



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

**NOTICE OF REGULAR MEETING**

**TIME:** 6:00 p.m.

**DATE:** Tuesday, March 15, 2016

**Quorum will be present at:**

**PLACE:** Dublin San Ramon Services District Boardroom  
7051 Dublin Boulevard  
Dublin, CA 94568

**Alternate Teleconference Location:**

**PLACE:** JW Marriott Grand Rapids  
235 Louis St NW  
Grand Rapids, MI 49503

**AGENDA**

**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</u> (MEETING OPEN TO THE PUBLIC)   |                           |                         |
| At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. 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>   |                           |                         |
| Finance and Personnel   | February 29, 2016         |                         |
| Special DERWA   | March 14, 2016            |                         |

**BUSINESS:**

**REFERENCE**

|    |   | <b><u>Recommended Action</u></b> | <b><u>Anticipated Time</u></b> |
|----|---|----------------------------------|--------------------------------|
| 7. | <u>APPROVAL OF MINUTES</u> - Regular Meeting of<br><i>March 1, 2016</i> | Executive Services Supervisor    | Approve by Motion              |
| 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. | Approve Revised Job Description for Operations Manager Classification  | General Manager | Approve by Resolution |
| B. | Approve Out-of-State Travel for Financial Analyst to attend Tyler Technology Conference; and Information Technology Analyst II and Operation Control System Specialist to attend Department of Homeland Security Industrial Control Systems Cybersecurity Training | General Manager | Accept by Motion      |
| C. | Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, and Upcoming Board Business   | General Manager | Accept by Motion      |

9. BOARD BUSINESS

|    |   |                              |   |        |
|----|---|------------------------------|---|--------|
| A. | Hold Public Hearing: Adopt Urgency Ordinance for Water Use Limitations and Repeal Ordinance No. 336                                 | Operations Manager           | Waive Reading by Motion; Hold Public Hearing: Adopt Urgency Ordinance | 15 min |
| B. | Accept Water Supply and Demand and Drought Response Reports and Find that the Need for the Community Drought Emergency Still Exists | General Manager              | Accept by Motion  | 5 min  |
| C. | Approve Staff Authority to Submit Grant Application for Bay Area Biosolids to Energy Project  | Engineering Services Manager | Approve by Resolution   | 10 min |
| D. | Discuss and Provide Direction on the Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy                  | Engineering Services Manager | Discuss & Provide Direction   | 10 min |

10. BOARDMEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors

**BUSINESS:**

**REFERENCE**

|  | <b><u>Recommended Action</u></b> | <b><u>Anticipated Time</u></b> |
|--|----------------------------------|--------------------------------|
| 11. <u>CLOSED SESSION</u>  |                                  |                                |
| A. Public Employee Appointment – Pursuant to Government Code Section 54957<br>Title: General Manager   |                                  | 5 min                          |
| B. Conference with Legal Counsel – Existing Litigation Pursuant to subdivision (d)(1) of<br>Governmental Code Section 54956.9. One Case. (Alejandro) |                                  | 5 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 REGULAR MEETING OF THE BOARD OF DIRECTORS**

**March 1, 2016**

**1. CALL TO ORDER**

A regular 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, Director Madelyne (Maddi) A. Misheloff.

Director Georange M. Vonheeder-Leopold was absent.

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**

General Manager Archer announced the District received the Excellence Award in Operating Budget from the California Municipal Finance Officers Association for fiscal year 2015-16.

**5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 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 Department of Water Resources increased the District's allotment from 15% to 30%.
  - o Zone 7 Water Agency submitted a letter indicating the Zone will be able to meet 100% of the District's supply demand in 2016.
  - o The Dublin Chamber of Commerce is hosting the St. Patrick's & Awards Luncheon on Wednesday March 16, 2016 at the Shannon Center. Let the General Manager or District Secretary know if you would like to attend.
  - o The California Special Districts Association is hosting its annual dinner on Thursday March 24, 2016 at the Pleasanton Marriot. Let the General Manager or District Secretary know if you would like to attend.
  - o Board meeting business for March and April appears to be on the lighter side.
- Correspondence to and from the Board on an Item not on the Agenda – None

B. Agenda Management (consider order of items) – General Manager Archer reported that Closed Session Item 11.B will not need to be held.

C. Committee Reports

Finance & Personnel

February 29, 2016

President Howard invited comments on recent committee activities. The Committee members deferred discussion of the recent Finance & Personnel meeting until the meeting notes are finalized for Board review.

7. APPROVAL OF MINUTES – Regular Meeting of February 16, 2016

Vice President Halket MOVED for the approval of the February 16, 2016 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

8. CONSENT CALENDAR

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

A. Approve Consulting Services Agreement and Authorize Execution of Task Order No. 1 with ID/Architecture for Architectural Design Services for the Field Operations Offices and Corporation Yard Project (CIP 16-A005) – Approved – Resolution No. 12-16

B. Authorize Task Order No. OC-22 with Carollo Engineers for Engineering Design Services for the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court (CIP 16-A002) – Approved

9. BOARD BUSINESS

A. Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 14-14

President Howard declared the Public Hearing open.

General Manager Archer reviewed the item for the Board and noted that due to a reduction in overhead costs, some fees and/or charges have actually declined.

Hearing no comments from the public, Director Duarte MOVED to CLOSE the Public Hearing. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

The Board and staff noted it is commendable that a number of fees have been reduced due to the District's continual efforts to improve operating efficiencies.

Vice President Halket MOVED to adopt Resolution No. 13-16, Establishing Fees And Charges Under District Code Sections 1.30.010 (B) (General Penalty – Infraction), 1.40.040 (Copies Of Public Records - Fees), 1.50.010 (Assessment Of Late Charges), 1.50.070 (Charge For Unpaid Returned Checks), 2.30.050 (Processing Fee [Planning Services Agreements]), 1.100.010 (Escrow Fees), 3.70.070 (A) & (B) (Inspection And Project Review Fees – Miscellaneous Fees), 3.70.060 (Meter Assembly Installation Fee - Water), 4.40.070 (Backflow Prevention Administration Fee), 4.40.040 (A) & (B) (Other Fees And Charges For Water Service), 4.40.080 (A) (Fees And Charges For Use Of Temporary Meters), 4.40.080 (C) (Fees And Charges For Use Of Temporary Meters - Deposit), And 4.40.090 (A) & (B) (Fees And Charges For Use Of Construction Water Meter) And Rescinding Resolution No. 14-14. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

B. Hold Public Hearing: Adopt Resolution Establishing Industrial Waste Program User Fees and Charges and Rescind Resolution No. 15-14

President Howard declared the Public Hearing open.

General Manager Archer reviewed the item for the Board and again noted that due to a reduction in overhead costs, some fees and/or charges have actually declined. New lab fees have been included due to an expansion of lab testing services.

Hearing no comments from the public, Vice President Halket MOVED to CLOSE the Public Hearing. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

Director Duarte MOVED to adopt Resolution No. 14-16, Establishing Fees and Charges Under District Code Section 5.30.090, Industrial Waste Program User Fees and Charges and Rescinding Resolution No. 15-14. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

C. Continue the State of a Community Drought Emergency through October 31, 2016 and Rescind Resolution No. 7-16

General Manager Archer reviewed the item for the Board and noted that upon General Counsel Nelson's recommendation, additional language has been written into the proposed resolution. The additional language refers to Water Code section 350 which is a source of the District's authority to enact the ordinance for water use limitations.

Director Misheloff MOVED to adopt Resolution No. 15-16, Extending the Declaration of a Community Drought Emergency and Rescinding Resolution No. 7-16. Vice President Halket SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

D. Discuss 2016 Recycled Water Residential Fill Station Program Strategy and Recommendation

Engineering Services Manager McIntyre introduced Clean Water Programs Specialist Stefanie Olson who reviewed the item for the Board, including staff's recommendation to implement Option 1 presented in the staff report and increase the departmental budget to support the proposed program.

The Board and staff discussed various aspects of the 2016 fill station program, including possible program expansion, possible implementation and administration of a user fee, the benefits of recycled water, and user agreement provisions for handling and non-storage of recycled water. The Board suggested that if a user fee is to be implemented next year that communications be made to users well in advance. Staff also reported that the Dublin Boulevard fill station location will not be available long-term as Dublin police will be moving to that location likely later this year.

The Board agreed with staff's recommendation to implement Option 1 as presented, and agreed to consider a request for a budget adjustment at a future meeting.

E. Approve DSRSD Comment Letter on Zone 7 Water Agency's 2015 Urban Water Management Plan

Engineering Services Manager McIntyre introduced Principal Engineer Rhodora Biagtan who reviewed the item for the Board, and gave a presentation on Water Supply Reliability discussing Zone 7's Plan and the District's Water Supply, Storage, Conveyance, Quality and Conservation policy.

The Board and staff briefly discussed the matter, including Zone 7's possible consideration of alternate water supplies. The Board approved the letter as proposed with the adjustment of copying the chief executives of the city retailers in Livermore and Pleasanton.

Director Misheloff MOVED for approval of DSRSD Comment Letter on Zone 7 Water Agency's 2015 Urban Water Management Plan with the adjustment to send copies to chief executives of the city retailers. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

F. Discuss and Provide Direction on Operations Manager Job Description Update

General Manager Archer reviewed the item for the Board, and noted the proposed adjustment to years of experience to align with the other existing senior management job descriptions.

The Board complimented the work done on the job description update and agreed with the recommended changes as presented.

10. BOARDMEMBER ITEMS

Director Misheloff submitted a written report to Executive Services Supervisor Genzale. She reported that she attended the California Special Districts Association new Boardmember workshop and AB 1234 ethics training on February 18, 2016 at Central Contra Costa Sanitary District in Martinez.

Director Duarte reported that he attended San Ramon Mayor Clarkson's annual report on February 9, 2016 at the San Ramon Chamber of Commerce.

11. CLOSED SESSION

At 6:42 p.m. the Board went into Closed Session.

- A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Negotiator: John Archer, General Manager  
Unrepresented Employees: Operations Manager  
Additional attendees: General Counsel Carl P. A. Nelson  
Michelle Gallardo, Human Resources Supervisor
- B. NOT HELD - Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6  
Agency Negotiator: John Archer, General Manager  
Employee Organization: 1. Stationary Engineers Local 39  
Additional attendees: General Counsel Carl P. A. Nelson  
Michelle Gallardo, Human Resources Supervisor
- C. Public Employee Appointment – Pursuant to Government Code Section 54957  
Title: General Manager

12. REPORT FROM CLOSED SESSION

At 7:02 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 7:03 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor



# Dublin San Ramon Services District

## Summary & Recommendation

**Agenda Item 8A**

|  |   |  |   |           |                                |                                       |
|--|---|--|---|-----------|--------------------------------|---------------------------------------|
| Reference<br>General Manager   | Type of Action<br>Approve Job Description | Board Meeting of<br>March 15, 2016             |   |           |                                |                                       |
| Subject<br>Approve Revised Job Description for Operations Manager Classification |   |  |   |           |                                |                                       |
| <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"/> Other | <input type="checkbox"/> Board Member |

**Recommendation:**

The General Manager recommends the Board of Directors approve, by Resolution, revisions to the definition, essential duties and responsibilities, qualifications, education and experience, certification and license requirements sections of the Operations Manager job description.

**Summary:**

On February 22, 2016 the District's current Operations Manager announced his intention to retire from District service. The recruitment process to hire a permanent Operations Manager is expected to extend into the latter part of calendar year 2016. In preparation for advertising this vacancy and starting the recruitment process, staff reviewed the current Operations Manager job description last updated on October 7, 2014. Staff is recommending an update to the job description definition, essential duties, qualifications, and minimum eligibility requirements in an effort to align it with other senior-level positions within the District, as well as to Operations Manager positions outside of the District, in the greater Northern California region (i.e. agencies similar to the District).

At the regular Board meeting held on March 1, 2016, staff presented a draft update of the Operations Manager job description and requested further direction. The Board accepted all proposed changes.

It is recommended that the Operations Manager job description be revised to establish desirable job definition, education and experience, certification, licensing, registrations, and skill sets necessary to carry out the mission and strategic goals of the District in today's business environment. In accordance with Board policy for "New/Revised Job Classifications and Salary," job titles, job definitions, and job duties for all senior management positions shall be presented to the Board by the General Manager for approval and adoption. The new Operations Manager will be subject to a Personal Services Agreement which will be determined through negotiation with the selected candidate and presented to the Board for approval. The Board has given the Interim General Manager and Human Resources Supervisor verbal authorization to recruit for this position as an open internal/external recruitment and to negotiate within set parameters. The full job description in both redline and "clean" versions are attached.

| Committee Review                                 |   |                                     | Legal Review   | Staff Review                       |                              |             |
|--|---|-------------------------------------|--|------------------------------------|------------------------------|-------------|
| COMMITTEE<br>---                                 | DATE<br>---   | RECOMMENDATION<br>---               | Not Required   | ORIGINATOR<br>M. Gallardo          | DEPARTMENT<br>Admin 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<br>\$0  | <input type="checkbox"/> Funding Source<br>A.<br>B. |                                     | Attachments to S&R<br>1. Operations Manager Job Description (redline version)<br>2. Operations Manager Job Description ("clean" version)<br>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. 53-14; and

WHEREAS, the Operations Manager job description was last approved by the Board October 7, 2014; and

WHEREAS, the Board desires to revise and update the job definition, essential duties and responsibilities, qualifications, education and experience requirements, and certification and license requirements for the Operations Manager in order to align with other senior-level classifications within the District as well as with similar Operations Manager positions outside of the District, in the greater Northern California region.

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, potable water, recycled water, and sewer collections. 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 minimum education and experience requirements for the Operations Manager shall be: “Any 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

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

university with major course work in engineering, biology, chemistry, public administration, business, organizational leadership, or related field. Master's degree preferred. Ten (10) years of increasingly responsible experience in the operations, maintenance and laboratory monitoring of a large wastewater or water treatment facility or similar industrial facility, including five (5) years of supervisory responsibility; public sector experience is desirable.

3. The certificates, licenses, registrations for the Operations Manager shall read: "Possession of the category of California 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 V Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board. A valid Grade V Water Distribution Certificate issued by the California Department of Drinking Water and a valid Grade I Water Treatment Certificate issued by the California Department of Drinking Water are desirable."

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public

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

agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of March 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

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D.L. (Pat) Howard, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary

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## 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<br><b>March 15, 2016</b> |

### DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Manager for the Operations Department including wastewater treatment, potable water, recycled water, and sewer collections. 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.

**Deleted:** field operations

### DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and /or programs related to the operation and maintenance of the wastewater treatment facility, potable water facilities, recycled water facilities, sewer collections, laboratory, safety, environmental compliance, and facilities and fleet maintenance, as well as by contract managing the operation and maintenance of the DERWA and LAVWMA facilities. The incumbent receives administrative direction from the General Manager and exercises direct supervision over supervisory, professional, technical, and administrative support staff.

**Deleted:** Operations including

**Deleted:** plant

**Deleted:** facility

**Deleted:** and field operations functions

**Deleted:** with

**Deleted:** , and property management maintenance, and fleet maintenance

### 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.

**Deleted:** .

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; attends Board and Committee meetings.

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.

Supervises and participates in the development of the Operations and Maintenance (O&M) budgets for DERWA and LAVWMA; in accordance with direction received from the respective Authority Manager, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; prepares and approves invoices; administers and manages the District's resources to meet approved budgets.

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.

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

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

Manages the operations and maintenance of the regional wastewater treatment facility, potable water distribution facilities, recycled water production and distribution facilities, and the sewer collections system; certifies and submits regulatory reports to comply with National Pollutant Discharge Elimination System (NPDES), Waste Discharge Requirements (WDR) and State Water Resources Control Board-Division of Drinking Water (DDW) requirements; directs periodic reviews and updates of the District's Sanitary Sewer Management Plan (SSMP).

Develops and supervises a comprehensive laboratory monitoring program for wastewater, potable water, recycled water, and biosolids treatment and disposal.

Oversees and manages the District's industrial pretreatment, pollution prevention and water conservation programs.

Oversees and manages the District's safety, security and emergency preparedness 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. Administers the Bay Area Chemical Consortium (BACC), managing and/or directing the efforts of staff to gather data, prepare bid documents for advertising, responding to questions from bidders, opening bids, preparing bid recommendations, issuing bid awards, resolving disputes with vendors, preparing invoices, and facilitating periodic membership meetings.

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.

## QUALIFICATIONS

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, operation, and maintenance.

Principles and practices of operating and maintaining wastewater collection, recycled water production and recycled 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 and policies.

**Deleted:** treatment plant facilities and field operations

**Deleted:** ;

**Deleted:** develops and oversees

**Deleted:** programs, clean water

**Deleted:** ¶

**Deleted:** 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.¶

**Deleted:** operations

**Deleted:** related reclaimed

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.

**Deleted:**

Provide technical advice and recommendations on maintenance and operational activities.

Prepare and administer a department budget.

Prepare and administer budgets for DERWA and LAVWMA.

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 engineering, biology, chemistry, public administration, business, organizational leadership, or related field. Master's degree preferred.

**Deleted:** engineering

**Deleted:** a closely

**Deleted:** Fifteen

**Deleted:** facilities

**Deleted:** eight

Ten (10) years of increasingly responsible experience in the operations, maintenance and laboratory monitoring of a large wastewater or water treatment facility or similar industrial facility, including five (5) 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 V Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board. A valid Grade V Water Distribution Certificate issued by the California Department of Drinking Water and a valid Grade I Water Treatment Certificate issued by the California Department of Drinking Water are desirable.

#### **ADDITIONAL REQUIREMENTS**

None.

#### **DISASTER SERVICE WORKER**

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.

**Deleted: 5**

**Deleted: 5**

**Deleted: Health Services**

**Deleted: Health Services**

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

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.

### **PHYSICAL DEMANDS**

#### **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**

**Average Frequency:** 1 to 2 times.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Up to 10 times.  
**Duration:** Seconds at a time.  
**Surfaces:** Tile, carpet.  
**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.

**CRAWLING**

Not a job requirement.

**LAYING ON BACK/STOMACH**

Not a job requirement.

**CLIMBING/BALANCING**

**Average Frequency:** 2 to 4 times a week.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Surfaces:** Stair steps, vehicle floorboard.  
**Description:** 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:**

**Average Frequency:** 5 to 10 times.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Up to 10 minutes.  
**Duration:** Seconds to 1 minute at a time.  
**Description:** 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:**

**Average Frequency:** 5 to 6 hours.  
**Duration:** Seconds to 20 minutes at a time.  
**Maximum Frequency:** Up to 7 hours.  
**Duration:** Seconds to 20 minutes at a time.  
**Description:** 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

**Average Frequency:** 2 to 3 hours.  
**Duration:** Seconds to 15 minutes at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** 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

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

#### FINE MANIPULATION

**Average Frequency:** 4 ½ to 5 ½ hours.  
**Duration:** Seconds to 20 minutes at a time.  
**Maximum Frequency:** Up to 6 ½ hours.  
**Duration:** Seconds to 20 minutes at a time.  
**Description:** 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.

#### MACHINES/TOOLS

- 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

#### PERSONAL PROTECTIVE EQUIPMENT

- 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:    | 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<br>March 15, 2016 |

### DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Manager for the Operations Department including wastewater treatment, potable water, recycled water, and sewer collections. 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 the operation and maintenance of the wastewater treatment facility, potable water facilities, recycled water facilities, sewer collections, laboratory, safety, environmental compliance, and facilities and fleet maintenance as well as by contract managing the operation and maintenance of the DERWA and LAVWMA facilities. 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; attends Board and Committee meetings

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.

Supervises and participates in the development of the Operations and Maintenance (O&M) budgets for DERWA and LAVWMA; in accordance with direction received from the respective Authority Manager, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; prepares and approves invoices; administers and manages the District's resources to meet approved budgets.

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.

Manages the operations and maintenance of the regional wastewater treatment facility, potable water distribution facilities, recycled water production and distribution facilities, and the sewer collections system; certifies and submits regulatory reports to comply with National Pollutant Discharge Elimination System (NPDES), Waste Discharge Requirements (WDR) and State Water Resources Control Board-Division of Drinking Water (DDW) requirements; directs periodic reviews and updates of the District's Sanitary Sewer Management Plan (SSMP).

Develops and supervises a comprehensive laboratory monitoring program for wastewater, potable water, recycled water, and biosolids treatment and disposal.

Oversees and manages the District's industrial pretreatment, pollution prevention and water conservation programs.

Oversees and manages the District's safety, security and emergency preparedness 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. Administers the Bay Area Chemical Consortium (BACC), managing and/or directing the efforts of staff to gather data, prepare bid documents for advertising, responding to questions from bidders, opening bids, preparing bid recommendations, issuing bid awards, resolving disputes with vendors, preparing invoices, and facilitating periodic membership meetings.

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, operation, and maintenance.

Principles and practices of operating and maintaining wastewater collection, recycled water production and recycled 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 and policies.

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.

Prepare and administer budgets for DERWA and LAVWMA.

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 engineering, biology, chemistry, public administration, business, organizational leadership, or related field. Master's degree preferred.

Ten (10) years of increasingly responsible experience in the operations, maintenance and laboratory monitoring of a large wastewater or water treatment facility or similar industrial facility, including five (5) 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 V Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board. A valid Grade V Water Distribution Certificate issued by the California Department of Drinking Water and a valid Grade I Water Treatment Certificate issued by the California Department of Drinking Water are desirable.

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### **ADDITIONAL REQUIREMENTS**

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None.

### **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**

**Average Frequency:** 2 to 3 hours.  
**Duration:** Seconds to 15 minutes at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** 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**

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

### **FINE MANIPULATION**

**Average Frequency:** 4 ½ to 5 ½ hours.  
**Duration:** Seconds to 20 minutes at a time.  
**Maximum Frequency:** Up to 6 ½ hours.  
**Duration:** Seconds to 20 minutes at a time.  
**Description:** 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

## Summary & Recommendation

**Agenda Item 8B**

| Reference  | Type of Action                        | Board Meeting of                      |   |  |                                       |
|--|---------------------------------------|---------------------------------------|---|--|---------------------------------------|
| General Manager  | Approve Out of State Travel           | March 15, 2016                        |   |  |                                       |
| <b>Subject</b>   |                                       |                                       |   |  |                                       |
| Approve Out-of-State Travel for Financial Analyst to attend Tyler Technology Conference; and Information Technology Analyst II and Operation Control System Specialist to attend Department of Homeland Security Industrial Control Systems Cybersecurity Training |                                       |                                       |   |  |                                       |
| <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 approve, by Motion, out-of-state travel for, Mayette Bailey, Financial Analyst to attend the Tyler Technology Conference on May 1-4, 2016 in Phoenix, Arizona; and Aomar Bahloul, Information Technology Analyst II and Robert Brooks, Operation Control System Specialist (E&I), to attend Department of Homeland Security, Industrial Control Systems (ICS) Cybersecurity (301) Training (5 days) in Idaho Falls, Idaho, dates to be determined.

**Summary:**

In accordance with District rules and directives, out-of-state conference attendance must be approved by the Board unless it is identified in the approved operating budget.

Tyler Technology is the creator of EDEN financial software which the District utilizes for financial management and budgeting. The Tyler Technology Conference provides three intense days of training sessions on how to utilize the various features of the EDEN software modules. Training is appropriate for Ms. Bailey as we head into a budget preparation cycle. The cost for registration, travel and meals is estimated to be \$2,000, the current FY2016 budget for the Accounting division has adequate funding to cover the cost of one person to attend this conference.

The United States Department of Homeland Security ICS-CERT (Industrial Control Systems Cyber Emergency Response Team) Program sponsors ICS Cybersecurity (301) Training. This event will provide hands-on training in discovering who and what is on the network, identifying vulnerabilities, learning how those vulnerabilities may be exploited, and learning defensive and mitigation strategies for ICS. The week includes a Red Team/Blue Team exercise that takes place within an actual control systems environment. This training provides the opportunity to network and collaborate with other colleagues involved in operating and protecting control system networks. This course is announced several times a year but closes registration within days due to the high demand. Pre-authorization for travel out of state is requested. There is no cost to attend the training; however, travel expenses to and from and accommodations at Idaho Falls are the responsibility of each participant's agency. The estimated cost of \$2,000 per attendee is available from existing travel funding by the applicable Divisions.

| Committee Review                                       |   |                                     | Legal Review  | Staff Review                       |            |             |
|--|---|-------------------------------------|---|------------------------------------|------------|-------------|
| COMMITTEE  | DATE  | RECOMMENDATION                      |   | ORIGINATOR                         | DEPARTMENT | REVIEWED BY |
| ---  | ---   | ---                                 | Not Required  | J. Archer                          | Executive  |             |
|  |   |                                     |   |                                    |            |             |
| <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<br>\$6,000.00 | <input checked="" type="checkbox"/> Funding Source<br>Fund 900 (Travel) |                                     | Attachments to S&R<br>1. EDEN conference agenda and sessions<br>2. DHS ICS-CERT Course 301 Agenda<br>3. |                                    |            |             |



## Class Selection Worksheet – Eden User

| Class/Event Name  | Level            | Credit          | CPE Field of Study |                          |
|---|------------------|-----------------|--------------------|--------------------------|
| Session #   | Yes or No        | or IAAO (IA/OR) |                    |                          |
| <b>Meet &amp; Greet: 5:00 PM - 6:30 PM</b>  |                  |                 |                    |                          |
| <b>Sunday, May 1, 2016</b>  |                  |                 |                    |                          |
| <input type="checkbox"/> [TY-EV-SU-MG1] ED/MU/SI/VT Meet & Greet                                |                  |                 |                    |                          |
| <input type="checkbox"/> [TY-NO-1-N] Not Attending Meet & Greet                                 |                  |                 |                    |                          |
| <b>Monday, May 2, 2016</b>  |                  |                 |                    |                          |
| <input type="checkbox"/> [TY-NO-1-A] No Selection   | 1                | No              | N/A                |                          |
| <input type="checkbox"/> [TY-GS-1-A] <b>Tyler Technologies Opening Session</b>                  | All              | 1               | No                 | N/A                      |
| <b>Monday, May 2, 2016</b>  |                  |                 |                    |                          |
| <input type="checkbox"/> [TY-NO-2-A] No Selection   | 1                |                 |                    |                          |
| <input type="checkbox"/> [ED-GS-2-A] <b>Eden General Session</b>                                | All              | 1               | No                 | N/A                      |
| <b>Monday, May 2, 2016</b>  |                  |                 |                    |                          |
| <input type="checkbox"/> [TY-NO-3-A] No Selection   |                  | 3               |                    |                          |
| <input type="checkbox"/> [ED-CS-3-A] CS Round Table   | 1 - Basic        | 3               | Yes                | Computer Science         |
| <input type="checkbox"/> [ED-FN-3-A] <b>What's new In Financials</b>                            | 1 - Basic        | 3               | Yes                | Accounting(Governmental) |
| <input type="checkbox"/> [ED-IT-3-L1] Deep Dive: Introduction to Crystal Reports                | 1 - Basic        | 3               | Yes                | Computer Science         |
| <input type="checkbox"/> [ED-PR-3-A] Affordable Care Act Reporting                              | 2 - Intermediate | 3               | Yes                | Personnel/HR             |
| <input type="checkbox"/> [TY-TY-3-A] Tyler Community: The Next Generation                       | All              | 3,6,8,11,14     | No                 | N/A                      |
| <input type="checkbox"/> [TY-TY-3-B] Become a Successful Project Manager                        | 1 - Basic        | 3               | No                 | N/A                      |
| <input type="checkbox"/> [TY-TY-3-C] Microsoft Power BI for Tyler Applications                  | All              | 3,9             | No                 | N/A                      |
| <input type="checkbox"/> [TY-TY-3-D] Leadership Lessons Learned from the Walking Dead, Season 2 | All              | 3               | No                 | N/A                      |
| <b>Monday, May 2, 2016</b>  |                  |                 |                    |                          |
| <input type="checkbox"/> [TY-NO-4-A] No Selection   |                  | 4               |                    |                          |
| <input type="checkbox"/> [ED-CS-4-A] What's New in CS   | 1 - Basic        | 4               | No                 | N/A                      |
| <input type="checkbox"/> [ED-FN-4-A] Financials Round Table                                     | 1 - Basic        | 4               | Yes                | Accounting(Governmental) |
| <input type="checkbox"/> [ED-IT-4-L1] Deep Dive: Intermediate Crystal Reports                   | 2 - Intermediate | 4               | Yes                | Computer Science         |
| <input type="checkbox"/> [ED-PR-4-A] Web Time Entry & Workflow                                  | 2 - Intermediate | 4               | Yes                | Personnel/HR             |
| <input type="checkbox"/> [TY-IT-4-A] <b>SQL Server 2016: What's New</b>                         | All              | 4               | No                 | N/A                      |
| <input type="checkbox"/> [TY-TY-4-A] Stress? Solved!  | All              | 4               | No                 | N/A                      |
| <input type="checkbox"/> [TY-TY-4-B] Conflict Resolution in Project Management                  | 2 - Intermediate | 4               | No                 | N/A                      |
| <input type="checkbox"/> [TY-TY-4-C] Tyler Notify: What's New                                   | All              | 4               | No                 | N/A                      |

Codes: Example [MU-FN-2-A] Tyler Solution: MU-Munis Track: FN-Financials Session #: 2- during session 2 Class letter: A-unique class code identifier

Tyler Solution: \*CLT-CLT Appraisal Services \*EA-Eagle \*ED-Eden \*EG-EnerGov \* IA-iasWorld \*IN-Incode \*IV-Infinite Visions \*MU-Munis \*OD-Odyssey \*OR-Orion \*PS-Public Safety\*SI-Tyler SIS \*TY-Tyler Multiple Solutions \*VT-Versatrans

Track: \*AD-Administration \*AP-Appraisal \*AV-Advanced \*CA-CAMA \*CLT-CLT Appraisal Services \*CS-Citizen Services \*CT-Courts \*DM-Demo \*EA-Eagle \*ED-Eden \*EG-EnerGov \*EX-Executive \*FN-Financial \*GS-General Session \*HR-Human Resources \*IA-iasWorld \*IN-Incode \*IT-Information Technology \*IV-Infinite Visions \*L-Lab \*MT-Meeting \*MU-Munis \*OD-Odyssey \*OP-Operations \*OR-Orion \*PR-Payroll \*PS-Tyler Public Safety \*RC-Recording \*RR-Resource Room \*SI-Tyler SIS \*TE-Technology \*TR-Training \*TX-Taxes \*TY-All Tyler (Available to all Solutions) \*UB-Utility Billing \*VT-Versatrans



## Class Selection Worksheet – Eden User

| Class/Event Name   | Level            | Session #   | Credit<br>Yes or No | CPE Field of Study<br>or IAAO (IA/OR) |
|--|------------------|-------------|---------------------|---------------------------------------|
| <b>Monday, May 2, 2016</b>   |                  |             |                     | <b>Session 5: 2:20 PM - 3:20 PM</b>   |
| <input type="checkbox"/> [TY-NO-5-A] No Selection  |                  | 5           |                     |                                       |
| <input type="checkbox"/> [ED-CS-5-A] <b>Managing and Maintaining Your CS Addresses with Parcel Manager</b> | 1 - Basic        | 5           | No                  | N/A                                   |
| <input type="checkbox"/> [ED-FN-5-L1] Deep Dive: PO Best Practices   | 1 - Basic        | 5           | Yes                 | Accounting(Governmental)              |
| <input type="checkbox"/> [ED-IT-5-A] Eden Troubleshooting  | 1 - Basic        | 5           | Yes                 | Computer Science                      |
| <input type="checkbox"/> [ED-PR-5-A] What's New in Payroll   | 1 - Basic        | 5           | Yes                 | Personnel/HR                          |
| <input type="checkbox"/> [TY-DM-5-A] Is It Time for Tyler Content Manager Enterprise?                      | All              | 5           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-5-A] The Road Less Traveled  | All              | 5           | Yes                 | Accounting (Governmental)             |
| <input type="checkbox"/> [TY-TY-5-B] Tyler CAFR Statement Builder What's New                               | All              | 5           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-5-C] Tyler Cashiering Overview   | 1 - Basic        | 5           | No                  | N/A                                   |
| <b>Monday, May 2, 2016</b>   |                  |             |                     | <b>Session 6: 3:40 PM - 4:40 PM</b>   |
| <input type="checkbox"/> [TY-NO-6-A] No Selection  |                  | 6           |                     |                                       |
| <input type="checkbox"/> [ED-CS-6-A] Working with UB Budget Billing  | 2 - Intermediate | 6           | Yes                 | Accounting(Governmental)              |
| <input type="checkbox"/> [ED-FN-6-L1] Deep Dive: Managing Encumbrances                                     | 3 - Advanced     | 6           | Yes                 | Accounting(Governmental)              |
| <input type="checkbox"/> [ED-IT-6-A] SQL Server Optimization - Basic                                       | 2 - Intermediate | 6           | Yes                 | Computer Science                      |
| <input type="checkbox"/> [ED-PR-6-A] Payroll Round Table   | 1 - Basic        | 6           | Yes                 | Personnel/HR                          |
| <input type="checkbox"/> [TY-IT-6-A] Securing Domain Accounts and Workstations                             | 2 - Intermediate | 6           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-6-A] <b>Tyler Community: The Next Generation</b>                           | All              | 6,3,8,11,14 | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-6-B] Risk Mitigation and Issues in Project Management                      | 1 - Basic        | 6           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-6-C] Credit Card Processing Demystified                                    | All              | 6           | No                  | N/A                                   |
| <b>Tuesday, May 3, 2016</b>  |                  |             |                     | <b>Session 7: 8:00 AM - 9:00 AM</b>   |
| <input type="checkbox"/> [TY-NO-7-A] No Selection  |                  | 7           |                     |                                       |
| <input type="checkbox"/> [ED-FN-7-A] Managing Fixed Assets   | 2 - Intermediate | 7           | Yes                 | Accounting(Governmental)              |
| <input type="checkbox"/> [ED-IT-7-L1] Deep Dive: Financials Reporting - Crystal                            | 3 - Advanced     | 7           | Yes                 | Computer Science                      |
| <input type="checkbox"/> [ED-IT-7-A] Optimize your Eden Installations and Upgrades                         | 2 - Intermediate | 7           | Yes                 | Computer Science                      |
| <input type="checkbox"/> [ED-PR-7-A] Managing Your Benefits  | 2 - Intermediate | 7           | Yes                 | Personnel/HR                          |
| <input type="checkbox"/> [TY-DM-7-A] Microsoft Dynamics AX Overview  | 5 - Overview     | 7,13        | No                  | N/A                                   |
| <input type="checkbox"/> [TY-IT-7-A] The Accidental DBA: Troubleshooting SQL Server                        | All              | 7           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-7-A] Project Management: Protecting Your Investment                        | 1 - Basic        | 7           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-7-B] Tyler CAFR Statement Builder Advanced Topics                          | 3 - Advanced     | 7           | Yes                 | Accounting (Governmental)             |

Codes: Example [MU-FN-2-A] Tyler Solution: MU-Munis Track: FN-Financials Session #: 2- during session 2 Class letter: A-unique class code identifier

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Track: \*AD-Administration \*AP-Appraisal \*AV-Advanced \*CA-CAMA \*CLT-CLT Appraisal Services \*CS-Citizen Services \*CT-Courts \*DM-Demo \*EA-Eagle \*ED-Eden \*EG-EnerGov \*EX-Executive \*FN-Financial \*GS-General Session \*HR-Human Resources \*IA-iasWorld \*IN-Incode \*IT-Information Technology \*IV-Infinite Visions \*L-Lab \*MT-Meeting \*MU-Munis \*OD-Odyssey \*OP-Operations \*OR-Orion \*PR-Payroll \*PS-Tyler Public Safety \*RC-Recording \*RR-Resource Room \*SI-Tyler SIS \*TE-Technology \*TR-Training \*TX-Taxes \*TY-All Tyler (Available to all Solutions) \*UB-Utility Billing \*VT-Versatrans



## Class Selection Worksheet – Eden User

| Class/Event Name  | Level            | Session #   | Credit<br>Yes or No | CPE Field of Study<br>or IAAO (IA/OR) |
|---|------------------|-------------|---------------------|---------------------------------------|
| <b>Tuesday, May 3, 2016</b>   |                  |             |                     | <b>Session 8: 9:20 AM - 10:20 AM</b>  |
| <input type="checkbox"/> [TY-NO-8-A] No Selection   |                  | 8           |                     |                                       |
| <input type="checkbox"/> [ED-CS-8-A] Working with Citizen Services Web Extensions                         | 1 - Basic        | 8           | Yes                 | Accounting(Governmental)              |
| Customer Experience - Migration and Implementation of a Tyler Solution                                    |                  |             |                     |                                       |
| <input type="checkbox"/> [ED-ED-8-A] Round Table: Ask me anything about Eden Security                     | 1 - Basic        | 8           | Yes                 | Administrative Practice               |
| <input type="checkbox"/> [ED-IT-8-A] Deep Dive: Basic User Defined Formulas (UDF)                         | 1 - Basic        | 8           | Yes                 | Computer Science                      |
| <input type="checkbox"/> [TY-DM-8-A] Exploring Tyler Parks & Rec  | All              | 8           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-8-A] Tyler Community: The Next Generation                                 | All              | 8,3,6,11,14 | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-8-B] Integrated Criminal Justice - Future Vision                          | All              | 8           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-8-C] Digging Deeper into Tyler Cashiering                                 | 2 - Intermediate | 8           | No                  | N/A                                   |
| <b>Tuesday, May 3, 2016</b>   |                  |             |                     | <b>Session 9: 10:40 AM - 11:40 AM</b> |
| <input type="checkbox"/> [TY-NO-9-A] No Selection   |                  | 9           |                     |                                       |
| <input type="checkbox"/> [ED-CS-9-A] Everything Utility Meters  | 1 - Basic        | 9           | Yes                 | Accounting(Governmental)              |
| <input type="checkbox"/> [ED-FN-9-A] <b>Best Practices to Ensure a Successful Year-End</b>                | 1 - Basic        | 9           | Yes                 | Accounting(Governmental)              |
| <input type="checkbox"/> [ED-IT-9-A] Working with Tyler Notify and Eden                                   | 1 - Basic        | 9           | Yes                 | Computer Science                      |
| <input type="checkbox"/> [ED-PR-9-L1] Deep Dive: Advanced User Defined Formulas (UDF)                     | 2 - Intermediate | 9           | Yes                 | Personnel/HR                          |
| <input type="checkbox"/> [TY-DM-9-A] Intro to New World Public Safety                                     | All              | 9           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-9-A] See a Need Fill a Need (SANFAN)                                      | All              | 9           | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-9-B] Microsoft Power BI for Tyler Applications                            | All              | 9,3         | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-9-C] Building Team Trust and Accountability with Retrospectives           | All              | 9           | No                  | N/A                                   |
| <b>Tuesday, May 3, 2016</b>   |                  |             |                     | <b>Session 10: 1:00 PM - 2:00 PM</b>  |
| <input type="checkbox"/> [TY-NO-10-A] No Selection  |                  | 10          |                     |                                       |
| <input type="checkbox"/> [ED-CS-10-A] Maximizing Your Investment In CS                                    | 1 - Basic        | 10          | Yes                 | Accounting(Governmental)              |
| <input type="checkbox"/> [ED-FN-10-A] Project Accounting Basics - Managing and Reporting on Your Projects | 2 - Intermediate | 10          | Yes                 | Accounting(Governmental)              |
| <input type="checkbox"/> [ED-IT-10-L1] Deep Dive: Customizing Crystal Reports                             | 3 - Advanced     | 10          | Yes                 | Computer Science                      |
| <input type="checkbox"/> [ED-PR-10-A] <b>Getting the Most out of Position Budgeting</b>                   | 2 - Intermediate | 10          | Yes                 | Personnel/HR                          |
| <input type="checkbox"/> [TY-DM-10-A] Tyler Citizen Transparency  | All              | 10          | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-10-A] Selling Thru Story  | All              | 10          | No                  | N/A                                   |

Codes: Example [MU-FN-2-A] Tyler Solution: MU-Munis Track: FN-Financials Session #: 2- during session 2 Class letter: A-unique class code identifier

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## Class Selection Worksheet – Eden User

| Class/Event Name   | Level            | Session # | Credit<br>Yes or No | CPE Field of Study<br>or IAAO (IA/OR) |
|--|------------------|-----------|---------------------|---------------------------------------|
| <input type="checkbox"/> [TY-TY-10-B] Holding Project Team Members Accountable | 2 - Intermediate | 10        | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-10-C] Tyler Tools from the Microsoft Stack     | All              | 10        | No                  | N/A                                   |

### Tuesday, May 3, 2016

**Session 11: 3:40 PM - 4:40 PM**

|   |                  |             |     |                          |
|---|------------------|-------------|-----|--------------------------|
| <input type="checkbox"/> [TY-NO-11-A] No Selection  | 11               |             |     |                          |
| <input type="checkbox"/> [ED-CS-11-A] Back to the Basics of Tyler Cashiering  | 1 - Basic        | 11          | Yes | Accounting(Governmental) |
| <input type="checkbox"/> [ED-FN-11-A] <b>Getting the Most out of Advanced Budgeting</b>                                   | 2 - Intermediate | 11          | Yes | Accounting(Governmental) |
| <input type="checkbox"/> [ED-IT-11-L1] Deep Dive: SSRS Reporting  | 2 - Intermediate | 11          | Yes | Computer Science         |
| <input type="checkbox"/> [ED-PR-11-A] Discussing California State Specific Payroll Rules and Regs                         | 1 - Basic        | 11          | Yes | Personnel/HR             |
| <input type="checkbox"/> [TY-DM-11-A] EnerGov: Improving Planning, Regulatory and Maintenance Processes in your Community | All              | 11          | No  | N/A                      |
| <input type="checkbox"/> [TY-IT-11-A] Windows Server Core 101 - Expertise Not Required                                    | 1 - Basic        | 11          | No  | N/A                      |
| <input type="checkbox"/> [TY-TY-11-A] Tyler Community: The Next Generation  | All              | 11,3,6,8,14 | No  | N/A                      |
| <input type="checkbox"/> [TY-TY-11-B] Kaizen Approach to Improvement  | All              | 11          | No  | N/A                      |

### Wednesday, May 4, 2016

**Session 12: 8:00 AM - 9:00 AM**

|   |                  |    |     |                          |
|---|------------------|----|-----|--------------------------|
| <input type="checkbox"/> [TY-NO-12-A] No Selection  | 12               |    |     |                          |
| <input type="checkbox"/> [ED-CS-12-A] Working with Formula Fees in CS                               | 2 - Intermediate | 12 | Yes | Accounting(Governmental) |
| <input type="checkbox"/> [ED-FN-12-A] <b>Importing Options and Opportunities in Eden Financials</b> | 1 - Basic        | 12 | Yes | Accounting(Governmental) |
| <input type="checkbox"/> [ED-IT-12-L1] Installing and Upgrading Tyler Cashiering                    | 1 - Basic        | 12 | Yes | Computer Science         |
| <input type="checkbox"/> [TY-DM-12-A] Making Tyler Incident Manager Work for You                    | 1 - Basic        | 12 | No  | N/A                      |
| <input type="checkbox"/> [TY-IT-12-A] Windows Server Back up and Auditing                           | 2 - Intermediate | 12 | No  | N/A                      |
| <input type="checkbox"/> [TY-TY-12-A] Pedal, Damn It!   | All              | 12 | No  | N/A                      |
| <input type="checkbox"/> [TY-TY-12-B] What's New in Tyler Content Manager?                          | All              | 12 | No  | N/A                      |

### Wednesday, May 4, 2016

**Session 13: 9:20 AM - 10:20 AM**

|   |                  |    |     |                          |
|---|------------------|----|-----|--------------------------|
| <input type="checkbox"/> [TY-NO-13-A] No Selection  | 13               |    |     |                          |
| <input type="checkbox"/> [ED-CS-13-A] Best Practices of Working with Permits and Inspections                                    | 1 - Basic        | 13 | Yes | Accounting(Governmental) |
| <input type="checkbox"/> [ED-FN-13-A] <b>Manage, Report and Commit: A comprehensive look at the Standard Budget Prep Module</b> | 2 - Intermediate | 13 | Yes | Accounting(Governmental) |
| <input type="checkbox"/> [ED-IT-13-L1] Working with Process Scheduling of Eden Reports  | 2 - Intermediate | 13 | Yes | Accounting(Governmental) |
| <input type="checkbox"/> [ED-PR-13-A] Payroll Tips & Tricks   | 1 - Basic        | 13 | Yes | Personnel/HR             |
| <input type="checkbox"/> [TY-DM-13-A] Integrated Brazos eCitations  | All              | 13 | No  | N/A                      |

Codes: Example [MU-FN-2-A] Tyler Solution: MU-Munis Track: FN-Financials Session #: 2- during session 2 Class letter: A-unique class code identifier

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Track: \*AD-Administration \*AP-Appraisal \*AV-Advanced \*CA-CAMA \*CLT-CLT Appraisal Services \*CS-Citizen Services \*CT-Courts \*DM-Demo \*EA-Eagle \*ED-Eden \*EG-EnerGov \*EX-Executive \*FN-Financial \*GS-General Session \*HR-Human Resources \*IA-iasWorld \*IN-Incode \*IT-Information Technology \*IV-Infinite Visions \*L-Lab \*MT-Meeting \*MU-Munis \*OD-Odyssey \*OP-Operations \*OR-Orion \*PR-Payroll \*PS-Tyler Public Safety \*RC-Recording \*RR-Resource Room \*SI-Tyler SIS \*TE-Technology \*TR-Training \*TX-Taxes \*TY-All Tyler (Available to all Solutions) \*UB-Utility Billing \*VT-Versatrans



## Class Selection Worksheet – Eden User

| Class/Event Name  | Level        | Session # | Credit<br>Yes or No | CPE Field of Study<br>or IAAO (IA/OR) |
|---|--------------|-----------|---------------------|---------------------------------------|
| <input type="checkbox"/> [TY-DM-13-B] Microsoft Dynamics AX Overview        | 5 - Overview | 13,7      | No                  | N/A                                   |
| <input type="checkbox"/> [TY-IT-13-A] SQL Server Environment Dos and Don'ts | All          | 13        | No                  | N/A                                   |
| <input type="checkbox"/> [TY-TY-13-A] Success: Top 10                       | All          | 13        | No                  | N/A                                   |

### Wednesday, May 4, 2016

### Session 14: 10:40 AM - 11:40 AM

|  |                  |             |     |                          |
|--|------------------|-------------|-----|--------------------------|
| <input type="checkbox"/> [TY-NO-14-A] No Selection   |                  | 14          |     |                          |
| <input type="checkbox"/> [ED-FN-14-A] Working with Accounts Receivable<br>What's in Your Eden Toolbox - Working with Eden Forms, Notifications, and Design | 1 - Basic        | 14          | Yes | Accounting(Governmental) |
| <input type="checkbox"/> [ED-IT-14-A] Troubleshooting Your Payroll Processes   | 2 - Intermediate | 14          | Yes | Personnel/HR             |
| <input type="checkbox"/> [TY-TY-14-A] Tyler Community: The Next Generation   | All              | 14,3,6,8,11 | No  | N/A                      |
| <input type="checkbox"/> [TY-TY-14-B] Game of Generals   | All              | 14          | No  | N/A                      |
| <input type="checkbox"/> [TY-TY-14-C] Tyler Content Manager Tools, Tips and Tricks   | All              | 14          | No  | N/A                      |
| <input type="checkbox"/> [TY-TY-14-D] Rockstar Presentation  | All              | 14          | No  | N/A                      |

Codes: Example [MU-FN-2-A] Tyler Solution: MU-Munis Track: FN-Financials Session #: 2- during session 2 Class letter: A-unique class code identifier

Tyler Solution: \*CLT-CLT Appraisal Services \*EA-Eagle \*ED-Eden \*EG-EnerGov \* IA-iasWorld \*IN-Incode \*IV-Infinite Visions \*MU-Munis \*OD-Odyssey \*OR-Orion \*PS-Public Safety\*SI-Tyler SIS \*TY-Tyler Multiple Solutions \*VT-Versatrans

Track: \*AD-Administration \*AP-Appraisal \*AV-Advanced \*CA-CAMA \*CLT-CLT Appraisal Services \*CS-Citizen Services \*CT-Courts \*DM-Demo \*EA-Eagle \*ED-Eden \*EG-EnerGov \*EX-Executive \*FN-Financial \*GS-General Session \*HR-Human Resources \*IA-iasWorld \*IN-Incode \*IT-Information Technology \*IV-Infinite Visions \*L-Lab \*MT-Meeting \*MU-Munis \*OD-Odyssey \*OP-Operations \*OR-Orion \*PR-Payroll \*PS-Tyler Public Safety \*RC-Recording \*RR-Resource Room \*SI-Tyler SIS \*TE-Technology \*TR-Training \*TX-Taxes \*TY-All Tyler (Available to all Solutions) \*UB-Utility Billing \*VT-Versatrans

**AGENDA**  
**Industrial Control Systems Cyber Security (301) Training**  
**Idaho Falls, Idaho**

Attachment 2 to S&R

|                       | Monday   | Tuesday   | Wednesday   | Thursday                               | Friday   |
|-----------------------|--|---|---|--|--|
| 7:00 AM               |  |   |   |  |  |
| 8:00-8:15 AM          | Introductions<br>DHS Overview                          | Active Discovery<br>Vulnerability Scanner<br>Discovery Review             | Network Exploitation<br>Basic Web Hacking<br>Man-in-the-Middle<br>Password and Hashes | 7:00 - 11:30 AM<br>Red / Blue Exercise | 8:00 - 9:30 AM<br>Exercise Debrief<br>Break  |
| 8:15-8:30 AM          |  |   |   |  |  |
| 8:30-8:45 AM          |  |   |   |  |  |
| 8:45-9:00 AM          |  |   |   |  |  |
| 9:00-9:15 AM          | ICS 101  | Metasploit<br>Terminology - Vulnerabilities & Exploits                    | Network Defense   | 11:30 AM - 12:00 PM<br>Lunch           | 9:45 - 11:30 AM<br>Exercise Debrief (cont)   |
| 9:15-9:30 AM          |  |   |   |  |  |
| 9:30-9:45 AM          |  |   |   |  |  |
| 9:45-10:00 AM         |  |   |   |  |  |
| 10:00-10:15 AM        | Break  | Break   |   |  |  |
| 10:15-10:30 AM        | ICS Threat/Risks                                       | Basic Exploitation Process  | Break   |  |  |
| 10:30-10:45 AM        |  |   |   |  |  |
| 10:45-11:00 AM        |  |   |   |  |  |
| 11:00-11:15 AM        | Exploit Demonstration                                  | Remote Exploits   | Network Defense   | 11:30 AM - 12:00 PM<br>Lunch           | 11:30 AM - 12:00 PM<br>Lunch   |
| 11:15-11:30 AM        |  |   |   |  |  |
| 11:30-11:45 AM        |  |   |   |  |  |
| 11:45 AM - 12:00 noon |  |   |   |  |  |
| 12:00 noon - 12:15 PM | 12:00 Noon - 12:30 PM<br>Lunch                         | 12:00 Noon - 12:30 PM<br>Lunch  | 12:00 Noon - 12:30 PM<br>Lunch  | Blue Team All-Hands Meeting            | Round table perspectives; leave to catch plane if needed or discuss week with new contacts |
| 12:15-12:30 PM        |  |   |   |  |  |
| 12:30-12:45 PM        | Working Lunch Presentation<br>"Common Vulnerabilities" | Working Lunch Presentation<br>"ICS-CERT"                                  | Working Lunch Presentation<br>"CSET"  |  |  |
| 12:45-1:00 PM         |  |   |   |  |  |
| 1:00-1:15 PM          | Other Attack Scenarios                                 | Metasploit - continued<br>Client Side Exploits<br>Payloads<br>Meterpreter | Logging & Log Analysis<br>Network Architecture<br>Network Flow Data                   | 12:30 - 5:00 PM<br>Red / Blue Exercise | End  |
| 1:15-1:30 PM          |  |   |   |  |  |
| 1:30-1:45 PM          |  |   |   |  |  |
| 1:45-2:00 PM          |  |   |   |  |  |
| 2:00-2:15 PM          |  |   |   |  |  |
| 2:15-2:30 PM          |  |   |   |  |  |
| 2:30-2:45 PM          |  |   |   |  |  |
| 2:45-3:00 PM          |  |   |   |  |  |
| 3:00-3:15 PM          | Break  |   |   |  |  |
| 3:15-3:30 PM          | Passive Discovery                                      | Break   | Break   |  |  |
| 3:30-3:45 PM          | Host Discovery   | Separate into Red & Blue<br>Initial Briefings                             |   |  |  |
| 3:45-4:00 PM          |  |   |   |  |  |
| 4:00-4:15 PM          | Active Discovery                                       | Red Team / Blue Team Strategy Meetings                                    | Red Team / Blue Team Strategy Meetings  |  |  |
| 4:15-4:30 PM          | Nmap   |   |   |  |  |
| 4:30-4:45 PM          |  |   |   |  |  |
| 4:45-5:00 PM          |  |   |   |  |  |
| 5:00 PM               | End  | Red Team / Blue Team Strategy Meetings (Optional)                         | Red Team / Blue Team Strategy Meetings (Optional)                                     | End                                    |  |
| 6:00 PM               |  | End   | End   |  |  |



# Dublin San Ramon Services District

## Summary & Recommendation

Agenda Item 8C

|   |   |   |
|---|---|---|
| Reference<br>General Manager  | Type of Action<br>Accept Report(s)  | Board Meeting of<br>March 15, 2016              |
| Subject<br>Accept the Following Regular and Recurring Reports: District Financial Statements, Warrant List, and Upcoming Board Business   |   |   |
| <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 accept, by Motion, the attached regular and recurring reports.

### **Summary:**

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business and to provide direction when appropriate, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals. This item is routinely presented to the Board at the second meeting of each calendar month.

Attachment 1 summarizes the current regular and recurring reports; the actual reports are themselves attachments to Attachment 1. Reports presented this month for acceptance are:

- District Financial Statements;
- Warrant List; and
- Upcoming Board Business.

| Committee Review                                 |   |                                     | Legal Review  | Staff Review                       |                         |             |
|--|---|-------------------------------------|---|------------------------------------|-------------------------|-------------|
| COMMITTEE<br>---                                 | DATE<br>---   | RECOMMENDATION<br>---               | Not Required  | ORIGINATOR<br>J. Archer            | DEPARTMENT<br>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<br>\$0  | <input type="checkbox"/> Funding Source<br>A.<br>B. |                                     | Attachments to S&R<br>1. Summary of Regular and Recurring Reports<br>2.<br>3. |                                    |                         |             |

**ATTACHMENT 1 to S&R**  
**SUMMARY OF REGULAR AND RECURRING REPORTS**

| Ref. | Description  | Frequency  | Authority                                 | Last Acceptance | Acceptance at this Meeting? | Next Acceptance                      |  |
|------|--|--|---|-----------------|-----------------------------|--------------------------------------|--|
| A    | Water Supply and Conservation Report <sup>1 2</sup>                  | Monthly  | Board Direction                           | Feb 2016        | Yes                         | April 2016                           |  |
| B    | District Financial Statements <sup>3</sup>                           |  |   |                 |                             |                                      |  |
| C    | Warrant List   |  |   |                 |                             |                                      |  |
| D    | Upcoming Board Business  |  |   |                 |                             |                                      |  |
| E    | Low Income Assistance Program Report                                 | Annually. Fiscal Year Cycle                        |   | N/A             |                             | July 2016                            |  |
| F    | Strategic Work Plan Accomplishments Report                           |  |   | July 2015       |                             |                                      |  |
| G    | Employee Retention Statistics <sup>4</sup>                           |  |   | July 2015       |                             |                                      |  |
| H    | Outstanding Receivables Report                                       |  | District Code                             | July 2015       |                             |                                      |  |
| I    | Employee and Director Reimbursements greater than \$100 <sup>5</sup> |  | CA Government Code                        | July 2015       |                             |                                      |  |
| J    | Annual Rate Stabilization Fund Transfer Calculation <sup>6</sup>     | Annually, Calendar Year Cycle                      |   | Nov 2015        |                             | Nov 2016                             |  |
| K    | "No Net Change" Operating Budget Adjustments                         | As they occur but not more frequently than monthly | Budget Accountability Policy (See Note A) | April 2014      |                             | Before end of month after occurrence |  |
| L    | Capital Outlay Budget Adjustments                                    |  |   | April 2015      |                             |                                      |  |
| M    | Capital Project Budget Adjustments                                   |  |   | Oct 2014        |                             |                                      |  |
| N    | Unexpected Asset Replacements  |  |   | Nov 2015        |                             |                                      |  |

Note A: For the fiscal year ending 2016, the totals for these reports are as follows:

| Category                                     | YTD       | This Meeting | Total     |
|--|-----------|--------------|-----------|
| "No Net Change" Operating Budget Adjustments | \$0       | \$0          | \$0       |
| Capital Outlay Budget Adjustments            | \$0       | \$0          | \$0       |
| Capital Project Budget Adjustments           | \$0       | \$0          | \$0       |
| Unexpected Asset Replacements                | \$135,990 | \$0          | \$135,990 |

<sup>1</sup> Monthly during Community Drought Emergency; monthly during the winter season in non-drought years.

<sup>2</sup> Separate agenda item presented to Board as a Board Business item during Community Drought Emergency.

<sup>3</sup> No Report for the months of June-September, report will resume in October

<sup>4</sup> In Jan 2015 administratively moved to FY rather than CY cycle to accommodate data access issues which are reported on CY cycle

<sup>5</sup> Reimbursements also reported monthly in the Warrant List (Item C).

<sup>6</sup> Separate agenda item presented to Board as a Board Business item on 11/17/15



## **Monthly Financial Report**

| <b>Report Name</b>                   | <b>Page</b> |
|--------------------------------------|-------------|
| Revenue Summary                      | 1           |
| Working Capital Summary              | 2           |
| Expense Summary by Fund              | 3           |
| Expense Summary by Department        | 4           |
| Expense Summary by Category          | 5           |
| Capital Outlay by Division           | 6           |
| Capital Project Expense Summary      | 7           |
| Financing Agreement Calculations     | 8           |
| D.U.E. Recap                         | 9           |
| Investment Report                    | 10          |
| Financial Statements                 | 13          |
| Legislative Division Expenses Report | 17          |



3/9/16

# Dublin San Ramon Services District

## Revenue Summary

February 2016

| Revenue Source                       | Budget                      | Budget to Date              | YTD Actual                  | Amount Remaining            | % of Budget Received | % Revenue Expected   |
|--------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------|----------------------|
| Local Sewer Operations               | \$ 2,308,980                | \$ 1,352,139                | \$ 1,344,953                | \$ 964,027                  | 58.25%               | 58.56%               |
| Regional Sewer Operations            | \$ 19,347,168               | \$ 10,479,716               | \$ 10,222,550               | \$ 9,124,618                | 52.84%               | 54.17%               |
| <b>Service Charges - Sewer</b>       | <b>\$ 21,656,148</b>        | <b>\$ 11,831,854</b>        | <b>\$ 11,567,502</b>        | <b>\$ 10,088,645</b>        | <b>53.41%</b>        | <b>54.64%</b>        |
| Water Operations                     | \$ 26,235,868               | \$ 14,211,095               | \$ 12,166,605               | \$ 14,069,263               | 46.37%               | 54.17%               |
| Water Expansion                      | \$ 0                        | \$ 0                        | \$ (1,056)                  | \$ 1,056                    | 100.00%              | 66.67%               |
| <b>Service Charges - Water</b>       | <b>\$ 26,235,868</b>        | <b>\$ 14,211,095</b>        | <b>\$ 12,165,549</b>        | <b>\$ 14,070,319</b>        | <b>46.37%</b>        | <b>54.17%</b>        |
| Local Sewer Replacement              | \$ 296,752                  | \$ 197,835                  | \$ 351,745                  | \$ (54,993)                 | 118.53%              | 66.67%               |
| Local Sewer Expansion                | \$ 288,558                  | \$ 192,372                  | \$ 342,129                  | \$ (53,571)                 | 118.57%              | 66.67%               |
| Regional Sewer Replacement           | \$ 1,033,114                | \$ 688,743                  | \$ 1,572,403                | \$ (539,289)                | 152.20%              | 66.67%               |
| Regional Sewer Expansion             | \$ 6,820,299                | \$ 4,546,866                | \$ 10,249,087               | \$ (3,428,788)              | 150.27%              | 66.67%               |
| <b>Capacity Reserve Fees - Sewer</b> | <b>\$ 8,438,723</b>         | <b>\$ 5,625,815</b>         | <b>\$ 12,515,364</b>        | <b>\$ (4,076,641)</b>       | <b>148.31%</b>       | <b>66.67%</b>        |
| Water Replacement                    | \$ 2,046,528                | \$ 1,364,352                | \$ 2,029,780                | \$ 16,748                   | 99.18%               | 66.67%               |
| Water Expansion                      | \$ 5,478,688                | \$ 3,652,459                | \$ 5,688,015                | \$ (209,327)                | 103.82%              | 66.67%               |
| <b>Capacity Reserve Fees - Water</b> | <b>\$ 7,525,216</b>         | <b>\$ 5,016,811</b>         | <b>\$ 7,717,795</b>         | <b>\$ (192,579)</b>         | <b>102.56%</b>       | <b>66.67%</b>        |
| <b>Fees &amp; Permits</b>            | <b>\$ 2,602,355</b>         | <b>\$ 1,734,903</b>         | <b>\$ 2,848,342</b>         | <b>\$ (245,987)</b>         | <b>109.45%</b>       | <b>66.67%</b>        |
| <b>Interest</b>                      | <b>\$ 1,142,404</b>         | <b>\$ 761,603</b>           | <b>\$ 725,574</b>           | <b>\$ 416,830</b>           | <b>63.51%</b>        | <b>66.67%</b>        |
| <b>Other Income</b>                  | <b>\$ 3,944,991</b>         | <b>\$ 2,629,994</b>         | <b>\$ 2,861,595</b>         | <b>\$ 1,083,396</b>         | <b>72.54%</b>        | <b>66.67%</b>        |
|                                      | <b><u>\$ 71,545,705</u></b> | <b><u>\$ 41,812,076</u></b> | <b><u>\$ 50,401,721</u></b> | <b><u>\$ 21,143,984</u></b> | <b><u>70.45%</u></b> | <b><u>58.44%</u></b> |

*Note: Interfund transfers and Contributions of Property are excluded from this report.*

**Dublin San Ramon Services District**  
**Working Capital Summary**  
**February, 2016**

---

**Enterprise Funds**

| Fund                | Dollars (\$)  |              | In Months          |            |                  |
|---------------------|---------------|--------------|--------------------|------------|------------------|
|                     | YTD<br>Actual | Budget       | Target<br>(Months) | Last Month | Current<br>Month |
| Local Enterprise    | \$ 950,657    | \$ 688,374   | 4                  | 5.56       | 5.52             |
| Regional Enterprise | \$ 7,056,926  | \$ 5,434,384 | 4                  | 5.15       | 5.19             |
| Water Enterprise    | \$ 9,483,794  | \$ 6,658,940 | 4                  | 5.34       | 5.70             |

**Replacement Funds**

| Fund                 | In Dollars (\$) |              |               |
|----------------------|-----------------|--------------|---------------|
|                      | Actual          | Minimum      | Above (Below) |
| Local Replacement    | \$ 9,851,468    | \$ 1,848,086 | \$ 8,003,382  |
| Regional Replacement | \$ 18,246,101   | \$ 7,205,245 | \$ 11,040,856 |
| Water Replacement    | \$ 15,170,392   | \$ 6,358,930 | \$ 8,811,462  |

**Expansion Funds**

| Fund               | In Dollars (\$) |               |               |
|--------------------|-----------------|---------------|---------------|
|                    | Actual          | Minimum       | Above (Below) |
| Local Expansion    | \$ 7,089,907    | \$ 767,000    | \$ 6,322,907  |
| Regional Expansion | \$ 43,379,181   | \$ 8,622,594  | \$ 34,756,587 |
| Water Expansion    | \$ 17,948,775   | \$ 12,715,971 | \$ 5,232,804  |

**Temporary Infrastructure Charge Status**

| Revenue Type                           | In Dollars (\$)     |                  |              |
|--|---------------------|------------------|--------------|
|  | Amount<br>Collected | Amount<br>Repaid | Net          |
| Temporary Infrastructure Charge Status | \$ 8,206,456        | \$ (4,212,358)   | \$ 3,994,098 |

**Dublin San Ramon Services District**

**Expense Summary by Fund**

February 2016

% of Year Completed= 67%

| Expense Summary by Fund             | Budget               | Budget to Date       | Year To Date<br>Actual | Dollars<br>Remaining | Percent<br>Used |
|-------------------------------------|----------------------|----------------------|------------------------|----------------------|-----------------|
| 200 -Local Sewer Operations         | \$ 1,579,486         | \$ 1,052,991         | \$ 1,005,127           | \$ 574,359           | 63.64 %         |
| 210 -Local Sewer Replacement        | \$ 313,115           | \$ 208,743           | \$ 32,973              | \$ 280,142           | 10.53 %         |
| 220 -Local Sewer Expansion          | \$ 708,464           | \$ 472,310           | \$ 337,218             | \$ 371,246           | 47.60 %         |
| 300 -Regional Sewer Operations      | \$ 13,631,371        | \$ 9,087,581         | \$ 8,298,282           | \$ 5,333,089         | 60.88 %         |
| 310 -Regional Sewer Replacement     | \$ 280,450           | \$ 186,967           | \$ 162,311             | \$ 118,139           | 57.88 %         |
| 320 -Regional Sewer Expansion       | \$ 4,737,600         | \$ 3,158,400         | \$ 3,141,507           | \$ 1,596,093         | 66.31 %         |
| 600 -Water Operations               | \$ 18,403,379        | \$ 12,268,920        | \$ 9,086,440           | \$ 9,316,940         | 49.37 %         |
| 605 -Water Rate Stabilization Fund  | \$ 20,000            | \$ 13,333            | \$ 12,458              | \$ 7,542             | 62.29 %         |
| 610 -Water Replacement              | \$ 1,102,554         | \$ 735,036           | \$ 114,980             | \$ 987,574           | 10.43 %         |
| 620 -Water Expansion                | \$ 4,764,688         | \$ 3,176,459         | \$ 2,659,065           | \$ 2,105,623         | 55.81 %         |
| 900 -Administrative Overhead        | \$ 6,548,195         | \$ 4,365,463         | \$ 3,608,160           | \$ 2,940,035         | 55.10 %         |
| 965 -Other Post Employment Benefits | \$ 782,545           | \$ 521,697           | \$ 560,967             | \$ 221,579           | 71.68 %         |
| 995 -DV Standby Assessment          | \$ 1,530,156         | \$ 1,020,104         | \$ 9,037               | \$ 1,521,120         | 0.59 %          |
|                                     | <b>\$ 54,402,005</b> | <b>\$ 36,268,003</b> | <b>\$ 29,028,524</b>   | <b>\$ 25,373,481</b> | <b>53.36 %</b>  |

*Note: This report shows operating expenses prior to the Administrative Overhead fund's expenses being allocated to the other funds.*

**Dublin San Ramon Services District**  
**Expense Summary By Department**  
**February 2016**

% of Year Completed= 67%

| Expense Summary by Department | Budget                      | Budget To Date              | Year To Date Actual         | Dollars Remaining           | Percentage Used      |
|-------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------|
| Executive                     | \$ 2,361,396                | \$ 1,574,264                | \$ 1,225,534                | \$ 1,135,862                | 51.90%               |
| Financial Services            | \$ 4,786,449                | \$ 3,190,966                | \$ 2,802,704                | \$ 1,983,745                | 58.55%               |
| Engineering                   | \$ 4,098,295                | \$ 2,732,197                | \$ 2,189,322                | \$ 1,908,974                | 53.42%               |
| Operations                    | \$ 14,919,658               | \$ 9,946,438                | \$ 9,447,402                | \$ 5,472,256                | 63.32%               |
| Non-Departmental              | \$ 28,236,207               | \$ 18,824,138               | \$ 13,363,562               | \$ 14,872,644               | 47.33%               |
|                               | <b><u>\$ 54,402,005</u></b> | <b><u>\$ 36,268,003</u></b> | <b><u>\$ 29,028,524</u></b> | <b><u>\$ 25,373,481</u></b> | <b><u>53.36%</u></b> |

**Dublin San Ramon Services District**

**Expense Summary by Category**

February 2016

% of Year Completed= 67%

| Expense Summary by Category | Budget               | Budget to Date       | Year to Date Actual  | Budget Remaining     | Percentage Used |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|-----------------|
| Personnel                   | \$ 19,983,876        | \$ 13,322,584        | \$ 12,461,987        | \$ 7,521,889         | 62.36%          |
| Materials and Supplies      | \$ 13,523,119        | \$ 9,015,412         | \$ 5,713,674         | \$ 7,809,445         | 42.25%          |
| Contract Services           | \$ 6,799,212         | \$ 4,532,808         | \$ 2,116,375         | \$ 4,682,837         | 31.13%          |
| Other Expenses              | \$ 13,463,797        | \$ 8,975,865         | \$ 8,547,932         | \$ 4,915,865         | 63.49%          |
| Capital Outlay              | \$ 632,000           | \$ 421,333           | \$ 188,555           | \$ 443,445           | 29.83%          |
|                             | <b>\$ 54,402,005</b> | <b>\$ 36,268,003</b> | <b>\$ 29,028,524</b> | <b>\$ 25,373,481</b> | <b>53.36%</b>   |

**Dublin San Ramon Services District**

**Capital Outlay by Division**  
**February, 2016**

| <b>Capital Outlay - Identified</b>             |                   |                   | <b>Year To Date Actual</b> |                   | <b>Dollars Remaining</b> | <b>Percent Used</b> |
|--|-------------------|-------------------|----------------------------|-------------------|--------------------------|---------------------|
|  | <b>Budget</b>     | <b>Actual</b>     | <b>Date Actual</b>         | <b>Remaining</b>  |                          |                     |
| Van - Ford Transit                             | \$ 35,000         | \$ -              | \$ -                       | \$ 35,000         | \$ 35,000                | 0.00%               |
| <b>Engineering Admin</b>                       | <b>\$ 35,000</b>  | <b>\$ -</b>       | <b>\$ -</b>                | <b>\$ 35,000</b>  | <b>\$ 35,000</b>         | <b>0.00%</b>        |
| Asset Management Software                      | \$ 140,500        | \$ -              | \$ -                       | \$ 140,500        | \$ 140,500               | 0.00%               |
| <b>Asset Management</b>                        | <b>\$ 140,500</b> | <b>\$ -</b>       | <b>\$ -</b>                | <b>\$ 140,500</b> | <b>\$ 140,500</b>        | <b>0.00%</b>        |
| Truck mounted valve exercise mach/controller   | \$ 45,000         | \$ -              | \$ -                       | \$ 45,000         | \$ 45,000                | 0.00%               |
| Pump station emergency generator               | \$ 50,000         | \$ -              | \$ -                       | \$ 50,000         | \$ 50,000                | 0.00%               |
| F-450 truck w/ utility bed, crane, compressor  | \$ 59,000         | \$ 54,015         | \$ 54,015                  | \$ 4,985          | \$ 4,985                 | 91.55%              |
| <b>Field Operations</b>                        | <b>\$ 154,000</b> | <b>\$ 54,015</b>  | <b>\$ 54,015</b>           | <b>\$ 99,985</b>  | <b>\$ 99,985</b>         | <b>35.07%</b>       |
| Heavy Capacity Forklift for biosolids, used    | \$ 35,000         | \$ -              | \$ -                       | \$ 35,000         | \$ 35,000                | 0.00%               |
| <b>Plant Operations</b>                        | <b>\$ 35,000</b>  | <b>\$ -</b>       | <b>\$ -</b>                | <b>\$ 35,000</b>  | <b>\$ 35,000</b>         | <b>0.00%</b>        |
| Truck - Ford F-350 w/service body              | \$ 60,000         | \$ -              | \$ -                       | \$ 60,000         | \$ 60,000                | 0.00%               |
| Truck - Ford F-450 w/service body/crane        | 110,000           |                   |                            | 110,000           | 110,000                  | 0.00%               |
| Grit Roll-off Container                        | 12,000            |                   |                            | 12,000            | 12,000                   | 0.00%               |
| Chlorine contact tank exit gate                | 12,500            |                   |                            | 12,500            | 12,500                   | 0.00%               |
| Building "A" air compressor                    | 13,000            |                   |                            | 13,000            | 13,000                   | 0.00%               |
| Cogen Emission Analyzer                        | 13,000            | 13,383            | 13,383                     | (383)             | (383)                    | 102.95%             |
| <b>Mechanical Maintenance</b>                  | <b>\$ 220,500</b> | <b>\$ 13,383</b>  | <b>\$ 13,383</b>           | <b>\$ 207,117</b> | <b>\$ 207,117</b>        | <b>6.07%</b>        |
| Van - Ford Transit                             | \$ 27,000         | \$ -              | \$ -                       | \$ 27,000         | \$ 27,000                | 0.00%               |
| Update Security system                         | 20,000            |                   |                            | 20,000            | 20,000                   | 0.00%               |
| <b>Electrical Maintenance</b>                  | <b>\$ 47,000</b>  | <b>\$ -</b>       | <b>\$ -</b>                | <b>\$ 47,000</b>  | <b>\$ 47,000</b>         | <b>0.00%</b>        |
| <b>Total Capital Outlay - Identified</b>       | <b>\$ 632,000</b> | <b>\$ 67,398</b>  | <b>\$ 67,398</b>           | <b>\$ 564,602</b> | <b>\$ 564,602</b>        | <b>10.66%</b>       |
| <b>Unexpected Capital Outlay</b>               |                   |                   |                            |                   |                          |                     |
| Completely refurbish aeration preopeller mixer | \$ 11,927         | \$ 10,940         | \$ 10,940                  | \$ 987            | \$ 987                   |                     |
| WWTP No. 2 Secondary clarifier drain valve     | \$ 99,186         | \$ 99,186         | \$ 99,186                  | -                 | -                        |                     |
| WWTP Bldg G A/C for MCC Room (7.5 ton)         | 11,031            | 11,031            | 11,031                     | -                 | -                        |                     |
| <b>Total Unexpected Capital Outlay</b>         | <b>\$ 122,144</b> | <b>\$ 121,157</b> | <b>\$ 121,157</b>          | <b>\$ 987</b>     | <b>\$ 987</b>            |                     |
| <b>Total All Capital Outlay</b>                | <b>\$ 754,144</b> | <b>\$ 188,555</b> | <b>\$ 188,555</b>          | <b>\$ 565,589</b> | <b>\$ 565,589</b>        |                     |

# Capital Project Expense Summary Report

Dublin San Ramon Services District

February, 2016

| Fund #             |                            | Budget                      | Year-to-date<br>Expenditures | Balance                     | Prct Used            |
|--------------------|----------------------------|-----------------------------|------------------------------|-----------------------------|----------------------|
| 210                | Local Sewer Replacement    | 1,678,736.00                | 102,448.79                   | 1,576,287.21                | 6.10%                |
| 220                | Local Sewer Expansion      | 377,000.00                  | 18,528.77                    | 358,471.23                  | 4.91%                |
| 310                | Regional Sewer Replacement | 3,281,171.00                | 1,310,794.48                 | 1,970,376.52                | 39.95%               |
| 320                | Regional Sewer Expansion   | 1,306,362.00                | 365,585.32                   | 940,776.68                  | 27.98%               |
| 610                | Water Replacement          | 10,318,674.00               | 2,995,426.36                 | 7,323,247.64                | 29.03%               |
| 620                | Water Expansion            | 5,458,281.00                | 3,989,534.99                 | 1,468,746.01                | 73.09%               |
| <b>Grand Total</b> |                            | <b><u>22,420,224.00</u></b> | <b><u>8,782,318.71</u></b>   | <b><u>13,637,905.29</u></b> | <b><u>39.17%</u></b> |

**Financing Administration Agreement Calculations**  
**February, 2016**

**Bond Target Level Calculation**

|  | Max Annual Debt      |
|--|----------------------|
| LAVWMA 2011 Refunding Bonds (Expansion Portion)<br>highest fiscal year debt service (2024) | \$ 4,332,552         |
| DSRSD Expansion Amount Outstanding   | <b>\$46,791,732</b>  |
| <b>Bank of America Refunding Bond</b>  |                      |
| Expansion Amount Outstanding   | \$0                  |
| BOND TARGET LEVEL (7c) or 2X   | \$ 8,665,105         |
| ADMINISTRATIVE TARGET LEVEL (7d) or 5XMADS   | \$ 21,662,761        |
| Working Capital in Rate Stabilization/Regional Sewer Expansion Fund                        | <b>\$ 43,379,181</b> |
| Number of Years of Maximum Debt Service on Hand<br>(Working Capital/Max Annual Debt)       | \$ 4,332,552 10.01   |
| Capacity Fee Revenue this Fiscal Year  | \$10,249,087         |
| Debt Service for FY 15/16  | \$ 4,311,297         |
| Capacity fees in excess (deficiency) of this amount  | \$ 5,937,790         |
| Amount in Rate Stabilization Fund in Excess of (below) 5XMADS                              | <b>\$21,716,420</b>  |

**Dublin San Ramon Services District**  
**Dublin San Ramon Services District**  
**February, 2016**

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**Comparison of Actual DUE's to Budget**

|              | <b>Budget</b> | <b>Actual</b> | <b>Above<br/>(Below)</b> |
|--------------|---------------|---------------|--------------------------|
| <b>Sewer</b> |               |               |                          |
| DSRSD        | 347           | 564           | 217                      |
| Pleasanton   | 150           | 171           | 21                       |
| <b>Water</b> | 608           | 556           | (52)                     |

**Dublin San Ramon Services District**  
**Treasurer's Report - Portfolio Management Summary**  
**As of : February 29, 2016**

| Description                         | Face Amount              | Market Value             | Book Value               | % of Portfolio | Permitted by Policy | In Compliance | YTM @ Cost    |
|-------------------------------------|--------------------------|--------------------------|--------------------------|----------------|---------------------|---------------|---------------|
| CAMP                                | 28,524,294.54            | 28,524,294.54            | 28,524,294.54            | 19.66%         | 100%                | Yes           | 0.450%        |
| Certificate of Deposit              | 4,000,000.00             | 4,010,757.50             | 4,000,000.00             | 2.76%          | 30%                 | Yes           | 0.972%        |
| Corporate Bonds                     | 20,500,000.00            | 20,727,425.50            | 20,678,882.80            | 14.13%         | 30%                 | Yes           | 1.563%        |
| Federal Agency Callables            | 40,880,000.00            | 40,872,607.54            | 40,881,175.41            | 28.17%         | 100%                | Yes           | 1.130%        |
| LAIF - Operating                    | 49,196,322.89            | 49,196,322.89            | 49,196,322.89            | 33.90%         | \$50 million        | Yes           | 0.446%        |
| Municipals                          | 2,000,000.00             | 2,005,360.00             | 2,007,712.82             | 1.38%          | 100%                | Yes           | 1.710%        |
| <b>Total Investments</b>            | <b>\$ 145,100,617.43</b> | <b>\$ 145,336,767.97</b> | <b>\$ 145,288,388.46</b> | <b>100.00%</b> |                     |               | <b>0.829%</b> |
| Bank of America                     | 4,501,081.46             | 4,501,081.46             | 4,501,081.46             |                |                     |               |               |
| <b>Total Cash &amp; Investments</b> | <b>\$ 149,601,698.89</b> | <b>\$ 149,837,849.43</b> | <b>\$ 149,789,469.92</b> |                |                     |               | <b>0.829%</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, Administrative Services Manager

Date

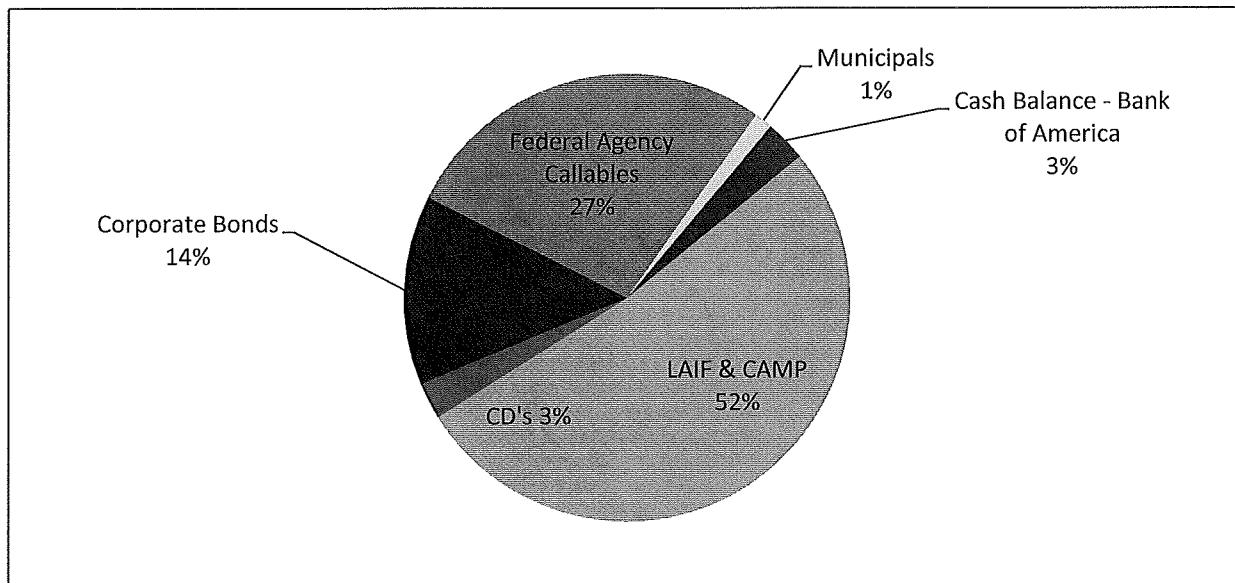
For comparison - prior month summary as of: **1/31/2016**

| Description                         | Face Amount              | Market Value             | Book Value               | % of Portfolio | Permitted by Policy | In Compliance | YTM @ Cost    |
|-------------------------------------|--------------------------|--------------------------|--------------------------|----------------|---------------------|---------------|---------------|
| CAMP                                | 16,517,003.58            | 16,517,003.58            | 16,517,003.58            | 11.38%         | 100%                | Yes           | 0.380%        |
| Certificate of Deposit              | 4,000,000.00             | 4,005,062.25             | 4,000,000.00             | 2.76%          | 30%                 | Yes           | 97.200%       |
| Corporate Bonds                     | 22,500,000.00            | 22,713,494.50            | 22,683,742.53            | 15.51%         | 30%                 | Yes           | 1.526%        |
| Federal Agency Callables            | 50,880,000.00            | 50,876,027.70            | 50,881,175.41            | 35.07%         | 100%                | Yes           | 1.162%        |
| LAIF - Operating                    | 49,196,322.89            | 49,196,322.89            | 49,196,322.89            | 33.90%         | \$50 million        | Yes           | 0.446%        |
| Municipals                          | 2,000,000.00             | 1,996,780.00             | 2,007,712.82             | 1.38%          | 100%                | Yes           | 1.710%        |
| <b>Total Investments</b>            | <b>\$ 145,093,326.47</b> | <b>\$ 145,304,690.92</b> | <b>\$ 145,285,957.23</b> | <b>99.99%</b>  |                     |               | <b>0.889%</b> |
| Bank of America                     | 2,361,815.48             | 2,361,815.48             | 2,361,815.48             |                |                     |               |               |
| <b>Total Cash &amp; Investments</b> | <b>\$ 147,455,141.95</b> | <b>\$ 147,666,506.40</b> | <b>\$ 147,647,772.71</b> |                |                     |               | <b>0.889%</b> |

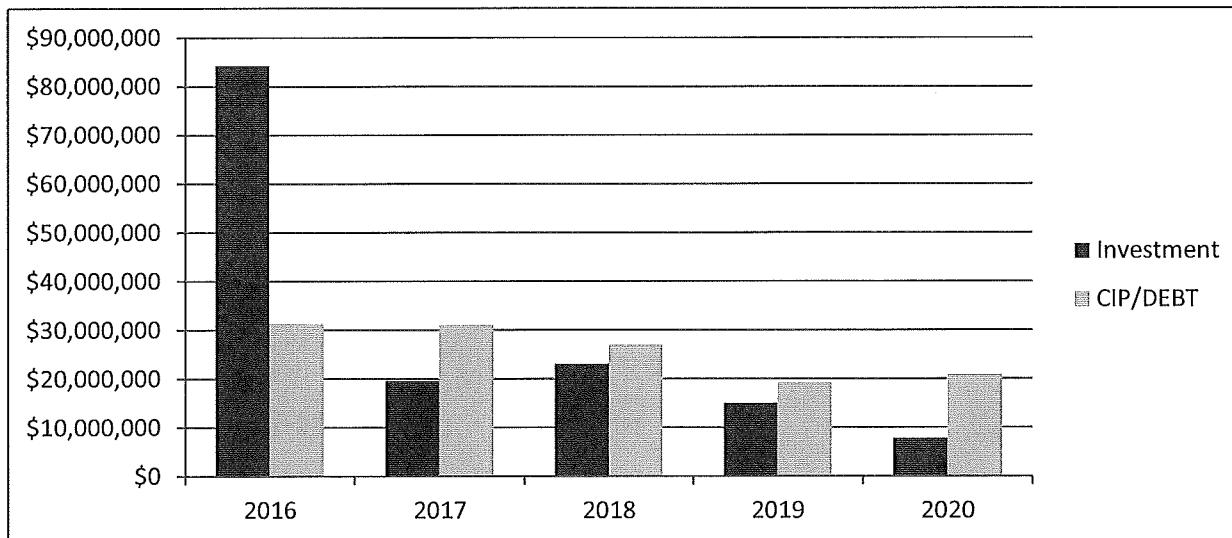
Investment Review for :  
Summary of Current Investments

February 29, 2016

|                                | Face Amount              | % of Portfolio | Avg Maturity (in Years) | Avg Yield |
|--------------------------------|--------------------------|----------------|-------------------------|-----------|
| Cash Balance - Bank of America | \$ 4,501,081.46          | 3%             |                         |           |
| LAIF & CAMP                    | 77,720,617.43            | 52%            |                         | 0.446%    |
| Certificates of Deposit        | 4,000,000.00             | 3%             | 1.4                     | 0.972%    |
| Corporate Bonds                | 20,500,000.00            | 14%            | 1.7                     | 1.563%    |
| Federal Agency Callables       | 40,880,000.00            | 27%            | 2.6                     | 1.130%    |
| Municipals                     | 2,000,000.00             | 1%             | 4.3                     | 1.710%    |
|                                | <b>\$ 149,601,698.89</b> |                |                         |           |



Investment / Cash needs next 5 years



| FYE  | Investment               | CIP/DEBT                 |
|------|--------------------------|--------------------------|
| 2016 | \$ 84,221,698.89         | \$ 31,258,003.75         |
| 2017 | 19,630,000.00            | \$ 30,984,268.75         |
| 2018 | 23,000,000.00            | \$ 26,965,800.75         |
| 2019 | 15,000,000.00            | \$ 19,176,387.75         |
| 2020 | 7,750,000.00             | \$ 20,845,455.75         |
|      | <b>\$ 149,601,698.89</b> | <b>\$ 129,229,916.75</b> |

Dublin San Ramon Services District  
Treasurer's Report - Portfolio Detail

As of 02/29/16

| Description                              | CUSIP     | Settlement Date | Face Amount           | Market Value          | Book Value            | Coupon Rate  | YTM @ Cost   | Next Call Date | DTC/M       | DTM         | Maturity Date | Accrued Interest  |
|--|-----------|-----------------|-----------------------|-----------------------|-----------------------|--------------|--------------|----------------|-------------|-------------|---------------|-------------------|
| CAMP LGIP                                | LGIP6300  | 6/30/2011       | 28,524,294.54         | 28,524,294.54         | 28,524,294.54         | 0.45         | 0.45         | N/A            | 1           | 1           | N/A           | -                 |
| <b>Sub Total / Average</b>               |           |                 | <b>28,524,294.54</b>  | <b>28,524,294.54</b>  | <b>28,524,294.54</b>  | <b>0.45</b>  | <b>0.45</b>  |                | <b>1</b>    | <b>1</b>    |               | <b>-</b>          |
| American Exp Centrn 1.15 9/26/2016       | 02587DTW8 | 9/26/2013       | 250,000.00            | 250,764.50            | 250,000.00            | 1.15         | 1.15         |                | 210         | 210         | 9/26/2016     | 1,228.77          |
| BMW Bk 0.5 5/16/2016                     | 05580AAB0 | 5/16/2014       | 250,000.00            | 249,993.25            | 250,000.00            | 0.5          | 0.5          |                | 77          | 77          | 5/16/2016     | 359.59            |
| Capital One 2 10/7/2019                  | 14042RAN1 | 10/7/2015       | 250,000.00            | 253,033.25            | 250,000.00            | 2            | 2            |                | 1316        | 1316        | 10/7/2019     | 2,007.98          |
| Capital One USA 2 10/7/2019              | 140420WK2 | 10/7/2015       | 250,000.00            | 253,033.25            | 250,000.00            | 2            | 2            |                | 1316        | 1316        | 10/7/2019     | 2,007.98          |
| Comenity Capital 0.7 3/29/2016           | 20033AGY6 | 9/29/2014       | 250,000.00            | 250,042.75            | 250,000.00            | 0.7          | 0.7          |                | 29          | 29          | 3/29/2016     | 4.79              |
| Compass Bnk 0.5 5/31/2016                | 20451PJX5 | 5/28/2014       | 250,000.00            | 249,969.00            | 250,000.00            | 0.5          | 0.5          |                | 92          | 92          | 5/31/2016     | 318.49            |
| Customers Bk 0.5 5/31/2016               | 23204HBF4 | 5/28/2014       | 250,000.00            | 249,969.00            | 250,000.00            | 0.5          | 0.5          |                | 92          | 92          | 5/31/2016     | 318.49            |
| Discover Bank 1.2 3/13/2018              | 254671LE8 | 3/13/2013       | 250,000.00            | 250,949.25            | 250,000.00            | 1.2          | 1.2          |                | 743         | 743         | 3/13/2018     | 1,389.04          |
| Everbank 0.95 11/30/2016                 | 29976DPX2 | 11/30/2012      | 250,000.00            | 250,404.00            | 250,000.00            | 0.95         | 0.95         |                | 275         | 275         | 11/30/2016    | 592.12            |
| First Fed S&L 0.5 5/31/2016              | 32023HAC2 | 5/30/2014       | 250,000.00            | 249,969.25            | 250,000.00            | 0.5          | 0.5          |                | 92          | 92          | 5/31/2016     | 3.42              |
| Flushing Bank 0.7 3/29/2016              | 34387AAQ2 | 9/30/2014       | 250,000.00            | 250,044.50            | 250,000.00            | 0.7          | 0.7          |                | 29          | 29          | 3/29/2016     | 67.12             |
| Goldman Sachs 1.95 10/7/2019             | 38148JQ79 | 10/7/2015       | 250,000.00            | 252,336.25            | 250,000.00            | 1.95         | 1.95         |                | 1316        | 1316        | 10/7/2019     | 1,957.58          |
| Oriental Bank 0.5 5/31/2016-14           | 686184UH3 | 5/29/2014       | 250,000.00            | 249,967.50            | 250,000.00            | 0.5          | 0.5          |                | 92          | 92          | 5/31/2016     | 3.42              |
| State Bk of India 1.15 5/14/2018         | 856283UK0 | 5/14/2013       | 250,000.00            | 250,805.75            | 250,000.00            | 1.15         | 1.15         |                | 805         | 805         | 5/14/2018     | 842.81            |
| Sterling Svgs Bank 0.5 3/22/2016         | 8595316H3 | 3/22/2013       | 250,000.00            | 250,013.00            | 250,000.00            | 0.5          | 0.5          |                | 22          | 22          | 3/22/2016     | 547.95            |
| Washington Fed Seattle 0.75 5/30/2017-13 | 938828AB6 | 5/30/2013       | 250,000.00            | 249,463.00            | 250,000.00            | 0.75         | 0.75         |                | 456         | 456         | 5/30/2017     | 5.14              |
| <b>Sub Total / Average</b>               |           |                 | <b>4,000,000.00</b>   | <b>4,010,757.50</b>   | <b>4,000,000.00</b>   | <b>0.972</b> | <b>0.972</b> |                | <b>435</b>  | <b>435</b>  |               | <b>11,654.69</b>  |
| AUST/NZ Bank Grp 1.5 1/16/2018           | 05253JAH4 | 1/26/2015       | 3,000,000.00          | 2,999,922.00          | 3,002,322.24          | 1.5          | 1.46         |                | 687         | 687         | 1/16/2018     | 5,375.00          |
| Barclays Bank PLC Var. Corp 5/11/2017    | 06738K4G3 | 5/11/2012       | 3,000,000.00          | 2,985,093.00          | 3,000,000.00          | 2            | 2            |                | 437         | 437         | 5/11/2017     | 3,000.00          |
| Coca-cola 1.15 4/1/2018                  | 191216BA7 | 2/20/2015       | 3,000,000.00          | 3,008,499.00          | 2,986,787.22          | 1.15         | 1.33         |                | 762         | 762         | 4/1/2018      | 14,183.33         |
| Exxon Mobil 0.921 3/15/2017              | 30231GAA0 | 9/9/2015        | 2,000,000.00          | 2,001,962.00          | 2,002,987.23          | 0.921        | 0.821        |                | 380         | 380         | 3/15/2017     | 8,391.33          |
| GE Capital Corp 2.3 4/27/2017            | 36962G5W0 | 5/21/2012       | 3,000,000.00          | 3,053,793.00          | 2,997,418.14          | 2.3          | 2.361        |                | 423         | 423         | 4/27/2017     | 23,383.33         |
| Gen Elec Co 5.25 12/6/2017               | 369604BC6 | 12/17/2012      | 2,500,000.00          | 2,677,462.50          | 2,685,669.97          | 5.25         | 1.396        |                | 646         | 646         | 12/6/2017     | 30,260.42         |
| JPMorgan Chase 2 8/15/2017               | 48126EAA5 | 12/22/2014      | 2,000,000.00          | 2,009,046.00          | 2,014,447.14          | 2            | 1.506        |                | 533         | 533         | 8/15/2017     | 1,555.56          |
| Microsoft 1.5/1/2018                     | 594918AS3 | 3/16/2015       | 2,000,000.00          | 1,991,648.00          | 1,989,250.86          | 1            | 1.22         |                | 792         | 792         | 5/1/2018      | 6,555.56          |
| <b>Sub Total / Average</b>               |           |                 | <b>20,500,000.00</b>  | <b>20,727,425.50</b>  | <b>20,678,882.80</b>  | <b>2.04</b>  | <b>1.563</b> |                | <b>583</b>  | <b>583</b>  |               | <b>92,704.53</b>  |
| FFCB 0.65 3/28/2017                      | 3133ECKC7 | 5/8/2013        | 1,380,000.00          | 1,379,217.54          | 1,381,019.73          | 0.65         | 0.6          |                | 393         | 393         | 3/28/2017     | 3,762.42          |
| FFCB 0.74 6/9/2017-15                    | 3133EFCX3 | 9/9/2015        | 3,000,000.00          | 2,996,127.00          | 3,000,000.00          | 0.74         | 0.74         |                | 466         | 466         | 6/9/2017      | 4,933.33          |
| FFCB 1.37 3/21/2019-16                   | 3133EFEA1 | 9/21/2015       | 5,000,000.00          | 5,005,585.00          | 4,997,500.00          | 1.37         | 1.385        | 9/21/2016      | 205         | 1116        | 3/21/2019     | 30,063.89         |
| FFCB 1.42 4/29/2019-16                   | 3133EED56 | 4/29/2015       | 5,000,000.00          | 5,000,910.00          | 5,000,000.00          | 1.42         | 1.42         | 4/29/2016      | 60          | 1155        | 4/29/2019     | 23,666.67         |
| FHLB 0.875 3/10/2017                     | 3133782N0 | 8/22/2014       | 4,000,000.00          | 4,006,688.00          | 4,002,655.68          | 0.875        | 0.83         |                | 375         | 375         | 3/10/2017     | 16,430.56         |
| FHLB 1.6/28/2018-13                      | 313381HD0 | 12/28/2012      | 5,000,000.00          | 4,974,500.00          | 5,000,000.00          | 1            | 1            |                | 850         | 850         | 6/28/2018     | 8,472.22          |
| FHLMC 0.625 9/26/2016-14                 | 3134G4YA0 | 3/26/2014       | 2,500,000.00          | 2,502,470.00          | 2,500,000.00          | 0.625        | 0.625        |                | 210         | 210         | 9/26/2016     | 6,640.62          |
| FHLMC 1.2 6/12/2018-13                   | 3134G46D5 | 6/12/2013       | 5,000,000.00          | 5,000,135.00          | 5,000,000.00          | 1.2          | 1.2          | 3/12/2016      | 12          | 834         | 6/12/2018     | 12,833.33         |
| FHLMC 1.25 8/27/2018-15                  | 3134G7UM1 | 9/3/2015        | 5,000,000.00          | 5,003,725.00          | 5,000,000.00          | 1.25         | 1.25         | 5/27/2016      | 88          | 910         | 8/27/2018     | 347.22            |
| FHLMC 1.4 7/29/2019-16                   | 3134G7X89 | 10/29/2015      | 5,000,000.00          | 5,003,250.00          | 5,000,000.00          | 1.4          | 1.4          | 4/29/2016      | 60          | 1246        | 7/29/2019     | 5,833.33          |
| <b>Sub Total / Average</b>               |           |                 | <b>40,880,000.00</b>  | <b>40,872,607.54</b>  | <b>40,881,175.41</b>  | <b>1.135</b> | <b>1.13</b>  |                | <b>253</b>  | <b>844</b>  |               | <b>112,983.59</b> |
| LAIF LGIP                                | LGIP1001  | 6/30/2011       | 49,196,322.89         | 49,196,322.89         | 49,196,322.89         | 0.446        | 0.446        | N/A            | 1           | 1           | N/A           | -                 |
| <b>Sub Total / Average</b>               |           |                 | <b>49,196,322.89</b>  | <b>49,196,322.89</b>  | <b>49,196,322.89</b>  | <b>0.446</b> | <b>0.446</b> |                | <b>1</b>    | <b>1</b>    |               | <b>-</b>          |
| State of CA 1.8 4/1/2020                 | 13063CSQ4 | 4/29/2015       | 2,000,000.00          | 2,005,360.00          | 2,007,712.82          | 1.8          | 1.71         |                | 1493        | 1493        | 4/1/2020      | 14,800.00         |
| <b>Sub Total / Average</b>               |           |                 | <b>2,000,000.00</b>   | <b>2,005,360.00</b>   | <b>2,007,712.82</b>   | <b>1.8</b>   | <b>1.71</b>  |                | <b>1493</b> | <b>1493</b> |               | <b>14,800.00</b>  |
| <b>Total / Average</b>                   |           |                 | <b>145,100,617.43</b> | <b>145,336,767.97</b> | <b>145,288,388.46</b> | <b>0.899</b> | <b>0.829</b> |                | <b>187</b>  | <b>353</b>  |               | <b>232,142.81</b> |

|  | 200<br>Local Sewer<br>Operations | 205<br>Local Rate<br>Stabilization (RSF) | 210<br>Local Sewer<br>Replacement | 220<br>Local Sewer<br>Expansion | Total             |
|--|----------------------------------|--|-----------------------------------|---------------------------------|-------------------|
| <b>BALANCE SHEETS</b>  |                                  |  |                                   |                                 |                   |
| CASH & INVESTMENTS   | 816,818                          | 783,925                                  | 9,838,271                         | 7,085,547                       | 18,524,560        |
| RECEIVABLES  | 259,331                          | 985                                      | 13,499                            | 9,173                           | 282,989           |
| OTHER  | 0                                | 0  | 0                                 | 2,646                           | 2,646             |
| <b>CURRENT ASSETS</b>  | <b>1,076,148</b>                 | <b>784,911</b>                           | <b>9,851,770</b>                  | <b>7,097,366</b>                | <b>18,810,195</b> |
| FIXED ASSETS   | 33,280,120                       | 0  | 349,598                           | 21,595                          | 33,651,314        |
| LONG-TERM ASSETS   | 236,312                          | 0  | 0                                 | 181,125                         | 417,438           |
| <b>TOTAL ASSETS</b>  | <b>34,592,581</b>                | <b>784,911</b>                           | <b>10,201,368</b>                 | <b>7,300,087</b>                | <b>52,878,946</b> |
| ACCOUNTS PAYABLE   | 11,102                           | 0  | 0                                 | 0                               | 11,102            |
| DEPOSITS   | 57,780                           | 0  | 0                                 | 0                               | 57,780            |
| OTHER CURRENT LIABILITIES  | 56,609                           | 0  | 302                               | 7,459                           | 64,371            |
| <b>CURRENT LIABILITIES</b>   | <b>125,491</b>                   | <b>0</b>                                 | <b>302</b>                        | <b>7,459</b>                    | <b>133,253</b>    |
| ACCRUED EXPENSES/OTHER   | 1,760,743                        | 0  | 0                                 | 438,339                         | 2,199,082         |
| DEFERRED REVENUE   | 0                                | 0  | 0                                 | 395,098                         | 395,098           |
| <b>LONG-TERM LIABILITIES</b>   | <b>1,760,743</b>                 | <b>0</b>                                 | <b>0</b>                          | <b>833,437</b>                  | <b>2,594,181</b>  |
| RETAINED EARNINGS  | 32,706,346                       | 784,911                                  | 10,201,066                        | 6,459,190                       | 50,151,513        |
| <b>TOTAL LIABILITIES &amp;<br/>RETAINED EARNINGS</b>                 | <b>34,592,581</b>                | <b>784,911</b>                           | <b>10,201,368</b>                 | <b>7,300,087</b>                | <b>52,878,946</b> |
| <b>INCOME STATEMENT</b>  |                                  |  |                                   |                                 |                   |
| <b>OPERATING REVENUE</b>   |                                  |  |                                   |                                 |                   |
| SERVICE CHARGES  | 1,344,953                        | 0  | 0                                 | 0                               | 1,344,953         |
| OTHER OPERATING REVENUE  | 11,445                           | 0  | 0                                 | 721,355                         | 732,801           |
| <b>TOTAL OPERATING REVENUE</b>                                       | <b>1,356,398</b>                 | <b>0</b>                                 | <b>0</b>                          | <b>721,355</b>                  | <b>2,077,753</b>  |
| <b>NON-OPERATING REVENUE</b>   |                                  |  |                                   |                                 |                   |
| CONNECTION FEES  | 0                                | 0  | 351,745                           | 342,129                         | 693,874           |
| INTEREST   | 4,115                            | 3,638                                    | 48,004                            | 33,786                          | 89,544            |
| OTHER NON-OPERATING REVENUE  | 233,590                          | 0  | 0                                 | 0                               | 233,590           |
| <b>TOTAL NON-OPERATING REVENUE</b>                                   | <b>237,705</b>                   | <b>3,638</b>                             | <b>399,749</b>                    | <b>375,914</b>                  | <b>1,017,007</b>  |
| TRANSFERS IN   | 0                                | 91,575                                   | 191,333                           | 0                               | 282,908           |
| <b>TOTAL RECEIPTS</b>  | <b>1,594,103</b>                 | <b>95,213</b>                            | <b>591,082</b>                    | <b>1,097,270</b>                | <b>3,377,669</b>  |
| <b>DISBURSEMENTS</b>   |                                  |  |                                   |                                 |                   |
| OPERATING EXPENSES   | 1,251,085                        | 0  | 32,973                            | 395,895                         | 1,679,953         |
| CAPITAL PROJECTS   | 0                                | 0  | 102,449                           | 18,529                          | 120,978           |
| TRANSFER OUT   | 282,908                          | 0  | 0                                 | 0                               | 282,908           |
| <b>TOTAL DISBURSEMENTS</b>   | <b>1,533,993</b>                 | <b>0</b>                                 | <b>135,422</b>                    | <b>414,423</b>                  | <b>2,083,839</b>  |
| <b>NET INCOME (LOSS)</b>   | <b>60,110</b>                    | <b>95,213</b>                            | <b>455,660</b>                    | <b>682,846</b>                  | <b>1,293,830</b>  |
| <b>EXPENSE BUDGET FOR FY 2016</b>                                    | <b>2,065,123</b>                 |  |                                   |                                 |                   |
| <b>WORKING CAPITAL TARGET FOR FY 2016</b>                            | <b>688,374</b>                   |  |                                   |                                 |                   |
| <b>WORKING CAPITAL TARGET (in months)</b>                            | <b>4.00</b>                      |  |                                   |                                 |                   |
| <b>WORKING CAPITAL</b>   | <b>950,657</b>                   | <b>784,911</b>                           | <b>9,851,468</b>                  | <b>7,089,907</b>                | <b>18,676,942</b> |
| <b>WORKING CAPITAL ON HAND<br/>(in months) WC / (ExpBudget / 12)</b> | <b>5.52</b>                      |  |                                   |                                 |                   |
| <b>CURRENT EXCESS (DEFICIENCY)</b>                                   | <b>262,283</b>                   |  |                                   |                                 |                   |
| <i>Working Capital - Working Capital Target</i>                      |                                  |  |                                   |                                 |                   |

|  | 300<br>Regional Sewer<br>Operations | 305<br>Regional Rate<br>Stabilization (RSF) | 310<br>Regional Sewer<br>Replacement | 320<br>Regional<br>Sewer<br>Expansion | Total |
|--|-------------------------------------|---|--------------------------------------|---------------------------------------|-------|
|--|-------------------------------------|---|--------------------------------------|---------------------------------------|-------|

| <b>BALANCE SHEETS</b>                            |                    |                  |                   |                   |                    |
|--|--------------------|------------------|-------------------|-------------------|--------------------|
| CASH & INVESTMENTS                               | 5,982,380          | 7,794,683        | 18,242,882        | 41,730,312        | 73,750,257         |
| RECEIVABLES                                      | 1,292,069          | 11,097           | 27,646            | 345,448           | 1,676,260          |
| OTHER  | 1,299,983          | 0                | 0                 | 1,591,208         | 2,891,191          |
| <b>CURRENT ASSETS</b>                            | <b>8,574,432</b>   | <b>7,805,780</b> | <b>18,270,528</b> | <b>43,666,968</b> | <b>78,317,709</b>  |
| FIXED ASSETS                                     | 105,531,416        | 0                | 1,553,491         | 29,664,640        | 136,749,547        |
| LONG-TERM ASSETS                                 | 3,760,984          | 0                | 34,634            | 576,836           | 4,372,454          |
| <b>TOTAL ASSETS</b>                              | <b>117,866,831</b> | <b>7,805,780</b> | <b>19,858,653</b> | <b>73,908,445</b> | <b>219,439,710</b> |
| ACCOUNTS PAYABLE                                 | 447,591            | 0                | 0                 | 330               | 447,921            |
| DEPOSITS   | 112,621            | 0                | 0                 | 2,372             | 114,993            |
| OTHER CURRENT LIABILITIES                        | 957,293            | 0                | 24,428            | 285,085           | 1,266,806          |
| <b>CURRENT LIABILITIES</b>                       | <b>1,517,505</b>   | <b>0</b>         | <b>24,428</b>     | <b>287,787</b>    | <b>1,829,720</b>   |
| BONDS PAYABLE                                    | 6,708,041          | 0                | 0                 | 29,992,372        | 36,700,413         |
| ACCRUED EXPENSES/OTHER                           | 10,222,761         | 0                | 0                 | 75,511            | 10,298,271         |
| DEFERRED REVENUE                                 | 0                  | 0                | 34,634            | 541,153           | 575,787            |
| <b>LONG-TERM LIABILITIES</b>                     | <b>16,930,801</b>  | <b>0</b>         | <b>34,634</b>     | <b>30,609,036</b> | <b>47,574,471</b>  |
| RETAINED EARNINGS                                | 99,418,524         | 7,805,780        | 19,799,592        | 43,011,623        | 170,035,519        |
| <b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b> | <b>117,866,831</b> | <b>7,805,780</b> | <b>19,858,653</b> | <b>73,908,445</b> | <b>219,439,710</b> |

| <b>INCOME STATEMENT</b>            |                   |               |                  |                   |                   |
|------------------------------------|-------------------|---------------|------------------|-------------------|-------------------|
| <b>OPERATING REVENUE</b>           |                   |               |                  |                   |                   |
| SERVICE CHARGES                    | 10,222,550        | 0             | 0                | 0                 | 10,222,550        |
| OTHER OPERATING REVENUE            | 310,265           | 0             | 0                | 13,005            | 323,270           |
| <b>TOTAL OPERATING REVENUE</b>     | <b>10,532,815</b> | <b>0</b>      | <b>0</b>         | <b>13,005</b>     | <b>10,545,819</b> |
| <b>NON-OPERATING REVENUE</b>       |                   |               |                  |                   |                   |
| CONNECTION FEES                    | 0                 | 0             | 1,572,403        | 10,249,087        | 11,821,491        |
| INTEREST                           | 25,657            | 38,553        | 88,982           | 203,517           | 356,710           |
| OTHER NON-OPERATING REVENUE        | 0                 | 0             | 0                | 0                 | 0                 |
| <b>TOTAL NON-OPERATING REVENUE</b> | <b>25,657</b>     | <b>38,553</b> | <b>1,661,385</b> | <b>10,452,605</b> | <b>12,178,200</b> |
| TRANSFERS IN                       | 0                 | 0             | 1,716,307        | 0                 | 1,716,307         |
| <b>TOTAL RECEIPTS</b>              | <b>10,558,472</b> | <b>38,553</b> | <b>3,377,692</b> | <b>10,465,610</b> | <b>24,440,327</b> |
| <b>DISBURSEMENTS</b>               |                   |               |                  |                   |                   |
| OPERATING EXPENSES                 | 9,651,856         | 0             | 162,311          | 3,155,171         | 12,969,337        |
| CAPITAL PROJECTS                   | 0                 | 0             | 1,310,794        | 365,585           | 1,676,380         |
| TRANSFER OUT                       | 1,716,307         | 0             | 0                | 0                 | 1,716,307         |
| <b>TOTAL DISBURSEMENTS</b>         | <b>11,368,163</b> | <b>0</b>      | <b>1,473,105</b> | <b>3,520,757</b>  | <b>16,362,025</b> |
| <b>NET INCOME (LOSS)</b>           | <b>(809,691)</b>  | <b>38,553</b> | <b>1,904,587</b> | <b>6,944,853</b>  | <b>8,078,302</b>  |

|   |            |
|---|------------|
| EXPENSE BUDGET FOR FY 2016  | 16,303,153 |
| WORKING CAPITAL TARGET FOR FY 2016                                      | 5,434,384  |
| WORKING CAPITAL TARGET (in months)                                      | 4.00       |
| WORKING CAPITAL   | 7,056,926  |
| WORKING CAPITAL ON HAND<br>(in months) WC / (ExpBudget / 12)            | 5.19       |
| CURRENT EXCESS (DEFICIENCY)<br>Working Capital - Working Capital Target | 1,622,542  |

|   | 600<br>Water<br>Operations | 605<br>Water Rate<br>Stabilization (RSF) | 610<br>Water<br>Replacement | 620<br>Water<br>Expansion | Total              |
|---|----------------------------|--|-----------------------------|---------------------------|--------------------|
| <b>BALANCE SHEETS</b>   |                            |  |                             |                           |                    |
| CASH & INVESTMENTS  | 11,674,586                 | 10,396,422                               | 15,214,142                  | 18,972,393                | 56,257,543         |
| RECEIVABLES   | 736,011                    | 64,866                                   | 15,862                      | 27,938                    | 844,677            |
| OTHER   | 0                          | 0  | 0                           | 0                         | 0                  |
| <b>CURRENT ASSETS</b>   | <b>12,410,597</b>          | <b>10,461,287</b>                        | <b>15,230,004</b>           | <b>19,000,331</b>         | <b>57,102,220</b>  |
| FIXED ASSETS  | 120,889,359                | 0  | 3,073,265                   | 24,247,774                | 148,210,398        |
| LONG-TERM ASSETS  | 2,442,206                  | 0  | 0                           | 300,792                   | 2,742,998          |
| <b>TOTAL ASSETS</b>   | <b>135,742,161</b>         | <b>10,461,287</b>                        | <b>18,303,269</b>           | <b>43,548,897</b>         | <b>208,055,616</b> |
| ACCOUNTS PAYABLE  | 10,585                     | 0  | 0                           | 450                       | 11,035             |
| DEPOSITS  | 493,639                    | 0  | 0                           | 60,000                    | 553,639            |
| OTHER CURRENT LIABILITIES   | 2,422,579                  | 0  | 59,612                      | 991,106                   | 3,473,297          |
| <b>CURRENT LIABILITIES</b>  | <b>2,926,803</b>           | <b>0</b>                                 | <b>59,612</b>               | <b>1,051,556</b>          | <b>4,037,971</b>   |
| BONDS PAYABLE   | 0                          | 0  | 0                           | 34,916,246                | 34,916,246         |
| ACCRUED EXPENSES/OTHER  | 6,031,235                  | 0  | 0                           | 696,615                   | 6,727,849          |
| DEFERRED REVENUE  | 0                          | 0  | 0                           | 6,007,910                 | 6,007,910          |
| <b>LONG-TERM LIABILITIES</b>  | <b>6,031,235</b>           | <b>0</b>                                 | <b>0</b>                    | <b>41,620,770</b>         | <b>47,652,005</b>  |
| RETAINED EARNINGS   | 126,784,124                | 10,461,287                               | 18,243,657                  | 876,571                   | 156,365,640        |
| <b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>                        | <b>135,742,161</b>         | <b>10,461,287</b>                        | <b>18,303,269</b>           | <b>43,548,897</b>         | <b>208,055,616</b> |
| <b>INCOME STATEMENT</b>   |                            |  |                             |                           |                    |
| <b>OPERATING REVENUE</b>  |                            |  |                             |                           |                    |
| SERVICE CHARGES   | 12,166,605                 | 0  | 0                           | (1,056)                   | 12,165,549         |
| OTHER OPERATING REVENUE   | 381,727                    | 51,167                                   | 2,584                       | 1,879,586                 | 2,315,063          |
| <b>TOTAL OPERATING REVENUE</b>  | <b>12,548,332</b>          | <b>51,167</b>                            | <b>2,584</b>                | <b>1,878,529</b>          | <b>14,480,612</b>  |
| <b>NON-OPERATING REVENUE</b>  |                            |  |                             |                           |                    |
| CONNECTION FEES   | 0                          | 0  | 2,029,780                   | 5,688,015                 | 7,717,795          |
| INTEREST  | 58,296                     | 51,597                                   | 66,411                      | 96,363                    | 272,667            |
| OTHER NON-OPERATING REVENUE   | 292,100                    | 382,571                                  | 0                           | 0                         | 674,671            |
| <b>TOTAL NON-OPERATING REVENUE</b>                                      | <b>350,396</b>             | <b>434,168</b>                           | <b>2,096,191</b>            | <b>5,784,378</b>          | <b>8,665,133</b>   |
| TRANSFERS IN  | 0                          | 2,151,769                                | 5,281,533                   | 450,000                   | 7,883,302          |
| <b>TOTAL RECEIPTS</b>   | <b>12,898,729</b>          | <b>2,637,103</b>                         | <b>7,380,308</b>            | <b>8,112,907</b>          | <b>31,029,047</b>  |
| <b>DISBURSEMENTS</b>  |                            |  |                             |                           |                    |
| OPERATING EXPENSES  | 9,993,912                  | 12,458                                   | 114,980                     | 2,759,002                 | 12,880,353         |
| CAPITAL PROJECTS  | 0                          | 0  | 2,995,426                   | 3,989,535                 | 6,984,961          |
| TRANSFER OUT  | 5,269,102                  | 2,614,200                                | 0                           | 0                         | 7,883,302          |
| <b>TOTAL DISBURSEMENTS</b>  | <b>15,263,015</b>          | <b>2,626,658</b>                         | <b>3,110,406</b>            | <b>6,748,537</b>          | <b>27,748,616</b>  |
| <b>NET INCOME (LOSS)</b>  | <b>(2,364,286)</b>         | <b>10,445</b>                            | <b>4,269,902</b>            | <b>1,364,370</b>          | <b>3,280,431</b>   |
| EXPENSE BUDGET FOR FY 2016  | 19,976,821                 |  |                             |                           |                    |
| WORKING CAPITAL TARGET FOR FY 2016                                      | 6,658,940                  |  |                             |                           |                    |
| WORKING CAPITAL TARGET (in months)                                      | 4.00                       |  |                             |                           |                    |
| WORKING CAPITAL   | 9,483,794                  | 10,461,287                               | 15,170,392                  | 17,948,775                | 53,064,249         |
| WORKING CAPITAL ON HAND<br>(in months) WC / (ExpBudget / 12)            | 5.70                       |  |                             |                           |                    |
| CURRENT EXCESS (DEFICIENCY)<br>Working Capital - Working Capital Target | 2,824,854                  |  |                             |                           |                    |

|  | 900<br>Administrative<br>Overhead | 965<br>OPEB       | 995<br>DV Standby<br>Assessment | Total               |
|--|-----------------------------------|-------------------|---------------------------------|---------------------|
| <b>BALANCE SHEETS</b>                                |                                   |                   |                                 |                     |
| CASH & INVESTMENTS                                   | (225,741)                         | 249,324           | 1,552,580                       | 0 1,576,163         |
| RECEIVABLES  | 175,397                           | 417               | 177,225                         | 0 353,038           |
| OTHER  | 342,113                           | 0                 | 0                               | 0 342,113           |
| <b>CURRENT ASSETS</b>                                | <b>291,769</b>                    | <b>249,740</b>    | <b>1,729,804</b>                | <b>0 2,271,314</b>  |
| LONG-TERM ASSETS                                     | 0                                 | 12,195,375        | 0                               | 0 12,195,375        |
| <b>TOTAL ASSETS</b>                                  | <b>291,769</b>                    | <b>12,445,115</b> | <b>1,729,804</b>                | <b>0 14,466,688</b> |
| ACCOUNTS PAYABLE                                     | 28,259                            | 58,198            | 0                               | 0 86,457            |
| OTHER CURRENT LIABILITIES                            | 263,510                           | 531,361           | 0                               | 0 794,871           |
| <b>CURRENT LIABILITIES</b>                           | <b>291,769</b>                    | <b>589,559</b>    | <b>0</b>                        | <b>0 881,328</b>    |
| RETAINED EARNINGS                                    | 0                                 | 11,855,556        | 1,729,804                       | 0 13,585,361        |
| <b>TOTAL LIABILITIES &amp;<br/>RETAINED EARNINGS</b> | <b>291,769</b>                    | <b>12,445,115</b> | <b>1,729,804</b>                | <b>0 14,466,688</b> |
| <b>INCOME STATEMENT</b>                              |                                   |                   |                                 |                     |
| <b>OPERATING REVENUE</b>                             |                                   |                   |                                 |                     |
| OTHER OPERATING REVENUE                              | 928,878                           | 0                 | 1,027,355                       | 0 1,956,232         |
| <b>TOTAL OPERATING REVENUE</b>                       | <b>928,878</b>                    | <b>0</b>          | <b>1,027,355</b>                | <b>0 1,956,232</b>  |
| <b>NON-OPERATING REVENUE</b>                         |                                   |                   |                                 |                     |
| INTEREST   | 0                                 | 1,191             | 5,218                           | 0 6,409             |
| OTHER NON-OPERATING REVENUE                          | 0                                 | 0                 | 0                               | 0 0                 |
| <b>TOTAL NON-OPERATING REVENUE</b>                   | <b>0</b>                          | <b>1,191</b>      | <b>5,218</b>                    | <b>0 6,409</b>      |
| TRANSFERS IN   | 0                                 | 0                 | 0                               | 0 0                 |
| <b>TOTAL RECEIPTS</b>                                | <b>928,878</b>                    | <b>1,191</b>      | <b>1,032,573</b>                | <b>0 1,962,642</b>  |
| <b>DISBURSEMENTS</b>                                 |                                   |                   |                                 |                     |
| OPERATING EXPENSES                                   | 928,878                           | 560,967           | 9,037                           | 0 1,498,881         |
| CAPITAL PROJECTS                                     | 0                                 | 0                 | 0                               | 0 0                 |
| TRANSFER OUT   | 0                                 | 0                 | 0                               | 0 0                 |
| <b>TOTAL DISBURSEMENTS</b>                           | <b>928,878</b>                    | <b>560,967</b>    | <b>9,037</b>                    | <b>0 1,498,881</b>  |
| <b>NET INCOME (LOSS)</b>                             | <b>0</b>                          | <b>(559,776)</b>  | <b>1,023,537</b>                | <b>0 463,761</b>    |
| <b>EXPENSE BUDGET FOR FY 2016</b>                    | 0                                 |                   |                                 |                     |
| <b>WORKING CAPITAL TARGET FOR FY 2016</b>            | 0                                 |                   |                                 |                     |
| <b>WORKING CAPITAL TARGET (in months)</b>            | 0.00                              |                   |                                 |                     |
| <b>WORKING CAPITAL</b>                               | 0                                 | (339,818)         | 1,729,804                       | 0 1,389,986         |
| <b>WORKING CAPITAL ON HAND</b>                       | 0.00                              |                   |                                 |                     |
| (in months) WC / (ExpBudget / 12)                    |                                   |                   |                                 |                     |
| <b>CURRENT EXCESS (DEFICIENCY)</b>                   | 0                                 |                   |                                 |                     |
| <i>Working Capital - Working Capital Target</i>      |                                   |                   |                                 |                     |

## February Budget Variance Report

Categories are flagged if Actual Expense % > Target Expense %  
 (Target Expense % = (Period/12)\*100 + Tolerance %)

Expected Expense: 66.67%

Tolerance Level: 2.00%

Accounting Period: 8  
 Accounting Year: 2016

Target Expense: 68.67%

### Division: 10. Legislative

|                                       | <u>2016<br/>Adjusted Budget</u> | <u>YTD<br/>Expenditure</u> | <u>MTD<br/>Expenditure</u> | <u>% of YTD<br/>to Budget</u> | <u>Flag</u> |
|---------------------------------------|---------------------------------|----------------------------|----------------------------|-------------------------------|-------------|
| Employee Memberships & Certifications | 0.00                            | 0.00                       | 0.00                       | - %                           |             |
| Medical                               | 25,104.00                       | 12,676.00                  | 1,831.00                   | 50.49%                        |             |
| Other Benefits                        | 10,352.64                       | 4,509.01                   | 506.17                     | 43.55%                        |             |
| Retirement                            | 5,330.72                        | 1,124.03                   | 137.15                     | 21.09%                        |             |
| Salaries                              | 56,160.00                       | 15,038.00                  | 1,752.00                   | 26.78%                        |             |
| Salary / Benefit Credit               | 0.00                            | 0.00                       | 0.00                       | - %                           |             |
| Training Costs                        | 20,000.00                       | 12,137.47                  | 1,709.97                   | 60.69%                        |             |
| <b>1. Personnel</b>                   | <b>116,947.36</b>               | <b>45,484.51</b>           | <b>5,936.29</b>            | <b>38.89%</b>                 |             |
| Office Supplies                       | 2,800.00                        | 522.72                     | 0.00                       | 18.67%                        |             |
| <b>2. Materials and Supplies</b>      | <b>2,800.00</b>                 | <b>522.72</b>              | <b>0.00</b>                | <b>18.67%</b>                 |             |
| Advertising                           | 0.00                            | 0.00                       | 0.00                       | - %                           |             |
| Other Services                        | 25,500.00                       | 5,501.74                   | 431.74                     | 21.58%                        |             |
| Professional Services                 | 33,000.00                       | 13,714.25                  | 2,763.50                   | 41.56%                        |             |
| Telecommunication Services            | 0.00                            | 0.00                       | 0.00                       | - %                           |             |
| <b>3. Contract Services</b>           | <b>58,500.00</b>                | <b>19,215.99</b>           | <b>3,195.24</b>            | <b>32.85%</b>                 |             |
| Meetings                              | 700.00                          | 127.68                     | 22.68                      | 18.24%                        |             |
| 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>127.68</b>              | <b>22.68</b>               | <b>18.24%</b>                 |             |
| <b>10. Legislative Total</b>          | <b>178,947.36</b>               | <b>65,350.90</b>           | <b>9,154.21</b>            | <b>36.52%</b>                 |             |

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|------------|------------|------------------------------------|--|-------------|-------------|
| 02/08/2016 | 607020816  | 01098 NATIONWIDE RETIREMENT SOLI   | NATIONAL DEFERRED COMPENSATION: PAYMENT  | 46,701.13   | 46,701.13   |
| 02/08/2016 | 1000658723 | 00494 PERS                         | RETIREMENT: PAYMENT                      | 87,190.43   | 87,190.43   |
| 02/09/2016 | 2092016    | 03718 HR SIMPLIFIED                | IRS 125 (FSA/DCA/POS) 2015 & 2016        | 3,686.80    | 3,686.80    |
| 02/09/2016 | 12128594   | 00558 IRS - PAYROLL TAXES          | FEDERAL WITHHOLDING TAXES: PAYMENT       | 138,692.87  | 138,692.87  |
| 02/09/2016 | 287561056  | 00559 EDD - PAYROLL                | CALIFORNIA STATE TAXES: PAYMENT          | 26,187.18   | 26,187.18   |
| 02/10/2016 | 1000654623 | 01111 CALPERS                      | FEBRUARY 2016 - ER CODE 0740 & 7316      | 199,400.95  | 199,400.95  |
| 02/11/2016 | 88040      | 01013 BARRETT BUSINESS SERVICES    | S. GREER: WE 01/17/16                    | 1,011.20    |             |
|            |            |                                    | C. SIMMONS: WE 1/10/16                   | 489.60      |             |
|            |            |                                    | C. SIMMONS: WE 01/17/16                  | 456.96      |             |
|            |            |                                    | N. POON: WE 01/17/16                     | 402.56      | 2,360.32    |
| 02/11/2016 | 88041      | 00249 DLT SOLUTIONS, LLC.          | SOLARWINDS NPM SL500 ANNUAL MANTENANCE R | 1,614.95    | 1,614.95    |
| 02/11/2016 | 88042      | 02749 DAN GALLAGHER                | GALLAGHER REIMB EXP AT 2016 CASA 01/21-2 | 80.96       | 80.96       |
| 02/11/2016 | 88043      | 04424 GRAYBAR ELECTRIC COMPANY     | LIGHT BULBS FOR DISTRICT OFFICE; ELE SUP | 541.61      |             |
|            |            |                                    | ELE PARTS/MATLS FOR STOCK                | 459.12      |             |
|            |            |                                    | ELE PARTS FOR CO-GEN #1, 2 & 3 PROJECT   | 224.33      | 1,225.06    |
| 02/11/2016 | 88044      | 03643 GEMMA LATHI                  | LATHI REIMB EXP AT NEW HIRE LUNCH AND BA | 24.13       | 24.13       |
| 02/11/2016 | 88045      | 05040 DAN LOPEZ                    | LOPEZ REIMB EXP AT 2016 CASA 01/20 - 01/ | 75.38       | 75.38       |
| 02/11/2016 | 88046      | 00608 OFFICE TEAM                  | TEMP SVCS W/E 01/29/16 - MONTAGUE        | 1,006.23    | 1,006.23    |
| 02/11/2016 | 88047      | 04553 PACHECO BROTHERS GARDENI     | INSTALL 140 FT STRAW WADDLE AND GRADE AR | 895.00      | 895.00      |
| 02/11/2016 | 88048      | 01403 PRAXAIR DISTRIBUTION INC 186 | CYLINDER RENTAL                          | 66.08       | 66.08       |
| 02/11/2016 | 88049      | 00805 SUE STEPHENSON               | STEPHENSON REIMB EXP AT 2016 CASA 01/19  | 54.25       | 54.25       |
| 02/11/2016 | 88050      | 05026 UNIVAR USA INC.              | WWTP SODIUM HYPOCHLORITE DELIVERY ON 01/ | 2,114.66    | 2,114.66    |
| 02/11/2016 | 88051      | 04694 VULCAN MATERIALS CO          | 23.07 TONS OF 3/4IN CL 2 BASE FOR REPAIR | 258.09      | 258.09      |

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|------------|---------|----------------------------------|--|-------------|-------------|
| 02/11/2016 | 88052   | 03536 U S BANK/ CORP PMT SYSTEMS | AIRFARE: TOUR OF VICTORVILLE OMNIVORE AN | 794.76      |             |
|            |         |                                  | 2016 CASA WASHINGTON DC CONF - REGISTRAT | 625.00      |             |
|            |         |                                  | 2016 CASA WINTER CONFERENCE - REGISTRATI | 525.00      |             |
|            |         |                                  | FYE2015 GFOA CAFR APPLICATION            | 505.00      |             |
|            |         |                                  | WATEREUSE CA ANNUAL CONFERENCE - PURPLE  | 500.00      |             |
|            |         |                                  | MISC PARTS FOR FOD                       | 499.86      |             |
|            |         |                                  | NEW SWITCHES FOR WWTP SCADA              | 487.96      |             |
|            |         |                                  | FREIGHT PICK-UP FOR MAINTENANCE DEPT-ENG | 465.29      |             |
|            |         |                                  | GAGE CALIBRATION DICKSON                 | 447.00      |             |
|            |         |                                  | TONER, BATTERIES, COPY PAPER, WRIST REST | 436.21      |             |
|            |         |                                  | TOOL: MANHOLE COVER LIFTER FOR UNIT #60  | 337.83      |             |
|            |         |                                  | CHAIR FOR MAYETTE BAILEY                 | 335.63      |             |
|            |         |                                  | MATLS FOR AIRLINES ON BLOWER BLDG ROOF   | 307.85      |             |
|            |         |                                  | 2016 WEF MEMBERSHIP RENEWAL JUDY ZAVADIL | 297.00      |             |
|            |         |                                  | ADMINISTRATIVE ANALYST I/II (EXEC) JOB P | 289.00      |             |
|            |         |                                  | EC ICE COOLERS FOR SAMPLING (QTY 7)      | 278.49      |             |
|            |         |                                  | QTY (1) HP LASERJET PRO M402DN PRINTER F | 251.84      |             |
|            |         |                                  | CONTROLLER FOR FUEL SKID GLYCOL TEMPERAT | 231.72      |             |
|            |         |                                  | L. FULLER: CSDA CLASS REGISTRATION       | 225.00      |             |
|            |         |                                  | TOOLS FOR BILL SMITH & JOHN BAGAKIS; GEN | 220.37      |             |
|            |         |                                  | QTY (1) DEWALT 20V LIION CORDLESS DRILL  | 217.91      |             |
|            |         |                                  | LOBBY WALL COLLAGE PHOTOS                | 211.00      |             |
|            |         |                                  | DIESEL SMOKE TEST: UNITS 16, 77 & 78     | 210.00      |             |
|            |         |                                  | ONLINE JOB POSTING (ADMINISTRATIVE ANALY | 200.00      |             |
|            |         |                                  | SUPPLIES FOR CO-GEN                      | 197.38      |             |
|            |         |                                  | DERWA: MAINTENANCE KIT FOR MF/RO AIR REG | 196.16      |             |
|            |         |                                  | SERVICE: PLANT GENERATOR PANEL (JOB TICK | 193.21      |             |
|            |         |                                  | CA EMPLOYMENT LAW POSTERS                | 188.76      |             |

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|------|---------|--------|--|-------------|-------------|
|      |         |        | GALLARDO - CASA 2016 WINTER CONFERENCE ( | 180.53      |             |
|      |         |        | NEW SWITCH FOR PS 4A                     | 178.19      |             |
|      |         |        | L FULLER: CWEA MEMBERSHIP FEES           | 176.00      |             |
|      |         |        | CO-GEN JACKET WATER TREATMENT            | 175.04      |             |
|      |         |        | (25QTY) 90 DEG SNAP ELBOW FOR CO-GEN #3  | 174.75      |             |
|      |         |        | D. BONN CWEA RENEWAL NOTICE              | 164.00      |             |
|      |         |        | (6QTY) OIL FOR WWTP                      | 156.09      |             |
|      |         |        | STALL MATS FOR PLANT ODOR CONTROL AT JUN | 153.28      |             |
|      |         |        | POWER STRIPS FOR MAINT BLDG OFFICES      | 150.24      |             |
|      |         |        | BAY AREA SAFETY SYMPOSIUM 2016 - PORTUGA | 149.00      |             |
|      |         |        | BATTERY SWITCH FOR WWTP BACK-UP GENERATO | 148.44      |             |
|      |         |        | 6PC COMBO INS H/GR ORG SD SET FOR UNITS  | 141.44      |             |
|      |         |        | LUMBER FOR JANITORIAL ROOM               | 139.72      |             |
|      |         |        | COMBO SQUARE SET 12IN                    | 136.87      |             |
|      |         |        | D. LEONARDO CARHARTT CLASS 3 WATERPROOF  | 132.99      |             |
|      |         |        | AIRFARE: TOUR OF VICTORVILLE OMNIVORE AN | 132.46      |             |
|      |         |        | AIRFARE: TOUR OF VICTORVILLE OMNIVORE AN | 132.46      |             |
|      |         |        | SHOVELS FOR WWTP                         | 122.48      |             |
|      |         |        | CIP 09-6101 SERVICE CALL & REPAIR LOCK   | 115.00      |             |
|      |         |        | OFFICE SUPPLIES: SHEET PROTECTORS, PENS, | 114.73      |             |
|      |         |        | WIDE BAND SENSOR FOR CO-GEN #1           | 114.06      |             |
|      |         |        | REPLT BATTERY FOR LAPTOP                 | 109.49      |             |
|      |         |        | QTY (2) OTTERBOX CASES TO REPLACE BROKEN | 109.48      |             |
|      |         |        | R. ROBLES AWWA MEMBERSHIP RENEWAL        | 105.00      |             |
|      |         |        | ONLINE JOB POSTING (ADMINISTRATIVE ANALY | 100.00      |             |
|      |         |        | OFFICE SUPPLY INV. 1882087 01-05-16      | 97.86       |             |
|      |         |        | OFFICE SUPPLIES: MESH SHELF, MAGNETS, MA | 97.18       |             |
|      |         |        | FLASHLIGHTS FOR BILL SMITH & JOHN BAGAKI | 95.92       |             |
|      |         |        | OFFICE SUPPLIES: BATTERIES, VELLUM COVER | 94.42       |             |

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|------|---------|--------|--|-------------|-------------|
|      |         |        | OFFICE SUPPLIES: PLANNER, LABEL TAPE, DI | 91.09       |             |
|      |         |        | 07-3201: MEETING WITH DAN MCINTYRE & CON | 90.23       |             |
|      |         |        | FLUSH VALVE REBUILD KITS                 | 90.13       |             |
|      |         |        | NEW PLUGS FOR MAINT BLDG OFFICES         | 89.76       |             |
|      |         |        | SUMP PUMP FOR BOILER ROOM                | 88.59       |             |
|      |         |        | REPLT BATTERY FOR MEGGER                 | 87.60       |             |
|      |         |        | NON-SLIP MATING                          | 81.33       |             |
|      |         |        | (26.192G) DIESEL FUEL FOR UNIT #113      | 78.55       |             |
|      |         |        | TESTO PARTICLE FILTERS FOR CO-GEN EMISSI | 78.17       |             |
|      |         |        | OFFICE SUPPLIES: PAGE PROTECTORS, STAPLE | 77.51       |             |
|      |         |        | (25.057G) DIESEL FUEL FOR UNIT #113      | 75.15       |             |
|      |         |        | BACK-UP BATTERY FOR MAINT BLDG ELEVATOR  | 74.35       |             |
|      |         |        | FUEL FOR CLINT'S TRUCK                   | 74.00       |             |
|      |         |        | (2QTY) VACUUM BREAKER REPAIR KIT FOR LAB | 68.22       |             |
|      |         |        | WEBINAR: PREVAILING WAGE UPDATE          | 65.00       |             |
|      |         |        | PRINTER INK                              | 61.29       |             |
|      |         |        | JANITORIAL SUPPLIES FOR D.O.: DISHSOAP,  | 60.14       |             |
|      |         |        | RECEPT & PLUGS FOR MAINT BLDG OFFICES    | 59.02       |             |
|      |         |        | TONER FOR SAFETY & EC PRINTER            | 57.78       |             |
|      |         |        | 2016 REGISTRATION RENEWAL OLD MTCE TRAIL | 57.00       |             |
|      |         |        | 2016 REGISTRATION RENEWAL OLD MTCE TRAIL | 57.00       |             |
|      |         |        | LUNCH WITH NEW FLEET MECHANIC            | 53.02       |             |
|      |         |        | DERWA: PISTON PACKING FOR MF/RO AIR REGU | 52.60       |             |
|      |         |        | KEYS FOR UNIT #61 TOOL BOX               | 51.99       |             |
|      |         |        | MONITOR STAND FOR MAINT SHOP             | 51.59       |             |
|      |         |        | VERSATILE FILE FOLDERS                   | 49.26       |             |
|      |         |        | QTY (1) MINI DISPLAY PORT TO HDMI ADAPTE | 43.79       |             |
|      |         |        | STEPHENSON- CASA 2016 WINTER CONFERENCE  | 42.88       |             |
|      |         |        | BJOHNSON: REG FEE RE: CERTIFICATION PREP | 40.00       |             |

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|------|---------|--------|--|-------------|-------------|
|      |         |        | D ALK BATTERY; LED 2-D FLASHLIGHT        | 37.76       |             |
|      |         |        | SAN RAMON CHAMBER OF COMMERCE - STATE OF | 35.00       |             |
|      |         |        | DEWALT DRILL ACCESSORIES                 | 32.82       |             |
|      |         |        | PARTS FOR SHOP AIR                       | 32.44       |             |
|      |         |        | GALLARDO - CASA 2016 WINTER CONFERENCE ( | 29.00       |             |
|      |         |        | WALL CALENDAR 3 MONTH 12X27 IN.          | 28.20       |             |
|      |         |        | SILICONE SEALER FOR UNIT #80             | 27.33       |             |
|      |         |        | THREADED ROD ZINC FOR CO-GEN & SHOP      | 27.11       |             |
|      |         |        | PRO SUBSCRIPTION (JANUARY 2016)          | 26.00       |             |
|      |         |        | STEPHENSON - CASA 2016 WINTER CONFERENCE | 25.22       |             |
|      |         |        | STEPHENSON - CASA 2016 WINTER CONFERENCE | 25.00       |             |
|      |         |        | CASA CONFERENCE BAGGAGE COSTS            | 25.00       |             |
|      |         |        | WINDSHIELD WIPERS FOR UNIT #79           | 23.63       |             |
|      |         |        | DERWA: WEAR RING FOR MF/RO AIR REGULATOR | 22.21       |             |
|      |         |        | 32GB MICROSD MEMORY CARD FOR POWER LOGGE | 21.89       |             |
|      |         |        | POWER STRIP FOR MAINT BLDG OFFICES       | 19.24       |             |
|      |         |        | PARTS FOR SHOP AIR                       | 19.12       |             |
|      |         |        | DIGITAL TIMER                            | 18.58       |             |
|      |         |        | PATCH CABLE FOR RES 4A                   | 18.37       |             |
|      |         |        | EMPLOYEE NAME PLATE BAILEY               | 17.52       |             |
|      |         |        | OFFICE SUPPLIES                          | 16.40       |             |
|      |         |        | BUSINESS CARD BOOK HOLDER                | 16.05       |             |
|      |         |        | QTY (1) 3' HDMI CABLE FOR BOB TREPPA     | 15.32       |             |
|      |         |        | TAXI: CASA CONFERENCE - D. GALLAGHER 1/2 | 14.56       |             |
|      |         |        | INDOOR DIGITAL TIMER 7-DAY               | 14.20       |             |
|      |         |        | 1 PK COILED TEHTER PENS                  | 13.68       |             |
|      |         |        | SIMMERSON - CALPERS TRAINING PARKING 011 | 12.00       |             |
|      |         |        | STEPHENSON - CASA 2016 WINTER CONFERENCE | 11.45       |             |
|      |         |        | DRIP PAN FOR PORTABLE OIL PUMP           | 9.84        |             |

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|------------|---------|---------------------------------|--|-------------|-------------|
|            |         |                                 | TOOLS: DEWALT 2-IN SQUIRE #1 MAXFIT 2PC  | 9.76        |             |
|            |         |                                 | INSERT BIT 2-IN; GORILLA SUPER GLUE      | 9.29        |             |
|            |         |                                 | SIMMERSON - CALPERS TRAINING 01/12/16    | 8.59        |             |
|            |         |                                 | FAX SERVICE - DEC. 2015                  | 7.95        |             |
|            |         |                                 | CLEAR SILICONE                           | 6.83        |             |
|            |         |                                 | KEYS FOR JOHN & BILL                     | 6.57        |             |
|            |         |                                 | HEX BOLT ZINC FOR CO-GEN                 | 5.67        |             |
|            |         |                                 | OFFICE SUPPLIES: HOOK & LOOP CABLE MGMT  | 4.37        |             |
|            |         |                                 | MOUNTING BKT                             | 4.36        |             |
|            |         |                                 | SPRAY LUBE FOR LOCKS                     | 4.15        |             |
|            |         |                                 | HILLMAN 3G POWDERED GRAPHITE LUBE FOR UN | 2.49        |             |
|            |         |                                 | RETURN DIAL TIMER                        | -5.44       |             |
|            |         |                                 | CREDIT FOR RETURNED DATE STAMP, CS       | -6.67       |             |
|            |         |                                 | INDOOR DIGITAL TIMER 7-DAY               | -14.20      |             |
|            |         |                                 | RETURN LAPTOP BAG (MAIL BAG)             | -27.38      |             |
|            |         |                                 | CREDIT/ RETURN OF SAFETY SHOES: A. CIGLI | -124.78     |             |
|            |         |                                 | HILTON HOTEL - 2016 WINTER CASA HOTEL- R | -199.70     | 15,846.19   |
| 02/11/2016 | 88053   | 01738 3T EQUIPMENT COMPANY INC. | REPAIR OMNISTAR PROBE CAMERA, VIDEO MODU | 687.86      | 687.86      |
| 02/11/2016 | 88054   | 07476 ENIYE AKINMADE            | REFUND 5249 LONDONDERRY DR               | 104.07      | 104.07      |
| 02/11/2016 | 88055   | 07475 ALTISOURCE                | REFUND 3313 OAK BLUFF LN                 | 51.80       | 51.80       |
| 02/11/2016 | 88056   | 02158 AMADOR VALLEY INDUSTRIES  | DO GARBAGE SVC - FY 15/16 - JAN. 2016    | 321.67      | 321.67      |
| 02/11/2016 | 88057   | 01195 AMERICAN BATTERY CO.      | REPLT BATTERIES FOR GOLF CART, AUTO & ST | 1,157.24    |             |
|            |         |                                 | BATTERIES FOR UNIT #80 INVERTER          | 182.14      | 1,339.38    |
| 02/11/2016 | 88058   | 00058 ARROWHEAD MOUNTAIN SPRIN  | BOTTLED WATER ADJUSTMENT                 | -12.43      |             |
|            |         |                                 | BOTTLED WATER LAB                        | 47.14       | 34.71       |
| 02/11/2016 | 88059   | 06211 ASSOCIATED SERVICES CO.   | OPS DEPT HOT BEVERAGE SERVICE FEB '16    | 192.95      | 192.95      |

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| 02/11/2016 | 88060   | 07477 BJOP-ROF JORDAN RANCH      | REFUND 2141 CENTRAL PKWY/RECY IRRIG       | 1,029.66    | 1,029.66    |
| 02/11/2016 | 88061   | 06942 BROOKS STREET BUILDERS     | REFUND METER # 65495586                   | 486.05      | 486.05      |
| 02/11/2016 | 88062   | 00096 BROWN & CALDWELL           | 14-S013 TO NO. 1 ENG SVCS DESIGN, BID PE  | 7,297.81    | 7,297.81    |
| 02/11/2016 | 88063   | 07138 CALIFORNIA WATER TECHNOLO  | FERROUS CHLORIDE DELIVERY 1/20/16         | 4,751.43    | 4,751.43    |
| 02/11/2016 | 88064   | 00118 CALTEST ANALYTICAL LAB     | SAMPLE TESTING                            | 180.50      | 180.50      |
| 02/11/2016 | 88065   | 01824 CHECKERS CATERING          | LUNCH FOR TRAFFIC CONTROL CLASS 2/3       | 433.07      |             |
|            |         |                                  | LUNCH FOR TRAFFIC TRAINING CLASS 2/4      | 429.73      | 862.80      |
| 02/11/2016 | 88066   | 06914 CINTAS FIRST AID & SAFETY  | FIRE EXTINGUISHER TRAINING CLASS          | 695.00      | 695.00      |
| 02/11/2016 | 88067   | 07482 CITY CLERK'S ASSOC. OF CA  | ONLINE JOB POSTING (ADMINISTRATIVE ANALY  | 200.00      | 200.00      |
| 02/11/2016 | 88068   | 04820 COASTAL IGNITION & CONTROL | CO-GEN #3: PROVIDE LABOR & PARTS FOR REP  | 2,194.68    | 2,194.68    |
| 02/11/2016 | 88069   | 00271 EARL ISING INC.            | FINANCE CHARGE                            | 5.93        | 5.93        |
| 02/11/2016 | 88070   | 05583 ENPDDES.COM & ASSOCIATES   | 2015 ANNUAL CIWQS AND COMPLIANCE SOFTWARE | 1,350.00    | 1,350.00    |
| 02/11/2016 | 88071   | 00307 FAIRWAY EQUIPMENT & SUPPLY | PLUMBING PARTS & SUPPLIES                 | 2,534.40    |             |
|            |         |                                  | DERWA: PARTS/MATLS FOR SAND FILTER #3     | 1,948.93    |             |
|            |         |                                  | PLUMBING PARTS FOR SECONDARY #1           | 569.75      |             |
|            |         |                                  | 2" HOSE FITTINGS FOR STOCK                | 216.90      | 5,269.98    |
| 02/11/2016 | 88072   | 00699 FLYERS ENERGY, LLC         | MOBIL SHC 626 OIL FOR WWTP                | 2,319.50    | 2,319.50    |
| 02/11/2016 | 88073   | 07137 GOODYEAR COMMERCIAL TIRE   | (2QTY) 225/75R15 TIRES FOR UNIT #62       | 202.85      | 202.85      |
| 02/11/2016 | 88074   | 00388 HEATH'S WELDING SUPPLY     | WELDING SUPPLIES                          | 354.50      | 354.50      |
| 02/11/2016 | 88075   | 03142 HI-LINE                    | TERMINAL; CABLE TIE; CONNECTOR BUTTSPPLIC | 133.38      | 133.38      |
| 02/11/2016 | 88076   | 04747 HOSE AND FITTINGS          | LAVWMA: (2QTY) CHECK VALVES FOR MEC SEAL  | 264.05      | 264.05      |
| 02/11/2016 | 88077   | 00422 INDEPENDENT CONSTRUCTION   | UB Refund Cst #00067038                   | 644.09      | 644.09      |
| 02/11/2016 | 88078   | 06074 INSIGHT PUBLIC SECTOR      | SINGLEWIRE 3 YEARS SUPPORT RENEWAL FOR    | 3,375.00    | 3,375.00    |

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| 02/11/2016 | 88079   | 07288 INTERSTATE CARPORTS         | REPLT SHED FOR FSL/DLD RE-ODORANT        | 3,498.52    | 3,498.52    |
| 02/11/2016 | 88080   | 07167 JIM FREETHY EXCAVATING, INC | REFUND METER # 1629806                   | 923.02      | 923.02      |
| 02/11/2016 | 88081   | 06988 KAMS INC.                   | CO-GEN #3: CAMSHAFT, FOLLOWER & TIG WELD | 1,895.00    | 1,895.00    |
| 02/11/2016 | 88082   | 07264 MANPOWERGROUP US INC.       | M. ZAKLAN: WE 01/17/16                   | 420.42      | 420.42      |
| 02/11/2016 | 88083   | 00530 MRS C MC CORMICK            | REFUND 7170 EMERALD AVE                  | 91.50       | 91.50       |
| 02/11/2016 | 88084   | 06762 MEGA PRO CAPITAL INC        | REFUND 8826 EDENBERRY ST                 | 178.11      | 178.11      |
| 02/11/2016 | 88085   | 05897 MERIT RESOURCE GROUP        | A. MCCAFFERY: WE 01/17/16                | 1,388.90    | 1,388.90    |
| 02/11/2016 | 88086   | 04796 NAPA AUTO PARTS             | LIGHTS FOR UNIT #80                      | 119.44      | 119.44      |
| 02/11/2016 | 88087   | 00591 NEOPOST USA INC.            | NEOPOST - 2016 ANNUAL METER RENTAL & RAT | 1,579.68    | 1,579.68    |
| 02/11/2016 | 88088   | 02109 ONE HOUR DELIVERY SERVICE,  | ONE HOUR DELIVERY - BOD MAIL DELIVERY 1/ | 120.00      | 120.00      |
| 02/11/2016 | 88089   | 00620 P G & E                     | DISTRICT OFFICE ELECTRICITY - JAN '16    | 3,337.63    |             |
|            |         |                                   | PUMP STATION 200A ELEC - JAN '16         | 3,139.37    |             |
|            |         |                                   | PUMP STATION 4A ELEC - JANUARY 2016      | 659.25      |             |
|            |         |                                   | DO UTILITY BUILDING ELEC - JAN '16       | 122.12      |             |
|            |         |                                   | PUMP STATION R300B ELEC - JANUARY 2016   | 104.91      |             |
|            |         |                                   | RESERVOIR R100 ELEC - FEBRUARY 2016      | 24.32       |             |
|            |         |                                   | ALAMO TRUNK SEWER ELEC - JANUARY 2016    | 15.62       |             |
|            |         |                                   | JOHNSON DRIVE STREETSCAPE ELEC - JANUARY | 11.93       | 7,415.15    |
| 02/11/2016 | 88090   | 07150 NANCY PARSONS               | REFUND 11849 DUBLIN GREEN DR             | 142.43      | 142.43      |
| 02/11/2016 | 88091   | 04951 PLEASANTON TRUCKING         | HAULING VULCAN MATERIAL FROM VULCAN TO C | 182.18      |             |
|            |         |                                   | HAULING VULCAN ROCK MATERIAL TO FOD ON 1 | 179.48      |             |
|            |         |                                   | HAULING 23.07 TONS OF ROCK MATERIAL TO F | 173.03      | 534.69      |
| 02/11/2016 | 88092   | 07470 SHIRLEY READ                | REFUND 11444 WINDING TRAIL LN            | 48.00       | 48.00       |
| 02/11/2016 | 88093   | 07472 BREYANA RIGGSBEE            | REFUND 7473 STARWARD DR                  | 103.00      | 103.00      |

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| Date       | Check # | Vendor                             | Description  | Amount Paid                         | Check Total  |
|------------|---------|------------------------------------|--|-------------------------------------|--------------|
| 02/11/2016 | 88094   | 07474 MARY ANNE ROZSA              | REFUND 2532 AVERY WAY  | 183.60                              | 183.60       |
| 02/11/2016 | 88095   | 07471 JESSICA SCHOTT               | REFUND 7449 BRIGADOON WAY  | 26.58                               | 26.58        |
| 02/11/2016 | 88096   | 07473 QIAN QIAN SHEN               | REFUND 2343 CENTRAL PKWY   | 89.36                               | 89.36        |
| 02/11/2016 | 88097   | 00786 SNAP-ON INDUSTRIAL           | TOOLS FOR FLEET SHOP   | 1,160.55                            | 1,160.55     |
| 02/11/2016 | 88098   | 00786 SNAP-ON INDUSTRIAL           | KEYS FOR FLEET TOOL BOX  | 38.87                               | 38.87        |
| 02/11/2016 | 88099   | 07479 JOLYN SU                     | REFUND 7056 EMERSON LN   | 56.57                               | 56.57        |
| 02/11/2016 | 88100   | 02017 TOLL BROTHERS, INC           | REFUND METER # 64833095  | 858.87                              | 858.87       |
| 02/11/2016 | 88101   | 00891 U S POSTMASTER - DUBLIN      | 12 MONTH RENTAL - PO BOX CC 2016   | 280.00                              | 280.00       |
| 02/11/2016 | 88102   | 00920 VASCO ROAD LANDFILL          | UNLOADING OF WWTP SOLIDS/GRIT JAN '16  | 903.42                              | 903.42       |
| 02/11/2016 | 88103   | 07478 QIUPING WU                   | REFUND 1216 CHANCERY WAY   | 102.14                              | 102.14       |
| 02/11/2016 | 88104   | 00987 ZONE 7 WATER AGENCY          | JANUARY 2016 CONNECTION FEES   | 1,066,202.00                        | 1,066,202.00 |
| 02/17/2016 | 2172016 | 03718 HR SIMPLIFIED                | IRS 125 (POS) 2015 & 2016  | 762.25                              | 762.25       |
| 02/18/2016 | 88105   | 01719 A & M PRINTING, INC.         | PRINTING SERVICES - BILL INSERT (AQUAHAW<br>BUSINESS CARD MASTERS<br>BUSINESS CARDS - MULTIPLE EMPLOYEES       | 1,587.09<br>401.53<br>240.92        | 2,229.54     |
| 02/18/2016 | 88106   | 01954 ANDERSON'S UNIFORMS          | J. HENDRYX: UNIFORM ITEMS<br>D. LEONARDO: UNIFORM ITEMS<br>D. WINTON: UNIFORM ITEMS<br>C. BYRUM: UNIFORM ITEMS | 640.79<br>623.82<br>312.90<br>53.38 | 1,630.89     |
| 02/18/2016 | 88107   | 01009 ARCHER NORRIS                | 16-A005 TO NO. 1 PROPERTY ACQUISITION AS   | 5,253.50                            | 5,253.50     |
| 02/18/2016 | 88108   | 06176 BAY VALVE SERVICE & ENG'G LL | PARTS FOR WWTP AUMA ACTUATOR   | 780.56                              | 780.56       |
| 02/18/2016 | 88109   | 00091 BOLD, POLISNER, MADDOW, NEI  | MONTHLY LEGAL SERVICES - 01/2016   | 11,559.47                           | 11,559.47    |
| 02/18/2016 | 88110   | 02217 BSK ASSOCIATES INC.          | SAMPLE TESTING   | 320.00                              |              |

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|------------|---------|-----------------------------------|---|------------------|-------------|
|            |         |                                   | SAMPLE TESTING  | 160.00           | 480.00      |
| 02/18/2016 | 88111   | 05997 BURLINGTON SAFETY LAB       | ELECTRICIAN'S SAFETY GLOVES RETEST  | 960.70           | 960.70      |
| 02/18/2016 | 88112   | 01085 CALPERS LONG-TERM CARE PR   | LONG-TERM CARE: PAYMENT   | 68.12            | 68.12       |
| 02/18/2016 | 88113   | 00105 CAL-STEAM                   | DERWA: NIPPLES FOR MF COMPRESSORS<br>(4QTY) 1/4 MXF MINI BV FOR 3-WATER STRAI       | 119.90<br>38.48  | 158.38      |
| 02/18/2016 | 88114   | 06826 CHANG RUTHENBERG & LONG     | LEGAL CONSULTING SERVICES   | 200.00           | 200.00      |
| 02/18/2016 | 88115   | 00148 CHEVRON & TEXACO CARD SVC   | DO GASOLINE PURCHASE 01/23/16 - 02/23/16  | 41.68            | 41.68       |
| 02/18/2016 | 88116   | 04723 CITY CLERKS ASSOCIATION OF  | CCAC - 2016 MEMBERSHIP RENEWAL - LOUISE   | 65.00            | 65.00       |
| 02/18/2016 | 88117   | 01167 CITY OF DUBLIN              | ENCROACHMENT PERMIT 7746 HILLROSE DR., D  | 488.00           | 488.00      |
| 02/18/2016 | 88118   | 02639 CITY OF SAN RAMON           | ENCROACHMENT PERMIT 1216 BELLINGHAM SQ.   | 420.00           | 420.00      |
| 02/18/2016 | 88119   | 06107 COGENT COMMUNICATIONS INC   | INTERNET SERVICE - FEB. 2016  | 2,300.00         | 2,300.00    |
| 02/18/2016 | 88120   | 05780 CONTRACTOR COMPLIANCE INC   | 15-R009 LABOR COMPLIANCE WEST DUBLIN  | 593.75           | 593.75      |
| 02/18/2016 | 88121   | 07206 ENCOMPASS SUPPLY CO INC.    | JANITORIAL SUPPLIES   | 1,198.27         | 1,198.27    |
| 02/18/2016 | 88122   | 00297 ENVIRONMENTAL EXPRESS LTD   | CHEMICALS AND SUPPLIES  | 369.03           | 369.03      |
| 02/18/2016 | 88123   | 00307 FAIRWAY EQUIPMENT & SUPPLY  | 10IN ALUMINUM PIPE PLUG FOR SECONDARY #3<br>ALUM FITTINGS                           | 439.01<br>31.85  | 470.86      |
| 02/18/2016 | 88124   | 02656 FASTENAL COMPANY            | RESPIRATORS, GLOVES, HAND WARMERS - PPE<br>PARTS/MATLS FOR NEW GOLF CART BED FABRIC | 229.93<br>43.90  | 273.83      |
| 02/18/2016 | 88125   | 00699 FLYERS ENERGY, LLC          | 01/26/16: (440G) REG 87 UNLEADED GASOLIN  | 799.51           | 799.51      |
| 02/18/2016 | 88126   | 02914 STATE OF CALIFORNIA FRANCHI | FRANCHISE TAX BOARD: PAYMENT  | 812.77           | 812.77      |
| 02/18/2016 | 88127   | 03149 HDS WHITE CAP CONST SUPPLY  | MISC PARTS  | 358.94           | 358.94      |
| 02/18/2016 | 88128   | 00388 HEATH'S WELDING SUPPLY      | GAS SUPPLIES AND RENTAL<br>NITROGEN GAS TO PURGE FUEL SKID VESSEL                   | 294.55<br>147.82 | 442.37      |

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| 02/18/2016 | 88129   | 07166 HOWARD'S EARTH BORING SER  | UB Refund Cst #00065969                  | 681.29      | 681.29      |
| 02/18/2016 | 88130   | 06166 KBA                        | COPIERS UCC & LEASE 02/01-02/29/16       | 809.21      | 809.21      |
| 02/18/2016 | 88131   | 06166 KBA                        | COPIER FOD/ENGR/MAINT 01/01/16 - 01/31/1 | 337.23      | 337.23      |
| 02/18/2016 | 88132   | 07264 MANPOWERGROUP US INC.      | M. ZAKLAN: WE 01/24/16                   | 485.10      | 485.10      |
| 02/18/2016 | 88133   | 00536 MC MASTER-CARR SUPPLY CO.  | SUPPLIES FOR CO-GEN #3 OVERHAUL          | 34.56       | 34.56       |
| 02/18/2016 | 88134   | 05897 MERIT RESOURCE GROUP       | A. MCCAFERY: WE 01/24/16                 | 1,292.00    | 1,292.00    |
| 02/18/2016 | 88135   | 04796 NAPA AUTO PARTS            | STOCK ITEMS: AIR FILTERS; OIL FILTERS    | 236.20      |             |
|            |         |                                  | AUTO ELE PARTS FOR UNIT #80              | 49.35       |             |
|            |         |                                  | BATTERY CABLES FOR UNIT #80              | 17.26       | 302.81      |
| 02/18/2016 | 88136   | 06587 NUVERA HOMES               | UB Refund Cst #00061060                  | 493.47      | 493.47      |
| 02/18/2016 | 88137   | 00620 P G & E                    | WWTP ELECTRICITY - JAN '16               | 16,914.47   |             |
|            |         |                                  | MISC PUMP STNS; DUBLIN LIFT STN - JANUAR | 10,792.97   |             |
|            |         |                                  | FSL AERATORS; LAB HVAC; FLEET - JANUARY  | 2,233.25    |             |
|            |         |                                  | PUMP STATION R200B ELEC - FEB '16        | 1,166.30    |             |
|            |         |                                  | DISTRICT OFFICE GAS SERVICE - JAN '16    | 878.77      |             |
|            |         |                                  | PUMP STATION 10A ELEC - JAN '16          | 757.62      |             |
|            |         |                                  | PUMP STATION R300A ELEC - JAN '16        | 667.50      |             |
|            |         |                                  | PUMP STATION 2B ELEC - JAN '16           | 462.26      |             |
|            |         |                                  | PUMP STATION 300A ELEC - JAN '16         | 440.58      |             |
|            |         |                                  | DO UTILITY BUILDING GAS SVC - JAN '16    | 23.84       | 34,337.56   |
| 02/18/2016 | 88138   | 04211 PLATT ELECTRIC SUPPLY      | THREADER DIES                            | 123.30      | 123.30      |
| 02/18/2016 | 88139   | 02343 PLEASANTON READY MIX CONC  | CONCRETE MIX FOR SECONDARY #2            | 895.81      |             |
|            |         |                                  | CONCRETE MIX FOR SECONDARY #2 SIDEWALK   | 585.74      | 1,481.55    |
| 02/18/2016 | 88140   | 04105 R&B COMPANY                | MISC METER REPAIR PARTS                  | 547.50      | 547.50      |
| 02/18/2016 | 88141   | 06886 RALPH ANDERSEN & ASSOCIATE | RECRUITMENT SERVICES - GENERAL MANAGER   | 14,250.00   | 14,250.00   |

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|------------|---------|-------------------------------------|--|-------------|-------------|
| 02/18/2016 | 88142   | 00708 RESTEK CORP                   | EPA 624 STANDARDS                        | 345.63      | 345.63      |
| 02/18/2016 | 88143   | 06861 SIGNA MECHANICAL              | SPARE PUMP IMPELLER FOR EAST DUBLIN LIFT | 553.16      | 553.16      |
| 02/18/2016 | 88144   | 00786 SNAP-ON INDUSTRIAL            | FLEET: TOOL BOX FOR JAIME CHAVEZ         | 3,210.64    | 3,210.64    |
| 02/18/2016 | 88145   | 05498 TRI VALLEY AUTO GLASS         | WINDSHIELD REPLT FOR UNIT #80            | 361.05      |             |
|            |         |                                     | WINDSHIELD REPAIR FOR UNIT #96           | 70.00       | 431.05      |
| 02/18/2016 | 88146   | 01806 U.S. BANK                     | COPIER LEASE LAB/CUST SVC/ EXEC - FEB. 2 | 548.60      | 548.60      |
| 02/18/2016 | 88147   | 06702 UNIFIRST INC.                 | JAN 2016: WEEKLY DELIVERY OF FLAME RESIS | 376.59      | 376.59      |
| 02/18/2016 | 88148   | 00556 UNITED WAY OF THE BAY AREA    | UNITED WAY: PAYMENT                      | 280.93      | 280.93      |
| 02/18/2016 | 88149   | 00912 VALLEY CARE HEALTH SYSTEM     | DOT MEDICAL EXAM - J. CHAVEZ             | 85.00       | 85.00       |
| 02/18/2016 | 88150   | 00924 VERIZON WIRELESS              | CELL PHN SVC AND EQUPTMNT CHARGES 01/04  | 3,500.10    | 3,500.10    |
| 02/18/2016 | 88151   | 00933 VWR INTERNATIONAL, INC.       | SETTLOMETER JAR WI/COVER-PC              | 284.00      |             |
|            |         |                                     | TIMER, CRINKLE DISH                      | 89.79       |             |
|            |         |                                     | COD STD 50000MG/L                        | 40.64       | 414.43      |
| 02/18/2016 | 88152   | 05785 WAUKESHA PEARCE INDUSTRIE     | CAM BSHG SET FOR CO-GEN #3 OVERHAUL      | 887.09      | 887.09      |
| 02/18/2016 | 88153   | 00966 WHITLEY BURCHETT & ASSOCIA    | LAWWMA: ENGINEERING SRVCS EXPORT PS DESI | 33,027.96   | 33,027.96   |
| 02/18/2016 | 88154   | 00710 AAI TERMITE & PEST CONTROL    | 10653 DUBLIN BLVD PC RODENT SERVICE & IN | 45.00       |             |
|            |         |                                     | PC RODENT SERVICE & INSPECTION 1/21/16 @ | 45.00       | 90.00       |
| 02/18/2016 | 88155   | 06379 RUSSEL BAKER                  | BAKER REIMB EXP FOR FABRICATION OF SPECI | 90.00       | 90.00       |
| 02/18/2016 | 88156   | 01013 BARRETT BUSINESS SERVICES     | N. POON: WE 01/24/16                     | 413.44      |             |
|            |         |                                     | C. SIMMONS: 12/27/15 - 01/22/16 RETRO PA | 261.12      |             |
|            |         |                                     | C. HIVES: WE 01/24/16                    | 35.84       | 710.40      |
| 02/18/2016 | 88157   | 00216 DAIOHS U.S.A. INC.            | FY2016 HOT BEVERAGE SERVICE DO - FEB. 20 | 171.18      | 171.18      |
| 02/18/2016 | 88158   | 07283 DAVID A. REQUA, CIVIL ENGINEE | WRDA RECONCILIATION                      | 195.00      | 195.00      |

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|------------|------------|----------------------------------|--|-------------|-------------|
| 02/18/2016 | 88159      | 00299 ENVIRONMENTAL RESOURCE AS  | 2016 PT MICROBIOLOGY                     | 512.85      | 512.85      |
| 02/18/2016 | 88160      | 03165 ESRI, INC.                 | ARCGIS DESKTOP BASIC SINGLE USE QUOTE #2 | 2,190.00    | 2,190.00    |
| 02/18/2016 | 88161      | 07205 GLENMOUNT GLOBAL SOLUTION  | 09-6101 PP#4 SCADA IMPROVEMENTS          | 62,405.44   | 62,405.44   |
| 02/18/2016 | 88162      | 04424 GRAYBAR ELECTRIC COMPANY   | ELE PARTS/MATLS FOR NEW FSL BLDG         | 838.97      |             |
|            |            |                                  | SLACK PULL GRIP SGL EYE FOR EAST DUBLIN  | 353.17      |             |
|            |            |                                  | DERWA: CABLE FOR MF/UV MODULE COOLING FA | 133.21      | 1,325.35    |
| 02/18/2016 | 88163      | 01242 INFO SEND, INC             | UB BILLING PRINTING/MAILING SVCS JAN. 20 | 264.59      | 264.59      |
| 02/18/2016 | 88164      | 01171 MCGUIRE & HESTER           | PERF VARIOUS WATER SERVICE REPAIRS       | 27,450.35   |             |
|            |            |                                  | REPAIRS 1/7 & 1/12 PCC RESTORATION @ 10T | 14,208.32   |             |
|            |            |                                  | PERF 1/14/16 6" WATER MAIN @ 4TH & DAVIS | 5,706.65    |             |
|            |            |                                  | 1/25/16 RAISE FH VALVE @ AMADOR VALLEY B | 3,989.90    |             |
|            |            |                                  | 1/21/16 PCC RESTORATION @ 1262 BELLINGHA | 3,802.53    | 55,157.75   |
| 02/18/2016 | 88165      | 04553 PACHECO BROTHERS GARDENI   | TREE REMOVAL BY JUNCTION STRUCTURE AT LA | 450.00      | 450.00      |
| 02/18/2016 | 88166      | 04973 NATERCIA SAUCEDA           | CASE ID FL364781: PAYMENT                | 111.23      | 111.23      |
| 02/18/2016 | 88167      | 00762 TESTAMERICA LABORATORIES I | SAMPLE TESTING                           | 73.00       |             |
|            |            |                                  | SAMPLE TESTING                           | 46.50       | 119.50      |
| 02/18/2016 | 88168      | 00937 W.W. GRAINGER, INC.        | POWER SUPPLY FOR SCADA RTU               | 298.82      | 298.82      |
| 02/18/2016 | 88169      | 02880 WUNDERLICH-MALEC SYSTEMS   | 14-S013 DSRSD PROGRAM/TECH SERVICES 2015 | 1,160.00    | 1,160.00    |
| 02/22/2016 | 607022216  | 01098 NATIONWIDE RETIREMENT SOLI | NATIONAL DEFERRED COMPENSATION: PAYMENT  | 46,289.83   | 46,289.83   |
| 02/22/2016 | 1000663978 | 00494 PERS                       | RETIREMENT: PAYMENT                      | 87,047.34   | 87,047.34   |
| 02/23/2016 | 22316      | 03718 HR SIMPLIFIED              | IRS 125 FSA/DCA/POS 2015/2016            | 4,063.21    | 4,063.21    |
| 02/23/2016 | 50911568   | 00558 IRS - PAYROLL TAXES        | FEDERAL WITHHOLDING TAXES: PAYMENT       | 137,071.45  | 137,071.45  |
| 02/23/2016 | 369567056  | 00559 EDD - PAYROLL              | CALIFORNIA STATE TAXES: PAYMENT          | 25,720.45   | 25,720.45   |
| 02/25/2016 | 88170      | 07488 101 REALTY SERVICES        | REFUND 2369 CENTRAL PKWY                 | 124.64      | 124.64      |

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| 02/25/2016 | 88171   | 00019 A-1 ENTERPRISES              | WWTP RW FILL STATION: PORTA POTTY JAN '1  | 236.46      | 236.46      |
| 02/25/2016 | 88172   | 01482 AAA LOCKSMITHS               | LAWWMA: PADLOCKS FOR SLSS                 | 98.48       | 98.48       |
| 02/25/2016 | 88173   | 00021 AAF INTERNATIONAL            | AIR FILTERS FOR WWTP (PARTIAL DELIVERY)   | 1,197.04    | 1,197.04    |
| 02/25/2016 | 88174   | 00008 ACME FIRE EXTINGUISHER       | LAWWMA: FIRE EXTINGUISHER ANNUAL MAINTEN  | 205.50      | 205.50      |
| 02/25/2016 | 88175   | 06552 BILLING SOLUTIONS INC. AMERI | AQUA HAWK ALERTING 03/01 - 04/01/16       | 1,750.00    | 1,750.00    |
| 02/25/2016 | 88176   | 01954 ANDERSON'S UNIFORMS          | J. CHAVEZ: UNIFORM ITEMS                  | 638.06      | 638.06      |
| 02/25/2016 | 88177   | 00622 AT&T                         | LAWWMA PS PHONE & DSL FEB '16             | 299.01      | 299.01      |
| 02/25/2016 | 88178   | 07108 BADAWI & ASSOCIATES          | FYE15 AUDIT - SEPT SERVICES - FINAL PAYM  | 2,763.50    |             |
|            |         |                                    | FYE2015 LAWWMA BASIC FINANCIALS           | 800.00      | 3,563.50    |
| 02/25/2016 | 88179   | 06954 IMMAN BAHARISTANI            | REFUND 8903 BELLINA COMMONS               | 120.00      | 120.00      |
| 02/25/2016 | 88180   | 01676 BANK OF AMERICA              | BANK CHARGES - JANUARY 2016               | 2,890.08    | 2,890.08    |
| 02/25/2016 | 88181   | 07457 BATTERY SYSTEMS INC.         | STARTING BATTERIES FOR 1250 EMERGENCY GE  | 1,061.56    | 1,061.56    |
| 02/25/2016 | 88182   | 04042 BAY AREA NEWS GROUP          | BAY AREA NEWS GROUP - 01/29/16 ENVIROMEN  | 362.70      | 362.70      |
| 02/25/2016 | 88183   | 06544 KARLA BROWN                  | SPECIAL BOARD MTG ATTENDANCE - 01/27/16   | 50.00       | 50.00       |
| 02/25/2016 | 88184   | 07410 BS&B SAFETY SYSTEMS LLC      | (3QTY) RUPTURE DISC FOR THERMAX CHILLERS  | 3,249.24    | 3,249.24    |
| 02/25/2016 | 88185   | 05997 BURLINGTON SAFETY LAB        | ARC FLASH HOOD; SKBAG                     | 232.69      | 232.69      |
| 02/25/2016 | 88186   | 07138 CALIFORNIA WATER TECHNOLO    | FERROUS CHLORIDE DELIVERY FEB '16         | 4,556.39    | 4,556.39    |
| 02/25/2016 | 88187   | 07492 EDWARD CANO                  | REFUND 5066 CAMPION DR                    | 194.69      | 194.69      |
| 02/25/2016 | 88188   | 00157 CITY OF PLEASANTON           | LAWWMA: WARNING SIGN FOR SLSS GENERATOR   | 26.06       | 26.06       |
| 02/25/2016 | 88189   | 07089 CORNERSTONE ENV CONTRAC      | REFUND METER # 63983843                   | 733.34      | 733.34      |
| 02/25/2016 | 88190   | 03997 CORRPRO COMPANIES, INC.      | LAWWMA PIPELINE RECTIFIER P-8 REPLACEMENT | 13,188.75   |             |
|            |         |                                    | COMPLETE BILLING: LAWWMA 2015 ON/OFF SUR  | 12,000.00   | 25,188.75   |
| 02/25/2016 | 88191   | 00014 COUNTY OF ALAMEDA            | FY 2016 FUELING - FOD/INSP/CFRS - JAN. 2  | 3,408.90    | 3,408.90    |

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| 02/25/2016 | 88192   | 01633 CPS HUMAN RESOURCE SVCS   | HR ANALYST TEST MATERIALS   | 819.50                           | 819.50      |
| 02/25/2016 | 88193   | 00237 DERWA                     | DERWA OPS - JAN 2016 DSRSD SHARE  | 166,783.28                       | 166,783.28  |
| 02/25/2016 | 88194   | 07491 KEVIN FARKAS              | REFUND 7018 SYRAH DR  | 52.47                            | 52.47       |
| 02/25/2016 | 88195   | 00314 FEDEX                     | SHIPPING CHARGES 01/11/16 TO DE PONTE &<br>WWTP: OVERNIGHT DELIVERY CHARGES FEB '16     | 50.07<br>20.36                   | 70.43       |
| 02/25/2016 | 88196   | 00388 HEATH'S WELDING SUPPLY    | (3QTY) NITROGEN TO PURGE FUEL SKID VESSE  | 147.82                           | 147.82      |
| 02/25/2016 | 88197   | 00417 IDEXX DISTRIBUTION, INC   | COLILERT 18, QT COMPARATOR, QUANTI-TRAY<br>FECAL COLIFORM QC                            | 593.68<br>139.08                 | 732.76      |
| 02/25/2016 | 88198   | 07354 JACK HENRY AND ASSOCIATES | REMIT PLUS INITIAL SOFTWARE<br>REMIT PLUS INSTALLATION<br>ANNUAL LICENSE FEE-REMIT PLUS | 5,000.00<br>2,000.00<br>1,950.00 | 8,950.00    |
| 02/25/2016 | 88199   | 03976 JMB CONSTRUCTION, INC     | 09-6101 FOD SCADA IMPROVEMENTS  | 4,213.59                         | 4,213.59    |
| 02/25/2016 | 88200   | 01225 KAESER COMPRESSORS, INC   | SERVICE CALL: CLEAR FALSE TEMP CODE FOR   | 724.05                           | 724.05      |
| 02/25/2016 | 88201   | 07193 LAI & ASSOCIATES          | FIELD DENSITY TESTING 1165 LOS RANCHITOS<br>FIELD DENSITY TESTING 7746 HILLROSE DR.     | 924.93<br>581.54                 | 1,506.47    |
| 02/25/2016 | 88202   | 07264 MANPOWERGROUP US INC.     | M. ZAKLAN: WE 01/31/16  | 344.96                           | 344.96      |
| 02/25/2016 | 88203   | 05368 JOHN MARCHAND             | SPECIAL BOARD MTG ATTENDANCE - 01/27/16   | 50.00                            | 50.00       |
| 02/25/2016 | 88204   | 06762 MEGA PRO CAPITAL INC      | REFUND 1012 NANCY LN  | 106.43                           | 106.43      |
| 02/25/2016 | 88205   | 05897 MERIT RESOURCE GROUP      | A. MCCAFFERY: WE 01/31/16   | 1,388.90                         | 1,388.90    |
| 02/25/2016 | 88206   | 01991 MIKE'S CAMERA             | DO LOBBY UPGRADE - WALL PHOTOS  | 1,856.44                         | 1,856.44    |
| 02/25/2016 | 88207   | 07489 TADASUKE MORIGUCHI        | REFUND 4847 SWINFORD CT   | 18.00                            | 18.00       |
| 02/25/2016 | 88208   | 04796 NAPA AUTO PARTS           | FILTERS FOR DREDGE  | 191.80                           | 191.80      |
| 02/25/2016 | 88209   | 00595 NEWARK ELECTRONICS        | RELAYS FOR STOCK  | 878.46                           |             |

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| Date       | Check # | Vendor                          | Description                              | Amount Paid | Check Total |
|------------|---------|---------------------------------|--|-------------|-------------|
|            |         |                                 | DERWA: ELE PARTS FOR MF/UV MODULES       | 26.51       | 904.97      |
| 02/25/2016 | 88210   | 07100 ARNE OLSON                | SPECIAL BOARD MTG ATTENDANCE - 01/27/16  | 50.00       | 50.00       |
| 02/25/2016 | 88211   | 00620 P G & E                   | LAWWMA PS FEEDER A FEB '16               | 97,090.73   |             |
|            |         |                                 | LAWWMA PS FEEDER B FEB '16               | 24,228.85   |             |
|            |         |                                 | PUMP STATION 20B ELEC - JANUARY 2016     | 5,932.83    |             |
|            |         |                                 | PUMP STATION R20 ELEC - FEBRUARY 2016    | 626.21      |             |
|            |         |                                 | LAWWMA PIPELINE & LIVERMORE LINE FEB '16 | 391.48      |             |
|            |         |                                 | RESERVOIR 10B ELECTRICITY - FEBRUARY 201 | 43.65       |             |
|            |         |                                 | ALTITUDE VALVE (RES 10B) ELEC - FEBRUARY | 9.87        | 128,323.62  |
| 02/25/2016 | 88212   | 04211 PLATT ELECTRIC SUPPLY     | TRUCK TOOLS FOR BILL, TODD & BRIAN       | 292.26      | 292.26      |
| 02/25/2016 | 88213   | 00663 PLEASANTON GARBAGE SVC IN | TRANSPORT SOLIDS/GRIT SCREENINGS JAN '16 | 3,939.62    | 3,939.62    |
| 02/25/2016 | 88214   | 04951 PLEASANTON TRUCKING       | CREDIT: DUPLICATE BILLING FOR TRUCKING S | -1,880.00   |             |
|            |         |                                 | TRUCKING SERVICES TO HAUL DREDGE FROM FS | 1,880.00    |             |
|            |         |                                 | TRUCKING SERVICES TO HAUL DREDGE FROM FS | 1,880.00    | 1,880.00    |
| 02/25/2016 | 88215   | 00696 RED WING SHOE STORE       | SAFETY SHOE INSOLE                       | 29.55       |             |
|            |         |                                 | SAFETY SHOES INSOLE -TROY                | 29.55       | 59.10       |
| 02/25/2016 | 88216   | 06526 RES ENVIRONMENTAL SERVICE | DERWA: REMOVE SAND AND WASH DOWN SAND FI | 17,189.00   | 17,189.00   |
| 02/25/2016 | 88217   | 02466 RICOH AMERICAS CORP       | COPIER LEASES MAIL RMS, HR/FIN - MAR. 20 | 699.28      |             |
|            |         |                                 | COPIER LEASES MAIL RMS, HR/FIN - MAR. 20 | 416.24      |             |
|            |         |                                 | COPIER LEASES MAIL RMS, HR/FIN - MAR. 20 | 389.24      | 1,504.76    |
| 02/25/2016 | 88218   | 05449 SAMBA HOLDINGS, INC.      | MONTHLY DMV REPORTING - 1/16             | 170.13      | 170.13      |
| 02/25/2016 | 88219   | 00786 SNAP-ON INDUSTRIAL        | BASIC TOOLS FOR NEW FLEET MECHANIC JAIME | 2,766.99    | 2,766.99    |
| 02/25/2016 | 88220   | 07494 STEVEN SPEDOWFSKI         | SPECIAL BOARD MTG ATTENDANCE - 01/27/16  | 50.00       | 50.00       |
| 02/25/2016 | 88221   | 01016 THE BANK OF NEW YORK MELL | 2/01/16-01/31/17 TRUSTEE FEE             | 1,350.00    | 1,350.00    |
| 02/25/2016 | 88222   | 00862 TIFCO INDUSTRIES          | RETURN: CAP SCREW                        | -271.56     |             |

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|------------|---------|-----------------------------------|--|-------------|-------------|
|            |         |                                   | RETURN: FLAT WASHER (ORIG INV #71107747) | -28.38      |             |
|            |         |                                   | HOSE CLAMP KIT, WASHER, SCREW, TAPER TAP | 840.45      | 540.51      |
| 02/25/2016 | 88223   | 07490 HRANT TOROS                 | REFUND 4386 FITZWILLIAM ST               | 41.07       | 41.07       |
| 02/25/2016 | 88224   | 07140 USA FLEET SOLUTIONS         | (3QTY) 5500 HEAVY DUTY GPS               | 474.59      | 474.59      |
| 02/25/2016 | 88225   | 06004 VANGUARD CLEANING SYSTEMS   | FEB 2016: CUSTODIAL SERVICES AT THE DOA  | 1,675.00    | 1,675.00    |
| 02/25/2016 | 88226   | 00920 VASCO ROAD LANDFILL         | UNLOADING OF WWTP SOLIDS/GRIT FEB '16    | 593.99      | 593.99      |
| 02/25/2016 | 88227   | 06210 VISION INTERNET             | VI REGISTRATION FORM CHANGES             | 922.05      | 922.05      |
| 02/25/2016 | 88228   | 00933 VWR INTERNATIONAL, INC.     | CAP RUBBER LINER                         | 724.45      |             |
|            |         |                                   | BUFFER PH4                               | 63.51       |             |
|            |         |                                   | CHEMICALS AND SUPPLIES                   | 48.42       |             |
|            |         |                                   | CHEMICALS AND SUPPLIES                   | 26.33       | 862.71      |
| 02/25/2016 | 88229   | 00710 AAI TERMITE & PEST CONTROL  | I LAWWMA: TERMITE & PEST CONTROL FEB '16 | 72.00       | 72.00       |
| 02/25/2016 | 88230   | 03460 ACCO ENGINEERED SYSTEMS II  | SERVICE CALL: DRAKE CHILLER UNIT - SC #0 | 646.00      | 646.00      |
| 02/25/2016 | 88231   | 00031 ALLIED FLUID PRODUCTS CORP  | HOSES FOR TRASH PUMP                     | 257.76      | 257.76      |
| 02/25/2016 | 88232   | 01013 BARRETT BUSINESS SERVICES   | S. GREER: WE 01/24/16                    | 1,024.00    |             |
|            |         |                                   | S. GREER: WE 01/31/16                    | 1,024.00    |             |
|            |         |                                   | C. SIMMONS: WE 01/31/16                  | 793.60      |             |
|            |         |                                   | N. POON: WE 01/31/16                     | 413.44      |             |
|            |         |                                   | C. SIMMONS: WE 02/07/16                  | 192.00      |             |
|            |         |                                   | P. BRICK JR.: W/E 01/31/16               | 92.16       |             |
|            |         |                                   | C. HIVES: W/E 01/3/16                    | 35.84       | 3,575.04    |
| 02/25/2016 | 88233   | 06022 EDWARD DUARTE               | DIRECTOR DUARTE - 2016 JANUARY EXPENSES  | 22.68       | 22.68       |
| 02/25/2016 | 88234   | 06114 EID, INC.                   | 15-A006 EID TASK ORDER #2 TO MSTR AGREEM | 15,000.00   | 15,000.00   |
| 02/25/2016 | 88235   | 04691 INC. EQUIFAX INFORMATION SV | EQUIFAX                                  | 401.98      | 401.98      |
| 02/25/2016 | 88236   | 04424 GRAYBAR ELECTRIC COMPANY    | REPLT MEGOHMETER 5000 VOLT (AEMC 5060)   | 3,041.48    | 3,041.48    |

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|------------|-----------|---------------------------------------|--|------------------------|-------------|
| 02/25/2016 | 88237     | 00386 HDR ENGINEERING INC.            | 15-R009 TO NO. 9 CONSTRUCTION MGMT SERVI   | 24,903.12              | 24,903.12   |
| 02/25/2016 | 88238     | 01913 DWIGHT HOWARD                   | DIRECTOR HOWARD - 2016 CASA WINTER CONF.   | 406.27                 | 406.27      |
| 02/25/2016 | 88239     | 01242 INFO SEND, INC                  | UB BILLING PRINTING/MAILING SVCS DEC. 20   | 2,250.95               | 2,250.95    |
| 02/25/2016 | 88240     | 01171 MCGUIRE & HESTER                | 15-R009 PP#7 12/26/15-12/31/15   | 291,924.98             | 291,924.98  |
| 02/25/2016 | 88241     | 07234 NMI INDUSTRIAL HOLDINGS, LLC    | 14-S013 PP#4 01/01/16-01/31/16   | 94,152.50              | 94,152.50   |
| 02/25/2016 | 88242     | 00608 OFFICE TEAM                     | TEMP SVCS W/E 02/05/16 - MONTAGUE  | 750.10                 | 750.10      |
| 02/25/2016 | 88243     | 04553 PACHECO BROTHERS GARDENI        | DISTRICT FACILITIES LANDSCAPE MTCE FEB '16<br>DERWA LANDSCAPE MTCE PS R200A FEB '16  | 3,470.00<br>75.00      | 3,545.00    |
| 02/25/2016 | 88244     | 01403 PRAXAIR DISTRIBUTION INC 186    | LIQUID ARGON   | 592.10                 | 592.10      |
| 02/25/2016 | 88245     | 02470 SHRED-IT USA LLC                | SHREDDING SERVICES FY 2016 - FEB. 2016   | 90.45                  | 90.45       |
| 02/25/2016 | 88246     | 00801 STATE CHEMICAL MFG. CO.         | GREASE FOR WWTP  | 211.33                 | 211.33      |
| 02/25/2016 | 88247     | 00762 TESTAMERICA LABORATORIES I      | SAMPLE TESTING   | 111.50                 | 111.50      |
| 02/25/2016 | 88248     | 00762 TESTAMERICA LABORATORIES I      | J69986-1 DRINKING WATER MONITORING   | 68.50                  | 68.50       |
| 02/25/2016 | 88249     | 00843 THE COVELLO GROUP INC           | T.O. NO. 1 - FIELD OBSERVATION SUPPORT S<br>14-S013 TO NO. 3 CONSTRUCTION MGMT SERVI | 21,280.00<br>11,205.00 | 32,485.00   |
| 02/25/2016 | 88250     | 05305 GEORGEAN VONHEEDER-LEOPOLD      | DIRECTOR VONHEEDER LEOPOLD - 2016 CASA W   | 785.70                 | 785.70      |
| 02/25/2016 | 88251     | 00937 W.W. GRAINGER, INC.             | BOOSTER FAN FOR BLDG S NEW DRYER   | 559.86                 | 559.86      |
| 02/25/2016 | 88252     | 06643 WEIR TECHNICAL SERVICES         | MANAGEMENT SERVICES - JANUARY 2016   | 10,537.18              | 10,537.18   |
| 02/25/2016 | 88253     | 02880 WUNDERLICH-MALEC SYSTEMS        | 14-S013 PROGRAM/TECH SERVICES 2015   | 435.00                 | 435.00      |
| 02/26/2016 | 2262016   | 06456 CIGNA GROUP INSURANCE           | 2/16 - EE LIFE & DISABILITY INSURANCE PR   | 9,515.71               | 9,515.71    |
| 02/29/2016 | 2292016   | 03718 HR SIMPLIFIED                   | IRS 125 2015/2016 POS & TRN  | 664.67                 | 664.67      |
| 03/01/2016 | 60830116  | 01098 NATIONWIDE RETIREMENT SOLUTIONS | NATIONAL DEFERRED COMPENSATION: PAYMENT  | 40.00                  | 40.00       |
| 03/02/2016 | 295339743 | 00558 IRS - PAYROLL TAXES             | FEDERAL WITHHOLDING TAXES: PAYMENT   | 632.45                 | 632.45      |

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|------------|-----------|--------------------------------------|--|-------------|-------------|
| 03/02/2016 | 407888056 | 00559 EDD - PAYROLL                  | CALIFORNIA STATE TAXES: PAYMENT          | 40.00       | 40.00       |
| 03/03/2016 | 88254     | 00710 AAI TERMITE & PEST CONTROL     | JAN 2016: MONTHLY DO PEST CONTROL        | 145.00      | 145.00      |
| 03/03/2016 | 88255     | 01013 BARRETT BUSINESS SERVICES      | M. SHOEMAKER: WE 02/07/16                | 960.00      |             |
|            |           |                                      | S. GREER: WE 02/07/16                    | 819.20      |             |
|            |           |                                      | N. POON: WE 02/07/16                     | 413.44      |             |
|            |           |                                      | C. HIVES: WE 02/07/16                    | 143.36      |             |
|            |           |                                      | S. JENNE: WE 02/07/16                    | 92.16       | 2,428.16    |
| 03/03/2016 | 88256     | 07020 ROBERT M. BROOKS               | BROOKS REIMB EXP INDUSTRIAL CONTROL SECU | 56.07       | 56.07       |
| 03/03/2016 | 88257     | 01273 SIMONE GRASHUIS                | GRASHUIS REIMB EXP AT CCC EAC 02/17/2016 | 75.00       | 75.00       |
| 03/03/2016 | 88258     | 04424 GRAYBAR ELECTRIC COMPANY       | REPLT LIGHT FIXTURES FOR BLDG A LUNCH RO | 1,040.10    | 1,040.10    |
| 03/03/2016 | 88259     | 00439 IUOE LOCAL 39                  | LOCAL 39 UNION DUES: PAYMENT             | 4,651.73    | 4,651.73    |
| 03/03/2016 | 88260     | 00485 KOFF & ASSOCIATES INC.         | HR ANALYST RECRUITMENT                   | 2,731.00    | 2,731.00    |
| 03/03/2016 | 88261     | 04529 LAI & ASSOCIATES, INC.         | 15-R009 - PATCH PAVEMENT OBSERVATION AT  | 546.00      | 546.00      |
| 03/03/2016 | 88262     | 03653 LORI MARTIN                    | MARTIN REIMB EXP FOR LEAD EMPLOYEE TRAIN | 135.79      | 135.79      |
| 03/03/2016 | 88263     | 07493 MADELYNE MISHELOFF             | DIRECTOR MISHELOFF - 2016 CASA WINTER CO | 518.00      | 518.00      |
| 03/03/2016 | 88264     | 00608 OFFICE TEAM                    | TEMP SVCS W/E 02/19/16 - MONTAGUE        | 1,116.00    | 1,116.00    |
| 03/03/2016 | 88265     | 04973 NATERCIA SAUCEDA               | CASE ID FL364781: PAYMENT                | 111.23      | 111.23      |
| 03/03/2016 | 88266     | 05026 UNIVAR USA INC.                | WWTP SODIUM HYPOCHLORITE DELIVERY ON 2/1 | 2,203.69    |             |
|            |           |                                      | WWTP SODIUM HYPOCHLORITE DELIVERY ON 01/ | 2,202.81    |             |
|            |           |                                      | WWTP SODIUM HYPOCHLORITE DELIVERY        | 2,188.16    |             |
|            |           |                                      | WWTP SODIUM HYPOCHLORITE DELIVERY ON 02/ | 2,114.66    |             |
|            |           |                                      | DERWA SODIUM HYPOCHLORITE CREDIT FOR OVE | -28.77      | 8,680.55    |
| 03/03/2016 | 88267     | 05127 VISION SERVICE PLAN - CA (VSF) | MARCH 2016 - VISION                      | 2,548.40    | 2,548.40    |
| 03/03/2016 | 88268     | 00937 W.W. GRAINGER, INC.            | RAINGEAR SAMPLES                         | 211.29      |             |

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|------------|---------|-----------------------------------|--|-------------|-------------|
|            |         |                                   | RAINSUITS SAMPLES                        | 130.58      | 341.87      |
| 03/03/2016 | 88269   | 00019 A-1 ENTERPRISES             | LAWWMA: WEEKLY STREET SWEEPING JAN '16   | 220.00      | 220.00      |
| 03/03/2016 | 88270   | 00021 AAF INTERNATIONAL           | AIR FILTERS FOR WWTP (PARTIAL DELIVERY)  | 358.38      |             |
|            |         |                                   | LATCHES FOR WWTP                         | 286.32      |             |
|            |         |                                   | LATCHES FOR WWTP (PARTIAL DELIVERY)      | 60.91       | 705.61      |
| 03/03/2016 | 88271   | 03872 ACSDA                       | ACSDA - ANNUAL MEETING - DIRECTORS HOWAR | 118.00      | 118.00      |
| 03/03/2016 | 88272   | 01180 ADS REPROGRAPHICS, INC.     | C9406A HP 70 MAGENTA/YELLOW PRINthead    | 76.60       | 76.60       |
| 03/03/2016 | 88273   | 02578 ALPHA OMEGA WIRELESS        | WIRELESS ANNUAL MAINTENANCE/SUPPORT      | 4,500.00    | 4,500.00    |
| 03/03/2016 | 88274   | 00622 AT&T                        | LAWWMA PS & SANLEANDRO DECHLOR STATION F | 103.26      | 103.26      |
| 03/03/2016 | 88275   | 00096 BROWN & CALDWELL            | 14-S013 TO NO. 1 ENG SVCS DESIGN, BID PE | 6,084.24    | 6,084.24    |
| 03/03/2016 | 88276   | 01085 CALPERS LONG-TERM CARE PR   | LONG-TERM CARE: PAYMENT                  | 68.12       | 68.12       |
| 03/03/2016 | 88277   | 06914 CINTAS FIRST AID & SAFETY   | FIRE EXTINGUISHER TRAINING               | 895.00      | 895.00      |
| 03/03/2016 | 88278   | 06107 COGENT COMMUNICATIONS INC   | INTERNET SERVICE - MAR. 2016             | 2,300.00    | 2,300.00    |
| 03/03/2016 | 88279   | 01156 CWEA                        | MEMBERSHIP RENEWAL & LAB CERT: C. SANCHE | 260.00      |             |
|            |         |                                   | MEMBERSHIP RENEWAL: S. DELIGHT CY2016    | 164.00      |             |
|            |         |                                   | MEMBERSHIP RENEWAL: T. TO FOR CY2016     | 164.00      | 588.00      |
| 03/03/2016 | 88280   | 06594 DAVIDSON'S TRAINING         | J. HENDRYX3-16 WATER DISTRIBUTION TREATM | 300.00      | 300.00      |
| 03/03/2016 | 88281   | 00300 ENVIRONMENTAL SCIENCE ASS   | RESTORATION MONITORING - JAN 1 THRU JAN  | 1,397.09    | 1,397.09    |
| 03/03/2016 | 88282   | 00307 FAIRWAY EQUIPMENT & SUPPLY  | 16-P028: PIPING AND FITTINGS FOR FUEL SK | 2,457.49    |             |
|            |         |                                   | PLUMBING PARTS FOR DAFT CONNECTION       | 1,314.35    |             |
|            |         |                                   | PLUMBING PARTS FOR SECONDARY 1, 2 & 3 DA | 557.30      | 4,329.14    |
| 03/03/2016 | 88283   | 00313 FASTSIGNS                   | DO LOBBY UPGRADE PROJECT - RECEPTION DES | 3,007.87    | 3,007.87    |
| 03/03/2016 | 88284   | 02914 STATE OF CALIFORNIA FRANCHI | FRANCHISE TAX BOARD: PAYMENT             | 812.77      | 812.77      |
| 03/03/2016 | 88285   | 06865 FUTURE FORD OF CONCORD      | BRAKE PARTS FOR UNIT #29                 | 393.04      |             |

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|------------|---------|-------------------------------------|--|-------------|-------------|
|            |         |                                     | SENSOR ASY FOR UNIT #93                  | 44.36       | 437.40      |
| 03/03/2016 | 88286   | 06640 GOLDEN GATE TRUCK CENTER      | REPAIRS 2014 CAMEL                       | 4,783.88    | 4,783.88    |
| 03/03/2016 | 88287   | 00352 GOLDEN STATE FLOW MEASURE     | GSFM REPEATER                            | 10,074.00   | 10,074.00   |
| 03/03/2016 | 88288   | 00388 HEATH'S WELDING SUPPLY        | PLAZMA CUTTER PARTS                      | 364.41      | 364.41      |
| 03/03/2016 | 88289   | 03142 HI-LINE                       | FLEET PARTS: TERMINAL, FLEX CABLE, FUSE  | 239.36      | 239.36      |
| 03/03/2016 | 88290   | 05940 HULA NETWORKS                 | BARRACUDA WEB FILTER ENERGIZE RENEWAL    | 1,022.33    | 1,022.33    |
| 03/03/2016 | 88291   | 07017 HYDROSCIENCE ENGINEERS, INC   | 15-R009 TO NO. 1 DESIGN AND CROSS CONNEC | 28,142.74   | 28,142.74   |
| 03/03/2016 | 88292   | 07481 J.N. ABBOTT DISTRIBUTOR, INC. | OIL FOR CO-GEN: (400G) BLUE FLAME HB5 40 | 4,270.50    | 4,270.50    |
| 03/03/2016 | 88293   | 03976 JMB CONSTRUCTION, INC         | PULLING SERVICE AT 7101 AMADOR BLVD., DU | 4,742.59    | 4,742.59    |
| 03/03/2016 | 88294   | 00468 KAMAN INDUSTRIAL TECHNOLO     | PARTS FOR DIGESTER 1, 2 & 3 CHOPPER PUMP | 958.36      | 958.36      |
| 03/03/2016 | 88295   | 00486 KOFFLER ELECTRIC/MECH         | RAS PUMP #3 MOTOR REPAIR                 | 4,353.64    | 4,353.64    |
| 03/03/2016 | 88296   | 00509 LIEBERT CASSIDY WHITMORE      | GENERAL LEGAL SERVICES (1/16)            | 726.00      |             |
|            |         |                                     | EMPLOYMENT RELATED LEGAL SERVICES (1/16) | 106.00      | 832.00      |
| 03/03/2016 | 88297   | 07124 DANIEL MANOUKIAN              | REFUND 8053 JADE CIR                     | 264.71      | 264.71      |
| 03/03/2016 | 88298   | 07264 MANPOWERGROUP US INC.         | M. ZAKLAN: WE 02/07/16                   | 237.16      | 237.16      |
| 03/03/2016 | 88299   | 05897 MERIT RESOURCE GROUP          | A. MCCAFFERY: WE 02/07/16                | 1,227.40    | 1,227.40    |
| 03/03/2016 | 88300   | 04231 MSC INDUSTRIAL SUPPLY CO      | GLOVES, FACE SHIELDS, BOOTS              | 628.09      |             |
|            |         |                                     | RAINSUITS, RESPIRATOR FILTERS, LENS TISS | 450.41      |             |
|            |         |                                     | PVC BOOTS - RESTOCK                      | 270.45      | 1,348.95    |
| 03/03/2016 | 88301   | 02595 MSDS ONLINE                   | SDS/MSDS INVENTORY MANAGEMENT            | 1,898.00    | 1,898.00    |
| 03/03/2016 | 88302   | 00582 NATIONAL NOTARY ASSOCIATIO    | TOM - 2016 NOTARY ERROS AND OMISSIONS IN | 156.00      | 156.00      |
| 03/03/2016 | 88303   | 00620 P G & E                       | TO NO. 4; RES 3B W/PS 4B ELEC - FEBRUARY | 716.82      |             |
|            |         |                                     | RESERVOIR R200 DERWA TANK 2 ELEC - FEBRU | 42.75       | 759.57      |

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|------------|---------|------------------------------------|---|-----------------|-------------|
| 03/03/2016 | 88304   | 05543 ADMINISTRATORS (PBIA) PREFE  | MARCH 2016 - DENTAL   | 20,885.70       | 20,885.70   |
| 03/03/2016 | 88305   | 03115 R & S ERECTION OF CONCORD I  | ANNUAL INSPECTION/TEST - OVERHEAD FIRE D                              | 336.50          | 336.50      |
| 03/03/2016 | 88306   | 04105 R&B COMPANY                  | 2 4' X 2 1/2' MHT HOSE ADAPTERS<br>FREIGHT CHGS FOR INV# S1537860.001 | 289.06<br>11.50 | 300.56      |
| 03/03/2016 | 88307   | 04251 R.L. RIGHETTI ENTERPRISES IN | RICH BURN HEAD REBUILD  | 3,581.42        | 3,581.42    |
| 03/03/2016 | 88308   | 06915 SHARPS SOLUTIONS, LLC        | CLEAN WATER - PHARMACEUTICAL OFF-HAUL ON                              | 252.95          | 252.95      |
| 03/03/2016 | 88309   | 02444 STAPLES ADVANTAGE            | SAFETY OFFICER'S OFFICE 6 CONFERENCE CHA                              | 801.84          | 801.84      |
| 03/03/2016 | 88310   | 07255 STERLING SOFTWARE, INC       | REFUND 4454 CHANCERY LN   | 59.94           | 59.94       |
| 03/03/2016 | 88311   | 07462 TRAINERS WAREHOUSE           | TRAINING FACILIATOR KIT   | 881.01          | 881.01      |
| 03/03/2016 | 88312   | 01470 TRI-VALLEY HOSE              | FUEL HOSE FOR UNIT #63  | 284.69          | 284.69      |
| 03/03/2016 | 88313   | 06129 DIRECTORATE RESOURCE MGM     | JAN-MAR 16 EMERGENCY SVCS (FOD)                                       | 1,613.50        | 1,613.50    |
| 03/03/2016 | 88314   | 07505 UNITED RENTALS #901          | EXCAVATION COMPETENT PERSON TRAINING - R                              | 150.00          | 150.00      |
| 03/03/2016 | 88315   | 00556 UNITED WAY OF THE BAY AREA   | UNITED WAY: PAYMENT   | 280.93          | 280.93      |
| 03/03/2016 | 88316   | 00933 VWR INTERNATIONAL, INC.      | COLOR STD, AMMONIUM MOLYBDATE   | 149.91          | 149.91      |
| 03/03/2016 | 88317   | 04061 WAXIE SANITARY SUPPLY        | JANITORIAL: ECO CLIP  | 43.14           | 43.14       |
| 03/03/2016 | 88318   | 07463 WESTERN HYDROSTATICS, INC.   | PROVIDE LABOR & MATLS FOR REPAIR OF (1QT                              | 1,076.38        | 1,076.38    |
| 03/03/2016 | 88319   | 00987 ZONE 7 WATER AGENCY          | JANUARY TREATED WATER SERVICE   | 706,529.50      | 706,529.50  |

297 checks in this report

Total Checks: 3,960,613.94

Karen  
Vaden



Digitally signed by Karen  
Vaden  
DN: cn=Karen Vaden  
Date: 2016.03.07 08:13:17  
-08'00'

## TENTATIVE BOARD ITEMS

3/9/2016 11:57:26 AM

| Board Mtg        | Agenda Item   | External Affairs         | Finance and Personnel    | Water Resources          |
|------------------|---|--------------------------|--------------------------|--------------------------|
| <b>4/5/2016</b>  |   |                          |                          |                          |
|                  | Policy - Adopt Revised Use of Clean Water Revival Facilities and Demineralized Recycled Water   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | Update California WaterFix  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | Consider Appeal by {name} of Staff Denial of a Waiver of Exemption to Water Use Limitations   | <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"/> |
|                  | Approve Increase in Construction Change Order Contingency for Secondary Clarifier No. 3 (CIP 14-S013)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | Authorize Task Order No. 3 to Master Consulting Agreement with Arcsine Engineering for Design Services of WWTP SCADA Improvements (CIP 05-3206) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | GM Recruitment: Approve General Manager Contract  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | Policy - Review and Approve Revised Water Recycling   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4/19/2016</b> |   |                          |                          |                          |
|                  | Professional Services for Inspections and Budget Adjustment   | <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"/> |
|                  | Accept Regular and Recurring Reports: District Financials, Warrant List, Upcoming Board Business, (list)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Board Mtg | Agenda Item   | External Affairs         | Finance and Personnel    | Water Resources          |
|-----------|---|--------------------------|--------------------------|--------------------------|
| 4/19/2016 | Consider Appeal by {name} of Staff Denial of a Waiver of Exemption to Water Use Limitations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Approve Water Master Plan   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Policy - CEQA   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Water Connection Fee - Review   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



# Dublin San Ramon Services District

## Summary & Recommendation

**Agenda Item 9A**

|   |  |  |   |  |                                       |
|---|--|--|---|--|---------------------------------------|
| Reference<br><br>Operations Manager   | Type of Action<br><br>Public Hearing/Adopt Water Use Limitations Urgency Ordinance | Board Meeting of<br><br>March 15, 2016 |   |  |                                       |
| <b>Subject</b>  |  |  |   |  |                                       |
| Hold Public Hearing: Adopt Urgency Ordinance for Water Use Limitations and Repeal Ordinance No. 336 |  |  |   |  |                                       |
| <input checked="" type="checkbox"/> Motion  | <input type="checkbox"/> Minute Order  | <input type="checkbox"/> Resolution    | <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Informational | <input type="checkbox"/> Other        |
| REPORT:   | <input checked="" type="checkbox"/> Verbal   | <input type="checkbox"/> Presentation  | <input checked="" type="checkbox"/> Staff     | D. Gallagher                           | <input type="checkbox"/> Board Member |

**Recommendation:**

The Operations Manager recommends the Board of Directors hold a Public Hearing and waive, by Motion, the reading of an Urgency Ordinance to adopt Water Use Limitations that will become effective immediately and will remain in effect for the next phase of the Community Drought Emergency. The action will adopt the proposed Ordinance and repeal Ordinance No. 336.

**Summary:**

On February 16, 2016, the Board extended the declaration of a State of Community Drought Emergency in response to emergency regulations that were imposed by the State Water Resources Control Board (SWRCB) mandating statewide urban water conservation. Specifically, the SWRCB determined that the District conservation goal for 2016 will be 12% compared to 2013, which will remain in effect until October 31, 2016. In order to achieve the assigned conservation goal and to protect the health and safety of the community, mandatory Water Use Limitations are required.

Many of the State's mandatory restrictions are consistent with the water use restrictions that the District previously imposed in May 2014, which were then revised and updated in May 2015.

The purpose of this Urgency Ordinance is to mandate water conservation in a manner consistent with the State's requirements. The primary purposes for the District's water supply are public health, safety, and fire protection. The proposed Water Use Limitations are intended to allow reasonable domestic (indoor) use, while providing controls that will allow for some restricted outdoor use for irrigation. Without water conservation the demand for water could exceed the available supply, which otherwise would force the imposition of even more strict drought stage declarations, restrictions, or prohibitions.

The Water Use Limitations are consistent with the requirements of the Governor's directive and the SWRCB's regulations contained in Resolution No. 2016-0007.

These changes to the various Water Use Limitations were conceptually discussed by the Board on February 16, 2016 and the proposed Ordinance is consistent with the direction staff received at that meeting. Attachment 2 summarizes the changes.

This Ordinance is adopted pursuant to the District's authority under Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

| Committee Review                                 |   |                                     | Legal Review   | Staff Review                                  |                          |             |
|--|---|-------------------------------------|--|---|--------------------------|-------------|
| COMMITTEE<br>--                                  | DATE<br>----  | RECOMMENDATION<br>---               | Yes  | ORIGINATOR<br>D. Gallagher                    | DEPARTMENT<br>Operations | 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 checked="" type="checkbox"/> Ordinance |                          |             |
| <input checked="" type="checkbox"/> Cost<br>\$0  | <input type="checkbox"/> Funding Source<br>A.<br>B. |                                     | Attachments to S&R<br>1. Repealed Ordinance No. 336 (adopted May 5, 2015)<br>2. Community Drought Emergency Presentation |   |                          |             |

AN URGENCY ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING  
WATER USE LIMITATIONS DURING THE COMMUNITY DROUGHT EMERGENCY AND  
REPEAL OF ORDINANCE NO. 336

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WHEREAS, the State of California has and continues to experience record dry conditions; and

WHEREAS, on November 13, 2015, California Governor Edmund G. Brown Jr. issued Executive Order B-36-15 calling for an extension of urban water use restrictions until October 31, 2016; and

WHEREAS, on February 2, 2016 the State Water Resources Control Board (SWRCB) adopted Resolution 2016-0007 extending emergency regulations mandating statewide urban water conservation; and

WHEREAS, on March 1 2016 the District Board of Directors declared that a State of a Community Drought Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by reason of the fact that, due to the ongoing severe drought, the State's available water supply cannot meet the ordinary demands and requirements of the water consumers in the District's service area without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection.

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

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this Ordinance is to conserve the water supply of the District for the greatest public benefit with particular regard to public health and safety, fire protection, and domestic (indoor) use, and to curtail system wide water use in the District by twelve percent (12%) compared to the same period in calendar year 2013 as ordered by the State Water Resources Control Board on February 2, 2016. These Water Use Limitations are intended to comply with State regulatory requirements, and to reduce water use as fairly and equitably as possible, thereby conserving sufficient water to preserve the District's ability to meet human health and

safety needs. This Ordinance is adopted pursuant to the District's authority under Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

## **SECTION 2. EFFECT OF ORDINANCE.**

- (a) This Ordinance shall take effect immediately, shall supersede and control over any other ordinance or regulation of the District in conflict herewith, and shall remain in effect until the Community Drought Emergency has ended.
- (b) The Water Use Limitations specified herein shall apply throughout the District's water service area.

## **SECTION 3. WATER USE PROHIBITIONS.**

During the Community Drought Emergency the following uses of potable water are prohibited:

- (1) Any and all waste and/or unreasonable use of potable water as determined by the District, including without limitation the following:
  - (a) Residential customers who use potable water at the rate of more than 4,480 gallons per week;
  - (b) Commercial customers who use potable water for indoor uses at a rate of more than 95% of calendar year 2013 usage (as reasonably adjusted for increased occupancy or business) in a comparable period, except where said indoor potable water use is used to maintain health and safety standards and/or used to comply with State of California or federal regulations;
  - (c) Commercial customers who use potable water for irrigation that is more than 67% of their calendar year 2013 usage in a comparable period.

- (2) Any and all use of potable water in violation of DSRSD District Code Section 4.10.030 (G), including but not limited to:
  - (a) Waste through leakage of defective or inoperable plumbing, piping or other water-use equipment;
  - (b) Gutter flooding;
  - (c) Single pass cooling systems in new construction;
  - (d) Non-recycling decorative water fountains and;
  - (e) Any and all use of potable water for non-potable purposes, including landscape irrigation, where and when the District is ready, willing and able to furnish recycled water from its recycled water distribution system, and recycled water is permitted to be applied to that use.
- (3) Any and all use of potable water for soil compaction and dust control purposes.
- (4) Any and all use of potable water for street sweeping, gutter flooding, sewer or storm drain cleaning and maintenance, or other similar uses.
- (5) Watering and landscape irrigation during measurable rainfall, or within 48 hours after measurable rainfall.
- (6) Using potable water to irrigate ornamental turf grass on public street medians.
- (7) Using potable water for hosing down or pressure washing driveways, sidewalks, walkways, patios, parking lots, tennis courts, or other impervious surfaces.
- (8) Using potable water for cleaning the exteriors of buildings or homes including fences that surround those buildings and homes, except to the extent that said cleaning is necessary to prepare the surfaces for painting, staining, rehabilitation, or repair.

- (9) Allowing the escape of potable water from pipe breaks or leaks after the customer has been notified of the probable existence of the break or leak by the District, or after the customer had or should have had reasonable knowledge of a pipe break or leak.
- (10) Using potable water in any decorative fountain and/or other decorative water feature that is visible from areas accessible by the public, except to the extent that said water feature intentionally provides habitat for aquatic species.

#### **SECTION 4. PERMITTED USES OF POTABLE WATER.**

During the Community Drought Emergency the following uses of potable water are permitted:

- (1) Outdoor lawn and landscaping watering and irrigation using a sprinkler system (or drip, bubblers, micro-sprayers or similarly high efficiency systems) is allowed up to three (3) days per week, but not on successive days, and only between the hours of 6:00 PM and 9:00 AM, and only if the use does not result in runoff to adjacent property, non-irrigated areas, or paved surfaces, and does not cause ponding, flooding, or marshy conditions, subject to the following restrictions and conditional requirements:
  - (a) Watering and irrigation with potable water using oscillating or rotating devices connected to a hose is allowed, but only while under the continual direct observation of a customer.
  - (b) Watering and irrigation systems with potable water using buried piping and sprinklers that are not controlled by a functioning automatic timing device, but only while under the continual direct observation of a customer.
  - (c) Watering and irrigation systems with potable water using buried irrigation piping and sprinklers that are controlled by a functioning automatic timing device.
- (d) Watering and irrigation with potable water of landscapes outside of newly constructed homes or buildings is allowed, but only if the water is delivered in a manner consistent

with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development of the State of California.

- (e) Potable water may be used for watering and irrigation at any time for the express purpose of adjusting and/or repairing an irrigation system, as long as the system is continually and directly supervised by the owner or the owner's representative while the water is turned on.
- (2) The following methods of outdoor lawn and landscaping watering are allowed as long as the use does not result in runoff to adjacent property, non-irrigated areas, or paved surfaces, and as long as the use does not cause ponding, flooding, or marshy conditions, subject to the following restrictions and conditional requirements:
  - (a) Hand watering with potable water using a bucket, watering can or similar container is allowed at any time.
  - (b) Hand watering or irrigation with potable water using a hose equipped with a shut-off nozzle is allowed but only between the hours of 6:00 PM and 9:00 AM.
- (3) Watering nursery stock and plants that are available for immediate sale at commercial establishments is allowed at any time.
- (4) Residential and commercial vehicle washing, including autos, trucks, boats, trailers, recreational vehicles, etc., is allowed at any time as long as the work is done either (a) using a hose equipped with an automatic shut-off nozzle that causes it to cease dispensing water immediately when not in use, or (b) using buckets or a self-contained washing system without any direct connection to a potable water supply, or (c) at a commercial car wash facility that recirculates water.

- (5) Cleaning windows using potable water is allowed as long as a bucket or similar container is used, without any direct connection to a potable water supply such as a hose.
- (6) Filling new or existing swimming pools and spas with potable water is allowed, but only if the filling is not being done as a substitute for performing chemical addition and/or normal cleaning and maintenance.
- (7) The use of potable water as replacement water for existing water themed publicly owned "play areas" to recharge the play area with water due to leaks, splash-out, and evaporative losses is allowed.
- (8) The use of potable water for decorative water features that, as of the effective date of this Ordinance, are in existence and which intentionally provide habitat for aquatic species.
- (9) Serving water in eating and drinking establishments is allowed, but only in response to an unsolicited request by the customer, including but not limited to restaurants, hotels, cafes, cafeterias, bars or other public places where food and drink are served.
- (10) The use of water in the bathrooms and/or lavatories of business, commercial, and institutional customers is allowed, but only if water conservation messages are posted in appropriate and effective locations in the bathrooms and/or lavatories.
- (11) Hotels, motels, and similar short term lodging facilities must prominently display notice in each guestroom, using clear and easily understood language, that the guest of said lodging facilities has the option to choose whether or not to have towels and linens laundered on a daily basis.
- (12) Indoor residential use that does not exceed health and safety needs shall generally be considered to be reasonable and appropriate. The State of California has determined *(Central Valley Project and State Water Project - Drought Operations Plan and*

*Operational Forecast (April 1, 2014 through November 15, 2014))* that health and safety uses are approximately 55 gallons per person per day.

- (13) Notwithstanding anything in this Ordinance to the contrary, potable water may be used to actively irrigate or otherwise provide water to environmental mitigation projects in existence as of the effective date of this Ordinance and have been duly approved by regulatory authorities provided the project has active and valid permits.
- (14) Notwithstanding anything in this Ordinance to the contrary, potable water may be used where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a State or Federal agency.

**SECTION 5. APPLICATION PROCEDURE FOR EXEMPTIONS FROM WATER USE LIMITATIONS.**

The exclusive procedure for consideration of written applications from customers for exemptions from these Water Use Limitations described herein will be as follows:

- (a) A customer may submit a written application for an exemption from a Water Use Limitation to the District's Drought Coordinator. The application must be on the District's form and must include the customer name, account number(s), a description of the limitation from which the customer is seeking an exemption, the reason(s) why the exemption is requested, the justification for the exemption, and the specific actions the customer proposes to take to achieve a functionally equivalent level of water curtailment. If a Notice of Violation has been issued to the customer, the customer must first resolve the violation including the payment of any and all penalties and/or costs before the Drought Coordinator will consider an application for an exemption from a Water Use Limitation;

Ord. No. \_\_\_\_\_

- (b) The District Drought Coordinator will consider each application for a waiver of a Water Use Limitation based on the information provided by the customer in the application. The Drought Coordinator may grant an exemption of a particular Water Use Limitation if the application is deemed reasonable. An exemption shall not be granted if, in the opinion of the Drought Coordinator, doing so would endanger the public health and safety;
- (c) A customer may appeal the Drought Coordinator's denial of an application for an exemption from a Water Use Limitation within ten (10) calendar days by submitting a written appeal to the Board of Directors on the District's form and specify the reasons why the customer disagrees with the Drought Coordinator's denial and;
- (d) If a previous application for an exemption of a Water Use Limitation has been denied, a new application for exemption of the same Water Use Limitation is not permitted and will not be considered.

**SECTION 6. ADMINISTRATIVE IMPLEMENTATION.** The General Manager is authorized and directed to establish appropriate administrative procedures consistent with the provisions of this ordinance and to take reasonable and appropriate action to fully implement the provisions of this ordinance.

**SECTION 7. EXEMPTION FROM CEQA.** The District Board of Directors finds that the actions taken in this Ordinance are exempt from provisions of the California Environmental Quality Act of 1970 (CEQA) because they are immediate actions necessary to prevent or mitigate an emergency, as described in subdivision (b)(4) of Public Resources Code section 21080 and in section 15269(c) of the Guidelines promulgated under said Act and codified in Title 14 of the Code of California Regulations (CEQA Guidelines), and to assume the maintenance, restoration, or enhancement of a natural resource, as described in section 15307, of the CEQA Guidelines.

Ord. No. \_\_\_\_\_

**SECTION 8. SEVERABILITY.** If any provision of this Ordinance is held to be invalid or unenforceable, that holding will not affect the remainder of the Ordinance, which shall remain in full force and effect.

**SECTION 9. REPEAL OF ORDINANCE NO. 336.** Ordinance No. 336 adopted on May 19, 2015, is hereby repealed in its entirety upon the effective date of this Ordinance.

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 15th day of March 2016, by the following vote:

AYES:

NOES:

ABSENT:

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D.L. (Pat) Howard, President

ATTEST:

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Nicole Genzale, District Secretary

H:\Board\2016\03-15-16\Urgency Ordinance - Limitations\9A Mandatory Restrictions\Proposed Version Water Use Limitations ORD\_rvv.docx

ORDINANCE NO. 336

AN URGENCY ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING  
WATER USE LIMITATIONS DURING THE COMMUNITY DROUGHT EMERGENCY AND  
REPEAL OF ORDINANCE NO. 333

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WHEREAS, the State of California has and continues to experience record dry conditions, with  
2013 being the driest year on record and 2014 receiving the lowest snowpack on record; and

WHEREAS, the Zone 7 Water Agency supplies all of the potable water currently available to  
the District for distribution and use by its customers; and

WHEREAS, Zone 7's primary sources of supplies normally include imported water from the  
State Water Project (80%) and local groundwater supplies originating from rainfall, runoff, and  
recharge (20%); and

WHEREAS, on 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%; and

WHEREAS, on January 29, 2014 the Zone 7 Water Agency issued a Proclamation of a Local  
Drought Emergency and authorized its General Manager to "establish appropriate levels of  
conservation consistent with the California State of Drought Emergency and local conditions," and

WHEREAS, on 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%)  
based 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; and

WHEREAS, on March 18, 2014 the City of Dublin declared a Local Drought Emergency which  
remains in effect; and

WHEREAS, on March 18, 2014 the City of Pleasanton approved an urgency ordinance  
amending its water conservation plan as needed to protect the immediate threat of the potentially  
significant drought to preserve public health and safety which remains in effect; and

WHEREAS, on February 24, 2014 the City of Livermore declared a Water Shortage Emergency which remains in effect; and

WHEREAS, on 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 which proclamation remains in effect; and

WHEREAS, on May 5, 2014 the District Board of Directors declared that a State of Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply; and

WHEREAS, on December 2, 2014 the District Board of Directors declared that a State of Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply; and

WHEREAS, on March 2, 2015 the California Department of Water Resources announced that anticipated 2015 water allocations to the State Water Contractors (including Zone 7) will be only 20%; and

WHEREAS, on March 17, 2015 the State Water Resources Control Board adopted Emergency Regulations for Statewide Urban Water Conservation which among various actions mandated various Statewide water conservation practices; and

WHEREAS, on April 1, 2015 Governor Edmund G. Brown issued Executive Order B-29-15 which among actions directed the State Water Resources Control Board to impose various restrictions to achieve a Statewide 25% reduction in potable urban water use; and

WHEREAS, on April 15, 2015 the Zone 7 Water Agency accepted its 2015 Water Sustainability Report and adopted its Resolution No. 15-61 which lifted its Stage 2 water shortage status stating that it can meet 100 percent of requested deliveries in 2015 but which supported the extended and expanded Statewide water conservation efforts, to continue the local state of drought of emergency and to help water retailers achieve Statewide mandates; and

WHEREAS, the District has reviewed the Zone 7 Water Agency Water Sustainability Report (the "Sustainability Report") and concurs that the Sustainability Report indicates that the Zone 7 Water Agency can physically deliver one hundred percent (100%) of requested deliveries in 2015, but the District notes that over sixty percent (60%) of the water needed to meet that demand (28,300 AF of total demand of 46,700 AF) will originate as water removed from long-term storage under the control of the Zone 7 Water Agency which storage has been significantly depleted during the three immediate past years and which storage would be cumulatively depleted by thirty seven percent (37%) or 64,100 AF after 2015 deliveries and further notes that the ability to access much of the stored water, depends upon operation of the State Water Project export facilities throughout 2015 without curtailment or interruption which the Sustainability Report implicitly assumes will occur; and

WHEREAS, the District hereby finds that due to the uncertainty about the possible continuation of the drought into 2016 and beyond and the accompanying need to conserve, to the greatest extent possible, water held in storage by the Zone 7 Water Agency on behalf of the District and other Tri-Valley retail water agencies that it would be prudent for the Tri-Valley to significantly

reduce water use below the amount originally requested for calendar year 2015 made in July 2014 by the District and by other Tri-Valley retail water agencies; and

WHEREAS, on May 5, 2015 the State Water Resources Control Board adopted Emergency Regulations for Statewide Urban Water Conservation which among various actions mandated various and additional Statewide water conservation practices including a system-wide 16% water use reduction in potable water use for the District in calendar year 2015 as compared to calendar year 2013; and

WHEREAS, on May 19, 2015 the District Board of Directors declared that a State of Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by reason of the fact that the ordinary demands and requirements of the water consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply.

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

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this Ordinance is to conserve the water supply of the District for the greatest public benefit with particular regard to public health and safety, fire protection, and domestic (indoor) use; to curtail system wide water usage in the District by sixteen percent (16%) overall as compared to the same period in calendar year 2013 as ordered by the State Water Resources Control Board on May 5, 2015 which reduction shall generally be accomplished through system wide curtailment of five percent (5%) of indoor water use and thirty three percent (33%) exterior water use to conserve water by enacting Water Use Limitations that are intended to preserve the District's ability to meet human health and safety needs with its limited water supply; to conserve a sufficient amount of water so that the demand for water does not exceed the

supply, which otherwise would force the imposition of additional and/or stricter drought stage declarations, restrictions, or prohibitions; and to the extent necessary, reduce water use fairly and equitably. This Ordinance is adopted pursuant to the District's authority under Sections 350 et seq. and 71640 et seq. of the California Water Code, which derive in part from Section 2 of Article X of the California Constitution.

## **SECTION 2. EFFECT OF ORDINANCE.**

- (a) This Ordinance shall take effect immediately, shall supersede and control over any other ordinance or regulation of the District in conflict herewith, and shall remain in effect until the Community Drought Emergency has ended.
- (b) The Water Use Limitations specified herein shall apply throughout the District's water service area.

## **SECTION 3. WATER USE LIMITATIONS.**

- (a) Prohibitions on Water Use. During the Community Drought Emergency, and to preserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation, fire protection and where necessary to address an immediate health and safety need, the following uses of water are prohibited except to the extent allowed under Section 3 (d) "Exemptions" of this Ordinance:
  - (1) Any and all waste and/or unreasonable use of potable water as determined by the District.
  - (2) Any and all use of potable water in violation of DSRSD District Code Section 4.10.030 (G), including but not limited to:
    - (i) Waste through leakage of defective or inoperable plumbing, piping or other water-use equipment;
    - (ii) Gutter flooding;

- (iii) Single pass cooling systems in new constructions;
- (iv) Non-recirculating systems in a new conveyer car wash and commercial laundry systems;
- (v) Non-recycling decorative water fountains;
- (vi) The use of water suitable for potable domestic use for non-potable uses, including irrigation of cemeteries, golf courses, parks, highway landscaped areas, and industrial and irrigation uses, when suitable recycled water is available to an area, for which the District has recycled water purveyorship authority.

(3) Any and all use of potable water for outdoor lawn and landscaping watering and irrigation, except to the extent allowed by exemptions described herein (nursery stock and plants available for immediate sale at commercial establishments are not considered "landscaping").

(4) Any and all use of potable water for non-potable purposes, where and when the District is ready, willing and able to furnish recycled water from its recycled water distribution system, and recycled water is permitted to be applied to that use.

(5) Any and all use of potable water for soil compaction and dust control purposes.

(6) Cleaning, Washing, Maintenance:

- (i) Any and all use of potable water for street sweeping, gutter flooding, sewer or storm drain cleaning and maintenance purposes or other similar uses;
- (ii) Any and all use of potable water for hosing down or pressure washing driveways, sidewalks, walkways, patios, parking lots, tennis courts, or other impervious surfaces;

- (iii) Any and all vehicle washing, including autos, trucks, boats, trailers, recreational vehicles, etc., except to those allowed by exemptions described herein;
- (iv) Any and all use of potable water for cleaning the exteriors of buildings or homes including fences that surround those buildings and homes.

(7) Swimming Pools; Spas, and Water Themed Play Areas:

- (i) Any and all use of potable water for filling of new swimming pools or spas;
- (ii) Any and all use of potable water for refilling existing swimming pools or spas due to leaks, splash-out, and evaporative losses (i.e. "Topping Off");
- (iii) Any and all uses of potable water as replacement water for existing water themed publicly owned "play areas" to recharge the play area with water due to leaks, splash-out, and evaporative losses (i.e. "Topping Off");
- (iv) Any and all draining and subsequent refilling of existing swimming pools or spas, except where required for the protection of public health and safety, and upon the prior written approval of the District, which approval shall specify allowable refill times and rates.

(8) Any and all escape of potable water from pipe breaks or leaks after the customer has been notified of the probable existence of the break or leak by the District, or after the customer had or should have had reasonable knowledge of the pipe break or leak.

(9) Any and all use of potable water in any decorative fountain and/or other decorative water feature that is visible from areas accessible by the public.

(b) Restrictions on Water Use. During the Community Drought Emergency, and to preserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation, and fire protection the following water uses are restricted:

- (1) Serving water in eating and drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars or other public places where food and drink are served and purchased unless in response to an unsolicited request by the customer;
- (2) The use of water in the bathrooms and/or lavatories of all non-domestic water customers of the District unless water conservation messages are posted in appropriate and effective locations in the bathrooms and/or lavatories of said customers; and
- (3) The failure of a hotel, motel or similar short term lodging facility to prominently display notice in each guestroom, using clear and easily understood language, that the guest of said lodging facilities has the option to choose not to have towels and linens laundered daily and the failure to honor the option exercised by a guest of said lodging facilities to not have their linens and towels laundered on a daily basis.

(c) General Prohibition and Restriction.

- (1) The use of an unreasonable and/or inappropriate amount of potable water as determined by the District considering the use to which the water is being put, even if otherwise in conformance with the prohibitions and restrictions on water use herein, is a violation of this Ordinance.
- (2) Residential customers who use water at the rate of more than 4,480 gallons per week (the volume equivalent of about 50 units per bimonthly billing period, which is approximately 50% in excess of the threshold for Tier 3 consumption) are hereby found to be using an unreasonable and/or inappropriate amount of water.
- (3) Indoor residential use that does not exceed health and safety needs shall generally be considered to be reasonable and appropriate. The State of California has determined (*Central Valley Project and State Water Project - Drought Operations Plan and Operational Forecast (April 1, 2014 through November 15, 2014)*) that health and safety

uses are approximately 55 gallons per person per day. This usage approximately corresponds to Tier One (10 unit) usage in the District's rate schedules assuming between two and three persons per household.

- (4) Commercial customers who use potable water for indoor uses at a rate of more than 95% of calendar year 2013 usage (as reasonably adjusted for increased occupancy or business) in a comparable period are hereby found to be using an unreasonable and/or inappropriate amount of water except where said indoor potable water use is used to maintain health and safety standards and/or used to comply with State of California or federal regulations.
- (5) Irrigation with potable water that exceeds the lesser of a weekly application rate that is (a) more than 67% of calendar year 2013 usage in a comparable period or, (b) greater than fifty (50%) of the evapotranspiration rate needed for the customer's landscaping (for turf grass and for the purposes of this Ordinance this shall be equivalent to one half inch per week from June through September and three-eighths inch per week at other times of the year).

(d) Exemptions to Prohibitions and Restrictions. During the Community Drought Emergency, the following exemptions to the above listed prohibitions and restrictions are allowed:

- (1) Outdoor Lawn and Landscaping Watering and Irrigation Exemptions (with the exception of irrigation with potable water of ornamental turf on public street medians which shall always be prohibited):
  - (i) Drip, bubblers, micro-sprayers or similarly high efficiency system watering and irrigation with potable water in accordance with the weekly irrigation schedule below and if no runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots or structures; ponding; flooding or marshy conditions result;

- (ii) Hand watering using a bucket, watering can or similar container with potable water in accordance with the weekly irrigation schedule below and without any direct connection to a potable water supply and if no runoff, ponding, flooding or marshy conditions result;
- (iii) Hand watering or irrigation using a shut-off nozzle equipped hose with potable water only between the hours of 6:00 PM and 9:00 AM and, in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result;
- (iv) Semiautomatic watering and irrigation with potable water using oscillating or rotating devices connected to a hose of flexible connection that can be easily moved only while under the continual direct observation of a customer, only between the hours of 6:00 PM and 9:00 AM, in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result;
- (v) Watering and irrigation systems with potable water using permanent irrigation piping and sprinkler heads that are not controlled by a functioning automatic timing device only between the hours of 6:00 PM and 9:00 AM in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result;
- (vi) Watering and irrigation systems with potable water using permanent irrigation piping and sprinkler heads that are controlled by a functioning automatic timing device only between the hours of 6:00 PM and 9:00 AM in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result;
- (vii) Exterior irrigation with potable water of landscapes outside of newly constructed homes or buildings only between the hours of 6:00 PM and 9:00 AM in accordance with the weekly irrigation schedule below, if no runoff, ponding, flooding or marshy conditions result and only if delivered in a manner consistent with regulations or other

requirements established by the California Building Standards Commission and the Department of Housing and Community Development of the State of California;

- (viii) Weekly Irrigation Schedule. These potable water irrigation exemptions shall apply only to the extent that the irrigation through any District water meter is no more frequently than two days per week, not on successive days and not during measurable rainfall or within 48 hours after measurable rainfall
- (ix) Irrigation System Repair. Potable water may be used for watering or irrigation for very short periods of time for the express purpose of adjusting or repairing a potable irrigation system, as long as the system is continually and directly supervised by the owner or the owner's representative while the water is turned on.

(2) Cleaning, Washing, Maintenance Exemptions:

- (i) Vehicle washing done by residential customers if accomplished using a hose with fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- (ii) Vehicle washing at a commercial facility if accomplished using a hose fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- (iii) Vehicle washing at commercial facilities or automobile dealerships, as long as the washing utilizes buckets or a self-contained washing system without any direct connection to a potable water supply;
- (iv) Vehicle washing done at a commercial car wash facility that recirculates water;
- (v) Cleaning building or home exteriors including the fences surrounding such buildings and homes if for the express purpose of preparing the exterior surfaces for repair

and/or repainting, if done using a pressurized washing device equipped with a quick-acting positive shutoff nozzle;

- (vi) Cleaning windows using potable water as long as a bucket or similar container is used, without any direct connection to a potable water supply.

(3) Swimming Pools, Spas and Water Themed Play Area Exemptions:

- (i) "Topping off" of existing private swimming pools and spas (i.e. a pool or spa at a residence that is only available for use by the occupants and their guests) if the swimming pool or spa is covered to reduce evaporation when not in use, but only to the extent that the need for "Topping Off" is not due to leaks;
- (ii) "Topping off" of existing semi-private swimming pools (i.e. a pool owned and professionally maintained by a home owner association, an apartment or condominium complex, or a membership club) if the pool is covered to reduce evaporation when not available for use, but only to the extent that the need for "Topping Off" is not due to leaks;
- (iii) "Topping off" of existing semi-private spa (i.e., a spa owned and professionally maintained by a home owner association, an apartment or condominium complex, or a membership club) if the spa is covered to reduce evaporation when not available for use, but only to the extent that the need for "Topping Off" is not due to leaks;
- (iv) "Topping off" of existing public swimming pools (i.e., a pool that is available for use by the public at large) if the swimming pool is covered to reduce evaporation when not available for use, but only to the extent that the need for "Topping Off" is not due to leaks;

- (v) "Topping off" of existing water themed publically owned "play areas" to the extent that the need for "Topping Off" is not due to leaks, and then only to the extent that the need for "Topping Off" is related to evaporative losses or to splash-out occurring when the water themed play area is used on hot days;
- (vi) The draining and subsequent refilling of swimming pools and spas if needed for the protection of public health and safety, but only upon the prior written approval of the District, which approval shall specify allowable refill times and rates.

(4) Decorative water features that, as of the effective date of this Ordinance, are in existence and which intentionally provide habitat for aquatic species.

(5) Notwithstanding anything in this Ordinance to the contrary, potable water may be used to actively irrigate or otherwise provide water to environmental mitigation projects in existence as of the effective date of this Ordinance and have been duly approved by regulatory authorities provided the project has active and valid permits.

(6) Notwithstanding anything in this Ordinance to the contrary, potable water may be used where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a State or Federal agency.

**SECTION 4. APPLICATION PROCEDURE FOR EXEMPTIONS FROM WATER USE LIMITATIONS.**

The exclusive procedure for consideration of written applications from customers for exemptions from these Water Use Limitations described herein will be as follows:

(a) A customer may submit a written application for an exemption from a Water Use Limitation to the District's Drought Coordinator. The application must be on the District's form and must include the customer name, account number(s), a description of the limitation from which the

customer is seeking an exemption, the reason(s) why the exemption is requested, the justification for the exemption, and the specific actions the customer proposes to take to achieve a functionally equivalent level of water curtailment. If a Notice of Violation has been issued to the customer, the customer must first resolve the violation including the payment of any and all penalties and/or costs before the Drought Coordinator will consider an application for an exemption from a Water Use Limitation;

- (b) The District Drought Coordinator will consider each application for a waiver of a Water Use Limitation based on the information provided by the customer in the application. The Drought Coordinator may grant an exemption of a particular Water Use Limitation if the application is deemed reasonable. An exemption shall not be granted if, in the opinion of the Drought Coordinator, doing so would endanger the public health and safety;
- (c) A customer may appeal the Drought Coordinator's denial of an application for an exemption from a Water Use Limitation within ten (10) calendar days by submitting a written appeal to the Board of Directors on the District's form and specify the reasons why the customer disagrees with the Drought Coordinator's denial;
- (d) If a previous application for an exemption of a Water Use Limitation has been denied, a new application for exemption of the same Water Use Limitation is not permitted and will not be considered.

**SECTION 5. ADMINISTRATIVE IMPLEMENTATION.** The General Manager is authorized and directed to establish appropriate administrative procedures consistent with the provisions of this ordinance and to take reasonable and appropriate action to fully implement the provisions of this ordinance.

**SECTION 6. EXEMPTION FROM CEQA.** The District Board of Directors finds that the actions taken in this Ordinance are exempt from provisions of the California Environmental Quality

Ord. No. 336

Act of 1970 (CEQA) because they are immediate actions necessary to prevent or mitigate an emergency, as described in subdivision (b)(4) of Public Resources Code section 21080 and in section 15269(c) of the Guidelines promulgated under said Act and codified in Title 14 of the Code of California Regulations (CEQA Guidelines), and to assume the maintenance, restoration, or enhancement of a natural resource, as described in section 15307, of the CEQA Guidelines.

**SECTION 7. SEVERABILITY.** If any provision of this Ordinance is held to be invalid or unenforceable, that holding will not affect the remainder of the Ordinance, which shall remain in full force and effect.

**SECTION 8. REPEAL OF ORDINANCE NO. 333.** Ordinance No. 333 adopted on May 5, 2014 is hereby repealed in its entirety upon the effective date of this Ordinance.

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 May 2015, by the following vote:

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

NOES: 0

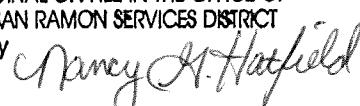
ABSENT: 0

  
Edward R. Duarte, 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

  
Nancy G. Hatfield

# Community Drought Emergency



Recommended Changes to Water Use Limitations  
March 15, 2016

**Dan Gallagher**  
Operations Manager



**Dublin San Ramon  
Services District**  
Water, wastewater, recycled water  
109 of 150

# Proposed Changes to Water Use Restrictions

**SWRCB Conservation Target: 12% compared to 2013**

- Irrigation: limited to three days per week instead of only two days per week, year-round
- More than two days per week is allowed as long as the District can achieve 25% conservation
- Keep the existing limit of 4,480 gallons (6 CCF) per week for residential users

# Proposed Changes to Water Use Restrictions

**SWRCB Conservation Target: 12% compared to 2013**

- Remove the prohibition on filling new pools and spas
- Remove the general prohibition on draining and refilling existing pools and spas
- Remove the requirement that all pools and spas must be covered when not in use
- Prohibit draining and refilling pools and spas as a substitute for performing chemical addition and normal maintenance

# Proposed Changes to Water Use Restrictions

**The entire ordinance has been rewritten to make it easier to read and understand.**

# Questions?





# Dublin San Ramon Services District

## Summary & Recommendation

Agenda Item 9B

|   |  |   |
|---|--|---|
| Reference<br>General Manager  | Type of Action<br>Accept Reports and Make Finding  | Board Meeting of<br>March 15, 2016              |
| Subject<br>Accept Water Supply and Demand and Drought Response 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 checked="" 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, (a) accept the Water Supply and Demand Report and the Drought Response Report, and (b) find that there still exists a need for continuing the Community Drought Emergency.

**Summary:**

On February 16, 2016 the Board extended the State of Community Drought Emergency through October 31, 2016. The Board directed the General Manager to inform the Board, on a monthly basis while the State of Emergency 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.

In addition, when the Board endorsed the Drought Response Action Plan, it directed that a monthly status report be prepared documenting activities undertaken. As we are in the third year of the Drought, activities are fairly well defined.

***So therefore, Attachment 2 "Drought Response Related Expenses" recap is the "Drought Response... Report" and now, instead, provides a recap of the spending on major initiatives related to the drought. The attachment for this reporting period includes the Final Report for the drought period that ended February 29, 2016.***

| Committee Review                                 |   |                                     | Legal Review  | Staff Review                       |                         |             |
|--|---|-------------------------------------|---|------------------------------------|-------------------------|-------------|
| COMMITTEE<br>---                                 | DATE<br>---   | RECOMMENDATION<br>---               | Not Required  | ORIGINATOR<br>J. Archer            | DEPARTMENT<br>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<br>\$0  | <input type="checkbox"/> Funding Source<br>A.<br>B. |                                     | Attachments to S&R<br>1. Water Supply and Demand Report<br>2. 2016-17 Drought Response Related Expenses<br>3. |                                    |                         |             |

*The information in this Water Supply and Demand Report is current through February 29, 2016  
(For historical information please review report presented on December 15, 2015)*

## **SUMMARY AND BACKGROUND**

***On November 13, 2015 Governor Brown issue and Executive Order ( EO B-36-15) directing the SWB to extend the Drought emergency through October of 2016. In spite of consistent January rain the Water Board on February 2, 2016 affirmed its extension of the emergency declaration. February rain and snowfall totals were below seasonal averages.***

***Staff recommends that the continuation of the State of the Community Drought Emergency is warranted through October 31, 2016.***

On February 2 the State Water Resources Control Board issued the following; 'With California still experiencing severe drought despite recent rains, the State Water Resources Control Board (State Water Board) today adopted an extended and revised emergency regulation to ensure that urban water conservation continues in 2016.

The regulation extends restrictions on urban water use through **October 2016** while providing urban water suppliers more flexibility in meeting their conservation requirements. It also directs staff to report back on additional flexibility once more complete water supply information is known in April. The action follows Governor Edmund G. Brown Jr.'s Nov. 13, 2015, Executive Order directing the State Water Board to extend the emergency water conservation regulation should drought conditions persist through January 2016.

On February 16, 2016 the Board extended that State of Community Drought Emergency through October 31, 2016. The Board also directed the General Manager to inform the Board, on a monthly basis 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 along with attachments to the Summary & Recommendation satisfies that direction for the month of February 2016 and serves as the basis for the Board's consideration of the continued need for the State of Community Drought Emergency.

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

*In spite of below average rain and snowfall during the month of February throughout the northern California region, the DWR increased its projected allotment to state water contractors from 15% to 30%. Storage amounts remain well below capacity even the rainfall and snow has improved year to date supplies. Overall the supply outlook remains well below the targeted NORM on an annual basis.*

### **Possible Water Transfers.**

There are no potential transfers to report at this time.

## **2 - WATER DEMAND**

*There have been no significant changes, positive or negative, to the water demand situation during the month of February.*

Water demand (water sold to District customers) is monitored on a weekly basis. The SWRCB acting on Governor Brown's 25% statewide curtailment allocated 12% curtailment to DSRSD. The declaration of the District's Community Drought Emergency calls for system wide water use curtailment of twelve percent (12%) overall with five percent (5%) coming from indoor curtailment and twenty five (25%) from outdoor curtailment as compared to the same period in calendar year 2013.

## **3 - OPERATIONAL CONDITIONS**

*There were no significant long term changes, positive or negative, to operational conditions during the month of February.*

Reservoir storage is the single most critical operational parameter that the District monitors during the Community Drought Emergency to ensure adequate reserves for health and safety and fire-fighting purposes. However, there are operational challenges related to using only a limited number of the existing turnouts with Zone 7, and there are constraints that could arise if the supply of surface water is curtailed or if Zone 7 is forced to resort solely to pumping groundwater.

## **4 - PERTINENT POLICY DECISIONS**

*There were no significant policy decisions made since the February 16, 2016 drought emergency declaration, which would warrant changes to either the District's Drought Management Plan or its declaration of its State of Emergency.*

## **5 - OTHER RELEVANT INFORMATION**

*There is no other relevant information, positive or negative, to report at this time.*

## DSRSD - Monthly Report on Water Supply

Reporting Month: February 2016

| State Drought Regulations                    |        |        |        | DSRSD Compliance to State Regulations |         |        |        | Long Term Water Supply Factors at this stage of Water Year (Feb 2016)        |         |  |  |
|--|--------|--------|--------|---------------------------------------|---------|--------|--------|--|---------|--|--|
| <b>Executive Order B-29-15 &amp; B-36-15</b> |        |        |        | <b>CA Drought Management Measures</b> |         |        |        | <b>Long Term Water Supply Factors at this stage of Water Year (Feb 2016)</b> |         |  |  |
| Nov-15                                       | Dec-15 | Jan-16 | Feb-16 | Drought Stage                         | Stage 1 |        |        | DWR - SWP Allocation Available   |         |  |  |
| Required State Potable Reduction, %          |        |        |        | Days per week irrig                   | 3       |        |        | 30%  |         |  |  |
| 25%  | 25%    | 25%    | 25%    | No. Complaints                        | 0       |        |        | Monthly Precipitation, % of Normal   |         |  |  |
| DSRSD Potable Reduction, %                   |        |        |        | No. Follow-Ups                        | 0       |        |        | 115%   |         |  |  |
| 31.6%  | 24.7%  | 9.7%   | 14.7%  | No. Warnings                          | 4       |        |        | Northern Sierra Snowpack, % of Normal  |         |  |  |
|  |        |        |        | No. Penalties                         | 2       |        |        | 115%   |         |  |  |
| <b>SBx7_7 (20% by 2020)</b>                  |        |        |        | <b>DWR Defined % Reduction</b>        |         |        |        | <b>Lake Oroville Storage, % of Normal</b>                                    |         |  |  |
| Required gpcd                                |        |        |        | DWR Target, % per yr.                 | 12.0%   |        |        | 76%  |         |  |  |
| Baseline                                     | 2015   | 2020   |        | % Reduced in 2015                     | 37.0%   |        |        | Zone 7 Potable Supply Situation =  | 100%    |  |  |
| 204  | 183    | 163    |        |                                       |         |        |        | "Zone 7 is prepared to meet all projected 2016 demands."                     |         |  |  |
| DSRSD gpcd                                   |        |        |        | YTD % Reduction                       |         |        |        | Preliminary Approval of 2016 Treat Water Request                             | 2-19-16 |  |  |
| Nov-15                                       | Dec-15 | Jan-16 | Feb-16 | Nov-16                                | Dec-16  | Jan-17 | Feb-17 |  |         |  |  |
| 75.7   | 68.4   | 68.0   | 69.3   | 34.5%                                 | 33.9%   | 28.7%  | 21.5%  |  |         |  |  |

**Project: drght16****Drought Response Related Expenses**  
**Encumberances & Expenses as of****2016****2/29/2016**

|   |  | <b>Budget</b>        | <b>Encumbrances/<br/>Committed</b> | <b>Actual</b>        | <b>Balance</b>     |
|---|--|----------------------|------------------------------------|----------------------|--------------------|
| landsc                                    | Landscape contractor for Customer Assist | 1,250.00             | 783.20                             | 466.80               | -                  |
| mediar                                    | Media Relations                          |                      |                                    | 90.00                | (90.00)            |
| misccdr                                   | Miscellaneous drought related exp        | 4,000.00             |                                    | 652.33               | 3,347.67           |
| public                                    | Public outreach and mailings             | 14,780.00            | -                                  | 11,042.28            | 3,737.72           |
| rebate                                    | Rebate Programs                          | 20,000.00            |                                    | 14,719.01            | 5,280.99           |
| rwconv                                    | Misc. Recycled Wtr Conversions           | 10,000.00            |                                    |                      | 10,000.00          |
| rwflst                                    | Recyclced Water Fill Station             | 71,250.00            | 4,811.37                           | 103,234.24           | (36,795.61)        |
| stafft                                    | Staff Time                               |                      |                                    |                      | -                  |
| tempst                                    | Temporary Staff                          | 10,000.00            |                                    |                      | 10,000.00          |
| wtrcre                                    | Wise Water User Credit                   | 13,720.00            |                                    | 7,066.00             | 6,654.00           |
| <b>Drought Response Related Expenses:</b> |  | <b>\$ 145,000.00</b> | <b>\$ 5,594.57</b>                 | <b>\$ 137,270.66</b> | <b>\$ 2,134.77</b> |

Note: Board approved budget increase has not posted; as effective date is March 1, 2016

**Encumbrances**

|        |                           |                    |
|--------|---------------------------|--------------------|
| landsc | JPA Landscape             | 783.20             |
| rwflst | BARRETT BUSINESS SERVICES | 2,197.01           |
| rwflst | Manpower                  | 1,431.58           |
| rwflst | A-1 ENTERPRISES           | 1,182.78           |
|        |                           | <b>\$ 5,594.57</b> |

**Committed funds**

|        |                        |             |
|--------|------------------------|-------------|
| rebate | Rebate Programs        | -           |
| wtrcre | Wise Water User Credit | -           |
|        |                        | <b>\$ -</b> |

**Total Encumbered/Committed Funds****\$ 5,594.57**

**DROUGHT - DETAIL OF EXPENSES THROUGH**
**2/29/2016**

| String              | Date     | Vendor                                      | Description  | Amount           |
|---------------------|----------|---|--|------------------|
| landsc              | 08/14/15 | JPA LANDSCAPE AND CONSTRUCTION              | Res Landscape Inspection - 2586 Tamworth Lane      | 86.85            |
| landsc              | 08/14/15 | JPA LANDSCAPE AND CONSTRUCTION              | Res Landscape Inspection - 6801 Amador Valley Blvd | 86.85            |
| landsc              | 09/29/15 | JPA LANDSCAPE AND CONSTRUCTION              | Res Landscape Inspection - 5608 MAYMONT LANE       | 69.85            |
| landsc              | 11/16/15 | JPA LANDSCAPE AND CONSTRUCTION              | IRRIGATION INSPECTION AT 8267 VOMAC RD DUBLIN      | 69.85            |
| landsc              | 11/16/15 | JPA LANDSCAPE AND CONSTRUCTION              | IRRIGATION REPAIR AT 8267 VOMAC RD DUBLIN          | 153.40           |
| <b>landsc Total</b> |          |   |  | <b>466.80</b>    |
| mediar              | 12/08/15 | BAY AREA NEWS GROUP                         | 11/30/15 PUBLIC HEARING NOTICE -                   | 90.00            |
| <b>mediar Total</b> |          |   |  | <b>90.00</b>     |
| miscdr              | 07/28/15 | FASTSIGNS                                   | SIGNS FOR VIP RECYCLED WATER TOUR                  | 178.70           |
| miscdr              | 07/28/15 | BED BATH & BEYOND                           | HOT BEVERAGE CARAFE FOR VIP MEETING                | 43.79            |
| miscdr              | 07/28/15 | SMART & FINAL                               | NAPKINS AND BOWL RE VIP TOUR MEETING               | 21.29            |
| miscdr              | 07/30/15 | SMART & FINAL                               | SUPPLIES FOR SWALWELL MEETING 07/31/15             | 51.09            |
| miscdr              | 08/03/15 | STARBUCKS                                   | REFRESHMENTS FOR SWALWELL TOUR 7/31/15             | 44.85            |
| miscdr              | 08/03/15 | LUCKY                                       | REFRESHMENTS FOR SWALWELL TOUR 7/31/15             | 7.79             |
| miscdr              | 08/03/15 | SAFEWAY                                     | REFRESHMENTS FOR SWALWELL TOUR 7/31/15             | 25.37            |
| miscdr              | 09/02/15 | MR. ROOTER PLUMBING                         | Service used to assist customer with leaks         | 279.45           |
| miscdr              |          |   |  |                  |
| <b>miscdr Total</b> |          |   |  | <b>652.33</b>    |
| public              | 08/12/15 | A & M Printing                              | RW USER POSTCARD PRINTING & MAILING                | 1,981.56         |
| public              | 08/13/15 | FASTSIGNS                                   | RW GARDEN SIGNS                                    | 4,530.36         |
| public              | 08/24/15 | FASTSIGNS                                   | RW GARDEN SIGNS                                    | 4,530.36         |
| public              |          |   |  |                  |
| <b>public Total</b> |          |   |  | <b>11,042.28</b> |
| rebate              |          | Pool and Spa Cover Rebates                  |  | 200.00           |
| rebate              |          | DSRSD High Efficency Toilet Rebates         |  | 3,250.00         |
| rebate              |          | High Efficiency Clothes Washer (HEW)        |  | 5,775.00         |
| rebate              |          | Irrigation Controller - Multi-Family        |  | -                |
| rebate              |          | Irrigation Controller - Single Family       |  | 225.00           |
| rebate              |          | Lawn Replacement Multi-Family or Businesses |  | -                |
| rebate              |          | Lawn Replacement - Single Family            |  | 5,179.01         |
| rebate              |          | DSRSD Waterless Urinal Rebates              |  | -                |
| rebate              |          | Wisewater User                              |  | 90.00            |
| rebate              |          |   |  |                  |
| <b>rebate Total</b> |          |   |  | <b>14,719.01</b> |
| rwconv              |          |   |  | -                |
| <b>rwconv Total</b> |          |   |  | -                |
| rwflst              | 07/02/15 | TEN-FOUR COMMUNICATION                      | RW RESIDENTIAL FILL STATION RADIOS (QTY 3)         | 840.27           |
| rwflst              | 07/15/15 | BARRETT BUSINESS SERVICES                   | M. ZAVALA: W/E 7/5/15                              | 245.76           |
| rwflst              | 07/15/15 | BARRETT BUSINESS SERVICES                   | C. HIVES: W/E 7/5/15                               | 491.52           |
| rwflst              | 07/15/15 | BARRETT BUSINESS SERVICES                   | S. SWANSON: W/E 7/5/15                             | 368.64           |
| rwflst              | 07/15/15 | BARRETT BUSINESS SERVICES                   | S. LONDON: W/E 7/5/15                              | 349.44           |
| rwflst              | 07/15/15 | BARRETT BUSINESS SERVICES                   | A. BAXTER: W/E 7/5/15                              | 245.76           |
| rwflst              | 07/15/15 | BARRETT BUSINESS SERVICES                   | K. GARCIA: W/E 7/5/15                              | 514.56           |

**DROUGHT - DETAIL OF EXPENSES THROUGH**
**2/29/2016**

| <b>String</b> | <b>Date</b> | <b>Vendor</b>              | <b>Description</b>                             | <b>Amount</b> |
|---------------|-------------|----------------------------|--|---------------|
| rwfslt        | 07/15/15    | BARRETT BUSINESS SERVICES  | D. RODRIGUEZ: W/E 7/5/15                       | 122.88        |
| rwfslt        | 07/15/15    | BARRETT BUSINESS SERVICES  | K. HAWKINS: W/E 7/5/15                         | 281.60        |
| rwfslt        | 07/15/15    | BARRETT BUSINESS SERVICES  | L. KUEFNER: W/E 7/5/15                         | 230.40        |
| rwfslt        | 07/20/15    | FASTSIGNS                  | SIGNAGE FOR DUBLIN RW FILL STATION             | 279.23        |
| rwfslt        | 07/21/15    | RICHERT LUMBER             | 2-GAZEBO FOR RESIDENTIAL RW FILL STATION       | 481.78        |
| rwfslt        | 07/21/15    | BARCODE WAREHOUSE          | BARCODE SCANNER RW FILL STATION (SPARE)        | 777.93        |
| rwfslt        | 07/22/15    | FED-EX                     | SHIPPING CHARGES - SEND SCANNER FOR REPAIR     | 31.56         |
| rwfslt        | 07/22/15    | UNITED SITE SERVICES       | PORTA POTTY 7/10/15-8/6/15                     | 263.82        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | M. ZAVALA: W/E 7/12/15                         | 368.64        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | C. HIVES: W/E 7/12/15                          | 430.08        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | S. SWANSON: W/E 7/12/15                        | 230.40        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | S. LONDON: W/E 7/12/15                         | 345.60        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | L. KUEFNER: W/E 7/12/15                        | 453.12        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | A. BAXTER: W/E 7/12/15                         | 368.64        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | H. SEGELEKE: W/E 7/12/15                       | 368.64        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | K. GARCIA: W/E 7/12/15                         | 560.64        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | S. JENNE: W/E 7/12/15                          | 207.36        |
| rwfslt        | 07/22/15    | BARRETT BUSINESS SERVICES  | D. RODRIGUEZ: W/E 7/12/15                      | 353.28        |
| rwfslt        | 07/27/15    | HDS WHITE CAP CONST SUPPLY | CANOPY FOR RESIDENTIAL FILL STATION ATTENDANTS | 313.58        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | M. ZAVALA: W/E 7/19/15                         | 368.64        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | C. HIVES: W/E 7/19/15                          | 376.32        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | S. SWANSON: W/E 7/19/15                        | 230.40        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | S. LONDON: W/E 7/19/15                         | 253.44        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | L. KUEFNER: W/E 7/24/15                        | 437.76        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | A. BAXTER: W/E 7/19/15                         | 368.64        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | H. SEGELEKE: W/E 7/19/15                       | 245.76        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | K. GARCIA: W/E 7/19/15                         | 399.36        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | S. JENNE: W/E 7/19/15                          | 207.36        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | D. RODRIGUEZ: W/E 7/19/15                      | 322.56        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | C. HIVES: W/E 7/26/15                          | 806.40        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | S. SWANSON: W/E 07/26/15                       | 506.88        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | S. LONDON: W/E 7/26/15                         | 460.80        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | L. KUEFNER: W/E 7/26/15                        | 468.48        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | A. BAXTER: W/E 7/26/15                         | 433.92        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | H. SEGELEKE: W/E 7/26/15                       | 422.40        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | K. GARCIA: W/E 7/26/15                         | 629.76        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | S. JENNE: W/E 7/26/15                          | 460.80        |
| rwfslt        | 07/28/15    | BARRETT BUSINESS SERVICES  | D. RODRIGUEZ: W/E 7/26/15                      | 506.88        |
| rwfslt        | 07/28/15    | CAL-STEAM                  | THRD COMP FLG FOR RES RW FILL STATIONS         | 80.44         |
| rwfslt        | 07/28/15    | W.W. GRAINGER              | COOLING TOWELS FOR DROUGHT FILL STATION        | 31.50         |
| rwfslt        | 07/28/15    | MSC INDUSTRIAL SUPPLY CO   | DROUGHT MISC SAFETY SUPPLIES & EQUIPMENT       | 70.88         |

**DROUGHT - DETAIL OF EXPENSES THROUGH**
**2/29/2016**

| String | Date     | Vendor                     | Description                                       | Amount   |
|--------|----------|----------------------------|---|----------|
| rwf1st | 07/28/15 | VERIZON WIRELESS           | CELL PHN SVC AND EQUPTMNT CHARGES 07/04 -08/03/15 | 19.07    |
| rwf1st | 07/28/15 | HDS WHITE CAP CONST SUPPLY | DELINEATORS FOR RW FILL STATION DUBLIN            | 227.58   |
| rwf1st | 08/12/15 | A-1 ENTERPRISES            | PORTA POTTY JUL '15                               | 236.46   |
| rwf1st | 08/12/15 | BARRETT BUSINESS SERVICES  | M. ZAVALA: W/E 8/2/15                             | 593.28   |
| rwf1st | 08/13/15 | BARRETT BUSINESS SERVICES  | C. HIVES: W/E 8/2/15                              | 788.48   |
| rwf1st | 08/13/15 | BARRETT BUSINESS SERVICES  | S. LONDON: W/E 8/2/15                             | 460.80   |
| rwf1st | 08/13/15 | BARRETT BUSINESS SERVICES  | L. KUEFNER: W/E 8/2/15                            | 491.52   |
| rwf1st | 08/13/15 | BARRETT BUSINESS SERVICES  | A. BAXTER: W/E 8/2/15                             | 437.76   |
| rwf1st | 08/13/15 | BARRETT BUSINESS SERVICES  | H. SEGELKE: W/E 8/2/15                            | 445.44   |
| rwf1st | 08/13/15 | BARRETT BUSINESS SERVICES  | K. GARCIA: W/E 8/2/15                             | 585.60   |
| rwf1st | 08/13/15 | BARRETT BUSINESS SERVICES  | S. JENNE: W/E 8/2/15                              | 460.80   |
| rwf1st | 08/13/15 | BARRETT BUSINESS SERVICES  | D. RODRIGUEZ: W/E 8/2/15                          | 506.88   |
| rwf1st | 08/17/15 | MCGUIRE & HESTER           | 7/2/15 REPAIR AC FAILURE @ WWTP                   | 5,134.36 |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | M. ZAVALA: W/E 8/9/15                             | 460.80   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | K. GARCIA: W/E 8/9/15                             | 583.68   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | K. KOLODZIE: W/E 8/9/15                           | 364.80   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | C. HIVES: W/E 8/9/15                              | 788.48   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | S. LONDON: W/E 8/9/15                             | 291.84   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | L. KUEFNER: W/E 8/9/15                            | 245.76   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | A. BAXTER: W/E 8/9/15                             | 368.64   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | S. JENNE: W/E 8/9/15                              | 460.80   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | D. RODRIGUEZ: W/E 8/9/15                          | 629.76   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | P. BRICK JR: W/E 8/9/15                           | 311.04   |
| rwf1st | 08/18/15 | BARRETT BUSINESS SERVICES  | H. SEGELKE: W/E 8/9/15                            | 368.64   |
| rwf1st | 08/20/15 | STEVE DELIGHT              | RW Fill Station repair: Snap hooks                | 12.98    |
| rwf1st | 08/18/15 | RADIO SHACK                | MICRO USB AC ADAPTER                              | 16.41    |
| rwf1st | 08/19/15 | UNITED SITE SERVICES       | DUBLIN RW FILL STATION: PORTA POTTY AUG '15       | 263.82   |
| rwf1st | 08/19/15 | RADIO SHACK                | 3 MICRO USB AC ADAPTER                            | 54.44    |
| rwf1st | 08/25/15 | FED-EX                     | SHIPPING CHARGES - SEND SCANNER FOR REPAIR        | 80.80    |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | S. LONDON: W/E 8/16/15                            | 84.48    |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | M. ZAVALA: W/E 8/16/15                            | 414.72   |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | K. KOLODZIE: W/E 8/16/15                          | 245.76   |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | C. HIVES: W/E 8/16/15                             | 788.48   |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | P. BRICK JR: W/E 8/16/15                          | 506.88   |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | S. SWANSON: W/E 8/16/15                           | 460.80   |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | L. KUEFNER: W/E 8/16/15                           | 122.88   |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | A. BAXTER: W/E 8/16/15                            | 368.64   |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | A. JEW: W/E 8/16/15                               | 61.44    |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | H. SEGELKE: W/E 8/16/15                           | 368.64   |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | K. GARCIA: W/E 8/16/15                            | 460.80   |
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES  | S. JENNE: W/E 8/16/15                             | 460.80   |

**DROUGHT - DETAIL OF EXPENSES THROUGH**
**2/29/2016**

| String | Date     | Vendor                    | Description                                 | Amount |
|--------|----------|---------------------------|---|--------|
| rwf1st | 08/25/15 | BARRETT BUSINESS SERVICES | D. RODRIGUEZ: W/E 8/16/15                   | 337.92 |
| rwf1st | 09/01/15 | MCGUIRE & HESTER          | Valve repair at Dublin Recycle              | 349.02 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | M. ZAVALA: W/E 8/23/15                      | 368.64 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | K. KOLODZIE: W/E 8/23/15                    | 629.76 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | C. HIVES: W/E 8/23/15                       | 788.48 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | P. BRICK: W/E 8/28/15                       | 506.88 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | S. SWANSON: W/E 8/23/15                     | 280.32 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | L. KUEFNER: W/E 8/23/15                     | 299.52 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | A. JEW: W/E 8/23/15                         | 460.80 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | H. SEGELKE: W/E 8/23/15                     | 122.88 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | K. GARCIA: W/E 8/23/15                      | 403.20 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | S. JENNE: W/E 8/23/15                       | 414.72 |
| rwf1st | 09/01/15 | BARRETT BUSINESS SERVICES | D. RODRIGUEZ: W/E 8/23/15                   | 506.88 |
| rwf1st | 09/03/15 | ORCHARD SUPPLY HARDWARE   | Supplies for Recycled Water fill station    | 14.21  |
| rwf1st | 09/09/15 | BARRETT BUSINESS SERVICES | C. HIVES: W/E 8/30/15                       | 808.64 |
| rwf1st | 09/09/15 | BARRETT BUSINESS SERVICES | P. BRICK JR: W/E 8/30/15                    | 522.24 |
| rwf1st | 09/09/15 | BARRETT BUSINESS SERVICES | K. GARCIA: W/E 8/30/15                      | 276.48 |
| rwf1st | 09/09/15 | BARRETT BUSINESS SERVICES | S. JENNE: W/E 8/30/15                       | 483.84 |
| rwf1st | 09/10/15 | MSC INDUSTRIAL SUPPLY CO  | WATER COOLERS FOR RECYCLED WATER STAFF      | 73.41  |
| rwf1st | 09/10/15 | BARRETT BUSINESS SERVICES | S. SWANSON: W/E 8/30/15                     | 184.32 |
| rwf1st | 09/10/15 | BARRETT BUSINESS SERVICES | G. PHILLIPS: W/E 8/16/15                    | 92.16  |
| rwf1st | 09/10/15 | BARRETT BUSINESS SERVICES | M. ZAVALA: W/E 8/30/15                      | 414.72 |
| rwf1st | 09/10/15 | BARRETT BUSINESS SERVICES | K. KOLODZIE: W/E 8/30/15                    | 460.80 |
| rwf1st | 09/10/15 | BARRETT BUSINESS SERVICES | L. KUEFNER: W/E 8/30/15                     | 245.76 |
| rwf1st | 09/10/15 | BARRETT BUSINESS SERVICES | A. JEW: W/E 8/30/15                         | 122.88 |
| rwf1st | 09/10/15 | BARRETT BUSINESS SERVICES | H. SEGELKE: W/E 8/30/15                     | 291.84 |
| rwf1st | 09/10/15 | BARRETT BUSINESS SERVICES | D. RODRIGUEZ: W/E 8/30/15                   | 506.88 |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | K. GARCIA: W/E 8/30/15                      | 30.72  |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | M. ZAVALA: W/E 9/6/15                       | 368.64 |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | C. HIVES: W/E 9/6/15                        | 808.64 |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | P. BRICK: W/E 9/6/15                        | 337.92 |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | G. PHILLIPS: W/E 9/6/15                     | 414.72 |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | A. JEW: W/E 9/6/15                          | 337.92 |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | H. SEGELKE: W/E 9/6/15                      | 414.72 |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | K. GARCIA: W/E 9/6/15                       | 245.76 |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | S. JENNE: W/E 9/6/15                        | 414.72 |
| rwf1st | 09/15/15 | BARRETT BUSINESS SERVICES | D. RODRIGUEZ: W/E 9/6/15                    | 506.88 |
| rwf1st | 09/17/15 | A-1 ENTERPRISES           | WWTP RW FILL STATION: PORTA POTTY AUG '15   | 236.46 |
| rwf1st | 09/17/15 | UNITED SITE SERVICES      | DUBLIN RW FILL STATION: PORTA POTTY SEP '15 | 263.82 |
| rwf1st | 09/20/15 | MANPOWER GROUP US INC     | C. CAVE & D. KELLER: W/E 09/20/15           | 686.40 |
| rwf1st | 09/21/15 | VERIZON WIRELESS          | CELL PHN SVC CHARGES 08/04 -09/03/15        | 25.45  |

**DROUGHT - DETAIL OF EXPENSES THROUGH**
**2/29/2016**

| String | Date     | Vendor                         | Description                                    | Amount   |
|--------|----------|--------------------------------|--|----------|
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | K. KOLODZIE: W/E 9/6/15                        | 337.92   |
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | C. HIVES: W/E 9/13/15                          | 591.36   |
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | P. BRICK JR.: W/E 9/13/15                      | 460.80   |
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | A. JEW: W/E 9/13/15                            | 460.80   |
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | K. GARCIA: W/E 9/13/15                         | 245.76   |
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | S. JENNE: W/E 9/13/15                          | 291.84   |
| rwf1st | 09/21/15 | ALLIED FLUID PRODUCTS CORP.    | 2" X 20' ORTAC HOSE FOR COMM FILL STATION (2)  | 544.98   |
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | M. ZAVALA: W/E 9/13/15                         | 245.76   |
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | K. KOLODZIE: W/E 9/13/15                       | 460.80   |
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | H. SEGELKE: W/E 9/13/15                        | 291.84   |
| rwf1st | 09/21/15 | BARRETT BUSINESS SERVICES      | D. RODRIGUEZ: W/E 9/13/15                      | 337.92   |
| rwf1st | 09/24/15 | MANPOWER GROUP US INC          | C. CAVE & D. KELLAR: W/E 08/30/15              | 381.81   |
| rwf1st | 09/24/15 | MANPOWER GROUP US INC          | C. CAVE & D. KELLAR: W/E 09/06/15              | 600.60   |
| rwf1st | 09/24/15 | MANPOWER GROUP US INC          | C. CAVE & D. KELLAR: W/E 09/13/15              | 274.56   |
| rwf1st | 09/29/15 | BARCODE WAREHOUSE              | CASE OF POLY PROT TAPE FOR RW STICKERS         | 115.36   |
| rwf1st | 09/30/15 | HOME DEPOT                     | PARTS FOR FILL STATION                         | 108.26   |
| rwf1st | 09/30/15 | HOME DEPOT                     | 5 GAL WATER COOLER DUBLIN FILL STATION         | 36.04    |
| rwf1st | 09/30/15 | BARRETT BUSINESS SERVICES      | M. ZAVALA: W/E 9/20/15                         | 368.64   |
| rwf1st | 09/30/15 | BARRETT BUSINESS SERVICES      | K. KOLODZIE: W/E 9/20/15                       | 629.76   |
| rwf1st | 09/30/15 | BARRETT BUSINESS SERVICES      | C. HIVES: W/E 9/20/15                          | 808.64   |
| rwf1st | 09/30/15 | BARRETT BUSINESS SERVICES      | P. BRICK JR:W/E 9/20/15                        | 168.96   |
| rwf1st | 09/30/15 | BARRETT BUSINESS SERVICES      | G. PHILLIPS: W/E 9/20/15                       | 629.76   |
| rwf1st | 09/30/15 | BARRETT BUSINESS SERVICES      | A. JEW: W/E 9/20/15                            | 337.92   |
| rwf1st | 09/30/15 | BARRETT BUSINESS SERVICES      | K. GARCIA: W/E 9/20/15                         | 491.52   |
| rwf1st | 09/30/15 | BARRETT BUSINESS SERVICES      | S. JENNE: W/E 9/20/15                          | 460.80   |
| rwf1st | 10/02/15 | FASTSIGNS                      | RW MAGNETIC SIGNS FOR COMMERCIAL HAULERS       | 2,601.72 |
| rwf1st | 10/05/15 | HDS WHITE CAP CONST SUPPLY     | CAPS FOR SHADE STRUCTURES                      | 18.51    |
| rwf1st | 10/06/15 | BARRETT BUSINESS SERVICES      | P. BRICK JR.: W/E 9/27/15                      | 506.88   |
| rwf1st | 10/06/15 | BARRETT BUSINESS SERVICES      | M. ZAVALA: W/E 9/27/15                         | 368.64   |
| rwf1st | 10/06/15 | BARRETT BUSINESS SERVICES      | K. KOLODZIE: W/E 9/27/15                       | 495.36   |
| rwf1st | 10/06/15 | BARRETT BUSINESS SERVICES      | C. HIVES: W/E 9/27/15                          | 808.64   |
| rwf1st | 10/06/15 | BARRETT BUSINESS SERVICES      | G. PHILLIPS: W/E 9/27/15                       | 460.80   |
| rwf1st | 10/06/15 | BARRETT BUSINESS SERVICES      | A. JEW: W/E 9/27/15                            | 353.28   |
| rwf1st | 10/06/15 | BARRETT BUSINESS SERVICES      | K. GARCIA: W/E 9/27/15                         | 322.56   |
| rwf1st | 10/06/15 | BARRETT BUSINESS SERVICES      | S. JENNE: W/E 9/27/15                          | 460.80   |
| rwf1st | 10/06/15 | RICHERT LUMBER                 | (2QTY) GAZEBO FOR RESIDENTIAL RW FILL STATION  | 481.78   |
| rwf1st | 10/12/15 | FAIRWAY EQUIPMENT & SUPPLY CO  | REPLT BRASS ANGLE GLOBE VALVE FOR FILL STATION | 956.60   |
| rwf1st | 10/12/15 | FAIRWAY EQUIPMENT & SUPPLY CO  | BRASS RW GATE VALVE FOR FILL STATION (qty2)    | 876.68   |
| rwf1st | 10/12/15 | FAIRWAY EQUIPMENT & SUPPLY CO  | REPLT HOSE FOR FILL STATION                    | 1,391.92 |
| rwf1st | 10/12/15 | A-1 ENTERPRISES                | WWTP RW FILL STATION: PORTA POTTY SEP '15      | 236.46   |
| rwf1st | 10/12/15 | BARRETT BUSINESS SERVICES INC. | M. ZAVALA: W/E 10/04/15                        | 368.64   |

**DROUGHT - DETAIL OF EXPENSES THROUGH**
**2/29/2016**

| String | Date     | Vendor                         | Description                                    | Amount |
|--------|----------|--------------------------------|--|--------|
| rwf1st | 10/12/15 | BARRETT BUSINESS SERVICES INC. | K. KOLODZIE: W/E 10/04/15                      | 337.92 |
| rwf1st | 10/12/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 10/04/15                         | 808.64 |
| rwf1st | 10/12/15 | BARRETT BUSINESS SERVICES INC. | P. BRICK JR.: W/E 10/04/15                     | 583.68 |
| rwf1st | 10/12/15 | BARRETT BUSINESS SERVICES INC. | G. PHILLIPS: W/E 10/04/15                      | 414.72 |
| rwf1st | 10/12/15 | BARRETT BUSINESS SERVICES INC. | A. JEW: W/E 10/04/15                           | 337.92 |
| rwf1st | 10/12/15 | BARRETT BUSINESS SERVICES INC. | K. GARCIA: W/E 10/04/15                        | 491.52 |
| rwf1st | 10/12/15 | BARRETT BUSINESS SERVICES INC. | S. JENNE: W/E 10/04/15                         | 337.92 |
| rwf1st | 10/13/15 | BALLESTEROS, MONA - PETTY CASH | Ice for Recycled Water fill station            | 153.46 |
| rwf1st | 10/14/15 | MANPOWER GROUP US INC          | C. CAVE: W/E 10/04/15                          | 411.84 |
| rwf1st | 10/15/15 | MANPOWER GROUP US INC          | C. CAVE W/E 09/27/15                           | 463.32 |
| rwf1st | 10/15/15 | VERIZON WIRELESS               | CELL PHN SVC AND EQMT CHARGES 09/04 - 10/03/15 | 23.70  |
| rwf1st | 10/20/15 | BARRETT BUSINESS SERVICES INC. | M. ZAVALA: W/E 10/11/15                        | 433.92 |
| rwf1st | 10/20/15 | BARRETT BUSINESS SERVICES INC. | K. KOLODZIE: W/E 10/11/15                      | 460.80 |
| rwf1st | 10/20/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 10/11/15                         | 734.72 |
| rwf1st | 10/20/15 | BARRETT BUSINESS SERVICES INC. | P. BRICK JR.: W/E 10/11/15                     | 460.80 |
| rwf1st | 10/20/15 | BARRETT BUSINESS SERVICES INC. | W. RHODES: W/E 10/11/15                        | 322.56 |
| rwf1st | 10/20/15 | BARRETT BUSINESS SERVICES INC. | A. JEW: W/E 10/11/15                           | 122.88 |
| rwf1st | 10/20/15 | BARRETT BUSINESS SERVICES INC. | K. GARCIA: W/E 10/11/15                        | 368.64 |
| rwf1st | 10/20/15 | BARRETT BUSINESS SERVICES INC. | S. JENNE: W/E 10/11/15                         | 414.72 |
| rwf1st | 10/21/15 | MANPOWER GROUP US INC          | C. CAVE: W/E 10/11/15                          | 437.58 |
| rwf1st | 10/22/15 | UNITED SITE SERVICES           | DUBLIN RW FILL STATION: PORTA POTTY OCT '15    | 263.82 |
| rwf1st | 10/26/15 | BARRETT BUSINESS SERVICES INC. | M. ZAVALA: W/E 10/18/15                        | 245.76 |
| rwf1st | 10/26/15 | BARRETT BUSINESS SERVICES INC. | K. KOLODZIE: W/E 10/18/15                      | 437.76 |
| rwf1st | 10/26/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 10/18/15                         | 701.12 |
| rwf1st | 10/26/15 | BARRETT BUSINESS SERVICES INC. | P. BRICK JR.: W/E 10/18/15                     | 437.76 |
| rwf1st | 10/26/15 | BARRETT BUSINESS SERVICES INC. | W. RHODES: W/E 10/18/15                        | 364.80 |
| rwf1st | 10/26/15 | BARRETT BUSINESS SERVICES INC. | A. JEW: W/E 10/18/15                           | 385.92 |
| rwf1st | 10/26/15 | BARRETT BUSINESS SERVICES INC. | K. GARCIA: W/E 10/18/15                        | 245.76 |
| rwf1st | 10/26/15 | BARRETT BUSINESS SERVICES INC. | S. JENNE: W/E 10/18/15                         | 537.60 |
| rwf1st | 10/27/15 | MANPOWER GROUP US INC          | C. CAVE: W/E 10/18/15                          | 274.56 |
| rwf1st | 11/02/15 | BARRETT BUSINESS SERVICES INC. | W. RHODES: W/E 10/18/15                        | 15.36  |
| rwf1st | 11/02/15 | BARRETT BUSINESS SERVICES INC. | M. ZAVALA: W/E 10/25/15                        | 368.64 |
| rwf1st | 11/02/15 | BARRETT BUSINESS SERVICES INC. | K. KOLODZIE: W/E 10/25/15                      | 414.72 |
| rwf1st | 11/02/15 | BARRETT BUSINESS SERVICES INC. | P. BRICK JR.: W/E 10/25/15                     | 437.76 |
| rwf1st | 11/02/15 | BARRETT BUSINESS SERVICES INC. | W. RHODES: W/E 10/25/15                        | 391.68 |
| rwf1st | 11/02/15 | BARRETT BUSINESS SERVICES INC. | A. JEW: W/E 10/25/15                           | 245.76 |
| rwf1st | 11/02/15 | BARRETT BUSINESS SERVICES INC. | K. GARCIA: W/E 10/25/15                        | 514.56 |
| rwf1st | 11/02/15 | BARRETT BUSINESS SERVICES INC. | S. JENNE: W/E 10/25/15                         | 483.84 |
| rwf1st | 11/02/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 10/25/15                         | 701.12 |
| rwf1st | 11/03/15 | ORCHARD SUPPLY HARDWARE        | Lock for pumps                                 | 9.30   |
| rwf1st | 11/04/15 | MANPOWER GROUP US INC          | C. CAVE: W/E 10/25/15                          | 300.30 |

**DROUGHT - DETAIL OF EXPENSES THROUGH**
**2/29/2016**

| String | Date     | Vendor                         | Description                                    | Amount |
|--------|----------|--------------------------------|--|--------|
| rwfslt | 11/09/15 | BARRETT BUSINESS SERVICES INC. | M. ZAVALA: W/E 11/01/15                        | 368.64 |
| rwfslt | 11/09/15 | BARRETT BUSINESS SERVICES INC. | K. KOLODZIE: W/E 11/01/15                      | 437.76 |
| rwfslt | 11/09/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 11/01/15                         | 772.80 |
| rwfslt | 11/09/15 | BARRETT BUSINESS SERVICES INC. | P. BRICK JR.: W/E 11/01/15                     | 437.76 |
| rwfslt | 11/09/15 | BARRETT BUSINESS SERVICES INC. | W. RHODES: W/E 11/01/15                        | 368.64 |
| rwfslt | 11/09/15 | BARRETT BUSINESS SERVICES INC. | G. PHILLIPS: W/E 11/01/15                      | 291.84 |
| rwfslt | 11/09/15 | BARRETT BUSINESS SERVICES INC. | A. JEW: W/E 11/01/15                           | 360.96 |
| rwfslt | 11/09/15 | BARRETT BUSINESS SERVICES INC. | S. JENNE: W/E 11/01/15                         | 391.68 |
| rwfslt | 11/11/15 | MANPOWER GROUP US INC          | C. CAVE: W/E 11/01/15                          | 411.84 |
| rwfslt | 11/12/15 | MANPOWER GROUP US INC          | C. CAVE: W/E 11/08/15                          | 394.68 |
| rwfslt | 11/16/15 | VERIZON WIRELESS               | CELL PHN SVC AND EQMT CHARGES 10/04 - 11/03/15 | 23.62  |
| rwfslt | 11/17/15 | A-1 ENTERPRISES                | WWTP RW FILL STATION: PORTA POTTY OCT '15      | 236.46 |
| rwfslt | 11/17/15 | BARRETT BUSINESS SERVICES INC. | M. ZAVALA: W/E 11/08/15                        | 122.88 |
| rwfslt | 11/17/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 11/08/15                         | 322.56 |
| rwfslt | 11/17/15 | BARRETT BUSINESS SERVICES INC. | P. BRICK JR.: W/E 11/08/15                     | 245.76 |
| rwfslt | 11/17/15 | BARRETT BUSINESS SERVICES INC. | W. RHODES: W/E 11/08/15                        | 368.64 |
| rwfslt | 11/17/15 | BARRETT BUSINESS SERVICES INC. | S. JENNE: W/E 11/08/15                         | 368.64 |
| rwfslt | 11/19/15 | MANPOWER GROUP US INC          | C. CAVE: W/E 11/15/15                          | 274.56 |
| rwfslt | 11/24/15 | BARRETT BUSINESS SERVICES INC. | S. JENNE: W/E 11/15/15                         | 245.76 |
| rwfslt | 11/24/15 | BARRETT BUSINESS SERVICES INC. | W. RHODES: W/E 11/15/15                        | 245.76 |
| rwfslt | 11/24/15 | BARRETT BUSINESS SERVICES INC. | P. BRICK JR.: W/E 11/15/15                     | 245.76 |
| rwfslt | 11/24/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 11/15/15                         | 322.56 |
| rwfslt | 11/24/15 | BARRETT BUSINESS SERVICES INC. | M. ZAVALA: W/E 11/15/15                        | 122.88 |
| rwfslt | 11/24/15 | BARRETT BUSINESS SERVICES INC. | K. KOLODZIE: W/E 11/15/15                      | 122.88 |
| rwfslt | 12/02/15 | MANPOWER GROUP US INC          | C. CAVE: W/E 11/22/15                          | 274.56 |
| rwfslt | 12/02/15 | FED-EX                         | SHIPPING CHARGES - SEND SCANNER FOR REPAIR     | 24.73  |
| rwfslt | 12/02/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 11/22/15                         | 609.28 |
| rwfslt | 12/02/15 | BARRETT BUSINESS SERVICES INC. | S. JENNE: W/E 11/22/15                         | 245.76 |
| rwfslt | 12/02/15 | BARRETT BUSINESS SERVICES INC. | M. ZAVALA: W/E 11/22/15                        | 122.88 |
| rwfslt | 12/02/15 | BARRETT BUSINESS SERVICES INC. | K. KOLODZIE: W/E 11/22/15                      | 122.88 |
| rwfslt | 12/02/15 | BARRETT BUSINESS SERVICES INC. | P. BRICK JR.: W/E 11/22/15                     | 122.88 |
| rwfslt | 12/02/15 | BARRETT BUSINESS SERVICES INC. | W. RHODES: W/E 11/22/15                        | 122.88 |
| rwfslt | 12/10/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 11/29/15                         | 358.40 |
| rwfslt | 12/10/15 | BARRETT BUSINESS SERVICES INC. | P. BRICK: W/E 11/29/15                         | 107.52 |
| rwfslt | 12/10/15 | BARRETT BUSINESS SERVICES INC. | K. KOLODZIE: W/E 11/29/15                      | 19.20  |
| rwfslt | 12/10/15 | BARRETT BUSINESS SERVICES INC. | S. JENNE: W/E 11/29/15                         | 107.52 |
| rwfslt | 12/17/15 | A-1 ENTERPRISES                | WWTP RW FILL STATION: PORTA POTTY NOV '15      | 236.46 |
| rwfslt | 12/17/15 | BARRETT BUSINESS SERVICES INC. | M. ZAVALA: W/E 12/06/15                        | 107.52 |
| rwfslt | 12/17/15 | BARRETT BUSINESS SERVICES INC. | K. KOLODZIE: W/E 12/06/15                      | 42.24  |
| rwfslt | 12/17/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 12/06/15                         | 336.00 |
| rwfslt | 12/22/15 | VERIZON WIRELESS               | CELL PHN SVC AND EQPMT CHARGES 11/04 -12/03/15 | 22.74  |

**DROUGHT - DETAIL OF EXPENSES THROUGH**
**2/29/2016**
**Description**
**Amount**

| String | Date     | Vendor                         | Description                                     | Amount   |
|--------|----------|--------------------------------|---|----------|
| rwflst | 12/22/15 | BARRETT BUSINESS SERVICES INC. | C. HIVES: WE 12/13/15                           | 134.40   |
| rwflst | 12/24/15 | TREE TOP PRODUCTS              | RW Fill Station (2) 19' Speed Humps             | 1,913.66 |
| rwflst | 12/28/15 | FASTSIGNS                      | FILL STATION SIGN "STATION CLOSING OCT 30, 4PM" | 388.73   |
| rwflst | 01/04/16 | BARRETT BUSINESS SERVICES INC. | CURTIS HIVES: W/E 12/20/15                      | 35.84    |
| rwflst | 01/04/16 | BARRETT BUSINESS SERVICES INC. | P.BRICK JR., W/E 12/20/15                       | 92.16    |
| rwflst | 01/04/16 | BARRETT BUSINESS SERVICES INC. | C. HIVES: ADJUSTMENT FOR W/E 12/13/15           | 26.88    |
| rwflst | 01/12/16 | BARRETT BUSINESS SERVICES INC. | P. BRICK: WE 01/03/16                           | 92.16    |
| rwflst | 01/20/16 | VERIZON WIRELESS               | CELL PHN SVC AND EQPT CHARGES 12/04 -01/03/16   | 22.82    |
| rwflst | 01/20/16 | BARRETT BUSINESS SERVICES INC. | C. HIVES: WE 01/03/16                           | 143.36   |
| rwflst | 01/21/16 | A-1 ENTERPRISES                | WWTP RW FILL STATION: PORTA POTTY DEC '15       | 236.46   |
| rwflst | 02/03/16 | BARRETT BUSINESS SERVICES INC. | C. HIVES: WE 01/24/16                           | 35.84    |
| rwflst | 02/09/16 | BARRETT BUSINESS SERVICES INC. | C. HIVES: W/E 01/31/16                          | 35.84    |
| rwflst | 02/09/16 | BARRETT BUSINESS SERVICES INC. | P. BRICK JR.: W/E 01/31/16                      | 92.16    |
| rwflst | 02/11/16 | A-1 ENTERPRISES                | WWTP RW FILL STATION: PORTA POTTY JAN '16       | 236.46   |
| rwflst | 02/11/16 | VERIZON WIRELESS               | CELL PHN SVC AND EQPT CHARGES 01/04 -02/03/16   | 22.82    |
| rwflst | 02/17/16 | BARRETT BUSINESS SERVICES INC. | C. HIVES: WE 02/07/16                           | 143.36   |
| rwflst | 02/17/16 | BARRETT BUSINESS SERVICES INC. | S. JENNE: WE 02/07/16                           | 92.16    |

**rwflst Total** **103,234.24**
**tempst**
**tempst Total** -

|        |          |                |  |          |
|--------|----------|----------------|--|----------|
| wtrcre | 12/01/15 | Wisewater User |  | 1,408.00 |
| wtrcre | 12/15/15 | Wisewater User |  | 1,578.00 |
| wtrcre | 12/29/15 | Wisewater User |  | 8.00     |
| wtrcre | 01/01/16 | Wisewater User |  | 1,568.00 |
| wtrcre | 01/11/16 | Wisewater User |  | 8.00     |
| wtrcre | 01/15/16 | Wisewater User |  | 2,496.00 |

**wtrcre Total** **7,066.00**
**Grand Total** **137,270.66**



# Dublin San Ramon Services District

## Summary & Recommendation

**Agenda Item 9C**

|   |   |  |
|---|---|--|
| Reference<br>Engineering Services Manager   | Type of Action<br>Approve Staff Authority | Board Meeting of<br>March 15, 2016               |
| Subject<br>Approve Staff Authority to Submit Grant Application for Bay Area Biosolids to Energy Project |   |  |
| <input type="checkbox"/> Motion   | <input type="checkbox"/> Minute Order     | <input checked="" type="checkbox"/> Resolution   |
| REPORT:   | <input type="checkbox"/> Verbal           | <input checked="" type="checkbox"/> Presentation |

### **Recommendation:**

The Engineering Services Manager recommends the Board of Directors approve, by Resolution, authority for staff to submit a grant application to the California State Water Board in connection with the Bay Area Biosolids to Energy Project.

### **Summary:**

On September 15, 2015 the Board received an update on the Biosolids to Energy Project, and approved, by Resolution, a reimbursement agreement with Synagro-WWT, Inc., in an amount not to exceed \$60,000, and authorized, by Motion, an out-of-state travel for District staff to observe a prototype project in operation by Synagro in Valencia, Spain.

Since that time, staff has been investigating many items from the checklist that was presented. One item is grant funding opportunities. There is a very promising planning grant through the State Water Resources Control Board that would match funds up to \$75,000. Matching funds can be items that are currently being expended such as staff time, preliminary engineering, and any other work that goes into the planning phase. The grant application requires Board approval by resolution.

The attached staff report is a written summary of the current project status and proposed grant.

| Committee Review                                 |   |                                     | Legal Review                                     | Staff Review                       |                            |             |
|--|---|-------------------------------------|--|------------------------------------|----------------------------|-------------|
| COMMITTEE<br>---                                 | DATE<br>---   | RECOMMENDATION<br>---               | Not Required                                     | ORIGINATOR<br>S. Delight           | DEPARTMENT<br>Eng 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 checked="" type="checkbox"/> Staff Report | <input type="checkbox"/> Ordinance |                            |             |
| <input checked="" type="checkbox"/> Cost<br>\$0  | <input type="checkbox"/> Funding Source<br>A.<br>B. |                                     | Attachments to S&R<br>1.<br>2.<br>3.             |                                    |                            |             |

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AUTHORITY FOR STAFF TO SUBMIT A PLANNING GRANT APPLICATION FOR THE BIOSOLIDS TO ENERGY FACILITY

---

WHEREAS, the District is a member agency of the Bay Area Biosolids to Energy Coalition, a coalition of various public agencies located in the San Francisco Bay Area working together to evaluate and implement a biosolids management solution for the Bay Area; and

WHEREAS, Synagro-WWT, Inc., (Synagro) is obligated through a term sheet signed with the Bay Area Biosolids to Energy Coalition to perform due diligence to investigate viability of hydrothermal oxidation technology for biosolids treatment; and

WHEREAS, the District and Synagro are collaborating to site and build a hydrothermal oxidation facility at the District's Wastewater Treatment Plant that will convert biosolids to recoverable resources, including energy; and

WHEREAS, the District wishes to submit a Water Recycling Funding Program Planning Grant Application with the State Water Resources Control Board; and

WHEREAS, the grant application requires an authorizing Resolution for Staff to submit the application.

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

1. The General Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of Dublin San Ramon Services District, a Water Recycling Funding Program Planning Grant Application with the State Water Resources Control Board for the planning, design, and construction of the Bay Area Biosolids to Energy Project (the Project).

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

2. The Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement for the State Water Resources Control Board and any amendments or changes thereto.
3. The Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District's responsibilities under the grant agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

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 15th day of March 2016, and passed by the following vote:

AYES:

NOES:

ABSENT:

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D.L. (Pat) Howard, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary

# STAFF REPORT



District Board of Directors  
March 15, 2016

## UPDATE ON BIOSOLIDS TO ENERGY AND AUTHORIZATION FOR DSRSD STAFF TO SUBMIT A GRANT APPLICATION TO THE CALIFORNIA STATE WATER BOARD

### BACKGROUND

On September 15, 2015 the Board received an update on the Biosolids to Energy project, approved by Resolution a reimbursement agreement with Synagro-WWT, Inc., (Synagro) in an amount not to exceed \$60,000, and authorized by Motion an out-of-state travel for DSRSD staff to observe a prototype project in operation by Synagro in Valencia, Spain.

Since that time, staff and Synagro have continued to make important progress on the project. Highlights include:

- Constructive discussions have been held with San Francisco Public Utilities Commission (SFPUC) regarding their participation as a biosolids supplier for this project.
- These discussions included working with SCFI, the technology provider, and Synagro to identify additional equipment necessary to handle the high levels of grit periodically contained in San Francisco's biosolids.
- Synagro has engaged a consultant (Carollo Engineers) to prepare a preliminary design and construction cost estimate for the project. This work is anticipated to be completed in approximately seven weeks.
- Staff engaged an environmental consultant (through our contract with MDB Engineers) to complete a preliminary review of the project from a CEQA compliance standpoint.
- On February 11, at a Pleasanton-DSRSD Liaison Committee, representatives from Pleasanton and DSRSD received an updated report on the status of the project. Pleasanton representatives provided a list of potential concerns for DSRSD to address prior to advancing the project.
- The technology is now in start-up in Valencia Spain and will be ready for viewing in late April through May 2016.
- A bill (SB1213) has been introduced into the California legislature that would provide \$12 million grant funding earmarked specifically for this project.
- Two other grant opportunities have been identified that could provide funding for this project. One is a competitive U.S. Department of Energy grant program that will be announced later this spring. The other is through the State Water Resources Control Board (SWRCB). It contains both planning and construction grant funding.

As described in September 15, 2015 staff report, there are number of questions that need to be answered, including:

1. Would such a project be of benefit to DSRSD's long-term solids handling needs?
2. Will the technology work as envisioned in a prototype project? The technical feasibility of the technology needs to be demonstrated. Synagro has already committed to funding this

feasibility study on behalf of the Bay Area Biosolids to Energy (BAB2E) Coalition, and is committed to conducting and assessing operations of a prototype facility in Valencia, Spain to satisfy this requirement.

3. Is a pilot facility physically suitable at the DSRSD site from an operational standpoint, given potential site layout issues, traffic circulation, noise impacts, visual impacts, community acceptability, etc.? The physical suitability of the pilot project at the DSRSD facility, along with acceptability of the facility to the City of Pleasanton needs to be addressed.
4. What are the type and scale of potential environmental impacts of such a facility? Preliminary engineering and environmental review are necessary to answer this.
5. Is such a pilot project economically feasible? The economic feasibility of a pilot project for DSRSD needs to be determined, based on a number of contractual and operating arrangements.
6. Can one or more interested partners be found to provide a reliable supply of drier solids to blend with DSRSD's wetter solids? SFPUC is the most promising partner at the moment and other member agencies have expressed interest. Complex financial details need to be worked out and negotiated in agreements.
7. What types of operational and capital investment arrangements are available for a project, and what are the financial risks and opportunities to DSRSD? Could a mutually satisfactory operating and capital investment agreement be developed between DSRSD and the operator, Synagro?

Towards the goal of answering key project questions prior to initiating design of the project, staff proposed last September and the Board approved that DSRSD explicitly take the lead on the project from BAB2E Coalition and begin work to answer these questions. Funding of \$100,000 is currently authorized in the Capital Budget. The Board also authorized entering into a Reimbursement Agreement in an amount not to exceed \$60,000 with Synagro.

The State Water Resources Control Board provides grants for planning and construction of water recycling projects through its Water Recycling Fund. The planning grant will cover 50% of eligible costs up to \$75,000. Their construction grant will provide funding in the amount of up to 35% of actual eligible construction costs incurred up to a maximum of \$15 million, including construction allowances, as well as eligible pilot projects, which may receive grant funds in the amount of up to 35% of actual eligible pilot study construction costs incurred up to a maximum of \$1 million. Both grant applications are open on a continuous basis.

Our consultant has discussed the DSRSD/Synagro project with Water Recycling Fund grant program staff and they believe that it would be eligible because the plant will produce over 3 million gallons of recyclable water per year. They understand that this is a small commercial scale technology demonstration that, if adopted Bay Area or statewide, would provide a significant source of new recycled water. They are also encouraged by the projects renewable energy production and traffic and greenhouse gas reduction potential.

Accordingly, the \$75,000 could be used to augment DSRSD costs for the activities necessary to answer the outstanding questions. Matching funds would come from DSRSD, BAB2E Coalition, Synagro and SCFI time and expenses. Accordingly, this action, if successful, would reduce DSRSD's cash outlay and could also be a good precursor to the 35% construction grant that the program offers.

Synagro, SCFI and the BAB2E Coalition and some of its individual members have offered to provide letters of support to this application.

## **RECOMMENDATION**

Staff recommends that the Board receive this update on the Biosolids to Energy project, authorize staff to complete, sign and submit the planning grant application and approve, by Resolution, the required staff authorization.

Attachment A: Planning Grant Application Form

# WATER RECYCLING FUNDING PROGRAM PLANNING GRANT APPLICATION

| <b>I. APPLICANT INFORMATION</b>  |                               |                              |                              |
|--|-------------------------------|------------------------------|------------------------------|
| Agency Name: Dublin San Ramon Services District  |                               |                              |                              |
| Agency Type: <input checked="" type="checkbox"/> Public – Local <input type="checkbox"/> Public - State <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: Specify   |                               |                              |                              |
| Charter City/County: <input type="checkbox"/> Yes <input type="checkbox"/> No  |                               |                              |                              |
| Street Address: 7051 Dublin Boulevard, Dublin, CA 94568  |                               |                              |                              |
| Mailing Address:   |                               |                              |                              |
| Congressional District(s): 13  | State Senate District(s): 7   |                              |                              |
| State Assembly District(s): 16   | County (or Counties): Alameda |                              |                              |
| Regional Water Board where the project will take place: <input type="checkbox"/> 1 (North Coast) <input checked="" type="checkbox"/> 2 (San Francisco Bay)<br><input type="checkbox"/> 3 (Central Coast) <input type="checkbox"/> 4 (Los Angeles) <input type="checkbox"/> 5 (Central Valley) <input type="checkbox"/> 6 (Lahontan)<br><input type="checkbox"/> 7 (Colorado River) <input type="checkbox"/> 8 (Santa Ana) <input type="checkbox"/> 9 (San Diego) |                               |                              |                              |
| Federal ID No.:  |                               |                              |                              |
| Authorized Representative Name, Title:   |                               |                              |                              |
| Phone No.:   | Email Address:                |                              |                              |
| General Contact Person Name, Title:  |                               |                              |                              |
| Phone No.: 925-828-0515  | Email Address:                |                              |                              |
| <b>II. PROJECT INFORMATION</b>   |                               |                              |                              |
| Project Title: Biosolids to Energy Project   |                               |                              |                              |
| Total Study Cost: \$   |                               |                              |                              |
| Grant Amount Requested: \$ 75,000.00   |                               |                              |                              |
| Note: The maximum grant is 50 percent of the total eligible study cost up to a maximum grant of \$75,000   |                               |                              |                              |
| Estimated Project Schedule   | Study starting date           | Submit draft facilities plan | Submit final facilities plan |
|  |                               |                              |                              |
| Funds for Cash Flow: The Agency is expected to have funds available to handle cash flow of the entire study cost, Pending receipt of grant disbursements.  |                               |                              |                              |
| Does the Agency have local funds on hand to cover the entire study cost? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |                               |                              |                              |
| Describe any other loans, grants, or other financial assistance provided to the grant applicant to assist in this study:   |                               |                              |                              |

| State Use Only  |  |
|-----------------|--|
| WRFP Project #  |  |
| Project Manager |  |
| Date Received   |  |

**III. REGULATORY INFORMATION**

NPDES Permit and/or WDR Order No.:

Has enforcement action occurred as a result of the water quality problem?

 Yes       No**IV. COMPLIANCE WITH URBAN WATER MANAGEMENT AND WATER RIGHTS REQUIREMENTS**

Are you an Urban Water Supplier\*?

 Yes       No

- If yes, have you submitted an Urban Water Management Plan to the Department of Water Resources?

 Yes       No

\*An Urban Water Supplier provides water for municipal purposes either directly or indirectly to more than 3,000 customers or supplies more than 3,000 acre-feet of water annually. The Urban Water Management Planning Act, Water Code, Section 10631.5, requires every urban water supplier to prepare and adopt an Urban Water Management Plan that includes specific elements.

Is your entity a water diverter and subject to section 5103 of the Water Code?

 Yes       No**V. DISCUSSION OF MATERIAL EVENTS, MATERIAL OBLIGATION CONDITIONS, AND ANY DEBT LIMIT**

Identify any current, prior or pending material events such as bankruptcy, defaults, litigation, grant jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit:

**VI. ATTACHMENTS**

- 1 – Study Scope (see WRFP Guidelines for suggested format)  
[http://www.waterboards.ca.gov/water\\_issues/programs/grants\\_loans/water\\_recycling/docs/tbl1.pdf](http://www.waterboards.ca.gov/water_issues/programs/grants_loans/water_recycling/docs/tbl1.pdf)
- 2 – Authorizing Resolution/ Ordinance (see attached example)
- 3 – Compliance with the Division of Financial Assistance Water Conservation Plan requirements
- 4 – Proof of Submittal of an Urban Water Management Plan to the Department of Water Resources
- 5 – Proof of Compliance with Demand Management Measures and Best Management Practices  
<http://www.water.ca.gov/wateruseefficiency/docs/compliance-ab1420.pdf>
- 6 – Certification for Compliance with Water Metering (see attached)
- 7 – Relevant Service, Management, Operating or Joint Powers Agreements (if applicable)

**CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE**

To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.

Name of Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## CERTIFICATION FOR COMPLIANCE WITH WATER METERING REQUIREMENTS FOR FUNDING APPLICATIONS



Funding Entity name: State Water Resources Control Board

Funding Program name: Water Recycling Funding Program

Applicant (Entity name): Dublin San Ramon Services District

Please check one of the boxes below and sign and date this form.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the Entity is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the applicant Entity has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Entity will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Entity may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Name of Authorized Representative  
(Please print)

Title

Signature of Authorized Representative

Date



# Dublin San Ramon Services District

## Summary & Recommendation

Agenda Item 9D

|  |   |                                    |
|--|---|------------------------------------|
| Reference<br>Engineering Services Manager  | Type of Action<br>Discuss and Provide Direction | Board Meeting of<br>March 15, 2016 |
| Subject<br>Discuss and Provide Direction on the Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy  |   |                                    |
| <input type="checkbox"/> Motion <input type="checkbox"/> Minute Order <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Informational <input type="checkbox"/> Other<br>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 receive a presentation on possible changes to the Use of Clean Water Revival Facilities and Demineralized Recycled Water policy (P300-11-1), and direct staff to bring back a Resolution adopting a revised policy to direct development of a potable reuse project (Option 1).

**Summary:**

In the 1990s, the District constructed facilities to demineralize recycled wastewater for injection into the Livermore-Amador Valley groundwater basin, for later extraction as a potable water source ("potable reuse"). Before the groundwater injection project could be placed into operation, the District ceased development and commissioning of the project. Subsequently, in 2002 the Board adopted Resolution No. 45-02 formally terminating the groundwater injection project, and later adopted a Use of Clean Water Revival Facilities and Demineralized Recycled Water policy (P300-11-1) for the re-purposing of the Clean Water Revival Program facilities.

In the aftermath of severe drought shortages in 2014 and 2015, the Board has taken a number of steps to re-open the issue of potable reuse of recycled wastewater, whether by groundwater injection as planned in the 1990s, or other potable reuse options. This involved adoption of specific action items in the 5-Year Strategic Plan last year, and the adoption of a new Water Supply, Storage, Conveyance, Quality, and Conservation policy last year. Moreover, a consensus recommendation made at the February 11, 2016 Tri-Valley Water Policy Roundtable supports the initiation of a Tri-Valley Joint Potable Reuse Feasibility Study.

The existing Use of Clean Water Revival Facilities and Demineralized Recycled Water policy is now inconsistent with other actions taken by the Board over the last year and is in need of updating. A proposed policy shift would change direction from prohibiting development of a potable reuse project to supporting the development of a potable reuse project.

The attached staff report provides further background on the use of Clean Water Revival Facilities and Demineralized Recycled Water policy.

| Committee Review                                 |   |                                     | Legal Review  | Staff Review                       |                            |             |
|--|---|-------------------------------------|---|------------------------------------|----------------------------|-------------|
| COMMITTEE<br>---                                 | DATE<br>---   | RECOMMENDATION<br>---               | Not Required  | ORIGINATOR<br>D. McIntyre          | DEPARTMENT<br>Eng 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 checked="" type="checkbox"/> Staff Report  | <input type="checkbox"/> Ordinance |                            |             |
| <input checked="" type="checkbox"/> Cost<br>\$0  | <input type="checkbox"/> Funding Source<br>A.<br>B. |                                     | Attachments to S&R<br>1. Use of Clean Water Revival Facilities and Demineralized Recycled Water Policy (P300-11-1)<br>2. Resolution No. 45-02<br>3. |                                    |                            |             |

# STAFF REPORT



District Board of Directors  
March 15, 2016

## DISCUSSION AND DIRECTION ON THE POLICY FOR “USE OF CLEAN WATER REVIVAL FACILITIES AND DEMINERALIZED RECYCLED WATER”

### BACKGROUND

In the late 1990’s DSRSD initiated development of a demineralized recycled water project for the purpose of injection of purified recycled water into the Livermore Amador Valley groundwater basins, for later extraction as a potable water source (“potable reuse”). DSRSD built a number of facilities for this “Clean Water Revival” project including a demonstration reverse osmosis treatment facility, and was preparing to complete one of the key remaining elements, the injection wells. However, as a result of community concern about the project, as well as resistance to the project by other agencies, DSRSD elected to suspend development of the Clean Water Revival project in 2000.

In 2002, the Board adopted Resolution No. 45-02 documenting the development and subsequent termination of the Clean Water Revival project (Resolution No. 45-02 is Attachment 2 to the Summary and Recommendation). The Resolution stated in part that:

- DSRSD will not inject water or wastewater into the groundwater basin;
- DSRSD is committed to recycled water for landscaping (tertiary recycled water);
- The existing Clean Water Revival project facilities would be re-purposed to support improved water quality in the Tri-Valley.

The most notable example was the re-use of a portion of the Clean Water Revival project pipeline to receive brine in order to serve Zone 7’s demineralization facility as part of the groundwater basin salt management strategy.

The Board provided further direction on the use of Clean Water Revival facilities and demineralized recycled water with the adoption of the “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy in 2011 (P300-11-1, Attachment 1 to the Summary and Recommendation). This policy statement reaffirmed DSRSD’s intention to not inject purified wastewater into the groundwater basin, and listed a number of acceptable options for re-purposing the existing Clean Water Revival program facilities.

In response to the Great Drought in 2014 and 2015, the Board of Directors began to reconsider the District’s long-term water supply. The District’s water supply reliability continues to demonstrate vulnerability, as illustrated by the 2014 and 2015 Drought. Moreover, the District’s sole potable water supply provider, Zone 7, imports approximately 80% of the Tri-Valley’s potable water supply from a single source, the State Water Project (SWP). The SWP receives water from the Delta, which is facing increasing regulatory and environmental uncertainty. Improvements to the Delta are currently being considered by the State and will be borne by local ratepayers. The improvement of the water supply derived from SWP involves the construction of twin bypass tunnels under the Delta, and is now known as the “California WaterFix”. The resultant reliability of the State Water Project and Delta after the “California WaterFix” has been completed is unknown. Furthermore, the complexity of the contemplated facilities and anticipated legal challenges may delay improvements to water supply reliability for District customers for years, if not decades. Thus, the reliability of the District’s current water supply is uncertain.

Throughout 2015, the Board took a number of actions to either explicitly or implicitly re-open the issue of potable reuse of purified wastewater, whether by groundwater injection into the groundwater basin, or other methods.

### 5-Year Strategic Plan

On May 19, 2015, the Board adopted the update of the 5-Year Strategic Plan, which included Strategic Goal #2.01 to increase the reliability of the water supply by diversifying the water supply portfolio. Moreover, the plan included Strategic Work Plan Task #2.01.06 to *"develop an Indirect Potable Reuse Project in partnership with one or more Tri-Valley partners."*

### 10 Year Capital Improvement Plan and 2 Year Capital Improvement Budget

On June 2, 2015, the Board approved the 10 Year Capital Improvement Plan and 2 Year Capital Improvement Budget, which included two projects that implicitly supported a potable reuse project:

- Water Reuse Demonstration Project (CIP 16-R013)
- Water Supply Reliability Project (CIP 16-W009)

### Alternative Water Supply Study

On October 20, 2015, the Board accepted the Alternative Water Supply Study. The study included a number of alternative water supply options that assumed that indirect potable reuse would become part of DSRSD's portfolio. The options looked at indirect potable reuse providing anywhere from 12% to 40% of DSRSD's ultimate water supply (2,825 acre-feet annually to 9,800 acre-feet annually).

### Water Supply, Storage, Conveyance, Quality, and Conservation Policy

On October 20, 2015, the Board adopted the Water Supply, Storage, Conveyance, Quality, and Conservation policy (P300-15-1) which implicitly supported potable reuse of purified recycled water. Specifically, three of the 12 policy statements noted the following:

- Policy Statement #3 – Diversify the sources of water supply so that no less than 60% of total demand (potable and recycled) is satisfied by local and regional water supplies.
- Policy Statement #5 – Explore, in partnership with other Tri-Valley agencies, the development of an expanded or additional local water facility to supplement the groundwater basin when flows from the State Water Project are jeopardized.
- Policy Statement #9 – With the exception of brine produced from recycling production, to discharge no treated wastewater to the Bay.

### Tri-Valley Water Policy Roundtable #6

On February 11, the sixth meeting of the Tri-Valley Water Policy Roundtables was held. This meeting, attended by 11 elected representatives of six local agencies (DSRSD, Zone 7, and the cities of Dublin, San Ramon, Pleasanton, and Livermore) considered the possibility of supporting a study of indirect potable reuse.

The Tri-Valley Water Policy Roundtable received a report that according to two of the eight scenarios in the Zone 7 2015 Water Supply Evaluation, a Tri-Valley potable reuse project (and/or regional desalination project) would be needed to continuously achieve compliance with Zone 7's adopted water reliability policy.

Results from a community survey were presented, showing that 63% of Tri-Valley residents were supportive of a potable reuse project incorporating groundwater injection, while only 29% of Tri-Valley residents were opposed. Moreover, 69% of residents were willing to pay a little more each month to ensure a reliable water supply. The support ranged from 56% willing to pay up to \$20/month to ensure a reliable water supply, to 82% willing to pay up to \$5/month to ensure a reliable water supply.

Based on the information presented, the 11 elected officials unanimously agreed to support a Joint Tri-Valley Potable Reuse Feasibility Study. Staff from the various water agencies are working to develop a scope of work for this study. The individual agencies will need to give final approval to participate in a Joint Feasibility Study.

## DISCUSSION

The above Board actions, combined with the results of Tri-Valley Water Policy Roundtable #6, are potentially inconsistent with the adopted “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1). Moreover, Resolution No. 45-02 may be in conflict with these later DSRSD Board actions. There are a number of options going forward to reconcile the various actions and policies.

### Option #1 – Significantly amend Policy P300-11-1

To underscore DSRSD’s commitment to a potable reuse project, and to explicitly affirm 2015 Board actions, the Board could direct a redrafting of the “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1). In this case, the policy would be restated to encourage development of an indirect potable reuse project, potentially including groundwater injection as one of the options. Further, the policy would allow for some elements of Clean Water Revival facilities to remain re-purposed for potable reuse. Lastly, such a redrafted policy would support the study of the optimal use of Clean Water Revival Facilities, whether to support other elements of a recycled water program, or to be rededicated as potable reuse facilities.

Under this option, Resolution No. 45-02 would be rescinded and a new Resolution adopting the revised “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1) would then be approved.

Because the Board has adopted a number of actions in 2015 that support potable reuse, including implicitly supporting the groundwater injection method of indirect reuse, and in light of current community support for groundwater injection of purified recycled water, the policy could be brought into timely alignment with these other actions and factors. Moreover, such a policy amendment would represent an emphatic statement of DSRSD’s new intent on a potable reuse project. However, on the other hand, the Board might conclude it is premature to amend the policy at this time, until the results of a Joint Tri-Valley Potable Reuse Feasibility Study had been completed and considered in the drafting of a new policy.

### Option #2 – Rescind Policy P300-11-1 and consider a new policy at a later time

Under this option, the “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1) would be rescinded. However, a replacement policy would be left for later drafting, only after additional information came out of a Joint Tri-Valley Potable Reuse Feasibility Study. This information would likely not be available until 2018. Once the various options had been developed and technically studied by the Joint Feasibility Study, a replacement study based on that context could be prepared for Board adoption.

### Option #3 – Leave existing policy in place, pending development of joint study

Under this option, the “Use of Clean Water Revival Facilities and Demineralized Recycled Water” policy (P300-11-1) would be left in place in the interim. Once the results of a Joint Tri-Valley Potable Reuse Feasibility Study were available, a new policy to supersede the existing policy could be developed for Board consideration, likely in 2018.

## RECOMMENDATION

Staff recommends that the Board direct staff to proceed with Option #1, by drafting a revised policy in “Use of Clean Water Revival Facilities and Demineralized Recycled Water” to direct development of a potable reuse project, and to bring back a Resolution adopting this policy and rescinding Resolution No. 45-02. This item could be brought back as a consent calendar item on April 5.

H:\Board\2016\03-15-16\Policy Clean Wtr Revival - Discussion\Clean Revival Program Staff Report 3-15-16.docx



# POLICY

## Dublin San Ramon Services District

|                                  |   |                                   |                        |            |
|----------------------------------|---|-----------------------------------|------------------------|------------|
| <b>Policy No.:</b>               | P300-11-1   |                                   | <b>Type of Policy:</b> | Operations |
| <b>Policy Title:</b>             | Use of Clean Water Revival Facilities and Demineralized Recycled Water          |                                   |                        |            |
| <b>Policy Description:</b>       | Use of recycled water produced by District's reverse osmosis treatment facility |                                   |                        |            |
|                                  |   |                                   |                        |            |
| <b>Approval Date:</b>            | Oct 4, 2011   | <b>Last Review Date:</b>          | 2011                   |            |
| <b>Approval Resolution No.:</b>  | 56-11   | <b>Next Review Date:</b>          | 2015                   |            |
| <b>Rescinded Resolution No.:</b> | N/A   | <b>Rescinded Resolution Date:</b> | N/A                    |            |

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

1. Not to inject water of wastewater origin produced through the District reverse osmosis treatment process into the Livermore Amador Valley Groundwater Basin.
2. To work with Zone 7, the Tri-Valley water retailers, and other actual and potential water users in the Tri-Valley area to identify and implement acceptable ways to productively use the all facilities constructed in the 1990's as part of the District's Clean Water Revival project and the valuable high quality water those facilities can produce. Examples of ways the facilities and water could be used include, but are not necessarily limited to:
  - Demineralization of the high-salt groundwater of the Livermore-Amador Valley Groundwater Basin;
  - Treatment of potable water to improve quality;
  - Salt reduction in support of existing and expanded landscape irrigation with recycled water;
  - Further demineralization of reject water from the Zone 7 well head demineralization program;
  - Salt reduction in support of agricultural irrigation with recycled water; and
  - Treatment of recycled water for irrigation purposes;
  - Conveyance of brine from groundwater demineralization facilities; and
  - Manufacturing, cooling, decorative or other municipal, commercial or industrial uses.
3. Resolution No. 45-02 continues to provide the historical record and factual basis for this policy.

RESOLUTION NO. 45-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING A POLICY FOR THE USE OF PURIFIED RECYCLED WATER PRODUCED BY THE DISTRICT'S CLEAN WATER REVIVAL PROJECT AND THE USE OF THOSE FACILITIES AND RESCINDING RESOLUTION NO. 43-00

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WHEREAS, the Dublin San Ramon Services District ("DSRSD") and the Cities of Livermore ("Livermore") and Pleasanton ("Pleasanton"), California, are member agencies of the Livermore-Amador Valley Water Management Agency ("LAVWMA"), a Joint Exercise of Powers Agency established pursuant to Government Code Section 6500, et seq.; and

WHEREAS, LAVWMA provides wastewater disposal services for its member agencies; and

WHEREAS, in 1985 LAVWMA's member agencies commenced planning for the expansion of LAVWMA's facilities to correspond to planned development and population growth within each agency's local wastewater service area; and

WHEREAS, notwithstanding impending anticipated planned growth, by 1993, no consensus among LAVWMA's member agencies had been achieved regarding expansion of LAVWMA's facilities; and

WHEREAS, in November 1993, the electorate of the City of Dublin ("Dublin"), whose territory is served by DSRSD, approved the East Dublin Specific Plan thereby allowing development requiring wastewater disposal capacity in an amount which, when added to DSRSD's existing demands, would have substantially exceeded the capacity then available to DSRSD in LAVWMA's facilities; and

WHEREAS, in order to provide sufficient disposal capacity in the event LAVWMA's facilities, or alternative jointly-owned and operated facilities, were not timely expanded or provided, DSRSD, in conjunction with Livermore and the Alameda County Flood Control and Conservation District, Zone 7 ("Zone 7"), applied for, and received a master recycling permit ("Order No. 93-159") from the San Francisco Bay Regional Water Quality Control Board ("RWQCB"), which allows construction of wastewater recycling facilities by Livermore and DSRSD producing purified water for injection into the

Livermore-Amador Valley Groundwater Basin (Groundwater Basin") from which Zone 7 obtains potable water for resale to its customers; and

WHEREAS, portions of those recycling facilities could be used to produce recycled water for landscape irrigation in accordance with Order No. 93-159; and

WHEREAS, use of recycled water for landscape irrigation is seasonal, and therefore does not suffice for wastewater disposal purposes, for which capacity is needed on a year-round basis; and

WHEREAS, the demineralization portion of those recycling facilities could then and can now be used for purposes other than to produce water for groundwater injection; and

WHEREAS, Order No. 93-159, implements Statewide policies regarding use of recycled water to supplement existing surface and underground water supplies (see, e.g., Water Code § 13510 *et seq.*) in furtherance of the public health, welfare, and safety; and

WHEREAS, in July 1994, Zone 7 entered into an agreement with Livermore under which Zone 7 agreed to purchase purified recycled water from Livermore to supplement groundwater resources; and

WHEREAS, in October 1994, Dublin annexed a substantial area of land consistent with the East Dublin Specific Plan, which annexation resulted in near-term imminent demand for wastewater disposal capacity; and

WHEREAS, in the absence of positive action by LAVWMA to provide additional wastewater disposal capacity, DSRSD has relied upon its rights to provide additional capacity through groundwater injection pursuant to Order No. 93-159; and

WHEREAS, in reliance upon an interpretation by DSRSD of support for the Clean Water Revival project by (a) Zone 7 as contained in letters to DSRSD in October 1996 commenting upon the Draft Environmental Impact Report for the Clean Water Revival Project and to the State Department of Health Services ("DOHS") in September 1997 recommending approval of the Clean Water Revival project, (b) the City of San Ramon and the City of Dublin as contained in correspondence from those agencies to

DSRSD and (c) the City of Pleasanton as contained in the Principles of Agreement for the LAVWMA project, DSRSD informed landowners, developers, and other interested parties of the future availability of such capacity to be created by DSRSD's own project; and

WHEREAS, in January 1997, the Board of Directors of DSRSD, pursuant to the California Environmental Quality Act (Pub. Resources Code § 21000, et seq.; "CEQA") certified as complete, the Environmental Impact Report ("EIR") for DSRSD's own proposed wastewater recycling project, using micro-filtration, reverse osmosis filtration and ultraviolet light disinfection technology to produce highly purified water, which project subsequently was named the "Clean Water Revival Project" ("CWR Project"); and

WHEREAS, by the end of 1996 no progress had been made by LAVWMA toward expanding its disposal facilities, and therefore, in January 1997, the DSRSD Board authorized the design of the CWR Project; and

WHEREAS, in 1997 the legislative bodies of LAVWMA's member agencies approved certain "Principles of Agreement" which were to serve as the basis for agreement to expand the LAVWMA facilities; and

WHEREAS, the Principles of Agreement included, among other matters, the agreement of Pleasanton not to oppose groundwater replenishment with CWR Project water so long as the Project conformed to public health and safety standards; and

WHEREAS, in or about July 1997, the legislative bodies of Livermore, Pleasanton, and DSRSD approved an Amended and Restated Joint Exercise of Powers Agreement ("LAVWMA JPA") for LAVWMA providing for expanding LAVWMA's wastewater disposal facilities; and

WHEREAS, in September 1997, DSRSD and Pleasanton entered into a First Supplemental Agreement to the Agreement Between DSRSD and Pleasanton for Wastewater Disposal Services (the

“Regional Agreement”) under which DSRSD provides wastewater treatment and disposal services for Pleasanton; and

WHEREAS, said First Supplemental Agreement provides Pleasanton an option to participate in the expanded disposal capacity provided under the CWR Project; and

WHEREAS, the Zone 7 Groundwater Management Advisory Committee reviewed the CWR Project and concluded that with certain modifications, which were subsequently incorporated into the project by DSRSD, that the CWR Project for groundwater injection be approved; and

WHEREAS, in September 1997, in a letter from the President of the Board of Directors of Zone 7, Zone 7 endorsed the groundwater replenishment feature of the CWR Project by recommending that the DOHS approve that feature of the CWR Project in accordance with DOHS's authority and by stating Zone 7's determination that the CWR Project could be operated to protect the quality of water in the Groundwater Basin and protect public health; and

WHEREAS, in October 1997, responding to the imminent need for additional wastewater disposal capacity, and in the absence of a commitment by LAVWMA to proceed with the expansion of LAVWMA's disposal facilities under the LAVWMA JPA, the DSRSD Board authorized construction of the CWR Project; and

WHEREAS, in March 1998, Zone 7 published the results of its groundwater salt study which revealed that salt buildup in the Groundwater Basin constitutes a major problem for future use of groundwater; and

WHEREAS, Zone 7's study concluded that groundwater replenishment with purified recycled water would, if implemented, eliminate or substantially reduce salt accumulation in the Groundwater Basin; and

WHEREAS, in July 1998, following a public hearing, DOHS approved the groundwater replenishment feature of the CWR Project pursuant to Water Code Section 13540 and regulations implementive thereof; and

WHEREAS, in September 1998, the Zone 7 Board of Directors voted to withdraw its support of groundwater injection and stated that they did so because there did not appear to be a sufficient level of support from the general public; and

WHEREAS, in the same month, in response to Zone 7's reversal of policy, DSRSD suspended construction of the injection wells of the CWR Project; and

WHEREAS, in October 1998, DSRSD completed construction of all CWR Project facilities except groundwater injection wells; and

WHEREAS, since that time there has been no further work on those injection wells, and no new injection wells have been started; and

WHEREAS, in March 1999, the DSRSD Board of Directors authorized a comprehensive testing program of the CWR Project purified recycled water; and

WHEREAS, in July 1999, DSRSD published the results of its comprehensive testing program of the CWR Project purified recycled water which demonstrated that such water met or exceeded every regulatory water quality requirement for groundwater replenishment; and

WHEREAS, in accordance with Resolution No. 43-00, adopted by the DSRSD Board on August 15, 2000, no water from the CWR Project has been injected into the Groundwater Basin; and

WHEREAS, in May 1999, DOHS approved use of the reverse osmosis microfiltration and ultraviolet light disinfection features of the CWR Project for the alternative use of CWR Project water for landscape irrigation; and

WHEREAS, in August 1999, DSRSD commenced delivering recycled water from the CWR Project for landscape irrigation within DSRSD's service area; and

WHEREAS, various public opinion surveys have been conducted by DSRSD and others regarding the public's acceptance of groundwater injection; and

WHEREAS, in March 2000, the Executive Officer of the RWQCB approved the Engineering Report for the CWR Project, which approval constituted the last step in the process established for authorizing groundwater injection pursuant to Order No. 93-159; and

WHEREAS, in March 2000, the City Council of Pleasanton voted to oppose groundwater replenishment in light of the results of an advisory ballot measure held in the City of Pleasanton; and

WHEREAS, the City of Pleasanton and Zone 7 challenged the approval of the Engineering Report for the CWR Project by the RWQCB's Executive Officer by filing unsuccessful administrative appeals as well as by filing lawsuits which were consolidated in Superior Court; and

WHEREAS, on April 29, 2002 Judge James Robertson of the San Francisco Superior Court ordered that the RWQCB Executive Officer's approval of the Engineering Report be remanded back to the RWQCB for consideration by the full Board of Directors of the RWQCB; and

WHEREAS, from its inception, the CWR Project was conceived by DSRSD as a means by which DSRSD could meet its wastewater disposal service obligations; and

WHEREAS, the CWR Project, particularly with respect to the groundwater replenishment feature, was not developed and constructed for the purpose of providing potable water or for the purpose of reducing salt accumulation in the Groundwater Basin; and

WHEREAS, LAVWMA has initiated and is nearing completion of facilities which will provide additional dry weather wastewater disposal capacity, and the availability of that capacity will mean that DSRSD will no longer need dry weather disposal capacity other than that available to it in the LAVWMA project; and

WHEREAS, DSRSD may need additional storage for wet weather flows in the future, which can be provided by means other than the injection of purified recycled water into the Groundwater Basin; and

WHEREAS, DSRSD is currently utilizing all of the CWR Project Facilities, except the Reverse Osmosis system, for the production and delivery of recycled water for landscape irrigation within the DSRSD service area; and

WHEREAS, DSRSD desires to use the Reverse Osmosis Units to purify water for other beneficial uses in the DSRSD service area or in the Tri-Valley area.

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

1. The Board hereby determines that the foregoing recitals are true, and hereby incorporates said recitals into this Resolution as findings of fact.
2. In view of the foregoing findings, the Board hereby rescinds Resolution No. 43-00, which was adopted by this Board on August 15, 2000 and replaces it in its entirety with this Resolution.
3. The Board hereby finds and determines that it is the policy of DSRSD that it will not inject water of wastewater origin produced by its Clean Water Revival Project into the Livermore Amador Valley Groundwater Basin.
4. The Board hereby finds and determines that it remains the policy of DSRSD to recycle as much water as feasible for landscaping and other purposes which require a similar quality of water.
5. The Board hereby further finds and determines, in furtherance of the above policies, that the purified recycled water produced by the reverse osmosis portion of this and similar projects will continue to be needed in the local region and that there are ways to effectively use this purified recycled water that do not involve injection.
6. The Board hereby further finds and determines, in furtherance of the above policies, that the primary purpose of the CWR Project for groundwater recharge was to provide DSRSD with supplemental wastewater discharge capacity by means of groundwater injection, and that said

purpose will now be accomplished by the LAVWMA expansion pipeline project that is currently nearing completion and that the District intends to take all measures required to ensure that the LAVWMA expansion pipeline is completed on schedule.

7. The Board hereby further finds and determines, in furtherance of the above policies, that it is in the best interests of all parties for DSRSD to work with Zone 7, the Tri-Valley area Cities, and other actual and potential water users in the Tri-Valley area to identify and implement acceptable ways to productively use the CWR Project's reverse osmosis facilities and the valuable high-quality water those facilities can produce. Examples of ways the facilities and water could be used include but are not necessarily limited to:
  - De-mineralization of the high-salt groundwater of the Livermore-Amador Valley Groundwater Basin;
  - Treatment of potable water to improve quality;
  - Salt reduction in support of existing and expanded landscape irrigation with recycled water;
  - Salt reduction in support of agricultural irrigation with recycled water; and
  - Manufacturing, cooling, decorative or other municipal, commercial or industrial uses.
8. The Board hereby authorizes and directs the General Manager to open discussions with the appropriate parties in an effort to implement the above-stated policies by means of agreements with Zone 7, the Tri-Valley area Cities, and other actual and potential water users in the Tri-Valley area to ensure that the above policies are implemented and remain permanently in place.
9. The Board hereby authorizes and directs the District Secretary to transmit certified copies of this resolution to the legislative bodies of Dublin, San Ramon, Livermore, Pleasanton, and Zone 7, as well as to the San Francisco Bay Regional Water Quality Control Board.

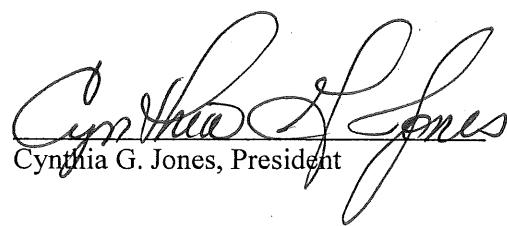
Res. No. 45-02

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 17th day of October, 2002, and passed by the following vote:

AYES: 5 - Directors G. T. (Tom) McCormick, Jeffrey G. Hansen,  
Daniel J. Scannell, Richard W. Rose, Cynthia G. Jones

NOES: 0

ABSENT: 0



Cynthia G. Jones, President

Attest:



Nancy G. Hatfield

Nancy G. Hatfield, Secretary