Committee.

- In addition to the estimated use of reserves in Fund 100 approved as part of the FY 14/15 budget, this results in additional use of reserves in FY 15/16 (estimated at \$4,970,775) and in FY 16/17 (estimated at \$4,827,445).

- 3% CPI increases for 2015 and 2016 and reduce the transfer to the AMP to \$7 Million in FY 15/16

This rate model calculation was also developed in response to the Finance Committee's request to find a creative way to keep rate increases as low as possible. After the Committee Meeting, Board Member Ramirez-Holmes worked with staff on the development of this rate model. This rate model calculation is based on a 3% CPI in each fiscal year and lowers the contribution to the AMP in FY 15/16 from \$10,500,000 to \$7,000,000. The 3% increase also results in a net decrease in Fund 100 reserves of \$1,783,867.

- This calculation decreases the transfer to the AMP by \$3.5 Million in FY 15/16, effectively reducing reserves in Fund 120 by \$3.5 Million.
- Another impact is the \$1,940,605 use of reserves in FY 16/17. Even though this is offset by a \$156,918 increase in FY 15/16, the net impact is an overall \$1,783,867 reduction in reserves.
- *Note: the CPI increases represent the Consumer Price index – Bay Area increase from June 2013 to June 2014.*

**Staff Recommendation:**

- 7% increase for 2015 and 2016

The impact on reserves in FY 15/16 is a decrease of \$1,107,451 in Fund 100. In FY 16/17 this decrease is offset by a \$1,332,330 increase, for a small net increase of \$224,879. Staff believes that this option offers the lowest possible rate increase without depleting reserves during the two-year study period. Some of the advantages of maintaining the current level of reserves are as follows:

- There are various unknowns such as the length of time that the drought will continue. The assumption made in all of the rate models is that the cost of water purchases will decrease the operating expenses from \$32.6 Million in FY 15/16 to \$31.8 Million in FY 16/17 because the Agency may pay the cost of replenishing water for the Cawelo and Semitropic groundwater banking programs over time whereas in FY 14/15 and FY 16/17 obtaining water from these programs is necessary for water supply due to the drought and the low allocations from the DWR. Maintaining the current reserve level is an important safeguard in case the drought lasts longer than projected.
- Based upon the analysis of the CIP the reserves must be maintained in order to provide funding for the AMP.



- There is the possibility that expenses will be higher than projected in the rate model due to increased costs passed on to State Water Contractors by the State Department of Water Resources and water supply issues.
- The Agency's share of SWP projects such as the Delta improvements may need to be funded.

Staff met with the retailers again on September 25, 2014. Retailers continued to express concerns with permanent increases that exceed the CPI.

**RECOMMENDATION:**

Discuss and provide direction to staff.

**ATTACHMENTS:**

1. Baseline-No Water Rate Increase
2. 3% CPI for both 2015 and 2016 ; reduce transfer to AMP by \$3.5 Million to \$7 Million
3. 7% increase for both 2015 and 2016
4. Reserve Calculations

## Baseline -No Water Rate Increase

Calendar Year	2013	2014	2015	2016
Water Rate per AF	\$945	\$970	\$970	\$970
Volume of Water Sales (AF)	41,476	28,911	37,038	39,056

	FY12/13 Audited Actual	FY13/14 Unaudited Actual	FY14/15 Discounted Budget	FY15/16 Forecast Budget	FY16/17 Forecast Budget
<b>Fund 100 - Water Enterprise</b>					
Beginning Fund Balance:	27,289,110	31,495,970	30,634,290	18,774,975	13,804,200
<u>Sources of Funds</u>					
Treated Water Revenue	37,494,692	34,965,126	31,991,106	37,207,717	38,690,702
Other Revenue	1,974,821	1,485,166	783,302	918,507	930,113
Total Sources	39,469,513	36,450,292	32,774,408	38,126,224	39,620,815
<u>Uses of Funds</u>					
Operating Expenses	28,662,653	28,811,973	31,809,799	32,596,999	31,786,500
Transfer to Fund 120	6,600,000	8,500,000	12,823,924	10,500,000	12,661,760
Total Uses	35,262,653	37,311,973	44,633,723	43,096,999	44,448,260
<b>Ending Fund Balance:</b>	<b>31,495,970</b>	<b>30,634,290</b>	<b>18,774,975</b>	<b>13,804,200</b>	<b>8,976,755</b>
Net Additions/(Uses) of Reserves	4,206,860	(861,681)	(11,859,315)	(4,970,775)	(4,827,445)
<u>Reserves Balances(End of Period)</u>					
Operating Reserve	8,308,044	7,182,825	7,930,183	7,064,820	6,643,344
Drought Contingency Reserve	5,861,673	5,861,673	0	0	0
Emergency Reserve	4,113,026	4,197,380	6,530,911	6,739,381	2,333,410
Rate Stabilization Reserve	13,213,227	13,392,411	4,313,881	0	0
Total	31,495,970	30,634,290	18,774,975	13,804,200	8,976,755

### Assumptions:

The Board authorized a significant use of reserves in the FY 14/15 budget.  
Drought is a one-year event (2014).  
Post drought recovery is based on the 1990 drought which was two years, with the first year 14% less than normal and the second year at pre-drought level.

### Notes:

For purposes of calculating reserves for this rate model, actual and discounted budget numbers in the rate model are used rather than the adopted budget numbers.

### Operating Expenses:

All expense categories were reviewed to determine an appropriate discounted budgeted amount.

### 3% Water Rate Increase for 2 years/transfer for AMP \$7M

Calendar Year	2013	2014	2015	2016
Water Rate per AF	\$945	\$970	\$999	\$1,029
Volume of Water Sales (AF)	41,476	28,911	37,038	39,056

	FY12/13 Audited Actual	FY13/14 Unaudited Actual	FY14/15 Discounted Budget	FY15/16 Forecast Budget	FY16/17 Forecast Budget
<b>Fund 100 - Water Enterprise</b>					
Beginning Fund Balance:	27,289,110	31,495,970	30,634,290	19,258,321	19,415,239
<u>Sources of Funds</u>					
Treated Water Revenue	37,494,692	34,965,126	32,474,452	38,835,410	41,577,542
Other Revenue	1,974,821	1,485,166	783,302	918,507	930,113
Total Sources	39,469,513	36,450,292	33,257,754	39,753,917	42,507,655
<u>Uses of Funds</u>					
Operating Expenses	28,662,653	28,811,973	31,809,799	32,596,999	31,786,500
Transfer to Fund 120	6,600,000	8,500,000	12,823,924	7,000,000	12,661,760
Total Uses	35,262,653	37,311,973	44,633,723	39,596,999	44,448,260
<b>Ending Fund Balance:</b>	<b>31,495,970</b>	<b>30,634,290</b>	<b>19,258,321</b>	<b>19,415,239</b>	<b>17,474,634</b>
Net Additions/(Uses) of Reserves	4,206,860	(861,681)	(11,375,969)	156,918	(1,940,605)
<u>Reserves Balances(End of Period)</u>					
Operating Reserve	8,308,044	7,182,825	7,930,183	8,126,432	7,924,374
Drought Contingency Reserve	5,861,673	5,861,673	0	0	0
Emergency Reserve	4,113,026	4,197,380	6,530,911	6,739,381	7,000,231
Rate Stabilization Reserve	13,213,227	13,392,411	4,797,227	4,549,426	2,550,029
Total	31,495,970	30,634,290	19,258,321	19,415,239	17,474,634

#### Assumptions:

The Board authorized a significant use of reserves in the FY 14/15 budget.

Drought is a one-year event (2014).

Post drought recovery is based on the 1990 drought which was two years, with the first year 14% less than normal and the second year at pre-drought level.

#### Notes:

For purposes of calculating reserves for this rate model, actual and discounted budget numbers in the rate model are used rather than the adopted budget numbers.

#### Operating Expenses:

All expense categories were reviewed to determine an appropriate discounted budgeted amount.

## 7% water rate increase for two years

Calendar Year	2013	2014	2015	2016
Water Rate per AF	\$945	\$970	\$1,038	\$1,111
Volume of Water Sales (AF)	41,476	28,911	37,038	39,056

	FY12/13 Audited Actual	FY13/14 Unaudited Actual	FY14/15 Discounted Budget	FY15/16 Forecast Budget	FY16/17 Forecast Budget
<b>Fund 100 - Water Enterprise</b>					
Beginning Fund Balance:	27,289,110	31,495,970	30,634,290	19,908,337	18,800,886
<u>Sources of Funds</u>					
Treated Water Revenue	37,494,692	34,965,126	33,124,468	41,071,041	44,850,477
Other Revenue	1,974,821	1,485,166	783,302	918,507	930,113
Total Sources	39,469,513	36,450,292	33,907,770	41,989,548	45,780,590
<u>Uses of Funds</u>					
Operating Expenses	28,662,653	28,811,973	31,809,799	32,596,999	31,786,500
Transfer to Fund 120	6,600,000	8,500,000	12,823,924	10,500,000	12,661,760
Total Uses	35,262,653	37,311,973	44,633,723	43,096,999	44,448,260
<b>Ending Fund Balance:</b>	<b>31,495,970</b>	<b>30,634,290</b>	<b>19,908,337</b>	<b>18,800,886</b>	<b>20,133,216</b>
Net Additions/(Uses) of Reserves	4,206,860	(861,681)	(10,725,953)	(1,107,451)	1,332,330
<u>Reserves Balances(End of Period)</u>					
Operating Reserve	8,308,044	7,182,825	7,930,183	8,126,432	7,924,374
Drought Contingency Reserve	5,861,673	5,861,673	0	0	0
Emergency Reserve	4,113,026	4,197,380	6,530,911	6,739,381	7,000,231
Rate Stabilization Reserve	13,213,227	13,392,411	5,447,243	3,935,073	5,208,611
Total	31,495,970	30,634,290	19,908,337	18,800,886	20,133,216

### Assumptions:

The Board authorized a significant use of reserves in the FY 14/15 budget.

Drought is a one-year event (2014).

Post drought recovery is based on the 1990 drought which was two years, with the first year 14% less than normal and the second year at pre-drought level.

### Notes:

For purposes of calculating reserves for this rate model, actual and discounted budget numbers in the rate model are used rather than the adopted budget numbers.

### Operating Expenses:

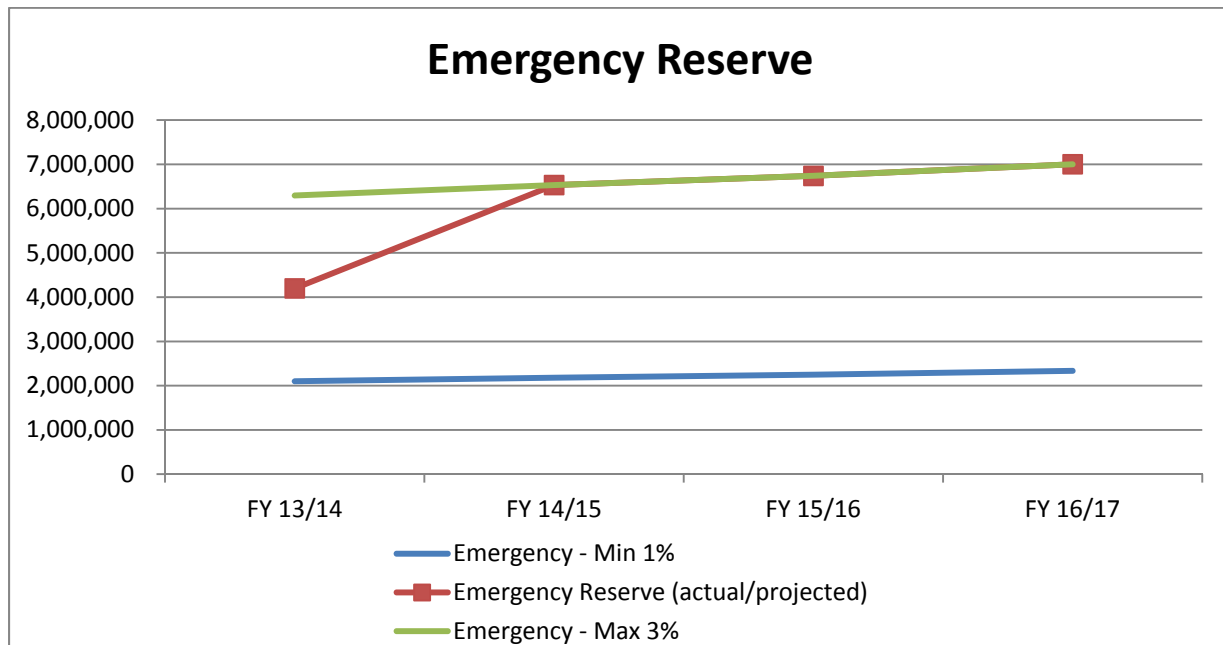
All expense categories were reviewed to determine an appropriate discounted budgeted amount.

# EMERGENCY RESERVE

The Emergency Reserve is calculated on the basis of capital assets. The actual/projected Emergency Reserve is calculated based on the maximum reserve starting in FY 14/15.

The Emergency Reserve can be used for any operating or capital purpose to begin repair of the water enterprise system after a catastrophic event, such as, but not limited to, an earthquake, fire, terrorist event, or storm while insurance claims are being processed or in the event of severe financial events that impact the financial soundness of Zone 7.

Emergency Reserve	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Capital Assets	209,869,017	217,697,017	224,646,017	233,341,017
Emergency - Min 1%	2,098,690	2,176,970	2,246,460	2,333,410
Emergency Reserve (actual/projected)	4,197,380	6,530,911	6,739,381	7,000,231
Emergency - Max 3%	6,296,071	6,530,911	6,739,381	7,000,231

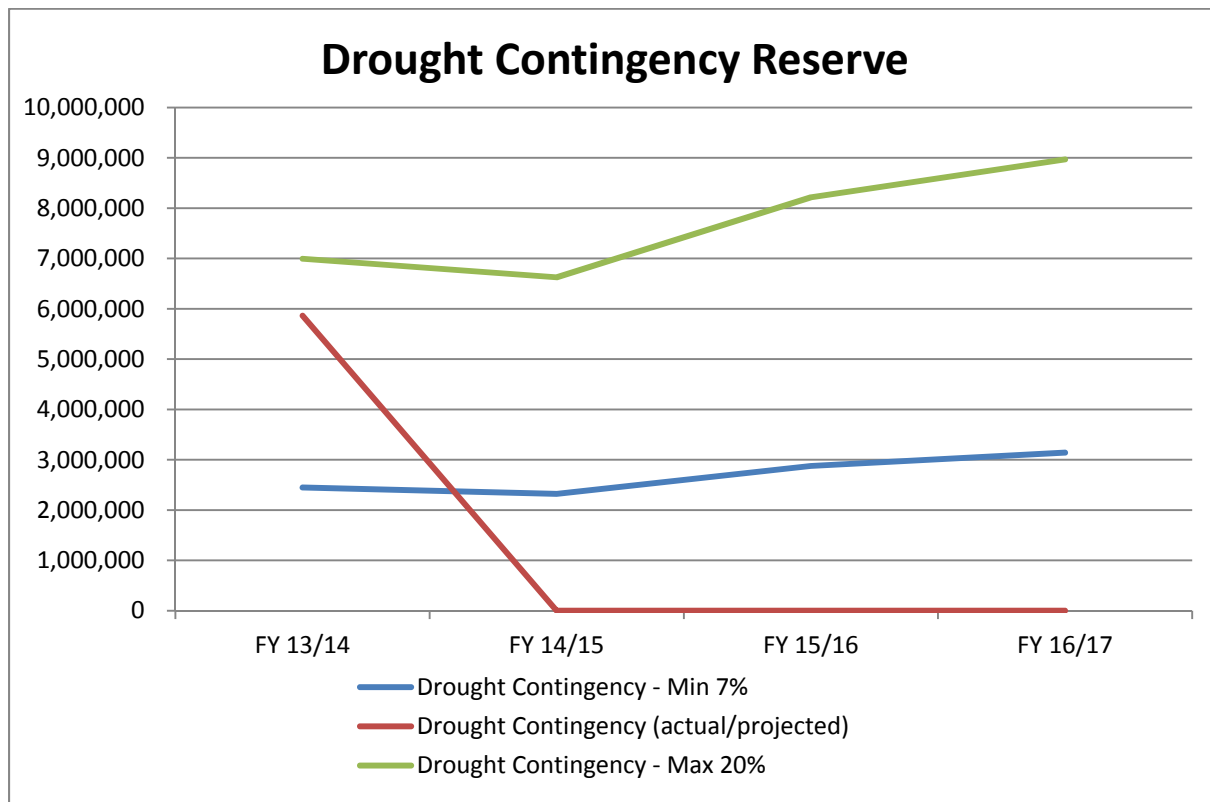


## DROUGHT CONTINGENCY RESERVE

The Drought Contingency Reserve is calculated on the basis of annual budgeted treated water sales. The actual/projected Drought Contingency Reserve is based on the FY 14/15 Board Adopted Budget.

The Drought Contingency Reserve supplements losses to water sales revenue resulting from impacts of drought conditions due to regulatory or State and Federal mandated reductions in supply, or an unforeseen event such as a natural disaster, water shortage or other catastrophic event.

Drought Contingency Reserve	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Annual Budgeted Treated Water Sales	34,965,126	33,124,468	41,071,041	44,850,477
Drought Contingency - Min 7%	2,447,559	2,318,713	2,874,973	3,139,533
Drought Contingency (actual/projected)	5,861,673	0	0	0
Drought Contingency - Max 20%	6,993,025	6,624,894	8,214,208	8,970,095

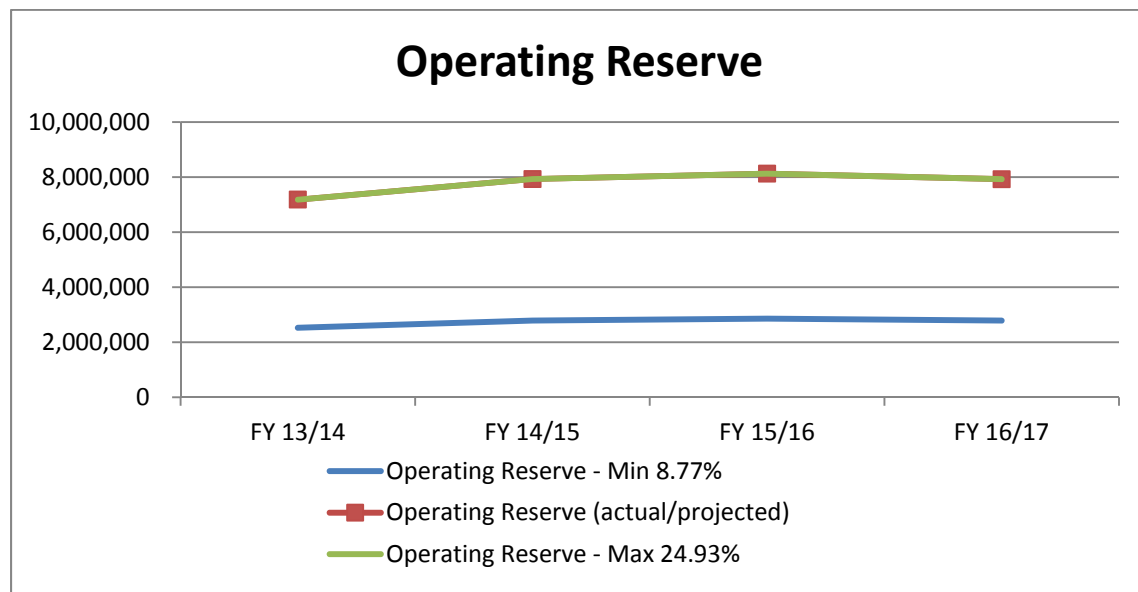


# OPERATING RESERVE

The Operating Reserve is calculated on the basis of annual budgeted operating expenses. The actual/projected Operating Reserve is calculated based on the maximum reserve starting in FY 13/14.

The Water Enterprise Operating Reserve is designated by the Board to maintain a reserve for current operations and to meet routine cash flow needs. Money on deposit in this fund may be used for unanticipated operating expenses, daily cash flow requirements and emergencies.

Operating Reserve	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Annual Budgeted Operating Expenses	<b>28,811,973</b>	<b>31,809,799</b>	<b>32,596,999</b>	<b>31,786,500<sup>1</sup></b>
Operating Reserve - Min 8.77%	2,526,810	2,789,719	2,858,757	2,787,676
Operating Reserve (actual/projected)	7,182,825	7,930,183	8,126,432	7,924,374
Operating Reserve - Max 24.93%	7,182,825	7,930,183	8,126,432	7,924,374



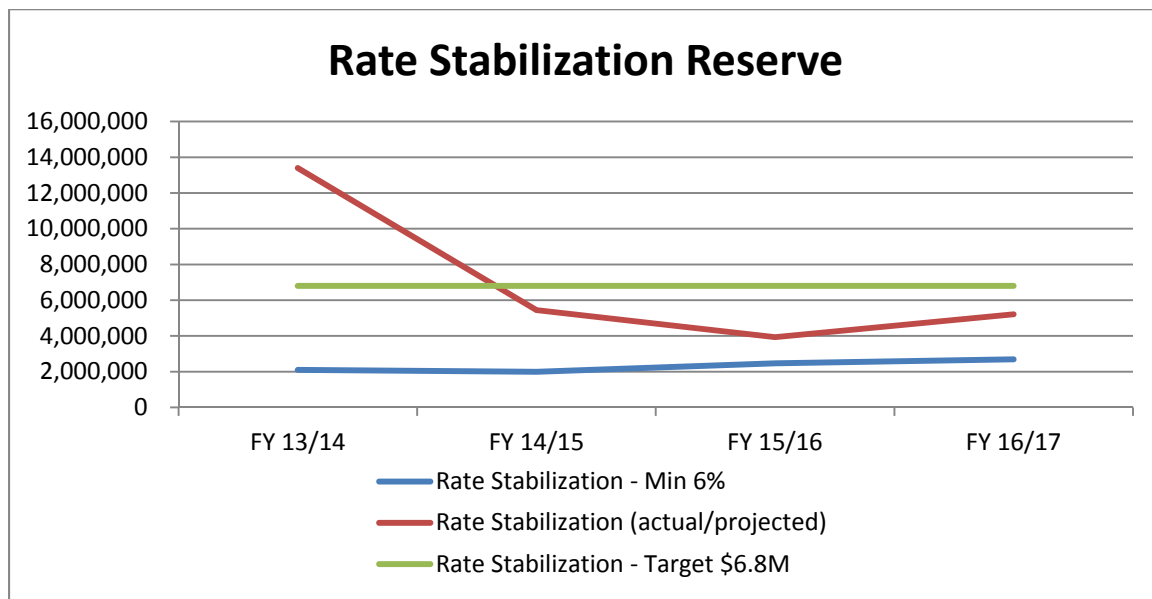
<sup>1</sup> The assumption made in all of the rate models is that the cost of water purchases will decrease the operating expenses from \$32.6 Million in FY 15/16 to \$31.8 Million in FY 16/17 because the Agency may pay the cost of replenishing water for the Cawelo and Semitropic groundwater banking programs over time whereas in FY 14/15 and FY 16/17 obtaining water from these programs is necessary for water supply due to the drought and the low allocations from the DWR.

## RATE STABILIZATION RESERVE

The Rate Stabilization Reserve is calculated on the basis of annual budgeted operating expenses. There is no maximum level. The actual/projected Rate Stabilization Reserve is calculated based on the total reserve balance less the balances of all other reserves starting in FY 14/15.<sup>1</sup>

The Rate Stabilization Reserve serves as a means to temper the need for significant water rate increases. Ongoing water rate increases are projected to meet the cost of service. The reserve will accumulate revenues for use during periods of unanticipated fluctuations in treated water rate revenues and cost of service.

Rate Stabilization Reserve	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Annual Budgeted Treated Water Sales	34,965,126	33,124,468	41,071,041	44,850,477
Rate Stabilization - Min 6%	2,097,908	1,987,468	2,464,262	2,691,029
Rate Stabilization (actual/projected)	13,392,411 <sup>2</sup>	5,447,243	3,935,073	5,208,611
Rate Stabilization - Target \$6.8M	6,800,000	6,800,000	6,800,000	6,800,000



<sup>2</sup>

Example: In FY 13/14 the Rate Stabilization Reserve is \$13,392,411, which is calculated by subtracting \$17,241,878 (the Operating Reserve of \$7,182,825, the Drought Contingency Reserve of \$5,861,673 and the Emergency Reserve of \$4,197,380) from the total reserves balance of \$30,634,290.





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October 1, 2014

Board of Directors  
Zone 7 Water Agency  
100 North Canyons Parkway  
Livermore, CA 94551

Subject: Zone 7 Water Rates Calendar Years 2015 and 2016

Dear Board of Directors:

Dublin San Ramon Services District (DSRSD) would like to thank Zone 7 for the opportunity to express DSRSD's views regarding Zone 7's proposed water rates for Calendar Years 2015 and 2016. DSRSD recognizes the Zone has a responsibility to adopt water rates that allow Zone 7 to provide water service in accordance with all legal and regulatory requirements and that allow Zone 7 to operate and maintain the assets used to provide that water service.

DSRSD would like to thank Zone 7 staff for reaching out to the retailers on two occasions to discuss the rates. However, some of the concerns that DSRSD and the retailers expressed at those meetings, as well as comments made by DSRSD at the most recent Zone 7 Finance Committee meeting when rates were discussed, do not appear to have been satisfactorily addressed in the current rate proposal.

As you will recall, DSRSD expressed several specific concerns at the time Zone 7 was considering its Fiscal Year 2014/2015 operating budget; a copy of DSRSD's June 18, 2014 letter in that regard is attached. DSRSD verbally reiterated the points made in that letter at the Zone 7 Board meeting when the budget was adopted, at the most recent Zone 7 Finance Committee meetings when water rates were discussed and at various staff level meetings. DSRSD's fundamental underlying concerns are fivefold:

1. A multi-year rate plan is preferable to a series of year-by-year rate decisions;
2. Any element of the rates related to lower consumption - and therefore reduced revenue during the drought and for a reasonable recovery period thereafter - should be temporary with a sunset date rather than being permanently embedded into the base rate;
3. Rate decisions should be based on appropriate reserves managed in accordance with adopted reserve policies rather than based on net gains or net losses and short-term cash flow;
4. The adopted budget in its unaltered form (including several contingencies) should not be used to directly drive water rate development; and
5. Rate analyses should be based on TOTAL operating reserves not on an analysis of each reserve sub-account.

**Multi-Year Rate Plan** DSRSD strongly encourages Zone 7 to adopt multi-year rates. DSRSD adopts five-year rate plans. This practice enforces financial discipline, improves an agency's credit ratings, and

reduces the cost to implement rates on a more frequent basis (staff time, consultant costs, public outreach and Proposition 218 compliance costs). However, DSRSD also recognizes the difficulty in transitioning from a year-by-year approach to a multi-year plan.

*DSRSD is supportive of a continuation of Zone 7's current two-year rate setting process and at the same time encourages Zone 7 to push the envelope to longer periods.*

**Rate Element Related to Lower Water Use** DSRSD understands that Zone 7's water operating cost structure is heavily weighted to fixed cost elements which do not change when sales decrease during a drought. This is the same issue faced by all water agencies. Accordingly, DSRSD supports the need for higher rates during those times when sales are reduced. However, DSRSD is strongly opposed to any such rate element that does not sunset when the need for it no longer exists. Not to do so embeds that element permanently into the rates which is then perpetually compounded in future years. This concept can be very simply accomplished in two ways: (1) a drought surcharge of a certain percent or \$/AF amount that remains in effect only for the two-year rate setting period (and which it should be noted can be extended if the drought persists or can be easily repealed if sales return to normal sooner than estimated; or (2) through the adoption at this time of a 2017 rate (beyond this rate setting horizon) that ratchets the rates back to an amount that represents only "normal water consumption."

*DSRSD is supportive of the need for higher rates during those times when sales are reduced but only if the higher rates sunset at a specific time when consumption rebounds.*

**Rate Decisions should be Founded on Reserve Policies** Policy should always precede rate adoption. DSRSD is encouraged that Zone 7 has included in the October 1, 2014 agenda package an analysis of how the recommended rate proposal is projected to affect reserve levels in the various funds maintained by Zone 7 related to the water system. However, a look at that analysis shows, under the recommended rate proposal, the operating reserves are maintained at their maximum levels rather than within the allowable policy range. Without further detail this would suggest the proposed 7 percent/7 percent rate increases for 2015 and 2016, respectively are unnecessarily large. In addition, similar analyses should be developed and presented for each of the alternative rate proposals. Without that data it is impossible to ascertain if any of the other proposals could achieve the adopted policy objectives for reserves at a lower impact to the ratepayers in the community.

*DSRSD is supportive of using reserve policy and resultant reserve levels to set rates. However, the analysis should be performed for all rate options not just the recommended option. The analysis provided indicates that the proposed 7 percent/7 percent option is unnecessarily large.*

**Unaltered Budgets should not Directly Drive Water Rates** Budgets are adopted to control expenditures. As such, assumptions are made on many line items and various sorts of contingencies are built into individual line items or applied as a contingency line item to the budget as a whole. To base rates directly on budgets invariably leads to rates that are greater than they need to be. Adopted budgets should be examined to eliminate such embedded as well as direct contingencies. One way to do so is to examine recent budget to actual histories to see how much of the adopted budget was actually spent. It would appear that Zone 7 has taken a similar approach by using "discounted budget amounts" in the rate proposal and as such DSRSD conceptually supports it doing so. However, it is not clear: (1) how much the budgeted expenditures were adjusted, (2) which expenditures were adjusted,



(3) if the same adjustments were made for all rate proposals; and, (4) if the specific reductions (totaling \$7.75 million out of an approximate \$34 million operating budget) identified by DSRSD in our June 18, 2014 letter have been appropriately addressed.

*DSRSD is supportive of basing rate analyses on “discounted budgets” rather than adopted budget. However, insufficient information is provided to ascertain what has been adjusted and whether or not DSRSD’s previous recommendations have been incorporated.*

**Reserve Analysis should be based on Total Operating Reserves not Sub-Account Reserves** The use of four reserves which all are used to support operations in one form or another (Emergency, Drought Contingency, Rate Stabilization and Operating – not to mention replacement reserves funded via the Asset Management Plan transfers) makes it very difficult to understand and decide what is an appropriate overall level of reserves. Furthermore, it can lead to a conclusion that rates need to be significantly increased to generate appropriate balances in one reserve account when another account is at or even in excess of its reserve targets. Zone 7 should globally analyze the situation by presenting a “total reserves” chart similar to the four already presented for each reserve account so as to allow an understanding of how total reserves compare to overall maximum and minimum levels. Furthermore, and as noted above, this should be done for each of the rate proposals not just the recommended proposal. (In June total reserves were projected to be \$15.3M versus a total maximum reserve level set by policy were identified as only \$9.8M.) If added together, total Zone 7 operating reserves under the 3% increase scenario total \$19.3 and \$19.4 million for Fiscal Years ending 2015 and 2016, respectively which are \$9.98 and \$8.97 million above the minimum policy targets of \$9.3 and \$10.4 million, respectively (see attached). Thus, it appears that the 3% rate proposal is more than adequate to meet Zone 7’s total operating needs for 2015 and 2016.

*DSRSD is supportive of basing rate decisions on TOTAL reserve levels. Such an analysis should be provided for all rate proposals. Until that sort of an analysis is presented, DSRSD is not in a position to be able to support any of the rate proposals and at best could only justify support for a “CPI level” rate adjustment and at this time is opposed to anything in excess of that level.*

**Summary** At this time, and based on the information presented and consequently our limited understanding of the various rate proposals, DSRSD tentatively:

- Supports a multi-year (at least two) rate adoption;
- Supports a rate element related to lower water sales but only if it specifically sunsets;
- Encourages rate setting driven by adherence to adopted reserve policies which bring with it a long-term focus;
- Supports rate setting based on expenditures that do not include contingencies but cannot ascertain to the degree the current rate proposals do so; and
- Supports basing rates on TOTAL operating reserves. The analysis provided should be prepared for all rate proposals. The attached analysis shows that a “CPI level” rate proposal meets Zone 7 established policy targets and operating needs; it is the largest that DSRSD believes can be supported.

Board of Directors

Page 4

October 1, 2014

DSRSD's Board of Directors will be asked to consider a formal position on the Zone 7 rate proposal that emerges from the October 1, 2014 Zone 7 Board meeting. The above policy elements will guide the DSRSD Board deliberations.

Thank you for the opportunity to provide you with our thoughts on the Zone 7 rate proposals for Calendar Years 2015 and 2016.

Sincerely,



JOHN J. ARCHER

Financial Services Manager

Attachments – (2)

JA/ng

cc: DSRSD Board of Directors  
Bert Michalczyk, DSRSD General Manager  
Jill Duerig, Zone 7 General Manager





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June 18, 2014

Board of Directors  
Zone 7 Water Agency  
100 North Canyons Parkway  
Livermore, CA 94551

Subject: Zone 7 Board Agenda Item 8 - Proposed Budget for Fiscal Year 2014/15

Dear Board of Directors:

On behalf of the Board of Directors of Dublin San Ramon Services District (DSRSD) I want to thank you for the opportunity to express DSRSD's views regarding the Zone's proposed Fiscal Year Ended 2015 budget. DSRSD recognizes that the Zone has a responsibility to adopt a budget that best serves the agency's needs. Our comments are focused on the impact the proposed budget will have on the calendar year 2015 rate development process which will commence in the fall of this year and its impact on our customers. DSRSD is especially concerned that this budget which traditionally flows directly into Zone 7's rate development process includes several material items which negatively impact potential rate increases and which we believe must be addressed during the rate development process.

DSRSD would like to thank Zone 7 staff for reaching out to the retailers on two occasions to discuss the budget. However, the concerns that DSRSD and the retailers expressed at those meetings, as well as comments made by DSRSD at the Zone 7 Finance Committee meeting, have not been satisfactorily addressed in the proposed budget.

DSRSD first expressed comments on the Zone 7 budget as noted below at the June 2, 2014 Finance Committee meeting. At that time, our comments were focused on arriving at an appropriately calculated and properly adopted drought surcharge. While the drought surcharge is not moving forward, the fundamental comments expressed below remain unaddressed and remain an integral part of the Zone 7 budget proposal. This is of concern to DSRSD because traditionally the Zone 7 budget as adopted becomes the unaltered basis for the ensuing year's rate calculation – a process alluded to during the Zone 7 Board discussion at the June 4, 2014 Special Board meeting. As such, DSRSD is compelled to state for the record that our comments have not yet been materially addressed.

Based on direction received from the DSRSD Board of Directors, we would like to formally reiterate comments on the following items included in the proposed budget:

- Any budgeted amounts that are included in a rate calculation should be the amount that Zone 7 reasonably expects to spend and not the "upper limit" of potential spending. As an explanation of increased maintenance costs, \$700,000 has been identified for the standby generators. However, the line-item budgeted maintenance costs are projected to increase \$1.8 million. Only reasonably expected expenditures should be included in future rate calculations.
- Water costs are budgeted to increase \$2.6 million related to the potential purchase from an as yet unidentified new water source. The budget amount should not be

June 18, 2014

included in any rate development until any water transfer is legally binding and deliveries occur.

- There is a \$3.3 million increase identified to replenish Replacement reserves used for emergency drought projects. CIP projects should not be fully paid for by current ratepayers over the relatively short time of one year. The cost related to the CIP project and the associated rate impacts should be spread over the useful lives of the projects, just like any other CIP.
- The Capital Improvement Budget has a line item "project" identified as "Contingency" in an amount of \$750,000. That amount should not be included in rate calculations until expressly approved by the Board for an identified expenditure.

The items highlighted above represent a \$7.75 million impact over base spending in prior years. Given total revenue of \$34.4 million, these projects alone would require over 20% in rate increases if fully implemented in the rates to be developed later this year.

We understand and support the use of significant reserves that are appropriately planned to be used in the upcoming year and we note that the Drought Contingency Reserve will be fully depleted. Nevertheless, the projected fiscal year ending Total reserve balance of \$15.3 million remains above the minimum Total target set by your policy of \$9.8 million without any increase in rates but still including the above budgetary amounts. That, of itself, is a clear indication that any contemplated rate increase should be minimal. Rate adjustments should be based on actual costs, not including contingent budget items. Capital costs should be spread over the reasonable useful life of a project and not be fully covered by rates from one year. Finally, while we recognize and support the need to replenish reserves (particularly the Drought Contingency Reserve), those should be replenished over a reasonable period of years in a manner similar to how they were originally built up.

Finally, we also request that when the rates are developed sufficient time be allowed for Zone 7 and retailers to discuss and thoroughly vet the above concerns before your formal consideration.

Thank you for the opportunity to provide you with our thoughts on the Zone 7 budget as it relates to the analysis of rate adjustments for 2015.

Sincerely,



JOHN J. ARCHER  
Financial Services Manager

JA/ng

cc: Georgan M. Vonheeder-Leopold, President  
Ed R. Duarte, Vice President  
D.L. (Pat) Howard, Board Member  
Richard M. Halket, Board Member  
Dawn L. Benson, Board Member  
Bert Michalczyk, DSRSD General Manager  
Jill Duerig, Zone 7 General Manager

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<b>fye15</b>	<b>min</b>	<b>max</b>		<b>baseline</b>	<b>3%</b>	<b>7%</b>
Operating	2,789,719	7,930,183		7,930,183	7,930,183	7,930,183
Drought Contingency	2,318,713	6,624,894		-	-	-
Emergency	2,176,970	6,530,911		6,530,911	6,530,911	6,530,911
Rate Stabilization	1,987,468	6,800,000		4,313,881	4,797,227	5,447,243
<b>TOTAL OPERATING RESERVES</b>	<b>9,272,870</b>	<b>27,885,988</b>		<b>18,774,975</b>	<b>19,258,321</b>	<b>19,908,337</b>
			<b>In XS of Minimum</b>	<b>9,502,105</b>	<b>9,985,451</b>	<b>10,635,467</b>
<b>fye16</b>	<b>min</b>	<b>max</b>		<b>baseline</b>	<b>3%</b>	<b>7%</b>
Operating	2,858,757	8,126,432		7,064,820	8,126,432	8,126,432
Drought Contingency	2,874,973	8,214,208		-	-	-
Emergency	2,246,460	6,739,381		6,739,381	6,739,381	6,739,381
Rate Stabilization	2,464,262	6,800,000		-	4,549,426	3,935,073
<b>TOTAL OPERATING RESERVES</b>	<b>10,444,452</b>	<b>29,880,021</b>		<b>13,804,201</b>	<b>19,415,239</b>	<b>18,800,886</b>
			<b>In XS of Minimum</b>	<b>3,359,749</b>	<b>8,970,787</b>	<b>8,356,434</b>



## STAFF REPORT

Board of Directors  
October 7, 2014

### Zone 7 Water Rates

## BACKGROUND

Zone 7 Board of Directors held a special meeting on Wednesday, October 1, 2014 for the purpose of receiving reports from staff and providing direction on the FYE 2016 Capital Improvement Plan and the Water Rates for 2015 and 2016. President Vonheeder-Leopold and Financial Services Manager John Archer attended on behalf of the District. Three Zone 7 Boardmember were not able to attend the meeting (Directors Greci, Palmer, Holmes, Stevens and Quigley were present).

## SUMMARY

### CIP Program

Zone 7 staff presented the proposed FYE 2016 CIP. The presentation was primarily a list of projects and their descriptions. CIP Program highlights: expenditures will total \$154 million over the 10 year period and \$53 million are new projects arising from regulatory requirements, drought and condition assessment. This item is important to rates as the funding for these projects comes primarily from rate revenue. Staff also presented the projected cash flow related to the plan.

- With all the projects as listed in the plan, the fund balance is negative after two years.
- **Debt financing** was discussed as a potential funding option due to several large expenditures. The cash flow projections using debt financing were much more balanced over the life of the plan.
- Another proposal with proposed full funding (no budget cuts proposed with rates) and potential project deferrals the fund also remained relatively balanced for the 10 year outlook.

There was much discussion about the use of debt. Staff acknowledged that debt is a new idea for the Zone but that **given current interest rates and cost inflation**, now may be the time to give debt serious consideration. Several Boardmembers raised concerns about debt financing.

- The detail list of the projects, their cost, timing and necessity has not been fully vetted with the retailers' plan.
- The previous Board-approved funding of the Asset Management Plan (AMP) should be utilized subject to minor adjustments.
- This plan has a major impact on the long-term rate development; any approved plan should be accompanied by a workable cash flow.

Staff was directed to bring the item back next month and in the interim reach out to the retailers about the projects and programs. The debt issue was considered as an option for future consideration but action would probably be delayed until the next budget cycle.



There was no discussion about the details of the projects on the lists.

### **2015 and 2016 Water Rates**

The October 1, 2014 DSRSD letter and comments (see Attachment 2 to S&R) were acknowledged and appreciated.

Staff presented the impact of several rate options: NO increase; 3% Consumer Price Index (CPI) and 7% Staff recommendation.

Some key comments during the discussion:

- All supported at a minimum level the CPI increase of 3%.
- While there was general support for asset replacement funding, the retailers were split about how much was appropriate. See the comments above for the CIP plan.
- The idea of a drought rate (with a specific sunset) seems to have some traction as a possible short-term solution.
- All seemed to support long-term rate setting, but acknowledged some practical challenges.
- Directions for the next meeting:
  - Staff is to bring back options for increases of 3%; 7%; a potential Drought type charge (with sunset) and some options in between.
  - The one concern raised about the 3% CPI increase was the decrease in funding for the AMP (funding in this proposal was reduced to \$7 million from \$10.5 proposed by staff in the 7% proposal).
  - Staff should reach out to retailers for additional comments and return with requested options at the regular Zone 7 Board meeting of October 15, 2014.

President Vonheeder-Leopold and Financial Services Manager Archer both spoke supporting the 3% rate increase option.

## **RECOMMENDATION**

Discuss and agree on formal position to be communicated to the Zone 7 Board regarding the proposed rate increase.



Reference General Manager	Type of Action Accept Reports and Provide Direction	Board Meeting of October 7, 2014
Subject Accept Various Regular and Recurring Reports and Provide Direction as to which Reports are Still Desired by the Board		
<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
<input checked="" type="checkbox"/> Staff	B. Michalczyk	<input type="checkbox"/> Board Member

## Recommendation:

The General Manager recommends: (1) the Board, by Motion, accept the regular and recurring reports identified herein; and, (2) the Board, by Consensus, provide direction about reports still desired by the Board and on what frequency.

## Summary:

On July 1, 2014 the Board adopted revised Guidelines for Conducting Board Business (the "Guidelines") which, among other things, significantly streamlined the process of presenting items to Board Committees before their consideration by the Board. That has resulted in fewer and less frequent Committee meetings which was a goal of the Board in adopting the revised Guidelines. However, staff still is operating under the direction of the Committees to provide various regular and recurring reports on several aspects of District operations, management and finances.

Attachment 1 presents a listing of the regular and recurring reports that the Committees have requested. The subsequent Attachments 2 through 8 are current versions of those reports and would have been due to the Committees since the adoption of the Guidelines and are as follows:

2. Strategic Work Plan Accomplishments
3. Board Committee Goals Status Reports
4. Employee Computer Loan Report
5. District Financial Report
6. Capital Outlay Budget Adjustments
  - i. Combo Vactor Truck (\$12,000)
  - ii. F 150 Utility vehicle (\$453)
7. Capital Improvement Budget Adjustment (Res. 10 Rehabilitation \$45,000)
8. Unexpected Asset Replacements (Intercooler Heat Exchanger \$11,651)

The first action being asked of the Board is to accept the reports. Secondly, the Board should discuss the list of reports and provide direction as to which reports the Board wishes to continue to receive (and on what frequency). The reports the Board desires to continue to receive will be presented with the appropriate frequency as a Consent Calendar item at future Board meetings. Per the revised Guidelines, any report can still be referred back to the appropriate Committee for follow-up action and/or discussion once it is first presented to the Board.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR B. Michalczyk	DEPARTMENT Executive	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Table of current regular and recurring reports 2. Attachments 2-8 see above 3.			

# ATTACHMENT 1 to S&R

## SUMMARY OF CURRENT REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Requesting Committee
1	Strategic Work Plan Accomplishments Report	Three times per year	All Committees
2	Board Committee Annual Goal Status Report	Three times per year	All Committees
3	Water Supply and Conservation Report	Monthly during drought Monthly during the winter season in non-drought years	Water
4	Employee Retention Statistics	Annually	Personnel
5	District Financial Statements	Monthly except in July	Finance
6	Employee Computer Loan Status Report	Quarterly	Finance
7	"No Net Change" Operating Budget Adjustments	As they occur	Finance Required by Budget Accountability policy
8	Capital Outlay Budget Adjustments	As they occur	Finance Required by Budget Accountability policy
9	Capital Project Budget Adjustments	As they occur	Finance Required by Budget Accountability policy
10	Unexpected Asset Replacements	As they occur	Finance Required by Budget Accountability policy
11	Employee and Board Member Reimbursements greater than \$100	Annually (but also included on warrant list at each Board meeting)	Directly to Board CA Government Code Requirement
12	Outstanding Receivables Report	Annually	Directly to Board District Code Requirement

## Strategic Work Plan Accomplishments Report

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
1.1.1	FIN	Working in concert with the cities to which we provide wastewater services develop equitable and acceptable programs to mitigate the impact capacity fees have on restaurants in the current economy	Important	Ongoing	Short Term	In Progress	Extended Unused Sewer Capacity Program for the City of Dublin to attract restaurants into the City. Program to reallocate unused City DUEs to other City project under development.
1.1.2	FIN	Update Water Capacity Reserve Fee study in conjunction with the update to the Water Master Plan	Important	Ongoing	Short Term	In Progress	Master Plan work started
1.1.3	FIN	Prepare CIP ten year plan	Important	Ongoing	Short Term		
1.1.4	FIN	Update Regional Capacity Reserve Fee study in conjunction with the update to the Regional Treatment Plant Master Plan	Important	Ongoing	Short Term		
1.1.5	FIN	Update Local Capacity Reserve Fee study in conjunction with the update to the Collection System Master Plan	Important	Ongoing	Short Term		
1.2.1	FIN	Review annually the ability to pay back the funds advanced through the Temporary Infrastructure Charge to the water replacement fund from water capacity revenues that maintains expansion reserves at the levels set by Board Water Expansion Fund Management policy	Important	Ongoing	Continuous	Not Started	Completed early (June 2013).
1.2.2	FIN	Prepare an updated Regional rate study that includes appropriate cash reserves and debt coverage	Important	Ongoing	Continuous	In Progress	Engineering staff evaluating potential new rate structures. Data sent to consultant to begin evaluation.
1.2.3	FIN	Prepare an updated Local rate study that includes appropriate cash reserves	Important	Ongoing	Continuous		In review completed, next review pending evaluation of pipeline by the Asset Mgmt Division and contractor. Work will be updated in 2015 in conjunction with next operating budget.
1.2.4	FIN	Update miscellaneous fees and charges	Important	Ongoing	Continuous		Fees were adopted in April 2014
1.2.5	FIN	Prepare an updated water rate study that includes appropriate cash reserves and debt coverage	Important	Ongoing	Continuous		
1.3.1	FIN	Work with DERWA and LAVWMA to transition to a two-year budgeting system	Important	Ongoing	Continuous	Not Started	Two-year budget proposals were submitted to DERWA and LAVWMA in March 2013, although both JPA's adopted only the first year of the budget. To formally convert to 2-year budgets it may be necessary to revise the respective JPA's.
1.3.2	FIN	Prepare Biennial Operating Budget in odd numbered fiscal years	Important	Ongoing	Continuous	Not Started	Work will commence later in calendar year
1.3.3	FIN	Prepare Biennial CIP budget in odd numbered fiscal years	Important	Ongoing	Continuous		
1.3.4	FIN	Prepare DERWA O&M budget	Important	Ongoing	Continuous	Not Started	Complete for FYE 2015
1.3.5	FIN	Prepare LAVWMA O&M budget	Important	Ongoing	Continuous	Not Started	Complete for FYE 2015
1.3.6	FIN	Continue to work closely with Zone 7 to influence Zone 7 to raise rates the minimum amount to achieve their mission while maintaining prudent reserves	Important	Ongoing	Continuous	In Progress	In ongoing dialogue with Zone 7 staff for 2015 and 2016 rate and budget plan. Avoided Drought charge for Summer 2014 and gave feedback for Zone 7 Budget. Continuing discussions regarding the rates
1.3.7	FIN	Develop long-term financial planning models to allow the Board to make more informed long-term rate and budget decisions	Important	Ongoing	Continuous		
1.4.1	FIN	Provide all required reports and disclosures mandated by indentures	Important	Ongoing	Continuous	In Progress	Completed with approval of audit and CAFR.

**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
1.4.2	FIN	Regularly evaluate the District's debt instruments (including Bank Bond) for refinancing and early repayment opportunities that would be beneficial to the District	Important	Ongoing	Continuous	In Progress	Preliminary evaluation completed and sent to Pleasanton for review as required by the FAA. Debt allows early prepay after September payment.
1.4.3	FIN	Annually provide briefings to the Board regarding pension obligations and funding	Important	Ongoing	Continuous	Not Started	Schedule when updates come from PERS in November or December
1.4.4	FIN	Biannually review OPEB liability and funding obligations and maintain 100% funding	Important	Ongoing	Continuous		The Board reviewed the actuarial study Nov 19, 2013 and noted that the OPEB liability is currently 101 % funded as a result of funding provided prior to 6/30/13.
1.4.5	FIN	When PERS isolates District from pension pool, develop plan to fund pension obligations at an appropriate level	Important	Ongoing	Continuous		
1.4.6	FIN	Develop a plan for revising or terminating the Regional Agreement once the debt is paid off	Important	Ongoing	Continuous		
1.5.1	FIN	Investigate ways to generate revenue from the District's Gleason property until such time as it is needed for District purposes or is sold	Best Practice	Ongoing	Continuous	In Progress	Commenced discussions with potential leasor. Proposals for realtor assistance for site reviews under review.
1.5.2	FIN	Participate with regional partners in the pursuit of Federal and State assistance for biosolids-to-energy projects	Best Practice	Ongoing	Continuous	In Progress	Review status on a monthly basis with lobbyists.
1.5.3	FIN	Collect cell phone tower lease revenue and renew expiring leases on favorable terms	Best Practice	Ongoing	Continuous	In Progress	In Progress
1.5.4	FIN	Collect building lease payments	Best Practice	Ongoing	Continuous	In Progress	In Progress
1.5.5	FIN	Advocate for continued receipt of property tax revenue	Best Practice	Ongoing	Continuous		
1.6.1	FIN	Explore in good faith the closeout of the Windemere BLC credit-against-fee agreement	Important	Ongoing	Continuous		Negotiating agreement closeout with BLC (Dougherty Valley); agreement drafted and amounts being analyzed by both parties On hold due to focus on drought during 4th Q of FY
1.6.2	FIN	Un-suspend the credit-against-fee agreement with Shapell, Lin and Pimm Brother or their successors	Important	Ongoing	Continuous		Re-examined at end of each FY against performance of water expansion fund In Progress
1.6.3	FIN	Manage reserve funds in accordance with Board policy and regularly report status	Important	Ongoing	Continuous	In Progress	
1.6.4	FIN	For regional treatment system, develop Excel replacement funding model	Important	Ongoing	Continuous		
1.6.5	FIN	For local collection system, develop Excel replacement funding model	Important	Ongoing	Continuous		
1.6.6	FIN	For LAVWMA export facilities, develop Excel replacement funding model	Important	Ongoing	Continuous		
1.6.7	FIN	For potable water system, develop Excel replacement funding model	Important	Ongoing	Continuous		
1.6.8	FIN	Review the District's reserve policies to ascertain if revisions are needed to protect the District rate payers against a significant economic downturn	Important	Ongoing	Continuous		
1.6.9	FIN	For DERWA recycled water facilities, develop Excel replacement funding model	Important	Ongoing	Continuous		

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
1.7.1	FIN	Continually match short-and long-range investment maturities to short-and long-term cash needs	Important	Ongoing	Continuous	In Progress	In progress
1.7.2	FIN	Regularly report on adherence of investments made to the investment policy and benchmark to market returns	Important	Ongoing	Continuous	In Progress	In progress
1.7.3	FIN	Evaluate and recommend one of three investment options offered by PERS for District OPEB investments	Important	Ongoing	Continuous	Not Started	
1.7.4	FIN	Consider retaining an investment advisor and/or outsourcing portfolio management	Important	Ongoing	Continuous		
1.7.5	FIN	Develop long-term investment goals	Important	Ongoing	Continuous		
2.1.01	WW	Complete condition assessment of appurtenances in highly corrosive locations and prepare report of findings	Important	Ongoing	Continuous		Layers have been added to GIS for repair locations and soil classifications. First impressions do not indicate any specific correlation other than age of pipe. Engineering is working with FOD staff to identify additional information that may lead to a better understanding of failure modes.
2.1.02	WW	For water system asset management, develop and implement an effective valve turning program based upon criticality	Important	Ongoing	Continuous		
2.1.03	WW	For WWTP Asset Management, identify and develop inspection schedule for critical processes and equipment	Important	Ongoing	Continuous		A master process shutdown and equipment assessment schedule is in progress an expected to be completed in FYE 2014.
2.1.04	WW	Conduct CCTV, as well as possible sonar and laser analysis, of large diameter sewers	Important	Ongoing	Continuous		Using the Asset Management data base and risk rating, the highest priority sewers have been identified. CCTV work is underway and will be completed in FY 2014.
2.1.05	WW	Pilot test methods for assessing condition of underground water pipes	Important	Ongoing	Continuous		A pilot project using acoustic testing was completed in May 2014 that estimated changes in wall thickness. Staff will be assessing the significance of the data along with additional testing for possible CIP projects.
2.1.06	WW	For LAVWMA Asset Management, identify inspection schedules and assessment protocols for critical equipment	Important	Ongoing	Continuous		
2.1.07	WW	For DERWA Asset Management, identify inspection schedules and assessment protocols for critical equipment	Important	Ongoing	Continuous		
2.1.08	WW	Implement asset management for critical aspects of the water system	Important	Ongoing	Continuous		
2.1.09	WW	For WWTP Asset Management, identify and develop assessment protocols for laboratory equipment and replacement	Important	Ongoing	Continuous		The lab major assets have been inventoried along with useful lives and replacement costs estimated.
2.1.10	WW	Continue to use Collection system asset management electronic storage, retrieval and closing of AMP work orders	Important	Ongoing	Continuous		Field Operations are transitioning to paperless processing of work orders
2.1.11	WW	Incorporate critical WWTP piping into GIS	Important	Ongoing	Continuous		
2.1.12	WW	Enter all District owned or operated assets in CMMS	Important	Ongoing	Continuous		

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
2.1.13	WW	Integrate asset management of the water system into routine operations	Important	Ongoing	Continuous	In Progress	The water system was evaluated for a condition assessment, and A/C pipe was identified as a potential high risk of failure. Ultrasonic analysis was used to study the condition of existing A/C water mains, and the sections of pipe most susceptible to failure were identified. Engineering developed a plan to replace 800 lineal feet of A/C pipe to confirm or modify the findings of the ultrasonic analysis, which the Board approved for construction during FYE 2015. The results of the construction project will be used to develop recommendations for eventually replacing the remainder of the A/C pipe in service.
2.1.14	WW	For Collection system asset management, based upon first three years of data evaluate cleaning and CTV program including trouble spots	Important	Ongoing	Continuous		Engineering and FOD will perform an evaluation of the program each year for possible adjustments before generating the next year's schedule.
2.2.01	WW	Study the feasibility, in association with Pleasanton, of constructing a compressed natural gas (CNG) fueling station at the WWTP	Mission Critical	Ongoing	Long Term	In Progress	Developing alternative location possibilities and identifying partners. A long term (1-2 year) process to complete.
2.2.01	WW	Rehabilitate the WWTP RAS line	Mission Critical	Ongoing	Long Term		Project scoping requires taking RAS line out of service temporarily to video pipeline condition. WWTP operations have requested line not be taken out of service during summer months to reduce risk of interruption to the process.
2.2.02	WW	Reservoir Access Road Improvements	Mission Critical	Ongoing	Long Term		
2.2.03	WW	Dougherty Road Utilities	Mission Critical	Ongoing	Long Term		
2.2.04	WW	Clarifier 4 Recoating	Mission Critical	Ongoing	Long Term		
2.2.05	WW	CoGen Engine 3 Fuel-switching	Mission Critical	Ongoing	Long Term		
2.2.06	WW	Digester Roof Recoating	Mission Critical	Ongoing	Long Term		
2.2.07	WW	Dublin Trunk Relief Sewer	Mission Critical	Ongoing	Long Term		
2.2.08	WW	Complete Water and Recycled Water SCADA Improvements Project	Mission Critical	Ongoing	Long Term		Project is in design. Design phased to be completed September 2014.
2.2.09	WW	Plan and design corporation yard	Mission Critical	Ongoing	Long Term		
2.2.10	WW	Replace sections of Camp Parks water mains in coordination with development of Camp Parks Cantonment Area	Mission Critical	Ongoing	Long Term		Awaiting development requirements
2.2.11	WW	Design and construct Reservoir 20B	Mission Critical	Ongoing	Long Term		
2.2.12	WW	Plan and design sixth recycled water sand filter	Mission Critical	Ongoing	Long Term		
2.2.13	WW	Complete WWTP SCADA Improvements	Mission Critical	Ongoing	Long Term		
2.2.14	WW	Implement wet weather capacity improvements at WWTP	Mission Critical	Ongoing	Long Term		

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
2.2.15	WW	Relocate Corp Yard	Mission Critical	Ongoing	Long Term		
2.2.16	WW	Issue bids and construct No. 4 Digester	Mission Critical	Ongoing	Long Term		
2.2.17	WW	Expand recycled water plant beyond sixth filter	Mission Critical	Ongoing	Long Term		
2.3.1	WW	Integrate the District's GIS database capabilities into the water system hydraulic model and CMMS (Lucity)	Best Practice	Short Term	Short Term		Incorporated in the Water Master Plan scope of work.
2.3.2	WW	Prepare water master plan, including recycled water	Best Practice	Short Term	Short Term		Contract awarded. Study commenced May 2014.
2.3.3	WW	Develop and maintain potable and recycled water system dynamic hydraulic modeling	Best Practice	Short Term	Short Term		A dynamic hydraulic model has been developed and updated. Staff is refining the model and has begun to review operational issues using the model.
2.3.4	WW	Prepare regional treatment plant master plan including administrative spaces and biosolids handling	Best Practice	Short Term	Short Term		
2.3.4	WW	Review and optimize WWTP power use	Best Practice	Short Term	Short Term	In Progress	A consultant prepared a spreadsheet that staff is now experimenting with and may eventually begin using to make decisions on how much power to generate during peak, partial peak, and off peak periods, both summer and winter. The spreadsheet generates the information that will enable staff to make informed decisions about whether it is more economically advantageous to generate power or buy utility power, at any given time.
2.3.5	WW	Identify other systems for optimization other than power and chemicals (i.e. natural gas, water, etc.)	Best Practice	Short Term	Short Term	In Progress	Leaks in the blower air piping system were corrected by replacing several corroded pipes and replacing a corroded 6-inch air valve. A new digester gas-natural gas blending system was installed on the No. 1 cogen engine, which allows the engine to vary which gas it uses to help eliminate digester gas flaring. The gas conditioning system was improved so that any of the vessels containing media could be serviced without stopping the flow of digester gas and causing flaring.
2.3.6	WW	Prepare regional treatment plant master plan including administrative spaces and biosolids handling, power distribution and generation, alternative energy, odor control and NG fueling station	Best Practice	Short Term	Short Term		
2.3.7	WW	Prepare collection system master plan	Best Practice	Short Term	Short Term		
2.4.01	PER	Complete security improvements at District Office and WWTP	Mission Critical	Ongoing	Continuous	Complete	The DO security panel was replaced with a different model capable of "auto-arming" the building, and the building is now programmed to auto-arm at 10:00 PM each evening. The WWTP front gate camera was replaced with new higher resolution camera. A larger hard drive was installed on the camera server to hold more video data. Additional enhancements to the DO security system may be desired, so in the future a committee may be convened to discuss needs.
2.4.02	PER	Improve emergency communications capabilities	Mission Critical	Ongoing	Continuous		

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
2.4.03	PER	Complete approved security improvement at Maintenance Building	Mission Critical	Ongoing	Continuous	In Progress	The Maint Bldg outside cameras still need to be programmed to automatically sense motion, and the security system needs to be interconnected with SCADA so that potential intrusion alarms can be sent to the Operators. This work will require programming as well as conduit and wiring, and a completion date for this work has yet to be determined.
2.4.04	PER	Update a risk/vulnerability assessment of District facilities and identify needed assets	Mission Critical	Ongoing	Continuous		
2.4.05	PER	Complete security improvements to the water system pump stations and reservoirs	Mission Critical	Ongoing	Continuous		
2.4.06	PER	Implement modern inventory management and control system for maintenance	Mission Critical	Ongoing	Continuous	In Progress	An intern was utilized during the summer of 2014 to itemize and begin tracking cogen spare parts, materials, and permits. More work still remains to be done to finish inventorying and organizing the spare parts kept in the main warehouse.
2.4.07	PER	Regularly train employees regarding what to expect and how to act during a local, regional, and/or national emergency using a variety of exercises, drills and classroom venues	Mission Critical	Ongoing	Continuous		Key staff attended the City of Dublin 3-day Disaster Exercise and SEMS training in July 2013. DSRSD staff met to debrief afterward and scheduled future sessions for staff to train.
2.4.08	PER	Regularly assess and test the security of the District's physical and cyber assets	Mission Critical	Ongoing	Continuous	In Progress	New Firewall installed and configured with new VPN client and Intrusion Protection System. Identity Services Engine is in monitor mode ready to go live Oct 1 for wireless.
2.4.09	PER	Regularly Update Emergency Response Plan	Mission Critical	Ongoing	Continuous		An Emergency Prep work group has been formed. Each of the EOC section leaders are reviewing their roles and responsibilities. Upon a thorough understanding by each, the group has a goal to update the ERP. Portions are expected to be completed in FYE 2014.
2.4.10	PER	Develop formal disaster accounting procedures	Mission Critical	Ongoing	Continuous		
2.4.11	PER	Biennially update the unified communication plan (network/radios/phones)	Mission Critical	Ongoing	Continuous	In Progress	Updates have been prepared and the document is now being reviewed prior to completion. This work is expected to be completed by December 31, 2014.
2.4.12	PER	Conduct emergency preparedness training for elected officials	Mission Critical	Ongoing	Continuous		
2.4.13	PER	Finalize, maintain and regularly update disaster recovery/business continuity plan	Mission Critical	Ongoing	Continuous		Several meetings have been held to reorganize the response team, involving more staff at various levels to provide valuable input. Future progress hampered by 2014 drought emergency
2.5	WW	USE INFORMATION TECHNOLOGY EFFECTIVELY	Important	Ongoing	Continuous		
2.5.1	WW	Provide secure access to fully integrated voice and data technology to provide relevant information to ensure good business and operational decisions	Important	Ongoing	Continuous		New network infrastructure has been installed as part of the Communications CIP. New VOIP phone system also live. Unified Communications features continue to be rolled out. Network security continues to tighten.
2.5.2	WW	Have maps for new infrastructure available electronically	Important	Ongoing	Continuous		
2.5.3	WW	Prepare Master Plan for the business network	Important	Ongoing	Continuous	In Progress	Funding begins FY2014 but will start project before end of calendar year 2014.
3.1.1	WAT	Provide an Adequate Water Supply	Mission Critical	Ongoing	Long Term		

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
3.1.1.01	WAT	Manage the District's available water supply so as to achieve the necessary degree of water use conservation and/or curtailment (as compared to previous years) while: - Communicating to our customers the necessity of doing so; - Maintaining the financial integrity of the water fund(s); - Minimizing the financial burden on low water using customers; and - Always maintaining sufficient water for health and safety and fire protection purposes	Mission Critical	Ongoing	Continuous	In Progress	Zone 7 directed retailers to achieve 25% overall curtailment of deliveries during 2014. Results as of Sept 22: Actual conservation since May 5 is 29.9%, and actual conservation since January 1 is 21.8%. In addition, CY 2014 usage is within the allocation that was assigned to DSRSD by Zone 7. The need for conservation has been communicated to customers via direct mailings, radio, television, newspapers, signs, and speaking engagements. YTD revenues are sufficient to meet budgetary requirements. A "Wise Water User" credit program was established to reward Tier 1 residential users that maintain very low usage during 2014. A residential recycled water fill station was opened on June 12 to provide customers with a means to offset the use of expensive potable water for non-potable uses. Sufficient storage has been maintained in the District's water system at all times to meet fire protection needs.
3.1.1.02	WAT	Regularly assess, in conjunction with Zone 7 and Urban Water management Plans and Water Supply Assessments, the long term adequacy of the District's water supply	Mission Critical	Ongoing	Continuous	In Progress	Periodically review status of Delta fix with Zone 7 staff. RFP to study Long Term Alternative Water Supply Sources beyond the Delta under preparation.
3.1.1.03	WAT	Encourage Zone 7 and other Tri-Valley retailers to develop a portfolio of local water supply options that can be implemented in the event efforts to fix the Delta are delayed or fail or which will supplement an improved Delta supply	Mission Critical	Ongoing	Continuous	In Progress	Retailors submitted a "White Paper" to Zone 7 regarding the need to support and ways to support retailer development of recycled water supplies.
3.1.1.04	WAT	Support regional desalination programs that will benefit District customers	Mission Critical	Ongoing	Continuous		
3.1.1.05	WAT	Support regional operational interties between major water systems that will benefit District customers	Mission Critical	Ongoing	Continuous	In Progress	Intertie facility with the City of Livermore complete. Plans to test EBMUD interties under development.
3.1.1.06	WAT	Routinely monitor and analyze unaccounted loss for recycled and potable water take steps as appropriate to address issues that arise	Mission Critical	Ongoing	Continuous	In Progress	This task is continuous. Information is reviewed on a quarterly basis. Potable water loss is 4.7%. Recycled water loss is 2%.
3.1.1.07	WAT	Update Water Shortage Contingency/Conservation Plan	Mission Critical	Ongoing	Continuous	Not Started	On hold given current conservation levels. Plan will be reviewed as part of the 2015 UWMP update.
3.1.1.08	WAT	Assess water supply for UWMP 2015	Mission Critical	Ongoing	Continuous	Not Started	Water supply issues are being monitored. Detail review will be part of the 2015 UWMP update.
3.1.1.09	WAT	Complete updated UWMP 2015	Mission Critical	Ongoing	Continuous		
3.1.1.10	WAT	Possible reopen of the Zone 7-DSRSD Water Supply Contract if Zone 7 needs to do so because of financing issues related to Delta improvements	Mission Critical	Ongoing	Continuous		Zone 7 considering "Principles of Agreement" for new SWP contract. DSRSD submitted letter saying we reserve our prerogative to take position once more detail is made available
3.1.1.11	WAT	Explore the exchange of recycled water with regional agencies	Mission Critical	Ongoing	Continuous		
3.1.1.12	WAT	Evaluate the benefits of the District exercising its option before 2022 to acquire the well built by Zone 7 on District property at the Camp Parks well field	Mission Critical	Ongoing	Continuous		
3.1.2	WAT	Sustain Compliance with Potable Water Use Reduction Mandates	Important	Ongoing	Continuous		

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Strategic Work Plan Accomplishments Report

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
		Examine the appropriateness of maintaining the District's membership in the California Urban Water Conservation Council if that organization continues on its path of being a semi-regulatory body that prescribes rules beyond what are required to meet State policy (10% by 2015 and 20% by 2020)	Important	Ongoing	Continuous	In Progress	In 2013 the Operations Manager was chosen to serve on a Project Advisory Committee (PAC) that negotiated possible revisions to BMP 1.4 related to volumetric rate setting. The PAC was disbanded in January 2014 after reaching an impasse, and the CUWCC then created a Board Subcommittee to make another attempt to revise BMP 1.4. On May 30 the Operations Manager attended a joint meeting of the former BMP 1.4 PAC and the Board Subcommittee to discuss the history of Group 1's efforts to revise the BMP. A number of ACWA members have recently taken great interest in BMP 1.4 and are participating in efforts to revise the BMP. CUWCC Executive Director Chris Brown resigned in Jan 2014 and he was subsequently replaced by new ED Greg Weber. The CUWCC Board Subcommittee now expects to produce a proposed revision of BMP 1.4 for discussion in December 2014, with potential adoption scheduled for March 2015. The CUWCC understands that BMP 1.4 is the single most controversial issue that the CUWCC faces. ACWA and CASA have been identified as stakeholders in this process. The outcome of the efforts to revise BMP 1.4 is expected to significantly influence the future viability of the organization, so a recommendation concerning the District's future participation in the organization will depend upon the fate of BMP 1.4.
3.1.2.1	WAT	Regularly monitor per capita water usage within the District to ensure the District continues to sustainably meet State water conservation targets (10% by 2015 and 20% by 2020)	Important	Ongoing	Continuous		This task is continuous and information is updated quarterly. Water demand is at 136 gpcd (1.5% increase from same month last year). This is still well below the District's 20% by 2020 target of 163 gpcd.
3.1.2.2	WAT	Participate in, administer as reasonably needed, and promote Zone 7 rebate programs for water conservation	Important	Ongoing	Continuous		This task is continuous. Rebates have been increased as part of the drought action plan. Rebate requests have increased. Rebates are handled through Customer Service and tracked by the Clean Water Section.
3.1.2.3	WAT	Maintain an active Public Information program to reflect the current conservation needs	Important	Ongoing	Continuous		Created a new home-page banner & landing page 8.9.13 regarding ACWA-developed "Save Water & Energy;" Provided additional water saving devices to Dublin's home audit program; District vehicle signs re "Water early or late and save water (May-Oct); Prepared Sept/Oct bill stuffer to "check sprinklers when you change your clocks," ACWA's fall campaign; and promoted both ACWA campaigns at CUWCC meetings and member newsletter; District vehicle signs regarding "Give your sprinklers the winter off" (Nov); Agreed to provide water saving devices and handouts to the City of Dublin's home audit program in 2014. Participated in two Tri-Valley water emergency group exercises, adding public information planning for a coordinated response to Tri Valley water emergencies; working with Zone 7 and other Tri Valley water retailers to develop joint communication tools for emergencies: website; 800 hotline phone number with a recorded message; template news releases; an extranet/RSS feed to share information with all Tri Valley water retailers. See "Drought Response Action Plan" report for more details.
3.1.2.4	WAT	Investigate and develop as appropriate and in partnership with agencies having regulatory approval, a local gray water reuse program	Important	Ongoing	Continuous	Not Started	This will be studied as part of the Long Term Alternative Water Supply Sources.
3.1.2.5	WAT	Investigate and develop as appropriate and in partnership with agencies having regulatory approval a local rainwater capture program	Important	Ongoing	Continuous	Not Started	This will be studied as part of the Long Term Alternative Water Supply Sources.
3.1.2.6	WAT	Improve Water Quality	Best Practice	Ongoing	Long Term		
3.1.3	WAT	Sunset the three-way (DSRSD, Pleasanton, Zone 7) joint water quality resolution and replace with Valley wide water quality policy developed by Zone 7 in cooperation with retailers	Best Practice	Ongoing	Long Term		
3.1.3.1	WAT						

**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
3.1.3.2	WAT	Monitor and evaluate the impact of the Zone 7 demineralization system for improving District water quality	Best Practice	Ongoing	Long Term		Due to the 2014 drought Zone 7's demin facility is currently off-line.
3.1.3.3	WAT	Evaluate measures to reduce water age and maintain a chlorine residual in potable water system	Best Practice	Ongoing	Long Term		
3.1.3.4	WAT	Encourage Zone 7 to take all financially prudent operational and capital improvement steps to improve the overall quality of water served in the Tri-Valley	Best Practice	Ongoing	Long Term	In Progress	Provided review comments on the Zone 7 long term groundwater quality management plan. Provided comments to Zone 7's 10-year CIP Update.
3.1.3.5	WAT	Appropriately participate as appropriate on emerging issues affecting the water supply (pharmaceuticals, endocrine disrupters, fluoride concentrations in drinking water, chromium)	Best Practice	Ongoing	Long Term	In Progress	Continue to follow revisions to standards to identify any issues affecting the District. Currently none of concern.
3.1.3.6	WAT	Work with Zone 7 and other retailers to minimize abrupt variations in source water blends to retailers	Best Practice	Ongoing	Long Term		
3.1.3.7	WAT	Encourage Zone 7 to take proactive and appropriate steps to meet the terms of the DSRSD – Zone 7 Water Supply Agreement calling for the Zone to blend its different sources of water within its operational capabilities to provide water of approximately equal water quality to each of its contractors and to endeavor to provide treated water that is aesthetically acceptable to District customers	Best Practice	Ongoing	Long Term		
3.2.1	WW	Diversify Biosolids Management	Mission Critical	Ongoing	Long Term		
3.2.1.1	WW	Make recommendation regarding participation in Regional Biosolids project	Mission Critical	Ongoing	Long Term	In Progress	Meet monthly to assess program. Biosolids management will be studied under the Wastewater Treatment Plant Master Plan.
3.2.1.2	WW	Facilitate Pleasanton membership in the BAB2E program	Mission Critical	Ongoing	Long Term		BAB2E executive Committee approved Pleasanton membership; Pleasanton scheduled to take action at their end in October 2014
3.2.1.3	WW	Pilot dewatering and waste-to-energy processing	Mission Critical	Ongoing	Long Term	Not Started	Waiting for BAB2E to identify a contractor that has sufficient financing to build and operate a pilot scale system.
3.2.1.4	WW	Pilot test on-site composting	Mission Critical	Ongoing	Long Term	Not Started	
3.2.1.5	WW	Annually harvest biosolids from the FSL's and land application on the DLD	Mission Critical	Ongoing	Long Term	In Progress	Harvesting biosolids from FSL No. 3 began in May 2014 and is expected to be complete by October 2014. The harvested biosolids have been successfully injected into the surface of the DLD, with no odor complaints. Staff also plans to relocate excess solids from FSL No. 6 to the other FSL's before the dredge is removed from service for the winter. In May 2014 a farmer baled about 5 acres of winter wheat, triticale, and oats that he planted on the 55-acre DLD in December 2013. From the 5 acres the farmer produced a total of 550 bales of livestock feed. The remainder of the crop on the DLD was not sprayed in time so it could not be harvested due to excessive weeds. Farming will normally generate a small revenue stream for the District, although in 2014 the farmer's fees were waived for the 550 bales he produced. During the summer of 2014 proposals were solicited, and a contract with a new farmer will be executed in October 2014 for the cover crop that will be harvested in 2015.
3.2.1.6	WW	Develop another standby landfill or land application contract for disposal	Mission Critical	Ongoing	Long Term	N/A	
3.2.2	WW	Fully Develop Wet Weather Disposal Capacity	Mission Critical	Ongoing	Long Term		

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
3.2.2.1	WW	Explore in good faith ways to closeout remaining regional agreement issues related to Clean Water Revival	Mission Critical	Ongoing	Long Term		Agreement drafted; transmitted to Pleasanton in April. Discussions with D. Smith in August. Per Pleasanton their target was October to formally consider
3.2.2.2	WW	Monitor flow to evaluate I/I reduction options	Mission Critical	Ongoing	Long Term		
3.2.2.3	WW	Evaluate and potentially seek reduction and/or transfer of LAVWMA member agency influent limits	Mission Critical	Ongoing	Long Term		
3.2.3	WW	Good Neighbor Relations	Best Practice	Ongoing	Continuous		
3.2.3.1	WW	Complete improvements to landscaping and fencing on east side of WWTP	Best Practice	Ongoing	Continuous		Completed.
3.2.3.2	WW	Hold meetings at least annually with the WWTP neighbors	Best Practice	Ongoing	Continuous	In Progress	A WWTP Neighborhood Meeting has been scheduled for Monday Oct 20, 2014. Last year the event was held on Oct 21 and Directors Vonheeder-Leopold and Duarte attended. The information presented was well received by those attending, and none of the neighbors complained about odors.
3.2.3.3	WW	Maintain odor control facilities in working order to meet objectives for performance	Best Practice	Ongoing	Continuous	In Progress	Maintenance installed a check valve to prevent sewer odors from escaping at a storm drain near the WWTP front gate. Staff decided that it was not practical to install a check valve on another storm drain next to Bldg A. Staff is currently evaluating how to repair leaks in the foul air piping between the Headworks and the main biofilter.
3.2.3.4	WW	Identify and correct fugitive sources of odors at WWTP	Best Practice	Ongoing	Continuous	In Progress	Odors were found escaping from storm drains near the WWTP front gate and next to Bldg A. Staff installed a check valve to prevent sewer odors from escaping at a storm drain near the WWTP front gate. Staff decided that it was not practical to install a check valve on another storm drain next to Bldg A. Staff removed hanging poly strips from the doorways of the rebuilt DAFT and replaced them with framing and screens doors to prevent pigeons from nesting inside the DAFT while still minimizing the escape of odors. Leaks have been detected in the foul air piping between the Headworks and the main biofilter on the west side of the plant, and staff is evaluating how to repair the leaks.
3.2.3.5	WW	Regularly communicate with neighbors at WWTP regarding odors	Best Practice	Ongoing	Continuous	In Progress	A WWTP Neighborhood Meeting has been scheduled for Mon Oct 20, 2014. POD staff maintains the 24-hour Odor Hotline for neighbors to report odors or other concerns.
3.2.3.6	WW	Reach a decision as to when the District has achieved appropriate odor mitigation for the treatment facilities	Best Practice	Ongoing	Continuous		
3.2.4	WW	Address Issues of Emerging Concern and Unresolved Local Issues	Mission Critical	Ongoing	Continuous		
3.2.4.1	WW	Appropriately participate as regulations are formulated and developed related to emerging issues affecting wastewater operations (nutrient removal, plastics, endocrine disrupters, sediment quality, metals, total maximum daily loads (TMDLs), greenhouse gas emissions, air emissions)	Mission Critical	Ongoing	Continuous	In Progress	Staff plans to attend a new Bay Area nutrient removal workshop on October 6, 2014. In April 2014 the Bay Area RWQCB adopted a Nutrient Watershed Permit that effectively modified NPDES permits for discharges to San Francisco Bay. The permit establishes higher levels of required nutrient monitoring requirements, and permittees must conduct and submit planning studies to evaluate the cost and feasibility of adding nutrient removal capabilities. From these regulatory activities it is obvious that some level of nutrient removal will be required for discharges to SF Bay in the coming years. Staff attends periodic meetings of the CWCCG (GHG's), the CASA Regulatory Workgroup (formerly called Tri-TAC), ACWA, and BACWA to stay abreast of potential new regulations and the implementation of existing regulations.

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Strategic Work Plan Accomplishments Report

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
3.2.4.2	WW	Continue to educate our customers on the importance of proper disposal of pharmaceuticals and personal care products and work to provide them with viable options for doing so	Mission Critical	Ongoing	Continuous		Posted links to videos regarding flushables on web 7.3.13; developed Sept/Oct bill stuffer with messages to keep fats, oils, and grease and so-called flushable wipes out of our sewers. Ran a web banner, linked to bill stuffer, on proper FOG disposal (Nov-Dec) posted web banner linked to bill insert through holidays (Nov-Dec). Working with City of Pleasanton to establish a permanent drop box within the Police Department to collect controlled and uncontrolled pharmaceuticals.
3.2.4.3	WW	Replace temporary struvite control equipment with permanent improvements	Mission Critical	Ongoing	Continuous	In Progress	Maintenance installed permanent ferric injectors in the No. 1, No. 2, and No. 3 digesters when the digesters were cleaned and inspected in 2013-2014. Maintenance also cleaned the ferric chloride tank and replaced the ferric chloride sediment filters and piping. Maintenance is currently installing CPVC conduit to contain and protect the poly tubing that is used to convey ferric chloride to the injectors on each digester.
3.3.1	WAT	Secure Additional Recycled Water from Other Sources	Mission Critical	Ongoing	Long Term		
3.3.1.1	WAT	Examine ways in the future to stretch the existing recycled water system in ways that are financially sound such as the use of seasonal storage and fringe basin or other unusable wells	Mission Critical	Ongoing	Long Term	Not Started	This will be studied as part of the Long Term Alternative Water Supply Sources.
3.3.1.2	WAT	Work with Zone 7 to fulfill the MOU commitment to provide up to 1,200 AF yield of seasonal recycled water storage within Zone 7's holdings in the chain of lakes/gravel quarries	Mission Critical	Ongoing	Long Term	In Progress	Provided Zone 7 with documentation if storage needs for their Chain of Lakes Master Plan update. Reviewed ranking system for evaluating the sustainability of each lake for recycled water storage.
3.3.1.3	WAT	Examine the long-term feasibility of intertying recycled water systems throughout the Tri-Valley	Mission Critical	Ongoing	Long Term		Include in Water Master Plan as additional task.
3.3.2	WAT	Extend Recycled Water Service	Important	Ongoing	Long Term		
3.3.2.1	WAT	Complete planning of western Dublin and Camp Parks recycled water projects to a level sufficient to qualify for State and/or Federal funding	Important	Ongoing	Long Term	In Progress	Feasibility Study is complete and have been submitted to USBR in December 2013 for determination. Staff received comments from USBR July 2014. Response to comments is under preparation.
3.3.2.2	WAT	Investigate and develop as appropriate the extension of recycled water to the Alameda County Governmental properties in accordance with the 1996 Area Wide Facility Agreement between the District and Alameda County	Important	Ongoing	Long Term	In Progress	Board authorized CIP as part of the Drought 2014 Action Plan. Project is one of the BAIRWMP projects seeking Prop. 84 Drought Emergency Grant. Award notice expected October 2014. Design under way; construction expected November 2014.
3.3.2.3	WAT	When grant funding is approved, design and build as appropriate the extension of recycled water to western Dublin and Camp Parks	Important	Ongoing	Long Term	In Progress	This item has been reviewed as part of the Recycled Water Expansion Feasibility Study, which is now completed and submitted to USBR in December 2013. Staff received comments from USBR July 2014. Response to comments is under preparation. Board authorized CIP for extension of RW to western Dublin as part of the Drought 2014 Action Plan. Project is one of the BAIRWMP projects seeking Prop. 84 Drought Emergency Grant. Award notice expected October 2014.
3.3.2.4	WAT	In conjunction with the California Department of Public Health investigate and develop as appropriate a pilot program for the use of recycled water in front yards of accepting customers	Important	Ongoing	Long Term	In Progress	Discussions with CDPH and RWQCB regarding RW to residential customers as part of the drought action plan may potentially open opportunities for this item. Initial letter proposing changes have been submitted to CDPH.
3.3.2.5	WAT	Investigate and develop as appropriate the extension of recycled water to the District service within Camp Parks	Important	Ongoing	Long Term	In Progress	This item has been reviewed as part of the Recycled Water Expansion Feasibility Study, which is now completed and submitted to USBR in December 2013. Awaiting review comments from USBR. Utility service analysis has been completed showing recycled water system through Camp Parks.
3.3.2.6	WAT	Investigate and develop as appropriate other uses for recycled water, such as toilet and urinal flushing in non-residential settings	Important	Ongoing	Long Term	In Progress	Staff has approached regulatory agencies to allow new car wash to use recycled water.

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
3.3.3	WAT	Promote Regional Cooperation Regarding Recycled Water	Best Practice	Ongoing	Continuous		
3.3.3.1	WAT	Install and operate facilities to deliver recycled water to Val Vista Park in accordance with DSRSD – Pleasanton Agreements	Best Practice	Ongoing	Continuous		
3.3.3.1	WAT	Support recycled water research to promote indirect and direct potable reuse	Best Practice	Ongoing	Continuous		Complete for FYE 2014 and FYE 2015 - payment remitted to research arm of WaterReuse
3.3.3.2	WAT	Upon approval of DSRSD-Pleasanton and DERWA-Pleasanton agreements take appropriate steps to implement and operate facilities to deliver "interim" service of up to 500 AFA to Pleasanton	Best Practice	Ongoing	Continuous	In Progress	In February 2014 construction was completed to install a piping connection between the DERWA RWTP and Val Vista Park, and in March 2014 the park was converted to recycled water for all irrigation. In May 2014 the City of Pleasanton also began hauling recycled water to the Calippe Golf Course due to the drought. The City of Pleasanton recently completed an environmental review of their recycled water master plan, and have now begun the design on recycled water piping between DSRSD and the Pleasanton Sports Park with a goal to begin conveying water by June 21, 2015. DSRSD expects to soon receive the City's request to begin installing the sixth sand filter cell.
3.3.3.3	WAT	Appropriately participate as regulations are formulated and developed related to emerging issues affecting recycled water such as constituents of emerging concern in recycled water and indirect and direct potable reuse	Best Practice	Ongoing	Continuous	In Progress	Financially supported the WaterReuse Potable Reuse Initiative for research needed to support regulations in place by 2016.
3.3.3.4	WAT	Work with ACWA and other statewide agencies to implement the statewide RW policy on regional and local level	Best Practice	Ongoing	Continuous	In Progress	No specific actions this quarter other than monitoring progress.
3.3.3.5	WAT	Support WaterReuse in the development of state-wide potable reuse policy and regulations	Best Practice	Ongoing	Continuous	In Progress	Financially supported the WaterReuse Potable Reuse initiative for research needed to support regulations in place by 2016.
3.3.4	FIN	Seek Financial Assistance for Recycled Water Projects	Important	Ongoing	Long Term		
3.3.4.1	FIN	Resolve the allocation of Water Resources Development Act grants to DERWA as called for in various DERWA agreements	Important	Ongoing	Long Term		Issue raised. DERWA Authority manager does not want to take on issue until RW issues with Pleasanton are behind everyone. Will renew effort later in CY 2014 after we assess what cooperation we might need from EBMUD for water transfers for 2015.
3.3.4.2	FIN	Partner with Tri-Valley retailers to encourage Zone 7 to financially support recycled water expansion in a prudent and cost effective manner	Important	Ongoing	Long Term	In Progress	Retailors submitted a "White Paper" to Zone 7 regarding the need to support and ways to support retailer development of recycled water supplies.
3.3.4.3	FIN	Support and continue to participate in the Western Recycled Water Coalition seeking federal support for recycled water projects	Important	Ongoing	Long Term	In Progress	This task is continuous. Staff participates in monthly meetings with the Western Recycled Water Coalition and provide support for discussions with federal representatives.
4.1.1	PER	Put in place any changes to the District's organizational structure	Mission Critical	Ongoing	Continuous		Decision made to go with "Three Department / no AGM" model. Actual reporting relationship changes will not be made until permanent senior manager team is in place (target Jan 2015)
4.1.2	PER	Transition to a permanent senior management team	Mission Critical	Ongoing	Continuous		Sequential retirements filled internally with interim appointments to allow time to examine organizational change possibilities. Organizational structure study completed and decision made. SM Compensation and benefit philosophy discussion underway should conclude with BOD action 10-7. Interim PSA extensions made. Target is to have permanent appointments made by Dec 31.
4.1.3	PER	Plan to hire a new General Manager within the time frame of this Strategic Plan	Mission Critical	Ongoing	Continuous		Very preliminary discussions opened with BOD

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
4.1.4	PER	Support the ROP Water Pollution Control Program to ensure its continued success	Mission Critical	Ongoing	Continuous	In Progress	ROP classes are currently in progress at the WWTP, and the program appears to be well run and attended, therefore direct involvement by District staff is not considered necessary at this time.
4.1.5	PER	Continue to develop and expand the existing OJT Program	Mission Critical	Ongoing	Continuous	Not Started	Not yet started.
4.1.6	PER	Annually review and update electronic FOD O&M manuals	Mission Critical	Ongoing	Continuous	In Progress	The FOD eO&M manual review was not updated during FYE 2014 due to sewer root removal efforts and ongoing drought related activities. An update is planned for FYE 2015.
4.1.7	PER	Annually review and update electronic WWTP O&M manuals	Mission Critical	Ongoing	Continuous	In Progress	IT completed moving the WWTP eO&M information over to Sharepoint, and Operations completed an annual update of the eO&M for 2014. Another update will be planned for 2015.
4.1.8	PER	Update long-term staffing plan that is compatible with revenue projections	Mission Critical	Ongoing	Continuous	Not Started	
4.1.9	PER	Assess training needs biennially	Mission Critical	Ongoing	Continuous	Not Started	
4.2.01	PER	Assess District wide safety program	Mission Critical	Ongoing	Continuous	Complete	Safety Officer completed assessment and multi-year program update plan on 9/3/14
4.2.02	PER	Maintain a vigilant safety program and management attention on the importance of safety in the workplace	Mission Critical	Ongoing	Continuous	In Progress	Full Management goals set for the FY15 rating period include a review of required safety training needs for their staff and set targets for completing training.
4.2.03	PER	Promptly and thoroughly investigate all accidents and near misses	Mission Critical	Ongoing	Continuous	In Progress	Ongoing
4.2.04	PER	Routinely inspect work areas for hazards, and correct hazards when identified	Mission Critical	Ongoing	Continuous	In Progress	Ongoing; annual inspection of WWTP completed on 8/26/14.
4.2.05	PER	Provide the necessary tools and equipment to ensure a safe work environment	Mission Critical	Ongoing	Continuous	In Progress	Ongoing
4.2.06	PER	Promptly investigate and take action related to allegations of workplace discrimination, harassment, or any other bias proscribed by law	Mission Critical	Ongoing	Continuous	In Progress	Ongoing
4.2.07	PER	Provide mandatory safety training in accordance with federal and state regulatory requirements	Mission Critical	Ongoing	Continuous	In Progress	Ongoing
4.2.08	PER	Provide workplace violence prevention training	Mission Critical	Ongoing	Continuous	In Progress	Ongoing
4.2.09	PER	Provide diversity training	Mission Critical	Ongoing	Continuous	In Progress	Ongoing
4.2.10	PER	Provide non-harassment training	Mission Critical	Ongoing	Continuous	In Progress	Ongoing
4.2.11	PER	Continue to formally recognize employees at events such as the annual recognition event and other similar venues and opportunities	Mission Critical	Ongoing	Continuous	In Progress	Planning started for 2015 EE Recognition event.
4.3.1	PER	Fill IT Analyst position	Important	Ongoing	Continuous		Aomar Bahloul was hired 7/14/14.
4.3.2	PER	Assess the District's Deferred Compensation (457) plan and conduct marketing review every 4 years	Important	Ongoing	Continuous	In Progress	Plan assessment completed on 9/8/14. Marketing to begin in Spring of 2015.
4.3.3	PER	Assess hiring practices and procedures to ensure that the District is effectively and efficiently hiring the top candidates	Important	Ongoing	Continuous		Ongoing

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
4.3.4	PER	Undertake timely and appropriate compensation and benefit surveys as job classifications are modified or created and in advance of labor contract negotiations	Important	Ongoing	Continuous	In Progress	Admin and Engineering Services Manager position descriptions to be presented to the Board on 10/7/14. Comp survey completed on 9/10/14.
4.3.5	PER	Maintain a viable suggestion program to improve business practices	Important	Ongoing	Continuous	In Progress	Ongoing
4.3.6	PER	Review current District work practices and personnel work rules to reflect the cultural shift towards a maintenance organization	Important	Ongoing	Continuous	In Progress	Ongoing; Recruitment/selection, confidentiality, travel/training, temp employees rules in draft.
4.3.7	PER	Maintain an advisory committee to advise the full management team on matters of business process improvements, assuring that staff at all levels is prepared, empowered, and willing to make decisions that affect their work	Important	Ongoing	Continuous		Annual TQI training and retreat for FYE 2015 to be scheduled. TQI has been rolled into the fabric of the organization and will no longer be separately branded as "TQI" but will become part of cultural norms of Team Work; Empowerment; Ownership; and Bottom-up decision making
4.3.8	PER	Review and update the New Employee Orientation Program	Important	Ongoing	Continuous		In progress
4.4.1	PER	Assess alternative staffing strategies to meet the Mission on an ongoing basis given current economic conditions and labor markets	Important	Ongoing	Continuous		Ongoing
4.4.2	PER	Regularly review organizational structures to identify opportunities for efficiencies and better alignment at least as often as whenever a key vacancy occurs	Important	Ongoing	Continuous		Ongoing
4.5.1	PER	Conduct performance evaluations for all District employees at least annually and as new employees reach the end of probationary periods	Best Practice	Ongoing	Continuous	In Progress	Ongoing; annual performance evaluations on schedule to be completed by 9/30/14.
4.5.2	PER	Conduct annual performance evaluations for all Board-appointed positions	Best Practice	Ongoing	Continuous		Legal Counsel and General Manager evaluations complete. District Secretary and Treasurer evaluations scheduled for Oct-Nov timeframe.
4.5.3	PER	Assess the need for a new supervisory academy program triennially	Best Practice	Ongoing	Continuous	Not Started	
4.5.4	PER	Regularly assess, update and implement performance management program	Best Practice	Ongoing	Continuous		Updates for next performance process are in scheduled to be completed by 6/1
4.6.1	PER	Meet regularly with representatives of recognized employee groups to address labor issues	Best Practice	Ongoing	Continuous	In Progress	Ongoing
4.6.2	PER	Seek to resolve all grievances at the lowest possible level	Best Practice	Ongoing	Continuous	In Progress	Ongoing
4.6.3	PER	Evaluate and update District Code, Personnel Merit System	Best Practice	Ongoing	Continuous		
4.6.4	PER	Every four years, evaluate and update employer-employee relations resolution process	Best Practice	Ongoing	Continuous		Completed
4.7.1	PER	Assist the Board with the development of a long-term compensation and benefits philosophy	Important	Short Term	Long Term	In Progress	Comp and benefits philosophy currently in development.
4.7.2	PER	Monitor and implement as appropriate the provisions of the enacted California pension reform legislation and meet and confer as may be needed to address issues as they arise	Important	Short Term	Long Term	In Progress	Ongoing
4.7.3	PER	Monitor and implement as appropriate the provisions of the enacted Federal health care reform legislation and meet and confer as may be needed to address issues as they arise	Important	Short Term	Long Term	In Progress	Ongoing
4.7.4	PER	Conduct MEBU negotiations at an appropriate time	Important	Short Term	Long Term		

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Strategic Work Plan Accomplishments Report

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
4.7.5	PER	Conduct PEBU negotiations at an appropriate time	Important	Short Term	Long Term		
4.7.6	PER	Conduct CEBU negotiations at an appropriate time	Important	Short Term	Long Term		
4.7.7	PER	Conduct Local 39 negotiations at an appropriate time	Important	Short Term	Long Term		
4.8.1	PER	Stay abreast of news stories, trends, issues and realities associated with public sector employment	Best Practice	Ongoing	Continuous	In Progress	Ongoing
4.8.2	PER	Stay abreast of evolving legislation involving public sector employment	Best Practice	Ongoing	Continuous	In Progress	Ongoing
4.8.3	PER	Regularly conduct employee exit interviews	Best Practice	Ongoing	Continuous	In Progress	Ongoing
4.8.4	PER	Regularly conduct employee satisfaction surveys	Best Practice	Ongoing	Continuous		Survey complete, data analysis to be completed by 6/30
4.8.5	PER	Develop plan to address identified and legitimate issues regarding input received on employee satisfaction surveys	Best Practice	Ongoing	Continuous	In Progress	Met with Full Management to discuss survey results on 8/12/14.
4.8.6	PER	Host a periodic retiree luncheon	Best Practice	Ongoing	Continuous		
5.1.01	EA	Update Board Guidelines	Best Practice	Ongoing	Continuous		Board approved in July 2014.
5.1.02	EA	Achieve CSDA Transparency certification	Best Practice	Ongoing	Continuous	Complete	District received notification that achieved Transparency Certificate of Excellence in February 2014.
5.1.03	EA	Improve experience for online users of Board and Committee agendas focusing of accessibility with tablet devices	Best Practice	Ongoing	Continuous		Full wireless access to Business Network delayed pending resolution of minor issues with the Identity Services Engine and Mobile Device Management. Both applications currently being beta tested. New wireless access point and additional wired network ports installed in Board Room. Electronic Enterprise Content Management System proposal addresses some of the Agenda Management that will facilitate mobile agenda packets.
5.1.04	EA	Evaluate the operation of the Board's revised Committee system a year after it goes into operation	Best Practice	Ongoing	Continuous		Committee system streamlining rolled into revised Board guidelines adopted in July 2014.
5.1.05	EA	Conduct prospective Board member orientation programs	Best Practice	Ongoing	Continuous		No election in 2014 - two incumbent candidates for two seats
5.1.06	EA	Conduct newly elected Board member orientation programs	Best Practice	Ongoing	Continuous		Not needed in FYE 2015 - no election; two incumbent candidates for two seats
5.1.07	EA	Conduct consolidated District elections	Best Practice	Ongoing	Continuous	In Progress	Nomination period for two Directors' seats closed August 2014; only two incumbents filed papers. Incumbents to fill both elective seats.
5.1.08	EA	Update the Strategic Plan Mission, Vision, Values and Goals every two years	Best Practice	Ongoing	Continuous		Fourth edition approved June 2014; will revisit early in CY 2015
5.1.09	EA	Update the Strategic Work Plan Tasks every year	Best Practice	Ongoing	Continuous		Will update in spring 2015

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
5.1.10	EA	Annually review 25% of District policies	Best Practice	Ongoing	Continuous	In Progress	Designated policies scheduled for on target review through end of calendar year 2014.
5.1.11	EA	Ensure ease of communication from the public to their elected officials	Best Practice	Ongoing	Continuous		Draft response letters on behalf of the Board when customers email the Board via the web; Placed two color options for the logo in the lobby (8.6.13 to 8.20.13) for customers to vote on their favorite. With Executive Services, assembled application and supporting documents needed to obtain CSDA District Transparency Certificate of Excellence and scheduled three auditors to review our documentation.
5.1.12	EA	Provide required notice and monitor compliance with regular Board Ethics Training	Best Practice	Ongoing	Continuous	In Progress	All Board members current with completion of training. One training certificate outstanding.
5.1.13	EA	Conduct annual Conflict of Interest, Brown Act, and Public Records Act training for Board	Best Practice	Ongoing	Continuous	Not Started	For FYE 2015, training will be scheduled in January 2015.
5.1.14	EA	Conduct regular harassment prevention training for Board	Best Practice	Ongoing	Continuous	In Progress	Ongoing
5.1.15	EA	Respond to all Public Records Act requests within the "spirit of the law"	Best Practice	Ongoing	Continuous	In Progress	All PRA's received in FYE 2015 processed in accordance with legal requirements.
5.1.16	EA	Encourage timely compliance of all FPPC filings by elected officials	Best Practice	Ongoing	Continuous	In Progress	All elected officials in compliance at current time
5.2.1	EA	Evaluate and update Purchasing Guidelines	Best Practice	Ongoing	Continuous	Not Started	
5.2.2	EA	Undertake biennial review of Conflict of Interest Code	Best Practice	Ongoing	Continuous	In Progress	Completed for 2013 pending administrative followup on one FPPC request; continuing communication with FPPC to resolve requests.
5.2.3	EA	Regularly evaluate and update personnel rules	Best Practice	Ongoing	Continuous	In Progress	Ongoing
5.2.4	EA	Maintain the District Code online on a continuous basis	Best Practice	Ongoing	Continuous	In Progress	Online Code is current. One un-codified ordinance adopted by BOD.
5.2.5	EA	Maintain District policies online on an ongoing basis	Best Practice	Ongoing	Continuous	In Progress	Posted online policies nearly current; slight delay due to transition to new website.
5.2.6	EA	Encourage timely compliance of all FPPC filings by required filers	Best Practice	Ongoing	Continuous	In Progress	All filings current.
5.2.7	EA	Provide information and ensure compliance regarding ethics training to designated employees	Best Practice	Ongoing	Continuous	In Progress	Designated employees currently in compliance. When upcoming training is required, employees will be notified in advance.
5.2.8	EA	Conduct regular harassment prevention training for District staff	Best Practice	Ongoing	Continuous	In Progress	All employees currently in compliance; new employees and supervisors due to complete their 2-year training will complete by 6/30
5.2.9	EA	Post Board and Committee agendas, supporting materials, and minutes online	Best Practice	Ongoing	Continuous	In Progress	All agendas for BOD and Committee have been posted in compliance with the Brown Act on updated website.
5.3.1	EA	Continue to recover from backlog in records management	Best Practice	Ongoing	Continuous	Not Started	Remaining backlog of inactive records minimal and will be scheduled for completion in FYE 2015.
5.3.2	EA	Examine and implement ways to streamline, enhance and update current records management and email retention programs District-wide	Best Practice	Ongoing	Continuous	In Progress	Completed ECMS vendor and consultant negotiations. Agreements approved by BOD in August and September. Commenced CIP project activities.

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**Strategic Work Plan Accomplishments Report**

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
5.3.3	EA	Examine and implement as appropriate a formal contract management and administration system	Best Practice	Ongoing	Continuous	Not Started	In advance of formal contract management and administration system, staff to continue review/retention of aged District agreements. Further actions scheduled with implementation of ECMS project.
5.3.4	EA	Conduct an annual review and update of the Sanitary Sewer Management Plan (SSMP)	Best Practice	Ongoing	Continuous	In Progress	Staff completed a comprehensive update to the SSMP in 2013 to respond to questions and comments raised by the RWQCB. Staff is currently working on a 2014 update to implement the new requirements imposed by the SWRCB's updated Monitoring and Reporting Program (MRP), with completion expected in the fall of 2014.
5.3.5	EA	Review insurance requirements of standard agreements and construction contracts triennially	Best Practice	Ongoing	Continuous	Complete	Risk Management Policy updated in August 2014.
6.1.1	EA	Finalize Intergovernmental Reciprocal Services Master Agreement (IRSMA) for Board consideration	Important	Short Term	Continuous		Approval schedule: Pleasanton 9-16; Zone 7 9-16; Livermore 9-22; DSRSD 10-7; Dublin 10-7; San Ramon TBD
6.1.2	EA	Implement Task Orders involving DSRSD under IRSMA	Important	Short Term	Continuous	Not Started	Awaiting approval of the agreement
6.2.1	EA	Reconvene Tri-Valley Utility Ad Hoc Committee to assess progress since 2014 meeting	Important	Ongoing	Long Term		Will target spring CY 2015 for next meeting
6.2.2	EA	Move forward with implementation/further evaluation as directed by Board	Important	Ongoing	Long Term		Tri-Valley utility Ad Hoc Committee endorsed further evaluation of the following six items (which were also endorsed for further discussion by DSRSD Board on May 20) Specialty utility fleet maintenance Water conservation programs Inventory control and management Specialty laboratory services Closed circuit TV inspection of sewers and storm drains After-hours call out/emergency response Very preliminary discussions started but put on temporary hold due to focus on drought
6.3.1	EA	Complete Water Supply Assessment for Camp Parks Exchange Project	Mission Critical	Ongoing	Continuous	Complete	This item was completed in May 2013.
6.3.2	EA	Plan, design and construct all major infrastructure needed for Camp Parks Exchange Project	Mission Critical	Ongoing	Continuous		Awaiting development requirements.
6.3.3	EA	Review and inspect all developer-dedicated infrastructure for Camp Parks Exchange project	Mission Critical	Ongoing	Continuous	In Progress	The first developer project in Camp Parks commenced Spring 2013. Staff continues to work with Camp Parks staff and developer to ensure that adequate facilities are constructed to support the Camp Parks master plan.
6.3.4	EA	Meet at least quarterly with the senior staff of Camp Parks to ensure broad cooperation	Mission Critical	Ongoing	Continuous		Ongoing - meet bi-monthly and as needed (most recently related to possible Corp yard relocation on base)
6.4.1	EA	Open discussions with EBMUD regarding transitioning from the DERWA JPA to a contractual relationship	Important	Mid Term	Long Term		
6.4.2	EA	Transition from a JPA to a contractual relationship	Important	Mid Term	Long Term		
6.5.1	EA	Meet at least quarterly with the senior staff of the cities we serve to ensure broad cooperation	Best Practice	Ongoing	Continuous		Ongoing on a regular and routine basis
6.5.2	EA	Meet at least annually with the elected officials of the cities we serve to coordinate broad policy matters	Best Practice	Ongoing	Continuous		Will be planning a "How did we do during the drought" presentation to each City Council in approx. Nov.

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Strategic Work Plan Accomplishments Report

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
6.5.3	EA	Meet as needed with the senior staff of the school districts in our service area to ensure broad cooperation	Best Practice	Ongoing	Continuous		Meet at least bi-monthly (and more as needed) with Superintendent
6.5.4	EA	Meet as needed with the elected officials of the school districts in the service area to coordinate broad policy matters	Best Practice	Ongoing	Continuous		
6.5.5	EA	Meet as needed with County staff to ensure broad cooperation	Best Practice	Ongoing	Continuous	In Progress	Ongoing on an as-needed basis
6.6.1	EA	Meet at least quarterly with the Tri-Valley Retailers Group senior staff to ensure broad cooperation	Best Practice	Ongoing	Continuous	In Progress	Monthly meetings in progress.
6.6.2	EA	Meet with the City of Pleasanton in accordance with the Regional Agreement	Best Practice	Ongoing	Continuous	Not Started	
6.6.3	EA	Attend DERWA Board meetings in accordance with the DERWA JPA and Board-adopted meeting schedule	Best Practice	Ongoing	Continuous	In Progress	The Operations Manager or designee typically attends DERWA Board Meetings, unless the DERWA Authority Manager recommends that the agenda will not involve any questions related to the operation and maintenance of the DERWA facilities.
6.6.4	EA	Meet at least quarterly with the DERWA Public Affairs Steering Committee to ensure broad cooperation	Best Practice	Ongoing	Continuous		Participate in the DERWA Public Affairs Steering Committee meetings.
6.6.5	EA	Meet periodically during the year with the DERWA and EBMUD recycled water senior operations staff to ensure broad cooperation	Best Practice	Ongoing	Continuous	In Progress	DERWA O&M Coordination Meetings were held in July 2013, October 2013, March 2014, and July 2014. The next meeting is scheduled for October 22, 2014.
6.6.6	EA	Attend LAVWMA Board meetings in accordance with the LAVWMA JPA and Board-adopted meeting schedule	Best Practice	Ongoing	Continuous	In Progress	The Operations Manager or designee typically attends LAVWMA Board Meetings, unless the LAVWMA GM recommends that the agenda will not involve any questions related to the operation and maintenance of the LAVWMA facilities.
6.6.7	EA	Meet at least quarterly with the LAVWMA and member agency senior operations staff to ensure broad cooperation	Best Practice	Ongoing	Continuous	In Progress	LAVWMA O&M Coordination Meetings are scheduled monthly, although occasionally meetings are cancelled due to schedule conflicts or a lack of new topics to discuss.
6.7.1	EA	Develop and maintain professional working relationships with regulatory agencies that govern District operations	Best Practice	Ongoing	Continuous	In Progress	Ongoing
6.8.1	EA	Participate in CASA governance and/or Committee and Task Force work	Best Practice	Ongoing	Continuous		Dan Gallagher is Vice Chair State Leg Committee Sue Stephenson on Communications Committee Bert Michalczyk on Volumetric pricing working group and citizen suit working group, Georgean Vonheeder-Leopold on Program Committee
6.8.2	EA	Participate in ACWA governance and/or Committee and Task Force work	Best Practice	Ongoing	Continuous		Sue Stephenson is on ACWA Board of Directors and Chairs Commination Committee  Bert Michalczyk on State Leg Committee and Water Management Committee (Chairing Recycled Water Subcommittee) and is an Outreach Ambassador and on "Low Income Subsidy" working group
6.8.3	EA	Participate in CSRMA governance and/or Committee and Task Force work	Best Practice	Ongoing	Continuous		Bert Michalczyk Chair of Pooled Liability Committee and member of Executive Board
6.8.4	EA	Participate in WateReuse governance and/or Committee and Task Force work	Best Practice	Ongoing	Continuous	In Progress	Local WateReuse chapter office member from Engineering Dept

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Strategic Work Plan Accomplishments Report

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
6.8.5	EA	Participate in CUWCC governance and/or Committee and Task Force work	Best Practice	Ongoing	Continuous	In Progress	The Operations Manager serves on CUWCC's Utility Operations Committee. The Operations Manager was also chosen to serve on a Project Advisory Committee (PAC) for revising BMP 1.4 related to volumetric rate setting. The PAC met numerous times during Sept 2013 thru Jan 2014 and reached an impasse. The Operations Manager attended the Plenary meeting held on Sept 17, 2014, and gave a presentation about DSRSD's residential recycled water fill station and AquaHawk.
6.8.6	EA	Participate in BACWA governance and/or Committee and Task Force work	Best Practice	Ongoing	Continuous	In Progress	The Lab Supervisor serves on BACWA's Lab Committee. The Field Operations Supervisor serves on the BACWA Collections Committee.
6.8.7	EA	Participate in Tri-TAC governance and/or Committee and Task Force work	Best Practice	Ongoing	Continuous	In Progress	The Operations Manager and the Operations Supervisor both serve on the CASA Regulatory Workgroup and Water Quality Committee (formerly Tri-TAC).
7.1.1	EA	Re-evaluate cost of the District paying the credit card fee for debit/credit card transactions currently being paid by customers who use this method of payment	Important	Ongoing	Continuous	In Progress	Investigating options with alternate price points.
7.1.2	EA	Launch new internet platform	Important	Ongoing	Continuous	Complete	New Internet Website is live! Launched early.
7.1.3	EA	Develop content for new District website	Important	Ongoing	Continuous		PI spent FY13 working with DSRSD's web experts to develop content for the new website; created new logo and tagline; Vision Internet contract for architecture and design of web signed 7.15.13. Homepage framework established. Identified 50 pages for VI to migrate (web experts to migrate the remaining 150 pages). Homepage design established 12.30.13. Training of staff and web experts 4.8.14 to 4.10.14. Web pages being transitioned from current website to new website. Expect new website to be live 7.1.14.
7.1.4	EA	Use technology to allow customers to readily access their customer accounts	Important	Ongoing	Continuous	In Progress	The new AquaHawk Customer Portal has been fully integrated and was released to the public immediately following Board adoption of the Drought Ordinances. This tool provides customers with detailed water consumption and projected billing information in an easy to use, sustainable and reliable platform. As resources become available our goal is to further enhance this tool's capabilities by including access to additional Utility Billing information.
7.1.5	EA	Conduct a multi-year "branding" campaign emphasizing the value the District provides to the communities it serves	Important	Ongoing	Continuous		Attended Utility Branding Network meeting in Orange County 8.5.13. Hired John Ruetten to consult with the District re Strategic goals 7.1.05 (web site) and 7.1.07 (branding). Homepage framework development 100% complete. Development of "Standards" document is 80% complete and started incorporating standards into DSRSD communication materials. Development of "Policy Brief" 50% complete. Formed an SNWG to develop District Style Guide to enhance consistent communication and logo implementation. Drought efforts have superseded Style Guide efforts.
7.1.6	EA	Continue to market electronic billing and payments	Important	Ongoing	Continuous		Updated paperless billing web page with Arbor Day campaign results.
7.1.7	EA	Conduct customer satisfaction surveys in a cost-effective manner and report the results annually	Important	Ongoing	Continuous	In Progress	Due to increased work volumes related to drought restrictions this process has been temporarily suspended.
7.1.8	EA	Bill customers accurately and in a timely manner	Important	Ongoing	Continuous	In Progress	Metrics continue to demonstrate compliance with this objective
7.2.1	EA	Use social media platforms to communicate key District messages, especially emergency water alerts	Best Practice	Ongoing	Continuous		Once the website is updated, then we'll focus on Twitter. HR using social media for recruiting.

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Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
7.2.2	EA	Prepare and cost-effectively distribute key publications (e.g., CAFR, AWQR, budget, strategic plan, etc.)	Best Practice	Ongoing	Continuous		Strategic Plan posted on the web. CAFR completed 12.9.2013 and posted on the web. Completed assessment and certification of AWQR's 2nd electronic issue 4.30.14.
7.2.3	EA	Promote key District messages	Best Practice	Ongoing	Continuous		Since the beginning of the fiscal year, we've issued 24 news releases: Vonheeder-Leopold elected to LAFCO Board; Central Dublin Recycled Water event; Rim Fire not Affecting Water Sources; Tap Water Tests Show Acceptable Levels of Copper and Lead; Tour the Wastewater Treatment and Recycling Plants; Property Tax Bills Show DSRSD Sewer Charge; Four Government Entities Sign Agreements to Provide Recycled Water to Pleasanton; DSRSD Installing \$3 Million Upgrade to Meter Reading System; DSRSD Finances Moving in the Right Direction; DSRSD Board sets 2014 Officer and Committee Assignments; Tour the WWTP (2); Laird Discusses California Water Action Plan; Kohnen Scholarship; Pleasanton Park irrigated with recycled water; Science Fair winners, and eight news releases regarding the drought. Created a bill insert about combating FOG/flushables and change clocks/check sprinklers; Created the Central Dublin Recycled Water Celebration; Developed tour protocols to ensure tour guides are communicating key messages.
7.2.4	EA	Undertake appropriate community outreach activities	Best Practice	Ongoing	Continuous		Partnered with City of Dublin to provide home audits (we gave them water conserving devices to distribute); Created the Central Dublin Recycled Water event with 70 attendees, six news outlets publicized the event extolling the value of recycled water in our community. Began working with City of Dublin on new resident "Welcome" packet; Reviewed and revised HEIS materials before they send them to our customers; drafted talk on value of water for BOD President to present to Dougherty Valley Rotary. Purchased and filled a literature rack for the WWTP lobby with key information for tour attendees. Facilitated Zone 7's water jug exhibit at Dublin Library regarding average daily water use. See the "Drought Response Action Plan" report for more details.
7.2.5	EA	Provide means for cost-effective community input (such as an interactive web site, issue-specific open houses, brief surveys, social media, etc.)	Best Practice	Ongoing	Continuous		Placed two color combinations for the logo in the lobby (8.6.13 to 8.20.13) and asked staff and customers to vote for their favorite.
7.2.6	EA	Provide media training for appropriate staff	Best Practice	Ongoing	Continuous		Available whenever Board or staff want it. Partnered with Central San's M. Scahill and provided media training to the California Association of Sanitation Agencies senior staff.
7.3.1	EA	Provide educational materials and instruction to area schools and institutions of higher learning	Best Practice	Ongoing	Continuous		The District's website offers a unique lesson plan for each grade from kindergarten through 7th grade. In addition, the District distributed water conservation activity booklets to 1,495 second graders, Water Hero/home water audit packets to 1,404 third graders, and recycled water activity booklets to 2,495 5th graders.
7.3.2	EA	Undertake appropriate education and outreach to the continuation high schools in the District's service area	Best Practice	Ongoing	Continuous		Met with The Gardens at Heather Farm to discuss the possibility of them providing Sewer Science teachers for DSRSD like they do for CCCSD.
7.3.3	EA	Coordinate with Zone 7 (which employs three credentialed teachers under contract) to assist with the District's educational program	Best Practice	Ongoing	Continuous		Edited "Our Water" poster which Zone 7 will publish in early 2014 for classroom and retailer use.
7.3.4	EA	Continue to participate and fund the Bay Area Consortium of Water and Wastewater Education program	Best Practice	Ongoing	Continuous	In Progress	Funding was budgeted for FYE 2014 and FYE 2015.
7.3.5	EA	Continue to host the Tri-Valley Regional Occupational Program for future wastewater operators at the District's WWTP	Best Practice	Ongoing	Continuous	In Progress	ROP classes were held at the WWTP during 2013-2014, and a new 2014-2015 class recently began meeting at the WWTP.
7.3.6	EA	Continue lecture series to Advanced Placement Environmental Studies class (high school level) regarding water in California	Best Practice	Ongoing	Continuous		School year 2014/15 lecture for Feb 2015

Strategic Work Plan Accomplishments Report

Goal	Committee	Goal Statement	Importance	Start Time	Time to Achieve	FY 15 Status	Results
7.3.7	EA	Continue lecture series to upper division Urban Planning class (UC Berkeley) regarding recycled water in CA	Best Practice	Ongoing	Continuous		Spring semester lecture scheduled for April 2015
7.3.8	EA	Sponsor regional science fair awards related to the water sciences	Best Practice	Ongoing	Continuous		Held the organizational meetings for both Alameda and Contra Costa County regional science fair awards. Managed to share some of the workload with Contra Costa County water/wastewater agencies.
7.3.9	EA	Annually sponsor and promote the James B. Kohnen scholarship program	Best Practice	Ongoing	Continuous		PI staff promoted the Kohnen scholarship in the following ways: attended the Dougherty Valley and California High School financial aid night 12.9.13, provided informational flyers to six area high school career counselors and the Las Positas Community College career counselor, placed informational flyers at the front counter and in the DO lobby, produced a news release that generated articles. No qualified applicants applied.

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# TRIENNIAL 2014 GOAL STATUS - SEPTEMBER

## EXTERNAL AFFAIRS COMMITTEE 2014

<b>Committee Members:</b>	Vice President Duarte Director Benson Alternate: Director Howard
<b>Meeting Date and Time:</b>	First Tuesday after First Board Meeting at 5:30 p.m.
<b>Staff Liaison:</b>	Bert Michalczyk General Manager
<b>Committee Mission:</b>	The Mission of the External Affairs Committee is to provide policy level guidance to programs that focus on the District's service to, relationship with, and communication with all of our customers including residents, businesses, schools, and major institutional customers. The Committee will recommend new policies, or changes to policies, that are related to its mission. The Committee's mission also includes matters that require a focused District involvement on external matters such as State and Federal Legislation, the subject of which is not specifically covered by the Charter of another Committee. The Committee will be the primary deliberative Committee for matters related to the Tri-Valley Utility Coordination and Integration study unless the Board establishes another or an ad-hoc committee. Finally, the Committee will provide policy level guidance on all openness and transparency matters. The Committee shall review and guide other matters that, from time to time, may be referred to it by the Board of Directors.
<b>Type of Committee:</b>	Deliberative Liaison as to the City of Dublin Liaison as to the City of San Ramon Liaison as to the City of Livermore Liaison to all school districts
<b>Adopted by Committee:</b>	January 8, 2014
<b>Accepted by Board</b>	February 4, 2014

### COMMITTEE GOALS

The goal of the Committee is to ensure that the District makes steady and reasonable progress on the goals the Board established in the Strategic Plan that are related to the Mission of the Committee with a special focus on the following for 2014:

- Review any Strategic Work Plan changes that require budgetary support and that are within the Charter of the Committee;
  - **COMPLETED, APRIL 2014**
- Review any mid-cycle budget proposal items that are within the Charter of the Committee;
  - **COMPLETED APRIL 2014**
- Provide policy level guidance related to Tri-Valley Utility Coordination and Integration discussions;

- **COMPLETED MAY 2014**
- Provide policy level guidance related to the development of the Intergovernmental Reciprocal Services Master Agreement (IRSMA) for eventual Board consideration;
  - **COMPLETED OCTOBER 2014**
- Provide policy level guidance regarding District communications related to the developing water supply situation;
  - **ONGOING**
- Provide policy level support to ensure positive, cooperative and timely responses to requests from news organizations for information
  - **ONGOING – ALL REQUESTS RESPONDED TO IN A TIMELY MANNER;**
- Provide policy level guidance related to finalizing the Guidelines for Conducting Board Business;
  - **COMPLETED JULY 2014**
- Provide policy level guidance for the eventual adoption of a District-wide electronic record management system;
  - **COMPLETED SEPTEMBER 2014**
- Provide policy level support for the launch of the District's new web platform
  - **COMPLETED JUNE 2014**
- Guide the award of the annual James B. Kohnen scholarship program
  - **THERE WERE NO QUALIFIED APPLICANTS THIS YEAR. STAFF WILL TRY ONE MORE YEAR TO MARKET THIS SCHOLARSHIP.**

# TRIENNIAL 2014 GOAL STATUS - SEPTEMBER

## FINANCE COMMITTEE 2014

<b>Committee Members:</b>	President Vonheeder-Leopold Director Halket Alternate: Director Benson
<b>Meeting Date and Time:</b>	1st Monday after 1st Board Meeting @ 8:30 a.m.
<b>Staff Liaison:</b>	John Archer Interim Financial Services Manager
<b>Committee Mission:</b>	The Mission of the Finance Committee is to provide policy level guidance to programs that focus on the District's financial affairs. The Committee will recommend new policies, or changes to policies that are related to its mission. The Committee's mission also includes policy level review of budgeting, rate setting, risk management, financial acquisitions and strategies as well as debt management. In addition, the Committee shall review and guide other matters that from time to time may be referred to it by the Board of Directors.
<b>Type of Committee:</b>	Deliberative as to Finance
<b>Adopted by Committee:</b>	January 13, 2014
<b>Accepted by Board</b>	February 4, 2014

### COMMITTEE GOALS

The goal of the Committee is to ensure that the District makes steady and reasonable progress on the goals the Board established in the Strategic Plan that are related to the Mission of the Committee with a special focus on the following for 2014:

- Review any Strategic Work Plan changes that require budgetary support and that are within the Charter of the Committee; **COMPLETED MAY 2014**
- Review any mid-cycle budget proposal items that are within the Charter of the Committee; **COMPLETED MAY 2014**
- Provide policy level guidance for the water capacity fee decision; **WATER MASTER PLAN IN PROGRESS FOR FYE 2015**
- Provide policy level guidance for miscellaneous fee decision; **COMPLETED MARCH 2014**
- Provide policy level guidance for the work with Pleasanton to review wastewater account classifications and the regional rate decision; and **IN PROGRESS**
- Monitor fund balances and development revenue and provide policy level guidance for matters related to the Water Expansion Fund. **COMPLETED AUGUST 2014**

# TRIENNIAL 2014 GOAL STATUS – SEPTEMBER

## PERSONNEL COMMITTEE 2014

<b>Committee Members:</b>	Vice President Duarte Director Benson Alternate: Director Halket
<b>Meeting Date and Time:</b>	First Tuesday after First Board Meeting at 5:30 p.m. (5:45 p.m. on dates when there is also an External Affairs Committee meeting)
<b>Staff Liaison:</b>	Michelle Gallardo Interim Organizational Services Manager
<b>Committee Mission:</b>	The Mission of the Personnel Committee is to provide policy level guidance to programs that focus on the District's personnel including labor relations and performance management. The Committee will recommend new policies, or changes to policies that are related to its mission. In addition, the Committee shall review and guide other matters that from time to time may be referred to it by the Board of Directors.
<b>Type of Committee:</b>	Deliberative
<b>Adopted by Committee:</b>	January 14, 2014
<b>Accepted by Board</b>	February 4, 2014

### COMMITTEE GOALS

The goal of the Committee is to ensure that the District makes steady and reasonable progress on the goals the Board established in the Strategic Plan that are related to the Mission of the Committee with a special focus on the following for 2014:

- Review any Strategic Work Plan changes that require budgetary support and that are within the Charter of the Committee; **COMPLETE**
- Review any mid-cycle budget proposal items that are within the Charter of the Committee; **COMPLETE**
- Complete performance assessments for General Manager, General Counsel, Treasurer and District Secretary; **IN PROGRESS; GM and General Counsel evaluations complete, District Secretary and Treasurer in process, due by November 2014.**
- Explore reasonable means to ensure management level succession planning in a difficult economy; **IN PROGRESS**
- Guide the update to the District's Emergency Response Plan and ensure a reasonable degree of staffing readiness; **IN PROGRESS; staff have been meeting to discuss emergency response efforts related to impacts from drought.**
- Ensure that the District has sufficient manpower to enable it to meet its Mission; **IN PROGRESS– ALL NEW POSITIONS FILLED – WORKING ON VACANCIES ONLY.**
- Assist the Board to develop a compensation and benefits philosophy that will allow the District to remain competitive and attract highly qualified, motivated and innovative staff

- to ensure a high performing organization; **COMPLETED**
- Guide the updating of the Employer-Employee Relations Resolution; **COMPLETE**
- Ensure Board and staff complete mandated Ethics Training and Harassment Prevention training in accordance with District Policies and industry best management practices; **ON GOING**

# TRIENNIAL 2014 GOAL STATUS – SEPTEMBER

## WASTEWATER COMMITTEE 2014

<b>Committee Members:</b>	Director Halket Director Howard Alternate: President Vonheeder-Leopold
<b>Meeting Date and Time:</b>	Second Wednesday after First Board Meeting @ 8:30 a.m.
<b>Staff Liaison:</b>	Dan Gallagher, Operations Manager
<b>Committee Mission:</b>	The Mission of the Wastewater Committee is to review and guide programs and policies that focus on delivery of safe, secure, economical and reliable wastewater collection, treatment and disposal services including liquids, biosolids, and air emissions such as odors, regulated air emissions and greenhouse gas emissions from wastewater operations. The Committee will recommend new policies, or changes to policies that are related to its mission. The Committee's Mission also includes representing the District's interest on LAVWMA and as Liaison to the City of Pleasanton. The Committee shall also represent the District's interest with residents in the neighborhoods adjacent to the Wastewater Treatment Plant as may be required. In addition, the Committee shall review and guide other matters that, from time to time, may be referred to it by the Board of Directors.
<b>Type of Committee:</b>	Deliberative as to Wastewater JPA Representative to LAVWMA City of Pleasanton Liaison
<b>Adopted by Committee:</b>	January 15, 2014
<b>Accepted by Board</b>	February 4, 2014

### COMMITTEE GOALS

The goal of the Committee is to ensure that the District makes steady and reasonable progress on the goals the Board established in the Strategic Plan that are related to the Mission of the Committee with a special focus on the following during CY 2014:

- Review any Strategic Work Plan changes that require budgetary support and that are within the Charter of the Committee; **COMPLETE**
- Review any mid-cycle budget proposal items that are within the Charter of the Committee; **COMPLETE**
- Guide updating the Strategic Plan in those areas that are within the Charter of the Committee; **COMPLETE**
- Provide policy level guidance to updating the District's Biosolids Master Plan; **NOT YET STARTED:** *Staff plans to integrate the Biosolids Master Plan with the Wastewater Treatment Plant Master Plan when a comprehensive Wastewater Treatment Master Plan update is initiated during FYE 2015.*
- Provide policy level guidance to updating the District's Wastewater Treatment Master Plan;

**NOT YET STARTED:** *A comprehensive Wastewater Treatment Master Plan update will be initiated during FYE 2015.*

- Provide policy level guidance related to Pleasanton's desire to connect the proposed East Amador Relief Sewer and Lift Station to the Regional Treatment Plant; **IN PROGRESS:** *Pleasanton is currently studying alternatives for connecting the EARS lift station to the Wastewater Treatment Plant (WWTP). The General Manager has participated in several discussions with City staff regarding their needs.*
- Provide policy level guidance to implementing aesthetic improvements, security enhancements, and odor control corrective measures and improvements; **IN PROGRESS:** *The WWTP Landscaping and Fencing Project was recently completed, which replaced a section of the perimeter fence around the WWTP. Additional fencing and/or security improvements may be recommended in the future.*
- Provide policy level guidance leading towards a Board decision as to what constitutes the accomplishment of the District's odor control commitment made as part of the Stage IV WWTP Expansion; **NOT STARTED;** *staff is researching the criteria and the requirements that will be needed to make this determination.*
- Provide policy level guidance related to Pleasanton's desire to implement a recycled water program; **IN PROGRESS:** *DSRSD, Pleasanton, and DERWA executed an agreement to provide recycled water to Pleasanton for the City's proposed recycled water program. Pleasanton is seeking to obtain grant funding to help cover the cost of implementing their recycled water program, including the possible use of grant funds to expand DERWA's recycled water treatment plant. Pleasanton approved a contract with RMC for design services related to implementing their recycled water master plan at the September 2 Council Meeting. A design kick-off meeting was held with Pleasanton and DSRSD staff in September.*
- Provide policy level guidance to the adoption of the annual budget for LAVWMA, including the potential continued development of an asset management program for LAVWMA's Facilities; **IN PROGRESS;** *DSRSD continues to plan and manage routine replacements and CMMS administration. However, in FYE 2014 LAVWMA suspended any enhancements to the asset management program that had been started by DSRSD staff in July 2012. The proposed FYE 2015 study to evaluate replacing the export pumps may include a component of asset management for the pumps and related systems.*
- Provide policy level guidance for the implementation of efficiency improvements related to energy consumption and chemical use. **IN PROGRESS;** *staff continues to explore and implement opportunities for increasing energy efficiency as time allows, and proposals are recommended to the Board when deemed appropriate. During FYE 2014 an experimental continuously modulating gas mixing system was installed on the No. 1 cogeneration engine, which staff successfully configured so that it would function properly despite limitations in the manufacturer's design of the system. The digester gas conditioning system was also modified so that a sulfide scrubber could be removed from service to replace the media without interrupting the flow of digester gas to the cogeneration engines, which was a significant improvement to the original design of the gas conditioning system. The 2-year CIP budget was then revised to include funding to convert the No. 3 cogeneration engine so that it could be switched back and forth between digester gas and natural gas on the fly, and this work is scheduled for FYE 2015. The improvements have already significantly reduced digester gas flaring.*



# TRIENNIAL 2014 GOAL STATUS - SEPTEMBER

## WATER COMMITTEE

2014

<b>Committee Members:</b>	President Vonheeder-Leopold Director Howard Alternate: Director Duarte
<b>Meeting Day and Time:</b>	First Thursday after Second Board Meeting@ 8:30 a.m.
<b>Staff Liaison:</b>	Rhodora Biagtan Interim Engineering Services Manager
<b>Committee Mission:</b>	The mission of the Water Committee is to provide policy level guidance related to programs and policies associated with potable and recycled water supply, facilities and services including reliability and water quality. The Committee will recommend new policies or changes to policies that are related to its mission. The Committee's mission also includes representation of the District's interests with DERWA. The Committee shall also serve as the District's Liaison to Zone 7. In addition, the Committee shall review and guide other matters that from time to time may be referred to it by the Board of Directors.
<b>Type of Committee:</b>	Deliberative as to Water Representatives to DERWA Liaison to Zone 7
<b>Adopted by Committee:</b>	January 23, 2014
<b>Accepted by Board</b>	February 4, 2014

### COMMITTEE GOALS

The goal of the Committee is to ensure that the District makes steady and reasonable progress on the goals the Board established in the Strategic Plan that are related to the mission of the Committee with a special focus on the following for 2014:

- Review any Strategic Work Plan changes that require budgetary support and that are within the Charter of the Committee; **COMPLETE**.
- Review any mid-cycle budget proposal items that are within the Charter of the Committee; **COMPLETE**.
- Guide and develop consensus for the Summer 2014 Water Shortage Contingency plan based upon the State allocation and consistent for all retailers and Zone 7; **COMPLETED**.
- Provide policy guidance in the implementation of the Zone 7 "2011 Water Supply Evaluation" study including but not limited to: policy review and support of proposal to Zone 7 by the Water Retailers for financial support of recycled water projects; revisions to the Zone 7 water conservation program to better target the need of retailers to achieve 20% by 2020 demand reduction; and providing seasonal storage for recycled water; **IN PROGRESS**. *Retailers submitted a draft "White Paper" to Zone 7 regarding possible ways that the Zone may provide financial support for recycled water. A meeting was planned in the last quarter to begin discussion of proposals, but has been delayed due to*



*preparation for and implementation of drought action plans associated with this year's drought. A meeting has been deferred to a later period.*

- Provide policy level guidance for renewing the District's long term planning efforts to diversify its sources of potable water and for developing a plan for leading edge water management efforts including gray water, rainwater capture and more aggressive use of recycled water in non-traditional locations such as front yards so as to lessen the District's dependence on the fragile Delta supply; **IN PROGRESS.** *A new CIP project to study long term alternative water supplies beyond the Delta has been adopted to commence in Fiscal Year 2015. A request for proposal for consulting services is expected to be distributed in October. A task order is expected to be executed in November.*
- Provide information to the District's customers related to big picture water issues in the State that affect the District's present and future water supply reliability; and **IN PROGRESS.** *Public review of 2014 Drought actions and subsequent public outreach provide information on water supply issues in the Tri-Valley. A Joint Liaison Meeting was held on Saturday, September 27, where representatives from Zone 7 and the water retailers discussed top priorities for the valley. Additional discussions are planned.*
- Provide policy guidance for the Water Master Plan. **IN PROGRESS.** *Water Master Plan preparation is in progress.*

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Water - 2

DUBLIN SAN RAMON SERVICES DISTRICT  
 FY 2013/14 PAYROLL DEDUCTION SCHEDULE  
 EMPLOYEE COMPUTER LOANS (a/c 300.115.50)  
 PROGRAM MAXIMUM \$20,000  
 BALANCE AT 9/30/2014

Employee	Type	Loan Amt	Interest	Total	Current	Payments	Ending	Payment Schedule		
				Loan + Int	*	Y/N	To-Date	Balance	Date of 1st	Date of last
								09/30/14		
ACTIVE LOANS										
Bailey, David	Laptop	\$1,255.41	\$1.63	\$1,257.04	*	Y	1,063.70	193.34	16-Dec-13 1-Dec-14	
Biagtan, Rhodora	Laptop	\$1,310.99	\$2.52	\$1,313.51		Y	673.80	639.71	13-Jan-14 29-Jun-15	
Castro, Aaron	Desktop	\$1,017.69	\$2.20	\$1,019.89		Y	758.35	261.54	9-Sep-13 23-Feb-15	
Duenas, Bonifacio	Tablet	\$1,000.65	\$2.46	\$1,003.11		Y	643.00	360.11	4-Nov-13 20-Apr-15	
Gallardo, Michelle	Tablet	\$312.61	\$0.43	\$313.04		Y	252.84	60.20	30-Dec-13 15-Dec-14	
Galves, Patricia	Laptop	\$647.88	\$1.24	\$649.12		Y	333.00	316.12	13-Jan-14 29-Jun-15	
Hayes, Jeffrey	Tablet	\$798.69	\$1.20	\$799.89		Y	738.36	61.53	3-Jun-13 17-Nov-14	
Lantin, Lino	Laptop	\$657.99	\$1.26	\$659.25		Y	338.20	321.05	13-Jan-14 29-Jun-15	
Madarang, Raquel	Laptop	\$1,006.99	\$2.32	\$1,009.31		Y	440.13	569.18	24-Feb-14 10-Aug-15	
Penafior, Jonathan	Tablet	\$543.91	\$0.82	\$544.73		Y	488.95	55.78	17-Jun-13 1-Dec-14	
Sevilla, Virgilito	Tablet	\$1,271.40	\$2.73	\$1,274.13		Y	980.10	294.03	26-Aug-13 9-Feb-15	
Valdez, Jessie	Desktop	\$1,365.41	\$1.88	\$1,367.29		Y	1,192.04	175.25	1-Jul-13 15-Dec-14	
TOTALS		\$11,189.62	\$20.69	\$11,210.31			\$7,902.47	\$3,307.84		

Available Balance \$16,692.16

Active Loans	12
Active Loan Amts.	\$11,189.62
Avg. Loan	\$932.00
Avg. Pmt	\$25.63

\* AMORTIZATION BASED ON LESS THAN 39 PAYMENTS



August, 2014

## Monthly Financial Report

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10/1/14

# Dublin San Ramon Services District

## Revenue Summary

August 2014

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	%f Budget Received	% Revenue Expected
Local Sewer Operations	\$ 2,138,511	\$ 209,574	\$ 214,546	\$ 1,923,965	10.03%	9.80%
Regional Sewer Operations	\$ 19,374,765	\$ 807,282	\$ 980,599	\$ 18,394,166	5.06%	4.17%
<b>Service Charges - Sewer</b>	<b>\$ 21,513,276</b>	<b>\$ 1,016,856</b>	<b>\$ 1,195,145</b>	<b>\$ 20,318,131</b>	<b>5.56%</b>	<b>4.73%</b>
Water Operations	\$ 24,001,250	\$ 1,000,052	\$ 1,314,001	\$ 22,687,249	5.47%	4.17%
<b>Service Charges - Water</b>	<b>\$ 24,001,250</b>	<b>\$ 1,000,052</b>	<b>\$ 1,314,001</b>	<b>\$ 22,687,249</b>	<b>5.47%</b>	<b>4.17%</b>
Local Sewer Replacement	\$ 523,747	\$ 87,291	\$ 182,058	\$ 341,689	34.76%	16.67%
Local Sewer Expansion	\$ 509,233	\$ 84,872	\$ 177,031	\$ 332,202	34.76%	16.67%
Regional Sewer Replacement	\$ 1,663,501	\$ 277,250	\$ 417,492	\$ 1,246,009	25.10%	16.67%
Regional Sewer Expansion	\$ 10,846,201	\$ 1,807,700	\$ 2,729,280	\$ 8,116,921	25.16%	16.67%
<b>Capacity Reserve Fees - Sewer</b>	<b>\$ 13,542,682</b>	<b>\$ 2,257,114</b>	<b>\$ 3,505,860</b>	<b>\$ 10,036,822</b>	<b>25.89%</b>	<b>16.67%</b>
Water Replacement	\$ 2,063,802	\$ 343,967	\$ 317,503	\$ 1,746,300	15.38%	16.67%
Water Expansion	\$ 5,656,349	\$ 942,725	\$ 889,731	\$ 4,766,617	15.73%	16.67%
<b>Capacity Reserve Fees - Water</b>	<b>\$ 7,720,151</b>	<b>\$ 1,286,692</b>	<b>\$ 1,207,234</b>	<b>\$ 6,512,917</b>	<b>15.64%</b>	<b>16.67%</b>
<b>Fees &amp; Permits</b>	<b>\$ 3,836,199</b>	<b>\$ 639,367</b>	<b>\$ 259,666</b>	<b>\$ 3,576,533</b>	<b>6.77%</b>	<b>16.67%</b>
<b>Interest</b>	<b>\$ 659,744</b>	<b>\$ 109,957</b>	<b>\$ 105,635</b>	<b>\$ 554,109</b>	<b>16.01%</b>	<b>16.67%</b>
<b>Other Income</b>	<b>\$ 3,796,215</b>	<b>\$ 632,703</b>	<b>\$ 606,424</b>	<b>\$ 3,189,791</b>	<b>15.97%</b>	<b>16.67%</b>
	<u><b>\$ 75,069,518</b></u>	<u><b>\$ 6,942,740</b></u>	<u><b>\$ 8,193,966</b></u>	<u><b>\$ 66,875,552</b></u>	<u><b>10.92%</b></u>	<u><b>9.25%</b></u>

Note: Interfund transfers and Contributions of Property are excluded from this report.

**Dublin San Ramon Services District**  
**Working Capital Summary**  
**August, 2014**

<b>Enterprise Funds</b>					
<b>Fund</b>	<b>Dollars (\$)</b>		<b>In Months</b>		
	<b>YTD Actual</b>	<b>Budget</b>	<b>Target (Months)</b>	<b>Last Month</b>	<b>Current Month</b>
Local Enterprise	\$ 1,084,869	\$ 745,512	4	6.52	5.82
Regional Enterprise	\$ 8,017,162	\$ 5,531,747	4	5.96	5.80
Water Enterprise	\$ 12,245,825	\$ 6,625,683	4	6.59	7.39

<b>Replacement Funds</b>			
<b>Fund</b>	<b>In Dollars (\$)</b>		
	<b>Actual</b>	<b>Target</b>	<b>Above (Below)</b>
Local Replacement	\$ 9,906,243	\$ 3,764,249	\$ 6,141,994
Regional Replacement	\$ 12,880,618	\$ 7,950,853	\$ 4,929,765
Water Replacement	\$ 8,824,599	\$ 10,453,012	\$ (1,628,413)

<b>Expansion Funds</b>			
<b>Fund</b>	<b>In Dollars (\$)</b>		
	<b>Actual</b>	<b>Target</b>	<b>Above (Below)</b>
Local Expansion	\$ 5,542,334	\$ 141,000	\$ 5,401,334
Regional Expansion	\$ 37,928,346	\$ 15,075,272	\$ 22,853,074
Water Expansion	\$ 13,170,753	\$ 8,373,072	\$ 4,797,681

<b>Temporary Infrastructure Charge Status</b>			
<b>Revenue Type</b>	<b>In Dollars (\$)</b>		
	<b>Amount Collected</b>	<b>Amount Repaid</b>	<b>Net</b>
Temporary Infrastructure Charge Status	\$ 8,208,152	\$ (4,037,358)	\$ 4,170,795

NOTE: The Enterprise Funds working capital balances are subject to final adjustment to the Rate Stabilization Funds for fiscal year ending 2014 once audit is final.

# Dublin San Ramon Services District

## Expense Summary by Fund

August 2014

% of Year Completed= 17%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 1,683,340	\$ 280,557	\$ 239,920	\$ 1,443,420	14.25 %
210 - Local Sewer Replacement	\$ 848,900	\$ 141,483	\$ 271	\$ 848,629	0.03 %
220 - Local Sewer Expansion	\$ 265,347	\$ 44,224	\$ 66,142	\$ 199,205	24.93 %
300 - Regional Sewer Operations	\$ 13,613,842	\$ 2,268,974	\$ 2,442,053	\$ 11,171,788	17.94 %
310 - Regional Sewer Replacement	\$ 160,509	\$ 26,752	\$ 18,343	\$ 142,166	11.43 %
320 - Regional Sewer Expansion	\$ 7,070,891	\$ 1,178,482	\$ 1,110,340	\$ 5,960,551	15.70 %
600 - Water Operations	\$ 17,925,177	\$ 2,987,530	\$ 1,972,873	\$ 15,952,304	11.01 %
605 - Water Rate Stabilization Fund	\$ 50,000	\$ 8,333	\$ 251	\$ 49,749	0.50 %
610 - Water Replacement	\$ 389,588	\$ 64,931	\$ 104,085	\$ 285,503	26.72 %
620 - Water Expansion	\$ 3,860,821	\$ 643,470	\$ 631,567	\$ 3,229,254	16.36 %
900 - Administrative Overhead	\$ 7,002,215	\$ 1,167,036	\$ 973,945	\$ 6,028,270	13.91 %
965 - Other Post Employment Benefits	\$ 764,050	\$ 127,342	\$ 137,686	\$ 626,364	18.02 %
995 - DV Standby Assessment	\$ 1,429,211	\$ 238,202	\$ 0	\$ 1,429,211	0.00 %
	<u>\$ 55,063,890</u>	<u>\$ 9,177,315</u>	<u>\$ 7,697,476</u>	<u>\$ 47,366,414</u>	<u>13.98 %</u>

Note: This report shows operating expenses prior to the Administrative Overhead fund's expenses being allocated to the other funds.

# Expense Summary By Department

August 2014

% of Year Completed= 17%

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
Executive	\$ 1,532,148	\$ 255,358	\$ 218,450	\$ 1,313,699	14.26%
Organizational Services	\$ 2,442,217	\$ 407,036	\$ 361,833	\$ 2,080,384	14.82%
Financial Services	\$ 3,981,849	\$ 663,641	\$ 575,058	\$ 3,406,790	14.44%
Engineering	\$ 4,160,502	\$ 693,417	\$ 636,830	\$ 3,523,671	15.31%
Operations	\$ 13,603,249	\$ 2,267,208	\$ 2,159,990	\$ 11,443,259	15.88%
Non-Departmental	\$ 29,343,926	\$ 4,890,654	\$ 3,745,315	\$ 25,598,610	12.76%
	<u>\$ 55,063,890</u>	<u>\$ 9,177,315</u>	<u>\$ 7,697,476</u>	<u>\$ 47,366,414</u>	<u>13.98%</u>

## Expense Summary by Category

August 2014

% of Year Completed= 17%

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
Personnel	\$ 20,548,611	\$ 3,424,769	\$ 3,353,376	\$ 17,195,235	16.32%
Materials and Supplies	\$ 12,874,914	\$ 2,145,819	\$ 1,253,496	\$ 11,621,417	9.74%
Contract Services	\$ 4,698,436	\$ 783,073	\$ 475,485	\$ 4,222,952	10.12%
Other Expenses	\$ 15,746,270	\$ 2,624,378	\$ 2,571,915	\$ 13,174,355	16.33%
Capital Outlay	\$ 1,195,659	\$ 199,277	\$ 43,204	\$ 1,152,455	3.61%
	<u>\$ 55,063,890</u>	<u>\$ 9,177,315</u>	<u>\$ 7,697,476</u>	<u>\$ 47,366,414</u>	<u>13.98%</u>



**Dublin San Ramon Services District**

**Capital Outlay by Division  
August, 2014**

<u>Capital Outlay - Identified</u>	<u>Budget</u>	<u>Year To Date Actual</u>	<u>Dollars Remaining</u>	<u>Percent Used</u>
License wireless point-to-point radio	\$ 40,000	\$ -	\$ 40,000	0.00%
<b>Information Systems</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>0.00%</b>
Backflow Program Software	(1) \$ 25,000	\$ 26,045	\$ (1,045)	104.18%
<b>Planning &amp; Permitting</b>	<b>\$ 25,000</b>	<b>\$ 26,045</b>	<b>\$ (1,045)</b>	<b>104.18%</b>
GeoKNXMobile for Lucy Software	\$ 26,500	\$ -	\$ 26,500	0.00%
* F-350 truck w/utility bed and accessories	59,000		59,000	0.00%
* New CCTV camera w/ inclinometer & lift	43,000		43,000	0.00%
* F-450 truck with utility bed, crane, compressor	59,000		59,000	0.00%
* Vac Con Jetter / Combo Truck (with vacuum)	350,000		350,000	0.00%
* Combination Vacuum/Jetter truck	400,000		400,000	0.00%
<b>Field Operations</b>	<b>\$ 937,500</b>	<b>\$ -</b>	<b>\$ 937,500</b>	<b>0.00%</b>
Truck for LAVWMA operations	\$ 23,000	\$ -	\$ 23,000	0.00%
<b>Plant Operations</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ 23,000</b>	<b>0.00%</b>
WWTP Primary Sludge End Collectors	\$ 60,000	\$ -	\$ 60,000	0.00%
Fleet pool vehicle	20,000		20,000	0.00%
FLS Mixer (2)	13,000		13,000	0.00%
Used Bucket Truck	35,000		35,000	0.00%
<b>Mechanical Maintenance</b>	<b>\$ 128,000</b>	<b>\$ -</b>	<b>\$ 128,000</b>	<b>0.00%</b>
Truck for Operations Control Sys Specialist	\$ 25,000	\$ -	\$ 25,000	0.00%
WWTP Aeration Blowers	17,159	17,159	-	100.00%
<b>Electrical Maintenance</b>	<b>\$ 42,159</b>	<b>\$ 17,159</b>	<b>\$ 25,000</b>	<b>40.70%</b>
<b>Total Capital Outlay - Identified</b>	<b>\$ 1,195,659</b>	<b>\$ 43,204</b>	<b>\$ 1,152,455</b>	<b>3.61%</b>
<u>Unexpected Capital Outlay</u>			\$ -	
<b>Total Unexpected Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total All Capital Outlay</b>	<b>\$ 1,195,659</b>	<b>\$ 43,204</b>	<b>\$ 1,152,455</b>	

(1) Cost for software support needs to be moved to Div 42 operating budget

# Capital Project Expense Summary Report

Dublin San Ramon Services District

August, 2014

Fund #		Budget	Year-to-date Expenditures	Balance	Prct Used
210	Local Sewer Replacement	786,000.00	39,427.59	746,572.41	5.02%
220	Local Sewer Expansion	101,000.00	3,929.81	97,070.19	3.89%
310	Regional Sewer Replacement	3,666,000.00	116,377.66	3,549,622.34	3.17%
320	Regional Sewer Expansion	865,000.00	15,373.27	849,626.73	1.78%
610	Water Replacement	4,062,500.00	148,497.90	3,914,002.10	3.66%
620	Water Expansion	3,003,500.00	27,157.95	2,976,342.05	0.90%
Grand Total		<u>12,484,000.00</u>	<u>350,764.18</u>	<u>12,133,235.82</u>	<u>2.81%</u>

**Financing Administration Agreement Calculations**  
**August, 2014**

**Bond Target Level Calculation**

		Max Annual Debt
LAVWMA 2011 Refunding Bonds (Expansion Portion)		
highest fiscal year debt service (2024)	\$	4,332,552
DSRSD Expansion Amount Outstanding	\$50,838,089	
<u>Bank of America Refunding Bond</u>		
	\$	2,300,289
Expansion Amount Outstanding	\$11,135,590	
BOND TARGET LEVEL (7c) or 2X		\$ 13,265,682
ADMINISTRATIVE TARGET LEVEL (7d) or 5XMADS		\$ 33,164,204
Working Capital in Rate Stabilization/Regional Sewer Expansion Fund		\$ 37,928,346
Number of Years of Maximum Debt Service on Hand (Working Capital/Max Annual Debt)		
	\$	6,632,841
		5.72
Capacity Fee Revenue this Fiscal Year	\$	2,729,280
Debt Service for FY 13/14	\$	6,610,777
Capacity fees in excess (deficiency) of this amount	\$	(3,881,497)
Amount in Rate Stabilization Fund in Excess of (below) 5XMADS		\$ 4,764,142

**Dublin San Ramon Services District**  
**D.U.E. Recap**  
**August, 2014**

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**Comparison of Actual DUE's to Budget**

	Budget	Actual	Above (Below)
<b>Sewer</b>			
<i>DSRSD</i>	682	206	(476)
<i>Pleasanton</i>	250	9	(241)
<b>Water</b>	631	96	(535)

**Dublin San Ramon Services District**  
**Treasurer's Report - Portfolio Management Summary**  
**As of : August 31, 2014**

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	5,817.87	5,817.87	5,817.87	0.01%	100%	Yes	0.060%
Certificate of Deposit	4,250,000.00	4,246,919.00	4,250,000.00	4.00%	30%	Yes	0.771%
Corporate Bonds	17,500,000.00	17,949,886.00	17,847,331.76	16.48%	30%	Yes	1.503%
Federal Agency Callables	52,880,000.00	52,629,212.98	52,886,228.68	49.81%	100%	Yes	1.044%
LAIF - Operating	31,521,965.13	31,521,965.13	31,521,965.13	29.69%	\$50 million	Yes	0.260%
<b>Total Investments</b>	<b>\$ 106,157,783.00</b>	<b>\$ 106,353,800.98</b>	<b>\$ 106,511,343.44</b>	<b>100.00%</b>			<b>0.876%</b>
Bank of America	11,940,728.20	11,940,728.20	11,940,728.20				
<b>Total Cash &amp; Investments</b>	<b>\$ 118,098,511.20</b>	<b>\$ 118,294,529.18</b>	<b>\$ 118,452,071.64</b>				<b>0.876%</b>

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy of Dublin San Ramon Services District.

The investment program herein shown provides sufficient cash flow liquidity to meet the next six month's expenses.

Market values for Certificates of Deposit and Federal Agency Callables were provided by Wells Fargo Institutional Securities, LLC.

\_\_\_\_\_  
John Archer, Interim Financial Services Manager

\_\_\_\_\_  
Date

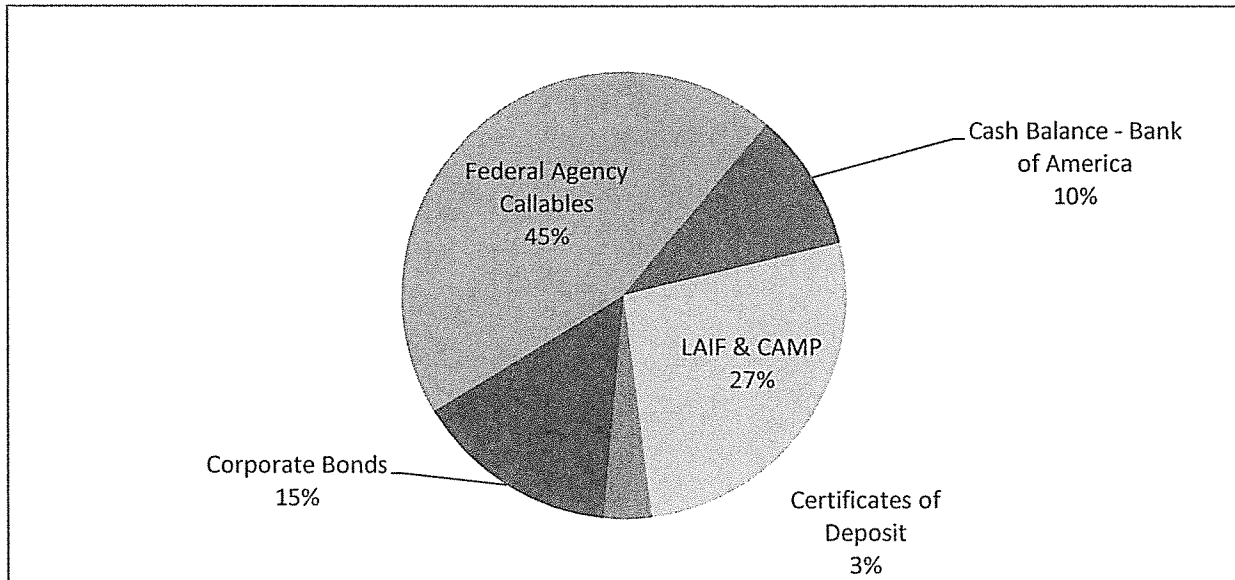
**For comparison - prior month summary as of: 7/31/2014**

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	5,817.59	5,817.59	5,817.59	0.01%	100%	Yes	0.050%
Certificate of Deposit	4,250,000.00	4,245,873.50	4,250,000.00	4.00%	30%	Yes	0.771%
Corporate Bonds	17,500,000.00	17,962,782.50	17,849,084.97	16.48%	30%	Yes	1.501%
Federal Agency Callables	52,880,000.00	52,423,318.56	52,881,810.16	49.81%	100%	Yes	1.057%
LAIF - Operating	31,521,965.13	31,521,965.13	31,521,965.13	29.69%	\$50 million	Yes	0.224%
<b>Total Investments</b>	<b>\$ 106,157,782.72</b>	<b>\$ 106,159,757.28</b>	<b>\$ 106,508,677.85</b>	<b>100.00%</b>			<b>0.871%</b>
Bank of America	10,876,473.91	10,876,473.91	10,876,473.91				
<b>Total Cash &amp; Investments</b>	<b>\$ 117,034,256.63</b>	<b>\$ 117,036,231.19</b>	<b>\$ 117,385,151.76</b>				<b>0.871%</b>

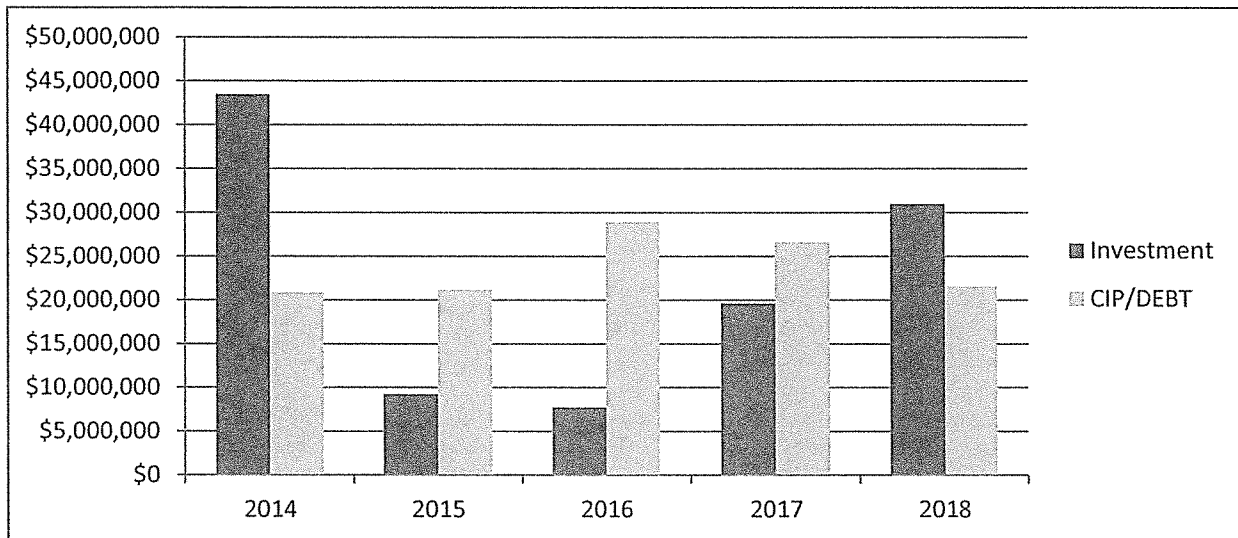
**Investment Review for :  
Summary of Current Investments**

**August 31, 2014**

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash Balance - Bank of America	\$ 11,940,728.20	10%		
LAIF & CAMP	31,527,783.00	27%		0.260%
Certificates of Deposit	4,250,000.00	4%	1.7	0.771%
Corporate Bonds	17,500,000.00	15%	2.0	1.503%
Federal Agency Callables	52,880,000.00	45%	3.5	1.044%
	<u>\$ 118,098,511.20</u>			



**Investment / Cash needs next 5 years**



FYE	Investment	CIP/DEBT
2014	\$ 43,468,511.20	\$ 20,878,585.29
2015	9,250,000.00	\$ 21,175,684.29
2016	7,750,000.00	\$ 28,908,068.29
2017	19,630,000.00	\$ 26,589,591.29
2018	31,000,000.00	\$ 21,567,191.29
	<u>\$ 111,098,511.20</u>	<u>\$ 119,119,120.45</u>
Long Term Maturity	7,000,000.00	
	<u>\$ 118,098,511.20</u>	

Dublin San Ramon Services District  
Treasurer's Report - Portfolio Management Detail  
As of 08/31/14

Description	CUSIP/Ticker	Settlement Date	Face Amount	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	DTC/M	DTM	Maturity Date	Accrued Interest
<b>CAMP</b>												
CAMP LGIP	LGIP6300	6/30/2011	5,817.87	5,817.87	5,817.87	0.060%	0.060%	N/A	1	1	N/A	N/A
<b>Sub Total / Average</b>			<b>\$ 5,817.87</b>	<b>\$ 5,817.87</b>	<b>\$ 5,817.87</b>	<b>0.060%</b>	<b>0.060%</b>		<b>1</b>	<b>1</b>		<b>-</b>
<b>Certificate of Deposit</b>												
Goldman Sachs Bank 1.2 9/8/2014	3814264W2	9/7/2011	250,000.00	250,020.50	250,000.00	1.200%	1.200%		8	8	9/8/2014	1,454.79
CIT Bank 1.2 9/8/2014	17284AXT0	9/8/2011	250,000.00	250,028.00	250,000.00	1.200%	1.200%		8	8	9/8/2014	1,446.58
Safra Natl Bank 0.4 9/15/2014	78658AEN4	3/14/2013	250,000.00	250,012.00	250,000.00	0.400%	0.400%		15	15	9/15/2014	465.75
Bank of China 0.4 9/25/2014	06426RCK7	9/25/2013	250,000.00	249,994.00	250,000.00	0.400%	0.400%		25	25	9/25/2014	931.51
Ally Bank 0.9 3/2/2015	02005QZE6	3/1/2012	250,000.00	250,992.75	250,000.00	0.900%	0.900%		183	183	3/2/2015	1,128.08
GE Cap Retail Bk 0.8 9/28/2015	36157PRM3	9/27/2013	250,000.00	250,354.25	250,000.00	0.800%	0.800%		393	393	9/28/2015	860.27
Sterling Svgs Bank 0.5 3/22/2016	8595316H3	3/22/2013	250,000.00	250,568.50	250,000.00	0.500%	0.500%		569	569	3/22/2016	554.79
BMW Bk 0.5 5/16/2016	05580AAB0	5/16/2014	250,000.00	249,270.75	250,000.00	0.500%	0.500%		624	624	5/16/2016	366.44
Customers Bk 0.5 5/31/2016	23204HBF4	5/28/2014	250,000.00	249,261.00	250,000.00	0.500%	0.500%		639	639	5/31/2016	325.34
Oriental Bank 0.5 5/31/2016-14	686184UH3	5/29/2014	250,000.00	249,259.75	250,000.00	0.500%	0.500%	11/29/2014	90	639	5/31/2016	6.85
First Fed S&L 0.5 5/31/2016	32023HAC2	5/30/2014	250,000.00	249,218.50	250,000.00	0.500%	0.500%		639	639	5/31/2016	3.42
Compass Bnk 0.5 5/31/2016	20451PJX5	5/28/2014	250,000.00	249,218.00	250,000.00	0.500%	0.500%		639	639	5/31/2016	325.34
American Exp Centr 1.15 9/26/2016	02587DTW8	9/26/2013	250,000.00	251,509.25	250,000.00	1.150%	1.150%		757	757	9/26/2016	1,244.52
Everbank 0.95 11/30/2016	29976DPX2	11/30/2012	250,000.00	249,760.00	250,000.00	0.950%	0.950%		822	822	11/30/2016	605.14
Washington Fed Seattle 0.75 5/30/2017-13	938828AB6	5/30/2013	250,000.00	249,992.25	250,000.00	0.750%	0.750%	9/30/2014	30	1003	5/30/2017	15.41
Discover Bank 1.2 3/13/2018	254671LE8	3/13/2013	250,000.00	249,013.50	250,000.00	1.200%	1.200%		1290	1290	3/13/2018	1,405.48
State Bk of India 1.15 5/14/2018	856283UK0	5/14/2013	250,000.00	248,446.00	250,000.00	1.150%	1.150%		1352	1352	5/14/2018	858.56
<b>Sub Total / Average</b>			<b>\$ 4,250,000.00</b>	<b>\$ 4,246,919.00</b>	<b>\$ 4,250,000.00</b>	<b>0.771%</b>	<b>0.771%</b>		<b>475</b>	<b>565</b>		<b>11,998.27</b>
<b>Corporate Bonds</b>												
Toyota Mtr Credit 1 2/17/2015	89233P5Z5	6/4/2012	3,000,000.00	3,010,359.00	3,001,782.27	1.000%	0.880%		170	170	2/17/2015	1,166.67
Commonwealth Bk 1.95 3/16/2015-12	20271RAA8	6/11/2012	2,000,000.00	2,017,250.00	2,003,881.75	1.950%	1.750%		197	197	3/16/2015	17,875.00
Wal-Mart 1.5 10/25/2015	931142CX9	5/21/2012	2,000,000.00	2,026,612.00	2,021,972.52	1.500%	0.757%		420	420	10/25/2015	10,500.00
GE Capital Var. Corp 2/8/2016	36962G5T7	2/8/2012	2,000,000.00	2,010,482.00	2,000,000.00	1.039%	1.034%		526	526	2/8/2016	1,321.22
GE Capital Corp 2.3 4/27/2017	36962G5W0	5/21/2012	3,000,000.00	3,084,222.00	2,994,836.27	2.300%	2.361%		970	970	4/27/2017	23,766.67
Barclays Bank PLC Var. Corp 5/11/2017	06738K4G3	5/11/2012	3,000,000.00	2,998,191.00	3,000,000.00	2.000%	2.000%		984	984	5/11/2017	3,333.33
Gen Elec Co 5.25 12/6/2017	369604BC6	12/17/2012	2,500,000.00	2,802,770.00	2,824,858.95	5.250%	1.396%		1193	1193	12/6/2017	30,989.58
<b>Sub Total / Average</b>			<b>\$ 17,500,000.00</b>	<b>\$ 17,949,886.00</b>	<b>\$ 17,847,331.76</b>	<b>2.170%</b>	<b>1.503%</b>		<b>665</b>	<b>665</b>		<b>88,952.47</b>
<b>Federal Agency Callables</b>												
FHLB 0.55 6/5/2015	313379P78	6/5/2012	3,000,000.00	3,008,121.00	3,000,000.00	0.550%	0.550%		278	278	6/5/2015	3,941.67
FHLMC 0.5 6/27/2016-14	3134G4PX0	12/27/2013	2,000,000.00	1,995,732.00	2,000,000.00	0.500%	0.500%	9/27/2014	27	666	6/27/2016	1,777.78
FHLMC 0.625 9/26/2016-14	3134G4YA0	3/26/2014	2,500,000.00	2,500,890.00	2,500,000.00	0.625%	0.625%	9/26/2014	26	757	9/26/2016	6,727.43
FHLMC 0.75 12/27/2016-14	3134G4NQ7	12/27/2013	2,500,000.00	2,498,375.00	2,500,000.00	0.750%	0.750%	9/27/2014	27	849	12/27/2016	3,333.33
FHLB 0.875 3/10/2017	3133782N0	8/22/2014	4,000,000.00	3,997,936.00	4,004,476.31	0.875%	0.830%		922	922	3/10/2017	16,625.00
FFCB 0.65 3/28/2017	3133ECKC7	5/8/2013	1,380,000.00	1,375,302.48	1,381,752.37	0.650%	0.600%		940	940	3/28/2017	3,812.25
FHLMC 1 6/27/2017-14	3134G4PB8	12/27/2013	2,500,000.00	2,496,187.50	2,500,000.00	1.000%	1.000%	9/27/2014	27	1031	6/27/2017	4,444.44
FNMA Step 9/27/2017-13	3134G0C74	9/27/2012	3,000,000.00	3,013,818.00	3,000,000.00	1.000%	1.119%	9/27/2015	392	1123	9/27/2017	12,833.33
FNMA Step 12/19/2017-13	3136G14A4	12/19/2012	5,000,000.00	4,995,870.00	5,000,000.00	0.625%	1.043%	9/19/2014	19	1206	12/19/2017	6,250.00
FNMA Step 1/30/2018-13	3136G1BD0	1/30/2013	5,000,000.00	4,977,215.00	5,000,000.00	0.750%	1.045%	10/30/2014	60	1248	1/30/2018	3,125.00
FFCB 1.08 2/26/2018-14	3133ECGC2	2/26/2013	5,000,000.00	4,972,465.00	5,000,000.00	1.080%	1.080%		1275	1275	2/26/2018	750.00
FHLMC 1.2 6/12/2018-13	3134G46D5	6/12/2013	5,000,000.00	4,967,060.00	5,000,000.00	1.200%	1.200%	9/12/2014	12	1381	6/12/2018	13,166.67
FHLB 1 6/28/2018-13	313381HD0	12/28/2012	5,000,000.00	4,916,405.00	5,000,000.00	1.000%	1.000%		1397	1397	6/28/2018	8,750.00
FNMA 1.875 4/30/2019-14	3136G1ZY8	4/30/2014	2,000,000.00	2,004,996.00	2,000,000.00	1.875%	1.875%	10/30/2014	60	1703	4/30/2019	12,500.00
FHLMC 1.5 4/30/2020-15	3134G42U1	5/1/2013	2,500,000.00	2,434,462.50	2,500,000.00	1.500%	1.500%	4/30/2015	242	2069	4/30/2020	12,500.00
FHLB Step 5/22/2020-13	313382YF4	5/22/2013	2,500,000.00	2,474,377.50	2,500,000.00	0.700%	1.910%	11/22/2014	83	2091	5/22/2020	625.00
<b>Sub Total / Average</b>			<b>\$ 52,880,000.00</b>	<b>\$ 52,629,212.98</b>	<b>\$ 52,886,228.68</b>	<b>0.936%</b>	<b>0.876%</b>		<b>416</b>	<b>1200</b>		<b>111,161.90</b>
<b>LAIF - Operating</b>												
LAIF LGIP	LGIP1001	6/30/2011	31,521,965.13	31,521,965.13	31,521,965.13	0.228%	0.228%	N/A	1	1	N/A	N/A
<b>Sub Total / Average</b>			<b>\$ 31,521,965.13</b>	<b>\$ 31,521,965.13</b>	<b>\$ 31,521,965.13</b>	<b>0.228%</b>	<b>0.228%</b>		<b>1</b>	<b>1</b>		<b>-</b>
<b>Total / Average</b>			<b>\$ 106,157,783.00</b>	<b>\$ 106,353,800.98</b>	<b>\$ 106,511,343.44</b>	<b>0.923%</b>	<b>0.873%</b>		<b>336</b>	<b>730</b>		<b>212,112.64</b>

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	200 Local Sewer Operations	205 Local Rate Stabilization (RSF)	210 Local Sewer Replacement	220 Local Sewer Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	891,619	575,810	9,898,976	5,537,091	16,903,495
RECEIVABLES	271,316	703	11,848	6,546	290,412
OTHER	0	0	0	6,719	6,719
<b>CURRENT ASSETS</b>	<b>1,162,935</b>	<b>576,512</b>	<b>9,910,823</b>	<b>5,550,356</b>	<b>17,200,627</b>
FIXED ASSETS	31,688,253	0	398,230	12,928	32,099,411
LONG-TERM ASSETS	0	0	0	8,294	8,294
<b>TOTAL ASSETS</b>	<b>32,851,188</b>	<b>576,512</b>	<b>10,309,053</b>	<b>5,571,579</b>	<b>49,308,332</b>
ACCOUNTS PAYABLE	11,123	0	249	0	11,373
DEPOSITS	5,625	0	4,331	0	9,956
OTHER CURRENT LIABILITIES	61,318	0	0	8,022	69,340
<b>CURRENT LIABILITIES</b>	<b>78,066</b>	<b>0</b>	<b>4,580</b>	<b>8,022</b>	<b>90,668</b>
DEFERRED REVENUE	0	0	0	405,794	405,794
<b>LONG-TERM LIABILITIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>405,794</b>	<b>405,794</b>
RETAINED EARNINGS	32,773,122	576,512	10,304,473	5,157,763	48,811,870
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>32,851,188</b>	<b>576,512</b>	<b>10,309,053</b>	<b>5,571,579</b>	<b>49,308,332</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	214,546	0	0	0	214,546
OTHER OPERATING REVENUE	89	0	0	76,606	76,695
<b>TOTAL OPERATING REVENUE</b>	<b>214,635</b>	<b>0</b>	<b>0</b>	<b>76,606</b>	<b>291,241</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	182,058	177,031	359,089
INTEREST	809	504	8,646	4,850	14,809
OTHER NON-OPERATING REVENUE	589,380	0	0	0	589,380
<b>TOTAL NON-OPERATING REVENUE</b>	<b>590,189</b>	<b>504</b>	<b>190,704</b>	<b>181,881</b>	<b>963,278</b>
TRANSFERS IN	0	0	47,833	0	47,833
<b>TOTAL RECEIPTS</b>	<b>804,824</b>	<b>504</b>	<b>238,537</b>	<b>258,487</b>	<b>1,302,352</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	309,880	0	271	79,411	389,563
CAPITAL PROJECTS	0	0	39,428	3,930	43,357
TRANSFER OUT	47,833	0	0	0	47,833
<b>TOTAL DISBURSEMENTS</b>	<b>357,714</b>	<b>0</b>	<b>39,699</b>	<b>83,341</b>	<b>480,753</b>
<b>NET INCOME (LOSS)</b>	<b>447,111</b>	<b>504</b>	<b>198,838</b>	<b>175,145</b>	<b>821,598</b>
EXPENSE BUDGET FOR FY 2015	2,236,537				
WORKING CAPITAL TARGET FOR FY 2015	745,512				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	1,084,869	576,512	9,906,243	5,542,334	17,109,959
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	5.82				
CURRENT EXCESS (DEFICIENCY) <i>Working Capital - Working Capital Target</i>	339,356				



	300 Regional Sewer Operations	305 Regional Rate Stabilization (RSF)	310 Regional Sewer Replacement	320 Regional Sewer Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	6,329,840	6,227,640	12,892,359	34,510,780	59,960,620
RECEIVABLES	1,302,230	7,599	19,552	388,518	1,717,899
OTHER	1,788,872	0	0	3,538,277	5,327,149
<b>CURRENT ASSETS</b>	<b>9,420,943</b>	<b>6,235,238</b>	<b>12,911,911</b>	<b>38,437,575</b>	<b>67,005,667</b>
FIXED ASSETS	98,169,692	0	10,698,290	32,397,174	141,265,156
LONG-TERM ASSETS	0	0	34,634	807,148	841,782
<b>TOTAL ASSETS</b>	<b>107,590,635</b>	<b>6,235,238</b>	<b>23,644,834</b>	<b>71,641,897</b>	<b>209,112,604</b>
ACCOUNTS PAYABLE	261,832	0	26,566	0	288,398
DEPOSITS	54,592	0	0	1,120	55,712
OTHER CURRENT LIABILITIES	1,087,356	0	4,727	508,109	1,600,192
<b>CURRENT LIABILITIES</b>	<b>1,403,781</b>	<b>0</b>	<b>31,293</b>	<b>509,229</b>	<b>1,944,303</b>
BONDS PAYABLE	7,199,848	0	0	42,187,842	49,387,690
ACCRUED EXPENSES/OTHER	690,000	0	0	0	690,000
DEFERRED REVENUE	0	0	34,634	676,716	711,350
<b>LONG-TERM LIABILITIES</b>	<b>7,889,848</b>	<b>0</b>	<b>34,634</b>	<b>42,864,558</b>	<b>50,789,041</b>
RETAINED EARNINGS	98,297,006	6,235,238	23,578,907	28,268,110	156,379,261
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>107,590,635</b>	<b>6,235,238</b>	<b>23,644,834</b>	<b>71,641,897</b>	<b>209,112,604</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	980,599	0	0	0	980,599
OTHER OPERATING REVENUE	6,460	0	0	7,177	13,637
<b>TOTAL OPERATING REVENUE</b>	<b>987,059</b>	<b>0</b>	<b>0</b>	<b>7,177</b>	<b>994,236</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	417,492	2,729,280	3,146,772
INTEREST	5,543	5,452	11,108	30,767	52,871
OTHER NON-OPERATING REVENUE	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUE</b>	<b>5,543</b>	<b>5,452</b>	<b>428,600</b>	<b>2,760,048</b>	<b>3,199,643</b>
TRANSFERS IN	0	0	429,076	0	429,076
<b>TOTAL RECEIPTS</b>	<b>992,603</b>	<b>5,452</b>	<b>857,676</b>	<b>2,767,225</b>	<b>4,622,955</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	2,819,203	0	18,343	1,114,247	3,951,793
CAPITAL PROJECTS	0	0	116,378	15,373	131,751
TRANSFER OUT	429,076	0	0	0	429,076
<b>TOTAL DISBURSEMENTS</b>	<b>3,248,279</b>	<b>0</b>	<b>134,720</b>	<b>1,129,620</b>	<b>4,512,620</b>
<b>NET INCOME (LOSS)</b>	<b>(2,255,677)</b>	<b>5,452</b>	<b>722,955</b>	<b>1,637,604</b>	<b>110,335</b>
<b>EXPENSE BUDGET FOR FY 2015</b>	<b>16,595,241</b>				
<b>WORKING CAPITAL TARGET FOR FY 2015</b>	<b>5,531,747</b>				
<b>WORKING CAPITAL TARGET (in months)</b>	<b>4.00</b>				
<b>WORKING CAPITAL</b>	<b>8,017,162</b>	<b>6,235,238</b>	<b>12,880,618</b>	<b>37,928,346</b>	<b>65,061,364</b>
<b>WORKING CAPITAL ON HAND</b>	<b>5.80</b>				
(in months) WC / ( ExpBudget / 12)					
<b>CURRENT EXCESS (DEFICIENCY)</b>	<b>2,485,415</b>				
Working Capital - Working Capital Target					

	600 Water Operations	605 Water Rate Stabilization (RSF)	610 Water Replacement	620 Water Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	12,794,470	6,550,481	8,819,525	14,213,930	42,378,406
RECEIVABLES	1,052,518	73,732	10,120	21,034	1,157,404
OTHER	0	0	0	0	0
<b>CURRENT ASSETS</b>	<b>13,846,988</b>	<b>6,624,213</b>	<b>8,829,646</b>	<b>14,234,964</b>	<b>43,535,811</b>
FIXED ASSETS	120,628,795	0	2,740,399	23,074,651	146,443,846
LONG-TERM ASSETS	0	0	0	2	2
<b>TOTAL ASSETS</b>	<b>134,475,783</b>	<b>6,624,213</b>	<b>11,570,045</b>	<b>37,309,618</b>	<b>189,979,659</b>
ACCOUNTS PAYABLE	45,550	0	644	22,694	68,888
DEPOSITS	427,139	0	0	0	427,139
OTHER CURRENT LIABILITIES	1,128,474	0	4,403	1,041,517	2,174,393
<b>CURRENT LIABILITIES</b>	<b>1,601,163</b>	<b>0</b>	<b>5,047</b>	<b>1,064,211</b>	<b>2,670,420</b>
BONDS PAYABLE	0	0	0	34,626,955	34,626,955
ACCRUED EXPENSES/OTHER	0	0	0	264,138	264,138
DEFERRED REVENUE	0	0	0	6,178,283	6,178,283
<b>LONG-TERM LIABILITIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,069,376</b>	<b>41,069,376</b>
RETAINED EARNINGS	132,874,621	6,624,213	11,564,998	(4,823,969)	146,239,863
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>134,475,783</b>	<b>6,624,213</b>	<b>11,570,045</b>	<b>37,309,618</b>	<b>189,979,659</b>
<b>INCOME STATEMENT</b>					
OPERATING REVENUE					
SERVICE CHARGES	1,314,001	0	0	0	1,314,001
OTHER OPERATING REVENUE	58,470	12,694	646	162,332	234,142
<b>TOTAL OPERATING REVENUE</b>	<b>1,372,471</b>	<b>12,694</b>	<b>646</b>	<b>162,332</b>	<b>1,548,143</b>
NON-OPERATING REVENUE					
CONNECTION FEES	0	0	317,503	889,731	1,207,234
INTEREST	11,276	5,077	7,557	13,085	36,995
OTHER NON-OPERATING REVENUE	454,100	66,667	0	0	520,767
<b>TOTAL NON-OPERATING REVENUE</b>	<b>465,376</b>	<b>71,744</b>	<b>325,060</b>	<b>902,816</b>	<b>1,764,996</b>
TRANSFERS IN	0	0	416,834	112,500	529,334
<b>TOTAL RECEIPTS</b>	<b>1,837,847</b>	<b>84,438</b>	<b>742,540</b>	<b>1,177,648</b>	<b>3,842,472</b>
DISBURSEMENTS					
OPERATING EXPENSES	2,220,129	251	104,085	657,221	2,981,686
CAPITAL PROJECTS	0	0	148,498	27,158	175,656
TRANSFER OUT	529,334	0	0	0	529,334
<b>TOTAL DISBURSEMENTS</b>	<b>2,749,463</b>	<b>251</b>	<b>252,583</b>	<b>684,379</b>	<b>3,686,676</b>
<b>NET INCOME (LOSS)</b>	<b>(911,616)</b>	<b>84,187</b>	<b>489,957</b>	<b>493,269</b>	<b>155,797</b>
EXPENSE BUDGET FOR FY 2015	19,877,050				
WORKING CAPITAL TARGET FOR FY 2015	6,625,683				
WORKING CAPITAL TARGET (in months)	4.00				
WORKING CAPITAL	12,245,825	6,624,213	8,824,599	13,170,753	40,865,390
WORKING CAPITAL ON HAND (in months) WC / (ExpBudget / 12)	7.39				
CURRENT EXCESS (DEFICIENCY) Working Capital - Working Capital Target	5,620,142				

	900 Administrative Overhead	965 OPEB	995 DV Standby Assessment		Total
<div>BALANCE SHEETS</div>					
CASH & INVESTMENTS	(1,574,533)	249,490	893,238	0	(431,805)
RECEIVABLES	362,767	223	239,151	0	602,141
OTHER	1,534,308	0	0	0	1,534,308
CURRENT ASSETS	322,543	249,713	1,132,389	0	1,704,644
LONG-TERM ASSETS	125,413	12,134,452	0	0	12,259,864
TOTAL ASSETS	447,955	12,384,164	1,132,389	0	13,964,509
ACCOUNTS PAYABLE	21,106	50,422	0	0	71,529
OTHER CURRENT LIABILITIES	426,849	119,332	0	0	546,181
CURRENT LIABILITIES	447,955	169,754	0	0	617,709
RETAINED EARNINGS	0	12,214,410	1,132,389	0	13,346,799
TOTAL LIABILITIES & RETAINED EARNINGS	447,955	12,384,164	1,132,389	0	13,964,509
<div>INCOME STATEMENT</div>					
OPERATING REVENUE					
OTHER OPERATING REVENUE	236,748	0	238,202	0	474,950
TOTAL OPERATING REVENUE	236,748	0	238,202	0	474,950
NON-OPERATING REVENUE					
INTEREST	0	209	782	0	991
OTHER NON-OPERATING REVENUE	0	0	0	0	0
TOTAL NON-OPERATING REVENUE	0	209	782	0	991
TRANSFERS IN	0	0	0	0	0
TOTAL RECEIPTS	236,748	209	238,984	0	475,940
DISBURSEMENTS					
OPERATING EXPENSES	236,748	137,686	0	0	374,434
CAPITAL PROJECTS	0	0	0	0	0
TRANSFER OUT	0	0	0	0	0
TOTAL DISBURSEMENTS	236,748	137,686	0	0	374,434
NET INCOME (LOSS)	0	(137,478)	238,984	0	101,506
EXPENSE BUDGET FOR FY 2015					
WORKING CAPITAL TARGET FOR FY 2015	0				
WORKING CAPITAL TARGET (in months)	0.00				
WORKING CAPITAL	(125,413)	79,959	1,132,389	0	1,086,935
WORKING CAPITAL ON HAND	0.00				
(in months) WC / ( ExpBudget / 12)					
CURRENT EXCESS (DEFICIENCY)	(125,413)				
Working Capital - Working Capital Target					

# August Budget Variance Report

Accounting Period: 2  
Accounting Year: 2015

Categories are flagged if Actual Expense % > Target Expense %  
(Target Expense % = (Period/12)\*100 + Tolerance %)

Expected Expense: 16.67%  
Tolerance Level: 5.00%

Target Expense: 21.67%

Division: 10. Legislative

	<u>2015</u>	<u>YTD</u>	<u>MTD</u>	<u>% of YTD</u>	<u>Flag</u>
	<u>Adjusted Budget</u>	<u>Expenditure</u>	<u>Expenditure</u>	<u>to Budget</u>	
Employee Memberships & Certifications	0.00	0.00	0.00	- %	
Medical	36,647.28	3,048.00	1,524.00	8.32%	
Other Benefits	9,817.99	1,334.56	667.28	13.59%	
Retirement	4,126.92	272.58	119.53	6.60%	
Salaries	56,160.00	3,650.00	1,606.00	6.50%	
Salary / Benefit Credit	0.00	0.00	0.00	- %	
Training Costs	20,000.00	500.00	0.00	2.50%	
<b>1. Personnel</b>	<b>126,752.19</b>	<b>8,805.14</b>	<b>3,916.81</b>	<b>6.95%</b>	
Office Supplies	4,800.00	96.03	56.53	2.00%	
<b>2. Materials and Supplies</b>	<b>4,800.00</b>	<b>96.03</b>	<b>56.53</b>	<b>2.00%</b>	
Advertising	0.00	0.00	0.00	- %	
Other Services	101,500.00	720.00	480.00	0.71%	
Professional Services	33,000.00	0.00	0.00	- %	
Telephone Service	0.00	0.00	0.00	- %	
<b>3. Contract Services</b>	<b>134,500.00</b>	<b>720.00</b>	<b>480.00</b>	<b>0.54%</b>	
Meetings	700.00	358.81	35.00	51.26%	FLAG
Permits, Licenses & District Mbrshps	0.00	0.00	0.00	- %	
Subscriptions & Publications	0.00	0.00	0.00	- %	
<b>4. Other</b>	<b>700.00</b>	<b>358.81</b>	<b>35.00</b>	<b>51.26%</b>	<b>FLAG</b>
<b>10. Legislative Total</b>	<b>266,752.19</b>	<b>9,979.98</b>	<b>4,488.34</b>	<b>3.74%</b>	

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## Capital Outlay Budget Adjustment Request

### Policy:

#### ***Budgeted Capital Assets that cost more than the amount approved by the Board:***

When a budgeted capital item's cost is determined through the purchasing process to be in excess of the amount approved by the Board, the General Manager may approve the purchase of that item if the cost does not exceed the budgeted amount by more than 10%; however, if the item exceeds this amount or in total exceeds \$100,000, a budget adjustment is required prior to purchase.

Reporting: Capital asset purchases or refurbishments approved by the General Manager will be reported to the Finance Committee at its next regularly scheduled meeting.

#### Directions:



1. Complete form.
2. Obtain signature of Department Head and GM.
3. Route the signed copy to the Financial Services Manager.

Account Number	Amount – Increase (Decrease)
210.70.51.050.5.555	\$12,000

#### Reason for Request:

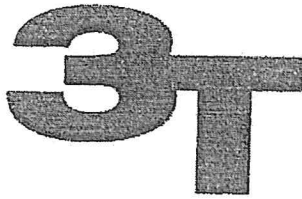
The purchase of a used 2015 combination truck for sewer cleaning, the vehicle has 20,000 miles and has only been used only for demonstrations and shows by the dealer. The original budget was for this item was \$400,000. The increase price includes sales tax and license.

District staff is requesting that the general manager approve the purchase of the replacement combination truck for sewer cleaning at the increased total cost of \$412,000

 Department Head Signature	9/19/2014 Date	 General Manager Signature	9/22/14 Date
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For Accounting Use Only		
FSM	Reviewed by Financial Services Manager	Date
Accountant	Budget Adjustment Posted	N/A
Accountant	Copy Placed in Finance Committee Box	
Accountant	File Original in Budget binder	



## 3T EQUIPMENT COMPANY, INC.

SAFETY, PIPE INSPECTION AND SEWER MAINTENANCE  
EQUIPMENT FOR THE PROFESSIONAL

September 16, 2014

Attention: Jim Dryen

Reference: Camel 1200 Demonstration unit

The Camel 1200 demonstration unit is for sale for \$ 374,360.00 plus sales tax

The price includes changing the arrow board to one with arrows built in, 8 side strobe lights, back up camera system, USB Super Slam nozzle, Flying nozzle and Antiblaster nozzle.

Delivery would take 2 to 3 weeks after we receive order. Its last use is the TriState show in Las Vegas Sept. 22 to Sept. 25 and could be delivered shortly after that show and adding upgrades and servicing unit.

The list price is \$ 407,000.00 plus sales tax so the demonstration unit price is over a \$ 30,000 dollars savings.

If you have any questions or need any more information please contact me and I will get the information back to you.

Sincerely

A handwritten signature in black ink, appearing to read 'Thomas Sutliff', with a stylized flourish at the end.

Thomas Sutliff

President

U +  
374,360.00 x  
1.09 =  
408,052.4\*

P.O. BOX 7325, SANTA ROSA, CA. 95407-7325 (707) 543-8555 FAX (707) 543-8558

(6) 2 of 6



# CAPITAL REQUEST

Items of \$10,000 or more

Division Name	Field Operations
Requestor	Jim Dryden
Proposed Purchase Date (Fiscal Year)	FYE 2015
Existing Asset Number (if a replacement asset)	Unit #42, 2000 Sterling Model SLT7500 VACON, odometer: 27,566
Description of Project/Asset:	Replacement combination truck (vacuum/jetter) for sewer cleaning
Explain why this project/asset is important (how is it important to the organization?; does it provide for long term savings/efficiency? Etc.)	<p>The existing combo truck is 13 years old and is showing a great deal of wear. Repair costs are beginning to increase, and the truck is frequently unavailable due to broken parts and systems. The steel debris tank had to be fixed with a patch welded into place to prevent sewage from leaking from the tank because it developed several pin holes. Two of the six water tanks were replaced last year due to material fatigue. A number of bearings are beginning to make noise, and the jetter pump is now beginning to lose its pumping capacity, making it more inefficient to use every day. The truck's failing reliability over the last year made it necessary for FOD to ask Pleasanton on a couple of occasions if they would be willing to help out if we had an SSO while our truck was broken down. FOD needs to have a reliable combination jetter/ vacuum truck for SSO's and for emergencies. FOD needs to use this truck almost every day. Unit 42 would be sold and/or salvaged when the replacement vacuum/jetter truck is purchased. Unit 42 already has a CARB retrofit installed.</p> <p>CY 2011 repairs: \$12,154, and CY 2012 repairs: \$6,841</p>
Describe how this project/asset is to be completed (i.e. outside vendors, combination of vendor labor and staff labor, bid and purchase item, etc.):	Bid and Purchase
If this is a refurbishment, what is the primary system or thing being refurbished and how long will it extend the useful life?:	N/A
Total Estimated Cost of Project/Asset (do not include cost of DSRSD staff time):	<p>\$400,000 (not including the trade-in value of approx. \$11,000)</p> <p>Note: Through the working relationship of the ongoing "Tri-Valley Integration Study" staff is exploring purchasing this item jointly with another agency or leasing this item as needed from another agency. If either option can be feasibly implemented the proposed budget expenditure will be significantly reduced.</p>
Proposed Purchase Date(FY):	FYE 2015
Fund /Split	210 – 100%

## Capital Outlay Budget Adjustment Request

### Policy:

#### ***Budgeted Capital Assets that cost more than the amount approved by the Board:***

When a budgeted capital item's cost is determined through the purchasing process to be in excess of the amount approved by the Board, the General Manager may approve the purchase of that item if the cost does not exceed the budgeted amount by more than 10%; however, if the item exceeds this amount or in total exceeds \$100,000, a budget adjustment is required prior to purchase.

Reporting: Capital asset purchases or refurbishments approved by the General Manager will be reported to the Finance Committee at its next regularly scheduled meeting.

#### Directions:

1. Complete form.
2. Obtain signature of Department Head and GM.
3. Route the signed copy to the Financial Services Manager.

Account Number	Amount – Increase (Decrease)
310.70.52.050.5.555	\$452.51


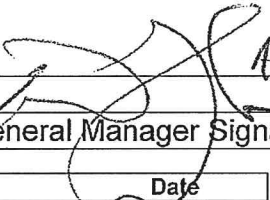
#### Reason for Request:

##### **2014 F-150**

- \$20,860.33 – Base
- \$80.00 – Doc Fees
- \$1,877.43 – Sales Tax
- \$8.75 – California Tire Fee
- **\$22,826.51-- Total**

**Add a Limited Slip Rear Axle \$626.00----- Due to Sludge Harvesting Operations**

**Total \$23,452.51**

	7/23/2019		9/2/2019
Department Head Signature	Date	General Manager Signature	Date

For Accounting Use Only		Date
FSM	Reviewed by Financial Services Manager	N/A
Accountant	Budget Adjustment Posted	
Accountant	Copy Placed in Finance Committee Box	
Accountant	File Original in Budget binder	

(b) 4 of 6





# CAPITAL REQUEST

Items of \$10,000 or more

Division Name	Plant Operations
Requestor	Levi Fuller
Proposed Purchase Date (Fiscal Year)	FYE 2015
Existing Asset Number (if a replacement asset)	Unit #68 – 2002 Ranger Supercab, odometer: 101,543
Description of Project/Asset:	F-150 LAVMWA Operations Truck
Explain why this project/asset is important (how is it important to the organization?; does it provide for long term savings/efficiency? Etc.)	Unit #105 is a 2005 F-150 that is used for LAVWMA by the Operations staff to monitor the LAVMWA Pump Station, San Leandro Sample Station, Livermore pipeline, and the joint use pipeline. For this purpose the truck is used 3X/day, 7days/week. Unit #68 is a 2002 Ranger with high mileage that serves as a backup for LAVWMA and it is primarily used by the division supervisor, operators, the OPS Admin staff, and the biosolids harvesting crew. Staff recommends replacing Unit #68 with a new vehicle, which would then be used in place of Unit #105 for routine LAVWMA Operations. The POD Supervisor and the biosolids harvesting crew would begin using Unit #105, and old Unit #68 would be sold or salvaged. Unit #68 2011 repairs: \$353, and CY 2012 repairs: \$2,318
Describe how this project/asset is to be completed (i.e. outside vendors, combination of vendor labor and staff labor, bid and purchase item, etc.):	Bid and purchase
If this is a refurbishment, what is the primary system or thing being refurbished and how long will it extend the useful life?:	
Total Estimated Cost of Project/Asset (do not include cost of DSRSD staff time):	\$23,000 (not including the trade-in value of approx. \$2,850)
Proposed Purchase Date (fiscal year):	FYE 2015
Fund /Split	310 ---100%

(6) 5 of 6

## Dan Gallagher

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**From:** Levi Fuller  
**Sent:** Tuesday, September 23, 2014 2:19 PM  
**To:** Dan Gallagher  
**Subject:** FW: 2014 F150 Bids and Specs Need OK

Hi Dan

Due to the need to operate this vehicle at the DLD during sludge harvesting operations. Stephan Kozanda (in particular) and the Operators in general recommend that we add a limited slip rear axle to this truck.

I support this recommendation. This will bring the purchase price slightly above what we budgeted (\$23,000) to \$23,452.00.

Levi

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**From:** Ronald Freitas  
**Sent:** Monday, September 08, 2014 8:00 AM  
**To:** Dan Lopez  
**Cc:** Levi Fuller  
**Subject:** 2014 F150 Bids and Specs Need OK

Dan  
Here are bids and spec's on the 2014 F150 super cab short bed that I received. Please check with Levi and see if this will work for his group and is OK.  
Ron Dupratt came in lowest.

Ron Dupratt ford	\$22,826.51
Walnut Creek ford	\$23,675.00
Future Ford	\$no bid
Livermore Ford	\$25,570.31

Ron Dupratt Ford

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

**DATE:** August 8, 2014

**TO:** Finance Committee  
Meeting Date: 8/19/2014

**CC:** Bert Michalczyk, General Manager  
Rhodora Biagtan, Interim Engineering Services Manager

**FROM:** Steven Delight, Senior Engineer

**SUBJECT:** GM Approved CIP Budget Adjustment, FYE 2014, Reservoir 10A Rehabilitation (CIP 12-W010)

Budget Accountability Policy P400-11-2 allows budget adjustment of Capital Improvement Program (CIP) projects to be approved by the General Manager up to a cumulative maximum of \$100,000 per project. The policy requires that a CIP administrative budget adjustment approved by the General Manager be reported to the Finance Committee at its next regularly scheduled meeting. Therefore, this memo is being submitted to inform the Finance Committee of the recently approved CIP budget increase.

The Reservoir 10A Rehabilitation (CIP 12-W010) was recently completed. This project put Reservoir 10A back into service after being out of service for many years. In order to get it up and running, many items needed repair and SCADA communication needed to be upgraded.

The project previously had one GM-approved budget increase to cover most of the cost. However, the amount of staff time needed to get it online was underestimated. Staff did almost all of the repair work in-house and worked very closely with the company that did the final cleaning and disinfection.

The final requested budget increase was \$45,000 to cover all staff time and closeout costs. The project will now be closed after this adjustment.

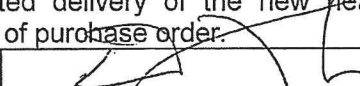
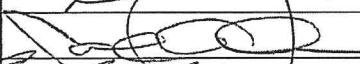
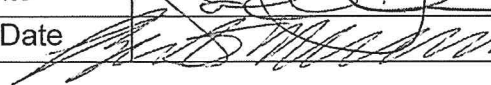
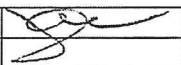
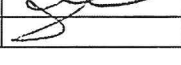
For further details, please refer to the attachments.

Attachments: GM Approval Form for CIP Budget Increase Request  
Revised Budget Sheet

**UNEXPECTED ASSET REPLACEMENT REQUEST**

**Unexpected Asset Replacement:** The budget contains funding for capital outlay items that are expected to be replaced due to age or obsolescence. Occasionally, items in the replacement program fail unexpectedly and need to be replaced. If this happens during a budget cycle, replacement funds may be used for the replacement of the item if the General Manager determines that it is advantageous to the District to replace rather than repair said item, and if the Finance Officer determines that the replacement program has sufficient funds for the item.

**Instructions:** This form must be completed PRIOR to the purchase of the item. Contact the Accountant to assist you with completing sections two through five. After completing sections one through eight, obtain your Department Manager's signature, then route to the Accountant. Once the Finance Officer and General Manager's approvals are obtained, the Accountant will forward you a copy of the approved form. You may then purchase your replacement item following the normal purchasing guidelines. If this is an URGENT or mission critical replacement, please note that on the form so we can expedite your request.

1. Item Description	Cogen #1 Intercooler heat exchanger
2. Asset Number	001409 (asset is for two heat exchangers, HF-810-TR2P-CNT)
3. Original Cost	\$ 6,534.88
4. Depreciation (funding) to date	\$ 3,250.02
5. Funding Source	310.70.53.050.5.556
6. Estimated Cost of New Item	\$11,651 (estimated, including tax and freight complete)
7. Requestor's Name / Date	Dan Lopez 07/25/2014
8. Reason for Replacement	Cogen #1 intercooler coolant to process water heat exchanger is failing with leaks in the tube bundles. The heat exchanger is critical to the operation of the cogenerator, which in turn is critical to the generating capacity of the WWTP, especially in the summer months when PG&E peak pricing is in effect. Staff was able to patch together an older heat exchanger and installed this unit on 7/24/2014, however this older heat exchanger should only be used on a temporary basis. Estimated delivery of the new heat exchanger is 7-8 week upon receipt of purchase order.
Department Manager Approval / Date	 8/20/2014
Finance Officer Approval / Date	 8/21/2014
General Manager Approval / Date	 8/25/14
<b>For Accounting Use:</b>	
Date routed to Finance Officer	 8/16/14
Date information put in Finance Committee box	 8/26/14