



**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, February 2, 2016

AGENDA

(NEXT RESOLUTION NO. 4-16)

(NEXT ORDINANCE NO. 338)

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

BUSINESS:

REFERENCE

	<u>Recommended Action</u>	<u>Anticipated Time</u>
1. <u>CALL TO ORDER</u>		
2. <u>PLEDGE TO THE FLAG</u>		
3. <u>ROLL CALL</u> – Members: Duarte, Halket, Howard, Misheloff, Vonheeder-Leopold		
4. <u>SPECIAL ANNOUNCEMENTS/ACTIVITIES</u>		
5. <u>PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)</u>		
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.		
6. <u>REPORTS</u>		
A. <u>Reports by General Manager and Staff</u>		
• Event Calendar		
• Correspondence to and from the Board		
B. Agenda Management (consider order of items)		
C. <u>Committee Reports</u>		
None		
7. <u>APPROVAL OF MINUTES</u> - Special Meeting of <i>January 18, 2016</i>	Executive Services Supervisor	Approve by Motion

BUSINESS:

REFERENCE

		<u>Recommended Action</u>	<u>Anticipated Time</u>
8.	<u>CONSENT CALENDAR</u>		
	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. Authorize Task Order No. OC-20 with Carollo Engineers for Engineering Design Services for the Dublin Trunk Sewer Rehabilitation (CIP 16-S021)	Engineering Services Manager	Approve by Motion
	B. Establish the 2016 Process and Schedule for Performance Assessments of Board Appointees (General Manager, General Counsel, Treasurer and District Secretary)	General Manager	Approve by Motion
9.	<u>BOARD BUSINESS</u>		
	A. Review and Discuss Drought Management Program	General Manager	Discuss & Provide Direction 5 min
	B. Award Construction Agreement to C. Overaa & Co., for DERWA Recycled Water Treatment Facility Sixth Filter Project (CIP 16-R008)	Engineering Services Manager	Approve by Resolution 5 min
	C. Approve the Revised Fifth Edition of the District's Five-Year "Strategic Plan – Investing for Reliable and Sustainable Service FYE 2016 – 2020"	General Manager	Approve by Resolution 5 min
10.	<u>BOARDMEMBER ITEMS</u>		
	• Submittal of Written Reports from Travel and Training Attended by Directors		
11.	<u>CLOSED SESSION</u>		
	A. Public Employee Appointment – Pursuant to Government Code Section 54957 Title: General Manager		30 min
12.	<u>REPORT FROM CLOSED SESSION</u>		
13.	<u>ADJOURNMENT</u>		

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 SPECIAL MEETING OF THE BOARD OF DIRECTORS**

January 18, 2016

1. CALL TO ORDER

A special meeting of the Board of Directors was called to order at 6:00 p.m. by President D.L. (Pat) Howard.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President D.L. (Pat) Howard, Vice President Richard M. Halket, Director Edward R. Duarte, and Director Georgean M. Vonheeder-Leopold.

Director Misheloff entered the meeting at 6:01 p.m.

District staff present: John Archer, General Manager/Treasurer; Dan McIntyre, Engineering Services Manager; Dan Gallagher, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New employee introductions:

Kathy Walsh, Safety Officer

Amanda DePonte, Administrative Assistant I

Clint Byrum, Field Operations Supervisor

Operations Manager Gallagher announced that Operations Supervisor Levi Fuller was named 2015 Supervisor of the Year by the San Francisco Bay Section of the California Water Environment Association.

General Manager Archer reported that some Board and staff members will attend the CASA conference this week. He also reported that the DSRSD/Pleasanton Liaison Committee and Tri-Valley Water Policy Roundtable meeting dates have been confirmed for February 1 at 1:30 p.m., and February 11 at 5:00 p.m., respectively. Staff will also attend a Zone 7 Finance Committee meeting tomorrow night at 5:00 p.m. regarding consideration of drought rates.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m.

There was no public comment received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager Archer reported on the following:
 - o The General Manager recruitment period will close Friday, January 22, 2016, and the consultant has reported a strong candidate pool is forming.
 - o California Sanitation Risk Management Authority (CSRMA) will establish a new fraud hotline that member agencies can utilize which will save the District the cost of maintaining its current hotline while still providing benefit to staff.

- o In response to an inquiry from Director Misheloff, Mr. Archer confirmed that the capacity fee figures reported in the most recent financial statements are correct. Incoming fees have exceeded budget forecasts due to increased development in east Dublin.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
1/8/16	Email	Price Harmon/ AV Capture All	Sue Stephenson	Open government recordings	Staff will respond
1/17/16	Email	Director Misheloff	Board and staff	Candlelight walk for Ilene Misheloff on 1/28/16	

B. Agenda Management (consider order of items) – No changes were made

C. Committee Reports - None

7. **APPROVAL OF MINUTES** – Regular Meeting of January 5, 2016

Director Vonheeder-Leopold MOVED for the approval of the January 5, 2016 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. **CONSENT CALENDAR**

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

A. Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List and Upcoming Board Business – Approved

9. **BOARD BUSINESS**

A. Discuss Drought Management Program

General Manager Archer reported that this is a standing agenda item intended for discussion by the Board, staff and the public on the District's Drought Management Program.

No members of the public addressed the Board on this topic.

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

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 Archer reported that this is a standing agenda item and highlighted aspects of the report.

The Board and staff discussed various aspects of the reports.

Director Misheloff MOVED to accept the Water Supply and Demand Report and the Drought Response Action Plan Status Report. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Vonheeder-Leopold MOVED to find that the need for the Community Drought Emergency Still Exists. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

C. Receive Presentation from Safety Officer Kathy Walsh on her Assessment of the District's Needs and Workplace Safety

General Manager Archer introduced Safety Officer Kathy Walsh who made a presentation to the Board regarding her assessment of the District's safety program including her recommendations and goals for program improvements.

The Board thanked Ms. Walsh for a well done presentation.

D. Receive Presentation on Outreach to Members of the Influential Public

Community Affairs Supervisor Sue Stephenson gave a presentation to the Board recommending a new outreach program to members of the influential public.

The Board and staff discussed the recommended outreach program and agreed that the District should optimize the District website functionality to send weekly *DSRSDtoday* emails, and to immediately add local elected officials included on the proposed recipient list. Ms. Stephenson requested the Boardmembers send her names of any additional colleagues they know who would like to receive the emails.

E. Receive Information on LAFCo Authority on Groundwater Injection

Engineering Services Manager McIntyre reviewed the item for the Board.

The Board and staff discussed the background of this matter and acknowledged LAFCo's January 14, 2016 informational report confirming that LAFCo does not have direct authority over groundwater injection programs in the DSRSD or Zone 7 service areas.

F. Discuss Zone 7's 2015 Water Supply Evaluation Update

Engineering Services Manager McIntyre gave the Board an introductory presentation on Zone 7's 2015 Water Supply Evaluation Update. This report will also be discussed at the Tri-Valley Water Policy Roundtable meeting on February 11, 2016, and will be presented at the Zone 7 Board meeting on February 17, 2016. District staff will have the opportunity to submit comments in February on a public draft of the final Urban Water Management Plan that this report supports.

The Board and staff discussed various aspects of the report including costs associated with the "California WaterFix," possible scenarios regarding the current water supply plan, and proposals for interties utilization.

G. Approve Nomination of District Director Edward R. Duarte as the Member-at-Large to the Contra Costa Special Districts Association (CCSDA), Authorize Director Edward R. Duarte as the CCSDA Voting Delegate and Confirm Voting Criteria to be Followed for CCSDA Officer Election

General Manager Archer reviewed the item for the Board.

The Board and staff discussed the District's voting privileges at CCSDA and concluded Director Duarte shall cast the District's vote at the meeting as recommended.

Director Vonheeder-Leopold MOVED to approve the Nomination of District Director Edward R. Duarte as the Member-at-Large to the Contra Costa Special Districts Association (CCSDA), Authorize Director Edward R. Duarte as the CCSDA Voting Delegate and Confirm Voting Criteria to be Followed for CCSDA Officer Election and adopt Resolution No. 3-16. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

10. BOARDMEMBER ITEMS

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the Alameda County Special Districts Association (ACSDA) meeting on January 13, 2016 at the AC Transit General Office in Oakland. She summarized the activities and discussions at the meeting. She also mentioned Boardmembers should contact the staff if interested in attending the ACSDA annual dinner in March.

Director Duarte shared an email he received from Supervisor Mary Piepho, Contra Costa County, about an announcement made by the California Department of Water Resources regarding a tentative agreement to begin construction of the Delta twin tunnels.

11. CLOSED SESSION

At 7:11 p.m. the Board went into Closed Session.

A. Public Employee Performance Evaluation – Pursuant to Government Code Section 54957
Title: General Manager

12. REPORT FROM CLOSED SESSION

At 7:25 p.m. the Board came out of Closed Session. President Howard announced that there was no reportable action.

13. ADJOURNMENT

President Howard adjourned the meeting at 7:26 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor



Dublin San Ramon Services District

Summary & Recommendation

Agenda Item 8A

Reference Engineering Services Manager	Type of Action Authorize Task Order	Board Meeting of February 2, 2016
Subject Authorize Task Order No. OC-20 with Carollo Engineers for Engineering Design Services for the Dublin Trunk Sewer Rehabilitation (CIP 16-S021)		
<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	D. McIntyre <input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors authorize, by Motion, the General Manager to execute Task Order No. OC-20 for Engineering Design Services with Carollo Engineers in an amount not to exceed \$111,480.

Summary:

The Dublin trunk sewer was installed in 1960 and 1961. The sewer has deteriorated and has significant spalling and exposed reinforcing steel in existing pipeline locations. The Dublin Trunk Sewer Rehabilitation Project (CIP 16-S021) will rehabilitate 7,945 feet of 33 to 42-inch diameter trunk. The project extends from Village Parkway and Tamarack Drive south to Village Parkway and Clark Avenue, then from Clark Avenue under Highway 580 to Commerce Circle in Pleasanton. The project also includes rehabilitation of the sewer from the intersection of the Dublin and Camp Parks trunk sewers to the WWTP entrance.

Staff has divided the project into manageable phases for design and construction. The first phase will include 1,500 feet of sewer on Village Parkway from Tamarack Drive to Amador Valley Boulevard. Staff has negotiated a scope and budget with one of the District's on-call engineering firms, Carollo Engineers, for design and bid services. The scope includes identifying a recommended rehabilitation method, preparing plans, specifications and cost estimates for the rehabilitation work, developing by-pass pumping plans, and providing engineering services during the bid period. The task order, scope of work, and budget are attached.

The project schedule is to complete the plans and specifications in late spring in order to construct the project over the summer of 2016.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Zavadil	DEPARTMENT Engineering Services	REVIEWED BY
ATTACHMENTS <input type="checkbox"/> None						
<input type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Task Order	<input type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$111,480						
<input checked="" type="checkbox"/> Funding Source A. Local Wastewater Replacement (Fund 210) B.						
Attachments to S&R 1. Task Order No. OC-20 2. 3.						

Carollo Engineers, Inc.
Task Order No. OC-20 to Agreement dated March 26, 2013

Issue Date:	January 19, 2016
Project Name and Number:	Dublin Trunk Sewer Rehabilitation (CIP 16-S021)
Task Title:	Tamarack Dr. to Amador Valley Blvd. – Engineering Design Services
Project Manager Name & Signature:	Judy Zavadil _____
Source of Funds:	Local Wastewater Replacement (Fund 210)
Board Review Committee:	Board
Account Number:	16-S021.design.cip
Authorization Amount:	\$111,480 NTE
Purchase Order Number:	TBD
Return Purchase Order to:	Evita Schnupp
Compensation Method:	Time and materials as per Agreement
Completion Date:	May 20, 2016
Insurance Requirements:	As per Agreement; no special requirements
Work Product:	See Attachment "A"
Digital Drawings, if applicable:	Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.
Scope of Work:	See Attachment "A"
Economic Disclosure:	<input type="checkbox"/> Required – Need to include Attachment B <input checked="" type="checkbox"/> Not Required
Recommended by:	Dan McIntyre (_____)

Accepted by:

 Paul Friedlander, Associate Vice President
 Carollo Engineers, Inc.

 Date**Accepted by:**

 Lou Carella, Executive Vice President
 Carollo Engineers, Inc.

 Date**Authorized by:**

 John Archer, General Manager
 Dublin San Ramon Services District

 Date

DUBLIN SAN RAMON SERVICES DISTRICT

DUBLIN TRUNK REHABILITATION PROJECT TAMARACK DRIVE TO AMADOR VALLEY BOULEVARD (CIP 16-S021) FINAL DESIGN

SCOPE OF WORK

INTRODUCTION

The Dublin San Ramon Services District (District) has performed CCTV and laser profiling of the Dublin Trunk and identified a rehabilitation project to address the spalling concrete and exposed rebar within the existing pipeline. The Dublin Trunk Sewer Rehabilitation project (Dublin Trunk) includes rehabilitation of 7,945 feet of 33 to 42-inch RCP pipe from Village Parkway and Tamarack Drive in Dublin, south to Village Parkway and Clark Ave, then from Clark Ave. under Highway 580 to Commerce Circle in Pleasanton. The project also includes rehabilitation of the sewer from the intersection of the Dublin and Camp Parks trunk sewers to the WWTP entrance.

SCOPE OF WORK

The purpose of this scope of work is to provide engineering design services to develop bid documents for 1,500 linear feet of the Dublin Trunk project. The scope of work will include design for rehabilitation of the segment of pipe from the intersection of Village Parkway and Tamarack Drive to Village Parkway and Amador Valley Boulevard.

TASK 1.0 – Project Management and Meetings

Provide project management necessary for proper planning, execution, monitoring and reporting of the project progress to the District. Conduct three (3) meetings with the District: kickoff meeting and two design review meetings at the 50% and 100% submittal stages. Provide internal QA/QC review of project deliverables.

Task 1 Deliverables:

- Meeting agendas and minutes.
- Invoices and monthly progress letter reports.
- Project schedule updates.

Task 1 Assumptions:

- 5 month duration.

TASK 2.0 – Review Existing Information

Carollo will review existing CCTV and laser profiling data provided by the District as well as any other pertinent information to assess pipeline condition, determine appropriate rehabilitation methods, and locate laterals.

Task 2 Deliverables:

- Brief memo summarizing findings and identifying the recommended rehabilitation method.

Task 2 Assumptions:

- District will provide available project data including, but not limited to, CCTV and laser profiling.

TASK 3.0 – Design

The purpose of this task is to provide engineering design services for approximately 1,500 linear feet of rehabilitation of the Dublin Trunk. The design will extend from the intersection of Village Parkway and Tamarack Drive to the intersection of Village Parkway and Amador Valley Boulevard.

Task 3.1 – Surveying

Provide aerial topography supplemented by ground survey that will include rim and invert elevations for sewer and storm drain facilities, tree locations along the median as well as curb and median locations. Topographic survey will be provided at 1" = 20'.

Task 3.2 – Geotechnical Investigation

Conduct one subsurface boring to provide general geotechnical characteristics and groundwater levels to be used in design.

Task 3.3 – Permitting

Coordinate with the City of Dublin to identify encroachment permit conditions for incorporation into the contract documents. Alternatively, assist the District in obtaining the encroachment permit, as needed.

Task 3.4 – Prepare Plans, Specifications, and Cost Estimate

Prepare 50%, 100%, and Final plans, specifications, and cost estimates. Plans will be developed using Consultant CAD standards. Consultant will prepare technical specifications in CSI format. The District's Division 0 and 1 specifications will be used. The plans will include general sheets, plans and profiles for pipeline rehabilitation, details, and bypass pumping plans. District comments will be incorporated into the subsequent submittal and a response to comments will be provided.

Task 3 Deliverables:

- Topographic Survey
- Geotechnical Boring Log
- Encroachment permit conditions incorporated into the specifications
- Five (5) hard copies and one (1) electronic (PDF) copy of the 50% submittal
- Response to comments on the 50% submittal.
- Five (5) hard copies and one (1) electronic (PDF) copy of the 100% submittal
- Response to comments on the 100% submittal.

- Final Design/Bid Documents will include one (1) reproducible (electronic) set of plans and one (1) reproducible (electronic) set of specifications in PDF format.

Task 3 Assumptions:

- Traffic control plans will be prepared by others.

TASK 4.0 – Bid Period Services

The purpose of this task is to provide engineering services during the bid period for the project. The following services will be provided as requested by the District.

- Attendance at the pre-bid meeting
- Preparation of responses to contractor questions
- Preparation of up to two (2) addenda
- Preparation of conformed drawings

Task 4 Deliverables:

- Responses to contractor questions
- Addenda (up to 2)
- Conformed Drawings

BUDGET

The estimated cost to perform the tasks described above is \$99,980 as shown in the fee estimate below.

Task	Costs
Task 1 - Project Management and Meetings	\$11,700
Task 2 - Review Existing Information	\$5,980
Task 3 - Design	
3.1 - Surveying	\$14,180
3.2 - Geotechnical Investigation	\$12,370
3.3 - Permitting	\$3,040
3.4 - Prepare Plans, Specifications, and Cost Estimate	\$57,430
Task 4 - Bid Services	\$6,780
Total	\$111,480

SCHEDULE

The 50% design submittal will be completed approximately 6 weeks after Notice to Proceed. The 100% design submittal will be completed approximately 4 weeks after receiving comments on the 50% design submittal. Carollo estimates completion of bid documents approximately 2 weeks after receiving comments on the 100% design submittal (estimated at the beginning of May 2016).



Dublin San Ramon Services District

Summary & Recommendation

Agenda Item 8B

Reference General Manager	Type of Action Establish Process	Board Meeting of February 2, 2016
Subject Establish the 2016 Process and Schedule for Performance Assessments of Board Appointees (General Manager, General Counsel, Treasurer and District Secretary)		
<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 General Manager recommends the Board of Directors, by Motion, establish the 2016 schedule and process for the Board's assessment of its appointed positions (General Manager, General Counsel, Treasurer and District Secretary).

Summary:

Principles of good governance, as well as the District's internal policies towards all employees sets the framework for the Board undertaking regular evaluations of the performance of its appointees.

The proposed schedule and process is very similar to that followed in prior years with changes made to reflect the revised manner in which the Board conducts its business (Board Guidelines adopted in 2015), as well as the 2016 Board Committee Structure.

The schedule calls for the Board to complete its assessments as follows:

- General Counsel - July 2016
- General Manager - August 2016
- Treasurer - November 2016
- District Secretary - November 2016

It is noted that the schedule for the General Manager may not be required due to the hiring of a new General Manager. The dates are proposed for memorializing the schedule for future years.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	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. CY 2016 Performance Evaluation Process and Schedule 2. 3.			

ATTACHMENT 1 to S&R
2016 PERFORMANCE EVALUATION PROCESS AND SCHEDULE

GENERAL MANAGER		
Step	Description	Schedule
1.	The Board meets with the General Manager (GM) (Closed Session) for an informal mid-year review to discuss performance year to date, support and resources needed by the GM from the Board.	February 2
2.	The Board of Directors (BOD) decides on the format and content of the GM's performance assessment.	May 3
3.	The GM completes a self-evaluation for FYE 2016 and transmits it to the Board.	August 16
4.	The Board meets (Closed Session) to review and discuss the GM's self-evaluation and prepares its formal assessment (Closed Session).	August 16
5.	The Finance and Personnel Committee (FP) meet to discuss the evaluation (Closed Session) if required.	Sept 6

GENERAL COUNSEL		
Step	Description	Schedule
1.	Staff begins General Counsel evaluations soliciting information from staff who worked with General Counsel on their performance.	May 17
2.	The GM solicits from Bold Polisner their proposal for any contract amendments. Depending on the proposal, the GM surveys comparable agencies and evaluates the reasonableness of the proposal.	May 17
3.	The GM collects staff evaluations and creates a summarized staff evaluation for FYE 2016.	June 21
4.	The BOD reviews and discusses the staff prepared draft and prepares its formal assessment (Closed Session).	July 5
5.	The FP and GM hold a verbal performance discussion with General Counsel (Closed Session) if required.	July 19
6.	Board of Directors considers compensation adjustment and contract amendment as needed.	August 2

TREASURER AND DISTRICT SECRETARY		
Step	Description	Schedule
1.	Incumbents asked to prepare self-assessment.	October 4
2.	Incumbents complete self-assessment.	October 18
3.	Board meeting to discuss performance (Closed Session) and with assistance from General Manager prepares formal Board assessment and determines if it desires to change appointment.	November 1
4.	The FP discusses the assessment with the incumbents if discussion desired by either Board or the incumbent.	November 15



Dublin San Ramon Services District

Summary & Recommendation

Agenda Item 9A

Reference General Manager	Type of Action Discuss and Provide Direction	Board Meeting of February 2, 2016
Subject Review and Discuss Drought Management Program		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Resolution
REPORT: <input checked="" type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input checked="" type="checkbox"/> Staff J. Archer
		<input type="checkbox"/> Informational
		<input checked="" type="checkbox"/> Other
		<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 or action at this or a future Board meeting.

Summary:

On May 19, 2015 the Board updated the District's Drought Management Program by taking various actions that will run through the end of the State of Community Drought Emergency on February 29, 2016. On October 20, 2015 the Board made various changes to the Drought Management Plan that will be applicable in the fall and winter months through February 29, 2016. The elements of the current program include the following:

- Extended the Community Drought Emergency;
- Established Water Use Curtailment Goals;
- Adopted Water Use Limitations (various blanket exemptions approved October 20, 2015);
- Adopted Penalties and Enforcement Provisions;
- Adopted Water Shortage Rate Stage 2 (Adopted Stage 1 Water Shortage Rates on October 20, 2015);
- Approved a Wise Water User Credit for FYE 2016 (Suspended effective with the Stage 1 Water Shortage Rates);
- Approved an Enhanced Rebate Program (amended on June 16, 2015 and again on October 20, 2015);
- Endorsed the FYE 2016 Drought Response Action Plan; and
- Approved budget amendments for FYE 2016 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 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 February 29, 2016.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	DEPARTMENT Executive	REVIEWED BY
ATTACHMENTS <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.			



Dublin San Ramon Services District

Summary & Recommendation

Agenda Item 9B

Reference Engineering Services Manager	Type of Action Award Agreement	Board Meeting of February 2, 2016			
Subject Award Construction Agreement to C. Overaa & Co., for DERWA Recycled Water Treatment Facility Sixth Filter Project (CIP 16-R008)					
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution			
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation	<input checked="" type="checkbox"/> Staff	D. McIntyre	<input type="checkbox"/> Board Member

Recommendation:

The Engineering Services Manager recommends the Board of Directors award, by Resolution, the construction agreement for the DERWA Recycled Water Treatment Facility Sixth Filter Project (CIP 16-R008) to C. Overaa & Co., in the amount of \$256,717.

Summary:

DERWA and the City of Pleasanton entered into an Agreement to Provide Recycled Water Treatment and Delivery Services dated January 7, 2014. The agreement provides that upon written notice from Pleasanton of its desire to proceed with the sixth sand filter expansion project, DERWA will cause DSRSD to commence the project. On August 4, 2015 Pleasanton provided such written notice and a payment of \$475,000 in accordance with the terms of the agreement. By letter dated August 7, 2015, Pleasanton requested the project be expedited to have the filter on line by May 2016 to conform to completion of the initial stage of the Pleasanton's recycled water distribution system project. On October 26, 2015 DERWA declared a Community Drought Emergency and requested DSRSD rely on existing statutory authority, including but not limited to Public Contract Code 22050, to expedite the project and to procure services and materials without giving notice for bid.

In November 2015, the Board approved a purchase agreement to procure the sixth filter. Since that time, streamlined plans and specifications have been prepared. In order for construction to take place prior to the 2016 irrigation season, staff gave the streamlined documents to the District's on-call mechanical contractor, C. Overaa & Co., and requested a quote to install the equipment.

Overaa's quote, received on January 12, 2016, is in the amount of \$256,717 which is well below the engineer's estimate of \$310,000. The equipment will be assigned to Overaa and they will be responsible for coordinating delivery, installation and start-up of the equipment. Overaa has estimated that the work will take 7-8 weeks and the filter will be online by May 1, 2016.

A four-fifths vote is required to approve actions under an emergency declaration.

Committee Review			Legal Review	Staff Review		
COMMITTEE ---	DATE ---	RECOMMENDATION ---	Yes	ORIGINATOR S. Delight	DEPARTMENT Engineering Services	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 \$256,717 plus change order contingency	<input type="checkbox"/> Funding Source A. 100% Water Expansion (Fund 620) B.		Attachments to S&R 1. 2. 3.			

RESOLUTION NO.

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND AUTHORIZING EXECUTION OF TECHNICAL SERVICES AGREEMENT WITH C. OVERAA & CO., FOR CONSTRUCTION OF DERWA RECYCLED WATER TREATMENT FACILITY SIXTH FILTER PROJECT (CIP 16-R008)

WHEREAS, on February 18, 2014 the Board of Directors declared a Community Drought Emergency due to extreme drought and uncertainty of the future water supply; and

WHEREAS, on May 5, 2014 the Board of Directors updated the Community Drought Emergency and approved the Drought Implementation and Response Plan; and

WHEREAS, on October 26, 2015 the DERWA Board of Directors declared a Community Drought Emergency; and

WHEREAS, on October 26, 2015, the DERWA Board of Directors authorized emergency implementation of a sixth sand filter to the DERWA recycled water treatment plant; and

WHEREAS, the project to install the sixth sand filter is included in the current approved DERWA budget; and

WHEREAS, the DERWA Authority Manager has caused, by request, DSRSD to complete the design and construction of the sixth sand filter prior to the 2016 irrigation season; and

WHEREAS, equipment has been pre-purchased and a design package has been completed for the project to install a sixth filter in the existing tertiary treatment plant, as specific actions necessary to mitigate the emergency described above pursuant to subdivisions (b) (4) of Public Resources Code Section 21080; and

WHEREAS, California Public Contract Code Section 22050(a)(1) allows the public agency to “repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, supplies for those purposes without giving notice for bids to let contract;” and

Res. No. _____

WHEREAS, the District Purchasing policy (Policy No. P500-14-1) allows the District to purchase services and supplies during an emergency in accordance with the guidelines in the California Public Contract Code; and

WHEREAS, staff negotiated directly with C. Overaa & Co., the District's on-call construction contractor selected by competitive bidding, for the installation of the tertiary treatment plant sixth filter, and arrived at a contract price that compares favorably with the engineers estimate for construction costs; and

WHEREAS, on June 24, 2015, Governor Edmund G. Brown, Jr. signed emergency legislation (Senate Bill 88; Ch. 27, Stats. 2015) which, among other drought related matters, declared that the California Environmental Quality Act does not apply to a project that is carried out by a public agency for the purpose of mitigating drought emergency conditions and which is for construction or expansion of recycled water pipeline and directly related infrastructure within existing rights of way; and

WHEREAS, the DERWA Board of Directors found and determined that, pursuant to California Public Resources Code Sec. 21080.08, California Environmental Quality Act (CEQA) requirements do not apply to the sixth sand filter project; and

WHEREAS, the DSRSD Board of Directors find and determine that, pursuant to California Public Resources Code Sec. 21080.08, CEQA requirements do not apply to the sixth sand filter project.

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:

Res. No. _____

1. The CEQA requirements for this project do not apply per the DERWA Board of Directors action taken on October 26, 2015.
2. A Community Drought Emergency has been declared by the DSRSD Board of Directors on February 18, 2014 and updated on May 5, 2014.
3. A Community Drought Emergency has been declared by the DERWA Board of Directors on October 26, 2015.
4. The Board hereby finds, determines, and declares that, pursuant to California Public Resources Code Sec. 21080.08, CEQA requirements do not apply to the sixth sand filter project because it is approved and carried out for the purpose of mitigating the current continuing drought emergency conditions and it consists of construction or expansion of recycled water pipeline and directly related infrastructure within existing rights of way.
5. On October 26, 2015 the DERWA Board of Directors requested and caused DSRSD to design and construct the sixth filter project with the objective of completing the project prior to the 2016 irrigation season.
6. In accordance with Public Contract Code Section 22050(a), the DSRSD Board of Directors hereby finds, based on substantial evidence, that the Community Drought Emergency will not permit a delay resulting from a competitive solicitation for bids and that the action is necessary to respond to the Community Drought Emergency.
7. The total contract price of C. Overaa & Co., in the amount of \$256,717, based on a submitted proposal for installation, is hereby accepted.
8. That certain agreement titled “Technical Services Agreement for the Construction of DERWA Recycled Water Treatment Facility Sixth Filter Project (CIP 16-R008)”

Res. No. _____

(Exhibit A), by and between Dublin San Ramon Services District, a California public agency, and C. Overaa & Co., a California Corporation, a 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.

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 2nd day of February 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

D. L. (Pat) Howard, President

ATTEST: _____
Nicole Genzale, District Secretary

DUBLIN SAN RAMON SERVICES DISTRICT
Technical Services Agreement

FOR THE CONSTRUCTION OF DERWA RECYCLED WATER TREATMENT FACILITY
SIXTH FILTER PROJECT (CIP 16-R008)

THIS AGREEMENT for technical services is between **Dublin San Ramon Services District** ("District") and C. Overaa and Co., ("Contractor"). Contractor's address is 200 Parr Boulevard, Richmond, CA 94801, telephone (510) 234-0926, and fax number (510) 237-2435. Contractor is a [X] corporation, [] partnership, [] individual, having taxpayer's identification or Social Security number _____, and professional license class and number Class A License No. 106793.

Section 1: The Agreement. District and Contractor agree that Contractor shall perform technical services for District on the terms and conditions herein set forth in connection with District's "DERWA Recycled Water Treatment Facility Sixth Filter Project (CIP 16-R008)." The following documents are attached hereto and are a part of this Agreement (not in the order of precedence):

- Attachment A – General Agreement Provisions
- Attachment B – Proposal for Sixth Filter Install dated January 12, 2016
- Attachment C – Tertiary Treatment Plant Sixth Filter Specifications (Volume 1 of 2) dated January 2016
- Attachment D – Drawings for Tertiary Treatment Plant Sixth Filter (Volume 2 of 2) dated January 2016
- The Forms described in paragraph 26 of the General Agreement Provisions, duly executed as specified

This Agreement, including said attachments, constitutes the entire agreement between the parties and supersedes any prior proposals, representations, or understandings. This Agreement may be modified only by a written amendment signed by each party.

Section 2: Term and Time of Performance. The term of this Agreement will be from the date of its execution through the warranty period. Contractor is authorized to commence performance of this Agreement upon its execution by the District and receipt of a Notice to Proceed from the District. Contractor shall complete all services covered by this Agreement no later than April 30, 2016 unless this date is extended by District in writing. If Contractor fails to complete the services by said date, Contractor shall pay District as liquidated damages \$1,000.00 per day of default.

Section 3: Payment. Payment to the Contractor shall be based upon any lump sum items plus the unit prices stated in the Proposal Schedule of Values times the actual quantities or units of work and materials performed or furnished, plus direct cost and mark-up cost for materials and supplies. Payments shall be made based on monthly payment requests submitted to the District for approval, and shall be made within 35 days after receipt of an approved payment request, less any retention withheld as required by law, and any withholdings permitted by the General Agreement Provisions. The total amount payable by District for Contractor's services pursuant to this Agreement shall not exceed **\$256,717** without the prior written approval of the District.

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. The Contractor shall provide, prior to final payment, an affidavit that all bills for labor and material incorporated into the work have been paid, and shall submit a certificate relinquishing any and all claims, or stop payment notices, related to the work hereunder.

Exhibit A

Section 4: Termination. District may terminate this Agreement as specified in Section 8 of Attachment A – General Agreement Provisions. Upon termination, District shall pay Contractor for all amounts due for service rendered up to the date of termination.

Dated _____

DUBLIN SAN RAMON SERVICES DISTRICT

CONTRACTOR

By: _____

By: _____

Title: General Manager

Title: _____

Attest: _____

Nicole Genzale, District Secretary

The following attachments are on file with the Office of the General Manager and are available upon request:

- Attachment A – General Agreement Provisions
- Attachment B – Proposal for Sixth Filter Install dated January 12, 2016
- Attachment C – Tertiary Treatment Plant Sixth Filter Specifications (Volume 1 of 2) dated January 2016
- Attachment D – Drawings for Tertiary Treatment Plant Sixth Filter (Volume 2 of 2) dated January 2016
- The Forms described in paragraph 26 of the General Agreement Provisions



Dublin San Ramon Services District

Summary & Recommendation

Agenda Item 9C

Reference General Manager	Type of Action Approve Revised Strategic Plan	Board Meeting of February 2, 2016
Subject		
Approve the Revised Fifth Edition of the District's Five-Year "Strategic Plan – Investing for Reliable and Sustainable Service FYE 2016 – 2020"		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
		<input checked="" type="checkbox"/> Staff
		J. Archer
		<input type="checkbox"/> Board Member

Recommendation:

The General Manager recommends the Board of Directors approve, by Resolution, the revision to the fifth edition of the District's "Strategic Plan – Investing for Reliable and Sustainable Service FYE 2016 to FYE 2020." The detailed work plans at this time will remain unchanged but will be evaluated over the next few months.

Summary:

On May 19, 2015 the District approved the five-year "Strategic Plan - Investing for Reliable and Sustainable Services FYE 2016-2020" (Strategic Plan). The previously approved fifth edition consolidated elements to a list of four interrelated Elements: Financial Affairs, Technical Affairs, External Affairs and Personnel, which generally aligned with the Board's then current Committee structure.

Effective December 15, 2015 the Board approved a revised Committee structure for 2016. The Committee structure is as follows:

- Water Resources (formerly titled Technical Affairs);
- Finance and Personnel (Personnel matters formerly part of Administrative Affairs); and
- External Affairs (formerly part of Administrative Affairs).

The Administrative Affairs, Executive and Tri-Valley Water Policy Roundtable Committees are eliminated.

The attached proposed Strategic Plan has been edited to reflect the revised Committee structure. In addition to the structural edit to the document, one addition to the approved goals is proposed, while all other goals remain unchanged:

Goal 1.08 - HIRE AND TRAIN REPLACEMENT STAFF IN A TIMELY MANNER

This new goal is deemed to be appropriate given the recent turnover in District staff, which is anticipated to continue for the near future based on staff projections of retirement eligible employees. This goal is deemed to be in alignment with the other goals established by the Board for Finance and Personnel.

Committee Review			Legal Review	Staff Review		
COMMITTEE ----	DATE ----	RECOMMENDATION ---	Not Required	ORIGINATOR J. Archer	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 type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost \$0 Costs separately included in Budgets	<input type="checkbox"/> Funding Source A. B.		Attachments to S&R 1. Proposed Revised Strategic Plan Goals (redline) 2. 3.			

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE REVISED FIFTH EDITION OF THE FIVE-YEAR STRATEGIC PLAN – INVESTING FOR RELIABLE AND SUSTAINABLE SERVICE FYE 2016 TO FYE 2020

WHEREAS, on May 15, 2015, the District Board of Directors adopted the fifth edition of the five-year “Strategic Plan – Investing for Reliable and Sustainable Service FYE 2016 – 2020” (“Strategic Plan”) which was developed by a team consisting of the District General Manager, Senior Managers and Supervisors with written and verbal input from individual Boardmembers, Board Committees and the Board as a whole; and

WHEREAS, the previously approved fifth edition of the Strategic Plan consolidated elements to a list of four interrelated Elements which generally aligned with the Board’s then current Committee structure; and

WHEREAS, on Dec 15, 2015, as is done annually, the Board approved a revised Committee structure and assignments for 2016 which combined and reorganized the Committees effective January 1, 2016; and

WHEREAS, the Board wishes to revise the fifth edition of the Strategic Plan to reflect the revised Committee structure, and make one addition to the approved goals: “Goal 1.08 - Hire and Train Replacement Staff in a Timely Manner;” and

WHEREAS, all other goals and detailed work plans will remain unchanged at this time.

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, hereby:

1. Approves the revised fifth edition of the Strategic Plan – Investing for Reliable and Sustainable Service FYE 2016 – FYE 2020, specifically the Strategic Goals, attached hereto as “Exhibit A;”
2. Authorizes and directs the General Manager to undertake and prioritize the business of the District according to the Strategic Plan as constrained by the District operating and capital improvement budgets and policies and procedures;

Res. No. _____

3. Directs the General Manager to annually report on progress being made related to the goals of the Strategic Plan;
4. Directs the General Manager to prepare a biennial update to the Strategic Plan; and
5. Directs the General Manager to prepare an annual update to the Strategic Work Plan.

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 2nd day of February 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

D.L. (Pat) Howard, President

Attest:

Nicole Genzale, District Secretary

Attachment A
STRATEGIC GOALS

Goal No.	Goal Statements	Importance To Be Started To Be Achieved
1.0 FINANCIAL AND HUMAN RESOURCES AFFAIRS		
1.01	ENSURE APPROPRIATE INVESTMENT AND SOUND FINANCIAL PLANNING TO SUPPORT THE DISTRICT'S MISSION WELL AHEAD OF NEED	Mission Critical Ongoing Continuous
1.02	SATISFY PENSION AND OPEB (OTHER POST EMPLOYMENT BENEFIT) OBLIGATIONS WITHIN FIVE YEARS	Important Ongoing Long Term
1.03	SATISFY RESIDUAL TEMPORARY INFRASTRUCTURE CHARGE OBLIGATION WITHIN FIVE YEARS IN ACCORDANCE WITH BOARD POLICY	Important Ongoing Long Term
1.04	USE AN ASSET MANAGEMENT DATA-DRIVEN APPROACH FOR SETTING REPLACEMENT RESERVE TARGETS	Important Ongoing Mid Term
1.05	INTEGRATE MASTER PLANS WITH FEE SETTING FOR CAPACITY RIGHTS	Important Ongoing Near Term
1.06	<u>MAINTAIN FAIR AND EQUITABLE LABOR AGREEMENTS WITH COMPETITIVE SALARY AND BENEFIT PACKAGES</u>	<u>Important</u> <u>Short Term</u> <u>Long Term</u>
1.07	<u>DEVELOP AND IMPLEMENT A HUMAN RESOURCES MASTER PLAN</u>	<u>Important</u> <u>Short Term</u> <u>Mid Term</u>
1.08	<u>HIRE AND TRAIN FOR REPLACEMENT STAFF IN A TIMELY MANNER</u>	<u>Mission Critical</u> <u>Short Term</u> <u>Continuous</u>
2.0 TECHNICAL AFFAIRS/WATER RESOURCES		
2.01	INCREASE WATER SUPPLY RELIABILITY BY DIVERSIFYING THE SUPPLY PORTFOLIO <i>IN CONFORMANCE WITH A BOARD-ADOPTED POLICY DERIVED FROM THE LONG-TERM WATER SUPPLY MASTER PLAN - TENTATIVELY:</i> <ul style="list-style-type: none"> <i>Total water supply is at least 85% reliable (long-term weighted average), i.e. curtailment is needed in no more than 15% of the years</i> <i>At least 75% of supply is available in 99% of the years</i> <i>At least 60% of demand is satisfied by local and regional supplies, exclusive of State Water Project</i> <i>No more than 40% of supply originates from one source</i> 	Mission Critical Ongoing Long Term
2.02	MANAGE POTABLE WATER DEMAND WHILE MEETING STATE MANDATES FOR WATER USAGE: <i>Goal to be finalized in conformance with final goals of Long-Term Water Supply Master Plan – Tentatively:</i> <ul style="list-style-type: none"> <i>Maintain residential potable demand at 75-80 gallons per person per day (system-wide annual average) on a long-term, sustainable basis</i> <i>Increase reuse of treated wastewater so the District discharges nothing (except brine produced during water recycling) to the Bay, 365 days a year</i> 	Mission Critical Ongoing Near Term
2.03	PARTICIPATE IN THE IMPLEMENTATION OF RECYCLED WATER DELIVERIES TO TRI-VALLEY COMMUNITIES OUTSIDE OF OUR SERVICE AREA	Important Ongoing Long Term

Attachment A
STRATEGIC GOALS

Goal No.	Goal Statements	Importance To Be Started To Be Achieved
2.04	COMPLETE MASTER PLANS AND IMPLEMENT KEY PROJECTS	Mission Critical Short Term Near Term
2.05	USE ASSET MANAGEMENT TO IMPROVE MAINTENANCE EFFICIENCY AND PLAN FOR REPLACEMENT OF CRITICAL INFRASTRUCTURE	Important Ongoing Continuous
2.06	DIVERSIFY MANAGEMENT OF BIOSOLIDS TO REDUCE EXPOSURE TO OPERATIONAL, ENVIRONMENTAL, AND FINANCIAL RISKS	Mission Critical Ongoing Long Term
2.07	PLAN FOR FUTURE WASTEWATER EFFLUENT NUTRIENT CONTROL BY ACTIVELY PARTICIPATING IN THE BAY AREA CLEAN WATER AGENCIES NUTRIENT MANAGEMENT STUDY	Mission Critical Ongoing Long Term
2.08	ENHANCE OUR CAPABILITY TO RESPOND TO AND RECOVER FROM EMERGENCIES	Mission Critical Ongoing Continuous
2.09	IMPLEMENT A SECURE INFORMATION TECHNOLOGY PLATFORM ENABLING EMPLOYEES TO PERFORM DUTIES IN A WAY THAT ELIMINATES OR MINIMIZES THE RISK OF ERROR AND REPETITIVE AND REDUNDANT WORK AND IS SAFER AND MORE EFFICIENT	Important Ongoing Continuous
2.10	DELIVER WATER OF A QUALITY THAT MEETS ALL STANDARDS AND IS ACCEPTABLE TO OUR CUSTOMERS	Mission Critical Ongoing Long Term

3.0 EXTERNAL AFFAIRS

3.01	GOVERN IN AN EFFECTIVE, EFFICIENT, OPEN, AND TRANSPARENT MANNER	Best Practice Ongoing Continuous
3.02	SEEK NEW WAYS TO IMPROVE THE INSTITUTIONAL WAY WE DELIVER SERVICES	Important Ongoing Long Term
3.03	ENSURE THE PUBLIC IS AWARE OF AND UNDERSTANDS IMPORTANT ISSUES FACING THE DISTRICT	Best Practice Ongoing Continuous
3.04	EXPAND THE USE OF TECHNOLOGY TO PROVIDE ENHANCED CUSTOMER SERVICE TO ALL DISTRICT CUSTOMERS	Important Ongoing Continuous
3.05	IMPLEMENT NEEDED CHANGES TO RECORDS MANAGEMENT, RETENTION, AND RETRIEVAL POLICIES AND SYSTEMS (INCLUDING ELECTRONIC RECORDS)	Important Ongoing Mid Term

4.0 PERSONNEL

4.01	MAINTAIN FAIR AND EQUITABLE LABOR AGREEMENTS WITH COMPETITIVE SALARY AND BENEFIT PACKAGES	Important Short Term Long Term
4.02	DEVELOP AND IMPLEMENT A HUMAN RESOURCES MASTER PLAN	Important Short Term Mid Term