



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

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, March 7, 2017

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA

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.

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Duarte, Halket, Howard, Misheloff, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. 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. REPORTS

- 6.A. Reports by General Manager and Staff

- Event Calendar
- Correspondence to and from the Board

- 6.B. Joint Powers Authority and Committee Reports

Central Contra Costa Sanitary District Liaison Meeting – February 23, 2017 at 3:30 p.m.

- 6.C. Agenda Management (consider order of items)

7. APPROVAL OF MINUTES

- 7.A. Regular Meeting of February 21, 2017

Recommended Action: Approve by Motion

8. CONSENT CALENDAR

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the Motion to adopt.

- 8.A. Approve Revised Laboratory Supervisor Job Definition and Salary
Recommended Action: Adopt by Resolution
- 8.B. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 79-16
Recommended Action: Adopt by Resolution
- 8.C. Review and Support the Proposed LAVWMA FY 2017-2018 and FY 2018-2019 Operation and Maintenance Budgets
Recommended Action: Accept by Motion
- 8.D. Review and Accept the Proposed DERWA FY 2017-2018 and FY 2018-2019 Operation and Maintenance Budgets
Recommended Action: Accept by Motion

9. BOARD BUSINESS

- 9.A. Approve Agreements with Pleasanton Regarding City of Pleasanton Advance Sale Sewer Permits and Regarding Future Regional Wastewater Capacity Reserve Fee Credits
Recommended Action: Adopt by Resolutions (2)
- 9.B. Receive Presentation on Local and Regional Wastewater Rate Study
Recommended Action: Receive Presentation and Discuss
- 9.C. Discuss and Provide Direction Regarding District Election Procedures
Recommended Action: Discuss and Provide Direction

10. BOARD MEMBER ITEMS

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

11. ADJOURNMENT

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

February 21, 2017

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by President Richard Halket.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Richard M. Halket, Vice President Georange M. Vonheeder-Leopold, Director D.L. (Pat) Howard, Director Edward R. Duarte, and Director Madelyne (Maddi) A. Misheloff.

District staff present: Dan McIntyre, General Manager; Judy Zavadil, Engineering Services Manager; Carol Atwood, Administrative Services Manager/Treasurer; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

General Manager McIntyre announced that Board workshops, focusing on key district aspects, will begin in March. He reported that copies of the CAFR (Comprehensive Annual Finance Report) and budget have been supplied at the dais per the Board's request and that District financials for January will be made available at the next meeting. Lastly, he reported that due to effects of recent rainfall, most of the state is at 200% of normal precipitation and that reservoirs are at full capacity with some releasing surplus. Lake Oroville, which gained notoriety due to recent concrete spillway damage, has released 1M acre-feet, in the last two weeks via its emergency spillway. It is likely spillways will continue to operate throughout the state and reservoir levels will end up at full capacity in the spring due to rain and record snowfall.

Operations Manager Carson reported on impacts to the DSRSD and LAVWMA (Livermore-Amador Valley Wastewater Management Authority) systems due to yesterday's rainfall. The Alamo canal level rose significantly and submerged the walkway on its west side. Livermore had record rainfall which prompted utilization of the emergency wet weather plan, routing about 12 mgd (million gallons per day) through LAVWMA's San Leandro outfall to the San Lorenzo creek. The system operated in a safe manner within permitting, and is ready for whatever wet weather comes next.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:08 p.m. No public comment was received.

6. REPORTS

6.A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o A special DERWA JPA meeting will be held Monday March 6 at 6 p.m.
 - o He will attend the Tri-Valley Cities Dinner on March 15 in Livermore. The Board should contact staff if they wish to attend.

- o The next liaison meeting will be the Central Contra Costa Sanitary District Liaison February 23 at 3:30 p.m. at the District Office.
- o A Strategic Plan Workshop (special Board meeting) will be scheduled for Tuesday March 7 at 4 p.m. before the regular Board meeting.
- o The Operating and Capital budgets review, and local and regional wastewater funds rate setting will take place in May.
- o He will attend the ACWA (Association of California Water Agencies) conference May 9-12 in Monterey. The Board should contact staff if they wish to attend.

- Correspondence to and from the Board on an Item not on the Agenda - None

6.B. Joint Powers Authority and Committee Reports
External Affairs Committee - February 21, 2017

President Halket invited comments on recent Committee activities. The Directors felt the forthcoming meeting minutes will adequately cover the matters considered at the Committee meeting.

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

7. APPROVAL OF MINUTES – Regular Meeting of February 7, 2017

7. A. Director Misheloff MOVED for the approval of the February 7, 2017 minutes. Vice President Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Director Duarte requested that Item 8.D be removed for discussion.

The Board agreed to remove Item 8.D for discussion. The Board took Consent Calendar Items 8.A – 8.C and passed these Items first.

Vice President Vonheeder-Leopold MOVED for approval of Items 8.A, 8.B, and 8.C on the Consent Calendar. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- A. Approve DSRSD and EBMUD Assistance Agreement – Approved – Resolution No. 4-17
- B. Approve Annual Scholarship Donations to ACWA and CASA in Honor of James B. Kohnen – Approved
- C. Authorize the General Manager to Execute a Purchase Order with Mohawk Carpet Distribution, Inc. under the California Multiple Award Schedules Contract (CMAS Contract 4-13-72-0039C) for District Office Improvements Project (CIP 16-A006) – Approved
- D. REMOVED - Authorize Amendment No. 2 to Task Order No. 1 with 4Leaf, Inc. for Construction Management Services for the Field Operations Facility Renovations (CIP 16-A005) – Approved.

Director Duarte asked for clarity on the hours cited in the 4Leaf, Inc. proposal as the figures in the item did not balance.

Engineering Services Manager Zavadil explained the figures reflect remaining unused project budget, and project delays due to the holidays, materials, and schedule missteps by the sub-contractors and contractor. Staff has addressed the resulting extra costs incurred with the contractor, and has also provided extended hours to work in the field operations building in an effort to expedite the work. Staff confirmed that the contract calls for liquidated damages and staff will consider assessing those along with other possible options to ensure the District is not incurring unnecessary cost. The Board and staff agreed the contractor has done good work so far, and recognized the initial project timeline was very optimistic so staff will assess accordingly.

Director Duarte MOVED for approval of Item 8.D on the Consent Calendar. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

9. BOARD BUSINESS

A. Receive a Presentation by Zone 7 Staff on Zone 7 Water Supply Projects

Engineering Services Manager Zavadil reviewed the item for the Board and introduced Ms. Amparo Flores from Zone 7 Water Agency who gave a presentation to the Board regarding water supply alternatives that Zone 7 is exploring.

Speaker: Ms. Amparo Flores, Senior Engineer, Zone 7 Water Agency – Ms. Flores gave the presentation “Zone 7 Water Agency: Future Water Supply Alternatives” reviewing Zone 7’s 2016 Water Supply Evaluation Update outlining the following water supply options for the Livermore-Amador Valley: Lake del Valle storage expansion study, Los Vaqueros Reservoir expansion planning, the Sites reservoir project, the joint Tri-Valley potable reuse study, and reliability intertie with a major water agency.

The Board, staff and Ms. Flores discussed various aspects of the presentation including concerns, considerations, and political support for the Lake Del Valle, Los Vaqueros, and Sites reservoir options. The Board thanked Ms. Flores for her presentation.

B. Receive Presentation on Financial Issues for the California WaterFix

General Manager McIntyre reviewed the item for the Board and introduced Assistant General Counsel Bob Maddow who gave the Board an update on factors facing the District regarding the proposed California Waterfix, a project supported by Governor Jerry Brown, and the potential financial impacts to participating agencies. He explained there are still many variables to be sorted out before the District could determine its possible financial participation, such as Zone 7 Water Agency (the District’s water wholesaler) and other agencies’ participation and financial support, environmental concerns, procedures, timelines, change in state and federal administrations, land acquisition, contractors, technologies, logistics and potential litigation.

The Board and staff discussed the project’s estimated cost (\$15B in 2014 dollars) and timeframe (10-16 years), and Zone 7’s potential project outlook and support. Mr.

Maddow reminded the Board that the District's contract with Zone 7 is up in 2024 which may have impact on this matter, and also recommended the Board pay close attention to how the Lake Oroville spillway repairs are handled as the cost could be an indicator for the Waterfix project. The Board thanked Mr. Maddow for his presentation.

C. Receive Presentation on the Dublin Trunk Sewer Rehabilitation Project (CIP 16-S021)

Engineering Services Manager Zavadil reviewed the item for the Board and introduced Ms. Jackie Yee, Associate Civil Engineer, who gave a presentation to the Board. She reviewed the rehabilitation project for the District's largest wastewater pipe, built in the 1960's, that begins in San Ramon and conveys nearly half of the Wastewater Treatment Plant's (WWTP) wastewater. She explained that temporary bypass pipes will be utilized down Village Parkway to the WWTP and, the work will be completed in one phase over the summer to expedite mobilization and minimize disruptions. She also reviewed the bid and project timelines, with intended project completion in August before the school year begins. Ms. Yee reported she will also present the project at upcoming Dublin City Council and liaison meetings, and additional public outreach will be done in March.

The Board and staff discussed the type of allowable materials being put into the pipe, the specialized nature of this type of work, and strategies to avoid disruption to Dublin and Pleasanton residences and business. The Board thanked Ms. Yee for her presentation.

D. Receive Presentation on Local Wastewater Program

General Manager McIntyre gave a short presentation to the Board reviewing the program which consists of the enterprise, rate stabilization, replacement and improvement, and expansion funds. He outlined the funds' current status, and the need to address long-term management, as became apparent to staff when planning the Dublin Trunk Line Sewer project. The fund has been reliant on development, which will diminish and is subject to the changing economy, and current ratepayers, which is insufficient long-term. He reviewed the planned actions to address the funding challenges and reported that staff will bring this matter for further deliberation at the next two Board meetings.

The Board and staff discussed the process to adopt and place rates on the property tax rolls for the customer funded portion of the local wastewater program, and identified that this process would need to be accomplished by August 10, led by necessary Proposition 218 noticing and a public hearing in May. The Board and staff also discussed the typical lifecycle of agencies building and growing infrastructure, and addressing maintenance concerns. The Board thanked staff for bringing this matter to its attention.

10. BOARDMEMBER ITEMS

Director Duarte reported he attended the Annual State of the Mayor Address in San Ramon on February 9. He summarized the activities and discussions at the meeting.

Vice President Vonheeder-Leopold submitted written reports to Executive Services Supervisor Genzale. She reported she attended the Alameda County Special Districts Association Executive

Board Meeting at the Castro Valley Sanitary District on February 8, and the CASA (California Association of Sanitation Agencies) Board of Directors meeting teleconference on February 13. She summarized the activities and discussions at the meetings.

11. ADJOURNMENT

President Halket adjourned the meeting at 8:06 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor



TITLE: Approve Revised Laboratory Supervisor Job Definition and Salary

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the new job definition and salary range for the Laboratory Supervisor classification.

SUMMARY:

As a result of the announcement that the Laboratory Supervisor intends to retire in July 2017, the Operations Manager completed an assessment of the Operations department's overall workforce structure and determined that the District would be best served by a restructuring and realignment of certain functions within the department. Based upon the assessment, the environmental compliance pre-treatment functions will move to the Analytical Laboratory Division, with day to day oversight of the function provided by the Laboratory Supervisor.

The Operations Manager has evaluated the functions of the environmental compliance pre-treatment unit and concluded that these responsibilities are more closely aligned with functions assigned to the Analytical Laboratory Division. Staff has revised the job description for the Laboratory Supervisor classification to include updated language consistent with industry and regulatory standards and to add oversight of the pre-treatment functions of the District's Environmental Compliance pre-treatment program. The oversight and responsibility for the environmental compliance pre-treatment functions have been previously assigned to the Senior Engineer-Supervisory position overseeing the Safety and Environmental Compliance division. The job definition and duties of the Laboratory Supervisor classification have been updated to reflect the environmental compliance pre-treatment functional oversight duties accordingly.

In accordance with the Mid-Management Employees' Bargaining Unit (MEBU) Memorandum of Understanding (MOU), a compensation survey was completed based upon the proposed job description revisions and the proposed salary range for the Laboratory Supervisor is set to the negotiated MEBU market average, 60th percentile of the comparable agencies, which results in a 2.44% increase to base salary. The new salary range for Laboratory Supervisor is \$10,659 – \$12,956 per month. Staff has met and consulted with representatives of MEBU on the revised job definition and new salary range for the Laboratory Supervisor, and the bargaining unit concurs with the proposed changes.

Originating Department: Administrative Services	Contact: C. Atwood	Legal Review: Not Required
Cost: \$4,800 estimated annual cost increase	Funding Source: 300.50.55.552.1.100 (85%); 600.50.55.552.1.100 (15%)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Job Description: Laboratory Supervisor	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT TO ADOPT THE REVISED JOB DEFINITION AND SALARY RANGE FOR THE LABORATORY SUPERVISOR

WHEREAS, the Board of Directors has authority to establish job titles, job definitions and salaries, and provide for the General Manager to define and establish duties and requirements for each class specification in the classified services as described in Resolution No. 6-90; and

WHEREAS, the District is reallocating work within the Operations Department and has determined to reassign the environmental compliance program's pre-treatment functions from the Safety and Environmental Compliance Division to the Analytical Laboratory Division; and

WHEREAS, the responsibilities for pre-treatment functions of the District's Environmental Compliance program have been reassigned to be overseen by the Laboratory Supervisor in the Analytical Laboratory Division; and

WHEREAS, the job description and salary range have been updated to reflect the performance of duties related to the environmental compliance program's pre-treatment functions; and

WHEREAS, the Laboratory Supervisor job classification is subject to the provisions of the Memorandum of Understanding between the District and the Mid-Management Employees Bargaining Unit dated December 26, 2011; and

WHEREAS, all meet and confer obligations have been met by the District and the Mid-Management Employees Bargaining Unit.

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

Res. No. _____

and Contra Costa, California that job description and salary ranges for the following shall be as listed:

(1) The Laboratory Supervisor salary range is set to \$10,659/month – \$12,956/month and the job definition and duties section of the job description shall be updated to include oversight of the pre-treatment functions for the District's environmental compliance program.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public entity in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of March 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____

Nicole Genzale, District Secretary



DUBLIN SAN RAMON SERVICES DISTRICT

JOB DESCRIPTION

Job Title:	Laboratory Supervisor
W/C Code:	8810
FLSA Status:	Exempt
Unit:	Mid-Management
Adopted Date:	November 17, 2009
Revised Date:	September 1, 2016 March 7, 2017
JD CODE:	MLBSUP

DEFINITION

Under general direction of the Operations Manager, plans, organizes, and provides direction and oversight of a comprehensive water pollution control laboratory, including testing and sampling of water, wastewater, and industrial wastes; plans, organizes, and provides direction and oversight of pre-treatment functions under the District's environmental compliance program; provides general supervision to assigned staff; performs a variety of technical tasks relative to conducting and interpreting standard and complex laboratory analyses; updates laboratory methods and determine test procedures; develops and implement the quality assurance program of the laboratory; develops and maintains the laboratory's Safety and Chemical Hygiene Plans; oversees divisional reporting and serves as the primary contact for regulatory agencies regarding laboratory services; provides support for administering the National Pollutant Discharge Elimination System Program for the District; ensures that division operations and maintenance functions meet all applicable laws, regulations, and District policies; provides professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level position that oversees and directs all activities of the Laboratory division, including day-to-day operations, maintenance, and repair, Quality Assurance/Quality Control, and short and long-range planning including budgeting. Responsibilities include coordinating with various divisions, the work direction of the laboratory staff engaged in sampling of water, wastewater, and industrial wastes, laboratory analysis, and quality assurance and compliance, and the overall planning, organizing, scheduling, and assigning of work. Responsibilities include coordinating the activities of the division with those of other divisions and departments and managing and accomplishing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. The incumbent receives general direction from the Operations Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the division.
- Prepares, administers, and is responsible for the budget for assigned function; forecasts additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget;
- Authorizes, monitors, and controls expenditures.
- Plans, organizes, administers, reviews, and evaluates the work of professional, clerical, and operations staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development, and work evaluation of division staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs.
- Develops, evaluates and implements laboratory policies, procedures and standards; provides oversight for laboratory staff in sample collection and laboratory testing procedures; performs and interprets both special and

standard laboratory analyses and tests; analyzes wastewater samples, water samples, groundwater samples, recycled water samples, biosolids, and industrial wastes for the presence of chemical, biological, bacteriological, and physical contaminants.

- Provides laboratory support services to ensure compliance with applicable regulatory and quality control standards, including compiling and preparing various reports and records related to water quality regulatory monitoring, processing control requirements, developing, implementing and enforcing in-house quality assurance program, updating and reviewing standard operating procedures, and performing corrective action when required.
- Contributes to the overall quality of the division's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates activities of staff and the division with those of other District divisions and outside agencies.
- Directs, oversees, and develops the work plan related to assigned function; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on operations and activities.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of working and official divisional files.
- Monitors changes in laws, regulations, and technology that may affect divisional operations; and implements policy and procedural changes as required.
- Provides technical advice to the District's management and the Board of Directors in area of expertise.
- Confers with and represents the department and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Participates in strategic planning for the District and sets goals for the Division to support the strategic plan; develops policies, procedures, and protocols to implement District goals and objectives.
- Ensure maintenance of the Environmental Laboratory Accreditation Program certificate issued by the State Water Resources Control Board.
- Develops, carries out, and maintains quality assurance programs for laboratory analysis and instrumentation; prepares periodic water quality reports, including those required by other government agencies.
- Administers the NPDES program for monitoring to ensure compliance with facilities permits.
- Prepares and uploads the District's laboratory and NPDES regulatory reports for the Regional Water Quality Control Board, Environmental Protection Agency, and local agencies.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Trains employees in work and safety principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations; trains employees in work methods, use of tools, supplies, and equipment, and relevant safety precautions.
- Enforces work and safety procedures and the proper operation, use, and maintenance of equipment and supplies; implements procedures and standards.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Monitors and maintains the laboratory quality assurance database; maintains and reviews quality control charts, detection limits and action levels for laboratory analysis.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary; maintains records of purchase orders.
- Directs, oversees, and administers pre-treatment functions of the District's Environmental Compliance Program.
- Maintains the laboratory's Chemical Hygiene Plan; ensures adherence to safe work practices and procedures.
- Supports Total Quality Improvement initiatives by implementing principles into daily work practices and demonstrating such support through the participation in TQI activities and encouraging active participation by staff members.

- Builds and maintains positive working relationships with co-workers, other District employees, and the public. Drives a motor vehicle.
- Performs other 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:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration, and accountability.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- General chemical, biological, bacteriological, and physical laboratory testing methods and procedures, including qualitative and quantitative analyses.
- Principles of chemistry and related sciences.
- Chemical, biological and physical characteristics of water and wastewater and problems involved with related analysis.
- Care and maintenance of laboratory equipment; laboratory and safety methods and procedures.
- Principles and practices of safety management and application.
- Technical report writing practices and procedures.
- Modern office practices, methods, and computer equipment.
- Recordkeeping principles and procedures.
- Principles, practices, equipment, and materials required for the chemical, biochemical, biological, bacteriological, and physical analysis of samples of potable water and wastewater.
- Sampling techniques and related statistical analysis techniques.
- Basic principles of water and wastewater treatment and distribution/disposal.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures including National Pollution Discharge Elimination System (NPDES).
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, organize, administer, coordinate, review, and evaluate an laboratory services program.
- Administer programs and the work of staff directly and through subordinate levels of supervision.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Analyze the results of chemical, biochemical, biological, bacteriological, and physical analysis of potable water and wastewater, and make appropriate recommendations for plant operations.
- Plan, implement, and carry out a local environmental compliance testing and management program.

- Effectively represent the division and the District in meetings with governmental agencies, professional, regulatory, and legislative organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Inspect the work of others and maintain established quality control standards.
- Train others in work procedures.
- Oversee and participate in laboratory operations and related projects, studies, and programs.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use and perform calibration and minor maintenance and repair on a variety of laboratory equipment.
- Maintain an inventory of supplies and equipment required for the performance of necessary analyses.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Utilize computer and related word processing, database, and spreadsheet software and applications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Make accurate arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when unusual operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION and EXPERIENCE

The minimum qualifications and acceptable substitutions described on class specifications represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education, licensing, and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

Possession of a Bachelor's degree from an accredited college or university with major course work in chemistry, biology, or a closely related field and five (5) years of increasingly responsible work experience in wastewater and industrial laboratory testing, analysis, and control, including two (2) years in a lead position or supervisory capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

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 said driver's license in 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.

Possession of a Laboratory Analyst/ Water Quality Analyst Level III certificate from the California Water Environment Association (CWEA) or California-Nevada Section of the American Water Works Association (AWWA) within six (6) months of employment and a Laboratory Analyst Level IV certificate within two (2) years of employment. Certification

requirement may be waived in accordance with the State Water Resources Control Board Environmental Laboratory Accreditation Program (ELAP) Regulations, Title 22 as amended.

ADDITIONAL REQUIREMENTS

Positions in this class shall be counseled by a qualified physician regarding U.S. Public Health Service Infection Control policies and procedures and offered the Hepatitis B Vaccination.

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.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals. Positions in this class may perform duties that involve a potential risk of occupational exposure to blood borne pathogens. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate. The employee frequently is required to talk or hear. Specific vision abilities required by this job include close vision, color vision, and depth perception. Works in an office and laboratory environment, which is temperature controlled. Works outdoors, as needed, and subject to inclement weather.

PHYSICAL DEMANDS

STANDING

Average Frequency:	1 to 2 hours.
Duration:	Seconds to 15 minutes at a time.
Maximum Frequency:	Up to 2 hours.
Duration:	Seconds to 15 minutes at a time.
Surfaces:	Carpet, tile, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description:	Performs while communicating with coworkers during informal meetings, operating standard office equipment, accessing file drawers or shelves, conducting routine chemical, biological and physical testing and analysis of potable and wastewater samples and industrial waste, performing a variety of non-standardized tests and chemical research, standard chemical solutions, stains, media filters, etc., operating and as needed troubleshooting a

variety of laboratory instruments, working in a boat to retrieve samples and performing other described job duties.

WALKING

Average Frequency: Up to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Surfaces: Carpet, tile, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while walking within laboratory, within the building, to and from offices, relocating samples, instruments, tools, and equipment, visiting field sites and performing other described job duties.

SITTING

Average Frequency: 5 to 6 hours.
Duration: ½ hour to 1 hour at a time.
Maximum Frequency: Up to 6 hours.
Duration: 30 minutes to 1 hour at a time.
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs during laboratory tasks, various desk station activities including utilizing 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: Carpet, tile, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while retrieving or positioning items on and off lower shelves, drawers or ground level including files, paperwork, samples.

CRAWLING

Not a job requirement.

LAYING ON BACK/STOMACH

Not a job requirement.

CLIMBING/BALANCING

Average Frequency: 0 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Ladder steps, vehicle floorboard.

Description: Performs while entering or exiting a vehicle cab, one step, ascending or descending a step stool to access upper shelves. A variable to using a step stool includes employee's height.

REACHING

• **Above Shoulder Level:**

Average Frequency: Up to 5 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while accessing or placing files/paperwork, instruments and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

• **Between Waist and Shoulder Level:**

Average Frequency: 4 to 5 hours.
Duration: Seconds to 20 at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while utilizing 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 a variety laboratory instruments, samples, including glassware and related items, driving a vehicle in conjunction with maneuvering a steering wheel, 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 items on and off lower shelves, drawers or ground level including files, paperwork, samples. Unilateral or bilateral upper extremities from a less than full to full extensions on each occurrence.

PUSHING/PULLING

Average Frequency: 5 to 10 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers, using a four-wheeled cart or dolly to transport supplies or samples, and performing other described job duties. 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, general office and laboratory tasks, during field visits, driving and performing other described job duties.

- **Wrists:**

Average Frequency:

Less than 1 hour.

Duration:

Seconds at a time.

Maximum Frequency:

Average frequency is consistent.

Duration:

N/A

Description:

Performs while utilizing a variety of laboratory equipment, handling containers and pouring samples and using instruments. Unilateral or bilateral hand use.

BENDING

- **Waist:**

Average Frequency:

Up to 10 times.

Duration:

Seconds at a time.

Maximum Frequency:

Up to 20 times.

Duration:

Seconds at a time.

Description:

Performs while retrieving samples, retrieving or positioning items on and off lower shelves.

- **Head/Neck:**

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, reading, writing, and reviewing paperwork, performing a variety of laboratory tasks, including handling instruments, samples and glassware, using equipment, during field visits and performing other described job duties.

- **Wrists:**

Average Frequency:

3 to 4 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 laboratory instruments, samples, glassware, and related items, 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:	Samples, containers, glassware, laboratory instruments, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools.
Average Frequency:	3 to 4 hours.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds to 15 minutes at a time.
Distance:	Up to 100 feet.
Height:	Ground to shoulder or above.
Description:	Performs while handling samples, instruments, glassware and related items, using a writing utensil, a telephone, handling paperwork or files, office supplies and other related items.

11 to 25 lbs.

Objects:	Samples.
Average Frequency:	1 to 2 times.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds at a time.
Distance:	0 to 25 feet.
Height:	Ground to waist level.
Description:	Performs while retrieving and relocating samples.

26 to 50 lbs.

Objects:	Five-gallon sample container.
Average Frequency:	1 to 2 times per month.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds at a time.
Distance:	Up to 5 feet.
Height:	Knee to waist level.
Description:	Performs while relocating a sample.

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/files, office supplies, laboratory instrumentation, glassware, samples, containers, and other related items, driving in conjunction with maneuvering a steering wheel, using carts or dollies and performing other described job duties. Unilateral or bilateral hand use.

POWER GRASPING

Average Frequency:	Up to 5 minutes.
Duration:	Seconds at a time.
Maximum Frequency:	Average frequency is consistent.
Duration:	N/A
Description:	Performs while retrieving and relocating samples. Bilateral hand use.

FINE MANIPULATION

Average Frequency:	4 to 5 hours.
Duration:	Seconds to 15 minutes at a time.
Maximum Frequency:	Average frequency is consistent.
Duration:	N/A
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, handling laboratory instrumentation, glassware, containers, including using pipettes, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, utilizing a writing utensil to complete paperwork, adjusting instrumentation 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
- Carts and dollies
- 10-key calculator/adding machine
- Atomic absorption spectrophotometers
- Titrators
- Centrifuges
- Turbidity meters
- Drying ovens
- Steam and water baths
- Composite samplers
- Distillation units
- Digital readouts
- pH meters
- Analytical and top loading balances

- Dissolved oxygen meter
- Incubator
- Autoclave
- Boat
- Pipettes
- Scales
- Ion chromatographs

PERSONAL PROTECTIVE EQUIPMENT

- Depending on the exposure, the employee is required to wear foot, eye, and hand protection.

WEIGHTS AND MEASURES

Items Weighed:

- Buffer solvent container – 40 pounds

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.



TITLE: Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 79-16

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 79-16.

SUMMARY:

Per Resolution No. 79-16, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated to reflect the new base salary and effective date for the Laboratory Supervisor classification, in accordance with Board approval of the resolution to adopt the revised classification and salary presented earlier on this evening's board agenda, as required by CCR, Title 2, Section 570.5. The pay schedule has also been updated to remove a 'Y-rated' salary for a Water/Wastewater Systems Operator I employee who has recently been promoted to a Water/Wastewater Systems Operator II classification and is no longer required to have a 'Y-rated' salary, in accordance with Section 12.8 of the Local 39 Memorandum of Understanding (MOU).

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

This pay schedule shall reflect salaries currently in place and previously agreed to by the District in accordance with the various Memoranda of Understanding and the Personal Services Agreements.

Originating Department: Administrative Services	Contact: Michelle Gallardo	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		22 of 105

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 79-16

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

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

WHEREAS, by Resolution No. 79-16, the Board-adopted pay schedule was approved on December 20, 2016; and

WHEREAS, pursuant to District Code Section 6.10.010(C) the Board has the sole authority to approve job titles and compensation; and

WHEREAS, the District has met and conferred with the Mid-Management Employee's Bargaining Unit to establish a revised classification and salary for the Laboratory Supervisor; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39) have met in good faith and agreed to a Memorandum of Understanding ("MOU") effective May 17, 2016 through December 17, 2017; and

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

WHEREAS, the incumbent Water/Wastewater System Operator I had a 'Y-rated' salary to the higher paid, previously held Maintenance Worker II position; and

WHEREAS, the incumbent Water/Wastewater System Operator I has been promoted to a

Res. No. _____

Water/Wastewater Systems Operator II and no longer requires a 'Y-rated' salary.

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

- (1) That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit A attached hereto and incorporated herein by reference is approved and adopted, and Resolution No. 79-16 is hereby rescinded and attached as Exhibit B.
- (2) That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of March 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

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

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

Non-Exempt, Hourly Classifications				Exempt	Code	Effective Date	Resolution #	Monthly Salary					Hourly Pay Rate				
Job Classification	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E		
ACCOUNT CLERK I	H	cacck1	12/19/2016	25-16	4,753	4,993	5,240	5,504	5,778	27.4212	28.8058	30.2308	31.7538	33.3346			
ACCOUNT CLERK II	H	cacck2	12/19/2016	25-16	5,229	5,491	5,766	6,054	6,358	30.1673	31.6788	33.2654	34.9269	36.6808			
ACCOUNTANT I	H	pacct1	12/19/2016	10-16	7,283	7,647	8,030	8,431	8,852	42.0173	44.1173	46.3269	48.6404	51.0692			
ACCOUNTING TECHNICIAN I	H	cactc1	12/19/2016	25-16	5,798	6,090	6,395	6,714	7,049	33.4500	35.1346	36.8942	38.7346	40.6673			
ACCOUNTING TECHNICIAN II	H	cactc2	12/19/2016	25-16	6,378	6,696	7,032	7,384	7,753	36.7962	38.6308	40.5692	42.6000	44.7288			
ADMIN ASSISTANT I - CONFIDENTIAL	H	hadas1	12/19/2016	11-16	5,522	5,797	6,088	6,393	6,710	31.8577	33.4442	35.1231	36.8827	38.7115			
ADMIN ASSISTANT II - CONFIDENTIAL	H	hadas2	12/19/2016	11-16	6,070	6,374	6,693	7,029	7,380	35.0192	36.7731	38.6135	40.5519	42.5769			
ADMINISTRATIVE ANALYST I	H	padan1	12/19/2016	10-16	7,973	8,372	8,792	9,231	9,693	45.9981	48.3000	50.7231	53.2558	55.9212			
ADMINISTRATIVE ASSISTANT I	H	cadas1	12/19/2016	25-16	4,808	5,046	5,302	5,566	5,842	27.7385	29.1115	30.5885	32.1115	33.7038			
ADMINISTRATIVE ASSISTANT II	H	cadas2	12/19/2016	25-16	5,289	5,556	5,832	6,124	6,430	30.5135	32.0538	33.6462	35.3308	37.0962			
ADMINISTRATIVE TECHNICIAN	H	cadmtc	12/19/2016	25-16	6,213	6,526	6,851	7,194	7,554	35.8442	37.6500	39.5250	41.5038	43.5808			
ADMINISTRATIVE TECHNICIAN-CONFIDENTIAL	H	hadmtc	12/19/2016	11-16	6,472	6,795	7,133	7,491	7,867	37.3385	39.2019	41.1519	43.2173	45.3865			
CO-GENERATION SPECIALIST	H	ccogsp	12/19/2016	25-16	8,341	8,761	9,197	9,659	10,139	48.1212	50.5442	53.0596	55.7250	58.4942			
COMMUNITY AFFAIRS SPECIALIST I	H	pcafs1	12/19/2016	10-16	7,642	8,025	8,427	8,847	9,289	44.0885	46.2981	48.6173	51.0404	53.5904			
CONSTRUCTION INSPECTOR I	H	ccoin1	12/19/2016	25-16	7,140	7,495	7,871	8,265	8,675	41.1923	43.2404	45.4096	47.6827	50.0481			
CONSTRUCTION INSPECTOR II	H	ccoin2	12/19/2016	25-16	7,851	8,243	8,659	9,089	9,543	45.2942	47.5558	49.9558	52.4365	55.0558			
CUSTOMER FIELD REPRESENTATIVE I	H	ccfdr1	12/19/2016	25-16	5,407	5,679	5,964	6,261	6,573	31.1942	32.7635	34.4077	36.1212	37.9212			
CUSTOMER FIELD REPRESENTATIVE II	H	ccfdr2	12/19/2016	25-16	5,946	6,245	6,560	6,886	7,231	34.3038	36.0288	37.8462	39.7269	41.7173			
CUSTOMER SERVICES REPRESENTATIVE I	H	ccsrp1	12/19/2016	25-16	4,724	4,960	5,208	5,469	5,742	27.2538	28.6154	30.0462	31.5519	33.1269			
CUSTOMER SERVICES REPRESENTATIVE II	H	ccsrp2	12/19/2016	25-16	5,197	5,459	5,729	6,013	6,315	29.9827	31.4942	33.0519	34.6904	36.4327			
CUSTOMER SERVICES REPRESENTATIVE III	H	ccsrp3	12/19/2016	25-16	6,542	6,871	7,215	7,577	7,954	37.7423	39.6404	41.6250	43.7135	45.8885			
ELECTRICIAN	H	celect	12/19/2016	25-16	7,674	8,056	8,461	8,883	9,327	44.2731	46.4769	48.8135	51.2481	53.8096			
ENGINEERING TECHNICIAN / GIS SPECIALIST I	H	centc1	12/19/2016	25-16	6,535	6,864	7,207	7,567	7,945	37.7019	39.6000	41.5788	43.6558	45.8365			
ENGINEERING TECHNICIAN / GIS SPECIALIST II	H	centc2	12/19/2016	25-16	7,189	7,547	7,926	8,322	8,738	41.4750	43.5404	45.7269	48.0115	50.4115			
ENVIRONMENTAL CHEMIST I	H	pench1	12/19/2016	10-16	7,507	7,882	8,275	8,692	9,124	43.3096	45.4731	47.7404	50.1462	52.6385			
ENVIRONMENTAL COMPLIANCE INSPECTOR I-CLEAN WATER	H	cecic1	12/19/2016	25-16	6,907	7,250	7,614	7,997	8,395	39.8481	41.8269	43.9269	46.1365	48.4327			
ENVIRONMENTAL COMPLIANCE INSPECTOR II-CLEAN WATER	H	cecic2	12/19/2016	25-16	7,601	7,978	8,377	8,797	9,234	43.8519	46.0269	48.3288	50.7519	53.2731			
ENVIRONMENTAL COMPLIANCE INSPECTOR I-PRETREATMENT	H	cecip1	12/19/2016	25-16	6,907	7,250	7,614	7,997	8,395	39.8481	41.8269	43.9269	46.1365	48.4327			
ENVIRONMENTAL COMPLIANCE INSPECTOR II-PRETREATMENT	H	cecip2	12/19/2016	25-16	7,601	7,978	8,377	8,797	9,234	43.8519	46.0269	48.3288	50.7519	53.2731			
FLEET MECHANIC	H	cfmech	12/19/2016	25-16	6,836	7,178	7,537	7,913	8,309	39.4385	41.4115	43.4827	45.6519	47.9365			
GIS ANALYST I	H	pgisa1	12/19/2016	10-16	8,419	8,840	9,283	9,747	10,233	48.5712	51.0000	53.5558	56.2327	59.0365			
HUMAN RESOURCES ANALYST I	H	hhran1	12/19/2016	11-16	8,040	8,441	8,863	9,307	9,772	46.3846	48.6981	51.1327	53.6942	56.3769			
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/19/2016	11-16	6,472	6,795	7,133	7,491	7,867	37.3385	39.2019	41.1519	43.2173	45.3865			
INFORMATION SYSTEMS TECHNICIAN I	H	cistc1	12/19/2016	25-16	6,230	6,540	6,869	7,212	7,574	35.9423	37.7308	39.6288	41.6077	43.6962			
INFORMATION SYSTEMS TECHNICIAN II	H	cistc2	12/19/2016	25-16	6,851	7,194	7,554	7,933	8,331	39.5250	41.5038	43.5808	45.7673	48.0635			
INFORMATION TECHNOLOGY ANALYST I	H	pitan1	12/19/2016	10-16	8,595	9,022	9,473	9,947	10,445	49.5865	52.0500	54.6519	57.3865	60.2596			
INSTRUMENTATION TECHNICIAN	H	cinstc	12/19/2016	25-16	7,843	8,237	8,647	9,081	9,536	45.2481	47.5212	49.8865	52.3904	55.0154			
JUNIOR ENGINEER	H	pjreng	12/19/2016	10-16	7,983	8,381	8,801	9,239	9,702	46.0558	48.3519	50.7750	53.3019	55.9731			
JUNIOR PLANNER	H	pjrpln	12/19/2016	10-16	7,518	7,893	8,286	8,702	9,136	43.3731	45.5365	47.8038	50.2038	52.7077			
LABORATORY TECHNICIAN	H	clabtc	12/19/2016	25-16	6,568	6,897	7,240	7,604	7,983	37.8923	39.7904	41.7692	43.8692	46.0558			

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

MAINTENANCE WORKER I	H	cmtwk1	12/19/2016	25-16	5,561	5,837	6,130	6,436	6,759	32.0827	33.6750	35.3654	37.1308	38.9942
MAINTENANCE WORKER II	H	cmtwk2	12/19/2016	25-16	6,114	6,421	6,743	7,079	7,432	35.2731	37.0442	38.9019	40.8404	42.8769
MECHANIC I	H	cmech1	12/19/2016	25-16	6,414	6,734	7,072	7,425	7,798	37.0038	38.8500	40.8000	42.8365	44.9885
MECHANIC I (Y-RATED)	H	ycmech1	12/19/2016	25-16	0	0	0	0	7,984	0.0000	0.0000	0.0000	0.0000	46.0615
MECHANIC II	H	cmech2	12/19/2016	25-16	7,054	7,407	7,777	8,168	8,575	40.6962	42.7327	44.8673	47.1231	49.4712
MECHANIC II-CRANE CERTIFIED	H	cmeccc	12/19/2016	25-16	7,232	7,594	7,973	8,372	8,792	41.7231	43.8115	45.9981	48.3000	50.7231
OPERATIONS CONTROL SYSTEM SPECIALIST	H	copcss	12/19/2016	25-16	8,372	8,792	9,230	9,693	10,176	48.3000	50.7231	53.2500	55.9212	58.7077
OPERATOR-IN-TRAINING	H	cwtpot	12/19/2016	25-16	5,469	5,742	6,029	6,331	6,646	31.5519	33.1269	34.7827	36.5250	38.3423
PROCESS LEAD WWTP OPERATOR IV	H	cwtppo4	12/19/2016	25-16	7,991	8,389	8,808	9,249	9,711	46.1019	48.3981	50.8154	53.3596	56.0250
PROCESS LEAD WWTP OPERATOR V	H	cwtppo5	12/19/2016	25-16	8,389	8,808	9,249	9,711	10,198	48.3981	50.8154	53.3596	56.0250	58.8346
SAFETY TECHNICIAN	H	csafte	12/19/2016	25-16	6,568	6,897	7,240	7,604	7,983	37.8923	39.7904	41.7692	43.8692	46.0558
SENIOR ACCOUNTING TECHNICIAN	H	csactc	12/19/2016	25-16	7,018	7,369	7,735	8,122	8,529	40.4885	42.5135	44.6250	46.8577	49.2058
SENIOR ELECTRICAL/ELECTRONIC TECHNICIAN	H	cseetc	12/19/2016	25-16	8,630	9,063	9,513	9,988	10,487	49.7885	52.2865	54.8827	57.6231	60.5019
SENIOR ELECTRICIAN	H	csselect	12/19/2016	25-16	8,441	8,863	9,306	9,772	10,260	48.6981	51.1327	53.6885	56.3769	59.1923
SENIOR ENGINEERING TECHNICIAN / GIS SPECIALIST	H	csentc	12/19/2016	25-16	7,907	8,303	8,716	9,156	9,611	45.6173	47.9019	50.2846	52.8231	55.4481
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	csreci	12/19/2016	25-16	8,360	8,776	9,215	9,674	10,160	48.2308	50.6308	53.1635	55.8115	58.6154
SENIOR INSTRUMENTATION/CONTROLS TECHNICIAN	H	csrictech	12/19/2016	25-16	9,208	9,669	10,152	10,662	11,195	53.1231	55.7827	58.5692	61.5115	64.5865
SENIOR MECHANIC	H	csrmec	12/19/2016	25-16	7,763	8,148	8,558	8,984	9,432	44.7865	47.0077	49.3731	51.8308	54.4154
SENIOR MECHANIC-CRANE CERTIFIED	H	csrmcc	12/19/2016	25-16	7,954	8,351	8,769	9,208	9,668	45.8885	48.1788	50.5904	53.1231	55.7769
SENIOR WWTP OPERATOR III	H	cswtpo	12/19/2016	25-16	7,609	7,991	8,389	8,808	9,249	43.8981	46.1019	48.3981	50.8154	53.3596
WASTEWATER TREATMENT PLANT OPERATOR I	H	cwtppo1	12/19/2016	25-16	6,291	6,602	6,933	7,279	7,643	36.2942	38.0885	39.9981	41.9942	44.0942
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtppo2	12/19/2016	25-16	6,917	7,264	7,626	8,007	8,409	39.9058	41.9077	43.9962	46.1942	48.5135
WATER/WASTEWATER SYSTEMS LEAD OPERATOR	H	cwwslo	12/19/2016	25-16	8,600	9,030	9,479	9,952	10,449	49.6154	52.0962	54.6865	57.4154	60.2827
WATER/WASTEWATER SYSTEMS OPERATOR IV-ON CALL	H	cww4oc	12/19/2016	25-16	7,800	8,188	8,600	9,030	9,479	45.0000	47.2385	49.6154	52.0962	54.6865
WATER/WASTEWATER SYSTEMS OPERATOR I	H	cwws01	12/19/2016	25-16	5,469	5,742	6,029	6,331	6,646	31.5519	33.1269	34.7827	36.5250	38.3423
WATER/WASTEWATER SYSTEMS OPERATOR I (Y-RATED)	H	y2cwws01	12/19/2016	25-16	0	0	0	0	7,122	0.0000	0.0000	0.0000	0.0000	41.0885
WATER/WASTEWATER SYSTEMS OPERATOR II	H	cwws02	12/19/2016	25-16	6,291	6,602	6,933	7,279	7,643	36.2942	38.0885	39.9981	41.9942	44.0942
WATER/WASTEWATER SYSTEMS OPERATOR III	H	cwws03	12/19/2016	25-16	6,917	7,264	7,626	8,007	8,409	39.9058	41.9077	43.9962	46.1942	48.5135
WATER/WASTEWATER SYSTEMS OPERATOR IV	H	cwws04	12/19/2016	25-16	7,609	7,991	8,389	8,808	9,249	43.8981	46.1019	48.3981	50.8154	53.3596

Exempt Classifications				Monthly Salary					Bi-Weekly Pay Rate					
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/19/2016	10-16	7,950	8,347	8,765	9,203	9,663	3669.23	3852.46	4045.38	4247.54	4459.85
ADMINISTRATIVE ANALYST II	S	padan2	12/19/2016	10-16	8,710	9,145	9,603	10,084	10,588	4020.00	4220.77	4432.15	4654.15	4886.77
ADMINISTRATIVE SERVICES MANAGER	S	asm	12/19/2016	58-16	0	0	0	0	17,043	0.00	0.00	0.00	0.00	7866.00
ASSISTANT ENGINEER	S	paseng	12/19/2016	10-16	8,721	9,157	9,613	10,095	10,599	4025.08	4226.31	4436.77	4659.23	4891.85
ASSISTANT GENERAL MANAGER	S	agm	12/19/2016	59-16	0	0	0	0	18,174	0.00	0.00	0.00	0.00	8388.00
ASSISTANT PLANNER	S	paspln	12/19/2016	10-16	8,207	8,618	9,049	9,502	9,977	3787.85	3977.54	4176.46	4385.54	4604.77
ASSOCIATE CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	paesme	12/19/2016	10-16	9,936	10,433	10,953	11,501	12,077	4585.85	4815.23	5055.23	5308.15	5574.00
ASSOCIATE ENGINEER-SUPERVISORY	S	maengs	12/19/2016	9-16	10,584	11,112	11,668	12,252	12,865	4884.92	5128.62	5385.23	5654.77	5937.69
ASSOCIATE PLANNER	S	pasopl	12/19/2016	10-16	8,971	9,418	9,888	10,383	10,903	4140.46	4346.77	4563.69	4792.15	5032.15
BUYER	S	pbuyer	12/19/2016	10-16	7,495	7,870	8,264	8,674	9,110	3459.23	3632.31	3814.15	4003.38	4204.62
CLEAN WATER PROGRAMS SPECIALIST	S	pcwpfsp	12/19/2016	10-16	8,955	9,403	9,872	10,366	10,882	4133.08	4339.85	4556.31	4784.31	5022.46
COMMUNITY AFFAIRS SPECIALIST II	S	pcafs2	12/19/2016	10-16	8,346	8,764	9,202	9,662	10,145	3852.00	4044.92	4247.08	4459.38	4682.31

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

COMMUNITY AFFAIRS SUPERVISOR	S	mcasup	12/19/2016	9-16	10,624	11,154	11,714	12,300	12,915	4903.38	5148.00	5406.46	5676.92	5960.77
CUSTOMER SERVICES SUPERVISOR	S	mcssup	12/19/2016	9-16	9,562	10,039	10,540	11,069	11,622	4413.23	4633.38	4864.62	5108.77	5364.00
ELECTRICAL AND INSTRUMENTATION SUPERVISOR	S	meisup	12/19/2016	9-16	9,456	9,929	10,424	10,947	11,496	4364.31	4582.62	4811.08	5052.46	5305.85
EMPLOYEE DEVELOPMENT SPECIALIST	S	peedsp	12/19/2016	10-16	8,790	9,229	9,690	10,175	10,683	4056.92	4259.54	4472.31	4696.15	4930.62
ENGINEERING SERVICES MANAGER	S	esm	12/19/2016	47-16	0	0	0	0	17,379	0.00	0.00	0.00	0.00	8021.08
ENVIRONMENTAL SERVICES ADMINISTRATOR	S	mesadm	12/19/2016	9-16	12,682	13,314	13,980	14,678	15,413	5853.23	6144.92	6452.31	6774.46	7113.69
ENVIRONMENTAL CHEMIST II	S	pench2	12/19/2016	10-16	8,196	8,606	9,036	9,487	9,963	3782.77	3972.00	4170.46	4378.62	4598.31
EXECUTIVE SERVICES SUPERVISOR	S	messup	12/19/2016	9-16	11,336	11,903	12,498	13,120	13,778	5232.00	5493.69	5768.31	6055.38	6359.08
FIELD OPERATIONS SUPERVISOR	S	mfosup	12/19/2016	9-16	10,313	10,827	11,370	11,936	12,533	4759.85	4997.08	5247.69	5508.92	5784.46
FINANCIAL ANALYST	S	pfinan	12/19/2016	10-16	9,015	9,467	9,940	10,437	10,957	4160.77	4369.38	4587.69	4817.08	5057.08
FINANCIAL SERVICES SUPERVISOR	S	mfssup	12/19/2016	9-16	11,375	11,943	12,539	13,168	13,825	5250.00	5512.15	5787.23	6077.54	6380.77
GENERAL MANAGER	S	gm	12/19/2016	78-16	0	0	0	0	21,713	0.00	0.00	0.00	0.00	10021.38
GIS ANALYST II	S	pgisa2	12/19/2016	10-16	9,201	9,661	10,143	10,650	11,183	4246.62	4458.92	4681.38	4915.38	5161.38
GRAPHIC DESIGNER	S	pgrptc	12/19/2016	10-16	8,346	8,764	9,202	9,662	10,145	3852.00	4044.92	4247.08	4459.38	4682.31
HUMAN RESOURCES ANALYST II	S	hhran2	12/19/2016	11-16	8,784	9,223	9,684	10,167	10,677	4054.15	4256.77	4469.54	4692.46	4927.85
HUMAN RESOURCES AND RISK SUPERVISOR	S	mhrsup	12/19/2016	9-16	11,477	12,051	12,653	13,286	13,950	5297.08	5562.00	5839.85	6132.00	6438.46
INFORMATION SERVICES SUPERVISOR	S	missup	12/19/2016	9-16	12,342	12,957	13,606	14,288	15,002	5696.31	5980.15	6279.69	6594.46	6924.00
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/19/2016	10-16	9,393	9,862	10,354	10,873	11,416	4335.23	4551.69	4778.77	5018.31	5268.92
LABORATORY SUPERVISOR	S	mlbsup	3/8/2017		10,659	11,190	11,751	12,337	12,956	4919.54	5164.62	5423.54	5694.00	5979.69
MECHANICAL SUPERVISOR	S	mmesup	12/19/2016	9-16	9,252	9,714	10,200	10,711	11,245	4270.15	4483.38	4707.69	4943.54	5190.00
OPERATIONS MANAGER	S	sopmgr	12/19/2016	72-16	0	0	0	0	16,229	0.00	0.00	0.00	0.00	7490.31
PRINCIPAL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	ppesme	12/19/2016	10-16	11,895	12,488	13,114	13,770	14,457	5490.00	5763.69	6052.62	6355.38	6672.46
PRINCIPAL ENGINEER-SUPERVISORY	S	mpreng	12/19/2016	9-16	12,809	13,448	14,120	14,827	15,569	5911.85	6206.77	6516.92	6843.23	7185.69
SAFETY OFFICER	S	psafof	12/19/2016	10-16	9,255	9,718	10,204	10,714	11,249	4271.54	4485.23	4709.54	4944.92	5191.85
SENIOR CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	psesme	12/19/2016	10-16	10,868	11,411	11,981	12,580	13,210	5016.00	5266.62	5529.69	5806.15	6096.92
SENIOR ELECTRICAL ENGINEER-SUPERVISORY	S	msrees	12/19/2016	9-16	11,642	12,226	12,837	13,478	14,150	5373.23	5642.77	5924.77	6220.62	6530.77
SENIOR ENGINEER-SUPERVISORY	S	msengs	12/19/2016	9-16	11,642	12,226	12,837	13,478	14,150	5373.23	5642.77	5924.77	6220.62	6530.77
SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/19/2016	10-16	8,955	9,403	9,872	10,366	10,882	4133.08	4339.85	4556.31	4784.31	5022.46
SENIOR MECHANICAL ENGINEER-SUPERVISORY	S	msrmes	12/19/2016	9-16	11,642	12,226	12,837	13,478	14,150	5373.23	5642.77	5924.77	6220.62	6530.77
SENIOR PLANNER	S	psrpln	12/19/2016	10-16	9,804	10,296	10,810	11,349	11,917	4524.92	4752.00	4989.23	5238.00	5500.15
WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR	S	mwtpos	12/19/2016	9-16	12,682	13,314	13,980	14,678	15,413	5853.23	6144.92	6452.31	6774.46	7113.69

RESOLUTION NO. 79-16

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 56-16

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

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

WHEREAS, by Resolution No. 56-16, the Board-adopted pay schedule was approved on September 20, 2016; and

WHEREAS, the Professional Employee Bargaining Unit (PEBU) and Mid-Management Employees Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 26, 2011 through December 17, 2017; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39) have met in good faith and agreed to labor contracts effective May 17, 2016 through December 17, 2017; and

WHEREAS, the Confidential Employees Bargaining Unit (CEBU) have met in good faith and agreed to labor contracts effective December 26, 2011 through April 30, 2018; and

WHEREAS, the General Manager has a Personal Services Agreement in place effective April 6, 2016; and

WHEREAS, the Engineering Services Manager has a Personal Services Agreement in place effective July 20, 2016; and

WHEREAS, the Administrative Services Manager has a Personal Services Agreement in place effective September 26, 2016; and

Res. No. 79-16

WHEREAS, the Assistant General Manager has a Personal Services Agreement in place effective September 26, 2016; and

WHEREAS, the Operations Manager has a Personal Services Agreement in place effective December 5, 2016; and

WHEREAS, pursuant to the immediately preceding Board Resolution at this regular meeting of the Board of Directors on December 20, 2016, this Board approved and authorized execution of an amendment to the agreement for personal services with Daniel McIntyre as General Manager (Amendment No. 1); and

WHEREAS, the specific language of these labor contracts, personal services agreements and The Amendment establishes a new base salary effective the first pay period of Calendar Year 2017.

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

- (1) That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit A attached hereto and incorporated herein by reference, is approved and adopted, and Resolution No. 56-15 (attached as Exhibit B) is hereby rescinded.
- (2) That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

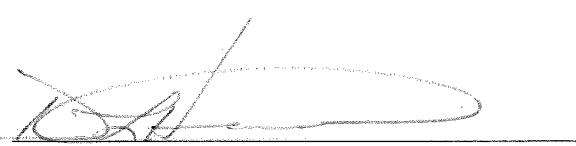
Res. No. 79-16

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 20th day of December 2016, and passed by the following vote:

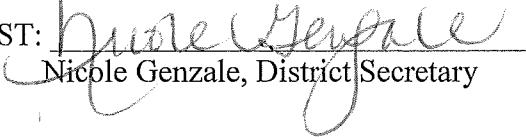
AYES: 5 - Directors Georange M. Vonheeder-Leopold, Madelyne A. Misheloff, Edward R. Duarte, Richard M. Halket, D.L. (Pat) Howard

NOES: 0

ABSENT: 0



D.L. (Pat) Howard, President

ATTEST: 
Nicole Genzale, District Secretary

H:\Board\2016\12-20-16\Adopt Pay Schedule\Res Adopt Pay Schedule 12.20.16.docx



TITLE: Review and Support the Proposed LAVWMA FY 2017-2018 and FY 2018-2019 Operation and Maintenance Budgets

RECOMMENDATION:

Staff recommends the Board of Directors, by Motion, direct the District's LAVWMA representatives to support the proposed FYE 2018 and FYE 2019 budgets for the operation and maintenance (O&M) of the LAVWMA facilities.

SUMMARY:

In conformance with the District's strategic goals of longer-term financial planning and as the contract operator for LAVWMA, the District prepares and submits to LAVWMA the O&M budget proposals for a two-year term:

- The proposed FYE 2018 O&M budget of \$2,079,028 for the conveyance and disposal of treated effluent at a cost of \$510 per million gallons with an estimated flow of 4,078 million gallons
- The proposed FYE 2019 O&M budget of \$2,145,585 for the conveyance and disposal of treated effluent at a cost of \$534 per million gallons with an estimated flow of 4,015 million gallons

The attached budget cover letter explains the assumptions that were used, as well as noteworthy items that influence the second FYE 2019 budget year's reduction of DSRSD treated effluent. The proposed budgets have been submitted to the LAVWMA General Manager for consideration by the LAVWMA Board of Directors.

The recycled water expansion project is anticipated to be in trial-startup mode in the second year, FYE2019, and is anticipated to affect the PG&E costs due to the reduction of DSRSD effluent needing conveyance.

The LAVWMA Board is currently anticipated to meet at a Joint Power Authority meeting on April 19 to approve the two-year LAVWMA budget.

Originating Department: Operations	Contact: J. Carson	Legal Review: Not Required
Cost: \$0	Funding Source: Regional Enterprise Fund 300	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – February 27, 2017 letter to Chuck Weir, LAVWMA GM Attachment 2 – Proposed LAVWMA 2-year budget	31 of 105



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

Regional Wastewater Treatment Facility
7399 Johnson Drive
Pleasanton, CA 94588-3862

main (925) 846-4565
fax (925) 462-0658
www.dsrsd.com

February 27, 2017

Mr. Chuck Weir
LAVWMA General Manager
7051 Dublin Blvd.
Dublin, CA 94568

Subject: Proposed LAVWMA FY 2017-2018 and FY 2018-2019 Operations & Maintenance Budgets

Dear Chuck:

Attached are the proposed budgets for the operation and maintenance of the LAVWMA Facilities during FY 2017-2018 and FY 2018-2019 to coincide with the District's 2-year budget cycle.

The total proposed budget for FY 2017-2018 is \$2,079,028 including labor, utilities, materials, supplies, laboratory analysis, contractual services, and non-routine expenditures. This amount will convey treated wastewater to the discharge point in San Francisco Bay for Livermore, Pleasanton, Dublin, and San Ramon customers at a rate of approximately \$510 per million gallons during FY 2017-2018, based on an estimated export flow of 4,078 million gallons.

Attachment 1 shows the proposed FY 2017-2018 O&M budget in detail. For your convenience the expenses are separated by pumping costs (\$1,742,716 or \$427 per million gallons) and pipeline maintenance costs (\$336,312 or \$82 per million gallons).

These are "not-to-exceed" budgets submitted in accordance with the Maintenance Agreement, and the total budget for each fiscal year cannot be increased without the approval of the LAVWMA Board. However, the "not-to-exceed" amount applies only to DSRSD's labor, materials, and supplies, per the terms of the Maintenance Agreement. The "not-to-exceed" amount does not apply to utilities, laboratory analysis, and contractual services (Article 3, paragraph F). Utility rates and costs in particular are essentially beyond the control of the District, and utility costs could vary substantially depending on utility rate initiatives and higher than normal flows resulting from above normal wet weather conditions.

Attachment 2 compares the current year's budget, actual expenditures as of December 31, 2016, projected expenses for the entire fiscal year, and the proposed FY 2017-2018 O&M budget. At this time the projected expenditures for FY 2016-2017 are expected to be slightly less than the budget.

Attachment 3 summarizes the budget into major categories such as labor, materials and supplies, utilities, etc. and compares the FY 2016-2017, projected 2016-2017 expenses, and the proposed FY 2017-2018 budget amounts. Overall, the proposed FY 2017-2018 budget is 4.7% higher than the FY 2016-2017 budget. DSRSD labor costs are expected to increase by 3.5% in FY 2017-2018. Electric costs

February 27, 2017

Page 2 of 3

are expected to increase reflecting higher export flows and are based on a pumping cost of \$277 per million gallons for the 2016 twelve month average.

Attachment 4 provides a comparison of past budgets and actual expenditures. For convenience, the export flows are also shown, along with the cost per acre-foot and the cost per million gallons.

Attachment 5 provides detail on the labor hours that were used for the proposed FY 2017-2018 and FY 2018-2019 budgets. Labor costs are based on DSRSD's burden labor rates, which are adjusted annually. Not included in this budget amount are EBDA's charges, permit fees, insurance, debt service, Director's fees, and expenditures for the LAVWMA General Manager, Treasurer, Counsel, Auditor, and administrative staff.

Attachment 6 shows the proposed FY 2018-2019 O&M budget of \$2,145,585 in detail. This amount will convey treated wastewater to the discharge point in San Francisco Bay for Livermore, Pleasanton, Dublin, and San Ramon customers at a rate of approximately \$534 per million gallons during FY 2018-2019, based on an estimated export flow of 4,015 million gallons. For your convenience the expenses are separated by pumping costs (\$1,788,086 or \$445 per million gallons) and pipeline maintenance costs (\$357,498 or \$89 per million gallons).

Attachment 7 summarizes the proposed 2017-2018 budget, projected FY 2016-2017 expenses, and the proposed FY 2018-2019 budget amounts. Overall the proposed FY 2018-2019 budget is 3.2% higher than the proposed FY 2017-2018 budget.

Figure 1 shows the projected flow for FY 2017-2018 compared to the amount of recycled water for Pleasanton, EBMUD, and DSRSD.

Figure 2 shows the historic variation in LAVWMA export flows from July 2009 through December 2016.

DSRSD staff is available at your convenience to discuss the proposed operating and maintenance budgets.

Sincerely,



Jeff Carson

Operations Manager

Enclosures

February 27, 2017

Page 3 of 3

cc: Dan McIntyre, DSRSD General Manager
Judy Zavadil, DSRSD District Engineer/Engineering Services Manager
Carol Atwood, DSRSD Administrative Services Manager
Levi Fuller, DSRSD Operations Supervisor
Maurice Atendido, DSRSD Electrical & Instrumentation Supervisor
Shawn Quinlan, DSRSD Maintenance Supervisor
Raj Gumber, DSRSD Laboratory Supervisor
Clint Byrum, DSRSD Field Operations Supervisor
Dan Lopez, Safety Division Supervisor

PROPOSED

LAVWMA

BUDGET PROPOSAL

FISCAL YEARS 2017-2018 and 2018-2019



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

Attachment 1

FY 2017-2018 LAVWMA OPERATION & MAINTENANCE BUDGET

	<u>Hours</u>	<u>Rate</u>	<u>Labor</u>	<u>Pumping</u>	<u>Pipeline</u>
LABOR					
DIVISION 51 - Field Operations					
Water-Wastewater Sys OP IV	32	\$143	\$4,563		\$4,563
Maintenance Worker II	16	\$115	\$1,833		\$1,833
Supervisor	4	\$193	<u>\$773</u>		<u>\$773</u>
Subtotal	52		\$7,169		\$7,169
DIVISION 52 - WWTP					
Process Lead Operator V	200	\$161	\$32,127	\$32,127	
Senior WWTP Operator	590	\$146	\$85,961	\$85,961	
Operator II	1,772	\$132	\$234,716	\$117,358	\$117,358
Supervisor	50	\$243	<u>\$12,140</u>	<u>\$6,070</u>	<u>\$6,070</u>
Subtotal	2,612		\$364,943	\$241,515	\$123,428
DIVISION 53 - Mechanical					
Senior Mechanic-Crane Cert	462	\$168	\$77,517	\$38,759	\$38,759
Mechanic II	1,100	\$149	\$163,679	\$113,087	\$50,592
Supervisor	50	\$246	<u>\$12,277</u>	<u>\$8,482</u>	<u>\$3,795</u>
Subtotal	1,612		\$253,473	\$160,328	\$93,145
DIVISION 54 - Electrical					
Senior Instrument/Controls Tech	8	\$179	\$1,435	\$717	\$717
Instrument Tech	260	\$153	\$39,722	\$19,861	\$19,861
OPS Control Sys Spec	250	\$163	\$40,756	\$30,567	\$10,189
Senior Electrician	108	\$164	\$17,751	\$17,751	
Electrician	200	\$149	\$29,884	\$29,884	
Supervisor	24	\$227	<u>\$5,440</u>	<u>\$2,720</u>	<u>\$2,720</u>
Subtotal	850		\$134,988	\$101,500	\$33,488
DIVISION 56 - Safety					
Safety Officer	48	\$111	<u>\$5,308</u>	<u>\$2,654</u>	<u>\$2,654</u>
Subtotal	48		\$5,308	\$2,654	\$2,654
DIVISION 40 - Engineering					
Senior Civil Engineer-SME	100	\$190	<u>\$19,023</u>	<u>\$7,609</u>	<u>\$11,414</u>
Subtotal	100		\$19,023	\$7,609	\$11,414
Total Labor FTE's	5,274	\$149	\$784,903	\$513,606	\$271,297
2.5					

Note: Labor rates shown are from staff billing rates effective 1-1-2017 multiplied by 1.0175 to reflect an anticipated 3.5% CPI increase on January 1, 2018.

Attachment 1

FY 2017-2018 LAVWMA OPERATION & MAINTENANCE BUDGET

	Expense	Pumping	Pipeline
<u>MATERIALS & SUPPLIES</u>			
Operations Supplies			
Calcium Thiosulfate	\$13,000	\$6,500	\$6,500
Supplies/Expenses (misc)	\$200	\$100	\$100
Subtotal	\$13,200	\$6,600	\$6,600
Mechanical Supplies			
Materials and supplies	\$10,000	\$9,000	\$1,000
Pump & equip repair parts	\$7,500	\$7,500	
Water Cannons	\$7,000	\$7,000	
Air relief valve parts	\$5,000		\$5,000
Oils, lubricants	\$2,500	\$2,500	
Subtotal	\$32,000	\$26,000	\$6,000
Electrical Supplies			
Instrument parts	\$2,000	\$1,000	\$1,000
Analyzer parts	\$2,000	\$1,000	\$1,000
MCC equipment/parts	\$2,000	\$2,000	
Vibration sensors	\$7,000	\$7,000	
SCADA parts	\$4,500	\$3,500	\$1,000
Motor/soft-start parts	\$1,000	\$1,000	
Motor repair parts	\$1,500	\$1,500	
Subtotal	\$20,000	\$17,000	\$3,000
Total Materials & Supplies	\$65,200	\$49,600	\$15,600
<u>LABORATORY ANALYSIS</u>			
Compliance Testing	\$18,000	\$15,480	\$2,520
Operational Support Testing	\$3,700		\$3,700
Special Sampling	\$5,000		\$5,000
Total Laboratory Analysis	\$26,700	\$15,480	\$11,220
<u>CONTRACTUAL SERVICES</u>			
Sub-surface Repairs	\$5,000		\$5,000
Street Sweeping	\$5,000	\$5,000	
Cathodic Protection	\$16,000		\$16,000
Underground Service Alert	\$1,140		\$1,140
SCADA/eO&M/PowerXpert software support	\$10,000	\$10,000	
Rectifier SCADA (5 yr contract)	\$0		
HVAC Maintenance/Repairs	\$750	\$500	\$250
Termite/Pest Control	\$900	\$900	
Landscape/weed maintenance	\$8,500	\$5,780	\$2,720
Fire Extinguisher Maint	\$200	\$200	
Postage/Shipping Charges	\$250	\$250	
Professional Services, misc	\$10,000	\$5,000	\$5,000
Total Contractual Services	\$57,740	\$27,630	\$30,110
<u>UTILITIES</u>			
Electricity (PG&E)	\$1,135,605	\$1,130,605	\$5,000
Water & Sewer (Pleasanton)	\$1,000	\$1,000	
Water (EBMUD)	\$880		\$880
Telephone/communications/T-1	\$4,500	\$2,295	\$2,205
WW Treatment (DSRSD)	\$2,500	\$2,500	
Total Utilities	\$1,144,485	\$1,136,400	\$8,085
<u>NON-ROUTINE</u>			
Pump Efficiency Testing	\$0		
Corrosion Studies/Inspections	\$0		
Med voltage switchgear Tri-annual PM	\$0		
Total Non-Routine	\$0	\$0	\$0

Attachment 1

FY 2017-2018 LAVWMA OPERATION & MAINTENANCE BUDGET

	Total	Pumping	Pipeline
TOTAL BUDGET	\$2,079,028	\$1,742,716	\$336,312

Assumptions:

	Total
Days of operation =	365
Annual acre feet =	12,515
Annual million gallons =	4,078

Unit Costs:

	Pumping	Pipeline
Cost/AF =	\$139	\$27
Cost/MG=	\$427	\$82

Attachment 2

CURRENT YEAR PROJECTED EXPENSES

	Approved Budget	YTD* Expenses	Projected Expenses	Proposed Budget
	FY 2016-2017	FY 2016-2017	FY 2016-2017	FY 2017-2018
Labor				
Staff	<u>\$796,410</u>	<u>\$332,671</u>	<u>\$796,410</u>	<u>\$784,903</u>
	Subtotal	\$796,410	\$332,671	\$784,903
Materials & Supplies				
Operations supplies	\$200	\$471	\$471.04	\$13,200
Mechanical supplies	\$25,000	\$9,697	\$19,394.02	\$32,000
Electrical supplies	<u>\$20,000</u>	<u>\$5,570</u>	<u>\$11,139.12</u>	<u>\$20,000</u>
	Subtotal	\$45,200	\$15,738	\$31,004
Laboratory analysis				
Compliance	\$18,000	\$8,684	\$17,368	\$18,000
Operational	\$3,000	\$1,848	\$3,696	\$3,700
Special Sampling	<u>\$2,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,000</u>
	Subtotal	\$23,500	\$10,532	\$21,064
Contractual Services				
Sub-surface Repairs	\$5,000	\$0	\$5,000	\$5,000
Street Sweeping	\$5,000	\$1,210	\$2,420	\$5,000
Cathodic Protection	\$16,000	\$19,200	\$19,200	\$16,000
Underground Service Alert	\$550	\$1,141	\$1,141	\$1,140
SCADA/eO&M software support	\$10,000	\$43,259	\$43,259	\$10,000
HVAC Maintenance/Repairs	\$750	\$0	\$750	\$750
Termite/Pest Control	\$850	\$444	\$888	\$900
Landscape maintenance	\$12,500	\$3,435	\$6,870	\$8,500
Weed Abatement/control	\$0	\$0	\$0	\$0
Western Terminus landscape/Env	\$0	\$0	\$0	\$0
Fire Extinguisher Maint	\$200	\$0	\$200	\$200
Postage/Shipping Charges	\$250	\$0	\$250	\$250
Professional Services, misc	<u>\$10,000</u>	<u>\$18,966</u>	<u>\$18,966</u>	<u>\$10,000</u>
	Subtotal	\$61,100	\$87,655	\$98,944
Utilities				
Electricity (PG&E)	\$1,046,498	\$283,032	\$1,018,028	\$1,135,605
Water & Sewer (Pleasanton)	\$1,000	\$297	\$593.56	\$1,000
Water (EBMUD)	\$700	\$297	\$594.72	\$880
Telephone/communications	\$4,500	\$2,718	\$4,500.00	\$4,500
WW Treatment (DSRSD)	<u>\$2,500</u>	<u>\$959</u>	<u>\$1,917.66</u>	<u>\$2,500</u>
	Subtotal	\$1,055,198	\$287,303	\$1,025,634
Non-Routine				
Pump Efficiency Testing	\$0	\$0	\$0	\$0
Corrosion Studies/Inspections	\$5,000	\$0	\$0	\$0
Med voltage switchgear 3-yr PM	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Subtotal	\$5,000	\$0	\$0
Grand Total	\$1,986,408	\$733,898	\$1,973,056	\$2,079,028

Note: YTD expenses for FY 2014-2015 are for the 6-month period ending December 31, 2016

Attachment 3**Proposed Budget Summary FY 2017-2018**

	Approved Budget FY 2016-17	Projected Expenses FY 2016-17	Proposed Budget FY 2017-18	% Change	
				Budget vs.	Budget 16-17 Budget 17-18
				FY 2016-17	FY 2017-18
DSRSD Labor	\$796,410	\$796,410	\$784,903		-1.4%
Materials & Supplies	\$45,200	\$31,004	\$65,200		44.2%
Laboratory Analysis	\$23,500	\$21,064	\$26,700		13.6%
Contractual Services	\$61,100	\$98,944	\$57,740		-5.5%
Utilities	\$1,055,198	\$1,025,634	\$1,144,485		8.5%
Non-Routine	<u>\$5,000</u>	<u>\$0</u>	<u>\$0</u>		<u>-100.0%</u>
Total	\$1,986,408	\$1,973,056	\$2,079,028		4.7%

Attachment 4

HISTORY OF BUDGETS COMPARED TO ACTUAL EXPENSES							
	Approved Budget FY 2014-15	Actual Expenses FY 2014-15	Approved Budget FY 2015-16	Actual Expenses FY 2015-16	Approved Budget FY 2016-17	Projected Expenses FY 2016-17	Proposed Budget FY 2017-18
Labor							
Staff	\$752,173	\$693,948	\$773,214	\$695,555	\$796,410	\$796,410	\$784,903
Subtotal	\$752,173	\$693,948	\$773,214	\$695,555	\$796,410	\$796,410	\$784,903
Materials & Supplies							
Operations supplies	\$700	\$745	\$12,200	\$15,569	\$200	\$471	\$13,200
Mechanical supplies	\$25,000	\$18,671	\$25,000	\$11,929	\$25,000	\$19,394	\$32,000
Electrical supplies	\$13,500	\$7,314	\$20,000	\$10,903	\$20,000	\$11,139	\$20,000
Subtotal	\$39,200	\$26,729	\$57,200	\$38,402	\$45,200	\$31,004	\$65,200
Laboratory analysis							
Compliance	\$18,000	\$14,456	\$18,000	\$15,462	\$18,000	\$17,368	\$18,000
Operational	\$3,000	\$3,024	\$3,000	\$3,192	\$3,000	\$3,696	\$3,700
Special Sampling	\$5,500	\$0	\$2,500	\$0	\$2,500	\$0	\$5,000
Subtotal	\$26,500	\$17,480	\$23,500	\$18,654	\$23,500	\$21,064	\$26,700
Contractual Services							
Sub-surface Repairs	\$5,000	\$0	\$5,000	\$0	\$5,000	\$5,000	\$5,000
Street Sweeping	\$5,000	\$3,123	\$5,000	\$2,750	\$5,000	\$2,420	\$5,000
Cathodic Protection	\$15,000	\$14,500	\$16,000	\$25,145	\$16,000	\$19,200	\$16,000
Underground Service Alert	\$550	\$153	\$550	\$163	\$550	\$1,141	\$1,140
SCADA/eO&M software support	\$10,000	\$4,159	\$10,000	\$4,112	\$10,000	\$43,259	\$10,000
HVAC Maintenance/Repairs	\$750	\$0	\$750	\$0	\$750	\$750	\$750
Termite/Pest Control	\$850	\$864	\$850	\$866	\$850	\$888	\$900
Landscape/weed maintenance	\$10,500	\$6,508	\$8,500	\$6,548	\$12,500	\$6,870	\$8,500
Western Terminus landscape/Env	\$60,000	\$24,090	\$25,000	\$50,812	\$0	\$0	\$0
Fire Extinguisher Maint	\$200	\$339	\$200	\$206	\$200	\$200	\$200
Postage/Shipping Charges	\$250	\$0	\$250	\$0	\$250	\$250	\$250
Professional Services, misc	\$10,000	\$4,184	\$10,000	\$6,676	\$10,000	\$18,966	\$10,000
Subtotal	\$118,100	\$57,920	\$82,100	\$97,277	\$61,100	\$98,944	\$57,740
Utilities							
Electricity (PG&E)	\$1,211,913	\$953,854	\$1,013,105	\$983,602	\$1,046,498	\$1,018,028	\$1,135,605
Water & Sewer (Pleasanton)	\$1,000	\$985	\$1,000	\$816	\$1,000	\$594	\$1,000
Water (EBMUD)	\$550	\$814	\$700	\$827	\$700	\$595	\$880
Telephone/communications	\$3,500	\$3,736	\$4,500	\$4,541	\$4,500	\$4,500	\$4,500
WW Treatment (DSRSD)	\$0	\$1,524	\$2,500	\$962	\$2,500	\$1,918	\$2,500
Subtotal	\$1,216,963	\$960,913	\$1,021,805	\$990,747	\$1,055,198	\$1,025,634	\$1,144,485
Non-Routine							
Pump Efficiency Testing	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0
Corrosion Studies	\$0	\$6,500	\$0	\$0	\$5,000	\$0	\$0
Med voltage switchgear 3-yr PM	\$0	\$0	\$10,600	\$10,602	\$0	\$0	\$0
Subtotal	\$2,500	\$6,500	\$10,600	\$10,602	\$5,000	\$0	\$0
Grand Total	\$2,155,436	\$1,763,490	\$1,968,419	\$1,851,237	\$1,986,408	\$1,973,056	\$2,079,028
Export Flow (AF)	14,747	11,747	11,742	12,158	11,577	11,577	12,515
Export Flow (MG)	4,805	3,827	3,826	3,961	3,772	3,772	4,078
Cost (\$/AF)	\$146	\$150	\$168	\$152	\$172	\$170	\$166
Cost (\$/MG)	\$449	\$461	\$514	\$467	\$527	\$523	\$510

Attachment 5

FY 2017-2018 LAVWMA PERSONNEL ESTIMATING

PERSONNEL		Hours
Division 51 - Field Services		
Water-Wastewater Sys OP IV	TV inspection of export pipe, 1/2 day/year, 2 Operators	16
Water-Wastewater Sys OP IV	Traffic control for vault entries, misc	16
Maintenance Worker II	Traffic control for vault entries, misc	16
Supervisor	Inspections/coordination/direction of staff and related activities	4
Division 52 - Treatment Operations		
Process Lead Operator V	Pump efficiency testing and SOP's, planning, inspections	200
Senior WWTP Operator	Spot checks on off-shifts and weekends + hours for storms	590
Operator II	Daily pump station operation/monitoring, 3 hrs/day 5 days per week	1,000
Operator II	San Leandro Sample Station checks, pipeline inspections, flapper valve testing	772
Supervisor	Inspections/direction of staff and activities, 2 hours/week	50
Division 53 - Mechanical		
Senior Mechanic-Crane Cert	Regular maintenance, 4 hrs/day, 2 days per week	380
Senior Mechanic	USA Marking, when other trained employees are not available	82
Mechanic II	PM's and misc repairs, as needed	400
Mechanic II	USA Marking, 1 hour per day, 5 days per week	140
Mechanic II	Confined space entries, 4 weeks/year, 2 employees	560
Supervisor	Inspections/direction of staff and activities, 1 hour/week	50
Division 54 - Electrical		
Senior Instrument/Controls Tech	Instrument replacement/SCADA troubleshooting	8
Instrument Tech	Instrument checks/calibration 7 hr per week	260
OPS Control Sys Spec	SCADA system repairs/programming, 3.75 hr per week	250
Senior Electrician	Switchgear & electrical inspections and repair	108
Electrician	Switchgear & electrical inspection/repairs, 5.75 hr per week	200
Supervisor	Inspections/direction of staff and activities, 1 hour/week	24
Division 56 - Safety		
Safety Officer	Special safety inspections of LAVWMA facilities	48
Division 40 - Engineering		
Senior Civil Engineer-SME	Assistance with engineering, maintenance, and bidding issues	100
TOTAL BILLABLE LABOR HOURS		5,274
FTE's		2.54

Attachment 6

FY 2018-2019 LAVWMA OPERATION & MAINTENANCE BUDGET

	<u>Hours</u>	<u>Rate</u>	<u>Labor</u>	<u>Pumping</u>	<u>Pipeline</u>
LABOR					
DIVISION 51 - Field Operations					
Water-Wastewater Sys OP IV	32	\$147	\$4,720		\$4,720
Maintenance Worker II	16	\$119	\$1,897		\$1,897
Supervisor	4	\$200	<u>\$800</u>		<u>\$800</u>
Subtotal	52		\$7,416	\$0	\$7,416
DIVISION 52 - WWTP					
Process Lead Operator V	200	\$166	\$33,232		
Senior WWTP Operator	590	\$151	\$88,917		\$88,917
Operator II	1,772	\$137	\$242,790	\$121,395	\$121,395
Supervisor	50	\$251	<u>\$12,557</u>	<u>\$6,279</u>	<u>\$6,279</u>
Subtotal	2,612		\$377,496	\$249,823	\$127,673
DIVISION 53 - Mechanical					
Senior Mechanic-Crane Cert	462	\$174	\$80,183	\$40,092	\$40,092
Mechanic II	1,100	\$154	\$169,309	\$118,718	\$50,592
Supervisor	50	\$254	<u>\$12,699</u>	<u>\$8,904</u>	<u>\$3,795</u>
Subtotal	1,612		\$262,192	\$167,714	\$94,478
DIVISION 54 - Electrical					
Senior Instrument/Controls Tech	8	\$186	\$1,484	\$742	\$742
Instrument Tech	260	\$158	\$41,089	\$20,544	\$20,544
OPS Control Sys Spec	250	\$169	\$42,158	\$31,618	\$10,539
Senior Electrician	108	\$170	\$18,361	\$18,361	
Electrician	200	\$155	\$30,912	\$30,912	
Supervisor	24	\$234	<u>\$5,627</u>	<u>\$2,814</u>	<u>\$2,814</u>
Subtotal	850		\$139,631	\$104,991	\$34,639
DIVISION 56 - Safety					
Safety Officer	48	\$113	<u>\$5,440</u>	<u>\$2,720</u>	<u>\$2,720</u>
Subtotal	48		\$5,440	\$2,720	\$2,720
DIVISION 40 - Engineering					
Senior Civil Engineer-SME	100	\$197	<u>\$19,678</u>	<u>\$7,871</u>	<u>\$11,807</u>
Subtotal	100		\$19,678	\$7,871	\$11,807
Total Labor	5,274	\$154	\$811,852	\$533,119	\$278,733

Note: Labor rates shown are estimated staff billing rates effective 1-1-2017 multiplied by 1.0525 to reflect an anticipated 3.5% CPI increase on January 1, 2018, and a 3.5% CPI increase on January 1, 2019.

Attachment 6

FY 2018-2019 LAVWMA OPERATION & MAINTENANCE BUDGET

	Expense	Pumping	Pipeline
<u>MATERIALS & SUPPLIES</u>			
Operations Supplies			
Calcium Thiosulfate	\$14,000	\$7,000	\$7,000
Supplies/Expenses (misc)	<u>\$200</u>	<u>\$100</u>	<u>\$100</u>
Subtotal	\$14,200	\$7,100	\$7,100
Mechanical Supplies			
Materials and supplies	\$10,000	\$9,000	\$1,000
Pump & equip repair parts	\$7,500	\$7,500	
Water Cannons	\$0		
Air relief valve parts	\$5,000		\$5,000
Oils, lubricants	<u>\$2,500</u>	<u>\$2,500</u>	
Subtotal	\$25,000	\$19,000	\$6,000
Electrical Supplies			
Instrument parts	\$2,000	\$1,000	\$1,000
Analyzer parts	\$2,000	\$1,000	\$1,000
MCC equipment/parts	\$2,000	\$2,000	
Vibration sensors	\$7,000	\$7,000	
SCADA parts	\$4,500	\$3,500	\$1,000
Motor/soft-start parts	\$1,000	\$1,000	
Motor repair parts	<u>\$1,500</u>	<u>\$1,500</u>	
Subtotal	\$20,000	\$17,000	\$3,000
Total Materials & Supplies	\$59,200	\$43,100	\$16,100
<u>LABORATORY ANALYSIS</u>			
Compliance Testing	\$18,000	\$15,480	\$2,520
Operational Support Testing	\$3,700		\$3,700
Special Sampling	<u>\$5,000</u>		<u>\$5,000</u>
Total Laboratory Analysis	\$26,700	\$15,480	\$11,220
<u>CONTRACTUAL SERVICES</u>			
Sub-surface Repairs	\$5,000		\$5,000
Street Sweeping	\$5,000	\$5,000	
Cathodic Protection	\$24,000		\$24,000
Underground Service Alert	\$1,140		\$1,140
SCADA/eO&M/POwerXpert software support	\$10,000	\$10,000	
HVAC Maintenance/Repairs	\$750	\$500	\$250
Termite/Pest Control	\$900	\$900	
Landscape/weed maintenance	\$8,500	\$5,780	\$2,720
Fire Extinguisher Maint	\$200	\$200	
Postage/Shipping Charges	\$250	\$250	
Professional Services, misc	<u>\$10,000</u>	<u>\$5,000</u>	<u>\$5,000</u>
Total Contractual Services	\$65,740	\$27,630	\$38,110
<u>UTILITIES</u>			
Electricity (PG&E)	\$1,157,313	\$1,152,063	\$5,250
Water & Sewer (Pleasanton)	\$1,000	\$1,000	
Water (EBMUD)	\$880		\$880
Telephone/communications/T-1	\$4,500	\$2,295	<u>\$2,205</u>
WW Treatment (DSRSD)	<u>\$2,500</u>	<u>\$2,500</u>	
Total Utilities	\$1,166,193	\$1,157,858	\$8,335
<u>NON-ROUTINE</u>			
Pump Efficiency Testing	\$0		
Corrosion Studies/Inspections	\$5,000		<u>\$5,000</u>
Med voltage switchgear 3-yr PM	<u>\$10,900</u>	\$10,900	
Total Non-Routine	\$15,900	\$10,900	\$5,000

Attachment 6

FY 2018-2019 LAVWMA OPERATION & MAINTENANCE BUDGET

	Total	Pumping	Pipeline
TOTAL BUDGET	\$2,145,585	\$1,788,086	\$357,498

Assumptions:

	Total
Days of operation =	365
Annual acre feet =	12,321
Annual million gallons =	4,015

Unit Costs:

	Pumping	Pipeline
Cost/AF =	\$145	\$29
Cost/MG=	\$445	\$89

Attachment 7**Proposed Budget Summary FY 2018-2019**

	Proposed Budget FY 2017-18	Projected Expenses FY 2016-17	Proposed Budget FY 2018-19	% Change Budget 17-18 vs. Budget 18-19
DSRSD Labor	\$784,903	\$796,410	\$811,852	3.4%
Materials & Supplies	\$65,200	\$31,004	\$59,200	-9.2%
Laboratory Analysis	\$26,700	\$21,064	\$26,700	0.0%
Contractual Services	\$57,740	\$98,944	\$65,740	13.9%
Utilities	\$1,144,485	\$1,025,634	\$1,166,193	1.9%
Non-Routine	<u>\$0</u>	<u>\$0</u>	<u>\$15,900</u>	<u>0.0%</u>
Total	\$2,079,028	\$1,973,056	\$2,145,585	3.2%

Figure 1
FY 2017-2018 Flow Projections

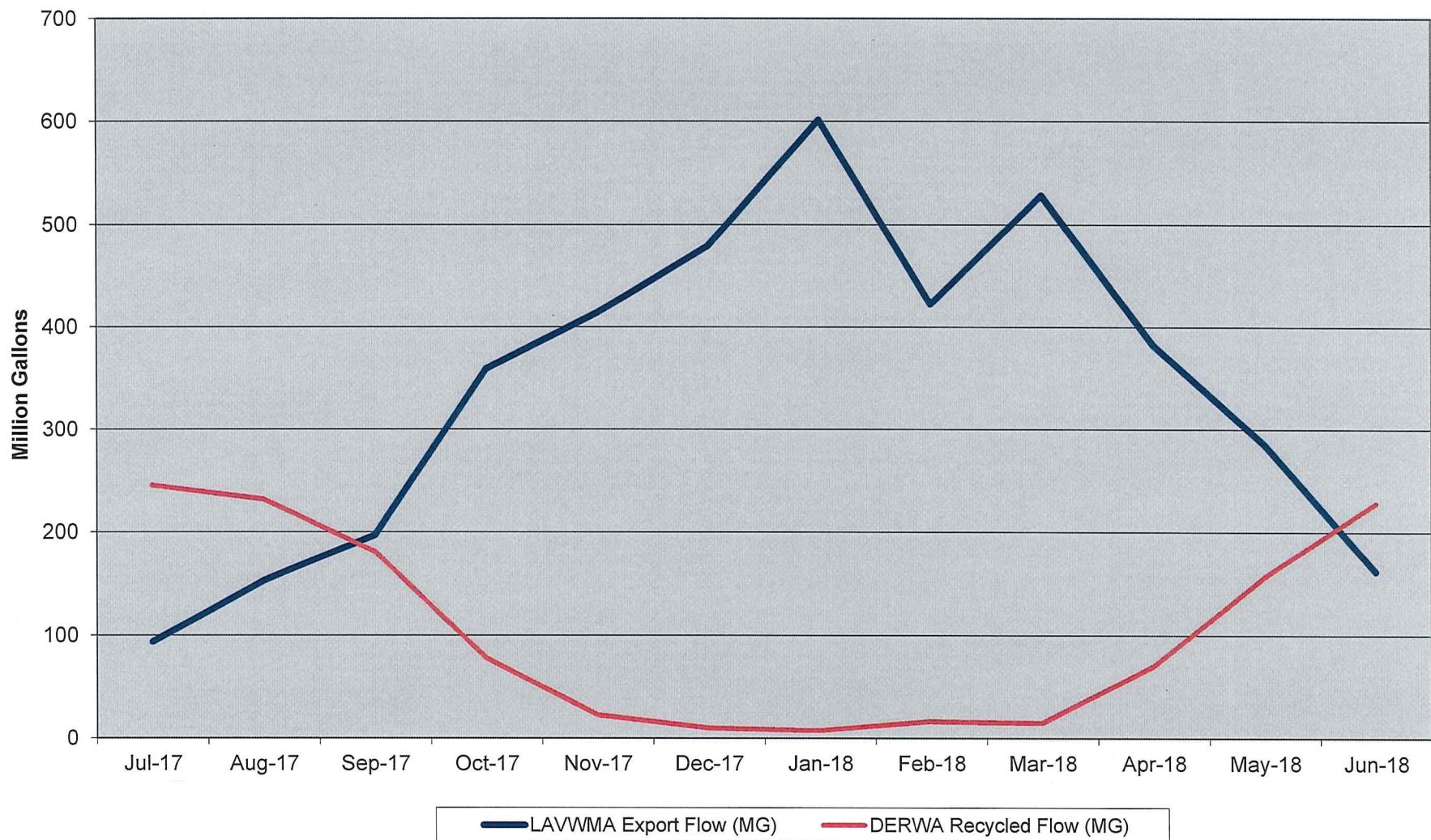
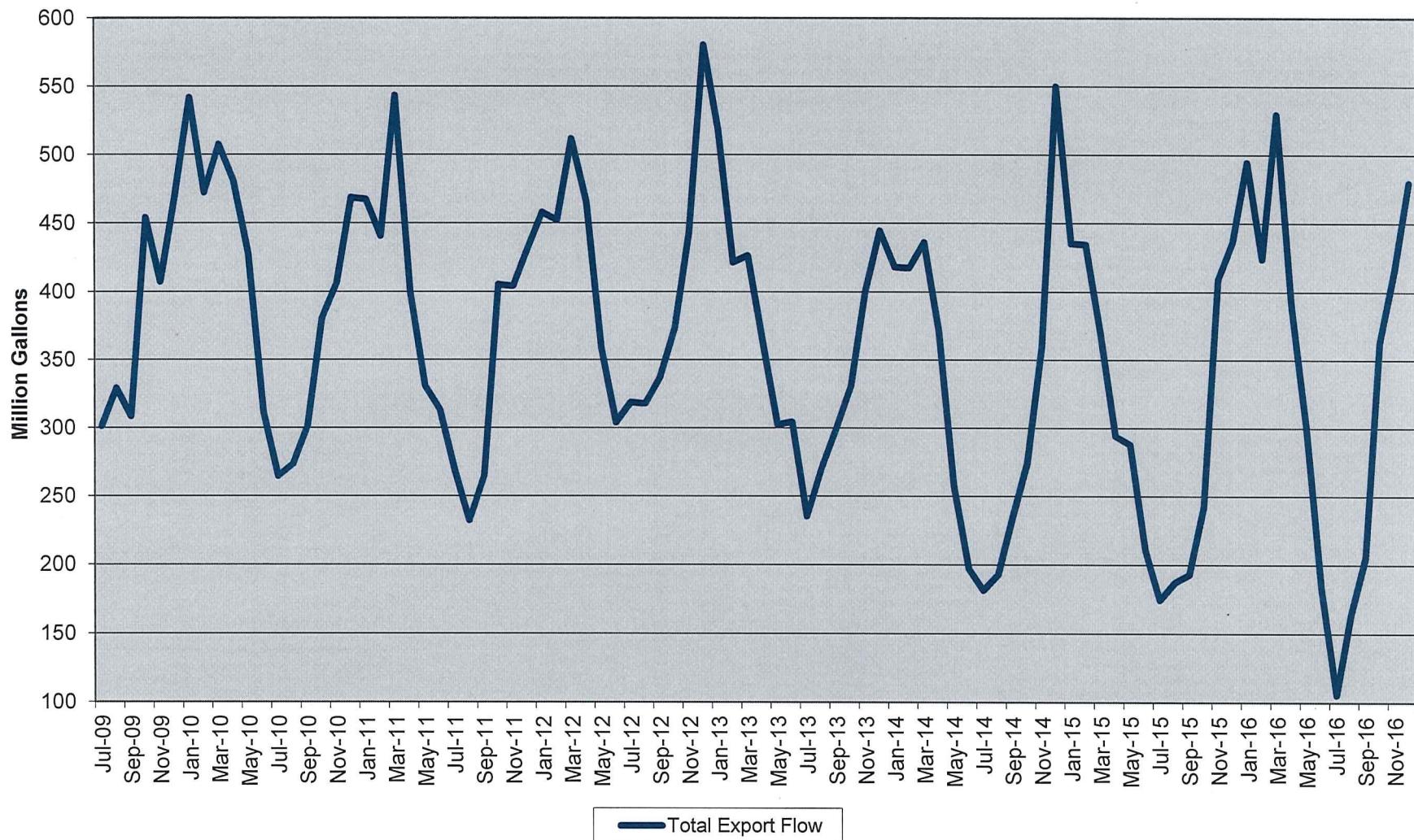


Figure 2
LAVWMA Monthly Export Flow History





TITLE: Review and Accept the Proposed DERWA FY 2017-2018 and FY 2018-2019 Operation and Maintenance Budgets

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the information on the District's DERWA proposed FYE 2018 and FYE 2019 budgets for the operation and maintenance (O&M) of the DERWA facilities.

SUMMARY:

In conformance with the District's strategic goal of longer-term financial planning and as the contractor for DERWA, the District prepares and submits to DERWA the O&M budget proposals for a two-year fiscal year term:

- The proposed FYE 2018 O&M budget is \$2,020,370 to produce recycled water at a rate of \$514 per acre-foot with a customer demands projection of 3,927 acre-feet
- The proposed FYE 2019 O&M budget is \$2,428,799 to produce recycled water at a rate of \$562 per acre-foot with a customer demands projection of 4,320 acre-feet

The attached budget cover letter explains the assumptions that were used as well as the recycled water treatment expansion with O&M increases in costs, especially during the FYE 2019.

Historical practice has been that the DSRSD Board would take action to direct its two delegates to the DERWA Board to approve the proposed budget at a subsequent DERWA Board meeting. However, because of scheduling difficulties with the March 6 DERWA Board meeting, there was insufficient time to request formal DSRSD Board direction in advance of the planned DERWA budget approval. Therefore, this DERWA budget is presented as information only to the DSRSD Board, and staff anticipates that this budget will be approved by the DERWA Board at its special meeting of March 6, one day prior to this DSRSD Board meeting.

Originating Department: Operations	Contact: J. Carson	Legal Review: Not Required
Cost: \$0	Funding Source: Water Enterprise Fund 600	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – February 23, 2017 letter to Michael Tognolini, DERWA AM Attachment 2 – Proposed DERWA Two-year budget	



Regional Wastewater Treatment Facility
7399 Johnson Drive
Pleasanton, CA 94588-3862

main (925) 846-4565
fax (925) 462-0658
www.dsrsd.com

February 23, 2017

Mr. Michael Tognolini
DERWA General Manager
7051 Dublin Blvd.
Dublin, CA 94568

Subject: Proposed DERWA FY 2017-2018 and FY 2018-2019 Operations & Maintenance Budgets

Dear Mike:

Attached are the proposed budgets for the operation and maintenance of the DERWA Facilities during FY 2017-2018 and FY 2018-2019 to coincide with the District's 2-year budget cycle.

The total proposed budget for FY 2017-2018 is \$2,020,370 including labor, chemicals, utilities, materials, supplies, laboratory analysis, and contractual services. This amount will provide recycled water to EBMUD and DSRSD customers at a rate of approximately \$514 per acre-foot, based on demand projections of 3,927 acre-feet for the coming fiscal year.

Attachment 1 shows the proposed FY 2017-2018 budget in detail. For your convenience the expenses are separated by treatment (\$1,669,823 or \$425 per acre-foot) and distribution (\$350,547 or \$89 per acre-foot).

Attachment 2 shows a comparison of the current budget; actual year-to-date (YTD) expenses for FY 2016-2017 through December 31, 2016; the projected fiscal year-end expenses through June 30, 2017; and the proposed FY 2017-2018 budget. The labor, materials, and supplies shown are itemized by treatment and distribution.

Attachment 3 shows the actual YTD expenses, projected year-end expenses, and the proposed FY 2017-2018 budget separated into fixed costs and variable costs. Fixed costs comprise approximately 50.8% and variable costs comprise approximately 49.2% of the proposed FY 2017-2018 budget amounts.

Attachment 4 shows a history of actual expenses versus budgeted expenses for FY 2014-2015, FY 2015-2016, and FY 2016-2017, plus the proposed budget for FY 2017-2018. The expenses shown for FY 2016-2017 and projected through the end of the fiscal year.

Attachment 5 provides detail on the labor hours that were used for the proposed FY 2017-2018 and FY 2018-2019 budgets. Labor costs are based on DSRSD's burden labor rates, which are adjusted annually. DSRSD labor costs are expected to increase by 3.5% in FY 2017-2018.

February 23, 2017

Page 2 of 3

Attachment 6 shows the actual recycled water demand during the 2016 irrigation season (i.e. January 2016 – December 2016). The total recycled water demand during this period was 3,439 acre-feet or 1,120 million gallons.

Attachment 7 shows the projected recycled water demand during calendar year 2017. The total recycled water demand during this period is expected to be about 3,783 acre-feet or 1,233 million gallons.

Attachment 8 shows the projected recycled water demand expected during FY 2017-2018. The total recycled water demand during this period is predicted to be about 3,927 acre-feet or 1,280 million gallons, representing a 10% increase in recycled water demand from the 2016 season demand.

Attachment 9 shows the proposed FY 2018-2019 budget of \$2,428,799 in detail. For your convenience the expenses are separated by treatment (\$2,057,193 or \$476 per acre-foot) and distribution (\$371,606 or \$86 per acre foot).

Attachment 10 shows the projected recycled water demand expected during FY 2018-2019. The total recycled water demand during this period is predicted to be about 4,320 acre-feet or 1,407 million gallons.

The proposed budgets include the following noteworthy items:

- Labor – Estimated labor hours are based on burden labor rates, per established practice, which are adjusted annually. For budgeting purposes, the burden labor rates assume that there will be a 3.5% CPI increase in salaries effective January 1, 2018, and another 3.5% CPI increase in salaries effective January 1, 2019. The Electrician and Sr. Operator labor has slightly increased. The safety officer hours have increased reflective of RWF and field operations safety needs. The engineer hours has moved from Division 50 to Division 40. USA staff time has been added to account for the true field work.
- Chemicals – Alum and polymer usage is slightly higher for FY2017-2018. However, once the ACTFLO process is commissioned the alumsulfate and polymer will increase as noted in the spreadsheets. The chemical demand was derived from Delta Diablo's ACTIFLO historical performance chemical usage trends. The salt management plan has increased 3.5%.
- Mechanical – The Sand filter rehabilitation has two (2) remaining units left. Also the air lifts for all the sand filters need replacement per lifecycle guidelines.
- Electrical – The UV lamp rehabilitation has increased and the UV wiper system rehabilitation is budgeted for FY 2018-2019. UPS upgrades are also included in this budget cycle as part of asset replacement program.
- Support – The RWF ACTIFLO process improvement has a startup/first year technical support need to ensure optimal performance is met.

February 23, 2017

Page 3 of 3

DSRSD staff is available at your convenience to discuss the proposed operating and maintenance budgets.

Sincerely,



Jeff Carson
Operations Manager
Enclosures

cc: Dan McIntyre, DSRSD General Manager
Judy Zavadil, DSRSD District Engineer/Engineering Services Manager
Carol Atwood, DSRSD Administrative Services Manager
Levi Fuller, DSRSD Operations Supervisor
Maurice Atendido, DSRSD Electrical & Instrumentation Supervisor
Shawn Quinlan, DSRSD Maintenance Supervisor
Raj Gumber, DSRSD Laboratory Supervisor
Clint Byrum, DSRSD Field Operations Supervisor
Dan Lopez, Safety Division Supervisor

PROPOSED

DERWA

BUDGET PROPOSAL

FISCAL YEARS 2017-2018 and 2018-2019



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

Attachment 1

FY 2017-2018 DERWA OPERATIONS BUDGET

	<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>
<u>MATERIALS & SUPPLIES</u>			
Operations Supplies			
Aluminum Sulfate/PACL	\$200,000	\$200,000	
Polymer	\$20,000	\$20,000	
Sodium Hypochlorite	\$53,680	\$51,180	\$2,500
Memclean	\$5,000	\$5,000	
Citric Acid	\$1,500	\$1,500	
UV Bulbs/Wipers	\$38,000	\$38,000	
SF cell rehabilitation	\$50,000	\$50,000	
Electricity	\$678,849	\$579,022	\$99,827
Backwash Waste	\$41,151	\$41,151	
Water (potable makeup)	\$0		\$0
Water (Pleasanton bills)	\$900	\$900	
Supplies/Expenses (misc)	\$1,000	\$500	\$500
Subtotal	\$1,090,080	\$987,253	\$102,827
Mechanical Supplies			
Metering pumps	\$2,500	\$2,500	\$0
Gauges/valves & airlift assemblies	\$17,100	\$16,100	\$1,000
Pump repair parts	\$15,000	\$3,800	\$11,200
Compressor parts	\$5,000	\$5,000	\$0
Subtotal	\$39,600	\$27,400	\$12,200
Electrical Supplies			
Metering parts	\$5,000	\$5,000	\$0
Analyzer parts	\$2,000	\$2,000	\$0
21KV equipment	\$1,000	\$1,000	\$0
SCADA RTU parts	\$500	\$250	\$250
Motor/VFD parts	\$1,500	\$1,500	\$0
Motor repairs	\$2,500	\$2,000	\$500
UV bulbs and wiper parts	\$10,000	\$10,000	\$0
UV ballast replacements	\$33,420	\$33,420	
HVAC maintenance	\$2,500	\$2,000	\$500
Corrective Parts	\$7,000	\$5,000	\$2,000
Major Project Parts	\$3,500	\$3,000	\$500
Wiper system rehabilitation	\$0		
Upgrade UPS units - Building N & M	\$0		
Subtotal	\$68,920	\$65,170	\$3,750
Laboratory Services/Analysis			
Compliance Testing	\$56,000	\$56,000	\$0
Salt Mgmt Plan sampling/analysis	\$15,152	\$15,152	
Operational Support Testing	\$26,393	\$25,875	\$518
Subtotal	\$97,545	\$97,027	\$518
Total Materials & Supplies	\$1,296,145	\$1,176,850	\$119,295
<u>CONTRACTUAL SERVICES</u>			
Sub-surface Repairs, as needed	\$4,000	\$0	\$4,000
AC Mitigation Study IHT, annual	\$8,600		\$8,600
Pipeline cathodic protection survey, annual	\$1,540		\$1,540
21 KV switchgear PM, tri-annual	\$2,500	\$2,500	
21 KV transformer testing, bi-annual	\$1,550	\$1,550	
Repair services, as needed	\$10,000	\$10,000	
MF Service Contract, annual	\$12,500	\$12,500	\$0
SCADA Software Support, annual	\$4,500	\$2,250	\$2,250
Reservoir Cleaning R100/R200, every 3-4 years	\$0		\$0
Actiflo start-up technical support		\$0	
Professional Services, misc	\$2,500	\$2,500	
Total Contractual Services	\$47,690	\$31,300	\$16,390
TOTAL BUDGET	\$2,020,370	\$1,669,823	\$350,547

Attachment 1

FY 2017-2018 DERWA OPERATIONS BUDGET

Assumptions:	Total	SF-UV	MF-UV	Treatment	Distribution
Days of operation =	365	200	165		
Annual acre feet =	3,927	3,680	247		
Annual million gallons =	1,280	1,199	80		
Unit Costs:					
Cost/AF =	\$514			\$425	\$89
Cost/MG=	\$1,579			\$1,305	\$274

Attachment 1

FY 2017-2018 DERWA OPERATIONS BUDGET

	<u>Hours</u>	<u>Rate</u>	<u>Labor</u>	<u>Treatment</u>	<u>Distribution</u>
<u>LABOR</u>					
DIVISION 51 - Field Operations					
WWSO IV	548	\$143	\$78,141		\$78,141
Supervisor	<u>60</u>	\$193	<u>\$11,594</u>		<u>\$11,594</u>
Subtotal	608		\$89,735	\$0	\$89,735
DIVISION 52 - Treatment Plant					
Process Lead Operator V	80	\$161	\$12,851	\$12,851	
Senior WWTP Operator	2,226	\$146	\$324,319	\$324,319	
Supervisor	<u>60</u>	\$243	<u>\$14,568</u>	<u>\$14,568</u>	
Subtotal	2,366		\$351,737	\$351,737	\$0
DIVISION 53 - Mechanical					
Senior Mechanic	120	\$164	\$19,643	\$14,733	\$4,911
Mechanic II	400	\$145	\$58,089	\$18,588	\$39,501
Supervisor	<u>60</u>	\$246	<u>\$14,732</u>	<u>\$4,714</u>	<u>\$10,018</u>
Subtotal	580		\$92,464	\$38,035	\$54,429
DIVISION 54 - Electrical					
Sr Instrument/Controls Tech	24	\$179	\$4,305	\$2,152	\$2,152
OP Control Sys Spec	156	\$163	\$25,432	\$6,358	\$19,074
Instrument Tech	156	\$153	\$23,833	\$11,917	\$11,917
Senior Electrician	20	\$164	\$3,287	\$1,644	\$1,644
Electrician	107	\$149	\$15,988	\$11,991	\$3,997
Supervisor	<u>60</u>	\$227	<u>\$13,600</u>	<u>\$6,800</u>	<u>\$6,800</u>
Subtotal	523		\$86,445	\$40,861	\$45,583
DIVISION 56 - Safety					
Safety Officer	<u>40</u>	\$111	<u>\$4,423</u>		<u>\$4,423</u>
Subtotal	40		\$4,423		\$4,423
DIVISION 40 - Engineering					
Senior Civil Engineer-Sup	56	\$204	\$11,410	\$6,846	\$4,564
Principal Engineer-Sup AM	40	\$224	\$8,968	\$5,381	\$3,587
Engineering Tech II-AM	180	\$126	\$22,650	\$13,590	\$9,060
Admin Technician-AM	<u>80</u>	\$109	<u>\$8,702</u>	<u>\$5,221</u>	<u>\$3,481</u>
Subtotal	356		\$51,731	\$31,039	\$20,692
Total Billable Labor	4,473	\$151	\$676,535	\$461,673	\$214,863

Note: Labor rates shown are from staff billing rates effective 1-1-2017 multiplied by 1.0175 to reflect an anticipated 3.5% CPI increase on January 1, 2018.

Attachment 2

CURRENT YEAR PROJECTED EXPENSES

	Approved Budget	YTD* Expenses	Projected Expenses	Proposed Budget
	FY 2016-2017	FY 2016-2017	FY 2016-2017	FY 2017-2018
Labor				
Transmission Treatment	\$216,421 \$457,020	\$58,124 \$249,239	\$216,421 \$457,020	\$214,863 \$461,673
Subtotal	\$673,441	\$307,363	\$673,441	\$676,535
Materials & Supplies: Distribution				
Sodium Hypochlorite	\$2,500	\$0	\$2,500	\$2,500
Electricity	\$119,289	\$51,574	\$103,148	\$99,827
Water (potable makeup)	\$0	\$0	\$0	\$0
Supplies/Expenses (misc)	\$500	\$0	\$0	\$500
Mechanical Supplies	\$9,000	\$7,298	\$18,000	\$12,200
Electrical Supplies	\$3,750	\$8,364	\$8,364	\$3,750
Laboratory Analysis	\$500	\$0	\$0	\$518
Contractual Services	\$14,390	\$450	\$900	\$16,390
Subtotal	\$149,929	\$67,686	\$132,912	\$135,685
Materials & Supplies: Treatment				
Aluminum Sulfate/PACL	\$142,282	\$142,433	\$284,866	\$200,000
Polymer	\$0	\$4,872	\$9,744	\$20,000
Sodium Hypochlorite	\$40,652	\$7,695	\$15,390	\$51,180
Memclean	\$5,000	\$1,862	\$3,723	\$5,000
Citric Acid	\$1,500	\$612	\$1,224	\$1,500
UV Bulbs/Wipers	\$33,000	\$7,871	\$15,741	\$38,000
SF cell rehabilitation	\$50,000	\$61	\$122	\$50,000
Electricity	\$580,883	\$299,142	\$598,284	\$579,022
Backwash Waste	\$21,905	\$16,367	\$32,733	\$41,151
Water (Pleasanton bills)	\$850	\$317	\$635	\$900
Supplies/Expenses (misc)	\$500	\$244	\$489	\$500
Mechanical Supplies	\$8,000	\$23,805	\$47,611	\$27,400
Electrical Supplies	\$65,170	\$9,251	\$18,502	\$65,170
Laboratory Analysis	\$95,010	\$45,220	\$90,440	\$97,027
Contractual Services	\$31,250	\$2,885	\$5,771	\$31,300
Subtotal	\$1,076,002	\$562,638	\$1,125,276	\$1,208,150
Transmission Subtotal	\$366,350	\$125,810	\$349,333	\$350,547
Treatment Subtotal	\$1,533,022	\$811,877	\$1,582,296	\$1,669,823
Grand Total	\$1,899,372	\$937,687	\$1,931,629	\$2,020,370

Note: YTD expenses for FY 2016-2017 are for the 6-month period ending December 31, 2016

Attachment 3

BUDGET COMPARISON OF FIXED VERSUS VARIABLE COSTS

	Projected Expenses FY 2016-2017				Proposed Budget FY 2017-2018		
	YTD *	Total	Fixed	Variable	Total	Fixed	Variable
	Expenses	Expenses	Costs	Costs	Budget	Costs	Costs
	FY 2016-17	FY 2016-17	FY 2016-17	FY 2016-17	FY 2017-18	FY 2017-18	FY 2017-18
Labor							
Transmission	\$58,124	\$216,421	\$216,421		\$214,863	\$214,863	
Treatment	\$249,239	\$457,020	\$457,020		\$461,673	\$461,673	
Subtotal	\$307,363	\$673,441	\$673,441	\$0	\$676,535	\$676,535	\$0
Materials & Supplies: Distribution							
Sodium Hypochlorite	\$0	\$2,500		\$2,500	\$2,500		\$2,500
Electricity	\$51,574	\$103,148		\$103,148	\$99,827		\$99,827
Water (potable makeup)	\$0	\$0		\$0	\$0		\$0
Supplies/Expenses (misc)	\$0	\$0	\$0		\$500	\$500	
Mechanical Supplies	\$7,298	\$18,000	\$18,000		\$12,200	\$12,200	
Electrical Supplies	\$8,364	\$8,364	\$8,364		\$3,750	\$3,750	
Laboratory Analysis	\$0	\$0	\$0		\$518	\$518	
Contractual Services	\$450	\$900	\$900		\$16,390	\$16,390	
Subtotal	\$67,686	\$132,912	\$27,264	\$105,648	\$135,685	\$33,358	\$102,327
Materials & Supplies: Treatment							
Aluminum Sulfate/PACL	\$142,433	\$284,866		\$284,866	\$200,000		\$200,000
Polymer	\$4,872	\$9,744		\$9,744	\$20,000		\$20,000
Sodium Hypochlorite	\$7,695	\$15,390		\$15,390	\$51,180		\$51,180
Memclean	\$1,862	\$3,723	\$3,723		\$5,000	\$5,000	
Citric Acid	\$612	\$1,224	\$1,224		\$1,500	\$1,500	
UV Bulbs/Wipers	\$7,871	\$15,741	\$15,741		\$38,000	\$38,000	
SF cell rehabilitation	\$61	\$122	\$122		\$50,000	\$50,000	
Electricity	\$299,142	\$598,284		\$598,284	\$579,022		\$579,022
Backwash Waste	\$16,367	\$32,733		\$32,733	\$41,151		\$41,151
Water (Pleasanton bills)	\$317	\$635	\$635		\$900	\$900	
Supplies/Expenses (misc)	\$244	\$489	\$489		\$500	\$500	
Mechanical Supplies	\$23,805	\$47,611	\$47,611		\$27,400	\$27,400	
Electrical Supplies	\$9,251	\$18,502	\$18,502		\$65,170	\$65,170	
Laboratory Analysis	\$45,220	\$90,440	\$90,440		\$97,027	\$97,027	
Contractual Services	\$2,885	\$5,771	\$5,771		\$31,300	\$31,300	
Subtotal	\$562,638	\$1,125,276	\$184,257	\$941,018	\$1,208,150	\$316,797	\$891,353
Distribution Subtotal	\$125,810	\$349,333	\$243,685	\$105,648	\$350,547	\$248,220	\$102,327
Treatment Subtotal	\$811,877	\$1,582,296	\$641,277	\$941,018	\$1,669,823	\$778,470	\$891,353
Grand Total	\$937,687	\$1,931,629	\$884,962	\$1,046,666	\$2,020,370	\$1,026,690	\$993,680
Ratio			45.8%	54.2%		50.8%	49.2%
Water Produced (AF)	2,247	4,494			3,927		
Water Produced (MG)	732	1,464			1,280		
Cost (\$/AF)	\$417	\$430	\$197	\$233	\$514	\$261	\$253

Note: YTD expenses for FY 2016-2017 are for the 6-month period ending December 31, 2016

Attachment 4

BUDGET HISTORY							
	Approved Budget FY 2014-15	Actual Expenses FY 2014-15	Approved Budget FY 2015-16	Actual Expenses FY 2015-16	Approved Budget FY 2016-17	Projected Expenses FY 2016-17	Proposed Budget FY 2017-18
Labor							
Transmission Treatment	\$200,159 \$443,029	\$216,421 \$457,020	\$210,118 \$443,709	\$103,429 \$526,574	\$216,421 \$457,020	\$216,421 \$457,020	\$214,863 \$461,673
Subtotal	\$643,188	\$673,441	\$653,827	\$630,003	\$673,441	\$673,441	\$676,535
Materials & Supplies: Distribution							
Sodium Hypochlorite	\$4,000	\$2,500	\$2,500	\$0	\$2,500	\$2,500	\$2,500
Electricity	\$219,086	\$103,148	\$101,260	\$86,369	\$119,289	\$103,148	\$99,827
Water (potable makeup)	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0
Supplies/Expenses (misc)	\$500	\$0	\$500	\$0	\$500	\$0	\$500
Mechanical Supplies	\$9,000	\$18,000	\$9,000	\$6,889	\$9,000	\$18,000	\$12,200
Electrical Supplies	\$3,750	\$8,364	\$3,750	\$359	\$3,750	\$8,364	\$3,750
Laboratory Analysis	\$500	\$0	\$500	\$0	\$500	\$0	\$518
Contractual Services	\$14,390	\$900	\$64,390	\$61,371	\$14,390	\$900	\$16,390
Subtotal	\$253,726	\$132,912	\$181,900	\$154,989	\$149,929	\$132,912	\$135,685
Materials & Supplies: Treatment							
Aluminum Sulfate/PACL	\$80,000	\$284,866	\$123,723	\$143,464	\$142,282	\$284,866	\$200,000
Polymer	\$0	\$9,744	\$0	\$36,540	\$0	\$9,744	\$20,000
Sodium Hypochlorite	\$44,000	\$15,390	\$35,350	\$14,696	\$40,652	\$15,390	\$51,180
Memclean	\$4,000	\$3,723	\$5,000	\$1,827	\$5,000	\$3,723	\$5,000
Citric Acid	\$1,000	\$1,224	\$1,500	\$1,160	\$1,500	\$1,224	\$1,500
UV Bulbs/Wipers	\$25,000	\$15,741	\$33,000	\$13,518	\$33,000	\$15,741	\$38,000
SF cell rehabilitation	\$100,000	\$0	\$50,000	\$19,138	\$50,000	\$122	\$50,000
Electricity	\$328,299	\$598,284	\$493,089	\$430,588	\$580,883	\$598,284	\$579,022
Backwash Waste	\$23,981	\$32,733	\$21,905	\$33,006		\$32,733	\$41,151
Water (Pleasanton bills)	\$750	\$635	\$850	\$892	\$850	\$635	\$900
Supplies/Expenses (misc)	\$500	\$489	\$500	\$94	\$500	\$489	\$500
Mechanical Supplies	\$8,000	\$47,611	\$13,000	\$24,377	\$8,000	\$47,611	\$27,400
Electrical Supplies	\$65,170	\$18,502	\$65,170	\$64,486	\$65,170	\$18,502	\$65,170
Laboratory Analysis	\$82,650	\$90,440	\$91,800	\$82,760	\$95,010	\$90,440	\$97,027
Contractual Services	\$17,250	\$5,771	\$27,250	\$2,640	\$31,250	\$5,771	\$31,300
Subtotal	\$780,600	\$1,125,276	\$962,137	\$869,185	\$1,076,002	\$1,125,276	\$1,208,150
						\$0	
Distribution Subtotal	\$453,885	\$349,333	\$392,018	\$258,417	\$366,350	\$349,333	\$350,547
Treatment Subtotal	\$1,223,629	\$1,582,296	\$1,405,846	\$1,395,759	\$1,533,022	\$1,582,296	\$1,669,823
Grand Total	\$1,677,514	\$1,931,629	\$1,797,864	\$1,654,177	\$1,899,372	\$1,931,629	\$2,020,370
Production (AF)	3,115	3,174	3,616	3,150	4,159	4,494	3,927
Cost (\$/AF)	\$539	\$493	\$497	\$525	\$457	\$430	\$514

Attachment 5

FY 2017-2018 DERWA LABOR ESTIMATING

PERSONNEL		Hours
Division 51 - Field Operations (Distribution)		
WWSO IV	1 hour per day for rounds	364
WWSO IV	Chlorinating reservoirs, occasional as needed	16
WWSO IV	Annual fill and drain procedure	60
WWSO IV	Valve exercising & ARV inspections	100
WWSO IV	USA's - 2 hours per week	8
Supervisor	Supervising staff activities, inspecting work, dealing with problems	60
Division 52 - Treatment Plant Operations (Production)		
Senior Operator	Sand plant 2.2 hr per shift or 7 hr per day for 7 mos = 1509 hr	1,509
Senior Operator	Membrane plant 1.3 hr per shift or 4 hr per day for 5 mos = 600 hr	600
Process Lead Operator V	Troubleshooting problems	80
Senior Operator	UV lamp and wiper maintenance/replacement, annual	120
Supervisor	Supervising staff activities, inspecting work, dealing with problems	60
Division 53 - Mechanical Maintenance		
Mechanic II	PM's	120
Mechanic II	Sand plant 4 hr per week for 8 mos = 128 hr	128
Mechanic II	Membrane plant 2 hr per week for 5 mos = 40 hr	48
Mechanic II	Pump station/reservoir maint 2 hr per week = 104 hr	104
Senior Mechanic	Troubleshooting problems	120
Supervisor	Supervising staff activities, inspecting work, dealing with problems	60
Division 54 - Electrical & Instrumentation Maintenance		
Instrument Tech	Plant & FOD Instruments 3 hr per week = 156 hr	156
OP Control Sys Spec	Plant & FOD SCADA system 3 hr per week = 156 hr	156
Sr Instrument/Controls Tech	Instrument replacement/SCADA troubleshooting	24
Electrician	Plant 1 day/month	80
Electrician	Pump station/reservoir 1 day per quarter	24
Senior Electrician	Troubleshooting problems	20
Supervisor	Supervising staff activities, SCADA optimization, dealing with problems	60
Division 56 - Safety		
Safety Officer/Tech	Inspecting misc DERWA facilities	40
Division 40 - Engineering		
Senior Civil Engineer	Assistance with engineering, maintenance, and bidding issues	56
Principal Engineer	Asset Management: 60% distribution, 40% treatment	40
Engineering Tech II	Asset Management: 60% distribution, 40% treatment	180
Admin Technician	Asset Management: 60% distribution, 40% treatment	80
TOTAL		4,473

Attachment 6**Actual 2016 Season Recycled Water Demand Totals**

Month	Production		Projected Recycled Water Demand				
	SF-UV MG	MF-UV MG	Average MGD	Peak MGD	MG	AF	Peaking Factor
Jan-16	0.0	5.2	0.26	1.03	7.9	24.3	4.03
Feb-16	0.0	10.6	0.47	1.14	13.7	42.0	2.41
Mar-16	0.0	13.3	0.44	1.51	13.7	42.0	3.41
Apr-16	63.7	0.0	1.99	3.87	59.8	183.6	1.94
May-16	131.8	10.2	4.25	6.68	131.7	404.2	1.57
Jun-16	197.6	9.1	6.62	8.59	198.6	609.6	1.30
Jul-16	223.2	10.3	7.04	8.62	218.4	670.2	1.22
Aug-16	219.9	0.7	6.63	8.37	205.7	631.3	1.26
Sep-16	170.0	2.3	5.43	6.50	162.9	500.1	1.20
Oct-16	74.2	0.0	2.38	4.93	73.9	226.8	2.07
Nov-16	0.0	21.7	0.74	2.00	22.2	68.1	2.71
Dec-16	0.0	9.8	0.39	0.78	12.1	37.3	1.99
AVG			3.07				2.09
TOTAL	1,080.5	93.1			1,120.6	3,439.4	
MIN	0.0	0.0	0.26	0.78	7.9	24.3	1.2
MAX	223.2	21.7	7.04	8.62	218.4	670.2	4.0

Attachment 7

Projected 2017 Season Recycled Water Demand Totals

Month	Production		Projected Recycled Water Demand				
	SF-UV MG	MF-UV MG	Average MGD	Peak MGD	MG	AF	Peaking Factor
Jan-17		8.7	0.28	1.13	8.7	26.7	4.03
Feb-17		15.0	0.54	1.29	15.0	46.2	2.41
Mar-17		15.1	0.49	1.66	15.1	46.2	3.41
Apr-17	65.8		2.19	4.26	65.8	201.9	1.94
May-17	144.9		4.67	7.35	144.9	444.6	1.57
Jun-17	218.5		7.28	9.45	218.5	670.6	1.30
Jul-17	240.2		7.75	9.49	240.2	737.3	1.22
Aug-17	226.2		7.30	9.21	226.2	694.4	1.26
Sep-17	179.2		5.97	7.15	179.2	550.1	1.20
Oct-17	81.3		2.62	5.42	81.3	249.5	2.07
Nov-17		24.4	0.81	2.20	24.4	74.9	2.71
Dec-17		13.4	0.43	0.86	13.4	41.0	1.99
AVG			3.38				2.09
TOTAL	1,156.1	76.6			1,232.7	3,783.3	
MIN	65.8	8.7	0.28	0.86	8.7	26.7	1.2
MAX	240.2	24.4	7.75	9.49	240.2	737.3	4.0

Notes: The flows shown for 2017 are projections based on the 2016 season demand multiplied by 10% to include anticipated new customer demands.

Attachment 8

Estimated FY 17-18 Recycled Water Demand Totals

Month	Production		Projected Recycled Water Demand				
	SF-UV MG	MF-UV MG	Average MGD	Peak MGD	MG	AF	Peaking Factor
Jul-17	240.22		7.75	9.49	240.2	737.3	1.22
Aug-17	226.25		7.30	9.21	226.2	694.4	1.26
Sep-17	179.23		5.97	7.15	179.2	550.1	1.20
Oct-17	81.30		2.62	5.42	81.3	249.5	2.07
Nov-17		24.42	0.81	2.20	24.4	74.9	2.71
Dec-17		13.36	0.43	0.86	13.4	41.0	1.99
Jan-18		9.57	0.31	1.24	9.6	29.4	4.03
Feb-18		16.55	0.59	1.42	16.6	50.8	2.41
Mar-18		16.56	0.53	1.82	16.6	50.8	3.41
Apr-18	72.37		2.41	4.69	72.4	222.1	1.94
May-18	159.35		5.14	8.08	159.3	489.1	1.57
Jun-18	240.33		8.01	10.39	240.3	737.6	1.30
AVG			3.49				2.09
TOTAL	1,199.1	80.5			1,279.5	3,926.9	
MIN	72.4	9.6	0.31	0.86	9.6	29.4	1.20
MAX	240.3	24.4	8.01	10.39	240.3	737.6	4.03

Attachment 9

FY 2018-2019 DERWA OPERATIONS BUDGET

<u>MATERIALS & SUPPLIES</u>	<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>
Operations Supplies			
Aluminum Sulfate/PACL	\$300,000	\$300,000	
Polymer	\$84,000	\$84,000	
Sodium Hypochlorite	\$58,798	\$56,298	\$2,500
Memclean	\$5,000	\$5,000	
Citric Acid	\$1,500	\$1,500	
UV Bulbs/Wipers	\$38,000	\$38,000	
SF cell rehabilitation	\$50,000	\$50,000	
Electricity	\$764,947	\$652,459	\$112,488
Backwash Waste	\$45,266	\$45,266	
Water (potable makeup)	\$0		
Water (Pleasanton bills)	\$900	\$900	
Supplies/Expenses (misc)	\$1,000	\$500	\$500
Subtotal	\$1,349,411	\$1,233,923	\$115,488
			\$1,349,411
Mechanical Supplies			
Metering pumps	\$2,500	\$2,500	
Gauges/valves & airlift assemblies	\$17,100	\$16,100	\$1,000
Pump repair parts	\$15,000	\$3,800	\$11,200
Compressor parts	\$5,000	\$5,000	
Subtotal	\$39,600	\$27,400	\$12,200
			\$39,600
Electrical Supplies			
Metering parts	\$5,000	\$5,000	
Analyzer parts	\$2,000	\$2,000	
21 KV equipment	\$1,000	\$1,000	
SCADA RTU parts	\$500	\$250	\$250
Motor/VFD parts	\$1,500	\$1,500	
Motor repairs	\$2,500	\$2,000	\$500
UV bulbs and wiper parts	\$10,000	\$10,000	
UV ballast replacements	\$33,420	\$33,420	
HVAC maintenance	\$2,500	\$2,000	\$500
Corrective Parts	\$7,000	\$5,000	\$2,000
Major Project Parts	\$3,500	\$3,000	\$500
Wiper system rehabilitation	\$90,000	\$90,000	
Upgrade UPS units - Building N & M	\$30,000	\$30,000	
Subtotal	\$188,920	\$185,170	\$3,750
			\$188,920
Laboratory Services/Analysis			
Compliance Testing	\$57,960	\$57,960	
Salt Mgmt Plan sampling/analysis	\$15,683	\$15,683	
Operational Support Testing	\$27,298	\$26,781	\$518
Subtotal	\$100,941	\$100,423	\$518
Total Materials & Supplies	\$1,678,872	\$1,546,916	\$131,956
			\$1,678,872
CONTRACTUAL SERVICES			
Sub-surface Repairs, as needed	\$4,000		\$4,000
AC Mitigation Study IHT, annual	\$8,600		\$8,600
Pipeline cathodic protection survey, annual	\$1,540		\$1,540
21 KV switchgear PM, tri-annual	\$2,500	\$2,500	
21 KV transformer testing, bi-annual	\$0	\$0	
Repair services, as needed	\$10,000	\$10,000	
MF Service Contract, annual	\$12,500	\$12,500	
SCADA Software Support, annual	\$4,500	\$2,250	\$2,250
Reservoir Cleaning R100/R200, every 3-4 years	\$0		\$0
Actiflo start-up technical support	\$2,500	\$2,500	
Professional Services, misc	\$2,500	\$2,500	
Total Contractual Services	\$48,640	\$32,250	\$16,390
			\$48,640
TOTAL BUDGET	\$2,428,799	\$2,057,193	\$371,606

Attachment 9

FY 2018-2019 DERWA OPERATIONS BUDGET

Assumptions:	Total	SF-UV	MF-UV	Treatment	Distribution
Days of operation =	365	200	165		
Annual acre feet =	4,320	4,048	272		
Annual million gallons =	1,407	1,319	88		
Unit Costs:					
Cost/AF =	\$562			\$476	\$86
Cost/MG=	\$1,726			\$1,462	\$264

1026.36072

Attachment 9

FY 2018-2019 DERWA OPERATIONS BUDGET

	<u>Hours</u>	<u>Rate</u>	<u>Labor</u>	<u>Treatment</u>	<u>Distribution</u>
<u>LABOR</u>					
DIVISION 51 - Field Operations					
WWSO IV	548	\$147	\$80,829		\$80,829
Supervisor	<u>60</u>	\$200	<u>\$11,993</u>		<u>\$11,993</u>
Subtotal	608		\$92,821	\$0	\$92,821
DIVISION 52 - Treatment Plant					
Process Lead Operator V	80	\$166	\$13,293	\$13,293	
Senior Operator	2,226	\$151	\$335,475	\$335,475	
Supervisor	<u>60</u>	\$251	<u>\$15,069</u>	<u>\$15,069</u>	
Subtotal	2,366		\$363,836	\$363,836	\$0
DIVISION 53 - Mechanical					
Senior Mechanic	120	\$169	\$20,319	\$15,239	\$5,080
Mechanic II	400	\$154	\$61,567	\$19,701	\$41,866
Supervisor	<u>60</u>	\$254	<u>\$15,239</u>	<u>\$4,876</u>	<u>\$10,362</u>
Subtotal	580		\$97,125	\$39,817	\$57,308
DIVISION 54 - Electrical					
Sr Instrument/Controls Tech	24	\$186	\$4,453	\$2,226	\$2,226
OP Control Sys Spec	156	\$169	\$26,307	\$6,577	\$19,730
Instrument Tech	156	\$158	\$24,653	\$12,327	\$12,327
Senior Electrician	20	\$170	\$3,400	\$1,700	\$1,700
Electrician	107	\$155	\$16,538	\$12,403	\$4,134
Supervisor	<u>60</u>	\$234	<u>\$14,068</u>	<u>\$7,034</u>	<u>\$7,034</u>
Subtotal	523		\$89,418	\$42,267	\$47,151
DIVISION 26 - Safety					
Safety Officer/Tech	<u>40</u>	\$114	<u>\$4,575</u>		<u>\$4,575</u>
Subtotal	40		\$4,575		\$4,575
DIVISION 40 - Engineering					
Senior Civil Engineer-Sup	56	\$211	\$11,803	\$7,082	\$4,721
Principal Engineer-Sup AM	40	\$232	\$9,277	\$5,566	\$3,711
Engineering Tech II-AM	180	\$130	\$23,429	\$14,058	\$9,372
Admin Technician-AM	<u>80</u>	\$113	<u>\$9,002</u>	<u>\$5,401</u>	<u>\$3,601</u>
Subtotal	356		\$53,511	\$32,106	\$21,404
Total Billable Labor	4,473	\$157	\$701,287	\$478,027	\$223,260

Note: Labor rates shown are from staff billing rates effective 1-1-2017 multiplied by 1.0525 to reflect an anticipated 3.5% CPI increase on January 1, 2018 and an anticipated 3.5% CPI increase on January 1, 2019.

Attachment 10

Estimated FY 18-19 Recycled Water Demand Totals

Month	Production		Projected Recycled Water Demand				
	SF-UV MG	MF-UV MG	Total MGD	Peak MGD	MG	AF	Peaking Factor
Jul-18	264.25		8.52	10.43	264.2	811.0	1.22
Aug-18	248.87		8.03	10.13	248.9	763.8	1.26
Sep-18	197.15		6.57	7.87	197.2	605.1	1.20
Oct-18	89.43		2.88	5.97	89.4	274.5	2.07
Nov-18		26.86	0.90	2.42	26.9	82.4	2.71
Dec-18		14.70	0.47	0.94	14.7	45.1	1.99
Jan-19		10.52	0.34	1.37	10.5	32.3	4.03
Feb-19		18.21	0.65	1.57	18.2	55.9	2.41
Mar-19		18.22	0.59	2.01	18.2	55.9	3.41
Apr-19	79.61		2.65	5.15	79.6	244.3	1.94
May-19	175.28		5.65	8.89	175.3	538.0	1.57
Jun-19	264.37		8.81	11.43	264.4	811.4	1.30
AVG			3.84				2.09
TOTAL	1,319.0	88.5			1,407.5	4,319.6	
MIN	79.6	10.5	0.34	0.94	10.5	32.3	1.20
MAX	264.4	26.9	8.81	11.43	264.4	811.4	4.03



TITLE: Approve Agreements with Pleasanton Regarding City of Pleasanton Advance Sale Sewer Permits and Regarding Future Regional Wastewater Capacity Reserve Fee Credits

RECOMMENDATION:

Staff recommends the Board of Directors approve, by two (2) Resolutions, the following:

1. Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits
2. Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits

SUMMARY:

The City of Pleasanton has requested that DSRSD recognize the granting and/or transfer of 100 Regional Wastewater Capacity Reserve Fee Credits for the Lund parcel in Pleasanton. Per the External Affairs Committee's request on February 1, 2016, staff has negotiated an "Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Permits." Under this agreement, 50 dwelling unit equivalent credits against the Regional Wastewater Capacity Reserve Fee are recognized by DSRSD for the Lund Parcel in Pleasanton. Additionally, partial credits for 50 dwelling unit credits against the Regional Wastewater Capacity Reserve Fee are permitted to be sold and transferred to another development site in Pleasanton. The revenue foregone from this agreement must be recouped in some way to preserve the integrity of the Regional Expansion fund. Remaining new development will pay \$350,961 of the cost of these recognized and/or transferred credits, upon update of the Regional Wastewater Capacity Reserve Fee program in late 2017. The Regional Wastewater Enterprise fund will transfer \$889,189 to the Regional Wastewater Expansion fund to pay for the remaining costs. This cost will be borne by Regional Wastewater ratepayers in Dublin, southern San Ramon, and Pleasanton over a 10-year period.

Additionally, staff has negotiated a second agreement "Between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits" to create a mechanism to administratively manage potential future Regional Wastewater Capacity Reserve Fee credits that might come to light at a later time. There is no immediate cost to this agreement.

Additional background and analysis on the two agreements is provided in the attached staff report.

Originating Department: Executive Services	Contact: D. McIntyre	Legal Review: Yes
Cost: \$889,189	Funding Source: Regional Wastewater Enterprise (Fund 300)	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolutions (2) <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	68 of 105	

STAFF REPORT



District Board of Directors
March 7, 2017

Approve Agreements with Pleasanton Regarding City of Pleasanton Advance Sale Sewer Permits and Regarding Future Regional Wastewater Capacity Reserve Fee Credits

BACKGROUND

In 1986, the District took a series of actions to fund the expansion of the regional wastewater treatment facilities (Stage 3B) and the wastewater export transmission main. The District authorized the advance sale of sewer capacity for 1,200 future connections within the District, to be sold under specific conditions, including the following:

1. The capacity rights are allocated to the land described under the permit and are non-transferrable to other lands.
2. Future use permit expire three years from the date the expanded facilities become fully operational if no connection is made and building permit, if required, has not been issued. All fees paid are forfeited.

The City of Pleasanton adopted a similar resolution in 1985 to finance its share of the cost of the regional facilities expansion, but did not specify that the sewer capacity rights would expire.

In 1986, the Lund family participated in Pleasanton's Advance Sewer Sale program and purchased regional sewer capacity for 100 residential units at a cost of \$250,000. Under the terms of an agreement between the Lund family and the City, the sewer credits did not guarantee development rights, nor could the sewer credits be sold or transferred. The Lund/Pleasanton Sewer Credit agreement specifies that "capacity may not be used on property other than the property described in this permit."

Staff has researched the history of the Advance Sewer Sale program and determined that neither Pleasanton nor DSRSD ever accounted for any resulting Regional Wastewater Capacity Fee credits. Specifically, the following past studies provide no evidence that the credits were ever accounted for by either DSRSD or Pleasanton:

- 2004 Regional Sewer Capacity Reserve Fee Study
- 2008 Regional Sewer Capacity Reserve Fee Study
- 2010 Regional Sewer Capacity Reserve Fee Study

If the sewer credits had been recognized, the resulting Regional Wastewater Capacity Reserve Fees would have been calculated somewhat higher, to account for the pre-paid revenue. But the Advance Sewer Sale program was apparently never accounted for or reflected properly in any Regional Capacity Reserve Fee calculation.

Because at one time it appeared that the Lund parcel with the associated Advance Sewer Sale credits would not be developed, and because the terms of the Pleasanton/Lund agreement did not allow for transfer of the credits, the fact that the credits were not accounted for in the Regional Wastewater Capacity Reserve Fee program was a moot point. Credits which were granted, but which would never be utilized, offset each other, and would have no financial impact on the Regional Expansion fund.

However, changes in circumstances have changed this assumption. First, Pleasanton approved development of the Lund parcel, thus making credits for such development a material matter. Secondly, the Lund family proposed to Pleasanton (apparently in 2015) to sell and transfer the 1986 sewer capacity rights for 50 dwelling units to a third party developer. Such a transfer was neither envisioned nor allowed under the original programs adopted by Pleasanton and DSRSD. On July 21, 2015, the City of Pleasanton consented to the sale and transfer of 50 of the sewer capacity rights by the Lund family to another site, subject to approval by DSRSD. The City did not consult with the District before taking action on this matter.

In September of 2015, DSRSD staff responded to inquiries from a representative of the Lund family, and to the City of Pleasanton, that DSRSD was not in a position to recognize the transfer of 50 sewer credits to another parcel. This matter was raised with the DSRSD Board of Directors, which referred the matter to the Finance Committee.

On November 17, 2015 the DSRSD Finance Committee considered the matter, receiving a report from staff and a response from a representative of the Lund family. The Finance Committee acknowledged that development on the Lund parcel would receive 50 Regional Wastewater Capacity Reserve Fee credits, because these credits were in conformance with the details of the original program and permit. Additionally, the Finance Committee accepted the staff recommendation to consider the matter of selling and transferring an additional 50 Regional Wastewater Capacity Reserve fee credits to another site closed, and to take no further action. Thus, up to 50 credits would be recognized, and 50 credits proposed for transfer would not be recognized.

Subsequently, in early 2016 the City of Pleasanton requested that this matter be discussed at a liaison meeting between the City of Pleasanton and DSRSD. At the February 1, 2016 meeting between the Pleasanton Liaison Committee and the DSRSD External Affairs Committee, the possibility of a compromise resolution on the sale and transfer of credits was discussed. The DSRSD Interim General Manager indicated that an agreement would be negotiated with Pleasanton and brought to the DSRSD Board for consideration. Negotiations between DSRSD staff and Pleasanton staff have continued since that time, and are now concluded.

DISCUSSION

The Regional Capacity Reserve Fee is the funding source for funding expansion improvements at the Regional Wastewater Plant, for payment of LAVWMA debt, and for capacity buy-in. Although it is permissible for these costs to be paid by existing ratepayers (and this is done by some utilities), by long-standing Board policy this fee program is the only funding source for these programs.

Staff has negotiated an “Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits,” with details as described below.

50 Credits on Lund Parcel to be Developed

With the action by the Finance Committee in November of 2015, DSRSD acknowledged that development on the Lund parcel would be entitled to full crediting of the Regional Wastewater Capacity Reserve Fee. Assuming ultimate development of 50 dwelling unit equivalents on the Lund parcel, a shortfall in the Regional Expansion fund of \$769,200 would result. Only a portion of this resulting shortfall can be reallocated back to new development occurring after 2016. Since the time the credits were created in 1986 (and not accounted for in the Regional Wastewater Capacity Reserve Fee since that time), approximately 71.7% of “buildout development” in the DSRSD and Pleasanton service areas has occurred. This represents a permanent fee revenue forgone, as the development that occurred from 1986 – 2016 cannot be charged after the fact for its proportionate share of the credit. However, approximately 28.3% of the revenue shortfall can be reallocated to remaining development from 2017 and going forward (\$217,683). Staff proposes to update the Regional Wastewater Capacity Reserve Fee later in 2017, and to reflect this amount in the updated fee. The balance will need to be paid for by Regional Wastewater Enterprise ratepayers (Dublin, southern San Ramon, and Pleasanton ratepayers) in the amount of \$551,516.

50 Partial Credits to be Sold and Transferred

In accordance with negotiations between DSRSD staff and Pleasanton staff, 50 partial credits will be granted and transferred to another site in Pleasanton. A partial fee will be paid by these 50 units in the amount of \$5,965, which is equivalent to that portion of the Regional Wastewater Capacity Fee that is dedicated to repaying LAVWMA debt. However, the balance of \$9,419 which funds Regional Wastewater Plant expansion and which

pays for capacity buy-in to the Regional sewer system will be fully credited. Thus, a shortfall in the Regional Expansion fund of \$470,950 will result. Of this shortfall, 28.3% can be reallocated to the balance of remaining new development from 2017 going forward (\$133,278). Staff proposes to update the Regional Wastewater Capacity Reserve Fee later in 2017, and to reflect this amount in the updated fee. The balance will need to be paid for by the Regional Wastewater Enterprise ratepayers (Dublin, southern San Ramon, and Pleasanton ratepayers) in the amount of \$337,671.

Financial Implications of Granting Credits to DSRSD and Pleasanton Regional Wastewater Enterprise Ratepayers

The total cost of credits granted and not otherwise reallocated to remaining new development is \$889,188. In the “Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits,” this amount will be repaid to the Regional Wastewater Expansion fund (Fund 320) from the Regional Wastewater Enterprise fund (Fund 300) over the course of 10 years. Given that the current relative contributions towards the Regional Wastewater Enterprise fund between DSRSD customers and Pleasanton customers is approximately equal, DSRSD ratepayers will pay only about half of this obligation. Staff will reflect the 10 annual transfer payments in the operating budget over the next 10 years.

Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits

In negotiations between Pleasanton and DSRSD on the “Lund Agreement,” it became apparent that there might be additional “unknown credits” for the Regional Wastewater Capacity Reserve Fee either in Pleasanton or Dublin. Staff proposed that a mechanism be established for recognizing any “unknown credits” that might materialize, which will be similar to the method for addressing the Lund parcel credits in Pleasanton. Additionally, DSRSD staff proposed a prohibition on future transferring of Regional Wastewater Capacity Reserve Fee credits without the explicit prior consent of the other partner agency, as a way of mitigating future adverse impacts to ratepayers from the discovery and transfer of unknown sewer credits. A second agreement for approval by the Board titled “Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits” reflects these objectives.

In consideration for DSRSD consenting to the transfer for 50 credits from the Lund Parcel, Pleasanton acknowledges that there may be up to 70 within the DSRSD service area not previously reflected in any Wastewater Capacity Reserve Fee Updates. Pleasanton grants DSRSD authority to recognize up to 70 of these credits. Staff has no knowledge that these credits exist, but if an old agreement or permit comes to light which grants credit, there is an administrative mechanism created to automatically recognize the legality of these credits without further action by the City of Pleasanton.

RECOMMENDATION

Staff recommends that the Board of Directors adopt two (2) resolutions approving the following:

1. Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits
2. Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE “AGREEMENT BETWEEN THE CITY OF PLEASANTON AND DUBLIN SAN RAMON SERVICES DISTRICT REGARDING CITY OF PLEASANTON ADVANCE SALE SEWER PERMITS”

WHEREAS, in 1985 the City of Pleasanton (City) approved a program for the advance sale of sewer capacity to provided capital to construct the Livermore-Amador Valley Water Management Agency (LAVWMA) and Dublin San Ramon Services District (DSRSD) expansion projects; and

WHEREAS, DSRSD intends to update the Regional Wastewater Capacity Reserve Fee in 2017 in close connection with the City and to account for all existing Regional Sewer Capacity Reserve Fees credits; and

WHEREAS, the District and the City recognize that the credits related to the 100 Residential Dwelling Unit Equivalent (RDE) for the Permit were not included in the calculation of the Capacity Reserve Fee as established in 2010 by the District’s Resolution No. 28-10; and

WHEREAS, the credits granted would result in a loss of revenue to the Regional Wastewater Expansion fund. The revenue is calculated as 100 credits at \$15,384 less revenue for 50 credit of \$5,965, resulting in a net loss of \$1,240,150; and

WHEREAS, development between the years of 1987 and 2016 was approximately 38,173 Residential Dwelling Unit Equivalents; and

WHEREAS, 15,050 Residential Dwelling Unit Equivalents remain to be developed over the buildout period; and

WHEREAS, the total Residential Dwelling Unit Equivalents over the effected period from 1987 to buildout is 53,223; and

WHEREAS, the lost revenue of \$1,240,150 should have been recognized from all the Residential Dwelling Unit Equivalent development between 1987 and buildout; and

WHEREAS, the 38,173 Residential Dwelling Unit Equivalents from 1987 through 2016 represents a lost potential billing for the Regional Expansion fund; and

Res. No. _____

WHEREAS, that period of potential billing represents 71.7% of all the RDE development between 1987 and buildout; and

WHEREAS, it would be inequitable to collect the entire \$1,240,150 from the remaining 15,050 Residential Dwelling Unit Equivalents; and

WHEREAS, the Regional Wastewater Expansion fund should be made whole for the loss of the revenue required to complete all Expansion projects and make debt payments related to previous expansion projects; and

WHEREAS, all Regional Wastewater Enterprise customers have benefited from the projects of the Regional Sewer Expansion fund; and

WHEREAS, an amount representing the Regional Wastewater Expansion fund's lost revenue should be allocated from the Regional Wastewater Enterprise fund; and

WHEREAS, the amount representing the lost potential revenue is calculated as \$889,188 (71.7% of \$1,240,150); and

WHEREAS, the \$889,188 is not the liability of any one year or defined years and that the amount is more appropriately amortized over a set period to minimize cash flow impact on ratepayer funds of the Regional Sewer Enterprise fund while providing an annual revenue stream to the Regional Sewer Expansion fund; and

WHEREAS, it is anticipated that buildout can vary due to many factors, and will occur over approximately ten years; and

WHEREAS, there other Regional Wastewater Fee Credits that may legally exist in Dublin and/or Pleasanton, and the DSRSD Board wishes to establish an equitable mechanism for addressing the existence of these credits and allocating the cost of the credits.

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

Res. No. _____

1. Subject to the City of Pleasanton approving and executing both the "Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits" and the "Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits," the General Manager is directed to execute the "Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits" (Exhibit A), a copy of which agreement is on file in the Office of the General Manager, to which a copy reference is hereby made and hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said agreement for and on behalf of Dublin San Ramon Services District.

2. If both agreements referenced are not approved and executed by City of Pleasanton, then the General Manager shall not sign the agreement, and shall request further direction from the Board of Directors.

3. Effective Date. This resolution shall be effective upon the date of its adoption.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of March 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Nicole Genzale, District Secretary

Richard M. Halket, President

**AGREEMENT
BETWEEN THE CITY OF PLEASANTON AND
DUBLIN SAN RAMON SERVICES DISTRICT
REGARDING
CITY OF PLEASANTON ADVANCE SALE SEWER PERMITS**

This Agreement ("Agreement") is entered into and effective as of 2017 ("Effective Date") by and between Dublin San Ramon Services District ("DSRSD"), a public corporation, and the City of Pleasanton ("City"). DSRSD and the City of Pleasanton are collectively referred to herein as the "Parties."

WHEREAS, in 1985 the City of Pleasanton approved by Resolution No. 85-590, a program for the advance sale of sewer capacity to provide capital to construct the Livermore-Amador Valley Water Management Agency (LAVWMA) and Dublin San Ramon Services District (DSRSD) expansion projects; and

WHEREAS, Victor L. Lund, Jr. and Lawrence J. Lund participated in the program and purchased one hundred (100) residential dwelling unit equivalents (RDEs) of sewer capacity as shown in Permit Number 86-005 (Permit), attached as Exhibit A and incorporated by reference, which RDEs the City represents have not been used; and

WHEREAS, Victor Lund and Gayle Lund, successor to Lawrence Lund, seek to transfer up to fifty (50) RDEs of capacity created by the Permit ("Lund Transfer Credits") due to the unique land use process involving the real property referenced in the Permit and the application of the voter-adopted Save Pleasanton's Hills and Housing Cap initiative (Measure PP in Nov. 2008); and

WHEREAS, such transfer was approved by the Pleasanton City Council at its meeting of July 21, 2015 subject to the approval of DSRSD; and

WHEREAS, Victor Lund and Gayle Lund, successor to Lawrence Lund, seek to utilize up to fifty (50) RDEs of sewer capacity created by the Permit on their existing property (current Assessor Parcel Number 948-0015-001-04, and entitled by Vesting Tentative Map 8532), and referred herein as the "Lund Parcel Credits"; and

WHEREAS, DSRSD intends to update the Regional Wastewater Capacity Reserve Fee in 2017 in close consultation with the City, and therein to account for all then known existing Regional Wastewater Capacity Reserve Fee Credits and Advance Sale Sewer Permits within the DSRSD service area and the City of Pleasanton, which consist of the Lund Credits and the Dublin Credits, if any.

NOW, THEREFORE, in consideration for the reciprocal obligations set forth in the Agreement between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits and this Agreement the Parties agree as follows:

Section 1. Lund Transfer Credits: When developers pay for and the City issues sewer permits for new residential single family dwelling units, townhomes, townhouses, duets or duplexes within the City, the City will continue to charge such developers Fifteen Thousand Three-Hundred and Eighty-Four Dollars (\$15,384) representing the current Regional – DSRSD sewer connection fee (Fee). This Fee shall be escalated for inflation and/or reformulated from time to time based on the results of a Regional Sewer Capacity Reserve Fee Study.

- A. Of that Fee, the City shall transmit Nine Thousand Four Hundred and Nineteen Dollars (\$9,419) to Victor Lund and Gayle Lund, successor to Lawrence Lund as consideration for each RDE in the Permit.
- B. Of that Fee, the City shall transmit the remaining balance (currently \$5,965 but escalating per annual adjustments thereafter) to DSRSD, which represents the portion attributable to debt service for the LAVWMA expansion project.
- C. The process described in this Section 1 shall apply only to the number of RDEs comprising the Lund Transfer Credits that are actually connected to the City's sewer system, up to a maximum of fifty (50) Fees paid by developers to the City. When the City transmits funds to DSRSD as described in Subsection B, City shall include a reference to this Agreement and numerically track 1 of 50, 2 of 50, etc. to ensure clarity as to this fifty (50) RDE limit.

Section 2. Lund Parcel Credits: DSRSD acknowledges that it has been advised that full credits for Regional Sewer Capacity remain available on the Lund Parcel (i.e. Assessor Parcel Number 948-0015-001-04, and entitled by Vesting Tentative Map 8532). The full Regional Wastewater Capacity Reserve Fee for up to 50 residential dwelling unit equivalents (RDE's) are therefore applicable for development on this parcel. These credits run with the land and are not transferrable to another parcel. These credits and corresponding sewer capacity exist in perpetuity, and survive the expiration of this agreement.

Section 3. Total Value of Regional Wastewater Credits Granted: The value of the Regional Sewer Capacity Reserve Credits (including the Lund Transfer Credits and the Lund Parcel Credits) is currently \$1,240,150 (50 units x \$15,384 + 50 units x \$9,419).

Section 4. Allocation of Regional Wastewater Credits to Update of Regional Wastewater Capacity Reserve Fee and to the Regional Wastewater Enterprise Fund
From an unknown time after 1987 until 2016, the value of these credits was not recognized by Dublin San Ramon Services District and the City of Pleasanton, and thus the Regional Wastewater Capacity Reserve Fee may have been calculated artificially low during that time period. Between 1987 and 2016, approximately 71.7% of development to buildout occurred, and the Regional Wastewater Capacity Reserve Fee revenue that was lost during that time may not be recaptured through the Capacity Reserve Fee on remaining development after 2016. The value of this lost revenue is \$889,188 (71.7% x \$1,240,150). Therefore, the remaining amount that can be

reallocated to and recovered from the future development through an update of the Regional Wastewater Connection Fee (anticipated in 2017) is \$350,962.

The balance of the value of Regional Wastewater Capacity Reserve Fee Credits in the estimated amount of \$889,188 shall be allocated to and recovered from the Regional Wastewater Enterprise Fund. This value is calculated based on the Total Value of Regional Wastewater Credits granted (\$1,240,150) less the amount of the credit reallocated to remaining new development (\$350,962) to be included as a buy-in cost in the new connection fees DSRSD-wide. In July of each fiscal year beginning in FY 2017-2018, and continuing through FY 2026-2027, DSRSD shall transfer from the Regional Wastewater Operating Fund to the Regional Wastewater Capacity Reserve Expansion Fund \$88,918 per year, up to the maximum amount of \$889,188.

Section 5. City shall also ensure that Victor Lund and Gayle Lund, successor to Lawrence Lund, execute the release of further claims attached as Exhibit B. Execution and receipt by DSRSD of this release is a condition precedent to this agreement having any force and effect.

Section 6. The City and DSRSD will cooperate to share information they deem appropriate regarding the implementation of this Agreement.

Section 7. Except as otherwise specified herein, each Party shall be responsible for all costs and liabilities to the extent arising from or related to its actions or omissions under this Agreement.

Section 8. The City agrees, notwithstanding Section 7, to indemnify and hold harmless DSRSD, its officials, employees and agents from any and all claims, costs and liability, including attorneys' fees, to the extent arising out of its acts of omissions under this Agreement, except for those claims arising out of the active negligence or intentional misconduct of DSRSD.

Section 9. This Agreement shall expire on December 31, 2027.

Section 10. Nothing contained in this Agreement is intended to or does confer upon any person, other than the Parties, any rights or remedies hereunder.

Section 11. This Agreement may be amended only by a written document executed by both Parties.

Section 12. This Agreement contains the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all prior written or oral agreements, understandings, representations or statements between the Parties with respect to the subject matter hereof.

Section 13. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged remain in full force and effect.

Section 14. This Agreement may be executed in one or more counterparts, each of which is deemed an original and all of which taken together constitute one instrument.

Section 15. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, this Agreement is signed and agreed to by the City and DSRSD.

City of Pleasanton

Dublin San Ramon Services District

By: _____
Nelson Fialho, City Manager

By: _____
Daniel McIntyre, General Manager

Attest:

By: _____
Karen Diaz, City Clerk

Attest:

By: _____
Nicole Genzale, District Secretary

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
Daniel Sodergren, City Attorney

By: _____
District General Counsel

U:\Lund-Pleasanton Credits\MOU DSRSD Pleasanton Lund Transfer Sewer Credits 02 15 2017



CITY OF PLEASANTON ADVANCE SALE SEWER PERMIT

DATE ISSUED: February 14, 1986

PERMIT NUMBER: 86-005

ISSUED TO:

Name Victor L. Lund, Jr., and Lawrence J. Lund

Address P. O. Box 458

City and State Pleasanton, CA 94566

Phone No. (415) 846-2221

CAPACITY:

Permit entitles property described below to 22,000

Gallons Per Day (GPD) as defined in the Pleasanton Sewage Code

OR 100 Residential Dwelling Unit Equivalent

(RDE's) (RDE = 220 GPD)

COST:

Number of RDE's 100 times \$2,500 = \$250,000.00

Sewer capacity can be used only on the property described below:
(Alameda County Assessor Parcel Numbers (APN's) (Map Attached)

946-2632-1

946-2577-001-02

CONDITIONS AND RESTRICTIONS OF ADVANCE SALE SEWER PERMIT:

Sewer capacity cannot be connected to the City sewer system until the 4.38 MGD LAVWMA and the DSRSD 3B expansion projects are completed and satisfactorily operating.

Sewer permit does not guarantee or imply future approval of specific projects, and/or growth management approval on the property described in this permit.

Capacity may not be used on property other than the property described in this permit.

Capacity cannot be sold to other private parties, but can be transferred to subsequent purchasers of the land described in the application.

Permit entitles property to connect to DSRSD Treatment Plant and LAVWMA facility at no additional fees, however, Pleasanton sewer surcharge in effect at time of connection must be paid at time building permit is issued.

City may buy back at its sole discretion, at the price paid plus seven percent simple interest three (3) years after the LAVWMA 4.38 MGD and the DSRSD 3B expansion projects are operating satisfactorily, any capacity for which building permits have not been taken out.

City may buy back the capacity, if offered by the purchaser, at any time if it would be advantageous to the City.

City will buy back the capacity at the price paid, if requested by the purchaser, two years after the LAVWMA 4.38 MGD and the DSRSD 3B expansion projects are operating satisfactorily, provided uncommitted funds are available in the expansion fund.

I AM THE OWNER, OR LEGAL REPRESENTATIVE OF THE OWNER, OF THE PROPERTY DESCRIBED ABOVE AND I HAVE READ AND UNDERSTAND THE RESTRICTIONS AND CONDITIONS ASSOCIATED WITH THIS ADVANCE SALE SEWER PERMIT.

Victor L. Lund, Jr.
Print Name
Victor L. Lund, Jr.
Signature

Permit Not Valid Unless Signed and Sealed

James R. Walker
James R. Walker, City Manager
79 of 105

Victor Lund
c/o Peter MacDonald
Law Offices of Peter MacDonald
400 Main Street, Ste. 210
Pleasanton, CA 94566

Gayle Lund
198 Clendenin Parkway
Ripon, CA 95366

**RE: Acknowledgement regarding Permit Number 86-005 and
Release of Further Claims**

Dear Mr. Victor Lund and Ms. Gayle Lund:

By signing below, you are acknowledging your agreement to the terms in the attached *Agreement between the City of Pleasanton and Dublin San Ramon Services District regarding City of Pleasanton Advance Sale Sewer Permit* ("Agreement") regarding your City of Pleasanton Advance Sale Sewer Permit Number 86-005, dated February 14, 1986.

As Fees are collected by the City up to the fifty (50) RDE limit for the transfer provided in the Agreement, you direct that monthly payments be made as follows:

For payments to Victor Lund:

Address for payment to be mailed:

Percentage of each \$9,419 Fee
for Victor Lund = _____

For payments to Gayle Lund:

Address for payment to be mailed:

Percentage of each \$9,419 Fee
for Gayle Lund = _____

You acknowledge that as the City collects Fees up to the fifty (50) RDE limit for the transfer provided in the Agreement, it will generally make monthly payments within three to four weeks after end-of-month reconciliation (for example, Fees collected in June will be reconciled at the end of June, and payment transmitted near the end of July).

Address for payment may be modified by your sending notice to the City in writing to:
City Manager, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566.

By signing below, you agree that for the sole consideration as set forth in the
Agreement and this Acknowledgement, you waive any further claims against the City of
Pleasanton or Dublin San Ramon Services District, their officials, directors, employees
or agents, arising from or connected to the transfer or sale of the remaining 50 RDEs in
the Permit, and that those remaining 50 RDEs can be used only on the property
described in the Permit, and if not used on that Property have no further value, and are
not transferrable.

You agree that your acknowledgements may be executed in counterpart.

Please contact me at 925.931.5005 or nfialho@cityofpleasantonca.gov, or Larissa Seto,
Assistant City Attorney at 925.931.5023 or lseto@cityofpleasantonca.gov if you have
any questions.

Sincerely,

Nelson Fialho
City Manager

Attachment

Acknowledged and Agreed:

Victor L. Lund

{attach notary acknowledgement}

Acknowledged and Agreed:

Gayle Dee Lund
Successor to Lawrence J. Lund

{attach notary acknowledgement}

Electronic copy:

- Larissa Seto, Assistant City Attorney

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE “AGREEMENT BETWEEN THE CITY OF PLEASANTON AND DUBLIN SAN RAMON SERVICES DISTRICT REGARDING FUTURE REGIONAL WASTEWATER CAPACITY RESERVE FEE CREDITS”

WHEREAS, Dublin San Ramon Services District desires to create an appropriate administrative procedure to address the financial impacts on the Regional Expansion Fund of existing Regional Wastewater Capacity Reserve Fee Credits and Advance Sale Sewer Permits.

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

1. Subject to the City of Pleasanton approving and executing both the “Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits” and the “Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits,” the General Manager is directed to execute the “Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits” (Exhibit A), a copy of which agreement is on file in the Office of the General Manager, to which a copy reference is hereby made and hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said agreement for and on behalf of Dublin San Ramon Services District.

2. If both agreements referenced are not approved and executed by Pleasanton, then the General Manager shall not sign the agreement.

3. Effective Date. This resolution shall be effective upon the date of its adoption.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of March 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST:

Nicole Genzale, District Secretary

**AGREEMENT
BETWEEN THE CITY OF PLEASANTON AND
DUBLIN SAN RAMON SERVICES DISTRICT
REGARDING FUTURE
REGIONAL WASTEWATER CAPACITY RESERVE FEE CREDITS**

This Agreement ("Agreement") is entered into and effective as of
2017 ("Effective Date") by and between Dublin San Ramon
Services District ("DSRSD"), a public corporation, and the City of Pleasanton ("City").
DSRSD and the City of Pleasanton are collectively referred to herein as the "Parties."

WHEREAS, DSRSD and the City of Pleasanton have granted various Advance
Sale Sewer Permits and/or Regional Wastewater Capacity Reserve Fee Credits for
sewer capacity in previous years, but the amount of these Credits to the Regional
Wastewater Capacity Reserve Fee program is not easily discernible; and

WHEREAS, certain Regional Wastewater Capacity Reserve Fee Credits have
been recognized in a separate "Agreement Between the City of Pleasanton and Dublin
San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer
Permits" in the amount of \$1,240,150, and are identified in this Agreement as the "Lund
Credits"; and

WHEREAS, there is a potential that DSRSD may grant up to 70 Regional
Wastewater Capacity Reserve Fee Credits, which will occur, if at all, no later than
December 31, 2021 in the total amount of \$1,053,430, and these credits are identified in
this Agreement as the "Dublin Credits"; and

WHEREAS, DSRSD and/or City may have granted various additional Advance
Sale Sewer Permits and/or Regional Wastewater Capacity Reserve Fee Credits in the
past which are not currently identified or known, and which have an unknown value, and
these credits are identified in this Agreement as the "Unknown Credits"; and

WHEREAS, the financial impact of the Regional Wastewater Capacity Reserve
Fee Credits described above has not been reflected in the 2004 Regional Sewer
Capacity Reserve Fee Study, nor the 2008 Regional Sewer Capacity Reserve Fee
Study, nor the 2010 Regional Sewer Capacity Reserve Fee Study, and the revenue
shortfall resulting from allowing these credits generally may not be reallocated from
development occurring prior to 2016 to new development occurring after 2017; and

WHEREAS, DSRSD intends to update the Regional Wastewater Capacity
Reserve Fee in 2017 in close consultation with the City, and therein to account for all
then known existing Regional Wastewater Capacity Reserve Fee Credits and Advance
Sale Sewer Permits within the DSRSD service area and the City of Pleasanton, which
consist of the Lund Credits and the Dublin Credits if any, and any Unknown Credits
which may be identified prior to or during the Regional Wastewater Capacity Reserve
Fee update process.

NOW, THEREFORE, in consideration for the reciprocal obligations set forth in the Agreement between the City of Pleasanton and Dublin San Ramon Services District Regarding Advance Sale Sewer Permits and this Agreement, the Parties agree as follows:

Section 1. Granting of Regional Wastewater Capacity Reserve Fee Credits by Pleasanton – City agrees not to grant any new Advance Sale Sewer Permits or grant any new Wastewater Capacity Reserve Fee Credits without the prior approval of the DSRSD Board of Directors. DSRSD recognizes the existence of the Lund Credits.

Section 2. Granting of Regional Wastewater Capacity Reserve Fee Credits by DSRSD – DSRSD agrees not to grant more than 70 Wastewater Capacity Reserve Fee Credits, namely the Dublin Credits, without the prior approval of the City of Pleasanton City Council. Pleasanton recognizes the potential granting of up to 70 Dublin Credits by DSRSD. The parties agree that if any Dublin Credits are applied for use on the original Camp Parks property, the Dublin Credits will generally be treated as full credits (i.e. one-for-one) on the original Camp Parks property, particularly if used for governmental purposes. On the other hand, if some of the Dublin Credits are proposed to be applied for use at another location, the terms of such transfer of Dublin Credits off of the original Camp Parks property shall be subject to City of Pleasanton City Council approval as described in this Section 2; with DSRSD acknowledging that less than full credit may be provided for the application of such credits at another location.

Section 3. Transfer of Credits – DSRSD and City agree not to transfer any Regional Wastewater Capacity Reserve Fee Credits without the prior approval of the other agency except as follows:

- A. Unless otherwise contractually mandated by prior agreement(s) with property owners or property developers, or
- B. As separately recognized and allowed in an “Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits,” which pertains to a portion of the Lund Credits.

Section 4. Recognition and Allocation of Other Regional Wastewater Capacity Reserve Fee Credits and Sewer Capacity – For all sewer capacity or Regional Wastewater Capacity Reserve Fee Credits, including: (a) the Dublin Credits, and (b) the Unknown Credits, the value and financial impacts of those Regional Wastewater Capacity Reserve Fee Credits shall be properly allocated between remaining new development through the Regional Wastewater Capacity Reserve Fee Program, and the Regional Wastewater Enterprise, as determined by DSRSD in consultation with the City.

The allocation and financial impacts of the Lund Credits have been accounted for separately in the “Agreement between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits.”

The allocation and financial impacts of the Dublin Credits to new development, if any, shall be based on the ratio of the estimated Dwelling Unit Equivalents remaining to be

built (as measured in the year when the credits are recognized) to 53,223 (the number of Dwelling Unit Equivalents remaining to be built as of 1987). These credits will be reflected in the next update of the Regional Wastewater Capacity Reserve Fee following the granting of the credits, and included in the Regional Wastewater Capacity Reserve Fee for new development at that time. The balance of the value of the credits shall be allocated to the Regional Wastewater Enterprise. An illustrative example is included in Exhibit A.

The allocation and financial impacts of the Unknown Credits to new development shall be based on the ratio of the estimate Dwelling Unit Equivalents remaining to be built (as measured in the year when the credits are made known and/or recognized) to 53,223 (the number of Dwelling Unit Equivalents remaining to be built as of 1987). The credits will be reflected in the next update of the Regional Wastewater Capacity Reserve Fee following the granting of the credits, and included in the Regional Wastewater Capacity Reserve Fee for new development at that time. The balance of the value of the credits shall be allocated to the Regional Wastewater Enterprise Fund. An illustrative example is included in Exhibit B.

The portion of Regional Wastewater Capacity Reserve Fee Credits allocated to the Regional Wastewater Enterprise shall be amortized in equal installments over the subsequent 10 year period, with transfers from the Regional Wastewater Operating Enterprise to the Regional Expansion Fund occurring in July of each year. Any such amortization initiated prior to expiration of this agreement shall continue until completed after the expiration of the agreement.

In a timely manner, the City and DSRSD will inform the other Party of the status of credits when they become known to the City and DSRSD.

Section 5. The City and DSRSD will cooperate to share information they deem appropriate regarding the implementation of this Agreement.

Section 6. Except as otherwise specified herein, each Party shall be responsible for all costs and liabilities to the extent arising from or related to its actions or omissions under this Agreement.

Section 7. The City agrees to indemnify and hold harmless DSRSD, its officials, employees and agents from any and all claims, costs and liability, including attorneys' fees, to the extent arising out of its acts or omissions under this Agreement.

DSRSD agrees to indemnify and hold harmless the City, its officials, employees, and agency from any and all claims, costs and liability, including attorneys' fees, to the extent arising out of its acts or omissions under this Agreement.

Section 8. This Agreement shall terminate on December 31, 2030.

Section 9. Nothing contained in this Agreement is intended to or confers upon any person, other than the Parties, any rights or remedies hereunder.

Section 10. This Agreement may be amended only by a written document executed by both Parties.

Section 11. This Agreement contains the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all prior written or oral agreements, understandings, representations or statements between the Parties with respect to the subject matter hereof.

Section 12. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged remain in full force and effect.

Section 13. This Agreement may be executed in one or more counterparts, each of which is deemed an original and all of which taken together constitute one instrument.

Section 14. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, this Agreement is signed and agreed to by the City and DSRSD.

City of Pleasanton

By: _____
Nelson Fialho, City Manager

Attest:

By: _____
Karen Diaz, City Clerk

APPROVED AS TO FORM:

By: _____
Daniel Sodergren, City Attorney

Dublin San Ramon Services District

By: _____
Daniel McIntyre, General Manager

Attest:

By: _____
Nicole Genzale, District Secretary

APPROVED AS TO FORM:

By: _____
District General Counsel

EXHIBIT A

Illustrative Example of Calculation of Dublin Credits

Assumptions:

DSRSD recognizes and grants 70 Regional Wastewater Capacity Reserve Fee Credits in 2019, in the total amount of \$1,076,880 1.

As of 2019, it is assumed that there are 10,000 Dwelling Unit Equivalents remaining to be built.

Calculation:

The portion of the Credits allocated to new development through an update of the Regional Wastewater Capacity Reserve Fee is:

$$\$1,076,880 \times 10,000 / 53,223 = \$202,333$$

The portion of the Credits allocated to existing ratepayers and paid over 10 years through a transfer from the Regional Enterprise Fund to the Regional Expansion Fund is:

$$\$1,076,880 - \$202,333 = \$874,547$$

EXHIBIT B

Illustrative Example of Calculation of Unknown Credits

Assumptions:

City of Pleasanton recognizes and grants 50 Regional Wastewater Capacity Reserve Fee Credits in 2020, in the total amount of \$769,200.

As of 2020, it is assumed that there are 8,000 Dwelling Unit Equivalents remaining to be built.

Calculation:

The portion of the Credits allocated to new development through an update of the Regional Wastewater Capacity Reserve Fee is:

$$\$769,200 \times 8,000 / 53,223 = \$115,619$$

The portion of the Credits allocated to existing ratepayers and paid over 10 years through a transfer from the Regional Enterprise Fund to the Regional Expansion Fund is:

$$\$769,200 - \$115,619 = \$653,581$$



TITLE: Receive Presentation on Local and Regional Wastewater Rate Study

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the local and regional wastewater rate study currently in progress.

SUMMARY:

DSRSD adopted rate increases for its regional wastewater services in 2010. As per Board policy, staff reviews rates every five years to ensure that our charges are reflective of our cost of service and asset replacement needs. In the fall of 2016, DSRSD engaged the firm of HDR, Inc. to review our regional wastewater rates. Concurrently, staff analyzed our local wastewater rates. The results of these studies, and any proposed rate increases, will be presented to the Board at its April 18 regular meeting.

The goals and objectives of the study have concentrated on three main areas:

Revenue Requirement Objectives

Equitably allocate the revenue requirement to the customer classes of service and coordinate sustainable funding for our replacement reserves. Current and future operating costs and replacement needs will be analyzed as well the percentage contributions from development and user fees.

Cost of Service Objectives

Review flow, suspended solids and biochemical oxygen demand data/assumptions and allocate compliance monitoring to the appropriate customer classes.

Rate Design Objectives

Review the customer classes for service, automate the billing for Industrial customers and develop commercial categories based on low, medium and high flows.

Originating Department: Administrative Services	Contact: C. Atwood	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> 1. Staff Report <input type="checkbox"/> 2. Staff Report <input type="checkbox"/> 3. Resolution <input type="checkbox"/> 4. Ordinance <input type="checkbox"/> 5. Task Order <input type="checkbox"/> 6. Proclamation	<input type="checkbox"/> Other	90 of 105

STAFF REPORT



District Board of Directors
March 7, 2017

Receive Presentation on Local and Regional Wastewater Rate Study

DISCUSSION

DSRSD adopted rate increases for its regional wastewater services in 2010. As per Board policy, staff reviews rates every five years to ensure that our charges are reflective of our cost of service and asset replacement needs. In the fall of 2016, DSRSD engaged the firm of HDR, Inc. to review our regional wastewater rates. Concurrently, staff analyzed our local wastewater rates.

The goals and objectives of the study have been outlined below.

Revenue Requirement Objectives

- *Equitably allocate the revenue requirement to the customer classes of service* – the study will look at each customer class in regards to flow, Suspended Solids (SS) and Biochemical Oxygen Demand (BOD) to ensure that classes are charged appropriately to cover the cost of service in both the Local and Regional Wastewater Funds.
- *Align reliance on developer and user charges for Local Wastewater with other DSRSD funds* – Approximately 65% of the funding for the Local Wastewater Replacement Fund is coming from new development via the local capacity reserve fee, a volatile funding source. Thus, only 35% is coming from the more stable replacement allocation transfers from the Local Wastewater Enterprise Fund. In contrast, the Water Replacement Fund receives only about 35% of its funding from the Capacity Reserve Fee, and the Regional Wastewater Replacement Fund receives only 40% of its funding from the Capacity Reserve Fee. This makes the Local Wastewater Replacement Fund far more dependent upon developer capacity reserve fees than either of the two other District programs, and thus more sensitive to changing economic conditions than the other two funds. The study will be recommending alignment of revenue sources within our three funds.
- *Coordinate sustainable funding for our replacement projects* – Although our FYE 16/17 budget estimated that we had adequate funding in our Local Wastewater Replacement Fund, the magnitude and timing of the Dublin Trunk Sewer Rehabilitation project will have a negative effect on the fund's minimum reserve level. The study will address an adequate funding requirement to manage unexpected changes in our asset replacement model.
- *Ensure coordination with our regional partners* – Several meetings have occurred with the City of Pleasanton staff to ensure their issues and concerns are addressed in our study. These meetings will continue to work towards actively mitigating issues that might arise in regards to their constituents.
- *Reflect current and future operating costs and replacement needs* – Rates will reflect managements' recommendations on staffing, operating costs, increases in replacement reserve funding and expansion needs. Recent financials are showing that the Local Wastewater Enterprise fund has a slight negative cash flow and future staffing and reserve replacement needs will exacerbate this situation. The analysis is a coordinated effort between budget, asset management, CIP and the strategic planning processes.

Cost of Service Objectives

- *Review the flow assumptions* – Wastewater flow will be based on winter water flow and will also incorporate SS and BOD for non-residential customers. Residential customer categories will be consolidated where appropriate and commercial customers will be reclassified into low, medium and high use categories based on historical data. Commercial customers will be allocated a higher portion of treatment costs as a result of the decreased water demands of our residents.
- *Review the loading of SS and BOD assumptions* – Industrial users will be reviewed with the goal of bill automation (now done manually) through our utility billing system and bi-annual testing of SS and BOD to confirm historical data and rate integrity.
- *Equitably allocate FOG, sampling and testing costs to the appropriate customer classes* – Lab and environmental compliance workload was reviewed for our industrial clients to ensure equity in allocation of direct costs in the Regional Wastewater fund.

Rate Design Objectives

- *Restructure the Industrial Rate structure to a flow based, automated billing system* – streamline billing through application of historical flow, SS and BOD and add to the utility billing system.
- *Review the customer classes for service* – consolidate several residential customer categories based on flow to streamline billing from six to three categories.
- *Review the development of a commercial low, medium and high rate structure* – consolidate commercial customers from eight to three classifications based on rate strength.
- *Update the brine and backwash rate to reflect current costs.*

Staff will bring a plan for Board consideration to address all of these goals and challenges with the upcoming Local and Regional Wastewater Rate study presentation on April 18 and at the budget study session on May 16th. It is expected that an increase to Local and Regional Wastewater rates will be proposed to fund the systemic shortfall, bring asset management funding to a full level, address budgetary changes and anticipate ongoing general inflation impacts.

RECOMMENDATION

Staff recommends the Board of Directors receive a presentation on the policies, and major assumptions used, for the pending Local and Regional Wastewater Rate Study, including the goals and objectives of the current study.



TITLE: Discuss and Provide Direction Regarding District Election Procedures

RECOMMENDATION:

In order to encourage more candidates to consider running for the DSRSD Board of Directors, staff recommends the following:

1. The Board direct staff, by Motion, to implement the entire list of outreach options noted in the staff report.
2. The Board provide staff with direction regarding how much the District should subsidize candidate statement costs.
3. The Board affirm, by Motion, the District continue the consolidated Board of Director elections with the statewide general election held in November of even-numbered years.

SUMMARY:

At the September 6, 2016 Board meeting, the Board noted that the last contested DSRSD election was in 2012. The two subsequent elections, in 2014 and 2016, were both uncontested. The Board referred this item to the External Affairs Committee to discuss options to promote Board elections.

On November 15, 2016, the External Affairs Committee met and the General Manager informed the Committee that in 2016, staff had modified the elections web page to clarify the filing procedure, but no other activities were performed to publicize the 2016 election. The Committee commented that the general public is not familiar with the purpose of special districts and that contested elections provide credibility for the elected officials.

The Committee requested staff do the following:

1. Explore avenues to increase public awareness of and interest in serving on the DSRSD Board of Directors.
2. Consider lowering the candidate statement fee to reduce a hurdle for individuals running for the Board.
3. Explore the advantages, disadvantages, and legality of the District holding its own election as opposed to paying the counties to conduct a consolidated election on the District's behalf.

Staff findings are in the attached report.

Originating Department: Executive Services	Contact: S. Stephenson, N. Genzale	Legal Review: Yes
Cost: \$198,000 (consolidated election), \$5,000 (Citizen Academy)	Funding Source: 900.10.10.000.3.340 (consolidated election estimated cost)	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<ol style="list-style-type: none">11.15.2016 DSRSD External Affairs Committee meeting minutes“Open Gov>Board of Directors” webpage with continual information regarding Board elections, http://www.drsrd.com/open-gov/board-of-directorsDark “Elections” web page which goes live late spring in an election yearSample PowerPoint slide about serving on DSRSD Board of DirectorsCandidates’ Statement Costs policy	

STAFF REPORT



District Board of Directors
March 7, 2017

Discuss and Provide Direction regarding District election procedures

BACKGROUND

At the September 6, 2016 Board meeting, the Board noted that the last contested DSRSD election was in 2012. The two subsequent elections, in 2014 and 2016, were both uncontested. The Board President referred this item to the External Affairs Committee to discuss options to promote Board elections.

On November 15, 2016, the External Affairs Committee met and the General Manager informed the Committee that in 2016, staff had modified the elections web page to clarify the filing procedure, but that no other activities were performed to publicize the 2016 election. The Committee commented that the general public is not familiar with the purpose of special districts and that contested elections provide credibility for the elected officials.

The Committee requested staff do the following:

1. Explore avenues to increase public awareness of and interest in serving on the DSRSD Board of Directors.
2. Consider lowering the candidate statement fee to reduce a hurdle for individuals running for the Board.
3. Explore the advantages, disadvantages, and legality of the District holding its own election as opposed to paying the counties to conduct a consolidated election on the District's behalf.

DISCUSSION

Currently, elections for the District's Board of Directors are held during the statewide general election in November of even-numbered years. These are consolidated elections, conducted by the two counties – Alameda and Contra Costa – of our service area. The estimated cost for the 2016 election was \$3.00 per voter, for 45,000 voters, but because there were no challengers, only \$300 were actually incurred in Contra Costa County for processing and \$0 in Alameda County. Eighty percent of voters tend to vote in presidential elections (2016 being the most recent), while only fifty percent tend to vote in gubernatorial elections (2014 being the most recent).

Outreach Items

Per the External Affairs Committee discussion, staff compiled the following list of outreach options to encourage customers to consider running for the District's Board of Directors.

1. Disseminate information regarding how, when, and where customers can file to run for the DSRSD Board of Directors (Public Information Division's regular and recurring work) including the following:
 - a. Issue a news release and *DSRSDtoday* brief two weeks before the filing period opens
 - b. Post information on the District's website on "Open Gov>Board of Directors" page
 - c. Create a one-page flyer distributed in the following ways:
 - i. At the District Office counters (customer service and permits), distributed to local service organizations (Rotary, Lions, Kiwanis, Soroptimist, American Association of University Women, Dublin and San Ramon Chambers of Commerce, etc.)
 - ii. To DSRSD customers who tour the Regional Wastewater Treatment Facility
 - iii. At all community speaking engagements. A sample PowerPoint slide that could be included in presentations on various topics that makes passing reference to DSRSD's status as an independent special district with an elected Board of Directors is attached.

2. Develop a “Board Candidate Information” packet: notice of election, a primer on the District, information about the Board of Directors, description of our service area, Fair Political Practices Commission (Form 700) statement of economic interests. (This project would entail 50 hours of the Public Information staff.)
3. Offer a “Candidate Briefing” during the open filing period. (This project would entail 80 hours of District staff preparing briefings and handouts.)
4. Promote informational Board workshops held during the year, a good source of background information on key District projects. (Public Information Division’s regular and recurring work).
5. Host our own Citizen Academy, modeled after Central San’s Citizen Academy: three sessions, each focused on one of our three services, water, wastewater, recycled water; one session per month in January, February and March; provide dinner; present information, tour the appropriate facility, Q&A session. (This project would entail 140 staff hours, \$5,000 in materials and dinner).
6. At all community speaking engagements, a slide will be included in the presentation about the five-member Board of Directors who govern the District. (Public Information Division’s regular and recurring work).

The standards that motivate our actions in this area are to be open and transparent: to communicate public events and decision processes to our customers using multiple channels; to host public workshops or open houses for all critical issues, including board elections; and, to leverage community events where possible to provide information to the general public.

Staff recommends the Board direct staff to implement the full list of outreach options (#1 - #6) noted above. This would involve redirecting 270 hours of staff effort and \$5,000 of additional direct costs.

District subsidy for candidate statements

The External Affairs Committee inquired if the cost to file to run for the DSRSD Board of Directors is prohibitive. Currently, candidates for DSRSD’s board pay up to \$450 to each county (Alameda and Contra Costa) and the District pays all costs in excess of those amounts. The actual cost of filing candidate statements is determined by each county after the election and includes the cost of printing, handling, mailing, and translating the candidates’ statements. In the 2012 election, the actual total cost for each candidate statement was \$1,290 in Alameda County and \$511 in Contra Costa County. This means that, in 2012, in addition to paying the counties \$44,825 to conduct the elections on behalf of the District, the District also subsidized the individual candidates who ran for the DSRSD Board of Directors, paying an additional \$1,001 for each of the four candidates.

Staff seeks direction regarding how much the District should subsidize candidate statements.

Standalone v. Consolidated Election

Staff explored the options of the District holding standalone elections or continuing to have the two counties conduct “consolidated” elections on behalf of the District.

An argument in favor of the District conducting a standalone election is it would reduce the cost and complications for the candidates because they would not have to file candidate statements in two counties. Instead, the District would issue one voter information packet and thus remove an impediment to running for election. However, a standalone election would increase the District’s cost to more than half a million dollars for each election.

While the District could legally hold its own in-person election (i.e., in polling places in each precinct) on one of the six established election dates per Election Code section 1000, changing to a date other than the June Primary or the November General Election would carry some legal risk in light of SB 415, the California Voter Participation Rights Act, enacted in September 2015, which generally prohibits districts from holding an election other than on a statewide election date if the turnout is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections. Another option is that the District could conduct an election via mailed ballot on one of five established mailed ballot election dates. However, it is unclear what benefits would result from changing the District's election date from the one with the highest historic turnout, the statewide general election in November of even-numbered years, and SB 415 creates a cause of action for any District voter to seek judicial relief following an election with reduced voter turnout held on a date other than a statewide election date.

Staff surveyed 24 multi-county government agencies in the nine San Francisco Bay Area counties and found the following:

- Eight agencies hold consolidated elections: Alameda Contra Costa Transit District, Bay Area Rapid Transit, Byron Bethany Irrigation District, Dublin San Ramon Services District, East Bay Municipal Utility District, East Bay Regional Park District, Midpeninsula Regional Open Space District, and Pajaro Valley Water Management Agency
- One agency holds a standalone election: Reclamation District 800 (Byron Tract)
- Three agency boards are appointed by their county board of supervisors
- Twelve agency boards (primarily joint powers authorities) are appointed by the member agencies

According to the Alameda County Registrar of Voters, the cost per voter for the District to conduct a standalone election would be \$12-\$15 per voter. With approximately 26,000 registered voters in Alameda County, the cost of a standalone election in only one of our two counties would range from \$276,000 to \$345,000. The District's projected cost to hold its 2018 consolidated election is \$198,000.

Staff recommends the District continue consolidated elections in November of even-numbered years because more customers are likely to vote and it costs less for the District than a standalone election would.

RECOMMENDATION

In order to encourage more candidates to consider running for the DSRSD Board of Directors, staff recommends the following:

1. The Board direct staff to implement the entire list of outreach options (#1 - #6) noted above.
2. The Board provide staff with direction regarding how much the District should subsidize candidate statements.
3. The District continue the consolidated Board of Director election with the statewide general election held in November of even-numbered years.

MEMORANDUM

DATE: November 15, 2016

TO: Dan McIntyre, General Manager

FROM: Vivian Chiu, Acting Committee Coordinator

SUBJECT: External Affairs Committee Meeting of November 15, 2016

ATTENDEES: Director Richard M. Halket; Director Georange M. Vonheeder-Leopold; Dan McIntyre, General Manager; Sue Stephenson, Community Affairs Supervisor; Vivian Chiu, Administrative Analyst I

The meeting was called to order at 5:15 p.m.

1. Public Comment

No member of the public was present to comment on any item not on the agenda.

DISCUSSION ITEMS

2. DSRSD Board of Directors Election Publicizing Practices

General Manager McIntyre provided background information to the Committee and summarized the activities performed to publicize the 2016 election. He noted that staff shored up the Elections page to clarify the filing procedures and that no press release was done. He said DSRSD has not emphasized in communications to the community that the District is a governmental agency with an elected board.

The Committee commented that the general public is not familiar with the purpose of special districts and that contested elections provide credibility to the elected officials. The Committee discussed avenues to increase public interest and directed staff to implement or explore the following ideas:

- Additional time at the City of Dublin's Leadership Academy
- A citizens academy modeled after the Central Contra Costa Sanitary District Citizens Academy (subject to cost and budget) – item to be discussed with the budget proposal in the spring
- A joint leadership academy with the Dublin Unified School District and the City of Dublin
- Public relations activities including website and press releases
- A candidates orientation during the filing period
- An informational tidbit about the DSRSD Board during public presentations and events such as the quarterly public tours of the wastewater treatment plant

- Building of a standard slide(s) into a PowerPoint presentation to the community about government issues, DSRSD services, and DSRSD history
- Pros and cons (and legality) of the District directly running its own election like some cities do

The Committee also recommended lowering the candidate statement fee from \$450 to \$250 to encourage filing. Staff will present a revised Candidates' Statement Costs policy to the Board in December or January for consideration.

3. Committee/Staff Comments

The Committee members did not comment on or inquire into general issues and operations related to the business of the Committee.

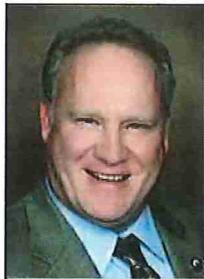
Staff had no comments on any item not already on the agenda.

Meeting was adjourned at 5:46 p.m.

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Board of Directors

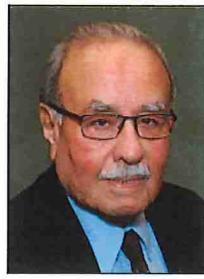
A five-member Board of Directors governs the Dublin San Ramon Services District by setting policies, appointing officers, and hiring and overseeing the District's general manager. The Board exercises these powers under the authority of the **Community Services District Law (California Government Code section 61000 et seq.)**. The Board is ultimately responsible and accountable to the people of the District; its roles and responsibilities are explained more fully in **Guidelines for Conducting Board Business**.



Richard Halket
President
Term 2016-2020



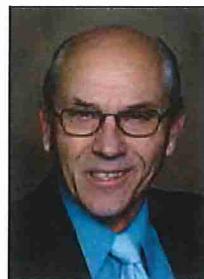
Georange Vonheeder-Leopold
Vice President
Term 2014-2018



Edward Duarte
Director
Term 2016-2020



Madelyne (Maddi) Misheloff
Director
Term 2016-2020



D. L. (Pat) Howard
Director
Term 2016-2018

Click a director's name to learn more about that individual or to send an email. Email the entire Board of Directors at board@dsrsd.com.

Open Meetings

Board and Committee meetings are open to the public and time is always reserved for the public to address the Board.

Visit the Meetings Calendar for Agendas, Minutes, and Video links.

The DSRSD Board meets on the first and third Tuesday of each month at 6 p.m. in the Boardroom at the District Office, 7051 Dublin Blvd., Dublin. Special meetings may be held at other times. Board Committees meet as needed, typically prior to Board meetings, in a conference room behind the Boardroom.



Elections

DSRSD directors are elected every two years in November. The office is non-partisan and directors serve "at large," meaning they represent all customers within the District's boundaries. Their four-year terms are staggered, with two terms expiring in one even-numbered year and three terms expiring the following even-numbered year. Two terms will expire in 2018, and three terms will expire in 2020.

To be eligible to run for the DSRSD Board of Directors, you must be 18 years of age, a registered voter and reside within the District's boundary. The District is a multi-county agency that includes portions of

Alameda County and Contra Costa County. Candidates should contact election officials in both counties ([Alameda County Registrar of Voters](#) and [Contra Costa County Election Division](#)) for filing requirements, and refer to the District's policy on [Candidates' Statement Costs](#).

More information will be available on this website before each election. The next District election will be held on Nov. 6, 2018.

Boardmember Compensation

DSRSD directors receive compensation of \$146 per day for each day of service to the District, up to a maximum of 10 days per month. The District's current rate is well below the maximum amount allowable by state law, which is \$242 per day of service in 2014. The District's [Day of Service](#) policy and the California Government Code define a day of service. Eligible activities include:

- Serving in a policy maker role at properly noticed meetings of the Board of Directors, Board Committees, and joint powers authorities (JPA) in which the District is a partner (Committee and JPA appointments are reported on [Fair Political and Practices Commission Form 806](#))
- Representing the District at a public meeting or public hearing of another public agency when that agency is considering business that involves the District
- Speaking for the District at public events and community meetings, including ceremonial functions of other agencies
- Representing the District at professional, technical, and trade association meetings and conferences
- Taking part in organized educational activities, including required ethics training

Directors are reimbursed for travel related to District business. The Board must pre-approve travel; the [Director Travel and Expenses](#) policy defines allowable reimbursement. Directors do not receive a vehicle allowance or communication allowance.

Directors are eligible to participate in the District's health and welfare benefit programs during their terms. They also may make voluntary contributions to the District's tax-deferred 457 plan. Provided that a director voluntarily contributes at least \$20 per month, the District matches that contribution up to \$10 per month or 25 percent of the monthly contribution, whichever is less. As elected officials, directors are not eligible to participate in the District's CalPERS retirement program, or retiree medical benefits, unless they were first elected or appointed to the Board prior to July 1, 1994, in accordance with California Government Code section 20322(c).

Ticket Distribution

[Form 802](#) was created by the Fair Political Practices Commission ("FPPC") to report distributions of tickets received by local agencies and distributed to elected officials or employees pursuant to a ticket distribution policy, as set forth in FPPC Regulation section 18944.1. The purpose of the District's [Ticket Distribution](#) policy is to ensure that all tickets and/or passes accepted by the Dublin San Ramon Services District from public and private entities and individuals are distributed in furtherance of governmental and/or public purposes.

[Open Gov](#)

ELECTIONS

Font Size: + - + [Share & Bookmark](#) [Feedback](#) [Print](#)

Nomination Period Extended to Aug. 17 for Non-Incumbents

DSRSD directors are elected every two years in November. The office is non-partisan and directors serve "at large," meaning they represent all customers within the district's boundaries. Their four-year terms are staggered, with two terms expiring in one even-numbered year and three terms expiring the following even-numbered year. Three full terms and one half term will expire in 2016.

The nomination period for DSRSD directors has been extended to Aug. 17, 2016, for non-incumbent candidates who wish to run for either a four-year full term or a two-year short term.

The district is a multi-county agency that includes portions of Alameda County and Contra Costa County. Candidates should contact election officials in both counties for information on the appropriate papers to file to run for office, where to file, and other requirements. To be eligible to run for the DSRSD Board of Directors, you must be a U.S. citizen, 18 years of age, and a registered voter residing within the district's [boundary](#).

Candidates who wish to have a statement of their qualifications published in the sample ballot that goes to registered voters must pay \$450 to both Alameda County and Contra Costa County to cover publishing and printing costs. Please refer to the district's policy on [Candidates' Statement Costs](#).

We recommend contacting both counties for detailed instructions and exact deadlines.

Alameda County Registrar of Voters
1225 Fallon Street, Rm. G-1
Oakland, CA 94612-4283
(510) 267-8683
www.acgov.org/rov Click Candidate Information
[2016 Election Notice prepared by Alameda County Registrar of Voters](#)

Contra Costa County Election Division
555 Escobar Street
Martinez, CA 94553
(925) 335-7800
www.cocovote.us Click Elections, then Campaigns
[2016 Election Notice prepared by Contra Costa County Elections Division](#)

After 2016, the next district election will be held Nov. 6, 2018.



Policy No.: P100-15-4	Type of Policy: Board Business
Policy Title: Candidates' Statement Costs	
Policy Description: Candidates' Statement to be filed by Candidates for Election to the District Board.	
Approval Date: 6/4/2013	Last Review Date: 2015
Approval Resolution No.: 20-13	Next Review Date: 2019
Rescinded Resolution No.: 34-11	Rescinded Resolution Date: 7/19/2011

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

Section 1. General Provisions.

Each candidate at the General Election for the Office of Director of the District may file a candidate's statement, as provided for in Section 13307 of the Elections Code, with the Elections Official in either Alameda County or Contra Costa County from whom the candidate obtains the nomination papers and other forms required for nomination to the Office of Director. Additionally, each candidate may also file a candidate's statement in the alternate County subject to the same limitations, payment provisions, and policies detailed in this Resolution No. 20-13. The candidate's statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

Section 2. Foreign Language Policy.

A. The Elections Official shall provide a language translation of the candidate's statement when required by the Act, or Elections Code Section 13307(b).

Section 3. Advance Deposit and Payment.

A. Pursuant to Elections Code Section 13307(c), a local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statement filed pursuant to this set 100 of 105 including costs incurred as a result of complying with the Act.

Policy No.: P100-15-4**Policy Title:** Candidates' Statement Costs

B. The District Secretary is hereby authorized and directed to provide for collection, by the Elections Official, from each non-indigent candidate who files such a statement, a deposit in the amount of \$450 to represent the candidate's pro rata share of the cost of printing, handling, translating, and mailing the candidate's statement, including costs incurred as a result of complying with the Act, and Elections Code Section 13307(b) and collection of such amount shall be a condition of having the candidate's statement included in the voter's pamphlet.

C. If the actual costs in either Contra Costa County or Alameda County exceeds \$450, for the printing, handling, translating, and mailing of the candidate's statement in said County, then the proper officers of the District are hereby authorized and directed to pay the difference between the \$450 and the required deposit in that County.

D. If the actual cost of the candidate's statement in either County is less than the \$450 deposit, the District Secretary is hereby authorized and directed to make necessary arrangements to refund the amount of the deposit which exceeds said actual cost to the candidate.

Section 4. Indigent Candidates.

A. As provided in Section 13309 of the Elections Code, a candidate who alleges to be indigent and unable to pay in advance the requisite deposit for submitting a candidate's statement shall submit a certified statement of financial worth, and such other verifying documentation as the District shall reasonably require, to be used by the District in determining whether or not he or she is eligible to submit a candidate's statement without payment of the deposit in advance. Upon receipt of a statement of financial worth, the District shall promptly determine, in its sole discretion, whether or not the candidate is indigent and shall notify the candidate in writing of its findings. If it is determined that the candidate is not indigent, the candidate shall, within three working days of the notification, either withdraw the candidate's statement or pay the requisite deposit in accordance with the provisions of this Resolution.

B. The proper officers of the District are hereby authorized and directed to pay the costs incurred by the District for printing, handling, translating, and mailing the statements for candidates determined by the District to be indigent.

Section 5. Additional Materials.

Other than the candidate's statement, no candidate will be permitted to include additional

Policy No.: P100-15-4**Policy Title:** Candidates' Statement Costs

materials in the sample ballot package.

Section 6. Rescinding Previous Policy.

The revised policy on Candidates' Statement Costs, attached as "Exhibit A," is hereby adopted and Resolution No. 34-11, attached as "Exhibit B," is hereby rescinded and shall no longer be of any force and effect after the date of adoption hereof.

Section 7. Application.

The provisions of this Resolution shall govern all elections for the District's Board of Directors held after the adoption of this Resolution unless and until this Resolution is rescinded, superseded, or otherwise modified by an action taken by the Board.

Section 8. Certification and Notice to Counties.

The District Secretary shall attest to passage and adoption of this Resolution and provide certified copies to the Elections Officials of the Counties of Alameda and Contra Costa.

Policy is current and no changes need to be adopted
by the Board of Directors.

Status Quo Chronology:

Date Adopted:

June 4, 2013

Reviewed by
Committee or Board:

Date:

Board

June 16, 2015

DSRSD is a Community Services Special District

Attachment 4 to

S&R

A five member elected
Board governs it

- Setting policies
- Appointing officers
- Overseeing finances
- Holding elections in November of even numbered years



Dublin San Ramon
Services District

Water, wastewater, recycled water

