



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

**NOTICE OF REGULAR MEETING**

**TIME:** 6 p.m.

**DATE:** Tuesday, March 21, 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  
DSRSD/City of Dublin Liaison Committee Meeting – March 13, 2017
  - 6.C. Agenda Management (consider order of items)
7. APPROVAL OF MINUTES
  - 7.A. Special Meeting of March 7, 2017  
**Recommended Action:** Approve by Motion
  - 7.B. Regular Meeting of March 7, 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. 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 the Laboratory Flooring as Part of the WWTP Administrative Building Improvements Project (CIP 16-P031)  
**Recommended Action:** Accept by Motion

8.B. Approve Agreement for Auditing Services with Maze & Associates  
**Recommended Action:** Adopt by Resolution

8.C. Appoint New Trustee/Custodian and New Plan Administrators for the Dublin San Ramon Services District Defined Contribution 457(b) Plan and Rescind Resolution No. 17-15  
**Recommended Action:** Approve by Resolution

8.D. Accept the Following Regular and Recurring Reports: Water Supply and Conservation, Warrant List, Upcoming Board Business, and Unexpected Asset Replacement  
**Recommended Action:** Accept by Motion

8.E. Adopt Revised Candidates' Statement Costs Policy and Rescind Resolution No. 20-13  
**Recommended Action:** Adopt Policy by Resolution

9. BOARD BUSINESS

9.A. Adopt Revised Director Travel and Expenses Policy and Rescind Resolution No. 4-13  
**Recommended Action:** Adopt Policy by Resolution

9.B. Adopt Revised Purchasing Policy and Rescind Resolution No. 14-06  
**Recommended Action:** Adopt Policy by Resolution

9.C. Adopt Revised Use of Discrete Sewerage Systems Policy and Rescind Resolution No. 2-09  
**Recommended Action:** Adopt Policy by Resolution

9.D. Receive Presentation on the Draft Wastewater Treatment Plant and Biosolids Master Plan (CIP 14-P004)  
**Recommended Action:** Receive Presentation and Discuss

10. BOARD MEMBER ITEMS

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

11. CLOSED SESSION

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

12. REPORT FROM CLOSED SESSION

13. 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 SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**March 7, 2017**

1. CALL TO ORDER

A special meeting of the Board of Directors was called to order at 4:04 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 Georgean M. Vonheeder-Leopold, Director D.L. (Pat) Howard, Director Edward R. Duarte, and Director Madelyne (Maddi) A. Misheloff.

District staff present at start of meeting: Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager; Jeff Carson, Operations Manager; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 4:04 p.m. No public comment was received.

5. BOARD BUSINESS

A. Strategic Plan Workshop

General Manager McIntyre gave an overview on the development of the preliminary draft of the 2017 Update of the Strategic Plan. Mr. McIntyre noted that this workshop was an opportunity for the Board to shape the District's work efforts over the next two to four years. Mr. McIntyre then gave a briefing on the proposed Strategic Goals, covering the Asset Management Goal, the Interagency Collaborations Goal, and the Integrated Water Program Goal in detail.

President Halket asked the Board for their general comments, before proceeding with a detailed review of the proposed eight Strategic Goals.

Director Misheloff noted that the streamlined Strategic Plan is appropriate and would be less burdensome to staff, requiring less staff hours, and is going in the right direction. Having 22 goals and 119 work items is difficult to work with. Eight goals work much better.

Director Duarte stated that he would also like to reduce the size of the adopted Strategic Plan and noted the new proposal is workable. He would like to see expanded language in the Vision Statement about reduced staffing as the District approaches buildout.

Vice-President Vonheeder-Leopold noted that most of the items important to her were incorporated into the preliminary draft. She did not have any new major items to add to the list. She also noted that now 5 to 10 goals a year is good.

Director Howard stated that he was intrigued by a recycled water policy and thought the District may need a Master Plan to address the competition between recycled water for irrigation and potable reuse.

The Boardmembers gave short summary general comments, noting that the preliminary draft of the Strategic Plan seemed appropriately streamlined.

Both Vice-President Vonheeder-Leopold and Director Howard noted that all the Strategic Goals were of equal priority.

The Board, by Consensus, agreed that all goals were of equal priority.

President Halket then began a review of specific Strategic Plan Goals.

Starting with Strategic Plan Goal #7 regarding an electronic records management program, he inquired if this was "strategic." Mr. McIntyre noted that the District was behind on records, and that this handicapped the District responding to Public Records Act requests. President Halket suggested we note that the goal will improve transparency. Vice-President Vonheeder-Leopold was supportive of the goal as she has observed the benefits of such a system in her professional experience. She was interested in our technology and asked about how existing paper records will be incorporated into the electronic management system.

President Halket gave comments on Strategic Plan Goal #8 regarding biosolids management, and noted that the Board's emphasis is to "diversify, diversify, diversify. We need to have a Plan B, a Plan C, and a Plan D." He suggested that the District may want to monetize the Dedicated Land Disposal site in the long-term and should consider the O&M advantages and liability. Vice President Vonheeder-Leopold noted the DLD has 40-50 years of remaining use. Engineering Services Manager Zavadil noted that the Board would be receiving a report in the near future on strategies to manage biosolids and the Dedicated Land Disposal site. She noted that dewatering is common to any strategy. Director Duarte felt dewatering was a good first step.

The Board next discussed Strategic Plan Goal #5 pertaining to emergency preparation. The Board inquired if the District is already somewhat prepared for emergencies, with existing planning in place. Mr. McIntyre noted that much of our planning was out of date, might be incomplete, and that there were no dedicated resources for this major work program. The Leadership Team believes this should be a special area of focus, and the District will have to come up with creative ways of addressing. Director Howard asked if this goal included cyber security. Administrative Services Manager Atwood explained that staff continually reviews and improves our defenses against cyber-attacks.

The Board then discussed Strategic Plan Goal #2 pertaining to maintaining a highly qualified workforce. Director Duarte noted that the new Senior Management Team needs to emphasize to the organization that changes need to be made. The Board is looking to the Senior Managers to drive change.

The Board then discussed Strategic Plan Goal #3 pertaining to working with other agencies in the Tri-Valley. The Board emphasized the importance of District coordination with other agencies to provide long-term economic benefits to our customers.

The Board then discussed Strategic Plan Goal #6 pertaining to an integrated potable and recycled water program. President Halket stated he does not like wasting Tri-Valley water resources by pumping them over the Dublin grade. The District should get to a point where it reuses all of its water in the winter. The word “recycled” should be stricken from the second bullet point under Strategic Plan Goal #6.

President Halket stated although it may be more of a policy issue than a Strategic Plan Goal, he would like staff to look into the benefit of obtaining a AAA rating in the event the District needs future funding.

6. ADJOURNMENT

President Halket adjourned the meeting at 5:52 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor

**DUBLIN SAN RAMON SERVICES DISTRICT  
MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

**March 7, 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.

President Halket reported that a Special Board Meeting was held shortly before this Regular Meeting of the Board of Directors of Dublin San Ramon Services District. Pursuant to Government Code section 54952.3, no Director will receive any compensation or stipend for participating in more than one meeting on this date, and as further specified in DSRSD Policy P100-14-2, Day of Service.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Richard M. Halket, Vice President Georgean 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; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager; 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 reported that the updated format of the District's budget document will be presented on May 2 for the Board's review.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 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:
  - The DSRSD/Dublin Liaison Committee meeting will be held Monday, March 13 at 4:00 p.m. at the city's offices.
  - The City of Dublin's annual St. Patrick's Day parade will be held Saturday, March 18.
  - The annual employee recognition event will be held Saturday, March 18 in Livermore.
- Correspondence to and from the Board on an Item not on the Agenda - None

6.B. Joint Powers Authority and Committee Reports

Central Contra Costa Sanitary District Liaison Meeting -- February 23, 2017

President Halket invited comments on recent committee activities and noted the minutes distributed seemed to be missing a second page. There were no comments made. General Manager McIntyre stated that the minutes will be redistributed in the Board's weekly mail.

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

7. APPROVAL OF MINUTES – Regular Meeting of February 21, 2017

Director Duarte MOVED for the approval of the February 21, 2017 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

Vice President Vonheeder-Leopold requested that Item 8.C be removed for discussion.

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

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

- A. Approve Revised Laboratory Supervisor Job Definition And Salary – Approved – Resolution No. 5-17
- 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 – Approved – Resolution No. 6-17
- C. REMOVED – Review and Support the Proposed LAVWMA FY 2017-2018 and FY 2018-2019 Operation and Maintenance Budgets – Approved

Vice President Vonheeder-Leopold stated that the item “directs” by motion the Board to support the proposed budget, but questioned if they could technically “direct” the LAVWMA representatives to take a specific action. General Counsel Nelson clarified that the Board can direct the LAVWMA representatives, but it is ultimately the LAVWMA Board’s decision whether or not to take that direction.

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

- D. Review and Accept the Proposed DERWA FY 2017-2018 and FY 2018-2019 Operation and Maintenance Budgets – Approved

9. BOARD BUSINESS

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

General Manager McIntyre reviewed the item for the Board which addressed the granting/transfer of 100 credits for the Lund parcel in Pleasanton, and recognizes that these credits, and potentially others, went unaccounted for between the District and the City of Pleasanton when contemplating long-term wastewater program planning. He reported that the City of Pleasanton is also considering approval of these agreements at its City Council meeting this evening.



The Board and staff discussed the proposed agreements. Vice President Vonheeder-Leopold inquired if the figures shown in the documents regarding the balance of the credits agreed with each other, and requested that, if there is an error, that the figures be corrected. She also inquired if there are other potentially unidentified credits elsewhere to which Mr. McIntyre replied that it is possible that credits may become apparent in the future.

General Counsel Nelson confirmed for the Board that General Manager McIntyre is permitted, via the District Code, to make administrative corrections, in an instance such as this, if in fact the numbers require correction. General Manager McIntyre added that staff will review the figures once more and will advise the Board accordingly, if an error is discovered, in the next General Manager's biweekly report.

Vice President Vonheeder-Leopold MOVED to adopt Resolution No. 7-17, Approving the "Agreement Between the City of Pleasanton and Dublin San Ramon Services District Regarding City of Pleasanton Advance Sale Sewer Permits" and Resolution No. 8-17, Approving the "Agreement between the City of Pleasanton and Dublin San Ramon Services District Regarding Future Regional Wastewater Capacity Reserve Fee Credits" with the caveat that the figures regarding the balance of the credits are corrected, if found to be in error in the item as presented. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

B. Receive Presentation on Local and Regional Wastewater Rate Study

Administrative Services Manager Atwood reviewed the item for the Board and gave a presentation explaining that the study affects the Local and Wastewater funds, which were last studied in 2009/2010 and resulted in rate increases in 2010. Her presentation reviewed the goals and objectives of the new rate study, the equitable allocation of customer classes (residential, commercial, and industrial), alignment of reliance on developer and user charges for the Local Wastewater Enterprise fund, long-term planning scenarios and strategic planning to reflect current and future needs, workforce and pipeline capacity, cost of service objectives, rate design objectives and the timetable to address needs, including appropriate Proposition 218 noticing and public hearing schedule for potential rate actions.

The Board and staff discussed various aspects of the presentation including current rates and proposed rate design noting the proposed decrease from eight to three customer rate "buckets," the Proposition 218 notification process, the current industry- wide trend to shift costs from residential users, due to depressed water usage, to commercial users across the country, and scheduling of companion items at upcoming Board meetings.

C. Discuss and Provide Direction Regarding District Election Procedures

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board which addressed the District's public outreach and education efforts regarding DSRSD elections, the District's subsidy of candidates' statement costs to Alameda and Contra Costa counties, and the District's practice of holding consolidated elections with the statewide general election held in November of even-numbered years.

The Board and staff discussed the various topics and information presented in the item. The Board agreed that additional outreach efforts were worthwhile but to balance the efforts without over-burdening staff, a reduction in the candidates' statement cost from \$450 to \$250 for each county was desired, and that it would be counterproductive to hold a stand-alone election.

Vice President Howard MOVED to affirm the District will continue to hold consolidated elections consistent with past practice. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

Vice President Vonheeder-Leopold MOVED for approval of the proposed outreach options, with the caveat that a Candidate Briefing be omitted if the election is uncontested. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

The Board also directed staff to revise the Candidates' Statement Costs policy to reflect a \$250 cost to candidates for each county, and present the revised policy at a subsequent Board meeting for approval.

10. BOARDMEMBER ITEMS

President Halket reported he will be out of town and unable to attend the Board meeting on April 4. He also reminded all of events being held during the St. Patrick's Day weekend, including the Green and White Gala Friday, March 17.

Vice President Vonheeder-Leopold again reported she attended the Alameda County Special Districts Association Executive Board Meeting at the Castro Valley Sanitary District on February 8. She also reported the Dublin Chamber of Commerce and City of Dublin will hold a business faire on Wednesday, March 15 at the Shannon Community Center.

11. ADJOURNMENT

President Halket adjourned the meeting at 6:54 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor

**TITLE:** 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 the Laboratory Flooring as Part of the WWTP Administrative Building Improvements Project (CIP 16-P031)

**RECOMMENDATION:**

Staff recommends the Board of Directors authorize, by Motion, the General Manager to execute a Purchase Order with Mohawk Carpet Distribution, Inc. in the amount of \$126,462.48 under the California Multiple Award Schedules Contract (CMAS Contract 4-13-72-0039C) for the laboratory flooring as part of the WWTP Administrative Building Improvements Project (CIP 16-P031).

**SUMMARY:**

The laboratory was constructed in 1994 and the flooring is now 23 years old, the carpet in the offices are considerably worn and the lab tiles have been replaced where chemicals have spilled. The replaced lab tiles have created an uneven floor with the potential for a tripping and chemical spill hazard. This purchase will replace the existing flooring with chemical resistant rubber tiles in the laboratory and carpet in the laboratory offices using Mohawk Carpet Distribution, Inc. under the California Multiple Award Schedules Contract.

The Department of General Services (DGS) Procurement Division sets state procurement policies and provides purchasing services. One of DGS's programs is the California Multiple Award Schedules (CMAS). CMAS offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. CMAS is available to California's state, county, city, special district, education and other government entities, and the use of these contracts is optional and is available to state and local government agencies.

The flooring install will begin the end of April and will take approximately three weeks to complete. The install will occur during the evenings and weekends to limit disruption to a lab that is used seven days a week.

This item is fully budgeted in the CIP budget.

[illegible]

DUNS # 13 384 75 12 | TID # 58 217 3403 | CAGE CODE # 6SMH5

February 3, 2017

Turnkey Control #: TLD00179

**Proposal to:**  
Spencer Halliday  
Dublin-San Ramon Services District  
7051 Dublin Blvd.  
Dublin CA 94568

**Installer / Ship To:**  
Harry L. Murphy

**Project Information:**

**RE: FLOORING PROPOSAL FOR:** **Installer Contractor Number:** TLD00179 Dublin San Ramon Services Dist. Johnson Lab

**Mohawk Carpet Distribution, Inc. - CMAS Contract 4-13-72-0039C (12/4/13 - 8/31/18)**

We are pleased to provide the following proposal for your consideration. Prices given are valid for sixty (60) days from proposal date.

MAIN BID Style, Size, Backing, Description	Color Name	Color #	Quantity	UoM	Unit Price	Line Total
<b>SIN 31-303 Carpet Tile</b>						
<b>SCHEDULED MATERIAL</b>						
GT099 Character Lines 24x24 Carpet Tile Ecoflex ICT	Foundation	218	72.00	SY	@ \$ 26.02	\$ 1,873.44
TRS2 UE Medi-Flex (3 MM) Rubber Sheet Flooring	Freeze	43	4,500.00	SF	@ \$ 5.19	\$ 23,355.00
<b>SIN 31-604 Ancillary Supplies and Services</b>						
M001B EnPress PSA Adhesive (ICT Tile backing - 4 gal)			1.00	EA	@ \$ 92.79	\$ 92.79
<b>OPEN MARKET MATERIAL</b>						
777 Acrylic Adhesive (Can be Used as a Pressure Sensitive Adhesive or Wet Set Adhesive) - Rubber Tiles, Stair Treads & Medi-Flex (4 gal)			1.00	EA	@ \$ 176.82	\$ 176.82
TRW TRUE Welding Rod			6.00	EA	@ \$ 34.48	\$ 206.88
<b>SCHEDULED LABOR SERVICES - HIGH COST AREA</b>						
<b>SIN 31-604 Ancillary Supplies and Services Optional Installation (Carpet &amp; Hard Surfaces)</b>						
Carpet Tile Full Spread			70.00	SY	@ \$ 8.73	\$ 611.10
Reclamation/Recycle Fee			70.00	SY	@ \$ 1.24	\$ 86.80
Heat Welding Seams on Vinyl Sheet Flooring			766.00	LF	@ \$ 8.80	\$ 6,740.80
Flash Coving Vinyl Sheet Flooring at Walls			886.00	LF	@ \$ 20.00	\$ 17,720.00
Install Cove Base (includes carpet type)			300.00	LF	@ \$ 2.96	\$ 888.00
<b>OPEN MARKET LABOR SERVICES</b>						
Transitions Material			54.00	LF	@ \$ 2.30	\$ 124.20
Transitions Labor			54.00	LF	@ \$ 5.84	\$ 315.36
Install Nights/Weekends Rate Included			5,130.00	SF	@ \$ 2.30	\$ 11,799.00
Install Rubber Sheet Goods			4,500.00	SF	@ \$ 8.84	\$ 39,780.00
Moisture Test - Provide and Perform			7.00	EA	@ \$ 142.19	\$ 995.33
Floor Prep Labor			5,130.00	SF	@ \$ 0.41	\$ 2,103.30
Furnish Base Material			300.00	LF	@ \$ 2.66	\$ 798.00
Removal and Disposal of Carpet/VCT/Tile			5,130.00	SF	@ \$ 1.48	\$ 7,592.40
Payment/Performance Bonds			126.00	EA	@ \$ 5.90	\$ 743.40
Care Charge (California Only = \$0.25/SY Carpet Shipped)			72.00	SY	@ \$ 0.25	\$ 18.00
<b>Subtotal</b>						<b>\$ 116,020.62</b>
<b>Estimated Sales Tax</b>						<b>\$ 10,441.86</b>
<b>TOTAL</b>						<b>\$ 126,462.48</b>

**NOTES:**

- Based on field measure by: Harry L. Murphy
- Standard Floor Prep Includes: light sweeping & hairline crack filling. Any extra unforeseen floor prep: heavy scraping, trench filling, grinding, filling large depressions, leveling, or floating must be approved through a change order.
- Mohawk's California Contractor's License number is 988270, Class C-15, and is valid through 11/30/2017

Mohawk's standard terms and conditions of sale are incorporated herein by reference. The terms and conditions of sale may be found at:  
<http://www.mohawkind.com/pdf/TERMSandCONDITIONS.pdf>

**EXCLUSIONS (unless specifically included in the above scope of work):**

Special Delivery and/or Delivery Equipment	Protection of Existing Floors	Asbestos Abatement	Night and/or Weekend Labor
Moisture Testing and Abatement	Dumpster Cost	Attic Stock	Resilient Flooring
Thresholds and/or Door Trimming	Extensive Floor Prep	Bonding Cost	Border Carpet
Cleaning and/or Waxing of Resilient	Union Labor	Carpet Cleaning	Removal and/or Disposal
Storage Costs and/or Containers	Preformed Corners	Handling Fees	Stair Materials
Furniture Moving and/or Replacing	Mats	Trip Charges	Sales Tax and/or Freight

**NOTE:** Price includes all work specifically stated above. Any unforeseen circumstances may require additional costs & can be handled through the change order process.

**TERMS OF PAYMENT: (ETA's are also Subject to Credit Approval)**

**\*\* Material and Labor are Net 45 Days terms. Credit Card orders are Net 30 Days.**

**Lead Times :** Please note that we are a made to order mill & we cannot commence production of any order until a signed purchase order or a fully-executed contract has been received. Lead times are determined by product ordered & do not start until after the purchase order has been received and approved in financial.

Please indicate your acceptance of this proposal by signing below & returning your purchase order to my attention via email or fax at 706.422.6085.  
Payments made via Gov't Purchase Card will require this quote to be signed and returned in lieu of a formal purchase order for financial & auditing purposes.  
Should you have any questions, I can be reached by phone or email listed below. Thanks.

Sincerely,  
*Tammy Land*

Project Manager  
Phone:  
E-mail:

CC:

800.622.6228 Ext. 21924  
[tammy\\_land@mohawkind.com](mailto:tammy_land@mohawkind.com)  
Jennifer Keith

The undersigned parties agree to the Terms & Conditions stated above:

Authorized Signature \_\_\_\_\_

Mohawk Group  
160 S. Industrial Blvd | Calhoun, GA 30701  
800-554-6637 | [www.mohawkgroup.com](http://www.mohawkgroup.com)



**TITLE:** Approve Agreement for Auditing Services with Maze & Associates

**RECOMMENDATION:**

The Administrative Services Manager recommends the Board of Directors adopt, by Resolution, the agreement for auditing services with Maze & Associates.

**SUMMARY:**

Staff recently issued a Request for Proposals for the performance of the Dublin San Ramon Services District (the District) annual audit and Livermore-Amador Valley Water Management Agency (LAVWMA) annual audit. Ten professional accounting firms were invited to participate. Five firms submitted proposals. The audit selection committee reviewed the Technical Proposals of each firm and narrowed the selection to two local firms. Upon review of the cost proposals, the audit selection committee is recommending that the Board award the auditing services contract to Maze & Associates.

Maze & Associates is located in Pleasant Hill, CA and has 15 professional staff who are California Certified Public Accountants and 42 support staff to assist with governmental auditing and accounting. Maze is currently providing audit services to Zone 7, East Bay Municipal Utility District, and DSRSD-EBMUD Recycled Water Authority.

The contract is a one-year contract with five, one-year renewal options. The first year contract cost for the District is \$23,060; the cumulative cost over five years for the District is \$122,433. The first year contract cost for LAVWMA is \$7,985; the cumulative cost over five years for LAVWMA is \$42,402. By resolution, the General Manager is authorized to approve up to four extensions of one year each.

Originating Department: Administrative Services	Contact: K. Vaden	Legal Review: Not Required
Cost: \$23,060	Funding Source: Fund 900	
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)	13 of 224	

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE AGREEMENT FOR PROFESSIONAL AUDITING SERVICES BETWEEN DUBLIN SAN RAMON SERVICES DISTRICT AND MAZE & ASSOCIATES

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WHEREAS, the District requires an annual audit of its financial records be performed by an independent professional accounting firm; and

WHEREAS, the District conducted a Request for Proposal to obtain those services; and

WHEREAS, the firm of Maze & Associates has the experience and qualifications needed to perform those services.

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

1. That certain “Agreement for Auditing Services with Maze & Associates” (attached as “Exhibit A”) by and between Dublin San Ramon Services District and Maze & Associates is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said agreement for and on behalf of Dublin San Ramon Services District.
2. The term of the Agreement for Auditing Services shall be for an initial one-year term, and the General Manager has the authority to extend the agreement for up to four additional one-year terms.

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

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

agency located in the counties of Alameda and Contra Costa, California, at its regular meeting held on the 21st day of March 2017, and passed by the following vote.

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Richard M. Halket, President

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

AGREEMENT for AUDITING SERVICES  
WITH  
MAZE & ASSOCIATES

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the counties of Alameda and Contra Costa, California ("District") and Maze & Associates ("Auditor"), 3478 Buskirk Ave, Suite 215 Pleasant Hill, CA 94523, (925)930-0902;

WHEREAS, District requires professional services for the independent annual audit of the District's financial statements (Audit); and

WHEREAS, Auditor's principals are duly licensed Certified Public Accountants in the State of California and Auditor represents that their firm is experienced in performing, and uniquely qualified to perform, the professional services necessary for the Audit;

WHEREAS, District desires to engage Auditor for such services; and

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES. Auditor shall provide all expert professional and technical auditing services as described in the Request for Proposal issued by the District on January 23, 2017 and the Auditor's proposal dated February 17, 2017, copies of which are attached hereto, marked Exhibit "A" and Exhibit "B", and by this reference incorporated herein, in accordance with the terms and conditions of this Agreement.

2. COMPENSATION. District shall compensate Auditor for all services performed by Auditor pursuant to Paragraph 1 in an amount equal to Auditor's hourly rates of charge for Auditor's personnel times the number of hours, or portions thereof, of services correspondingly performed by said personnel. Said rates of charge are set forth in Exhibit "C" hereof, attached hereto, and by reference incorporated herein. Said rates may be adjusted, from time to time, upon written approval of the District.

Compensation shall be payable by District within thirty (30) days upon receipt of billing by Auditor. Billing by Auditor to District shall not be more often than monthly. The billing shall include an itemized statement briefly describing the services rendered and costs incurred and the authorized amount remaining.

3. RECORDS. Auditor shall keep and maintain accurate records of all time expended and costs and expenses incurred relating to services to be performed by Auditor hereunder. Said records shall be available to District for review and copying during regular business hours at Auditor's place of business, or as otherwise agreed upon by the parties.



4. NON-ASSIGNABILITY. Auditor shall not subcontract, assign, sell, mortgage, hypothecate or otherwise transfer its interest or obligations in this agreement without the express prior written consent of District, which consent shall not be unreasonably withheld. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Auditor, upon District's written consent, from employing such independent consultants, associates, and subcontractors as may be necessary to assist in the performance of the services hereunder. Nothing herein shall be construed to give any rights or benefits to anyone other than District and Auditor.

5. STATUS. In the performance of services hereunder, Auditor shall be, and is, an independent contractor, and shall not be deemed to be an employee or agent of District.

6. PERIOD OF SERVICE. The initial contract term will be one year with four one-year renewal options. The General Manager has authority to renew the contract unless otherwise instructed by the Board. Auditor shall complete all work pursuant to this Agreement before it expires.

7. PERFORMANCE STANDARDS. In performing services hereunder, Auditor shall adhere to the standards generally prevailing for the performance of expert technical and consulting services similar to those to be performed by Auditor hereunder, shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a professional under similar circumstances, and shall, at no cost to District, re-perform services which fail to satisfy the foregoing standard of care.

Any costs incurred by the District and used to correct deficiencies caused by Auditor's negligent errors and omissions or willful misconduct shall be borne solely by the Auditor. The District is relying upon the Auditor's qualifications concerning the services furnished hereunder and, therefore, the fact that the District has accepted or approved the Auditor's work shall in no way relieve the Auditor of these responsibilities.

8. TERMINATION. Either party may terminate this Agreement without cause by giving the other party written notice thereof not less than sixty (60) days in advance of the effective date of termination, which date shall be included in said notice.

In the event of such termination, District shall compensate Auditor for services rendered to the date of termination, as the case may be, calculated in accordance with the provisions of Paragraph 2. In ascertaining services actually rendered to the date of termination, consideration shall be given both to work completed and work in process of completion. Nothing herein contained shall be deemed a limitation upon the exercise of the right of District to terminate this Agreement for cause, or otherwise to exercise such legal or equitable rights, and to seek such remedies as may accrue to District, or to authorize Auditor to terminate this Agreement for cause.

9. TITLE TO, POSSESSION OF, AND RELIANCE UPON DOCUMENTS. The audit report shall become the property of the District, subject to such subsequent authorization as may be required for use in another context such as a bond official statement or annual report. All other audit documentation is the property of the auditor. The auditor may make available to DSRSD upon request copies of the audit documentation, provided such disclosure does not undermine the effectiveness and integrity of the audit process.

Materials not delivered to District (“Non-Deliverables”) shall be retained by Auditor, but Auditor shall provide District access to such Non-Deliverables at all reasonable times upon District’s request. District may make and retain copies of all Non-Deliverables, at District’s expense, for information and reference.

10. COMPLIANCE WITH LAWS. In performance of this Agreement, Auditor shall exercise due professional care in compliance with all applicable federal, state and local laws, rules, regulations, orders, codes, criteria and standards. Auditor shall procure all permits, certificates, and licenses necessary to allow Auditor to perform the Services specified herein.

Auditor shall comply at all times with California Occupational Safety and Health Act (“OSHA”) regulations regarding necessary safety equipment or procedures and shall take all necessary precautions for safe operation of its work, and the protection of its personnel and the public from injury and damage from such work.

11. NON-DISCLOSURE OF PROPRIETARY INFORMATION. Auditor shall consider and treat all documents and information provided to Auditor by District in furtherance of this Agreement to be the District’s proprietary information, unless said information is available from public sources other than District. Auditor shall not publish or disclose District’s proprietary information for any purpose other than in the performance of services hereunder without the prior written authorization of District or in response to legal process. Nothing herein contained shall be deemed to abrogate compliance with the California Public Records Act (Government Code Section 6250, et seq.); provided that District shall determine and advise Auditor which documents, if any, are required to be disclosed under said Act.

12. INSURANCE. Auditor shall procure and maintain for the duration of this Agreement, and any Task Orders issued hereunder, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Auditor, its agents, representatives, or employees.

*Minimum Scope and Limit of Insurance.* Coverage shall be at least as broad as:

A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply

## Exhibit A

separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

B. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Auditor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

C. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. *(Not required if Auditor provides written verification it has no employees)*

D. Professional Liability (Errors and Omissions) Insurance appropriate to the Auditor's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the Auditor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Auditor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

*Other Insurance Provisions.* The insurance policies are to contain, or be endorsed to contain, the following provisions:

A. Additional Insured Status: The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Auditor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Auditor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

B. Primary Coverage: For any claims related to this contract, the Auditor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Auditor's insurance and shall not contribute with it.

C. Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the District.

D. Waiver of Subrogation: Auditor hereby grants to District a waiver of any right to subrogation which any insurer of said Auditor may acquire against the District by virtue of the payment of any loss under such insurance. Auditor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

E. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Auditor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

G. Claims Made Policies: If any of the required policies provide coverage on a claims-made basis:

i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

ii. Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work.*

iii. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Auditor must purchase "extended reporting" coverage for a minimum of *five (5) years* after completion of contract work.

H. Verification of Coverage: Auditor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Auditor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

I. Subcontractors: Auditor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that District is an additional insured on insurance required from subcontractors.

J. Special Risks or Circumstances: District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

13. INDEMNIFICATION. Auditor shall hold harmless, indemnify and defend District, its governing Board of Directors, other boards, commissions, committees, officers, officials, employees, volunteers, and agents (collectively, "Indemnities") from and against all claims for liability, losses, damages, expenses, costs (including, without limitation, costs and fees of litigation) of every nature, kind and description, which may be brought against or suffered or sustained by Indemnities, to the

## Exhibit A

extent caused in whole or in part by the negligence, intentional tortuous acts or omissions, or willful misconduct of Auditor, its officers, employees or agents, in the performance of any services or work pursuant to this Agreement or any Task Order issued hereunder. Auditor's duty to indemnify and save harmless shall include the duty to defend as set forth in California Civil Code Section 2778; provided, that nothing herein contained shall be construed to require Auditor to indemnify Indemnities against any responsibility or liability in contravention of California Civil Code Section 2782.

A. In the event Auditor provides a defense pursuant to this Paragraph and such action or other claim is resolved by a final judicial determination, which includes a finding that there was no negligence on the part of Auditor, its officers, employees or agents, District shall refund to Auditor all defense costs, judgments and/or amounts paid by Auditor on behalf of Indemnities.

B. In the event Auditor provides a defense pursuant to this Paragraph and such action or other claim is resolved by a final judicial determination which includes a finding as to the respective negligence of Auditor, its officers, employees or agents and any Indemnities(s), then District shall be responsible to pay that portion of the judgment attributed to Indemnities(s), and shall refund to Auditor a pro rata share of any defense costs expended on behalf of Indemnities.

C. In the event Auditor provides a defense pursuant to this Paragraph and such action or other claim is finally resolved by any other means than those stated in Paragraphs 13(A) and 13(B), or in the event Auditor fails to provide a defense to Indemnities, Auditor and District shall meet and confer in an attempt to reach a mutual agreement regarding the apportionment of costs (including attorneys' fees), judgments and/or amounts paid by Auditor and/or Indemnities. In the event Auditor and District are unable to reach agreement regarding such an apportionment, said dispute shall be submitted to arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association in effect on the date a demand for arbitration is submitted. The arbitration panel shall award the prevailing party its costs (including attorneys' fees) incurred in the arbitration

14. COVENANT AGAINST CONTINGENCY FEES. Auditor hereby warrants that Auditor has not employed or retained any company or person, other than a *bona fide* employee working for Auditor, to solicit or secure this Agreement, and Auditor has not paid or agreed to pay any company or person, other than a *bona fide* employee, any fee, commission, percentage, brokerage fees, gifts or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation of this warranty, District shall have the right to annul this Agreement without liability or at District's discretion, to deduct from the Agreement price or consideration or otherwise recover, the full amount of such fee, commission, percentage, brokerage fees, gifts or contingent fee.

15. PARAGRAPH HEADINGS. Paragraph headings as used herein are for convenience only and shall not be deemed to be a part of any such paragraph and shall not be construed to change the meaning thereof.

## Exhibit A

16. WAIVER. A waiver by either District or Auditor of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

17. SURVIVABILITY. The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

18. INTEGRATION AND MODIFICATION. This Agreement, together with the Compensation Schedule setting forth Auditor's rates and charges, attached hereto as Exhibit "C," is adopted by District and Auditor as a complete and exclusive statement of the terms of this Agreement between District and Auditor. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the District and Auditor, whether written or oral

19. AMENDMENTS. This Agreement may be amended or supplemented by the parties by written agreement approved and executed in the same manner as this Agreement.

20. SUCCESSORS AND ASSIGNS. This agreement shall be binding upon the respective successors, executors, administrators, assigns, and legal representatives to the parties.

21. GOVERNING LAW. This Agreement shall be governed by, and construed in accordance with, the laws of the State of California.

22. NOTICES. All notices to be given hereunder shall be written, and shall be sent by certified or registered mail, postage prepaid, addressed as follows:

To District: General Manager  
Dublin San Ramon Services District  
7051 Dublin Boulevard  
Dublin, CA 94568

To Auditor: David Alvey  
Maze & Associates  
3478 Buskirk Ave., Suite 215  
Pleasant Hill, CA 94523

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first written.

Exhibit A

DUBLIN SAN RAMON SERVICES DISTRICT,  
a public agency

By \_\_\_\_\_  
Daniel McIntyre, General Manager

Attest:

\_\_\_\_\_  
Nicole Genzale, District Secretary

Audit Firm [Maze & Associates](#)

\_\_\_\_\_  
[David Alvey, CPA](#)



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*

7051 Dublin Blvd.  
Dublin, CA 94568  
(925) 828-0515  
[www.dsrsd.com](http://www.dsrsd.com)

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## **REQUEST for PROPOSALS for Professional Auditing Services**

*January 23, 2017*

**\*Proposals due at 5:00 p.m. on Friday, February 17, 2017 \***



## ***I. INTRODUCTION***

### **A. General Information**

Dublin San Ramon Services District (the District) is requesting proposals from qualified certified public accounting firms to audit its financial statements for the fiscal year ending June 30, 2017, with the option of auditing its financial statements for each of four (4) subsequent years as further discussed below. These audits are to be performed in accordance with generally-accepted auditing standards, governmental auditing standards, Section 26909 of the California Government Code and related State Controller guidelines.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

All property rights, including publication rights of all reports produced by proposer in connection with services performed under this agreement shall be vested in the District. The proposer shall not publish or release any of the results of its examination without the expressed written permission of the District.

During the evaluation process, the Auditor Selection Committee reserves the right - where it may serve the District's best interests - to request additional information or clarifications from the proposers. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

It is anticipated the selection of a firm will be completed by February 27, 2017. Following the notification of the selected firm it is expected a contract will be executed between both parties in March, 2017. The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

### **B. Term of Engagement**

It is the intent of the District to contract for the auditing services presented herein for a term of one (1) year. The District reserves the right to extend the term of this contract for four (4) additional one-year terms subject to the annual review and recommendation of the Administrative Services Manager.

## **II. NATURE OF SERVICES REQUIRED**

### **A. Scope of the Work to be Performed**

The District's goal is to provide our customers with a financial statement that gives complete, accurate and understandable information about the District's financial condition. The selected independent auditor will be required to perform the following tasks:

1. Audit the Basic Financial Statements of the District in conformity with generally accepted auditing standards and issue an opinion thereon. Print and bind ten (10) copies of the financial statements including supplementary information. Provide one unbound copy of the financial statements including supplementary information. Provide a final electronic copy of the financial statements (without supplementary information) for use in the District's Comprehensive Annual Financial Report (CAFR).
2. Prepare the cash flow statements and provide guidance and technical assistance in completing the Management's Discussion and Analysis (MD&A), financial statements and required note disclosure.
3. Communicate in a letter to the General Manager and Administrative Services Manager any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. "Non-reportable conditions" discovered by the auditor shall be communicated in the "Management Letter" addressed to the Board of the District setting forth recommendations for improvements in the District's accounting systems.
4. Provide professional advice and guidance on implementation of applicable GASB regulations, including but not limited to implementation of GASB 74 and 75, and continuing reporting requirements for GASB 68.
5. Certain agreed upon procedures and disclosures to be performed as required by the State Water Resources Control Board to satisfy regulations for the financial assurance mechanism covering estimated remediation costs of the Dedicated Land Disposal (DLD) site. This work to consist of agreeing data from the annual financial statements to reports filed by the District with the State. Work will also include the preparation of a report on the work and any exceptions noted. This financial mechanism requires the District to record a liability for the estimated future remediation costs and include a footnote.
6. Immediately notify, in writing, the General Manager and the Administrative Services Manager of all irregularities and illegal acts or indications of illegal acts of which the auditor becomes aware.

### **B. Auditing Standards to be Followed**

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants and any other current standards applicable to a California Community Services District.

### **C. Working Paper Retention and Access to Working Papers**

All work papers and reports must be retained, at the auditor's expense, for the minimum of five years (or the retention timeframe established by the professional standards, whichever is longer) unless the firm is notified in writing by the District of the need to extend the retention period. The work papers are subject to review by federal and state agencies and other individuals designated by the District. Accordingly, the work papers shall be made available upon request.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers.

### **D. Journal Entries**

All adjusting journal entries made by the independent auditors must be discussed and explained to the designated Accounting Division personnel prior to recording. They should be in a format that shows the lowest level of posting detail needed for data entry in the general ledger systems.

## **III. DESCRIPTION OF THE DISTRICT**

### **A. Name and Telephone Number of Contact Person**

Any questions regarding this proposal or additional information required by the respondents should be directed to Karen Vaden at (925) 875-2276 or in writing to [vaden@dsrsd.com](mailto:vaden@dsrsd.com).

Mailing address is DSRSD, Attn: Karen Vaden, 7051 Dublin Blvd., Dublin, CA 94568.

### **B. Background Information**

Dublin San Ramon Services District is a water and wastewater utility organized under the Community Services District Act provision of the general laws of the State of California. The District's jurisdiction is approximately 26 square miles and serves a population of approximately 159,000 customers in the cities of Dublin, San Ramon and Pleasanton. The special services district was founded in 1953 and provides water and recycled water to the City of Dublin and Dougherty Valley; wastewater collection and treatment services to the City of Dublin and southern San Ramon; and by contract sewage treatment for the City of Pleasanton. Sewage services consist of wastewater collection, treatment and disposal to San Francisco Bay. The District owns, operates and maintains the Regional Wastewater Treatment Facility in Pleasanton and a wastewater collection system.

The District has a five-member Board of Directors and a General Manager. The members of the Board are elected at-large and serve staggered four-year terms.

The District's fiscal year begins on July 1st and ends on June 30th. The District's total operating budget for fiscal year 2016/2017 is \$55 million. The District participates in two joint powers authorities (JPA): Livermore-Amador Valley Water Management Agency (LAVWMA) and the Dublin San Ramon Services District-East Bay Municipal Utility District Recycled Water Authority (DERWA). The JPA's are stand-alone agencies and are audited separately from the District. More detailed information on the District and its finances can be found in the Adopted Budgets and District's CAFR, at our website, [www.dsrsd.com](http://www.dsrsd.com) under Open Gov - Library.

### C. Basis of Accounting and Fund Structure

The District accounts for its water and wastewater operations as an enterprise operation using the full accrual basis of accounting. To facilitate management information needs relating to rate setting, insurance reserves, infrastructure expansion and replacement, and general administration expense tracking, operations are accounted for in a variety of separate funds.

For financial reporting purposes, the District reports two enterprises, water and wastewater. Supplemental statements are provided in the audit report for the fifteen funds the District uses for internal reporting purposes. These supplemental statements are excluded in the District's CAFR.

### D. Computer System

The District's computerized systems are run on a Wide Area Network (WAN). The District uses Eden Systems InForum Gold software for all of its financial management, including Human Resources, Payroll and Utility Billing.

The District has a Green Business Policy to reduce use of paper. As part of this policy most documents (invoices, quotes, contracts, etc.) are scanned and attached within the financial software for review. The District is currently in the process of upgrading its Electronic Content Management System software so all documents created by the District are available electronically.

### E. Availability of Prior Reports and Work Papers

Badawi & Associates in Oakland, California conducted the District's most recent audit. The work papers of the previous audits are the property of the previous auditor and can be reviewed by the successful proposer.

## IV. TIME REQUIREMENTS

### A. Proposal Calendar

The following is a list of key dates up to, and including, the date proposals are to be submitted:

<u>Date</u>	<u>Activity</u>
January 23, 2017	Request for Proposal issued
February 17, 2017	Due date for technical and cost proposals (due by 5:00 p.m.)
TBD	Oral Interviews (conducted at District's discretion)
February 27, 2017	Selected firm notified
March 7, 2017	Board of Directors contract approval

### B. Date Audit May Commence

The District will have all prior records ready for review and management personnel available to meet with the firm's personnel by June 1, 2017. The District anticipates that the selected firm will perform preliminary audit work and internal control review prior to June 30, 2017. Accounting records for FY2016/2017 will be ready for final audit by September 15, 2017. Changes in time requirements for commencement of work to completion of final reports must be approved by the District in advance.

### C. Date Report is Due

The final reports are due by November 3, 2017. The due date for subsequent years will also be in November to allow staff sufficient time to prepare and submit the CAFR to the Government Finance Officers Association for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will not be required to provide special assistance to the District to meet the requirements of the program.

## V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

### A. Accounting Division

The Accounting division staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. Karen Vaden, Financial Services Supervisor, will be responsible for acting as the liaison between the audit firm and the accounting personnel. Consideration must be given to the on-going tasks of the Accounting division.

### B. Work Area, Telephone, Photocopying, and Fax Machine

The District will provide the auditor with a reasonable workspace, access to telephone lines, Wi-Fi, printer and photocopying/scanning/fax machine.

### C. Report Preparation

District personnel are currently responsible for compiling the financial statements, draft of recurring footnotes, MD&A, and supplemental information and electronically providing this information to the auditor. The auditor is responsible for preparing the cash flow statements, the final check of the number presentation and printing the final reports.

The District is open to discussions regarding the division of these activities in order to produce the most cost-effective product for both the District and the auditor.

## VI. PROPOSAL REQUIREMENTS

### A. General Requirements

1. Inquiries concerning the request for proposals and the subject of the request for proposals may be made to Karen Vaden. Contact Karen Vaden at the e-mail address or telephone number listed above in Section III (A).
2. Submission of Technical Proposal. An original and two (2) copies of the Technical Proposal shall be received **by 5:00 p.m. on Friday, February 17, 2017** for a proposal to be considered. The requirements of the technical proposal are described below.
3. Submission of Cost Proposal. An original and two (2) copies of the Cost Proposal shall be received **by 5:00 p.m. on Friday, February 17, 2017 under separate cover in a sealed envelope** to be considered. The requirements of the cost proposal are described below.

Both the Technical Proposal and the Cost Proposal should be sent to the attention of Karen Vaden at the address noted in Section III (A).

## **B. Format for Technical Proposal**

The format of the Technical Proposal shall be as follows:

1. *Title Page*  
Show the RFP subject, name of the audit firm, local address, telephone number, name and title of contact person, and date of submission.
2. *Table of Contents*  
Include a clear and complete identification of the materials submitted by section and page number. Cross-referencing to section and page number in the RFP would be helpful.
3. *Transmittal Letter*  
General introduction and briefly stating the proposer's understanding of the audit services to be performed; a positive commitment to perform the service within the time period specified; the name(s) of the person(s) authorized to represent the proposer, title, address and telephone number.
4. *Detailed Proposal*  
The detailed proposal should follow the format set out in Section C and D below.

## **C. Contents of Technical Proposal**

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the District in conformity with the requirements of this Request for Proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposal requirements.

### **THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.**

The Technical Proposal should address all the points outlined in the RFP (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the areas detailed below must be included. They represent the criteria against which the proposal will be evaluated.

1. *License to Practice in California.*

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in California.

2. *Independence*

The firm should provide an affirmative statement that it is independent of the District as defined by generally accepted auditing standards/the U.S. General Accounting Office's *Government Auditing Standards*.

### 3. *Insurance*

Attached to the RFP is a draft copy of the District's Agreement for Professional Services (Agreement) that contains the insurance requirements. The selected firm will maintain the minimum insurance requirements during the entire term of their engagement. To confirm this requirement, within 15 days from the execution of the Agreement, the selected firm shall furnish the District satisfactory evidence of the insurance requirement and evidence that each carrier is required to give at least 30 days prior written notice of the cancellation of any policy during the effective period of the Agreement. The District shall be named as an additional named insured under the selected firm's policies as noted in the Agreement.

### 4. *Firm Qualifications and Experience*

**To qualify the firm must have extensive experience in audits of local governments including special districts.** The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

If the proposer will be subcontracting any portion of the audit to another individual or firm, the proposal must include a list of all subcontractors to be used. No substitutions of subcontractors may be made without prior written consent of the District.

- a) The proposer is also required to submit a copy of the report on its most recent external quality control (peer) review, with a statement whether that quality control review included a review of specific government engagements (required by *Government Audit Standards [1994]*).

The proposer shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the proposer shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

### 5. *Partner, Supervisory and Staff Qualifications and Experience*

- a) Identify the principal supervisory and management staff, including engagement partners, managers, and other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California. Also, provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
- b) Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. **Indicate how the quality of staff will be assured over the term of the agreement.**

- c) Principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists may be changed during the course of the agreement, however, the District reserves the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

#### 6. *Similar Engagements with Other Government Entities*

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum 3) performed in the last three years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also, please indicate whether the audit was part of a Comprehensive Annual Financial Report.

Please provide a list of not less than three client references for which services similar to those outlined in this RFP are currently being provided. For each reference listed provide the name of the organization, approximate gross cost of the contract, dates for which the service(s) are being provided, type of service(s) being provided and the name, address and telephone number of the responsible person within the reference's organization. The District reserves the right to contact any or all of the listed references regarding the audit services performed by the proposer.

#### 7. *Specific Audit Approach*

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as District's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a) Proposed segmentation of the engagement:
  - i) What will be accomplished during interim and at year end?
  - ii) What other contact can the District expect during the year related to the audit engagement?
- b) Expectations of District staff:
  - i) What documents and working papers are expected to be provided by District staff during interim and year end work? (Please provide sample of "provided by client" checklist for audit field work).
  - ii) To what extent is the audit paperless (i.e. documents and working papers shared electronically)?
- c) Level of staff and number of hours to be assigned to each segment:
  - i) What is the anticipated length of field work for interim and year end work?
  - ii) What is the standard turnaround time from end of fieldwork, to senior level review, to final draft, to partner review, to audit report issuance?
- d) Type and extent of analytical procedures to be used in the engagement;
- e) Approach to be taken in determining laws and regulations that will be subject to audit test work;
- f) Approach to be taken to gain and document an understanding of the District's internal control structure; and



g) Approach to be taken in drawing audit samples for purposes of tests of compliance.

8. *Identification of Anticipated Potential Audit Problems*

The proposer should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the District.

9. *Report Format*

The proposer should include sample formats for required reports (excluding financial statements).

**NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL**

**D. Contents of Cost Proposal**

1. *Total All-Inclusive Maximum Price*

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in the request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information: (a) name of firm; (b) certification that the person signing the proposal is authorized to represent the firm, empowered to submit the bid, and authorized to sign a contract with the District; and (c) a total all-inclusive maximum price for the first year of the engagement plus the optional four (4) additional years (5-year total proposal).

2. *Rates by Partner, Supervisory and Staff*

The cost proposal should include detailed information regarding the estimated number of hours to be dedicated to the District's engagement, delineated by staffing level and billing rate and including all additional expenses to support the total all-inclusive maximum price. Billing rates listed in these schedules will be used if any additional work is requested outside the scope of this proposal. A cost proposal should be presented for each of the years (FY16/17, FY17/18, FY18/19, FY19/20, and FY20/21).

3. *Manner of Payment*

Progress payments will be made on the basis of actual audit work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Detail of staff hours with billing rates will be required to be included on each invoice. Payment will be made based upon actual costs not to exceed the maximum outlined in the proposal.

## **VII. EVALUATION PROCEDURES**

### **A. Selection Committee**

Proposals submitted will be evaluated by:

Carol Atwood, Administrative Services Manager  
 Karen Vaden, Financial Services Supervisor  
 Mayette Bailey, Financial Analyst

### **B. Evaluation Methodology**

The Selection committee will use a point formula during the review process to score proposals. Each member of the Selection Committee will first score each technical proposal by each of the criteria described in Section C below. The full Selection Committee will then convene to review and discuss their evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

### **C. Evaluation Criteria**

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposal evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

#### **1. Mandatory Elements**

- a. The audit firm is independent and licensed to practice in California.
- b. The firm has no conflict of interest with the District.
- c. The firm follows the instructions set forth in the RFP.
- d. The firm submits a copy of its last external quality (peer) review report and the firm has a record of quality audit work.

#### **2. Technical Quality**

	<u>Point Range</u>
a. Responsiveness of the proposal in clearly stating and understanding of the work to be performed.	0 - 15
b. Technical experience of the firm and references responses.	0 - 35
c. Qualification of staff. Education, including continuing education courses taken during the past three years, position in the firm and years of experience will be considered. (Please include staff resumes).	0 - 35
d. Size and structure of firm and other considerations	0 - 15
<b>TOTAL MAXIMUM POINTS</b>	<b>100</b>

**D. Selection of Firm**

The District will select a firm based upon the recommendation of the Auditor Selection Committee. It is anticipated that a firm will be selected by February 27, 2017. Following notification of the firm selected, it is expected a contract will be executed between both parties following the Board meeting of March 7, 2017.

**VIII. ADDITIONAL INFORMATION**

1. The past 5 years of Comprehensive Annual Financial Reports and past 4 years Operating Budgets are available on the District's web site [www.dsrsd.com](http://www.dsrsd.com) under Open Gov - Library.
2. Sample contract (including necessary insurance coverage)

**TECHNICAL PROPOSAL**

**To Provide  
Professional Auditing Services  
For The**





**DUBLIN SAN RAMON SERVICES DISTRICT  
AND  
LIVERMORE AMADOR VALLEY  
WATER MANAGEMENT AGENCY**

**Submitted By**

**MAZE & ASSOCIATES  
3478 Buskirk Avenue, Suite 215  
Pleasant Hill, CA 94523  
(925) 930-0902**

**Contact Persons**

**February 17, 2017**

Contact Persons	
<b>David Alvey, CPA Vice President</b>  (925)-930-0902, Ext. 277  <a href="mailto:davida@mazeassociates.com">davida@mazeassociates.com</a>	<b>Vikki C. Rodriguez, CPA Vice President</b>  (925)-930-0902, Ext.247  <a href="mailto:vikr@mazeassociates.com">vikr@mazeassociates.com</a>

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**DUBLIN SAN RAMON SERVICES DISTRICT AND  
LIVERMORE AMADOR VALLEY WATER MANAGEMENT AGENCY**

**TECHNICAL PROPOSAL  
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February 17, 2017

Dublin San Ramon Services District and  
Livermore Amador Valley Water Management Agency  
Attn: Karen Vaden  
7051 Dublin Boulevard  
Dublin, CA 94568

Dear Karen:

We appreciate this opportunity to submit our proposal to provide financial audit services for the Dublin San Ramon Services District (DSRSD) and Livermore Amador Valley Water Management Agency (LAVWMA). We understand we will audit the Basic Financial Statements as well as assist with the preparation of the Comprehensive Annual Financial Report (CAFR). We will also perform additional services as specified in the Request for Proposal, within the time periods established by the District and Agency.

We are quite certain we are the most qualified firm to be your independent accountants. As our founder, Scott Maze, first coined almost a quarter of a century ago, "*We Are In Business to Help Our Clients Succeed!*" Since that time, we have rigorously employed this philosophy along with our commitment to continual improvement. Our clients know from experience we employ a variety of techniques, technologies and strategies to maximize effective and efficient audits without shifting our work onto our client's staff. We've summarized these techniques, technologies and strategies below and explained them in more depth in our proposal.

- **We are the best-known regional municipal audit firm in Northern California.** We are now in our twenty-eighth year. Over that quarter century, we have achieved national recognition with the consistently high quality of our work and with our leadership on issues such as GASB Statement 68, GASB Statement 34 and municipal investment losses. We are also involved with various committees and will be on the front end of implementing GASB 74/75.
- **Municipal auditing is our main business.** Our clients presently include a total of over one hundred municipal entities, including many clients the size of Dublin San Ramon Services District and Livermore Amador Valley Water Management Agency.
- **Our Partners are actively involved in planning, conducting and completing the audit in our client's offices** and our Partners are available when you need them. We resolve issues on the spot while the audit is going on.
- **When our partners communicate with Boards and Committees, their knowledge is based on detailed specifics,** not information which has been filtered through several layers of review.
- We consistently provide high levels of client support to minimize the impact of our audits.

**Accountancy Corporation**  
3478 Buskirk Avenue, Suite 215  
Pleasant Hill, CA 94523

T 925.930.0902  
F 925.930.0135  
E [maze@mazeassociates.com](mailto:maze@mazeassociates.com)  
W [mazeassociates.com](http://mazeassociates.com)



- We have a long term track record of client retention beyond our client's original contract terms because of the quality of our service.
- We are properly licensed to practice in California.
- All key staff assigned to this audit possess California CPA licenses.
- Everyone on our audit staff averages approximately **80 hours of training in municipal auditing and accounting and 1500 hours of municipal audit experience each year**. This means you do not train our staff!
- With our qualified information security staff **we have developed and employ a number of technologies to streamline our audit process, ensure open channels of communication and data transfer while ensuring security and confidentiality of client data**. These technologies include LANs, a VPN, "Leapfile" data file transfers, "Mimecast" email protection software, paperless audit workpapers, and a major upgrade of our "electronic transfer of data" technique eliminating manual financial statement inputs and maximizing easy to use financial rolup reports.
- **Up to half our total audit time is spent at interim each year, ensuring a smoother year-end audit**. Our interim audit includes much of the work other firms postpone to year-end; we even begin the preparation of the notes to the financial statements.
- Our **Closing Checklists** help you prepare in advance for both our interim and year-end audits. These Checklists do away with last-minute requests for schedules and analyses at year-end and help identify potential problems early in the process. We will coordinate them with the work papers you are already preparing, so **you don't have to prepare workpapers only for the auditors**.
- **Our references** - indeed, any of our clients, will confirm we are your best choice.

As with all our audits, we are committed to providing timely, quality audit services to the District and Agency. We have no doubt that we are the firm best qualified to perform the services described in the request for proposal. After you have analyzed our proposal and - most important - talked with our references, we are quite confident you will agree. The proposal is a firm and irrevocable offer for 90 days.

David Alvey (davida@mazeassociates.com), Vikki Rodriguez, Vice President (vikr@mazeassociates.com) and Timothy Krisch, CEO (timk@mazeassociates.com) and are authorized to represent, sign for and contractually obligate Maze & Associates, a Professional Corporation, located at 3478 Buskirk Avenue, Suite 215, Pleasant Hill, CA, 94523, (925) 930-0902.

We look forward to the opportunity to once again work with the DSRSD and LAVWMA!

Yours very truly,



David Alvey

DA:smg

## LICENSE TO PRACTICE IN CALIFORNIA

We are properly licensed California Certified Public Accountants. We are members of the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) as well as the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. Please feel free to look us up on the California Board of Accountancy website and you will see that we have never had a disciplinary action against the Firm of individual CPAs.

## INDEPENDENCE

As independent auditors, **our most valuable asset is our independence.** Unlike many firms, we have never allowed our independent audit function to be used to promote consulting or other work. In fact, consulting and related work have never amounted to more than a few percent of our total revenues, while our independent audit work has amounted to over eighty percent of our revenues.

Our firm and all our partners and employees are independent of DSRSD and LAVWMA as that term is defined by the General Accountability Office's Standards for Audits of Governmental Organizations, Programs, Activities and Functions, the American Institute of Certified Public Accountants, the California Society of Certified Public Accountants and the California State Board of Accountancy. We have no present or past professional relationships with the District/Agency or any of its Board members or employees that would compromise our independence.

We will discuss in advance with you, any professional relationships being contemplated during the period of engagement that may present a potential conflict of interest. If the District/Agency and we believe any such relationship presents a conflict of interest, we will not enter into it.

## INSURANCE

Maze & Associates maintains professional, general liability, worker's compensation and automobile insurance at limits which minimally will meet those required by the District/Agency. All insurance will remain in effect through our entire term of the contract.

## FIRM QUALIFICATIONS AND EXPERIENCE

### *Overview*

We are a professional services corporation located in Pleasant Hill, California. We presently have a total of fifty six people, including eight shareholders, three Directors, three Managers, nine Supervisors and many more Audit Associates and Tax/Office Staff. Fifteen (15) of our professional staff are California Certified Public Accountants and two additional staff are in the process of completing their applications for licensure. Forty-two (42) of our professional staff comprise our governmental audit staff, as our firm's emphasis is on governmental auditing and accounting. Several of our professional staff have national accounting firm experience, which we have blended with the more personal approach of a smaller firm. Our staffing levels have ranged from 44 to 62 employees over the last 5 years.

All assigned key professional staff are properly licensed to practice in California. Those staff that are certified public accountants have current California CPA licenses in the attest function, and have **received more than twice the required level of continuing education**, including the credits specifically required in the area of governmental audit.

<b>FIRM QUALIFICATIONS AND EXPERIENCE (Continued)</b>
---

**Most of our clients** are municipal entities and we do this work twelve months of the year. We limit our practice in other areas and focus on being the best municipal audit firm in Northern California. Our clients include several special district clients similar to DSRSD and LAVWMA. Our audit strategy is tailored to municipalities and is quite different from the traditional approach adapted from commercial clients by general practice accounting firms.

**We have focused on municipalities since our inception in 1986.** We are active in GFOA, CSMFO, CSDA and CMTA, and our Partners have been speakers at many GFOA, CSMFO, CSDA and CMTA functions.

**We are in business to help our clients succeed.** We help you use the ever-growing tangle of accounting rules properly, but to your best advantage, by helping you keep out of trouble and helping you do the right thing. We stay in touch throughout the year to keep you abreast of municipal accounting developments and to help you avoid problems, instead of coming in afterwards to assess the damage. We rotate our audit emphasis based on our planning meetings with you so areas that concern you can be addressed as a normal part of the audit at no extra cost.

### **Why choose Maze & Associates?**

Like you, we have a passion for government service and for partnering with public servants who want to move society forward. We serve well over 100 government and regulated industry clients within California. Maze & Associates is a leader in the state of California for providing audit, tax and consulting services to governmental organizations. Your proposed engagement team is comprised of some of the most talented people in our firm who devote their attention to government clients just like you. Your engagement team will feature a combination of both local and regional specialists who will provide you with the wisdom of their experience and responsive service. Here are a few more reasons for making the switch to Maze & Associates:

***Government Audit Experience:*** Your engagement team includes members that have between 6 and 18 years of experience serving the accounting and auditing needs of governments. These clients include utilities, ports and airports, other special districts, cities and counties, and public pension systems. David Alvey currently serves on the Accounting Procedures and Assurance Services Committee of the California Society of Certified Public Accountants. He also is on the Professional Standards Committee of the California Society of Municipal Financial Officers.

***Communication With, And Assistance to, Management throughout the Year:*** We believe that communication and availability is something an auditor should provide to clients year-round, not just during the audit engagement. From the initial transition to Maze & Associates to routine questions you may have about immediate issues of concern, and formal meetings you would like us to conduct, we will always be available to you when you need us. We will also proactively notify you about emerging accounting, compliance, and regulatory matters or concerns.

***Assistance With Accounting And Regulatory Compliance:*** Among the common concerns we hear from governing boards and management is the many accounting, legal and regulatory requirements the government is subject to. With Maze & Associates on your team you can rest assured that our audit approach is specifically tailored to look into the more significant areas including assistance to management on best practices and communication to the board on any areas that could be improved. We know these regulations well and it is our role to remove the guesswork and worry from your plate.

***A Thorough Audit:*** We will perform an audit that leaves no stones unturned and gives you and your board peace of mind that the results are solid.

<b>FIRM QUALIFICATIONS AND EXPERIENCE (Continued)</b>
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**Working Partners:** Our partners and other management personnel will be an active part of your engagement. Unlike many firms our most seasoned staff hold key roles in the work portion of the engagement. The firm philosophy is that someone who stays active in the business is a better team member and a more valuable asset to our clients. Our partners and managers usually contribute over twenty percent of our work effort to the total audit. They understand your operations and concerns and will help you solve issues quickly. You will be able to count on them being at your office working with you when you need them.

**We Will Meet Your Deadline:** Your proposed audit team has a proven track record of completing governmental audits on time and solving problems as they go. We do this by working with clients to identify, address and resolve the issues early in the process. We will develop a schedule with you to ensure that we issue the audit reports to meet your desired timeline.

**Access to Substantial Resources and Local Decision Making:** We have substantial resources at your disposal yet decisions are made at the local level and in partnership with you. We offer quick decision making right here, within your engagement team. We are big enough to have resources and capabilities of the larger regional firms, yet lean and agile enough to provide the kind of personal, timely service more common at smaller firms – all within a fee commensurate with the value of the services we provide.

**You Will See Our Team Working On-Site:** Our partners and managers will be on-site during the course of the audit. We address issues during the audit, review our work as we move forward and review the financial statements in your office. You will be able to monitor our progress through our updates on day-to-day contact. This practice of open and obvious communications allows us to get the audit work done right the first time.

#### ***Capacity and Resources***

We have consistently demonstrated the ability of our capacity and resources to meet the demands of our clients. We have never missed a reporting deadline for any of our clients.

**Over the years we have made substantial additional investments in our people and our systems.** We have continued our policy of at least doubling the required amount of Continuing Education we provide our people. We routinely provide an average of one hundred hours of Continuing Education each year—the State requirement is forty hours. We routinely ensure that at least eighty of those hours are specific to municipal audit and accounting—the State and government auditing standard requirements are twenty-four hours.

**We have more than doubled the number of people on our staff** in the past six years, and most of these new people are professional audit staff members. More people and more continuity combine to mean that our people capacity and resources have more than doubled.

Hand-in-hand with our continuing investment in our people has been our increased investment in systems and hardware support. Eight years ago our systems work was handled by an outside consultant. **Today, we have a full-time staff of three people who maintain our state-of-the-art systems capabilities and provide increasing levels of such service to our clients.** Every person on our staff is now armed with a late model PC that communicates with all our other PCs, printers, servers, etc., via our own wireless network establish in each client's office at the start of each audit. Most of our work-papers are now prepared on these PCs as we continue to move toward paperless audit and paperless files.

### FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

We have moved most of our clients from a manual input of their general ledger data to a **fully mechanized computer** “electronic transfer of data” that transfers general ledger data directly to our Excel-based financial statement formats. At the same time, we have added significant numbers of internal data controls to financial statement formats. This strategy has virtually eliminated input errors, increased efficiency, and allowed our clients to spend less time reviewing and approving the financial statements. And these improvements have been made without a hiccup - we **consistently deliver final draft financial statements and reports to our clients the last day of our field-work in our client’s offices.**

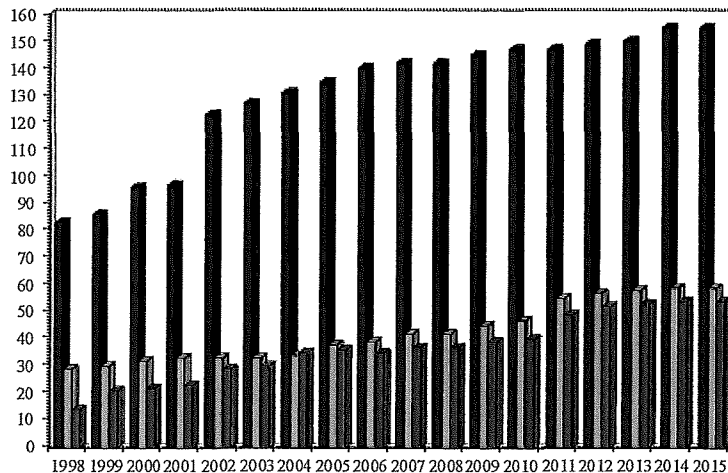
We are not relying on the capabilities or resources of any other firms in our proposal.

#### *Audit Quality*

Never has audit quality been the focus of more attention than now. With names like Orange County, San Diego and Bell in the news, municipal audits can no longer be relegated to a consent item. Ensuring quality audits is a necessity. Our commitment to quality remains our top priority.

#### *Our Municipal Focus*

**Our practice includes forty-four city clients and more than fifty special districts, including forty-two city and special district CAFR award winners—more award winners than any other Northern California accounting firm or international firm branch office.** Included in those totals are six award-winning Special District CAFRs. Eighty percent of our practice is municipal auditing, accounting and consulting, continuing throughout the entire year. Our growth can be seen in the graph below, which shows the growth in the number of our total municipal entity clients in blue, City audit clients in green and CAFR award winners in red.



Every one of the above CAFRs, won awards from GFOA and/or CSMFO.

#### *GASB Statement No. 68 Expertise*

With over 100 audit clients implementing GASB Statement No. 68 over the past two years (we assisted with early implementers for the year ended June 30, 2014), coupled with two of our Audit Partners being actively involved with the Governmental Accounting and Auditing Committee that wrote the white paper on implementing GASB 68, we have significant experience and qualifications with regard to GASB Statement No. 68.

<b>FIRM QUALIFICATIONS AND EXPERIENCE (Continued)</b>
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***Special District and Authority Experience***

The chart below shows our most recent experience with District and Authority audits. We are responsible for all phases of work for these entities.

Special Districts and Authority Clients	1st Year	Compliance Requirements	Single Audit/ Special Report
<b>FINANCING</b>			
Association of Bay Area Governments FAN	1997	X	
Concord Joint Powers Financing Authority	1992	X	
Governments of Livermore Financing Authority	1991	X	
Hayward Public Financing Authority	1996	X	
Milpitas Public Financing Authority	1995	X	
Palo Alto Public Financing Corporation	1998	X	
<b>HOUSING</b>			
Napa Valley Housing Authority	2000	X	X
Richmond Housing Authority	2005	X	X
Napa Housing Authority	2000	X	X
Suisun Housing Authority	2007	X	X
Vallejo Housing Authority	2004	X	X
<b>PUBLIC SAFETY</b>			
Belmont Fire Protection District	1998		X
Menlo Park Fire Protection District	2009		X
Net Six Joint Powers Authority (Dispatch services)	1998	X	
Rodeo-Hercules Fire Protection District	2009		
Ross Valley Paramedic Authority	1991	X	
San Mateo Pre-Hospital Emergency Svcs. Providers Group	2000	X	X
San Ramon Valley Fire Protection District	2000	X	X
South County Fire Authority	1998	X	X
South San Mateo Police Joint Powers Authority	2000	X	
Twin Cities Police Authority	1991	X	
<b>RECREATION AND OTHER</b>			
Association of Bay Area Governments	1997	X	X
Contra Costa Mosquito and Vector Control District	2008		
East Bay Regional Park District	1987	X	X
Livermore Area Recreation and Park District	1989	X	X
Manteca Recreational Facilities Authority	1986	X	
Marin-Sonoma Mosquito and Vector Control District	2013		
Silicon Valley Animal Control Authority	2001		
<b>RISK MANAGEMENT</b>			
Association of California Water Agencies JPIA	2009		
Association of Bay Area Governments PLAN	1997		
Association of Bay Area Governments SHARP	1997		
California Joint Powers Risk Management Authority	1993		
Redwood Empire Municipal Insurance Fund	2013		
Small Cities Organized Risk Effort	2009		

<b>FIRM QUALIFICATIONS AND EXPERIENCE (Continued)</b>
---

A chart of our Special District and Authority experience follows: (Continued)

TRANSPORTATION			
Alameda Contra Costa County Transit Authority	2010	X	X
Alameda County Transportation Improvement Authority	2010	X	X
City/County Association of Governments	2005	X	X
Contra Costa Transportation Authority	2003	X	X
Eastern Contra Costa Transit Authority	2012	X	X
Livermore/Amador Valley Transportation Authority	1994	X	X
Measure J Traffic Congestion Relief Agency (TRAFFIX)	2012		
Peninsula Corridor Joint Powers Board	2010	X	X
Peninsula Traffic Congestion Relief Alliance	2001	X	X
Ralston/Holly /Harbor Grade Separation Projects	1998	X	X
San Francisco Bay Area Water Emergency Transit Auth.	1997	X	X
San Mateo County Transit District	2010	X	X
San Mateo County Transportation Authority	2010	X	
Solano Transportation Authority	2004	X	X
West Contra Costa Transportation Authority Commission	1995	X	
UTILITY			
Alameda Municipal Power	1990	X	
Bay Area Clean Water Agencies	2005		
Bethel Island Municipal Improvement District	2007		
Calaveras County Water District	2004		X
California Association of Sanitation Agencies (Non-profit)	2005		
Central Contra Costa Sanitary District	2013		
Coastside County Water District	1993	X	X
Contra Costa Water District	2002		X
Contra Costa Solid Waste Authority	1993	X	X
Delta Diablo Sanitation District	2004		X
Diablo Water District	2014		
Dublin San Ramon Services District	1999	X	X
DSRSD/EBMUD Recycled Water Authority	2005		
East Bay Municipal Utility District	2005	X	X
East Palo Alto Sanitary District	2013	X	
El Dorado Irrigation District	2007	X	X
Fairfield Suisun Sewer District	2000		
Freeport Regional Water Authority	2005		
Livermore-Amador Valley Water Management Agency	1987		X
Mid-Peninsula Water District	2006		
Novato Sanitary District	2013		X
Palo Alto Regional Water Quality Control Plant	1998	X	X
Placer County Water Authority	2005		X
Santa Clara Valley Water District	2004		
Sausalito-Marín City Sanitary District	2011		
Skyline County Water District	1992		
Solano Irrigation District	2006		
South Bay System Authority	1998	X	
South Bay Transfer Station Authority	1997	X	
South San Joaquin Irrigation District	2004		
South Placer Wastewater Authority	2001	X	
Stanislaus Waste-to-Energy	2005		
Stinson Beach County Water District	2011	X	
Tri-Valley Wastewater Authority	1990		
Union Sanitary District	2000		
Upper Mokelumne River Watershed Authority	2005		
West Bay Sanitary District	2005		
West Valley Sanitation District	2004		
Zone 7 Water Agency	2010	X	X

As you can see from the client list above, we have a winning combination that has resulted in **strong client loyalty and retention**. Several clients who left have returned after seeing the difference between our firm and our competitors, most recently Contra Costa Water District, Benicia and Pittsburg. Others have gone through a full proposal process and retained us, such as EBMUD, Delta Diablo, and LAVTA.

<b>FIRM QUALIFICATIONS AND EXPERIENCE (Continued)</b>
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*City Clients*

The table below summarizes our most recent experience with audits of cities. We are responsible for all phases of the work on these clients. **All of this work represents recurring annual audit and related work; all this work and that presented in the table was completed on or before the deadline from the first year listed for each client.**

GOVERNMENTAL					
Client Name	Scope of Work	Client Start Date	CAFR Submission	GFOA Award	Single Audit
Population > 100,000					
Daly City	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure, JPAs	1992 - Present	✓ Yes	✓ Yes	✓ Yes
Hay ward	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure, Financing Corporation	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Richmond	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Retirement Plans, Financing Authority	2005 - Present	✓ Yes	✓ Yes	✓ Yes
Santa Clara	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Silicon Valley Power	2012 - Present	✓ Yes	✓ Yes	✓ Yes
Vallejo	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Housing Authority	2004 - Present	✓ Yes	✓ Yes	✓ Yes
Population < 100,000					
Atherton	Financial Statements, Single Audit	2009 - Present	*	*	✓ Yes
Belmont	Audit of City CAFR, Successor Agency, Single Audit, Transportation Measure	1998 - Present	✓ Yes	✓ Yes	✓ Yes
Benicia	Audit of City CAFR, Single Audit, Transportation Development Act Audit	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Brentwood	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit	2007 - Present	✓ Yes	✓ Yes	✓ Yes
Brisbane	Audit of City CAFR, Successor Agency	2011 - Present	*	*	*
Cupertino	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit	2012 - Present	✓ Yes	✓ Yes	✓ Yes
Davis	Audit of City CAFR, Single Audit	2015	✓ Yes	✓ Yes	✓ Yes
Dublin	Audit of City CAFR, Single Audit, Transportation Measure	2012 - Present	✓ Yes	✓ Yes	✓ Yes
El Cerrito	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Retirement Plan, Financing Corporation	2005 - Present	✓ Yes	✓ Yes	✓ Yes
Fairfax	Basic Financial Statements	2009 - Present	*	*	*
Galt	Audit of City CAFR, Successor Agency, Single Audit	2009 - Present	✓ Yes	✓ Yes	✓ Yes
Half Moon Bay	Audit of City CAFR, Single Audit, Transportation Development Act Audit	2014 - Present	✓ Yes	✓ Yes	✓ Yes
Lafayette	Audit of CAFR, Single Audit, Transportation Development Act Audit, Lamorinda School Bus Transportation Authority, Finance Authority	2015 - Present	New client in 2015 will submit for CAFR award	*	✓ Yes
Larkspur	Basic Financial Statements, Transportation Development Act Audit	1991 - Present	*	*	*
Lathrop	Audit of City CAFR, Single Audit	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Livermore	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure, Financing Corporation	1988 - Present	✓ Yes	✓ Yes	✓ Yes



<b>FIRM QUALIFICATIONS AND EXPERIENCE (Continued)</b>
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GOVERNMENTAL					
Client Name	Scope of Work	Client Start Date	CAFR Submission	GFOA Award	Single Audit
Population < 100,000					
Los Altos	Audit of City CAFR, Single Audit, Transportation Measure, Retirement Plan	2014 - Present	✓ Yes	✓ Yes	✓ Yes
Manteca	Audit of City CAFR, Successor Agency, Single Audit, Financing Authority	1986 - Present	✓ Yes	✓ Yes	✓ Yes
Martinez	Audit of City CAFR, Single Audit, Transportation Development Act Audit	2001 - Present	✓ Yes	✓ Yes	✓ Yes
Milpitas	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Financing Corporation	1995 - Present	✓ Yes	✓ Yes	✓ Yes
Moraga	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit	2012 - Present	✓ Yes	✓ Yes	✓ Yes
Morgan Hill	Audit of City CAFR, Single Audit, Transportation Development Act Audit	2015 - Present	New client in 2015 will submit for CAFR award	*	✓ Yes
Mountain View	Audit of City CAFR, Single Audit, Transportation Development Act Audit	2001 - Present	✓ Yes	✓ Yes	✓ Yes
Oakley	Audit of City CAFR, Successor Agency, Single Audit	2000 - Present	✓ Yes	✓ Yes	✓ Yes
Orinda	Audit of City CAFR, Single Audit, Transportation Development Act Audit	2015 - Present	New client in 2015 will submit for CAFR award	*	✓ Yes
Pacifica	Audit of City CAFR, Single Audit, Transportation Development Act Audit, Transportation Measure	2015 - Present	New client in 2015 will submit for CAFR award	*	✓ Yes
Petaluma	Audit of City CAFR, Single Audit, Transportation Development Act Audit	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Pittsburg	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Retirement Plan	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Portola Valley	Financial Statements and Transportation Measure	2005 - Present	*	*	*
Rancho Cordova	Audit of City CAFR, Successor Agency, Single Audit, Financing Corporation	2009 - Present	✓ Yes	✓ Yes	✓ Yes
San Leandro	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure	2011 - Present	✓ Yes	✓ Yes	✓ Yes
San Pablo	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit	1995 - Present	✓ Yes	✓ Yes	✓ Yes
San Rafael	Audit of City CAFR, Successor Agency, Single Audit	2007 - Present	✓ Yes	✓ Yes	✓ Yes
San Ramon	Audit of City CAFR, Single Audit, Transportation Development Act Audit	2014 - Present	✓ Yes	✓ Yes	✓ Yes
Sausalito	Audit of City CAFR	2006 - Present	✓ Yes	✓ Yes	*
South San Francisco	Audit of City CAFR, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure	2004 - Present	✓ Yes	✓ Yes	✓ Yes
Turlock	Financial Statements, Successor Agency, Single Audit, Transportation Development Act Audit, Financing Authority, Abandoned Vehicle Abatement Program	2013 - Present	*	*	✓ Yes
Visalia	Audit of City CAFR, Successor Agency, Single Audit, Transit Fund, Transportation Measure	2015 - Present	✓ Yes	✓ Yes	✓ Yes
Tracy	Audit of City CAFR, Successor Agency, Single Audit	2015 - Present	New client in 2015 will submit for CAFR award	*	✓ Yes

<b>FIRM QUALIFICATIONS AND EXPERIENCE (Continued)</b>
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*External Quality Control Review/Peer Review*

We are members of the Quality Review Program of the AICPA, which means we subject ourselves to a peer review of our workpapers and quality control procedures every three years by independent accountants specializing in such work. **Our most recent peer review was completed in 2014; we again received a rating of pass, the highest level of assurance possible.** This peer review included a review of several governmental and non-profit audit engagements, including three Special Districts. A copy of our most recent peer review opinion is located at Exhibit A.

Our municipal audit reports are subject to annual reviews by various branches of the Office of the State Controller. District audit reports and Single Audit Act reports receive particular scrutiny. During the past five years every one of these reports has been accepted as submitted. Of course, all of our clients' CAFRs are also reviewed by CSMFO and GFOA for award consideration; every report submitted has won an award from one of these organizations.

*Audit Team*

We are proposing to assign David Alvey, CPA as Engagement Partner, Vikki Rodriguez, CPA as Alternate/Technical Review Partner, and Whitney Crockett, CPA as Supervisor. We will also have Donald Hester, our Information Technology Director, perform a review of your information system as it relates to our work and our Quality Assurance Director, Cory Biggs, CPA, perform a Quality Assurance Review of all our reports and workpapers.

**We understand that engagement partners, directors and other supervisory staff may be changed only with the express written permission of the District.**

We will balance out our resources with our Senior Associates and Associates to form fully leveraged teams. All of our audit staff are experienced with audits of Basic Financial Statements, enterprise operations, retirement plans, capital assets and infrastructure, long term debt, including swaps and related compliance and continuing disclosures, and all other aspects of municipal accounting and financial reporting.

We provide our clients continuity while introducing enough new people to keep our perspective fresh and provide you with the benefits of rotation. We intend to retain all the people assigned to your audit throughout this year's entire engagement. In future years we plan to rotate no more than one person on each segment whom we will replace with someone of equal experience.

A brief resume of our proposed team members follows:

**DAVID ALVEY, CPA, Engagement Partner** - graduated from St Mary's College, Moraga with a Bachelors of Science Degree in Accounting and a Minor in Business Administration. David has received **500 hours of continuing education in the past five years.** David has experience as an internal auditor at California Savings Bank in Oakland, CA. He is a Certified Public Accountant in the State of California. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. David is also a member of the Association of Certified Fraud Examiners. David Alvey currently serves on the Accounting Procedures and Assurance Services Committee of the California Society of Certified Public Accountants. He also is on the Professional Standards Committee of the California Society of Municipal Financial Officers. His audit experience includes:

City of American Canyon  
American River Authority

City of Larkspur  
City of Los Altos

<b>PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE</b>
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*David Alvey, (Continued)*

Alameda County Transportation Authority	City of Livermore
Alameda County Transportation Improvement Authority	City of Manteca
Alameda-Contra Costa Transit District	Mid-Peninsula Water District
Alameda Mastic Senior Center	Middle Fork Project Finance Authority
Association of Bay Area Governments	Monument Crisis Center
Bay Area Clean Water Agencies	City of Napa
City of Benicia	City of Oakley
Bethel Island Municipal Improvement District	Partners in School Innovation
Calaveras County Water District	City of Petaluma
Castle Rock County Water District	City of Pittsburg
Contra Costa Water District	City of Roseville
Contra Costa Water District Retirement Plan	City of San Leandro
City of Cupertino	San Mateo Community College Foundation
City of Daly City	San Mateo County Transportation Authority
City of Davis	Peninsula County Joint Powers Authority
Delta Diablo Sanitation District	San Mateo County Transit District
Diablo Water District	Santa Clara Valley Water District
DSRSD/EBMUD Recycled Water Authority	Skyline County Water District
Dublin San Ramon Services District	Solano Irrigation District
East Bay Municipal Utilities District (EBMUD)	Solano Transportation Authority
EBMUD Employee Retirement System	South San Joaquin Irrigation District
East Palo Alto Sanitary District	Southern Marin Fire Protection District
Education Pioneers	Stanislaus Waste to Energy
El Dorado Irrigation District	Stinson Beach County Water District
City of Escalon	Stopwaste
Fairfield-Suisun Sewer District	City of Sunnyvale
Freeport Regional Water Authority	Upper Mokelumne River Watershed Authority
City of Galt	Walnut Creek Chamber of Commerce
City of Hayward	The Wellness Community
ID Business Solutions	West Bay Sanitary District
Landmark Heritage Foundation	Zone 7 Water Agency

**VIKKI C. RODRIGUEZ, CPA, Technical Review Partner** – Vikki graduated from San Diego State University where she received her Bachelor of Science Degree in Accounting with a Minor in English, and received her Master's in Taxation at Golden Gate University in 2006. She is a Certified Public Accountant in the State of California. She is a member of the American Institute of Certified Public Accountants. Vikki spent a year and a half working as an accountant at the City of Daly City and her college years working part time for both municipal government and nonprofit organizations prior to joining the firm in 1998. Vikki has accumulated over 360 hours of continuing education in the past three years as an instructor, participant and student. She has attended many of the annual Nonprofit Organization Conferences held by the California CPA Foundation, as well as CSMFO conferences. Vikki has served as a member on several non-profit Boards and Audit Committees and is currently the Board President of the Center for Human Development. Her audit experience includes the following:

<b>PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)</b>
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***Vikki Rodriguez (Continued)***

## Special Districts

Alameda-Contra Costa Transit District  
 Association of Bay Area Governments  
 Bay Area Clean Water Agencies  
 Alameda Municipal Power  
 Bethel Island Municipal Improvement District  
 Calaveras County Water District  
 Central Contra Costa Sanitary District  
 Coastside County Water District  
 Contra Costa County Abandoned Vehicle Abatement  
 Services Authority  
 Contra Costa Mosquito & Vector Control District  
 Contra Costa Transportation Authority  
 Contra Costa Water District  
 Copperopolis Fire Protection District  
 Delta Diablo Sanitation District  
 Diablo Water District  
 DSRSD/EBMUD Recycled Water Authority  
 Dublin San Ramon Services District  
 East Bay Municipal Utility District  
 East Palo Alto Sanitation District  
 Eastern Contra Costa Transit Authority  
 El Dorado Irrigation District  
 Fairfield Suisun Sewer District  
 Freeport Regional Water Authority

Livermore Amador Valley Transit Authority  
 Livermore Area Recreation & Park District  
 Livermore Amador Valley Water Management Agency  
 Marin-Sonoma Mosquito & Vector Control District  
 Menlo Park Fire Protection District  
 Mid-Peninsula Water District  
 Novato Sanitary District  
 Peninsula Corridor Joint Powers Board  
 Rodeo-Hercules Fire Protection District  
 San Francisco Bay Area Water Emergency  
 Transit Authority  
 San Mateo Transportation Authority  
 San Mateo County Transit Authority  
 Santa Clara Valley Animal Control Authority  
 Santa Clara Valley Water District  
 Silicon Valley Animal Control Authority  
 South San Joaquin Irrigation District  
 Skyline County Water District  
 Solano Transit Authority  
 TRAFFIX  
 Upper Mokelumne River Watershed Authority  
 West Bay Sanitary District  
 West Valley Sanitation District

***Other Municipalities***

City of Alameda  
 City of American Canyon  
 City of Belmont  
 City of Benicia  
 City of Cupertino  
 City of Daly City  
 City of El Cerrito  
 City of Emeryville  
 City of Half Moon Bay  
 City of Larkspur  
 City of Livermore  
 City of Los Banos  
 Town of Los Altos Hills

City of Martinez  
 City of Milpitas  
 City of Newark  
 City of Palo Alto  
 City of Petaluma  
 City of Pittsburg  
 City of Pleasant Hill  
 City of Pleasanton  
 City of Rio Vista  
 City of San Carlos  
 City of San Pablo  
 City of San Rafael  
 City of Suisun City  
 City of San Mateo

<b>PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)</b>
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**Vikki Rodriguez (Continued)**

Town of Los Gatos  
City of Manteca

City of South Lake Tahoe  
City of Tracy  
City of Visalia

**WHITNEY L. CROCKETT, CPA, Supervisor** - graduated from Washington State University with a Bachelors of Arts in Business Administration in Accounting in May 2011 and received a Masters of Accounting Degree in August 2012. She is a Certified Public Accountant in the State of California. **Whitney has received 280 hours of continuing education** since joining our firm and has participated in the following audits:

City of Alameda  
Town of Atherton  
Charitable Federated Group  
City of Concord  
Contra Costa Water District  
City of Daly City  
City of Dublin  
City of East Palo Alto  
City of El Cerrito  
Town of Fairfax  
City of Hayward  
City of Lafayette  
City of Larkspur  
Livermore Amador Valley Transit Authority  
City of Los Banos  
City of Manteca  
Marin/Sonoma Mosquito and Vector Control District  
City of Martinez  
City of Mountain View

City of Milpitas  
Town of Moraga  
Novato Sanitation District  
City of Oakley  
City of Pacifica  
Peninsula Traffic Congestion Relief Alliance  
City of Petaluma  
City of Richmond  
City of Roseville  
City of Santa Clara  
City of San Pablo  
City of San Rafael  
City of Sausalito  
South San Joaquin Irrigation District  
Stopwaste  
TRAFFIX  
City of Vallejo  
City of West Sacramento

**DONALD E. HESTER, Director**-Donald's clients include local municipalities, non-profits, corporations and federal government agencies, specializing in a wide array of compliance programs and security assessments such as PCI, FISMA, COBIT, ITIL and ISO27002. He is a guest lecturer and speaker on security topics for CMTA, CSMFO, MISAC, CISOA, ISACA and others and he has served on various advisory committees and as a subject matter expert in information technology and security. Donald also teaches IT Audit and Forensics at the University of San Francisco and Microsoft courses for Los Positas College, San Diego City College and for the @One program of the California State Chancellor's office. Donald graduated with honors from the American Military University with a Bachelor's Degree in Security Management with a concentration in Information Security. He has nearly 20 years of experience in the security field. Donald has been with us for ten years now and has received more than 320 hours of continuing education in the past three years and has over 900 hours of instructional work. His certifications include; CISSP, CISA, CAP, MCT, MCITP, MCTS, MCSE Security, MCSA Security, MCDST, Security+ and CTT+. Donald is also a Chairman and past Treasurer for the Brentwood Veterans Memorial Building and Commandant and past Treasurer for the Delta Diablo Det. 1155 Marine Corps League.

<b>SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES</b>
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***Similar Significant Engagements Performed Within the Last Three Years (Includes References)***

We have selected the following existing clients because they are similar in some respect to the Dublin San Ramon Services District and the engagement partner assigned to your audit have worked on these clients. Please contact these clients for further information if you wish, or call any of our clients for a reference!

***Contra Costa Water District*** – A client from 2000 – 2010 and returned in 2013

Engagement Partners – David Alvey

Principal Contact – Desiree DeCastello, Director of Finance (925) 688-8000

Staff Hours 350

Work Scope &amp; Reports:

Comprehensive Annual Financial Report

Memorandum on Internal Control and Required Communications

Retirement Plan

OPEB Plan

Water Authority

***Central Contra Costa Sanitary District*** – A client since 2013

Engagement Partner – Vikki Rodriguez

Principal contact – Thea Vassallo, Finance Director (925) 933-0990

Staff Hours 275

Work Scope &amp; Reports:

Comprehensive Annual Financial Report

Memorandum on Internal Control and Required Communications

***East Bay Municipal Utility District*** – A client since 2005

Engagement Partners – David Alvey

Principal contact – Scott Klein (510) 287-0271

Staff Hours 480

Work Scope &amp; Reports:

Comprehensive Annual Financial Report

Employees Retirement System

Memorandum on Internal Control and Required Communications

Freeport Regional Basic Financial Statements

Upper Mokelumne River Watershed Authority Basic Financial Statements

Dublin San Ramon Services District Basic Financial Statements

Bay Area Clean Water Agencies Basic Financial Statements

***Vallejo Sanitation and Flood Control District***

Engagement Partner – David Alvey

Principal Contact – Chas Ann Fadrigio, Accountant, 707-644-8949 ext. 227

Staff Hours 150

Work Scope &amp; Reports:

Comprehensive Annual Financial Report

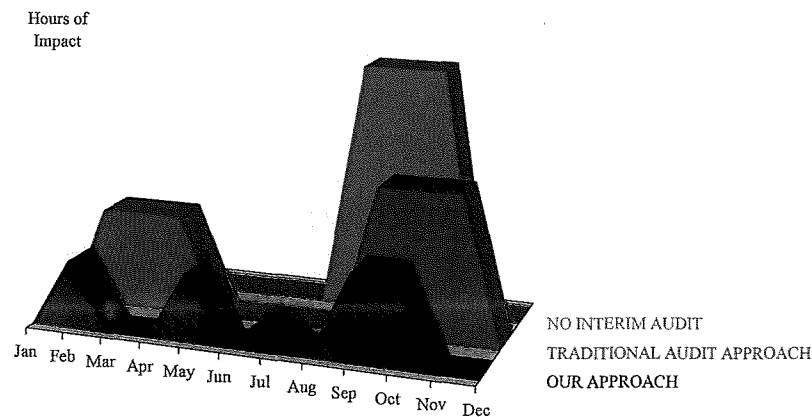
Memorandum on Internal Control and Required Communications

## SPECIFIC AUDIT APPROACH

### *Overview*

Our audit strategy is designed specifically for municipalities. Our people are highly trained, very knowledgeable, armed with computer laptops, printers and our custom municipal financial statement and audit programs. We perform half our audit well before year-end so we can identify problems early. Our strategy maximizes our efficiency and lessens the load on our clients. We prepare drafts of the financial statements and notes for your review well before year-end and we give you detail checklists of all the items we will need from you months in advance.

As you can see from the illustration below, our strategy significantly reduces our impact during the crucial year-end crunch.



### *Specific Audit Strategy—Interim*

Unlike older-style firms, **we perform most of our important work at interim**, well before the end of the fiscal year. We use our interim work to identify and solve problems and plan the year-end closing and audit in detail. A month before we begin our interim work we'll send you a list of the items we need, so you will have time to prepare.

We start our work in your offices by evaluating your **internal control structure**, interviewing you and your staff and meeting with District/ Agency department heads as needed. As part of our evaluations we may prepare narrative memoranda outlining the duties of each pertinent person as well as our GRID evaluation of the nexus important control points. The GRID is our own design; it is a two-axis chart we use to identify weak points in your controls.

We begin to apply our **preliminary analytical procedures** at interim, when we analyze year-to-date results and balances and compare them with budget and prior year actuals. We forecast many year-end amounts at interim, so that we can limit the amount of work required at year-end and concentrate instead on areas of concern. For example, we normally perform all our cash and investment testing at interim, including sending confirmation letters to depositories and determining financial statement categorizations. Performing these last two steps at interim allows plenty of time to follow up on confirmations or resolve questions about the proper categorization of an investment without delaying the audit.

**SPECIFIC AUDIT APPROACH (Continued)**

All our **transaction samples** will be drawn and tested during the interim portion of our work. Each sample will run from twenty-five to sixty transactions in size. We generally sample payroll, disbursements, receipts, loan receivables, claims and budget transactions. **We use judgment sampling techniques because our experience with statistical sampling is that accounting populations are too small and too skewed to yield reliable, cost-effective statistical samples.**

To the extent possible, we also begin our tests of **compliance with laws and regulations** at interim, including use of the OMB Circular A-133 Uniform Guidance and any other applicable compliance guidelines. Even if the work cannot begin until year-end we determine the applicable laws and regulations for our compliance testing so that we may incorporate the necessary information in our year-end closing checklist. Our audit samples for purposes of compliance vary based on the grant or compliance guidelines and are usually project-specific.

We use **remote inquiry** as much as possible at interim, in order to increase our efficiency and reduce our impact on your staff. We can download Board Minutes and other documents from your Website for review, and we will select transactions for test and analyze accounts using remote inquiry and read-only features of your system.

Combining these abilities with our Annual Closing Checklist has allowed us to perform larger portions of the audit in our own offices and reduce our questions to writing so that you have more time to deal with them.

At interim, we **review the notes on your financial statements in detail** and suggest revisions where necessary to account for new transactions and provide for new disclosures and accounting pronouncements. Completing this process at interim is particularly important because it forces all of us to address these issues before we enter the year end crunch. You and other interested parties will have time to review the effects of proposed accounting treatments and disclosures without the pressures of impending issuance deadlines.

**We plan the year-end closing in detail with you using our Annual Closing Checklist** which details all the information we will need from you to complete our year-end audit, along with the person responsible for preparing it and the date they will have it ready. We tailor it to refer directly to the schedules you already prepare.

**We do not require special reports or reconciliations just for our audit.** We have found that getting everyone involved in the planning works very well because it helps minimize the impact on your staff at year end. This way the Checklist includes everything we will need from you at year-end, so you and your staff can plan and schedule your work accordingly.

We also review last year's audit adjustments and reclassifications with you to find ways to avoid repeating them. Our goal is to help you eliminate post-closing entries and audit adjustments of any kind; we have helped many of our clients achieve that goal. In short, we will help you use our interim audit to set the stage for a smooth, well-planned year-end closing and audit.



## SPECIFIC AUDIT APPROACH (Continued)

*Assessing Risks*

We may reduce the scope of our audit tests provided we conclude there are effective specific controls in place which would detect and correct misstatements due to errors or fraud. Our strategy to assessing control risk begins with our Partner level review of your financial statements and operations, during which we identify unusual areas needing special emphasis. We use this review along with custom audit procedures designed by our Partners and Staff to identify controls needed to detect errors in the financial statements. We then test to see that the controls are operating effectively, using sampling, documentation reviews, and comparisons with other audit data. We may also compare unusual transactions and estimates to those used by other municipalities or to current trends and issues. After this has been completed, we reevaluate our audit plan to ensure we obtain sufficient evidence about the financial statements and disclosures.

*Risk Assessment Statements of Auditing Standards (SAS's)*

The primary objective of the Risk Assessment Standards is to enhance the auditor's application of an audit risk model. The concept is that a set of financial statements should be evaluated for the underlying risks of material misstatement. Then a customized audit should be tailored to test for misstatements and test that controls are designed and in place to prevent and detect misstatements. A general audit approach is not responsive to this concept.

Much of this new guidance came out of the aftermath of highly publicized audit failures such as Enron, Global Crossings and the like. The Statements make it clear that a generalized one-size-fits all audit approach will not be permitted. An audit must be based on a unique audit strategy customized to fit each client and its industry.

**We have consistently employed this concept from our firm's beginning in 1986.** Our current audit checklists and programs were originated by reference to *Audits of Local Governments* published by the Practitioners' Publishing Company (PPC), a third party vendor specializing in producing audit guides for unique industries. PPC has employed the risk model concept since we began using their guide as a resource. But, we have not simply used their guide as our approach. We customized it further for the simple reason that California municipalities have many unique risks not faced by municipalities in other states. As you know, California state law and applicable regulations cover a wide variety of areas such as cash and investment management.

*Specific Audit Strategy—Year End*

At year-end we do not repeat any of the work we performed at interim. Instead, we focus on the items on your Checklist and on the Basic Financial Statements. **We will ask you to have all the items on the Checklist ready for us no less than one week before we are scheduled to begin our year-end audit in your offices.** We will review this information in advance of our arrival in our office. Then you will have a clear week while we begin our audit in our own offices.)

**Our year-end audit field-work actually starts in our office,** so that when we do arrive in your offices we are fully prepared and we minimize our impact on your operations.

In our offices, we cross-reference or reconcile your Checklist information, reports and schedules. The Engagement Partner **performs our detailed Analytical Review and emails our questions to you in advance of our arrival** in your offices. Our experience is that this Analytical Review identifies any issues remaining after our interim work, as well as most potential audit adjustments. This gives all of us time to address these items in person while the audit field-work is proceeding, instead of by telephone, fax and mail afterward.

SPECIFIC AUDIT APPROACH (Continued)
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When we start work in your offices, we will need you to help us complete our Analytical Review, but we will not need much of your time and we will not ask for more schedules or reports. Our Engagement Partner will meet with you on the first day of the year-end audit to review the draft financial statements with you and to discuss any remaining unanswered Analytical Review questions. This meeting sets the stage for the year-end audit; by this time the format and content of the financial statements is pretty well set and most audit adjustments have been identified. If we find any material adjustments, we will discuss them with you immediately and provide you with the journal entries required; we do not propose adjustments that are not material.

Before we begin the second part of our final year end work, we will update our Analytical Review based on your draft financial statements and email you any additional questions or comments we develop. At the conclusion of our final year end field-work, our Engagement Partner and Supervisor will review the final financial statement drafts with you and your staff as part of our exit conference. Subsequently, our Quality Assurance Director will perform a "quality assurance review" of the financial statements and workpapers so that we will be ready to sign the financial statements as soon as the District approves them.

Our strategy requires our Partners to be fully and actively involved in the planning and performance of the work and it allows us to issue final financial statements and reports immediately after we finish our field-work in your offices.

You will find our strategy allows you to control the audit process, enables you to spread the work over the year as you wish and greatly reduces the pressure at year end.

### *Information System Reviews*

Information System Security is becoming a more important part of audits and we perform an Information Systems Review (ISR) with every audit as we have done since 2001. Unlike our competitors, we extend our review to not only encompass the financial system, but also the network environment that houses that system. From our perspective, the internal controls that are present in the overall network environment are important to understanding the internal controls over the financial system.

**Unlike financial statements, there are currently no authoritative standards that local governments must employ to ensure adequate and appropriate IT controls are designed and implemented.** We extensively researched this area and concluded it was most appropriate to base our ISR on the certification and accreditation framework developed by the National Institute of Standards and Technology (NIST) for the Federal Information Security Management Act (FISMA) which is the minimum security required for federal government agencies information systems. NIST recommends states, local governments and Indian tribes comply with these standards as well. **Our reviews include procedures to determine that your systems are adequately protected from unauthorized internal access, provide for reasonable measures to ensure continuation of service, provide for security of data from physical or network access and have internet access defenses including hacker prevention, detection and deterrent systems.**

**Our information systems reviews are performed by qualified information security professionals who hold at least the Information Systems Audit and Control Association's (ISACA) Certified Information Systems Auditor (CISA) or the (ISC)<sup>2</sup>'s Certified Information Systems Security Professional (CISSP). Both certifications require continuing professional education.** As a value added service we will provide the District with a matrix of the District's maturity as compared with NIST's certification and accreditation framework. Each internal control taken from NIST SP 800-53Rev1 is ranked in this maturity matrix and an average score is provided to the District to give the District a benchmark.

SPECIFIC AUDIT APPROACH (Continued)
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*Audit IT Systems, Security and Going Green*

Hand-in-hand with our continuing investment in our people has been our increased investment in systems and hardware support. Eight years ago our systems work was handled by an outside consultant. **Today, we have a full-time staff of three people who maintain our state-of-the-art systems capabilities and provide increasing levels of such service to our clients.**

Every person on our staff is armed with a Windows operating system PC networked with other audit team PCs and a printer via our own wireless LAN established at the start of each audit in our client's office. In 2008, we completely eliminated hardcopy workpapers by converting to *ProSystems fx Engagement* paperless audit software published by Commerce Clearing House. We use Word as our word processor and Excel for preparation of financial statements and schedules and Outlook for personal information management.

Because of our shift from hardcopy documentation to softcopy and our obligation under professional standards to maintain confidentiality of client data, we instituted state-of-the-art security protections to ensure client data remains confidential and secure. For example, many CPAs use email as a method of communicating financial data to and from clients. But emails are not secure communications! We therefore employ a secure data file transfer system called "LeapFile" under which we exchange data files with our clients using a secure website. This keeps data confidential and has the added benefit of permitting downloads of large excel files or Microsoft Office files erroneously rejected by some email scanning software. In the event one of our staff works out of town or telecommutes, they access data via our virtual private network. **Our VPN, LANs, and audit software are password protected and encrypted to ensure your data remains confidential and secure.**

We will also use some type of connection to the internet during our audit, but coordinate it with our client's IT Staff to ensure there are no breaches in security or protocols.

We have working experience with a broad range of accounting software and systems. We have reviewed and tested controls over these systems. We have used and tested reports produced by these systems. The newer systems allow on-line inquiry or query and custom report writing, and we use these functions whenever possible.

*Communication and Coordination*

**We will meet with you at the start of each phase of work and conduct an exit conference at the end of each phase of work. This will ensure you know everything we do, with plenty of time to address any issues.**

Two key objectives for a well-run audit are to ensure timely communication of the audit results and to provide for seamless coordination of the external auditors with DSRSD and LAVWMA staff. We use our Accounting Issues Memorandum, detailed Closing Checklists and wrap-up Exit Conferences to satisfy these objectives. Because we rely so heavily on technology, we consistently and easily produce draft reports and our management comments and review them with you at the exit conference on the last day of field work. On that day, we provide you with paper and electronic versions of the drafts to provide for the efficient review, editing and completion of the reports. **This strategy coupled with our on-site partner involvement means you never have to wait for us to get back to you on important issues or decisions.**

<b>SPECIFIC AUDIT APPROACH (Continued)</b>
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The Accounting Issues Memorandum concept was originated by one of our staff over a decade ago to function as a partner's brief of an engagement's status. It worked so well we expanded it to all our audits and share it with our clients. It has proven to be an indispensable communication and coordination tool ever since. This informal memo condenses and summarizes the audit status and issues as of the end of our interim work. It includes housekeeping matters, minor audit findings, scheduled audit fieldwork start and finish dates, etc. We produce this memo right in your office before the conclusion of our interim work, so you have an idea of what we've found so far and whether there are areas that need work.

Our Memorandum on Internal Control is drafted at year-end and may include significant issues raised with our interim phase Accounting Issues Memorandum as well as issues arising from our year-end work. We review a draft with you, so that you will have plenty of time to review and discuss our findings before we present our audit results to the Board.

***Prompt Service and Delivery of Reports***

We have always focused on reducing financial statement turn-around time and we have never missed a deadline. We normally complete the final draft of the financial statements on the last day of our field-work in our clients' offices or within two weeks thereafter.

Our audit strategy emphasizes detail planning and coordination of our staff and client staff to complete the audit as efficiently as possible. We have found that completing all our work and our reports as part of our field-work dramatically reduces the time required to issue final reports to our clients.

Our strategy allows our clients ample time to review all report drafts before issuance, while ensuring that all reports are issued timely. **Many clients have been able to advance the date on which their reports are presented to Board.**

***New GASB Implementation***

We will provide you with whatever support it needs with regard to gaining an understanding of new pronouncements affecting the financial statements and our audits. Our consistent approach is to provide our clients with advance identification of new GASBs as they are issued. With every audit, we provide overviews of new pronouncements including effective dates and we review these with staff.

In the year of implementation we proforma new disclosures and add on additional data requests to our interim and closing checklists. For complex rules, we prepare course materials and conduct training and education sessions during interim for finance and other affected District/Agency staff to ensure they understand the requirements.

Starting in 2016, we provide a **full day of free training** for our clients. In 2016 the classes included GASB updates, Second Year of GASB 68, Single Audit Updates, Fraud and IT Cloud Information.

<b>SPECIFIC AUDIT APPROACH (Continued)</b>
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*Audit Schedule*

We have timed our audit to complete all your reports so that they are ready to print by your deadlines. We will start our work as soon as you appoint us your auditors. Below is our proposed segments and budget for DSRSD and LAVWMA. We utilize our experience and our efficiencies to streamline the audit process.

*Proposed Engagement Segments and Budget***DSRSD**

Audit Activities	Budgeted Hours					Total
	Partner	Quality	Supervisor	Staff		
	Review	Assurance		Associates	Admin.	
Planning & budget/Confirm/Checklists	1.00		8.00			9.00
Fraud risk assessment	2.00		2.00			4.00
Minutes-resolutions				2.00		2.00
Report	8.00	2.00	24.00		4.00	38.00
Supervision/review	8.00		24.00			32.00
Conferences & meetings	2.00		1.00			3.00
Management letter	1.00		3.00			4.00
MD&A				1.00		1.00
Accounting Issues Memo	1.00		1.00			2.00
Analytical review	2.00		1.00			3.00
Internal Control Evaluation				6.00		6.00
Information Systems Review			3.00			3.00
Cash & Investments				10.00		10.00
Revenue/Receivables				8.00		8.00
Capital Assets				10.00		10.00
Accounts Payable & accrued expenses				8.00		8.00
Payroll/Accrued liabilities				8.00		8.00
Long Term Debt				8.00		8.00
Pension and OPEB			3.00	16.00		19.00
Commitments and contingencies				1.00		1.00
Net position				1.00		1.00
Self insurance/claims				1.00		1.00
GRAND TOTAL	25.00	2.00	70.00	80.00	4.00	181.00

<b>SPECIFIC AUDIT APPROACH (Continued)</b>
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**LAVWMA**

Audit Activities	Budgeted Hours					Total
	Partner	Quality	Supervisor	Staff		
	Review	Assurance		Associates	Admin.	
Planning & budget/Confirm/Checklists	1.00		3.00			4.00
Fraud risk assessment	1.00		1.00			2.00
Minutes-resolutions				4.00		4.00
Report	2.00	1.00	6.00		2.00	11.00
Supervision/review	4.00		8.00			12.00
Conferences & meetings	1.00					1.00
Management letter	1.00		1.00			2.00
MD&A				1.00		1.00
Accounting Issues Memo	0.50		1.00			1.50
Analytical review	1.00					1.00
Internal Control Evaluation				2.00		2.00
Information Systems Review			2.00			2.00
Cash & Investments				3.00		3.00
Revenue/Receivables				3.00		3.00
Capital Assets				3.00		3.00
Accounts Payable & accrued expenses				3.00		3.00
Long Term Debt				2.00		2.00
Commitments and contingencies				0.50		0.50
Net position				0.50		0.50
Self insurance/claims				1.00		1.00
GRAND TOTAL	11.50	1.00	22.00	23.00	2.00	59.50

<b>IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS</b>
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We do not anticipate any potential audit problems.

## EXHIBIT A



**POWELL & SPAFFORD, INC.**  
 CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA (Ret.)  
 Patrick D. Spafford, CPA

License #14 the California Board of Accountancy  
 Member American Institute of Certified Public Accountants

## SYSTEM REVIEW REPORT

To the Shareholders of  
 Maze & Associates Accountancy Corporation  
 and the Peer Review Committee of the CalCPA Peer Review Program

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

*Powell & Spafford*

August 27, 2014

<b>REPORT FORMAT (Continued)</b>
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**INDEPENDENT AUDITORS' REPORT**

DISTRICT OF EXAMPLE

***Report on Financial Statements***

We have audited the accompanying financial statements of the business-type activities, and each major fund of the District of Example (the District) as of and for the year ended June 30, 20XX, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



<b>REPORT FORMAT (Continued)</b>
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***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial positions of the business-type activities and each major fund of the District as of June 30, 20XX, and the respective changes in the financial positions and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Emphasis of a Matter***

Management adopted the provisions of Governmental Accounting Standards Board Statement \_\_\_\_\_, which became effective during the year ended June 30, 20XX. See note \_\_\_ to the financial statements for relevant disclosures.

The emphasis of this matter does not constitute a modification to our opinion.

***Other Matters******Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and trend data related to pension plans be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements as a whole. The Introductory, Supplementary and Statistical Sections as listed in the Table of Contents are presented for purposes of additional analysis and are not required parts of the basic financial statements.

The Supplemental Information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplemental Information is fairly stated in all material respects in relation to the basic financial statements as a whole.

The Introductory and Statistical Sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Pleasant Hill, California

DATE

<b>REPORT FORMAT (Continued)</b>
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**MEMORANDUM ON INTERNAL CONTROL**

## DISTRICT OF EXAMPLE

We have audited the financial statements of the District of Example (District) for the year ended DATE, and have issued our report thereon dated DATE. In planning and performing our audit of the financial statements of the District, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe to be of potential benefit to the District.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and agencies and pass-through entities requiring compliance with *Government Auditing Standards*, and is not intended to be and should not be used by anyone other than these specified parties.

Pleasant Hill, California  
DATE

<b>REPORT FORMAT (Continued)</b>
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**REQUIRED COMMUNICATIONS****DISTRICT OF EXAMPLE**

We have audited the basic financial statements of the District of Example for the year ended June 30, 20XX. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

**Significant Audit Findings***Accounting Policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are included in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

[We will describe any GASBs implemented here].

*Unusual Transactions, Controversial or Emerging Areas*

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

*Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

*Disclosures*

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

<b>REPORT FORMAT (Continued)</b>
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***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not propose any audit adjustments that, in our judgment, could have a significant effect, either individually or in the aggregate, on the District's financial reporting process.

***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

***Management Representations***

We have requested certain representations from management that are included in a management representation letter dated DATE.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

***Other Information Accompanying the Financial Statements***

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

<b>REPORT FORMAT (Continued)</b>
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With respect to the required supplementary information accompanying the financial statements, we applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not express an opinion nor provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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This information is intended solely for the use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Pleasant Hill, California  
DATE

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**COST PROPOSAL  
FOR PROFESSIONAL AUDITING SERVICES  
FOR DUBLIN SAN RAMON SERVICES DISTRICT**

**Submitted By**

**MAZE & ASSOCIATES  
3478 Buskirk Avenue, Suite 215  
Pleasant Hill, CA 94523  
(925) 930-0902**

**Contact Persons**

Vikki C. Rodriguez – e-mail address – [vikr@mazeassociates.com](mailto:vikr@mazeassociates.com)  
David Alvey – e-mail address – [davida@mazeassociates.com](mailto:davida@mazeassociates.com)

February 17, 2017



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<b>COST PROPOSAL</b>
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***Certification***

Vikki Rodriguez and David Alvey are authorized to submit this proposal and negotiate and sign a contract with Dublin San Ramon Services District. Our offer is firm and irrevocable for a period of ninety days from the date of this proposal.

***Total Cost of Audit***

Our Total All-Inclusive Maximum Prices for the services specified in the Request for Proposal for the years ending June 30, 2017 through June 30, 2021 are detailed at the end of this section. Our Total All-inclusive Maximum Prices for the services specified in the RFP, are firm fixed fees.

***Additional Services***

Any additional services will be performed and billed only on the District's prior authorization at our standard billing rates.

***Fees***

Our fees are firm fixed prices. In determining our fees, we understand that the District's records will be in condition to be audited; that is, transactions will be properly recorded in the general ledger and subsidiary records, these accounting records and the original source documents will be readily available to use, we will be furnished with copies of bank reconciliations and other reconciliations and analyses prepared by the District and District personnel will be reasonably available to explain procedures, prepare audit correspondence and obtain files and records.

***Manner of Payment***

Progress billings will be sent on the basis of actual audit work completed during the course of the engagement. Interim billings do not cover a period of less than a calendar month. We do not bill for out-of-pocket expenses as they are included in our stated all-inclusive maximum price.

**We do not post separate rate structures for municipal audit work. We view this work as being every bit as important and valuable as the work we perform for other clients and we put our best people on it. Any consulting work you request will be performed at the same rates as our audit work.**

***Cost Rationale***

We have always completed our work in the time budgeted and for the agreed upon fee. We have never requested additional fees for work within the scope of the audit after our work was completed. As always, we finish what we start, regardless of the accuracy of our budgets.

DUBLIN SAN RAMON SERVICES DISTRICT  
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
FOR THE YEARS ENDED JUNE 30:

	<u>Hours</u>	<u>Hourly Rates</u>	<u>2017</u>	<u>2018 (2)</u>	<u>2019 (2)</u>	<u>2020 (2)</u>	<u>2021 (2)</u>
<b>Basic Financial Statements and Management Letter</b>							
Partners	25.00	\$300	\$7,500	\$7,725	\$7,957	\$8,196	\$8,442
Quality Assurance	2.00	150	300	309	318	328	338
Supervisor	70.00	115	8,050	8,292	8,541	8,797	9,061
Associates	80.00	75	6,000	6,180	6,365	6,556	6,753
Administrative Staff	<u>4.00</u>	65	<u>260</u>	<u>268</u>	<u>276</u>	<u>284</u>	<u>293</u>
Subtotal	<u>181.00</u>		<u>22,110</u>	<u>22,774</u>	<u>23,457</u>	<u>24,161</u>	<u>24,887</u>
<b>Other Reports</b>							
State Water Resource Control Board Agreed Upon Procedures			<u>950</u>	<u>979</u>	<u>1,008</u>	<u>1,038</u>	<u>1,069</u>
Out-of-pocket expenses (1)			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total all-inclusive maximum price for RFP Services:			<u><u>\$23,060</u></u>	<u><u>\$23,753</u></u>	<u><u>\$24,465</u></u>	<u><u>\$25,199</u></u>	<u><u>\$25,956</u></u>

## NOTES:

- (1) Out-of-pocket expenses are included in our standard hourly rate.  
(2) Our policy is to attempt to keep our clients fees constant after inflation. Therefore, the fees for years subsequent to 2017 have been adjusted for the 2015 CPI increase of 3.0% for the Services Sector of the U.S. Department of Labor, Bureau of Labor Statistics for the San Francisco-Oakland Area.



**TITLE:** Appoint New Trustee/Custodian and New Plan Administrators for the Dublin San Ramon Services District Defined Contribution 457(b) Plan and Rescind Resolution No. 17-15

**RECOMMENDATION:**

The General Manager recommends the Board of Directors approve, by Resolution, the appointment of Carol Atwood, Administrative Services Manager/Treasurer, as Trustee/Custodian of the Dublin San Ramon Services District Defined Contribution 457(b) Plan. The General Manager also recommends the Board approve, by the same Resolution, appointment of the Administrative Services Manager/Treasurer, Human Resources & Risk Supervisor, Financial Analyst, and Human Resources Analyst II as the Plan Administrator/Plan Administrative Committee for the Dublin San Ramon Services Defined Contribution 457(b) Plan and rescind Resolution No. 17-15.

**SUMMARY:**

In March 2015 the Board delegated authority to John Archer as the Trustee/Custodian of the Dublin San Ramon Services District Defined Contribution 457(b) Plan. With the retirement of Mr. Archer in December 2016, the General Manager recommends that the Board appoint Carol Atwood, Administrative Services Manager, as the 457(b) Plan Trustee/Custodian.

Additionally, since March 2015, two members of the Plan Administration Committee have separated employment from the District (Christine Hoffmann, Human Resources Analyst II and Herman Chen, Financial Analyst) and two new employees have taken their place. For ease of administration, the General Manager recommends the Board appoint (by reference to position title only) the Administrative Services Manager/Treasurer, Human Resources & Risk Supervisor, Financial Analyst, and Human Resources Analyst II as the Plan Administrator/Plan Administrative Committee for the Dublin San Ramon Services Defined Contribution 457(b) Plan.

Originating Department: Administrative Services	Contact: C. Atwood	Legal Review: Yes
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)		

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT  
TO APPOINT NEW TRUSTEE/CUSTODIAN AND NEW PLAN ADMINISTRATOR FOR THE  
DUBLIN SAN RAMON SERVICES DISTRICT DEFINED CONTRIBUTION 457(B) PLAN AND  
RESCIND RESOLUTION NO. 17-15

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WHEREAS, Dublin San Ramon Services District (hereinafter “District”) has employees and board members currently participating in an IRC 457(b) defined contribution retirement savings plan (hereinafter “Plan”) administered by Nationwide Retirement Solutions (hereinafter “NRS”), in accordance with the restated and amended Plan document adopted by Resolution No. 48-01 of the Board of Directors on December 18, 2001; and

WHEREAS, outside benefits counsel and District staff have recommended the appointment of a new Trustee/Custodian for the Plan and the creation of a plan administrative committee to serve as Plan Administrator in order to clarify who is responsible for various legal duties and responsibilities with respect to the operation and administration of the Plan.

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

1. The Administrative Services Manager/Treasurer, Carol Atwood, is appointed as the “Trustee/Custodian” of the Plan.
2. The Administrative Services Manager/Treasurer, Human Resources and Risk Supervisor, Financial Analyst, and, Human Resources Analyst II are appointed as the Administrative Committee of the Plan to fulfill the role of “Plan Administrator” to operate and administer the Plan and to select any appropriate advisers, consultants, recordkeepers, and investment providers as the committee deems necessary and appropriate to the proper administration of the Plan in the best interests of Plan participants.
3. The Administrative Services Manager/Treasurer, Carol Atwood, in her capacity as Trustee/Custodian, is hereby authorized to take any and all further actions, and to execute any

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

documents, on behalf of the District that she deems reasonable and necessary to carry out the purposes of these resolutions, including but not limited to the retention of new service providers to the Plan as selected by the Administrative Committee, in its capacity as Plan Administrator.

4. That Resolution No. 17-15 is hereby rescinded, and attached as Exhibit "A."

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency located in the counties of Alameda and Contra Costa, California, at its regular meeting held on the 21st day of March 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Richard M. Halket, President

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

RESOLUTION NO. 17-15RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT  
TO APPOINT NEW TRUSTEE/CUSTODIAN AND NEW PLAN ADMINISTRATOR FOR THE  
DUBLIN SAN RAMON SERVICES DISTRICT DEFINED CONTRIBUTION 457(B) PLAN

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WHEREAS, Dublin San Ramon Services District (hereinafter "District") has employees and board members currently participating in an IRC 457(b) defined contribution retirement savings plan (hereinafter "Plan") administered by Nationwide Retirement Solutions (hereinafter "NRS") , in accordance with the restated and amended Plan document adopted by Resolution No. 48-01 of the Board of Directors on December 18, 2001; and

WHEREAS, outside benefits counsel and District staff have recommended the appointment of a new Trustee/Custodian for the Plan and the creation of a new committee to serve as Plan Administrator in order to clarify who is responsible for various legal duties and responsibilities with respect to the operation and administration of the Plan.

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

1. The Administrative Services Manager/Treasurer, John J. Archer, is appointed as the "Trustee/Custodian" of the Plan.
2. The Administrative Services Manager/Treasurer, John J. Archer; Human Resources Supervisor, Michelle Gallardo; Financial Analyst, Herman Chen; and, Human Resources Analyst II, Christine Hoffmann are appointed as the Administrative Committee of the Plan to fulfill the role of "Plan Administrator" to operate and administer the Plan and to select any appropriate advisers, consultants, recordkeepers, and investment providers as the committee deems necessary and appropriate to the proper administration of the Plan in the best interests of Plan participants.

3. The Administrative Services Manager/Treasurer, John J. Archer, in his capacity as Trustee/Custodian, is hereby authorized to take any and all further actions, and to execute any documents, on behalf of the District that he deems reasonable and necessary to carry out the purposes of these resolutions, including but not limited to the retention of new service providers to the Plan as selected by the Administrative Committee, in its capacity as Plan Administrator.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency located in the counties of Alameda and Contra Costa, California, at its regular meeting held on the 17th day of March 2015, and passed by the following vote:

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

NOES: 0

ABSENT: 0

ATTEST:

Nancy G. Hatfield  
Nancy G. Hatfield, District Secretary

Ed R. Duarte  
Edward R. Duarte, President

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

Nancy G. Hatfield

MAR 18 2015





**TITLE:** Accept the Following Regular and Recurring Reports: Water Supply and Conservation, District Financial Statements, Warrant List, Upcoming Board Business, and Unexpected Asset Replacement

**RECOMMENDATION:**

Staff recommends the Board of Directors accept, by Motion, the attached regular and recurring reports.

**SUMMARY:**

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

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

Ref A: Water Supply and Conservation

Ref item B: District Financial Statements (**January and February**)

Ref item C: Warrant List

Ref item D: Upcoming Board Business

Ref item N: Unexpected Asset Replacement

Originating Department: Administrative Services	Contact: K. Vaden	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
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 – Summary of Regular and Recurring Reports	

## SUMMARY OF REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Water Supply and Conservation Report	Monthly	Board Direction	Jan 2017	Yes	Apr 2017
B	District Financial Statements <sup>1</sup>			Feb 2017		Apr 2017
C	Warrant List					
D	Upcoming Board Business					
E	Low Income Assistance Program Report	Annually – Fiscal Year	Board Direction	July 2016		July 2017
F	Strategic Work Plan Accomplishments Report	Annually – Fiscal Year	Board Direction	July 2016		July 2017
G	Outstanding Receivables Report	Annually – Fiscal Year	District Code	July 2016		July 2017
H	Employee and Director Reimbursements greater than \$100 <sup>2</sup>	Annually – Fiscal Year	CA Government Code	July 2016		July 2017
I	Utility Billing Adjustments	Annually – Fiscal Year	Board Direction	August 2015		August 2017
J	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Board Direction Budget Accountability Policy (See Note)	Dec 2016		Dec 2017
K	“No Net Change” Operating Budget Adjustments	As they occur but not more frequently than monthly		Oct 2016		Before end of month after occurrence
L	Capital Outlay Budget Adjustments			May 2016		
M	Capital Project Budget Adjustments			Oct 2014		
N	Unexpected Asset Replacements			Sept 2016	Yes	

Note: For the fiscal year ending 2017, the totals for these reports are as follows:

Category	YTD	This Meeting	Total
Capital Outlay Budget Adjustments	\$0	\$0	\$0
Capital Project Budget Adjustments	\$0	\$0	\$0
Unexpected Asset Replacements <sup>3</sup>	\$80,974	\$24,348	\$105,322

<sup>1</sup> This month includes January and February District financial statements

<sup>2</sup> Reimbursements also reported monthly in the Warrant List (Item C). Presented to Board as separate agenda item.

<sup>3</sup> Year to Date total adjusted down by \$32,000 for asset reported in September, 2016 was DERWA; not DSRSD asset.



## DSRSD - Monthly Report on Water Supply

Reporting Month: February 2017

State Drought Regulations				DSRSD Compliance to State Regulations				Long Term Water Supply Factors at this stage of Water Year (February 2017)													
Executive Order B-29-15 & B-36-15				CA Drought Management Measures				DWR - SWP Allocation Available													
DSRSD Potable Reduction in Month, %				Drought Stage      Stage 1				60%													
Nov-16	Dec-16	Jan-17	Feb-17	<table><tr><td>Days per week irrig</td><td>7</td></tr><tr><td>No. Complaints</td><td>3</td></tr><tr><td>No. Follow-Ups</td><td>2</td></tr><tr><td>No. Warnings</td><td>0</td></tr><tr><td>No. Penalties</td><td>0</td></tr></table>				Days per week irrig	7	No. Complaints	3	No. Follow-Ups	2	No. Warnings	0	No. Penalties	0	Monthly Precipitation, % of Seasonal Avg to Date			
Days per week irrig	7																				
No. Complaints	3																				
No. Follow-Ups	2																				
No. Warnings	0																				
No. Penalties	0																				
31.7%	19.0%	6.2%	20.0%	219%																	
Required State Potable Reduction, %				Northern Sierra Snowpack, % of Average																	
0%	0%	0%	0%	206%																	
SBx7-7 (20% by 2020)				DWR Defined % Reduction				Zone 7 Potable Supply Situation = 100%													
Required gpcd				DWR Target % per Year				"Zone 7 is prepared to meet all projected 2017 demands."													
Baseline	2015	2020		Dec 2016(most recent) vs 2013				Preliminary Approval of 2017 Treated Water Request 12-16-16													
211	190	169																			
DSRSD gpcd				Actual YTD % Reduction																	
Nov-16	Dec-16	Jan-17	Feb-17	Nov-16	Dec-16	Jan-17	Feb-17														
71.9	68.6	67.2	64.8	28.9%	28.2%	6.3%	13.1%														



## **Monthly Financial Report**

<b>Report Name</b>	<b>Page</b>
Revenue Summary	1
Working Capital Summary	2
Expense Summary by Fund	3
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Financial Statements	13
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## Revenue Summary

February 2017

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	%f Budget Received	% Revenue Expected
Local Sewer Operations	\$ 2,408,528	\$ 1,410,434	\$ 1,376,118	\$ 1,032,410	57.14%	58.56%
Regional Sewer Operations	\$ 20,102,912	\$ 10,889,077	\$ 10,149,542	\$ 9,953,370	50.49%	54.17%
<b>Service Charges - Sewer</b>	<b>\$ 22,511,440</b>	<b>\$ 12,299,511</b>	<b>\$ 11,525,660</b>	<b>\$ 10,985,780</b>	<b>51.20%</b>	<b>54.64%</b>
Water Operations	\$ 27,579,568	\$ 14,938,933	\$ 15,224,920	\$ 12,354,648	55.20%	54.17%
Water Expansion	\$ 0	\$ 0	\$(370)	\$ 370	100.00%	66.67%
<b>Service Charges - Water</b>	<b>\$ 27,579,568</b>	<b>\$ 14,938,933</b>	<b>\$ 15,224,550</b>	<b>\$ 12,355,018</b>	<b>55.20%</b>	<b>54.17%</b>
Local Sewer Replacement	\$ 540,469	\$ 360,312	\$ 344,907	\$ 195,562	63.82%	66.67%
Local Sewer Expansion	\$ 525,544	\$ 350,363	\$ 335,382	\$ 190,162	63.82%	66.67%
Regional Sewer Replacement	\$ 1,789,601	\$ 1,193,067	\$ 880,996	\$ 908,604	49.23%	66.67%
Regional Sewer Expansion	\$ 11,286,317	\$ 7,524,211	\$ 5,730,954	\$ 5,555,363	50.78%	66.67%
<b>Capacity Reserve Fees - Sewer</b>	<b>\$ 14,141,931</b>	<b>\$ 9,427,954</b>	<b>\$ 7,292,240</b>	<b>\$ 6,849,691</b>	<b>51.56%</b>	<b>66.67%</b>
Water Replacement	\$ 2,224,584	\$ 1,483,056	\$ 2,048,596	\$ 175,988	92.09%	66.67%
Water Expansion	\$ 5,882,544	\$ 3,921,696	\$ 5,742,051	\$ 140,493	97.61%	66.67%
<b>Capacity Reserve Fees - Water</b>	<b>\$ 8,107,128</b>	<b>\$ 5,404,752</b>	<b>\$ 7,790,647</b>	<b>\$ 316,481</b>	<b>96.10%</b>	<b>66.67%</b>
<b>Fees &amp; Permits</b>	<b>\$ 2,269,098</b>	<b>\$ 1,512,732</b>	<b>\$ 3,490,832</b>	<b>\$(1,221,735)</b>	<b>153.84%</b>	<b>66.67%</b>
<b>Interest</b>	<b>\$ 1,142,908</b>	<b>\$ 761,939</b>	<b>\$ 1,006,886</b>	<b>\$ 136,022</b>	<b>88.10%</b>	<b>66.67%</b>
<b>Other Income</b>	<b>\$ 4,758,460</b>	<b>\$ 3,172,307</b>	<b>\$ 4,089,765</b>	<b>\$ 668,694</b>	<b>85.95%</b>	<b>66.67%</b>
	<u><b>\$ 80,510,532</b></u>	<u><b>\$ 47,518,127</b></u>	<u><b>\$ 50,420,581</b></u>	<u><b>\$ 30,089,951</b></u>	<u><b>62.63%</b></u>	<u><b>59.02%</b></u>

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

**Dublin San Ramon Services District**  
**Working Capital Summary**  
**February, 2017**

<b>Enterprise Funds</b>					
<b>Fund</b>	<b>Dollars (\$)</b>		<b>In Months</b>		
	<b>YTD Actual</b>	<b>Budget</b>	<b>Target (Months)</b>	<b>Last Month</b>	<b>Current Month</b>
Local Enterprise	\$ 771,074	\$ 709,135	4	4.60	4.35
Regional Enterprise	\$ 6,926,386	\$ 5,601,924	4	3.26	4.95
Water Enterprise	\$ 9,127,601	\$ 7,082,709	4	5.20	5.15

<b>Replacement Funds</b>			
<b>Fund</b>	<b>In Dollars (\$)</b>		
	<b>Actual</b>	<b>Minimum</b>	<b>Above (Below)</b>
Local Replacement	\$ 9,106,476	\$ 1,848,086	\$ 7,258,390
Regional Replacement	\$ 21,819,932	\$ 7,205,245	\$ 14,614,687
Water Replacement	\$ 15,845,407	\$ 6,358,930	\$ 9,486,477

<b>Expansion Funds</b>			
<b>Fund</b>	<b>In Dollars (\$)</b>		
	<b>Actual</b>	<b>Minimum</b>	<b>Above (Below)</b>
Local Expansion	\$ 7,889,562	\$ 390,000	\$ 7,499,562
Regional Expansion	\$ 50,822,899	\$ 9,852,200	\$ 40,970,699
Water Expansion	\$ 24,261,100	\$ 11,041,930	\$ 13,219,170

<b>Temporary Infrastructure Charge Status</b>			
<b>Revenue Type</b>	<b>In Dollars (\$)</b>		
	<b>Amount Collected</b>	<b>Amount Repaid</b>	<b>Net</b>
Temporary Infrastructure Charge Status	\$ 8,206,014	\$ (4,212,358)	\$ 3,993,656

**Dublin San Ramon Services District****Expense Summary by Fund**

February 2017

% of Year Completed= 67%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 1,615,436	\$ 1,076,957	\$ 1,201,127	\$ 414,309	74.35 %
210 - Local Sewer Replacement	\$ 265,750	\$ 177,167	\$ 227,537	\$ 38,213	85.62 %
220 - Local Sewer Expansion	\$ 615,176	\$ 410,118	\$ 386,641	\$ 228,535	62.85 %
300 - Regional Sewer Operations	\$ 13,935,637	\$ 9,290,425	\$ 8,491,115	\$ 5,444,522	60.93 %
310 - Regional Sewer Replacement	\$ 222,150	\$ 148,100	\$ 252,577	<b>\$(30,427)</b>	113.70 %
320 - Regional Sewer Expansion	\$ 4,740,288	\$ 3,160,192	\$ 3,132,638	\$ 1,607,650	66.09 %
600 - Water Operations	\$ 19,291,849	\$ 12,861,233	\$ 11,571,909	\$ 7,719,940	59.98 %
605 - Water Rate Stabilization Fund	\$ 20,000	\$ 13,333	\$ 17,121	\$ 2,879	85.61 %
610 - Water Replacement	\$ 781,769	\$ 521,179	\$ 434,424	\$ 347,345	55.57 %
620 - Water Expansion	\$ 4,164,124	\$ 2,776,083	\$ 3,569,169	\$ 594,955	85.71 %
900 - Administrative Overhead	\$ 6,906,959	\$ 4,604,639	\$ 4,207,845	\$ 2,699,113	60.92 %
965 - Other Post Employment Benefits	\$ 767,655	\$ 511,770	\$ 578,376	\$ 189,279	75.34 %
995 - DV Standby Assessment	\$ 1,530,156	\$ 1,020,104	\$ 9,133	\$ 1,521,023	0.60 %
	<u><u>\$ 54,856,949</u></u>	<u><u>\$ 36,571,299</u></u>	<u><u>\$ 34,079,613</u></u>	<u><u>\$ 20,777,336</u></u>	<u><u>62.12 %</u></u>

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

**Dublin San Ramon Services District**

Ref B District Financial Statements - February

**Expense Summary By Department**

February 2017

% of Year Completed= 67%

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
Executive	\$2,611,707	\$1,741,138	\$1,416,494	\$ 1,195,213	54.24%
Financial Services	\$4,923,783	\$3,282,522	\$3,035,327	\$ 1,888,456	61.65%
Engineering	\$4,707,431	\$3,138,287	\$2,595,113	\$ 2,112,318	55.13%
Operations	\$15,144,729	\$10,096,486	\$9,207,742	\$ 5,936,987	60.80%
Non-Departmental	\$27,469,299	\$18,312,866	\$17,824,937	\$ 9,644,362	64.89%
	<u>\$54,856,949</u>	<u>\$36,571,299</u>	<u>\$34,079,613</u>	<u>\$ 20,777,336</u>	<u>62.12%</u>



**Expense Summary by Category**

February 2017

% of Year Completed= 67%

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
Personnel	\$20,709,158	\$13,806,105	\$12,847,055	\$ 7,862,103	62.04%
Materials and Supplies	\$14,444,728	\$9,629,819	\$8,915,263	\$ 5,529,465	61.72%
Contract Services	\$5,953,281	\$3,968,854	\$2,256,041	\$ 3,697,240	37.90%
Other Expenses	\$13,180,881	\$8,787,254	\$9,604,780	\$ 3,576,101	72.87%
Capital Outlay	\$568,900	\$379,267	\$456,474	\$ 112,426	80.24%
	<u>\$54,856,949</u>	<u>\$36,571,299</u>	<u>\$34,079,613</u>	<u>\$ 20,777,336</u>	<u>62.12%</u>

## Dublin San Ramon Services District

Capital Outlay by Division  
February, 2017

<b>Capital Outlay - Identified</b>	<b>Budget</b>	<b>Year To Date Actual</b>	<b>Dollars Remaining</b>	<b>Percent Used</b>
Van - Ford Transit	\$ 35,000	\$ 26,950	\$ 8,050	77.00%
<b>Engineering Admin</b>	<b>\$ 35,000</b>	<b>\$ 26,950</b>	<b>\$ 8,050</b>	<b>77.00%</b>
Truck - Ford F-150	\$ 25,000	\$ 23,886	\$ 1,114	95.54%
Small SUV - Ford Escape 4WD (for FOD sup)	32,000	27,432	4,568	0.00%
Portable Emergency Intertie Pump	40,000		40,000	0.00%
Pump station emergency generator	50,000		50,000	0.00%
<b>Field Operations</b>	<b>\$ 147,000</b>	<b>\$ 51,318</b>	<b>\$ 95,682</b>	<b>34.91%</b>
Truck - Ford F-450 w/service body	\$ 80,000	\$ 74,892	\$ 5,108	0.00%
Truck - Ford F-350 w/service body	60,000	48,299	11,701	80.50%
Truck - Ford F-450 w/service body/crane	110,000	100,309	9,691	91.19%
Chilled water tank (for cooling system)	10,750		10,750	0.00%
Bio-solids sludge grinder	22,150		22,150	0.00%
Replacement WWTP Forklift, new	35,000	29,922	5,078	85.49%
<b>Mechanical Maintenance</b>	<b>\$ 317,900</b>	<b>\$ 253,422</b>	<b>\$ 64,478</b>	<b>79.72%</b>
Truck - Ford F-250 w/service body	\$ 49,000	\$ 43,745	\$ 5,255	89.28%
Update Security system	20,000		20,000	0.00%
<b>Electrical Maintenance</b>	<b>\$ 69,000</b>	<b>\$ 43,745</b>	<b>\$ 25,255</b>	<b>63.40%</b>
<b>Total Capital Outlay - Identified</b>	<b>\$ 568,900</b>	<b>\$ 375,435</b>	<b>\$ 193,465</b>	<b>65.99%</b>
<b>Unexpected Capital Outlay</b>				
DAFT Pressurization Pump	10,295	10,220	\$ 75	
Inner Sewer Gate	24,348		24,348	
Replacement Primary Sludge Pump #3	14,283	13,846	437	
Sluice Gate - EPS1	25,872	26,449	(577)	
WWTP Bldg B Air Handler (MMC Room)	30,524	30,524	-	
<b>Total Unexpected Capital Outlay</b>	<b>\$ 105,322</b>	<b>\$ 81,039</b>	<b>\$ 24,283</b>	
<b>Total All Capital Outlay</b>	<b>\$ 674,222</b>	<b>\$ 456,474</b>	<b>\$ 217,748</b>	

# Capital Project Expense Summary Report

Dublin San Ramon Services District

February, 2017

Fund #		Budget	Year-to-date Expenditures	Balance	Prct Used
210	Local Sewer Replacement	1,714,536.00	641,363.87	1,073,172.13	37.41%
220	Local Sewer Expansion	390,000.00	50,362.92	339,637.08	12.91%
310	Regional Sewer Replacement	3,234,760.00	477,896.31	2,756,863.69	14.77%
320	Regional Sewer Expansion	5,850,090.00	368,585.84	5,481,504.16	6.30%
610	Water Replacement	3,699,190.00	2,416,533.45	1,282,656.55	65.33%
620	Water Expansion	7,257,690.00	(38,563.83) *	7,296,253.83	-0.53%
<b>Grand Total</b>		<u>22,146,266.00</u>	<u>3,916,178.56</u>	<u>18,230,087.44</u>	<u>17.68%</u>

\* The credit balance reflects costs reimbursed by DERWA for current and prior year expenses on the RW Plant Ph2

**Dublin San Ramon Services District**  
**Financing Administration Agreement Calculations**  
**February, 2017**

**Bond Target Level Calculation**

	Max Annual Debt	
LAVWMA 2011 Refunding Bonds (Expansion Portion) highest fiscal year debt service (2024)	\$	4,332,552
DSRSD Expansion Amount Outstanding		<b>\$46,791,732</b>
<b>BOND TARGET LEVEL (7c) or 2X</b>		<b>\$ 8,665,105</b>
<b>ADMINISTRATIVE TARGET LEVEL (7d) or 5XMADS</b>		<b>\$ 21,662,761</b>
Working Capital in Rate Stabilization/Regional Sewer Expansion Fund		<b><u>\$ 50,822,899</u></b>
Number of Years of Maximum Debt Service on Hand (Working Capital/Max Annual Debt)	\$	4,332,552
		11.73
Capacity Fee Revenue this Fiscal Year		<b>\$ 5,730,954</b>
Debt Service for FY 16/17		<b>\$ 4,312,509</b>
Capacity fees in excess (deficiency) of this amount		<b>\$ 1,418,445</b>
Amount in Rate Stabilization Fund in Excess of (b)		<b><u>\$29,160,138</u></b>

**Dublin San Ramon Services District**  
**DUE's (Dwelling Unit Equivalent) Actual to Budget**  
**February, 2017**

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

	Budget	Actual	Above (Below)
<b>Sewer</b>			
<i>DSRSD</i>	594	290	(304)
<i>Pleasanton</i>	250	70	(180)
<b>Water</b>	648	533	(115)

**Dublin San Ramon Services District**  
**Treasurer's Report - Portfolio Management Summary**  
**As of: February 28, 2017**

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	2,964,255.93	2,964,255.93	2,964,255.93	1.78%	100%	Yes	0.850%
Certificate of Deposit	4,250,000.00	4,258,445.75	4,250,000.00	2.55%	30%	Yes	1.268%
Corporate Bonds	28,286,000.00	28,336,048.26	28,391,480.02	16.94%	30%	Yes	1.519%
Federal Agency Callables	74,880,000.00	73,938,120.40	74,897,616.17	44.85%	100%	Yes	1.437%
LAIF - Operating	49,479,194.14	49,479,194.14	49,479,194.14	29.64%	\$50 million	Yes	0.780%
Municipals	7,085,000.00	7,081,923.00	7,142,364.54	4.24%	100%	Yes	1.473%
<b>Total Investments</b>	<b>\$ 166,944,450.07</b>	<b>\$ 166,057,987.48</b>	<b>\$ 167,124,910.80</b>	<b>100.00%</b>			<b>1.243%</b>
Bank of America	4,112,561.42	4,112,561.42	4,112,561.42				
<b>Total Cash &amp; Investments</b>	<b>\$ 171,057,011.49</b>	<b>\$ 170,170,548.90</b>	<b>\$ 171,237,472.22</b>				<b>1.243%</b>

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy of Dublin San Ramon Services District.

The investment program herein shown provides sufficient cash flow liquidity to meet the next six month's expenses.

Market values for Certificates of Deposit and Federal Agency Callables were provided by Wells Fargo Institutional Securities, LLC.

\_\_\_\_\_  
Carol Atwood, Treasurer

\_\_\_\_\_  
Date

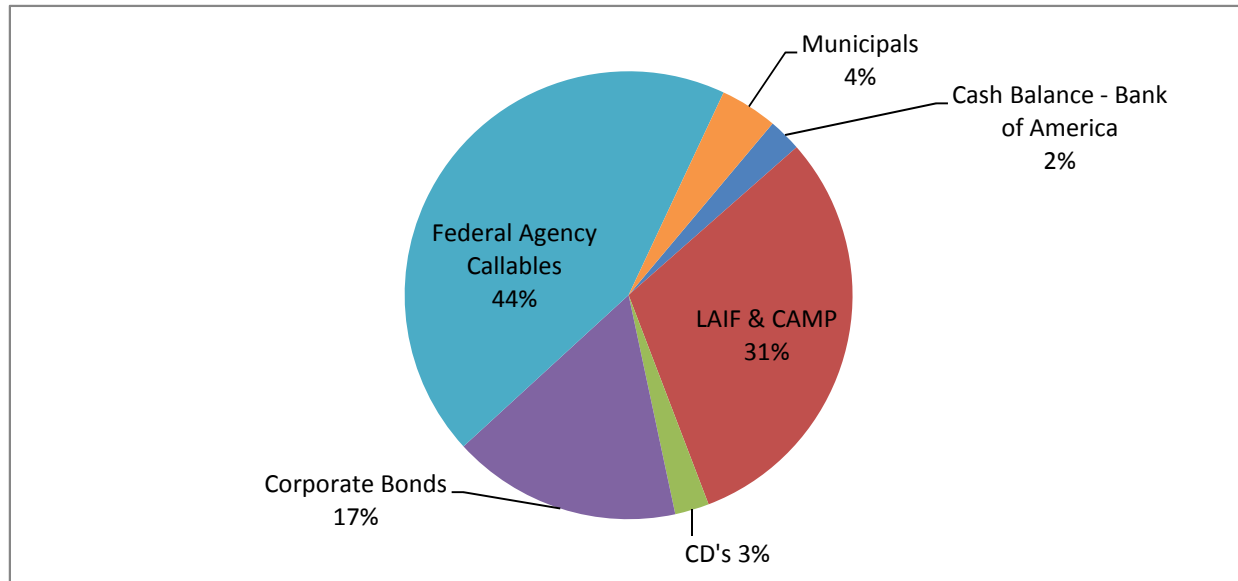
**For comparison - prior month summary as of: 1/31/2017**

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	2,962,326.25	2,962,326.25	2,962,326.25	1.82%	100%	Yes	0.850%
Certificate of Deposit	3,750,000.00	3,756,601.50	3,750,000.00	2.31%	30%	Yes	1.187%
Corporate Bonds	28,286,000.00	28,322,708.70	28,400,897.55	17.41%	30%	Yes	1.515%
Federal Agency Callables	70,880,000.00	69,867,785.44	70,897,616.17	43.63%	100%	Yes	1.395%
LAIF - Operating	49,479,194.14	49,479,194.14	49,479,194.14	30.46%	\$50 million	Yes	0.750%
Municipals	7,085,000.00	7,086,752.45	7,142,364.54	4.36%	100%	Yes	1.473%
<b>Total Investments</b>	<b>\$ 162,442,520.39</b>	<b>\$ 161,475,368.48</b>	<b>\$ 162,632,398.65</b>	<b>100.00%</b>			<b>1.208%</b>
Bank of America	2,000,835.87	2,000,835.87	2,000,835.87				
<b>Total Cash &amp; Investments</b>	<b>\$ 164,443,356.26</b>	<b>\$ 163,476,204.35</b>	<b>\$ 164,633,234.52</b>				<b>1.208%</b>

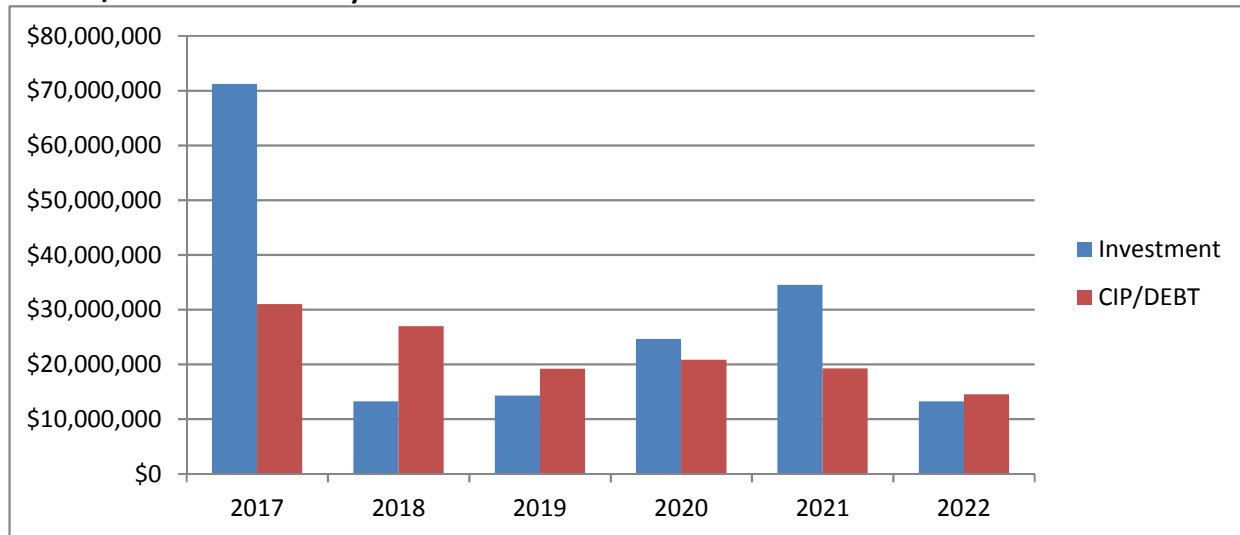
**Investment Review for :**  
**Summary of Current Investments**

**February 28, 2017**

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash Balance - Bank of America	\$ 4,112,561.42	2%		
LAIF & CAMP	52,443,450.07	31%		0.815%
Certificates of Deposit	4,250,000.00	2%	1.5	1.268%
Corporate Bonds	28,286,000.00	17%	1.1	1.519%
Federal Agency Callables	74,880,000.00	44%	3.3	1.437%
Municipals	7,085,000.00	4%	2.6	1.473%
	<u>\$ 171,057,011.49</u>			



**Investment / Cash needs next 5 years**



FYE	Investment	CIP/DEBT
2017	\$ 71,186,011.49	\$ 30,984,268.75
2018	13,250,000.00	\$ 26,965,800.75
2019	14,250,000.00	\$ 19,176,387.75
2020	24,621,000.00	\$ 20,845,455.75
2021	34,500,000.00	\$ 19,238,870.93
2022	13,250,000.00	\$ 14,502,110.47
	<u>\$ 171,057,011.49</u>	<u>\$ 131,712,894.40</u>

2/28/2017

Description	CUSIP	Settlement Date	Face Amount	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	DTC/M	DTM	Maturity Date	Accrued Interest
CAMP LGIP	LGIP6300	06/30/2011	2,964,255.93	2,964,255.93	2,964,255.93	0.850	0.850	N/A	1	1	N/A	
<b>Sub Total / Average</b>			<b>2,964,255.93</b>	<b>2,964,255.93</b>	<b>2,964,255.93</b>	<b>0.850</b>	<b>0.850</b>		<b>1</b>	<b>1</b>		<b>0.00</b>
ALLY BANK UT 1 5/21/2018	02006LB69	05/19/2016	250,000.00	249,764.50	250,000.00	1.000	1.000		447	447	05/21/2018	691.78
BANK OF CHINA/NY 0.75 3/2/2017	06426TPY9	03/02/2016	250,000.00	250,002.25	250,000.00	0.750	0.750		2	2	03/02/2017	1,864.73
Bank United Natl Assoc 1.2 9/28/2018	066519CK3	09/28/2016	250,000.00	248,812.00	250,000.00	1.200	1.200		577	577	09/28/2018	1,306.85
BROOKLINE BANK 0.75 6/8/2017	11373QBT4	03/08/2016	250,000.00	250,222.00	250,000.00	0.750	0.750		100	100	06/08/2017	102.74
Capital One 2 10/7/2019	14042RAN1	10/07/2015	250,000.00	253,142.50	250,000.00	2.000	2.000		951	951	10/07/2019	1,972.60
Capital One USA 2 10/7/2019	140420WK2	10/07/2015	250,000.00	253,334.75	250,000.00	2.000	2.000		951	951	10/07/2019	1,972.60
Customers Bank 1.15 9/28/2018	23204HEJ3	09/28/2016	250,000.00	248,811.50	250,000.00	1.150	1.150		577	577	09/28/2018	1,252.40
Discover Bank 1.2 3/13/2018	254671LE8	03/13/2013	250,000.00	250,926.75	250,000.00	1.200	1.200		378	378	03/13/2018	1,380.82
Goldman Sachs 1.95 10/7/2019	38148IQ79	10/07/2015	250,000.00	252,824.75	250,000.00	1.950	1.950		951	951	10/07/2019	1,923.29
Key Bank 1.5 2/8/2019	49306SXD3	02/08/2017	250,000.00	250,629.50	250,000.00	1.500	1.500		710	710	02/08/2019	205.48
SANTANDER BANK 0.75 3/2/2017	80280JLW9	03/02/2016	250,000.00	250,002.25	250,000.00	0.750	0.750		2	2	03/02/2017	1,864.73
State Bk of India 1.15 5/14/2018	856283UK0	05/14/2013	250,000.00	250,925.75	250,000.00	1.150	1.150		440	440	05/14/2018	834.93
Synchrony Bank 2.25 2/3/2022	87165HQJ2	02/03/2017	250,000.00	251,905.50	250,000.00	2.250	2.250		1,801	1,801	02/03/2022	385.27
SYNOVUS BANK GA 0.75 5/9/2017	87164DHR4	03/09/2016	250,000.00	250,178.25	250,000.00	0.750	0.750		70	70	05/09/2017	883.56
Washington Fed Seattle 0.75 5/30/2017-13	938828AB6	05/30/2013	250,000.00	250,055.50	250,000.00	0.750	0.750	03/30/2017	30	91	05/30/2017	0.00
Webbank 1.25 3/28/2019-16	947547JF3	09/28/2016	250,000.00	248,099.50	250,000.00	1.250	1.250		758	758	03/28/2019	0.00
Wells Fargo Bank 1.15 9/28/2018	949763BK1	09/28/2016	250,000.00	248,808.50	250,000.00	1.150	1.150		577	577	09/28/2018	0.00
<b>Sub Total / Average</b>			<b>4,258,445.75</b>	<b>4,258,445.75</b>	<b>4,250,000.00</b>	<b>1.268</b>	<b>1.268</b>		<b>548</b>	<b>552</b>		<b>16,641.78</b>
APPLE INC 1.55 2/7/2020	037833AX8	06/01/2016	1,786,000.00	1,772,915.76	1,790,133.34	1.550	1.470		1,074	1,074	02/07/2020	1,461.05
AUST/NZ Bank Grp 1.5 1/16/2018	05253JAH4	01/26/2015	3,000,000.00	3,000,801.00	3,001,159.53	1.500	1.460		322	322	01/16/2018	5,250.00
Barclays Bank PLC Var. Corp 5/11/2017	06738K4G3	05/11/2012	3,000,000.00	2,999,700.00	3,000,000.00	2.034	2.034		72	72	05/11/2017	2,881.50
Berkshire Hathaway 1.3 8/15/2019-19	084664CK5	09/01/2016	3,000,000.00	2,970,897.00	3,005,856.43	1.300	1.220	07/15/2019	867	898	08/15/2019	1,408.33
Coca-cola 1.15 4/1/2018	191216BA7	02/20/2015	3,000,000.00	2,996,760.00	2,992,083.91	1.150	1.330		397	397	04/01/2018	14,087.50
Exxon Mobil 0.921 3/15/2017	30231GAA0	09/09/2015	2,000,000.00	2,000,202.00	2,000,988.46	0.921	0.821		15	15	03/15/2017	8,340.17
GE Capital Corp 2.3 4/27/2017	36962G5W0	05/21/2012	3,000,000.00	3,008,541.00	2,999,142.52	2.300	2.361		58	58	04/27/2017	23,191.67
Gen Elec Co 5.25 12/6/2017	369604BC6	12/17/2012	2,500,000.00	2,578,162.50	2,592,707.99	5.250	1.396		281	281	12/06/2017	29,895.83
JPMorgan Chase 2 8/15/2017	48126EAA5	12/22/2014	2,000,000.00	2,007,050.00	2,004,780.50	2.000	1.506		168	168	08/15/2017	1,444.44
Microsoft 1 5/1/2018	594918AS3	03/16/2015	2,000,000.00	1,996,144.00	1,993,564.66	1.000	1.220		427	427	05/01/2018	6,500.00
Toyota Motor Credit 1.7 2/19/2019	89236TCU7	03/17/2016	3,000,000.00	3,004,875.00	3,011,062.68	1.700	1.510		721	721	02/19/2019	1,275.00
<b>Sub Total / Average</b>			<b>28,286,000.00</b>	<b>28,336,048.26</b>	<b>28,391,480.02</b>	<b>1.898</b>	<b>1.519</b>		<b>394</b>	<b>398</b>		<b>95,735.49</b>
FFCB 0.65 3/28/2017	3133ECKC7	05/08/2013	1,380,000.00	1,380,179.40	1,380,337.42	0.650	0.600		28	28	03/28/2017	3,737.50
FFCB 1.35 9/21/2020-17	3133EGVK8	09/21/2016	5,000,000.00	4,926,855.00	5,000,000.00	1.350	1.350	09/21/2017	205	1,301	09/21/2020	29,437.50
FFCB 1.77 12/7/2020-17	3133EGR49	12/07/2016	4,500,000.00	4,475,205.00	4,500,000.00	1.770	1.770	12/07/2017	282	1,378	12/07/2020	17,921.25
FFCB 2.17 2/28/2022-18	3133EHAX1	02/28/2017	4,000,000.00	4,000,000.00	4,000,000.00	2.170	2.170	02/27/2018	364	1,826	02/28/2022	0.00
FHLB 0.875 3/10/2017	3133782N0	08/22/2014	4,000,000.00	4,000,364.00	4,000,878.75	0.875	0.830		10	10	03/10/2017	16,333.33
FHLB 1.03 5/28/2019-17	3130A92Y6	08/30/2016	5,000,000.00	4,948,290.00	5,000,000.00	1.030	1.030	08/18/2017	171	819	05/28/2019	12,875.00
FHLB 1.1 2/25/2019-16	3130A8SG9	08/25/2016	5,000,000.00	4,962,100.00	5,000,000.00	1.100	1.100	05/25/2017	86	727	02/25/2019	458.33
FHLB 1.4 5/18/2020-16	3130A7ZT5	05/18/2016	5,000,000.00	4,946,685.00	5,000,000.00	1.400	1.400		1,175	1,175	05/18/2020	19,444.44
FHLB 1.57 11/16/2021-18	3130AA2A5	11/16/2016	5,000,000.00	4,941,180.00	5,000,000.00	1.570	1.570	11/16/2018	626	1,722	11/16/2021	22,241.67
FHLB 1.625 9/27/2019-17	3130A9FY2	09/27/2016	2,000,000.00	2,003,736.00	2,016,400.00	1.625	1.345	09/27/2017	211	941	09/27/2019	15,347.22
FHLMC 1.4 7/27/2020-17	3134GATN4	10/27/2016	5,000,000.00	4,871,885.00	5,000,000.00	1.400	1.400	04/27/2017	58	1,245	07/27/2020	6,027.78
FHLMC 1.5 11/10/2020-17	3134GATD6	11/10/2016	5,000,000.00	4,886,025.00	5,000,000.00	1.500	1.500	05/10/2017	71	1,351	11/10/2020	22,500.00
FHLMC 1.5 8/26/2020-16	3134G9KA4	05/26/2016	5,000,000.00	4,899,775.00	5,000,000.00	1.500	1.500	05/26/2017	87	1,275	08/26/2020	416.67
FHLMC 2.15 1/26/2022-18	3134GAQ31	01/26/2017	4,000,000.00	3,985,996.00	4,000,000.00	2.150	2.150	01/26/2018	332	1,793	01/26/2022	7,644.44
FNMA 1.25 8/28/2020-17	3136G3Y58	08/30/2016	5,000,000.00	4,873,960.00	5,000,000.00	1.250	1.250	08/28/2017	181	1,277	08/28/2020	0.00
FNMA 1.35 6/30/2020-17	3136G3SS5	06/30/2016	5,000,000.00	4,900,770.00	5,000,000.00	1.350	1.350	06/30/2017	122	1,218	06/30/2020	10,875.00
FNMA 1.65 4/28/2021-16	3135G0J87	04/28/2016	5,000,000.00	4,935,115.00	5,000,000.00	1.650	1.650	04/28/2017	59	1,520	04/28/2021	27,500.00
<b>Sub Total / Average</b>			<b>74,880,000.00</b>	<b>73,938,120.40</b>	<b>74,897,616.17</b>	<b>1.448</b>	<b>1.437</b>		<b>251</b>	<b>1,212</b>		<b>212,760.13</b>
LAIF LGIP	LGIP1001	06/30/2011	49,479,194.14	49,479,194.14	49,479,194.14	0.780	0.780	N/A	1	1	N/A	
<b>Sub Total / Average</b>			<b>49,479,194.14</b>	<b>49,479,194.14</b>	<b>49,479,194.14</b>	<b>0.780</b>	<b>0.780</b>		<b>1</b>	<b>1</b>		<b>0.00</b>
State of CA 1.8 4/1/2020	13063CSQ4	04/29/2015	2,000,000.00	1,977,600.00	2,005,995.73	1.800	1.710		1,128	1,128	04/01/2020	14,700.00
University of California 1.796 7/1/2019	91412GSB2	03/15/2016	5,085,000.00	5,104,323.00	5,136,368.81	1.796	1.380		853	853	07/01/2019	14,460.05
<b>Sub Total / Average</b>			<b>7,085,000.00</b>	<b>7,081,923.00</b>	<b>7,142,364.54</b>	<b>1.797</b>	<b>1.473</b>		<b>931</b>	<b>931</b>		<b>29,160.05</b>
<b>Total / Average</b>			<b>166,944,450.07</b>	<b>166,057,987.48</b>	<b>167,124,910.80</b>	<b>1.326</b>	<b>1.243</b>		<b>233</b>	<b>665</b>		<b>354,297.49</b>



	200 Local Wastewater Enterprise	205 Local Rate Stabilization (RSF)	210 Local Wastewater Replacement	220 Local Wastewater Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	659,937	799,873	9,209,091	7,901,521	18,570,422
RECEIVABLES	239,659	1,372	16,595	12,518	270,144
OTHER	(574)	0	0	0	(574)
<b>CURRENT ASSETS</b>	<b>899,021</b>	<b>801,245</b>	<b>9,225,686</b>	<b>7,914,039</b>	<b>18,839,992</b>
FIXED ASSETS	33,344,783	0	1,085,137	286,458	34,716,378
LONG-TERM ASSETS	555,826	0	0	255,654	811,480
<b>TOTAL ASSETS</b>	<b>34,799,630</b>	<b>801,245</b>	<b>10,310,823</b>	<b>8,456,151</b>	<b>54,367,850</b>
ACCOUNTS PAYABLE	16,099	0	114,945	10,996	142,040
DEPOSITS	46,004	0	0	0	46,004
OTHER CURRENT LIABILITIES	65,844	0	4,265	13,481	83,591
<b>CURRENT LIABILITIES</b>	<b>127,947</b>	<b>0</b>	<b>119,210</b>	<b>24,477</b>	<b>271,635</b>
ACCRUED EXPENSES/OTHER	1,983,606	0	0	366,993	2,350,600
DEFERRED REVENUE	0	0	0	382,693	382,693
<b>LONG-TERM LIABILITIES</b>	<b>1,983,606</b>	<b>0</b>	<b>0</b>	<b>749,687</b>	<b>2,733,293</b>
RETAINED EARNINGS	32,688,077	801,245	10,191,613	7,681,987	51,362,922
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>34,799,630</b>	<b>801,245</b>	<b>10,310,823</b>	<b>8,456,151</b>	<b>54,367,850</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	1,376,118	0	0	0	1,376,118
OTHER OPERATING REVENUE	2,303	0	0	849,083	851,387
<b>TOTAL OPERATING REVENUE</b>	<b>1,378,421</b>	<b>0</b>	<b>0</b>	<b>849,083</b>	<b>2,227,505</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	344,907	335,382	680,289
INTEREST	4,437	4,969	58,524	47,747	115,676
OTHER NON-OPERATING REVENUE	831,036	0	0	0	831,036
<b>TOTAL NON-OPERATING REVENUE</b>	<b>835,474</b>	<b>4,969</b>	<b>403,431</b>	<b>383,129</b>	<b>1,627,002</b>
TRANSFERS IN	0	6,671	191,333	0	198,004
<b>TOTAL RECEIPTS</b>	<b>2,213,895</b>	<b>11,640</b>	<b>594,764</b>	<b>1,232,212</b>	<b>4,052,511</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	1,494,410	0	227,537	456,760	2,178,707
CAPITAL PROJECTS	0	0	641,364	50,363	691,727
TRANSFER OUT	198,004	0	0	0	198,004
<b>TOTAL DISBURSEMENTS</b>	<b>1,692,414</b>	<b>0</b>	<b>868,901</b>	<b>507,123</b>	<b>3,068,438</b>
<b>NET INCOME (LOSS)</b>	<b>521,481</b>	<b>11,640</b>	<b>(274,137)</b>	<b>725,090</b>	<b>984,072</b>
<b>EXPENSE BUDGET FOR FY 2017</b>	<b>2,127,404</b>				
<b>WORKING CAPITAL TARGET FOR FY 2017</b>	<b>709,135</b>				
<b>WORKING CAPITAL TARGET (in months)</b>	<b>4.00</b>				
<b>WORKING CAPITAL</b>	<b>771,074</b>	<b>801,245</b>	<b>9,106,476</b>	<b>7,889,562</b>	<b>18,568,357</b>
<b>WORKING CAPITAL ON HAND</b>	<b>4.35</b>				
(in months) WC / ( ExpBudget / 12)					
<b>CURRENT EXCESS (DEFICIENCY)</b>	<b>61,939</b>				
<i>Working Capital - Working Capital Target</i>					

	300 Regional Wastewater Enterprise	305 Regional Rate Stabilization (RSF)	310 Regional Wastewater Replacement	320 Regional Wastewater Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	6,473,572	7,886,854	21,853,308	49,262,842	85,476,575
RECEIVABLES	1,070,864	13,644	43,432	238,698	1,366,638
OTHER	1,277,166	0	0	1,549,869	2,827,035
<b>CURRENT ASSETS</b>	<b>8,821,602</b>	<b>7,900,498</b>	<b>21,896,740</b>	<b>51,051,408</b>	<b>89,670,248</b>
FIXED ASSETS	102,736,309	0	1,907,512	28,903,096	133,546,918
LONG-TERM ASSETS	5,535,395	0	51,392	414,817	6,001,604
<b>TOTAL ASSETS</b>	<b>117,093,306</b>	<b>7,900,498</b>	<b>23,855,644</b>	<b>80,369,322</b>	<b>229,218,770</b>
ACCOUNTS PAYABLE	427,869	0	68,071	70,354	566,293
DEPOSITS	224,644	0	0	2,818	227,462
OTHER CURRENT LIABILITIES	1,242,703	0	8,737	155,337	1,406,778
<b>CURRENT LIABILITIES</b>	<b>1,895,216</b>	<b>0</b>	<b>76,808</b>	<b>228,509</b>	<b>2,200,534</b>
BONDS PAYABLE	6,447,838	0	0	28,828,978	35,276,816
ACCRUED EXPENSES/OTHER	9,894,089	0	0	65,046	9,959,135
DEFERRED REVENUE	0	0	51,392	359,315	410,707
<b>LONG-TERM LIABILITIES</b>	<b>16,341,927</b>	<b>0</b>	<b>51,392</b>	<b>29,253,339</b>	<b>45,646,658</b>
RETAINED EARNINGS	98,856,163	7,900,498	23,727,444	50,887,473	181,371,578
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>117,093,306</b>	<b>7,900,498</b>	<b>23,855,644</b>	<b>80,369,322</b>	<b>229,218,770</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	10,149,542	0	0	0	10,149,542
OTHER OPERATING REVENUE	400,687	0	0	26,432	427,118
<b>TOTAL OPERATING REVENUE</b>	<b>10,550,229</b>	<b>0</b>	<b>0</b>	<b>26,432</b>	<b>10,576,660</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	880,996	5,730,954	6,611,951
INTEREST	27,809	49,333	131,776	298,794	507,713
OTHER NON-OPERATING REVENUE	33,979	0	0	0	33,979
<b>TOTAL NON-OPERATING REVENUE</b>	<b>61,788</b>	<b>49,333</b>	<b>1,012,772</b>	<b>6,029,748</b>	<b>7,153,642</b>
TRANSFERS IN	0	0	1,716,307	0	1,716,307
<b>TOTAL RECEIPTS</b>	<b>10,612,017</b>	<b>49,333</b>	<b>2,729,080</b>	<b>6,056,180</b>	<b>19,446,610</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	10,108,653	0	252,577	3,148,967	13,510,197
CAPITAL PROJECTS	0	0	477,896	368,586	846,482
TRANSFER OUT	1,716,307	0	0	0	1,716,307
<b>TOTAL DISBURSEMENTS</b>	<b>11,824,960</b>	<b>0</b>	<b>730,474</b>	<b>3,517,553</b>	<b>16,072,986</b>
<b>NET INCOME (LOSS)</b>	<b>(1,212,943)</b>	<b>49,333</b>	<b>1,998,606</b>	<b>2,538,628</b>	<b>3,373,624</b>
<b>EXPENSE BUDGET FOR FY 2017</b>	<b>16,805,773</b>				
<b>WORKING CAPITAL TARGET FOR FY 2017</b>	<b>5,601,924</b>				
<b>WORKING CAPITAL TARGET (in months)</b>	<b>4.00</b>				
<b>WORKING CAPITAL</b>	<b>6,926,386</b>	<b>7,900,498</b>	<b>21,819,932</b>	<b>50,822,899</b>	<b>87,469,714</b>
<b>WORKING CAPITAL ON HAND</b>	<b>4.95</b>				
<b>(in months) WC / ( ExpBudget / 12)</b>					
<b>CURRENT EXCESS (DEFICIENCY)</b>	<b>1,324,461</b>				
<i>Working Capital - Working Capital Target</i>					

	600 Water Enterprise	605 Water Rate Stabilization (RSF)	610 Water Replacement	620 Water Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	12,960,859	11,592,217	15,882,711	24,316,868	64,752,655
RECEIVABLES	805,190	64,654	692,041	1,269,731	2,831,616
OTHER	0	0	0	0	0
<b>CURRENT ASSETS</b>	<b>13,766,049</b>	<b>11,656,871</b>	<b>16,574,752</b>	<b>25,586,599</b>	<b>67,584,271</b>
FIXED ASSETS	126,411,642	0	8,067,251	24,808,570	159,287,463
LONG-TERM ASSETS	3,664,169	0	0	432,361	4,096,529
<b>TOTAL ASSETS</b>	<b>143,841,859</b>	<b>11,656,871</b>	<b>24,642,003</b>	<b>50,827,529</b>	<b>230,968,263</b>
ACCOUNTS PAYABLE	991,536	0	579,333	501,041	2,071,910
DEPOSITS	501,462	0	0	0	501,462
OTHER CURRENT LIABILITIES	3,145,450	0	150,012	824,458	4,119,920
<b>CURRENT LIABILITIES</b>	<b>4,638,448</b>	<b>0</b>	<b>729,345</b>	<b>1,325,499</b>	<b>6,693,292</b>
BONDS PAYABLE	0	0	0	34,636,706	34,636,706
ACCRUED EXPENSES/OTHER	5,277,125	0	0	582,155	5,859,280
DEFERRED REVENUE	0	0	0	4,728,761	4,728,761
<b>LONG-TERM LIABILITIES</b>	<b>5,277,125</b>	<b>0</b>	<b>0</b>	<b>39,947,623</b>	<b>45,224,748</b>
RETAINED EARNINGS	133,926,287	11,656,871	23,912,658	9,554,407	179,050,223
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>143,841,859</b>	<b>11,656,871</b>	<b>24,642,003</b>	<b>50,827,529</b>	<b>230,968,263</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	15,224,920	0	0	(370)	15,224,550
OTHER OPERATING REVENUE	375,005	62,649	2,619	3,374,803	3,815,076
<b>TOTAL OPERATING REVENUE</b>	<b>15,599,925</b>	<b>62,649</b>	<b>2,619</b>	<b>3,374,433</b>	<b>19,039,626</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	2,048,596	5,742,051	7,790,647
INTEREST	67,503	70,970	95,043	140,160	373,675
OTHER NON-OPERATING REVENUE	1,686,477	399,024	0	0	2,085,501
<b>TOTAL NON-OPERATING REVENUE</b>	<b>1,753,979</b>	<b>469,994</b>	<b>2,143,639</b>	<b>5,882,211</b>	<b>10,249,823</b>
TRANSFERS IN	0	0	2,792,333	450,000	3,242,333
<b>TOTAL RECEIPTS</b>	<b>17,353,905</b>	<b>532,643</b>	<b>4,938,590</b>	<b>9,706,644</b>	<b>32,531,782</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	12,656,991	17,121	434,424	3,688,595	16,797,132
CAPITAL PROJECTS	0	0	2,416,533	(38,564)	2,377,970
TRANSFER OUT	3,242,333	0	0	0	3,242,333
<b>TOTAL DISBURSEMENTS</b>	<b>15,899,325</b>	<b>17,121</b>	<b>2,850,958</b>	<b>3,650,032</b>	<b>22,417,435</b>
<b>NET INCOME (LOSS)</b>	<b>1,454,580</b>	<b>515,522</b>	<b>2,087,633</b>	<b>6,056,613</b>	<b>10,114,347</b>
<b>EXPENSE BUDGET FOR FY 2017</b>	<b>21,248,126</b>				
<b>WORKING CAPITAL TARGET FOR FY 2017</b>	<b>7,082,709</b>				
<b>WORKING CAPITAL TARGET (in months)</b>	<b>4.00</b>				
<b>WORKING CAPITAL</b>	<b>9,127,601</b>	<b>11,656,871</b>	<b>15,845,407</b>	<b>24,261,100</b>	<b>60,890,979</b>
<b>WORKING CAPITAL ON HAND</b>	<b>5.15</b>				
(in months) WC / ( ExpBudget / 12)					
<b>CURRENT EXCESS (DEFICIENCY)</b>	<b>2,044,892</b>				
<i>Working Capital - Working Capital Target</i>					

	900 Administrative Overhead	965 OPEB	995 DV Standby Assessment		Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	133,037	(2,401)	2,514,240	0	2,644,876
RECEIVABLES	130,669	401	177,735	0	308,805
OTHER	54,101	0	0	0	54,101
CURRENT ASSETS	317,808	(2,001)	2,691,975	0	3,007,782
LONG-TERM ASSETS	0	12,309,239	0	0	12,309,239
TOTAL ASSETS	317,808	12,307,239	2,691,975	0	15,317,022
ACCOUNTS PAYABLE	48,951	58,621	0	0	107,572
OTHER CURRENT LIABILITIES	268,857	403,694	0	0	672,551
CURRENT LIABILITIES	317,808	462,315	0	0	780,123
RETAINED EARNINGS	0	11,844,923	2,691,975	0	14,536,899
TOTAL LIABILITIES & RETAINED EARNINGS	317,808	12,307,239	2,691,975	0	15,317,022
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
OTHER OPERATING REVENUE	1,006,067	0	1,033,504	0	2,039,571
TOTAL OPERATING REVENUE	1,006,067	0	1,033,504	0	2,039,571
<b>NON-OPERATING REVENUE</b>					
INTEREST	0	(134)	12,275	0	12,140
OTHER NON-OPERATING REVENUE	0	0	0	0	0
TOTAL NON-OPERATING REVENUE	0	(134)	12,275	0	12,140
TRANSFERS IN	0	0	0	0	0
TOTAL RECEIPTS	1,006,067	(134)	1,045,778	0	2,051,711
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	1,006,067	578,376	9,133	0	1,593,577
CAPITAL PROJECTS	0	0	0	0	0
TRANSFER OUT	0	0	0	0	0
TOTAL DISBURSEMENTS	1,006,067	578,376	9,133	0	1,593,577
NET INCOME (LOSS)	0	(578,510)	1,036,645	0	458,135
<b>EXPENSE BUDGET FOR FY 2017</b>					
EXPENSE BUDGET FOR FY 2017	0				
<b>WORKING CAPITAL TARGET FOR FY 2017</b>					
WORKING CAPITAL TARGET (in months)	0.00				
WORKING CAPITAL	0	(464,316)	2,691,975	0	2,227,659
WORKING CAPITAL ON HAND	0.00				
(in months) WC / ( ExpBudget / 12)					
CURRENT EXCESS (DEFICIENCY)	0				
Working Capital - Working Capital Target					

# February Budget Variance Report

Ref B District Financial Statements - February

Expected Expense: 66.67%  
Tolerance Level: 2.00%

Accounting Period: 8  
Accounting Year: 2017

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

Target Expense: 68.67%

## Division: 10. Legislative

	<u>2017</u> <u>Adjusted Budget</u>	<u>YTD</u> <u>Expenditure</u>	<u>MTD</u> <u>Expenditure</u>	<u>% of YTD</u> <u>to Budget</u>	<u>Flag</u>
Employee Memberships & Certifications	0.00	0.00	0.00	- %	
Medical	25,104.00	13,066.00	1,640.00	52.05%	
Other Benefits	10,352.64	5,034.56	631.66	48.63%	
Retirement	5,330.72	1,283.83	114.48	24.08%	
Salaries	56,160.00	17,666.00	1,606.00	31.46%	
Salary / Benefit Credit	0.00	0.00	0.00	- %	
Training Costs	20,000.00	12,997.34	908.28	64.99%	
<b>1. Personnel</b>	<b>116,947.36</b>	<b>50,047.73</b>	<b>4,900.42</b>	<b>42.80%</b>	
Office Supplies/Services	2,800.00	142.53	0.00	5.09%	
<b>2. Materials and Supplies</b>	<b>2,800.00</b>	<b>142.53</b>	<b>0.00</b>	<b>5.09%</b>	
Advertising	0.00	0.00	0.00	- %	
Other Services	160,500.00	4,786.72	1,192.00	2.98%	
Professional Services	33,000.00	25,115.00	0.00	76.11%	FLAG
Telecommunication Services	0.00	0.00	0.00	- %	
<b>3. Contract Services</b>	<b>193,500.00</b>	<b>29,901.72</b>	<b>1,192.00</b>	<b>15.45%</b>	
Meetings	700.00	621.35	220.82	88.76%	FLAG
Permits, Licenses & District Mbrshps	0.00	0.00	0.00	- %	
Subscriptions & Publications	0.00	0.00	0.00	- %	
<b>4. Other</b>	<b>700.00</b>	<b>621.35</b>	<b>220.82</b>	<b>88.76%</b>	<b>FLAG</b>
<b>10. Legislative Total</b>	<b>313,947.36</b>	<b>80,713.33</b>	<b>6,313.24</b>	<b>25.71%</b>	



**January, 2017**

## **Monthly Financial Report**

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## Revenue Summary

January 2017

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	%f Budget Received	% Revenue Expected
Local Sewer Operations	\$ 2,408,528	\$ 1,259,901	\$ 1,214,601	\$ 1,193,927	50.43%	52.31%
Regional Sewer Operations	\$ 20,102,912	\$ 9,213,835	\$ 6,430,414	\$ 13,672,497	31.99%	45.83%
<b>Service Charges - Sewer</b>	<b>\$ 22,511,440</b>	<b>\$ 10,473,736</b>	<b>\$ 7,645,016</b>	<b>\$ 14,866,424</b>	<b>33.96%</b>	<b>46.53%</b>
Water Operations	\$ 27,579,568	\$ 12,640,635	\$ 13,382,046	\$ 14,197,522	48.52%	45.83%
Water Expansion	\$ 0	\$ 0	\$(396)	\$ 396	100.00%	58.33%
<b>Service Charges - Water</b>	<b>\$ 27,579,568</b>	<b>\$ 12,640,635</b>	<b>\$ 13,381,651</b>	<b>\$ 14,197,917</b>	<b>48.52%</b>	<b>45.83%</b>
Local Sewer Replacement	\$ 540,469	\$ 315,273	\$ 334,037	\$ 206,431	61.81%	58.33%
Local Sewer Expansion	\$ 525,544	\$ 306,568	\$ 324,813	\$ 200,731	61.81%	58.33%
Regional Sewer Replacement	\$ 1,789,601	\$ 1,043,934	\$ 846,982	\$ 942,619	47.33%	58.33%
Regional Sewer Expansion	\$ 11,286,317	\$ 6,583,685	\$ 5,509,097	\$ 5,777,220	48.81%	58.33%
<b>Capacity Reserve Fees - Sewer</b>	<b>\$ 14,141,931</b>	<b>\$ 8,249,460</b>	<b>\$ 7,014,929</b>	<b>\$ 7,127,002</b>	<b>49.60%</b>	<b>58.33%</b>
Water Replacement	\$ 2,224,584	\$ 1,297,674	\$ 1,884,119	\$ 340,465	84.70%	58.33%
Water Expansion	\$ 5,882,544	\$ 3,431,484	\$ 5,281,140	\$ 601,404	89.78%	58.33%
<b>Capacity Reserve Fees - Water</b>	<b>\$ 8,107,128</b>	<b>\$ 4,729,158</b>	<b>\$ 7,165,259</b>	<b>\$ 941,869</b>	<b>88.38%</b>	<b>58.33%</b>
<b>Fees &amp; Permits</b>	<b>\$ 2,269,098</b>	<b>\$ 1,323,640</b>	<b>\$ 2,964,868</b>	<b>\$(695,770)</b>	<b>130.66%</b>	<b>58.33%</b>
<b>Interest</b>	<b>\$ 1,142,908</b>	<b>\$ 666,696</b>	<b>\$ 825,348</b>	<b>\$ 317,560</b>	<b>72.21%</b>	<b>58.33%</b>
<b>Other Income</b>	<b>\$ 4,758,460</b>	<b>\$ 2,775,768</b>	<b>\$ 3,780,939</b>	<b>\$ 977,521</b>	<b>79.46%</b>	<b>58.33%</b>
	<b><u>\$ 80,510,532</u></b>	<b><u>\$ 40,859,093</u></b>	<b><u>\$ 42,778,009</u></b>	<b><u>\$ 37,732,523</u></b>	<b><u>53.13%</u></b>	<b><u>50.75%</u></b>

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

# Dublin San Ramon Services District

## Working Capital Summary

### January, 2017

<b>Enterprise Funds</b>					
Fund	Dollars (\$)		In Months		
	YTD Actual	Budget	Target (Months)	Last Month	Current Month
Local Enterprise	\$ 814,881	\$ 709,135	4	5.18	4.60
Regional Enterprise	\$ 4,564,233	\$ 5,601,924	4	3.81	3.26
Water Enterprise	\$ 9,206,746	\$ 7,082,709	4	5.58	5.20

<b>Replacement Funds</b>			
Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Replacement	\$ 9,112,473	\$ 1,848,086	\$ 7,264,387
Regional Replacement	\$ 21,616,119	\$ 7,205,245	\$ 14,410,874
Water Replacement	\$ 15,580,376	\$ 6,358,930	\$ 9,221,446

<b>Expansion Funds</b>			
Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Expansion	\$ 7,808,448	\$ 390,000	\$ 7,418,448
Regional Expansion	\$ 51,061,864	\$ 9,852,200	\$ 41,209,664
Water Expansion	\$ 24,288,714	\$ 11,041,930	\$ 13,246,784

<b>Temporary Infrastructure Charge Status</b>			
Revenue Type	In Dollars (\$)		
	Amount Collected	Amount Repaid	Net
Temporary Infrastructure Charge Status	\$ 8,205,988	\$ (4,212,358)	\$ 3,993,631



**Dublin San Ramon Services District****Expense Summary by Fund**

January 2017

% of Year Completed= 58%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 1,615,436	\$ 942,337	\$ 1,048,198	\$ 567,238	64.89 %
210 - Local Sewer Replacement	\$ 265,750	\$ 155,021	\$ 227,291	\$ 38,459	85.53 %
220 - Local Sewer Expansion	\$ 615,176	\$ 358,853	\$ 348,086	\$ 267,091	56.58 %
300 - Regional Sewer Operations	\$ 13,935,637	\$ 8,129,121	\$ 7,503,404	\$ 6,432,232	53.84 %
310 - Regional Sewer Replacement	\$ 222,150	\$ 129,588	\$ 221,955	\$ 195	99.91 %
320 - Regional Sewer Expansion	\$ 4,740,288	\$ 2,765,168	\$ 2,740,337	\$ 1,999,951	57.81 %
600 - Water Operations	\$ 19,291,849	\$ 11,253,579	\$ 10,058,468	\$ 9,233,381	52.14 %
605 - Water Rate Stabilization Fund	\$ 20,000	\$ 11,667	\$ 14,198	\$ 5,802	70.99 %
610 - Water Replacement	\$ 781,769	\$ 456,032	\$ 346,207	\$ 435,562	44.29 %
620 - Water Expansion	\$ 4,164,124	\$ 2,429,072	\$ 2,500,655	\$ 1,663,470	60.05 %
900 - Administrative Overhead	\$ 6,906,959	\$ 4,029,059	\$ 3,801,999	\$ 3,104,960	55.05 %
965 - Other Post Employment Benefits	\$ 767,655	\$ 447,799	\$ 518,617	\$ 249,038	67.56 %
995 - DV Standby Assessment	\$ 1,530,156	\$ 892,591	\$ 9,133	\$ 1,521,023	0.60 %
	<u>\$ 54,856,949</u>	<u>\$ 31,999,887</u>	<u>\$ 29,338,548</u>	<u>\$ 25,518,401</u>	<u>53.48 %</u>

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

**Dublin San Ramon Services District**

Ref B - District Financial Statements - January

**Expense Summary By Department**

January 2017

% of Year Completed= 58%

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
Executive	\$2,611,707	\$1,523,495	\$1,280,916	\$ 1,330,791	49.05%
Financial Services	\$4,923,783	\$2,872,207	\$2,701,146	\$ 2,222,637	54.86%
Engineering	\$4,707,431	\$2,746,001	\$2,312,771	\$ 2,394,659	49.13%
Operations	\$15,144,729	\$8,834,425	\$8,123,009	\$ 7,021,720	53.64%
Non-Departmental	\$27,469,299	\$16,023,758	\$14,920,705	\$ 12,548,594	54.32%
	<u>\$54,856,949</u>	<u>\$31,999,887</u>	<u>\$29,338,548</u>	<u>\$ 25,518,401</u>	<u>53.48%</u>

**Expense Summary by Category**

January 2017

% of Year Completed= 58%

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
Personnel	\$20,709,158	\$12,080,342	\$11,349,132	\$ 9,360,026	54.80%
Materials and Supplies	\$14,444,728	\$8,426,091	\$7,742,892	\$ 6,701,836	53.60%
Contract Services	\$5,953,281	\$3,472,747	\$2,085,587	\$ 3,867,694	35.03%
Other Expenses	\$13,180,881	\$7,688,847	\$7,823,037	\$ 5,357,845	59.35%
Capital Outlay	\$568,900	\$331,858	\$337,900	\$ 231,000	59.40%
	<u>\$54,856,949</u>	<u>\$31,999,887</u>	<u>\$29,338,548</u>	<u>\$ 25,518,401</u>	<u>53.48%</u>

## Dublin San Ramon Services District

Capital Outlay by Division  
January, 2017

<b>Capital Outlay - Identified</b>	<b>Budget</b>	<b>Year To Date Actual</b>	<b>Dollars Remaining</b>	<b>Percent Used</b>
Van - Ford Transit	\$ 35,000	\$ 26,950	\$ 8,050	77.00%
<b>Engineering Admin</b>	<b>\$ 35,000</b>	<b>\$ 26,950</b>	<b>\$ 8,050</b>	<b>77.00%</b>
Truck - Ford F-150	\$ 25,000	\$ 23,886	\$ 1,114	95.54%
Small SUV - Ford Escape 4WD (for FOD sup)	32,000	\$ 27,494	4,506	0.00%
Portable Emergency Intertie Pump	40,000		40,000	0.00%
Pump station emergency generator	50,000		50,000	0.00%
<b>Field Operations</b>	<b>\$ 147,000</b>	<b>\$ 51,380</b>	<b>\$ 95,620</b>	<b>34.95%</b>
Truck - Ford F-450 w/service body	\$ 80,000	\$ -	\$ 80,000	0.00%
Truck - Ford F-350 w/service body	60,000	48,299	11,701	80.50%
Truck - Ford F-450 w/service body/crane	110,000	100,309	9,691	91.19%
Chilled water tank (for cooling system)	10,750		10,750	0.00%
Bio-solids sludge grinder	22,150		22,150	0.00%
Replacement WWTP Forklift, new	35,000	29,922	5,078	85.49%
<b>Mechanical Maintenance</b>	<b>\$ 317,900</b>	<b>\$ 178,530</b>	<b>\$ 139,370</b>	<b>56.16%</b>
Truck - Ford F-250 w/service body	\$ 49,000		\$ 49,000	0.00%
Update Security system	20,000		20,000	0.00%
<b>Electrical Maintenance</b>	<b>\$ 69,000</b>	<b>\$ -</b>	<b>\$ 69,000</b>	<b>0.00%</b>
<b>Total Capital Outlay - Identified</b>	<b>\$ 568,900</b>	<b>\$ 256,860</b>	<b>\$ 312,040</b>	<b>45.15%</b>
<b>Unexpected Capital Outlay</b>				
DAFT Pressurization Pump	10,295	10,220	\$ 75	
Replacement Primary Sludge Pump #3	14,283	13,846	437	
Sluice Gate - EPS1	25,872	26,449	(577)	
WWTP Bldg B Air Handler (MMC Room)	30,524	30,524	-	
<b>Total Unexpected Capital Outlay</b>	<b>\$ 80,974</b>	<b>\$ 81,039</b>	<b>\$ (65)</b>	
<b>Total All Capital Outlay</b>	<b>\$ 649,874</b>	<b>\$ 337,899</b>	<b>\$ 311,975</b>	

# Capital Project Expense Summary Report

Dublin San Ramon Services District

January, 2017

Fund #		Budget	Year-to-date Expenditures	Balance	Prct Used
210	Local Sewer Replacement	1,714,536.00	591,046.59	1,123,489.41	34.47%
220	Local Sewer Expansion	390,000.00	48,270.87	341,729.13	12.38%
310	Regional Sewer Replacement	3,234,760.00	440,568.01	2,794,191.99	13.62%
320	Regional Sewer Expansion	5,850,090.00	245,786.28	5,604,303.72	4.20%
610	Water Replacement	3,699,190.00	2,254,696.35	1,444,493.65	60.95%
620	Water Expansion	7,257,690.00	(108,688.64) *	7,366,378.64	-1.50%
<b>Grand Total</b>		<u>22,146,266.00</u>	<u>3,471,679.46</u>	<u>18,674,586.54</u>	<u>15.68%</u>

\* The credit balance reflects costs reimbursed by DERWA for current and prior year expenses on the RW Plant Ph2

**Dublin San Ramon Services District**  
**Financing Administration Agreement Calculations**  
**January, 2017**

**Bond Target Level Calculation**

	Max Annual Debt	
LAVWMA 2011 Refunding Bonds (Expansion Portion) highest fiscal year debt service (2024)	\$	4,332,552
DSRSD Expansion Amount Outstanding		<b>\$46,791,732</b>
<b>BOND TARGET LEVEL (7c) or 2X</b>		<b>\$ 8,665,105</b>
<b>ADMINISTRATIVE TARGET LEVEL (7d) or 5XMADS</b>		<b>\$ 21,662,761</b>
Working Capital in Rate Stabilization/Regional Sewer Expansion Fund		<b><u>\$ 51,061,864</u></b>
Number of Years of Maximum Debt Service on Hand (Working Capital/Max Annual Debt)	\$	4,332,552
		11.79
Capacity Fee Revenue this Fiscal Year		<b>\$ 5,509,097</b>
Debt Service for FY 16/17		<b>\$ 4,312,509</b>
Capacity fees in excess (deficiency) of this amount		<b>\$ 1,196,588</b>
Amount in Rate Stabilization Fund in Excess of (bonds)		<b><u>\$29,399,103</u></b>

**Dublin San Ramon Services District**  
**DUE's (Dwelling Unit Equivalent) Actual to Budget**  
**January, 2017**

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

	Budget	Actual	Above (Below)
<b>Sewer</b>			
<i>DSRSD</i>	594	286	(308)
<i>Pleasanton</i>	250	65	(185)
<b>Water</b>	648	503	(145)

**Dublin San Ramon Services District**  
**Treasurer's Report - Portfolio Management Summary**  
**As of: January 31, 2017**

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	2,962,326.25	2,962,326.25	2,962,326.25	1.82%	100%	Yes	0.850%
Certificate of Deposit	3,750,000.00	3,756,601.50	3,750,000.00	2.31%	30%	Yes	1.187%
Corporate Bonds	28,286,000.00	28,322,708.70	28,400,897.55	17.41%	30%	Yes	1.515%
Federal Agency Callables	70,880,000.00	69,867,785.44	70,897,616.17	43.63%	100%	Yes	1.395%
LAIF - Operating	49,479,194.14	49,479,194.14	49,479,194.14	30.46%	\$50 million	Yes	0.750%
Municipals	7,085,000.00	7,086,752.45	7,142,364.54	4.36%	100%	Yes	1.473%
<b>Total Investments</b>	<b>\$ 162,442,520.39</b>	<b>\$ 161,475,368.48</b>	<b>\$ 162,632,398.65</b>	<b>100.00%</b>			<b>1.208%</b>
Bank of America	2,000,835.87	2,000,835.87	2,000,835.87				
<b>Total Cash &amp; Investments</b>	<b>\$ 164,443,356.26</b>	<b>\$ 163,476,204.35</b>	<b>\$ 164,633,234.52</b>				<b>1.208%</b>

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy of Dublin San Ramon Services District.

The investment program herein shown provides sufficient cash flow liquidity to meet the next six month's expenses.

Market values for Certificates of Deposit and Federal Agency Callables were provided by Wells Fargo Institutional Securities, LLC.

\_\_\_\_\_  
Carol Atwood, Treasurer

\_\_\_\_\_  
Date

**For comparison - prior month summary as of: 12/31/2016**

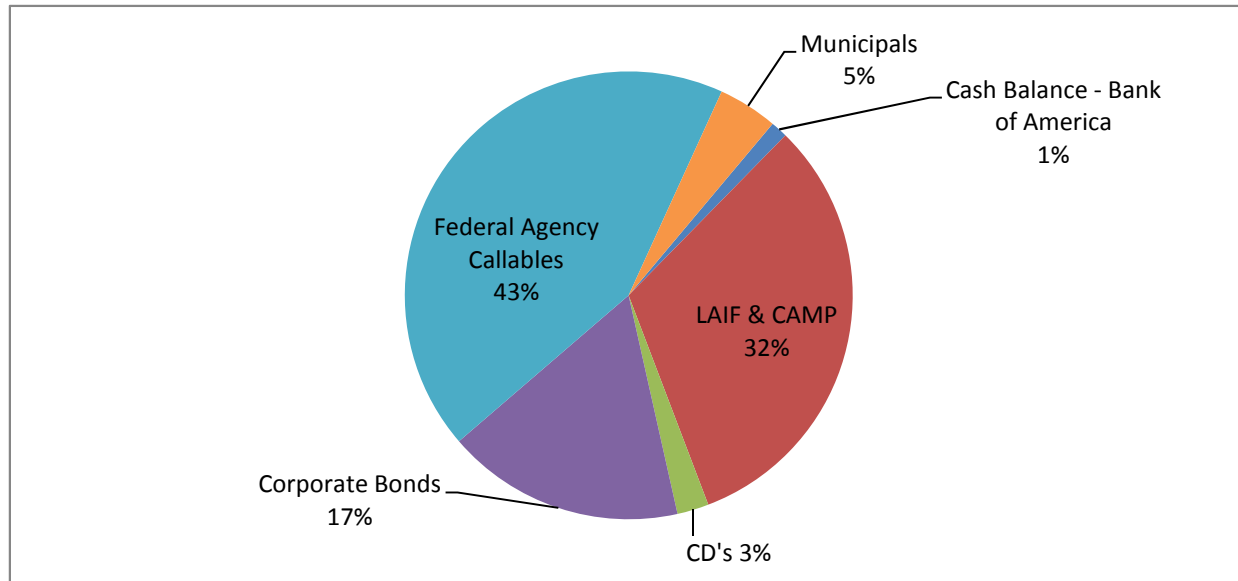
Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	6,957,991.27	6,957,991.27	6,957,991.27	4.29%	100%	Yes	0.720%
Certificate of Deposit	3,750,000.00	3,755,147.25	3,750,000.00	2.31%	30%	Yes	1.187%
Corporate Bonds	28,286,000.00	28,312,809.44	28,401,482.08	17.42%	30%	Yes	1.515%
Federal Agency Callables	66,880,000.00	65,736,182.02	66,897,616.17	41.19%	100%	Yes	1.350%
LAIF - Operating	49,395,057.81	49,395,057.81	49,395,057.81	30.42%	\$50 million	Yes	0.600%
Municipals	7,085,000.00	7,079,881.40	7,152,739.80	4.36%	100%	Yes	1.473%
<b>Total Investments</b>	<b>\$ 162,354,049.08</b>	<b>\$ 161,237,069.19</b>	<b>\$ 162,554,887.13</b>	<b>100.00%</b>			<b>1.125%</b>
Bank of America	1,521,617.68	1,521,617.68	1,521,617.68				
<b>Total Cash &amp; Investments</b>	<b>\$ 163,875,666.76</b>	<b>\$ 162,758,686.87</b>	<b>\$ 164,076,504.81</b>				<b>1.125%</b>



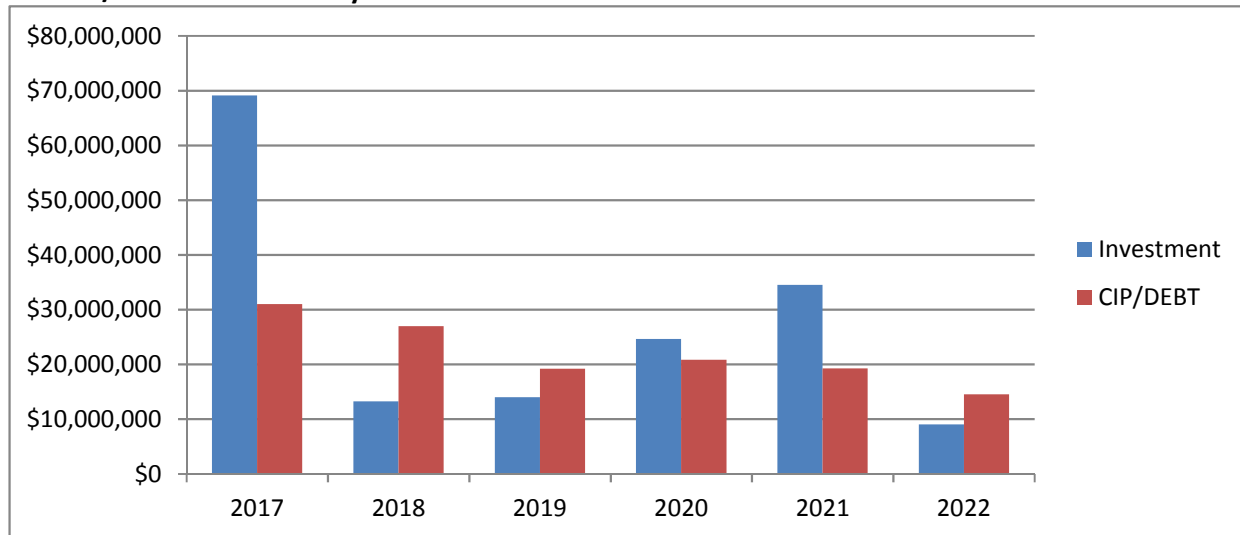
**Investment Review for :**  
**Summary of Current Investments**

**January 31, 2017**

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash Balance - Bank of America	\$ 2,000,835.87	1%		
LAIF & CAMP	52,441,520.39	32%		0.800%
Certificates of Deposit	3,750,000.00	2%	1.3	1.187%
Corporate Bonds	28,286,000.00	17%	1.2	1.515%
Federal Agency Callables	70,880,000.00	43%	3.3	1.395%
Municipals	7,085,000.00	4%	2.6	1.473%
	<u>\$ 164,443,356.26</u>			



**Investment / Cash needs next 5 years**



FYE	Investment	CIP/DEBT
2017	\$ 69,072,356.26	\$ 30,984,268.75
2018	13,250,000.00	\$ 26,965,800.75
2019	14,000,000.00	\$ 19,176,387.75
2020	24,621,000.00	\$ 20,845,455.75
2021	34,500,000.00	\$ 19,238,870.93
2022	9,000,000.00	\$ 14,502,110.47
	<u>\$ 164,443,356.26</u>	<u>\$ 131,712,894.40</u>

1/31/2017

Description	CUSIP	Settlement Date	Face Amount	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	DTC/M	DTM	Maturity Date	Accrued Interest
CAMP LGIP	LGIP6300	06/30/2011	2,962,326.25	2,962,326.25	2,962,326.25	0.850	0.850	N/A	1	1	N/A	
<b>Sub Total / Average</b>			<b>2,962,326.25</b>	<b>2,962,326.25</b>	<b>2,962,326.25</b>	<b>0.850</b>	<b>0.850</b>		<b>1</b>	<b>1</b>		<b>0.00</b>
ALLY BANK UT 1 5/21/2018	02006LB69	05/19/2016	250,000.00	249,701.00	250,000.00	1.000	1.000		475	475	05/21/2018	500.00
BANK OF CHINA/NY 0.75 3/2/2017	06426TPY9	03/02/2016	250,000.00	250,058.00	250,000.00	0.750	0.750		30	30	03/02/2017	1,720.89
Bank United Natl Assoc Primary 1.2 9/28/2018	066519CK3	09/28/2016	250,000.00	248,724.00	250,000.00	1.200	1.200		605	605	09/28/2018	1,076.71
BROOKLINE BANK 0.75 6/8/2017	11373QBT4	03/08/2016	250,000.00	250,228.25	250,000.00	0.750	0.750		128	128	06/08/2017	118.15
Capital One 2 10/7/2019	14042RAN1	10/07/2015	250,000.00	253,446.50	250,000.00	2.000	2.000		979	979	10/07/2019	1,589.04
Capital One USA 2 10/7/2019	140420WK2	10/07/2015	250,000.00	253,644.75	250,000.00	2.000	2.000		979	979	10/07/2019	1,589.04
Customers Bank 1.15 9/28/2018	23204HEJ3	09/28/2016	250,000.00	248,723.50	250,000.00	1.150	1.150		605	605	09/28/2018	1,031.85
Discover Bank 1.2 3/13/2018	254671LE8	03/13/2013	250,000.00	250,942.50	250,000.00	1.200	1.200		406	406	03/13/2018	1,150.68
Goldman Sachs 1.95 10/7/2019	38148JQ79	10/07/2015	250,000.00	253,119.25	250,000.00	1.950	1.950		979	979	10/07/2019	1,549.32
SANTANDER BANK 0.75 3/2/2017	80280JLW9	03/02/2016	250,000.00	250,058.00	250,000.00	0.750	0.750		30	30	03/02/2017	1,720.89
State Bk of India 1.15 5/14/2018	856283UK0	05/14/2013	250,000.00	250,935.50	250,000.00	1.150	1.150		468	468	05/14/2018	614.38
SYNOVUS BANK GA 0.75 5/9/2017	87164DHR4	03/09/2016	250,000.00	250,150.50	250,000.00	0.750	0.750		98	98	05/09/2017	739.73
Washington Fed Seattle 0.75 5/30/2017-13	938828AB6	05/30/2013	250,000.00	250,046.25	250,000.00	0.750	0.750	02/28/2017	28	119	05/30/2017	5.14
Webbank 1.25 3/28/2019-16	947547JF3	09/28/2016	250,000.00	248,111.25	250,000.00	1.250	1.250		786	786	03/28/2019	25.68
Wells Fargo Bank 1.15 9/28/2018	949763BK1	09/28/2016	250,000.00	248,712.25	250,000.00	1.150	1.150		605	605	09/28/2018	23.63
<b>Sub Total / Average</b>			<b>3,750,000.00</b>	<b>3,756,601.50</b>	<b>3,750,000.00</b>	<b>1.187</b>	<b>1.187</b>		<b>480</b>	<b>486</b>		<b>13,455.13</b>
APPLE INC 1.55 2/7/2020	037833AX8	06/01/2016	1,786,000.00	1,767,616.70	1,790,829.17	1.550	1.470		1,102	1,102	02/07/2020	13,226.32
AUST/NZ Bank Grp 1.5 1/16/2018	05253JAH4	01/26/2015	3,000,000.00	3,000,456.00	3,001,159.53	1.500	1.460		350	350	01/16/2018	1,875.00
Barclays Bank PLC Var. Corp 5/11/2017	06738K4G3	05/11/2012	3,000,000.00	2,999,586.00	3,000,000.00	2.000	2.000		100	100	05/11/2017	13,333.33
Berkshire Hathaway 1.3 8/15/2019-19	084664CK5	09/01/2016	3,000,000.00	2,967,756.00	3,006,930.00	1.300	1.220	07/15/2019	895	926	08/15/2019	16,250.00
Coca-cola 1.15 4/1/2018	191216BA7	02/20/2015	3,000,000.00	2,995,293.00	2,992,083.91	1.150	1.330		425	425	04/01/2018	11,500.00
Exxon Mobil 0.921 3/15/2017	30231GAA0	09/09/2015	2,000,000.00	2,000,582.00	2,000,988.46	0.921	0.821		43	43	03/15/2017	6,958.67
GE Capital Corp 2.3 4/27/2017	36962G5W0	05/21/2012	3,000,000.00	3,007,416.00	2,999,142.52	2.300	2.361		86	86	04/27/2017	18,016.67
Gen Elec Co 5.25 12/6/2017	369604BC6	12/17/2012	2,500,000.00	2,583,990.00	2,592,707.99	5.250	1.396		309	309	12/06/2017	20,052.08
JPMorgan Chase 2 8/15/2017	48126EAA5	12/22/2014	2,000,000.00	2,007,078.00	2,009,640.23	2.000	1.506		196	196	08/15/2017	18,444.44
Microsoft 1 5/1/2018	594918AS3	03/16/2015	2,000,000.00	1,994,126.00	1,993,564.66	1.000	1.220		455	455	05/01/2018	5,000.00
Toyota Motor Credit 1.7 2/19/2019	89236TCU7	03/17/2016	3,000,000.00	2,998,809.00	3,013,851.08	1.700	1.510		749	749	02/19/2019	22,950.00
<b>Sub Total / Average</b>			<b>28,286,000.00</b>	<b>28,322,708.70</b>	<b>28,400,897.55</b>	<b>1.894</b>	<b>1.515</b>		<b>422</b>	<b>426</b>		<b>147,606.51</b>
FFCB 0.65 3/28/2017	3133ECKC7	05/08/2013	1,380,000.00	1,380,328.44	1,380,337.42	0.650	0.600		56	56	03/28/2017	3,064.75
FFCB 1.35 9/21/2020-17	3133EGVK8	09/21/2016	5,000,000.00	4,920,580.00	5,000,000.00	1.350	1.350	09/21/2017	233	1,329	09/21/2020	24,375.00
FFCB 1.77 12/7/2020-17	3133EGR49	12/07/2016	4,500,000.00	4,464,144.00	4,500,000.00	1.770	1.770	12/07/2017	310	1,406	12/07/2020	11,947.50
FHLB 0.875 3/10/2017	3133782N0	08/22/2014	4,000,000.00	4,001,556.00	4,000,878.75	0.875	0.830		38	38	03/10/2017	13,708.33
FHLB 1.03 5/28/2019-17	3130A92Y6	08/30/2016	5,000,000.00	4,945,675.00	5,000,000.00	1.030	1.030	08/18/2017	199	847	05/28/2019	9,012.50
FHLB 1.1 2/25/2019-16	3130A8SG9	08/25/2016	5,000,000.00	4,959,875.00	5,000,000.00	1.100	1.100	02/25/2017	25	755	02/25/2019	29,486.11
FHLB 1.4 5/18/2020-16	3130A7ZT5	05/18/2016	5,000,000.00	4,944,495.00	5,000,000.00	1.400	1.400		1,203	1,203	05/18/2020	14,194.44
FHLB 1.57 11/16/2021-18	3130AAZAS	11/16/2016	5,000,000.00	4,929,610.00	5,000,000.00	1.570	1.570	11/16/2018	654	1,750	11/16/2021	16,354.17
FHLB 1.625 9/27/2019-17	3130A9FY2	09/27/2016	2,000,000.00	2,004,250.00	2,016,400.00	1.625	1.345	09/27/2017	239	969	09/27/2019	12,909.72
FHLMC 1.4 7/27/2020-17	3134GATN4	10/27/2016	5,000,000.00	4,868,940.00	5,000,000.00	1.400	1.400	04/27/2017	86	1,273	07/27/2020	777.78
FHLMC 1.5 11/10/2020-17	3134GATD6	11/10/2016	5,000,000.00	4,878,870.00	5,000,000.00	1.500	1.500	02/10/2017	10	1,379	11/10/2020	16,875.00
FHLMC 1.5 8/26/2020-16	3134G9KA4	05/26/2016	5,000,000.00	4,893,990.00	5,000,000.00	1.500	1.500	02/26/2017	26	1,303	08/26/2020	32,291.67
FHLMC 2.15 1/26/2022-18	3134GAQ31	01/26/2017	4,000,000.00	3,984,532.00	4,000,000.00	2.150	2.150	01/26/2018	360	1,821	01/26/2022	1,194.44
FNMA 1.25 8/28/2020-17	3136G3Y58	08/30/2016	5,000,000.00	4,867,965.00	5,000,000.00	1.250	1.250	08/28/2017	209	1,305	08/28/2020	27,256.94
FNMA 1.35 6/30/2020-17	3136G3SS5	06/30/2016	5,000,000.00	4,897,550.00	5,000,000.00	1.350	1.350	06/30/2017	150	1,246	06/30/2020	5,625.00
FNMA 1.65 4/28/2021-16	3135G0J87	04/28/2016	5,000,000.00	4,925,425.00	5,000,000.00	1.650	1.650	04/28/2017	87	1,548	04/28/2021	21,312.50
<b>Sub Total / Average</b>			<b>70,880,000.00</b>	<b>69,867,785.44</b>	<b>70,897,616.17</b>	<b>1.407</b>	<b>1.395</b>		<b>253</b>	<b>1,206</b>		<b>240,385.85</b>
LAIF LGIP	LGIP1001	06/30/2011	49,479,194.14	49,479,194.14	49,479,194.14	0.750	0.750	N/A	1	1	N/A	
<b>Sub Total / Average</b>			<b>49,479,194.14</b>	<b>49,479,194.14</b>	<b>49,479,194.14</b>	<b>0.750</b>	<b>0.750</b>		<b>1</b>	<b>1</b>		<b>0.00</b>
State of CA 1.8 4/1/2020	13063CSQ4	04/29/2015	2,000,000.00	1,976,480.00	2,005,995.73	1.800	1.710		1,156	1,156	04/01/2020	12,000.00
University of California 1.796 7/1/2019	91412GSB2	03/15/2016	5,085,000.00	5,110,272.45	5,136,368.81	1.796	1.380		881	881	07/01/2019	17,610.55
<b>Sub Total / Average</b>			<b>7,085,000.00</b>	<b>7,086,752.45</b>	<b>7,142,364.54</b>	<b>1.797</b>	<b>1.473</b>		<b>959</b>	<b>959</b>		<b>19,610.55</b>
<b>Total / Average</b>			<b>162,442,520.39</b>	<b>161,475,368.48</b>	<b>162,632,398.65</b>	<b>1.293</b>	<b>1.208</b>		<b>237</b>	<b>654</b>		<b>421,058.04</b>

	200 Local Wastewater Enterprise	205 Local Rate Stabilization (RSF)	210 Local Wastewater Replacement	220 Local Wastewater Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	744,623	799,023	9,228,683	7,819,759	18,592,088
RECEIVABLES	187,085	1,372	16,595	12,518	217,570
OTHER	(574)	0	0	0	(574)
<b>CURRENT ASSETS</b>	<b>931,133</b>	<b>800,396</b>	<b>9,245,278</b>	<b>7,832,277</b>	<b>18,809,083</b>
FIXED ASSETS	33,344,783	0	1,085,137	286,458	34,716,378
LONG-TERM ASSETS	555,826	0	0	255,654	811,480
<b>TOTAL ASSETS</b>	<b>34,831,742</b>	<b>800,396</b>	<b>10,330,415</b>	<b>8,374,389</b>	<b>54,336,941</b>
ACCOUNTS PAYABLE	4,285	0	128,692	10,424	143,401
DEPOSITS	46,004	0	0	0	46,004
OTHER CURRENT LIABILITIES	65,963	0	4,113	13,405	83,480
<b>CURRENT LIABILITIES</b>	<b>116,252</b>	<b>0</b>	<b>132,805</b>	<b>23,829</b>	<b>272,885</b>
ACCRUED EXPENSES/OTHER	1,983,606	0	0	366,993	2,350,600
DEFERRED REVENUE	0	0	0	389,523	389,523
<b>LONG-TERM LIABILITIES</b>	<b>1,983,606</b>	<b>0</b>	<b>0</b>	<b>756,516</b>	<b>2,740,122</b>
RETAINED EARNINGS	32,731,884	800,396	10,197,610	7,594,044	51,323,934
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>34,831,742</b>	<b>800,396</b>	<b>10,330,415</b>	<b>8,374,389</b>	<b>54,336,941</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	1,214,601	0	0	0	1,214,601
OTHER OPERATING REVENUE	2,183	0	0	732,450	734,633
<b>TOTAL OPERATING REVENUE</b>	<b>1,216,784</b>	<b>0</b>	<b>0</b>	<b>732,450</b>	<b>1,949,234</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	334,037	324,813	658,850
INTEREST	3,736	4,119	48,743	39,355	95,953
OTHER NON-OPERATING REVENUE	831,036	0	0	0	831,036
<b>TOTAL NON-OPERATING REVENUE</b>	<b>834,773</b>	<b>4,119</b>	<b>382,780</b>	<b>364,168</b>	<b>1,585,840</b>
TRANSFERS IN	0	6,671	167,417	0	174,088
<b>TOTAL RECEIPTS</b>	<b>2,051,557</b>	<b>10,790</b>	<b>550,197</b>	<b>1,096,618</b>	<b>3,709,162</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	1,312,182	0	227,291	411,200	1,950,672
CAPITAL PROJECTS	0	0	591,047	48,271	639,317
TRANSFER OUT	174,088	0	0	0	174,088
<b>TOTAL DISBURSEMENTS</b>	<b>1,486,269</b>	<b>0</b>	<b>818,337</b>	<b>459,471</b>	<b>2,764,077</b>
<b>NET INCOME (LOSS)</b>	<b>565,288</b>	<b>10,790</b>	<b>(268,140)</b>	<b>637,147</b>	<b>945,085</b>
<b>EXPENSE BUDGET FOR FY 2017</b>	<b>2,127,404</b>				
<b>WORKING CAPITAL TARGET FOR FY 2017</b>	<b>709,135</b>				
<b>WORKING CAPITAL TARGET (in months)</b>	<b>4.00</b>				
<b>WORKING CAPITAL</b>	<b>814,881</b>	<b>800,396</b>	<b>9,112,473</b>	<b>7,808,448</b>	<b>18,536,198</b>
<b>WORKING CAPITAL ON HAND</b>	<b>4.60</b>				
(in months) WC / ( ExpBudget / 12)					
<b>CURRENT EXCESS (DEFICIENCY)</b>	<b>105,747</b>				
<i>Working Capital - Working Capital Target</i>					

	300 Regional Wastewater Enterprise	305 Regional Rate Stabilization (RSF)	310 Regional Wastewater Replacement	320 Regional Wastewater Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	3,856,222	7,878,477	21,653,812	49,115,311	82,503,821
RECEIVABLES	959,092	13,644	43,248	236,976	1,252,960
OTHER	1,599,488	0	0	1,937,336	3,536,824
<b>CURRENT ASSETS</b>	<b>6,414,801</b>	<b>7,892,122</b>	<b>21,697,060</b>	<b>51,289,623</b>	<b>87,293,605</b>
FIXED ASSETS	102,736,309	0	1,907,512	28,903,096	133,546,918
LONG-TERM ASSETS	5,535,395	0	51,392	414,817	6,001,604
<b>TOTAL ASSETS</b>	<b>114,686,506</b>	<b>7,892,122</b>	<b>23,655,964</b>	<b>80,607,536</b>	<b>226,842,127</b>
ACCOUNTS PAYABLE	441,830	0	68,071	70,005	579,906
DEPOSITS	173,593	0	0	2,416	176,008
OTHER CURRENT LIABILITIES	1,235,145	0	12,870	155,337	1,403,353
<b>CURRENT LIABILITIES</b>	<b>1,850,568</b>	<b>0</b>	<b>80,941</b>	<b>227,758</b>	<b>2,159,267</b>
BONDS PAYABLE	6,447,838	0	0	28,828,978	35,276,816
ACCRUED EXPENSES/OTHER	9,894,089	0	0	65,046	9,959,135
DEFERRED REVENUE	0	0	51,392	359,315	410,707
<b>LONG-TERM LIABILITIES</b>	<b>16,341,927</b>	<b>0</b>	<b>51,392</b>	<b>29,253,339</b>	<b>45,646,658</b>
RETAINED EARNINGS	96,494,011	7,892,122	23,523,632	51,126,438	179,036,202
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>114,686,506</b>	<b>7,892,122</b>	<b>23,655,964</b>	<b>80,607,536</b>	<b>226,842,127</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	6,430,414	0	0	0	6,430,414
OTHER OPERATING REVENUE	400,687	0	0	22,843	423,530
<b>TOTAL OPERATING REVENUE</b>	<b>6,831,101</b>	<b>0</b>	<b>0</b>	<b>22,843</b>	<b>6,853,944</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	846,982	5,509,097	6,356,079
INTEREST	20,944	40,957	108,566	246,474	416,940
OTHER NON-OPERATING REVENUE	33,979	0	0	0	33,979
<b>TOTAL NON-OPERATING REVENUE</b>	<b>54,923</b>	<b>40,957</b>	<b>955,548</b>	<b>5,755,570</b>	<b>6,806,998</b>
TRANSFERS IN	0	0	1,501,769	0	1,501,769
<b>TOTAL RECEIPTS</b>	<b>6,886,024</b>	<b>40,957</b>	<b>2,457,317</b>	<b>5,778,414</b>	<b>15,162,711</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	8,959,350	0	221,955	2,755,034	11,936,340
CAPITAL PROJECTS	0	0	440,568	245,786	686,354
TRANSFER OUT	1,501,769	0	0	0	1,501,769
<b>TOTAL DISBURSEMENTS</b>	<b>10,461,119</b>	<b>0</b>	<b>662,523</b>	<b>3,000,821</b>	<b>14,124,463</b>
<b>NET INCOME (LOSS)</b>	<b>(3,575,095)</b>	<b>40,957</b>	<b>1,794,794</b>	<b>2,777,593</b>	<b>1,038,248</b>
<b>EXPENSE BUDGET FOR FY 2017</b>	<b>16,805,773</b>				
<b>WORKING CAPITAL TARGET FOR FY 2017</b>	<b>5,601,924</b>				
<b>WORKING CAPITAL TARGET (in months)</b>	<b>4.00</b>				
<b>WORKING CAPITAL</b>	<b>4,564,233</b>	<b>7,892,122</b>	<b>21,616,119</b>	<b>51,061,864</b>	<b>85,134,339</b>
<b>WORKING CAPITAL ON HAND</b>	<b>3.26</b>				
<b>(in months) WC / ( ExpBudget / 12)</b>					
<b>CURRENT EXCESS (DEFICIENCY)</b>	<b>(1,037,691)</b>				
<i>Working Capital - Working Capital Target</i>					

	600 Water Enterprise	605 Water Rate Stabilization (RSF)	610 Water Replacement	620 Water Expansion	Total
<b>BALANCE SHEETS</b>					
CASH & INVESTMENTS	10,172,772	11,577,470	15,630,554	24,352,808	61,733,604
RECEIVABLES	948,832	19,370	692,041	1,269,753	2,929,997
OTHER	0	0	0	0	0
<b>CURRENT ASSETS</b>	<b>11,121,605</b>	<b>11,596,840</b>	<b>16,322,595</b>	<b>25,622,561</b>	<b>64,663,601</b>
FIXED ASSETS	126,411,642	0	8,067,251	24,808,570	159,287,463
LONG-TERM ASSETS	3,664,169	0	0	432,353	4,096,522
<b>TOTAL ASSETS</b>	<b>141,197,415</b>	<b>11,596,840</b>	<b>24,389,846</b>	<b>50,863,484</b>	<b>228,047,585</b>
ACCOUNTS PAYABLE	32,955	0	593,047	509,847	1,135,848
DEPOSITS	507,120	0	0	0	507,120
OTHER CURRENT LIABILITIES	1,374,784	12,710	149,171	824,000	2,360,666
<b>CURRENT LIABILITIES</b>	<b>1,914,859</b>	<b>12,710</b>	<b>742,219</b>	<b>1,333,847</b>	<b>4,003,634</b>
BONDS PAYABLE	0	0	0	34,381,934	34,381,934
ACCRUED EXPENSES/OTHER	5,277,125	0	0	582,155	5,859,280
DEFERRED REVENUE	0	0	0	4,760,669	4,760,669
<b>LONG-TERM LIABILITIES</b>	<b>5,277,125</b>	<b>0</b>	<b>0</b>	<b>39,724,759</b>	<b>45,001,884</b>
RETAINED EARNINGS	134,005,432	11,584,130	23,647,627	9,804,878	179,042,067
<b>TOTAL LIABILITIES &amp; RETAINED EARNINGS</b>	<b>141,197,415</b>	<b>11,596,840</b>	<b>24,389,846</b>	<b>50,863,484</b>	<b>228,047,585</b>
<b>INCOME STATEMENT</b>					
<b>OPERATING REVENUE</b>					
SERVICE CHARGES	13,382,046	0	0	(396)	13,381,651
OTHER OPERATING REVENUE	299,279	57,290	2,296	3,017,724	3,376,589
<b>TOTAL OPERATING REVENUE</b>	<b>13,681,325</b>	<b>57,290</b>	<b>2,296</b>	<b>3,017,329</b>	<b>16,758,240</b>
<b>NON-OPERATING REVENUE</b>					
CONNECTION FEES	0	0	1,884,119	5,281,140	7,165,259
INTEREST	53,741	58,658	78,175	114,326	304,899
OTHER NON-OPERATING REVENUE	1,686,477	341,030	0	0	2,027,507
<b>TOTAL NON-OPERATING REVENUE</b>	<b>1,740,217</b>	<b>399,688</b>	<b>1,962,293</b>	<b>5,395,467</b>	<b>9,497,665</b>
TRANSFERS IN	0	0	2,458,917	393,750	2,852,667
<b>TOTAL RECEIPTS</b>	<b>15,421,542</b>	<b>456,978</b>	<b>4,423,505</b>	<b>8,806,545</b>	<b>29,108,572</b>
<b>DISBURSEMENTS</b>					
OPERATING EXPENSES	11,035,151	14,198	346,207	2,608,150	14,003,706
CAPITAL PROJECTS	0	0	2,254,696	(108,689)	2,146,008
TRANSFER OUT	2,852,667	0	0	0	2,852,667
<b>TOTAL DISBURSEMENTS</b>	<b>13,887,818</b>	<b>14,198</b>	<b>2,600,903</b>	<b>2,499,461</b>	<b>19,002,381</b>
<b>NET INCOME (LOSS)</b>	<b>1,533,725</b>	<b>442,780</b>	<b>1,822,602</b>	<b>6,307,084</b>	<b>10,106,191</b>
<b>EXPENSE BUDGET FOR FY 2017</b>	<b>21,248,126</b>				
<b>WORKING CAPITAL TARGET FOR FY 2017</b>	<b>7,082,709</b>				
<b>WORKING CAPITAL TARGET (in months)</b>	<b>4.00</b>				
<b>WORKING CAPITAL</b>	<b>9,206,746</b>	<b>11,584,130</b>	<b>15,580,376</b>	<b>24,288,714</b>	<b>60,659,966</b>
<b>WORKING CAPITAL ON HAND</b>	<b>5.20</b>				
(in months) WC / ( ExpBudget / 12)					
<b>CURRENT EXCESS (DEFICIENCY)</b>	<b>2,124,037</b>				
<i>Working Capital - Working Capital Target</i>					

	900 Administrative Overhead	965 OPEB	995 DV Standby Assessment		Total
<div>BALANCE SHEETS</div>					
CASH & INVESTMENTS	117,100	375	2,511,570	0	2,629,046
RECEIVABLES	136,835	401	45,755	0	182,991
OTHER	70,762	0	0	0	70,762
CURRENT ASSETS	324,698	776	2,557,325	0	2,882,799
LONG-TERM ASSETS	0	12,309,239	0	0	12,309,239
TOTAL ASSETS	324,698	12,310,015	2,557,325	0	15,192,038
ACCOUNTS PAYABLE	54,656	65,210	0	0	119,867
OTHER CURRENT LIABILITIES	270,041	340,120	0	0	610,161
CURRENT LIABILITIES	324,698	405,330	0	0	730,028
RETAINED EARNINGS	0	11,904,685	2,557,325	0	14,462,010
TOTAL LIABILITIES & RETAINED EARNINGS	324,698	12,310,015	2,557,325	0	15,192,038
<div>INCOME STATEMENT</div>					
OPERATING REVENUE					
OTHER OPERATING REVENUE	920,079	0	901,524	0	1,821,603
TOTAL OPERATING REVENUE	920,079	0	901,524	0	1,821,603
NON-OPERATING REVENUE					
INTEREST	0	(131)	9,604	0	9,473
OTHER NON-OPERATING REVENUE	0	0	0	0	0
TOTAL NON-OPERATING REVENUE	0	(131)	9,604	0	9,473
TRANSFERS IN	0	0	0	0	0
TOTAL RECEIPTS	920,079	(131)	911,128	0	1,831,076
DISBURSEMENTS					
OPERATING EXPENSES	920,079	518,617	9,133	0	1,447,829
CAPITAL PROJECTS	0	0	0	0	0
TRANSFER OUT	0	0	0	0	0
TOTAL DISBURSEMENTS	920,079	518,617	9,133	0	1,447,829
NET INCOME (LOSS)	0	(518,748)	901,995	0	383,246
EXPENSE BUDGET FOR FY 2017					
0					
WORKING CAPITAL TARGET FOR FY 2017					
0					
WORKING CAPITAL TARGET (in months)					
0.00					
WORKING CAPITAL					
0	(404,555)	2,557,325	0	2,152,771	
WORKING CAPITAL ON HAND					
0.00					
(in months) WC / ( ExpBudget / 12)					
CURRENT EXCESS (DEFICIENCY)					
0					
Working Capital - Working Capital Target					

# January Budget Variance Report

Ref B - District Financial Statements - January

Expected Expense: 58.33%  
Tolerance Level: 2.00%

Accounting Period: 7  
Accounting Year: 2017

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

Target Expense: 60.33%

## Division: 10. Legislative

	<u>2017</u> <u>Adjusted Budget</u>	<u>YTD</u> <u>Expenditure</u>	<u>MTD</u> <u>Expenditure</u>	<u>% of YTD</u> <u>to Budget</u>	<u>Flag</u>
Employee Memberships & Certifications	0.00	0.00	0.00	- %	
Medical	25,104.00	11,426.00	1,640.00	45.51%	
Other Benefits	10,352.64	4,402.90	631.66	42.53%	
Retirement	5,330.72	1,169.35	170.65	21.94%	
Salaries	56,160.00	16,060.00	2,190.00	28.60%	
Salary / Benefit Credit	0.00	0.00	0.00	- %	
Training Costs	20,000.00	12,089.06	3,061.56	60.45%	FLAG
<b>1. Personnel</b>	<b>116,947.36</b>	<b>45,147.31</b>	<b>7,693.87</b>	<b>38.60%</b>	
Office Supplies	2,800.00	142.53	93.73	5.09%	
<b>2. Materials and Supplies</b>	<b>2,800.00</b>	<b>142.53</b>	<b>93.73</b>	<b>5.09%</b>	
Advertising	0.00	0.00	0.00	- %	
Other Services	160,500.00	3,533.02	2,131.96	2.20%	
Professional Services	33,000.00	25,115.00	0.00	76.11%	FLAG
Telecommunication Services	0.00	0.00	0.00	- %	
<b>3. Contract Services</b>	<b>193,500.00</b>	<b>28,648.02</b>	<b>2,131.96</b>	<b>14.81%</b>	
Meetings	700.00	400.53	56.69	57.22%	
Permits, Licenses & District Mbrshps	0.00	0.00	0.00	- %	
Subscriptions & Publications	0.00	0.00	0.00	- %	
<b>4. Other</b>	<b>700.00</b>	<b>400.53</b>	<b>56.69</b>	<b>57.22%</b>	
<b>10. Legislative Total</b>	<b>313,947.36</b>	<b>74,338.39</b>	<b>9,976.25</b>	<b>23.68%</b>	

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Dublin San Ramon Services District

From: 1/9/2017

To: 3/12/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/09/2017	8052	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	86.31	86.31
01/09/2017	607010917	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	49,939.04	49,939.04
01/09/2017	1000801741	00494 PERS	RETIREMENT: PAYMENT	97,396.37	97,396.37
01/10/2017	13239047	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	155,139.99	155,139.99
01/10/2017	207876480	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	28,419.18	28,419.18
01/10/2017	1000801745	01111 CALPERS	JANUARY 2017 - ER CODE 0740 & 7316	190,731.71	190,731.71
01/12/2017	91613	00710 AAI TERMITE & PEST CONTROL	DEC 2016: DO MONTHLY PEST CONTROL	147.00	
			DO PEST CONTROL RODENT SERVICE & INSPECT	68.00	215.00
01/12/2017	91614	03460 ACCO ENGINEERED SYSTEMS II	NOV 2016: HVAC QUARTERLY MAINTENANCE - D	376.00	376.00
01/12/2017	91615	01013 BARRETT BUSINESS SERVICES	T. AMARO: W/E 12/18/16	1,011.20	
			N. RANGEL: W/E 12/18/16	947.20	
			J. KAUFFMAN: W/E 12/18/16	768.00	
			C. HIVES: W/E 12/23/16	211.20	
			N. POON: WE 12/18/16	108.80	
			C. SCOTT: W/E 12/18/16	107.52	
			P. BRICK JR.: W/E 12/18/16	107.52	
			K. KOLODZIE: W/E 11/13/16	107.52	3,368.96
01/12/2017	91616	07934 TIM BISHOP	REFUND 11409 WINDING TRAIL LN	60.75	60.75
01/12/2017	91617	03614 CAROLLO ENGINEERS	16-R008 CAROLLO TO OC-21 THRU 11/30/16	5,268.59	5,268.59
01/12/2017	91618	05875 BRETT CASTELLO	CASTELLO TUITION REIMBURSEMENT: MSIS 260	1,312.50	
			CASTELLO TUITION REIMBURSEMENT: ACCOUNTI	1,312.50	2,625.00
01/12/2017	91619	06114 EID, INC.	EID - HR TAXONOMY - TRAINING MATERIALS -	7,500.00	7,500.00
01/12/2017	91620	00937 GRAINGER, INC.	(10QTY) VEHICLE FIRST AID KIT FOR FLEET	746.03	746.03



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Dublin San Ramon Services District

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To: 3/12/2017

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Date	Check #	Vendor	Description	Amount Paid	Check Total
01/12/2017	91621	04424 GRAYBAR ELECTRIC COMPANY	ELE PARTS FOR SUMP PUMPS PIPE CHASE - EQ	1,063.41	
			CABLE FOR FSL NEW ACTUATOR	983.76	
			PARTS FOR STOCK: PULLING ROPE FOR TUGGER	660.43	2,707.60
01/12/2017	91622	00456 MARK JOHNSTON	JOHNSTON CERT REIMB FOR WWTP OPERATOR II	230.00	230.00
01/12/2017	91623	01171 MCGUIRE & HESTER	SEVERAL REPAIRS IN JULY & AUGUST 2016	67,997.86	67,997.86
01/12/2017	91624	00608 OFFICE TEAM	TEMP SVCS W/E 12/23/16 - MONTAGUE	270.20	270.20
01/12/2017	91625	04553 PACHECO BROTHERS GARDENI	LANDSCAPE DEBRIS CLEAN UP AT RES 3A	1,150.00	
			LANDSCAPE MAINTENANCE - DERWA JAN '17	75.00	1,225.00
01/12/2017	91626	04553 PACHECO BROTHERS GARDENI	REMOVE EUCALYPTUS TREE AT RES 1A	935.00	935.00
01/12/2017	91627	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	66.08	66.08
01/12/2017	91628	01296 TODD STODDARD	STODDARD CERT REIMB FOR GENERAL ELECTRIC	100.00	100.00
01/12/2017	91629	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	106.50	
			SAMPLE ANALYSES	26.50	
			SAMPLE ANALYSES	26.50	159.50
01/12/2017	91630	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 12/14/16	2,202.16	
			SODIUM HYPOCHLORITE: WWTP ON 12/21/16	2,201.29	4,403.45
01/12/2017	91631	05127 VISION SERVICE PLAN - CA (VSF	JANUARY 2017 - VISION	2,641.31	2,641.31
01/12/2017	91632	05305 GEORGEAN VONHEEDER-LEOPOLD	DIRECTOR VONHEEDER-LEOPOLD - DIRECTOR EX	737.60	737.60
01/12/2017	91633	07673 4LEAF, INC.	16-A005 TO NO. 1 CONSTRUCTION MGMT SVCS	2,942.50	
			16-A005 TO NO. 1 CONSTRUCTION MGMT SVCS	310.00	
			16-A005 TO NO. 1 CONSTRUCTION MGMT SVCS	185.00	3,437.50
01/12/2017	91634	01719 A & M PRINTING, INC.	A&M PRINTING, INC. - PERSONALIZED NOTE P	187.46	
			BUSINESS CARDS - KAPIL MOHAN AND JEFF CA	76.65	
			BUSINESS CARDS - VIVIAN CHIU	49.27	313.38

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Dublin San Ramon Services District

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To: 3/12/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/12/2017	91635	07554 AIRGAS USA, LLC	NITROGEN TO PURGE FUEL SKID VESSEL	221.11	221.11
01/12/2017	91636	07931 KENT ALGER	REFUND 11483 SILVERGATE DR	145.87	145.87
01/12/2017	91637	01076 ALSCO INC	WWTP TOWEL SERVICE DEC '16	284.84	
			FOD TOWEL SERVICE DEC '16	144.80	
			DO TOWEL SERVICE DEC '16	59.30	488.94
01/12/2017	91638	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE DEC '16	100.95	100.95
01/12/2017	91639	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION D	102.13	102.13
01/12/2017	91640	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 12/2016	10,803.00	10,803.00
01/12/2017	91641	07930 YOHANNA BUENO	REFUND 8492 BEVERLY LN	56.46	56.46
01/12/2017	91642	07939 ADRIENNA CALOMINO	REFUND 3006 AMARYLLIS CIR	619.40	619.40
01/12/2017	91643	07932 LOUISE CHAGNON	REFUND 8049 VIA ZAPATA	130.90	130.90
01/12/2017	91644	04723 CITY CLERKS ASSOCIATION OF	CCAC - 2017 MEMBERSHIP RENEWAL - GENZAL	290.00	290.00
01/12/2017	91645	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT 8952 MARWICK CT. DUB	504.00	504.00
01/12/2017	91646	05082 CODE PUBLISHING INC.	CODE PUBLISHING - SUPPLEMENTAL UPDATE #6	370.40	370.40
01/12/2017	91647	03997 CORRPRO COMPANIES, INC.	LAVWMA: 80% BILLING - ON/OFF ANNUAL SURV	19,200.00	19,200.00
01/12/2017	91648	00014 COUNTY OF ALAMEDA	FY 2017 FUELING - FOD/INSP/CFRS - NOV. 2	3,132.56	3,132.56
01/12/2017	91649	07657 CROWN TROPHY PLEASANTON	CROWN TROPHY PLEASANTON - JEFF HAYES RET	90.25	90.25
01/12/2017	91650	00212 CUMMINS PACIFIC LLC.	REPLT GENERATOR & INSTALLATION FOR UNIT	5,683.20	5,683.20
01/12/2017	91651	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS - JAN	211.20	
			RO TANKS (QTY 2) JAN '17	19.00	230.20
01/12/2017	91652	00307 FAIRWAY EQUIPMENT & SUPPLY	H-BEAM FOR WELD SHOP HOIST	556.81	556.81
01/12/2017	91653	02656 FASTENAL COMPANY	DERWA: BOLTS FOR TANK	6.93	6.93
01/12/2017	91654	06865 FUTURE FORD OF CONCORD	TAIL GATE LATCH FOR UNIT #90	30.05	30.05

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01/12/2017	91655	03389 GHILOTTI CONSTRUCTION COM	16-S034 REPAIR 8" VCP SEWER LINE ON DONL	3,306.47	3,306.47
01/12/2017	91656	01517 HARRYS AUTO REPAIR INC	SMOG INSPECTION FOR UNIT #60	55.95	
			SMOG INSPECTION FOR UNIT #26	55.95	111.90
01/12/2017	91657	07207 CORP. HILL BROTHERS CHEMIC	LOAD OF AMMONIUM HYDROXIDE SDS FOR FOD	390.40	390.40
01/12/2017	91658	07523 ID ARCHITECTURE	16-A005 TO NO. 1 ARCHITECTURAL DESIGN SE	7,496.92	7,496.92
01/12/2017	91659	00424 INDUSTRIAL SAFETY SUPPLY	WINCH REPAIR (FALL PROTECTION EQUIP)	967.45	967.45
01/12/2017	91660	07937 CHRISTINE LEUNG	REFUND 4210 PEREZ CT	42.65	42.65
01/12/2017	91661	07614 MAHLER CONSULTING SERVICE	DEVELOPMENT INSPECTION SUPPORT AND MILEA	12,790.80	12,790.80
01/12/2017	91662	07748 MALCOLM DRILLING CO., INC.	09-6101 DRILLING AT RES300B FOR 40 FT AN	3,500.00	3,500.00
01/12/2017	91663	07264 MANPOWERGROUP US INC.	M. SCULL: WE 12/18/16	862.40	
			M. SCULL: WE 12/11/16	857.01	
			M. ZAKLAN: WE 12/18/16	533.61	
			M. SCULL: WE 12/04/16 (SICK LEAVE 12/2/1	172.48	2,425.50
01/12/2017	91664	07936 YVONNE MATTEI	REFUND 2360 VALENTANO DR	482.78	482.78
01/12/2017	91665	00536 MC MASTER-CARR SUPPLY CO.	CORD REEL FOR WELD SHOP HOIST	348.22	
			CO-GEN: SEALS AND SUPPLIES	251.13	599.35
01/12/2017	91666	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 12/18/16	1,273.00	1,273.00
01/12/2017	91667	04796 NAPA AUTO PARTS	FILTERS FOR UNIT #82	23.72	
			CABIN AIR FILTER FOR UNIT #70	11.46	35.18
01/12/2017	91668	00586 NCCIPMA - HR	GALLARDO - MEMBERSHIP RENEWAL 2017	60.00	60.00
01/12/2017	91669	03959 NEOPOST NORTHWEST	NEOPOST NW - INK CARTRIDGE FOR POSTAGE M	198.17	198.17
01/12/2017	91670	07933 TED NIDAY	REFUND 8357 CREEKSIDE DR	403.94	403.94
01/12/2017	91671	01271 O'GRADY PAVING INC	REFUND METER # 1637133	426.98	426.98

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01/12/2017	91672	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 12	97.00	97.00
01/12/2017	91673	00620 P G & E	WWTP ELECTRICITY - DECEMBER 2016	14,198.39	
			DISTRICT OFFICE ELECTRICITY - DECEMBER 2	4,196.62	
			DO UTILITY BUILDING ELEC - DECEMBER 2016	110.68	
			RESERVOIR R100 ELEC - JANUARY 2017.	16.53	
			ALAMO TRUNK SEWER ELEC - DECEMBER 2016	13.97	
			JOHNSON DRIVE STREETScape ELEC - JANUARY	12.26	18,548.45
01/12/2017	91674	00649 PERKIN ELMER HEALTH SCIENC	QUARTZ PIPE	392.31	392.31
01/12/2017	91675	00804 STATE WATER RESOURCES CO	R. LAWRENCE DISTRIBUTION CERTIFICATION R	105.00	105.00
01/12/2017	91676	07938 KATHERINE TAN	REFUND 3605 OAKHURST CT	125.91	125.91
01/12/2017	91677	07235 UNDERGROUND CONSTRUCTIO	REFUND MTR # 60565293	794.83	794.83
01/12/2017	91678	03245 UNITED SITE SERVICES OF	16-A005 PORTA POTTY FOR FIELD OPS 12/19/	242.95	242.95
01/12/2017	91679	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT DEC '16	558.08	
			UNLOADING OF WWTP SOLIDS/GRIT DEC '16	312.69	870.77
01/12/2017	91680	00933 VWR INTERNATIONAL, INC.	PH ELECTRODE	233.50	
			LAVWMA: REAGENT FOR LAVWMA CHLORINE ANAL	20.28	253.78
01/12/2017	91681	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES: FABRIC SOFTENER, GL	389.27	389.27
01/12/2017	91682	07935 XIN YAN	REFUND 4951 CAMPANILLE CT	192.35	192.35
01/12/2017	91683	00987 ZONE 7 WATER AGENCY	DECEMBER 2016 CONNECTION FEES	962,564.00	962,564.00
01/12/2017	91684	03536 U S BANK/ CORP PMT SYSTEMS	SECURITY (BADGE) PRINTER RIBBON	166.35	
			DIV54 RECOGNITION LUNCH	162.25	
			OFFICE SUPPLIES: COPY PAPER, STAPLE REMO	161.87	
			CWEA DINNER MEETING - L. FULLER ON 12/1/	43.19	
			WATEREUSE LUNCH 12/09/16	1,003.26	
			16-P023: LED LIGHTS FOR PIPE CHASE FIXTU	985.45	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			GAUGE CALIBRATION FOR CONSTRUCTION INSPE	877.58	
			OFFICE FURNITURE: KAPIL MOHAN	866.45	
			ERGO: DESK FOR AARON JOHNSON	778.26	
			TRAINING: OSHA STANDARDS FOR GENERAL IND	725.00	
			OFFICE SUPPLIES: CALENDARS, GLUE STICKS,	641.80	
			QTY (2) DELL P2417H 24" LCD MONITORS FOR	615.94	
			J ARCHER RETIREMENT LUNCH 12/12/16	613.70	
			REGISTRATION: CASA CONFERENCE - J. CARSO	550.00	
			2017 CASA WINTER CONFERENCE REGISTRATION	550.00	
			CARBON PROBES; Z-AXIS DRIVE ASSEMBLY FOR	531.08	
			ELEC MOTOR BRAKE FOR GOLF CART	510.98	
			S. STEPHENSON - ACWA 2016 FALL CONFERENC	467.86	
			MBAILEY-CSMFO CONFERENCE REGISTRATION	420.00	
			1 UCC (STANDARD) SSL CERT -3 YR	404.97	
			PORTOLA HOTEL - 2016 CITY CLERKS SEMINA	399.06	
			AWWA : BENCHMARKING PERF INDICATORS FOR	394.83	
			VADEN - CSMFO CONFERENCE FEB 2017	370.00	
			OFFICE SUPPLIES: PLANNER, WITEBOARDS, CO	367.60	
			CRANE CERTIFICATION BAGAKIS & BAKER	330.00	
			DERWA: SPARE DIFF PRESS SWITCH FOR MF ST	328.49	
			WATEREUSE MEETING BREAKFAST FOR 12/09/16	326.91	
			MATLS & SUPPLIES FOR BLDG A	325.34	
			(2QTY) BALL CHECK VALVE FOR HYPO PUMP IN	312.21	
			DERWA: REPLT DIFF PRESS SWITCH FOR MF ST	298.72	
			FLOOR MATS	283.02	
			LINER FOR SULFA TREAT BIN	264.79	
			J. CHALK CWEA RENEWAL	260.00	
			MCNAMARAS STEAK HOUSE - VENUE DEPOSIT FO	250.00	
			AIRFARE: CASA WINTER CONFERENCE LEVI FUL	246.20	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			BSMITH: SAFETY SHOES	235.41	
			BATTERY CHARGERS FOR UNIT #510E, 511E &	229.85	
			09-6101 BATTERY CHARGER RES200B	218.95	
			CHARCOAL BBQS FOR OPERATIONS DEPARTMENT	216.81	
			REPLT STROBE KIT FOR UNIT #89	210.00	
			RECYCLED WATER PLANT IMPROVEMENT EVENT 1	202.09	
			L. IVY: REGISTRATION FOR COLLECTION SYST	196.00	
			RESERVATION COST FOR LODGING: CASA WINTE	175.00	
			RESERVATION COST FOR LODGING: CASA CONFE	175.00	
			HILTON PALM SPRINGS - CASA 2017 WINTER	175.00	
			HILTON PALM SPRINGS - CASA 2017 WINTER	175.00	
			S DELIGHT HILTON DEPOSIT - CASA	175.00	
			S. ROBERSON CWEA MEMBERSHIP RENEWAL	172.00	
			P-TRAP FOR LAB SINK	158.95	
			(2QTY) REPLT MODULE FOR WWTP SMOKE DETEC	158.62	
			AIRFARE DEPARTURE: CASA CONFERENCE J. CA	158.10	
			OFFICE SUPPLIES: PENS, CALENDARS/PLANNER	158.03	
			FOD HAND WIPES	146.91	
			OFFICE MAX	142.09	
			VARIOUS HAND TOOLS	129.69	
			OFFICE SUPPLIES: BLUE BALLPOINT PENDS, P	125.79	
			GOLF CART PARTS	121.12	
			CORDS FOR CART STORAGE	120.29	
			MANUAL: M56 NITRIFICATION PREVENTION 2ND	114.50	
			AIRFARE RETURN: CASA CONFERENCE J. CARSO	114.10	
			BLACK BEAR DINER	111.11	
			L. FULLER: REGISTRATION FOR COLLECTION S	110.00	
			MBAILEY-CSMFO MEMBERSHIP DUES 2017	110.00	
			CANON OFFICE PRINTER FOR D. LOPEZ	108.21	

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			FILE HANGER AND CLIP BOARDS	107.28	
			OFFICE SUPPLIES: CALENDAR/PLANNERS, COFF	106.11	
			JOINT MAINTENANCE TEAM BREAKFAST MEETING	101.67	
			OPERATING SUPPLIES FOR FACILITY	101.41	
			WATER FOR SHOP; ELE MATLS FOR FLEET/BLDG	99.61	
			HOLIDAY TREE AND FIRE RETARDANT CERTIFIC	98.10	
			ELE MATLS FOR SHOP	96.21	
			OFFICE SUPPLIES: CERTIFICATE FRAMES, PRI	93.23	
			OFFICE SUPPLIES: SCISSORS, MARKERS, PRIN	91.44	
			UST OPERATOR TRAINING ICC PREPARATORY CO	90.00	
			BBROUGH: MT-2 CERTIFICATE RENEWAL, EXP 0	88.00	
			WIRELESS KEYBOARD, LEGAL NOTE PADS	83.73	
			QTY (1) REPLACEMENT AC ADAPTER FOR TIM J	81.01	
			C. BYRUM AWWA RENEWAL CROSS CONNECTION	80.00	
			REFRESHMENTS FOR OPS DEPARTMENT MEETING	79.21	
			FOD SUPPLIES: GAS CANS, SUPER GLUE, VELC	78.75	
			TOOLS FOR MIXERS	70.66	
			PARTS/MATLS FOR RELOCATING WELD SHOP VEN	68.35	
			AAG 2017 STANDARD DIARY FOR OPERATORS	67.39	
			BSMITH: CLASS 3 BLK BOTTOM HOODIE JACKET	66.79	
			QTY (1) LINKSYS WUSB6300 WIRELESS AC ADA	65.69	
			HOME DEPOT	63.05	
			MISC SUPPLIES FOR FOD	60.81	
			PPE: HEAD LAMP FOR A. CASTRO	60.41	
			QTY (5) CAR CHARGERS FOR SURFACE PRO TAB	59.95	
			FOOD - BOARD RECEPTION	59.06	
			WATEREUSE PLATES AND TABLE CLOTHS FOR 12	56.78	
			FOOD - BOARD RECEPTION	56.69	
			LUNCH FOR 3TS FOR REDUCING LEAD IN DRINK	54.99	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			LOCKER SHELF FOR BLDG S	54.57	
			QTY (2) INSIGNIA MINI DV TO VGA ADAPTERS	54.48	
			S. STEPHENSON - ACWA 2016 FALL CONFERENC	50.00	
			S. STEPHENSON - ACWA 2016 FALL CONFERENC	50.00	
			OFFICE SUPPLIES: CALENDAR REFILLS AND PO	49.30	
			PHOTOS FOR EAST BAY LEADERSHIP COUNCIL P	49.00	
			OFFICE SUPPLIES: SIX SECTION BLUE FOLDER	48.34	
			FREIGHT FOR 11/8 SUNHATS ORDER	45.48	
			BACKFLOW REPAIR PARTS FOR COMM 3/4" METE	44.90	
			REPLT TOOLS; HARDWARE FOR SAFETY SIGNS	44.28	
			QTY (1) APPLE CHARGING BLOCK AND QTY (1)	43.78	
			BLANK KEYS & SCREWDRIVER SET	42.50	
			SAFETY DIVISION TEAM BUILDING LUNCH MEET	38.60	
			OFFICE SUPPLIES: LABELS FOR BACKFLOW SHU	38.31	
			WORKING LUNCH WITH FIBER VENDOR	38.02	
			STAMP SET FOR MARKING KEYS	37.63	
			GENERAL SUPPLIES FOR WWTP	37.61	
			BUBBA GUMP SHRIMP CO. - GENZALE	36.00	
			NETWORK WALL JACKS FOR NEW SAFETY OFFICE	36.00	
			DERWA: (4QTY) OIL FILTER FOR MF COMPRESS	35.22	
			QTY (1) SURFACE PRO HDMI ADAPTER FOR JEF	35.03	
			OPS ADMIN TEAM BUILDING MEETING ON 12-15	34.95	
			DO HOLIDAY DECORATIONS TWO 28" WREATHS	34.70	
			OFFICE SUPPLIES: SPOONS, FORKS, FILE FOL	34.54	
			OFFICE SUPPLIES: STICKIES AND AA BATTERI	34.45	
			DAY-TIMER DAILY PLANNER	33.68	
			QTY (2) KISSMART CAR CHARGER FOR SURFACE	32.23	
			QTY (1) 4' HD IPHONE LIGHTNING CHARGING	30.65	
			RECHARGEABLE BATTERIES FOR THE HEADSET G	29.99	



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Date	Check #	Vendor	Description	Amount Paid	Check Total
			2 BLACK TABLECLOTHS FOR OPS ADMIN TRAINI	28.45	
			MATLS & SUPPLIES FOR DO BATH REPAIR	28.21	
			ROSINES - GENZALE - DINNER	28.12	
			MATLS & SUPPLIES FOR LAB SINK REPAIR	27.77	
			DERWA: (2QTY) O-RING FOR MF/RO FILTER ST	27.44	
			ORCHARD	26.88	
			WALL PLUGS	26.54	
			PRO SUBSCRIPTION (DECEMBER 2016)	26.00	
			EAST BAY TIMES - BUSINESS EXPENSE	25.00	
			FASTRAK REPLENISHING CHARGE DECEMBER '16	25.00	
			S. STEPHENSON - ACWA 2016 FALL CONFERENC	22.60	
			QTY (1) 6FT HDMI CABLE FOR IT LOANER LAP	21.89	
			CLOCK FOR PERMIT COUNTER WALL	21.85	
			ITS MASTER PLAN LUNCH MTG 12/08/16	21.41	
			HOLIDAY TREE DECORATIONS 2016	20.81	
			SAFETY COMMITTEE MTG END OF YEAR	20.78	
			QTY (2) DISPLAY PORT TO HDMI ADAPTERS FO	20.37	
			CCCSD VIDEO TUTORIAL OVERVIEW 11/21/16	20.00	
			REFRESHMENTS FOR OPS DEPARTMENT MEETING	19.65	
			JBAGAKIS: MEAL 12/9 OFFSITE TRAINING 1/	19.14	
			MINI BLIND FOR OFFICE WINDOW	17.19	
			ORCHARD GENERAL SUPPLIES: WD-40, CANNED	16.40	
			MEMORY CARD FOR VFD'S	16.40	
			RBAKER: MEAL 12/8 OFFSITE TRAINING 1/2	15.85	
			A BAHLOUL TAXI CISCO SECURITY USERS TRAI	15.60	
			JBAGAKIS: MEAL 12/8 OFFSITE TRAINING 1/	13.68	
			RBAKER: MEAL 12/9 OFFSITE TRAINING 2/2	13.58	
			RBAKER: MEAL 12/9 OFFSITE TRAINING 1/2	13.45	
			CREPES OF BRITTANY - LUNCH - GENZALE	13.25	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			J HAYES RETIREMENT CARDS	13.11	
			PIPE PLUGS FOR WWTP	13.10	
			(4QTY) KEY FOR UNIT #117 TOOL BOX	13.10	
			HOBBY LOBBY - MATTING FOR JOHN ARCHER'S	12.05	
			JABAGAKIS: MEAL 12/9 OFFSITE TRAINING 2/	10.13	
			JBAGAKIS: MEAL 12/10 OFFSITE TRAINING	10.07	
			PARKING FEE TO ATTEND SWRQCB ADVISORY ME	9.00	
			WATEREUSE DRINKS FOR 12/09/16 MTG	8.67	
			A BAHLOUL BART OAKLAND CISCO SECURITY US	8.45	
			JBAGAKIS: MEAL 12/8 OFFSITE TRAINING 2/	7.99	
			FAX SERVICE - NOV. 2016	7.95	
			RBAKER: MEAL 12/8 OFFSITE TRAINING 2/2	6.68	
			RETURN - CLOCK FOR PERMIT COUNTER WALL	-14.66	
			NEVER REC'D 8 DESK CALENDARS - CREDIT IS	-41.61	
			REFUNDED DEPOSIT FOR MTNG ROOM ON 12/9/1	-200.00	
			MCNAMARAS STEAK HOUSE - VENUE DEPOSIT RE	-250.00	24,164.74
01/17/2017	1172017	03718 HR SIMPLIFIED	IRS 125 (POS) 2016/2017	2,304.68	2,304.68
01/18/2017	1182017	03718 HR SIMPLIFIED	IRS 125 - 2016 DCA/FSA	3,503.33	3,503.33
01/19/2017	91685	03460 ACCO ENGINEERED SYSTEMS II	DERWA: BLDG N TOO WARM (SC #0001749792 -	870.00	870.00
01/19/2017	91686	00031 ALLIED FLUID PRODUCTS CORP	DERWA: (2ROLLS) JOINT SEALANT FOR HYPO T	547.94	547.94
01/19/2017	91687	01013 BARRETT BUSINESS SERVICES	T. AMARO: W/E 12/25/16	1,075.20	
			N. RANGEL: W/E 12/25/16	832.00	
			J. KAUFFMAN: W/E 12/25/16	716.80	
			N. POON: WE 12/25/16	217.60	
			C. HIVES: W/E 12/25/16	211.20	
			K. CORRIGAN: W/E 12/25/16	107.52	
			S. MACHI: W/E 12/25/16	107.52	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			P. BRICK JR.: W/E 12/25/16	107.52	3,375.36
01/19/2017	91688	00103 C. OVERAA & CO.	15-P018 24" FOUL AIR LINE REPLACEMENT	28,769.04	28,769.04
01/19/2017	91689	03614 CAROLLO ENGINEERS	16-A002 TO OC-22 DUBLIN BLVD LIFT STATIO	18,901.63	
			16-A002 TO OC-22 DUBLIN BLVD LIFT STATIO	13,238.41	32,140.04
01/19/2017	91690	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	386.68	386.68
01/19/2017	91691	00937 GRAINGER, INC.	DERWA: PRESSURE SWITCH FOR COMPRESSOR @	94.61	
			BATTERIES FOR SHOP STOCK	86.31	
			MOUNTING TAPE FOR SHOP	30.23	211.15
01/19/2017	91692	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS DECEMBE	376.56	376.56
01/19/2017	91693	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,852.83	4,852.83
01/19/2017	91694	07109 DANIEL MCINTYRE	MCINTYRE REIMB EXP FOR MILEAGE W/E 12/30	88.24	88.24
01/19/2017	91695	07493 MADELYNE MISHELOFF	DIRECTOR MISHELOFF - EXPENSE SHEET - 201	1,439.16	1,439.16
01/19/2017	91696	00608 OFFICE TEAM	TEMP SVCS W/E 12/30/16 - MONTAGUE	559.70	559.70
01/19/2017	91697	03542 LOUISE RUMMEL	RUMMEL REIMB EXP AT EASTBAY LEADERSHIP T	15.74	15.74
01/19/2017	91698	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
01/19/2017	91699	07673 4LEAF, INC.	16-A005 TO NO. 1 CONSTRUCTION MGMT SVCS	21,432.50	21,432.50
01/19/2017	91700	01719 A & M PRINTING, INC.	PRINTING SERVICES - BILL INSERT AQUAHAWK	1,528.45	
			PRINTING SERVICES: RW EXPANSION EVENT 1/	146.50	
			PRINTING SERVICES - RW EXPANSION EVENT 1	81.69	1,756.64
01/19/2017	91701	02326 ABPA	S. OLSON ABPA MEMBERSHIP DUES 2017	75.00	75.00
01/19/2017	91702	06930 ACCOUNTING UNIT ALAMEDA CC	ALAMEDA COUNTY PICTOMETRY	1,200.00	1,200.00
01/19/2017	91703	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - DECEMBER 2016	337.37	337.37
01/19/2017	91704	01195 AMERICAN BATTERY CO.	(2QTY) 4D BATTERY FOR UNIT #401G	350.77	
			BATTERY FOR UNIT #503E BACKHOE	98.27	

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			AUTO BATTERY FOR FLEET STOCK	87.57	536.61
01/19/2017	91705	00058 ARROWHEAD MOUNTAIN SPRING	BOTTLED WATER - LAB	41.03	41.03
01/19/2017	91706	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 11/2016	11,071.24	11,071.24
01/19/2017	91707	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	160.00	160.00
01/19/2017	91708	01372 CALIFORNIA CHAMBER OF COM	2017 CA LABOR LAW POSTERS	227.37	227.37
01/19/2017	91709	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
01/19/2017	91710	06107 COGENT COMMUNICATIONS INC	INTERNET SERVICE - JANUARY 2017	2,350.00	2,350.00
01/19/2017	91711	05196 COMCAST	BUSINESS TV BASIC 01/07/17 - 02/06/17	20.96	20.96
01/19/2017	91712	00208 CSRMA	POOLED LIABILITY PROGRAM RENEWAL 2016 (1	266,818.40	266,818.40
01/19/2017	91713	03715 DAVIS SIGN COMPANY, INC.	"DO NOT DRINK" METAL RW SIGNS FOR DEVELO	2,747.46	2,747.46
01/19/2017	91714	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	187.69	187.69
01/19/2017	91715	06865 FUTURE FORD OF CONCORD	SENSOR ASSY & SYNCHRONIZ FOR UNIT #91	155.47	
			LAMP ASSY FOR UNIT #64	124.99	280.46
01/19/2017	91716	00352 GOLDEN STATE FLOW MEASURI	REPEATER INSTALLATION	2,000.00	2,000.00
01/19/2017	91717	07137 GOODYEAR COMMERCIAL TIRE	(2QTY) 265/70R17 TIRES FOR UNIT #27	372.26	372.26
01/19/2017	91718	07652 HUNT & SONS, INC.	LAVWMA: OIL FOR PUMPS	388.50	388.50
01/19/2017	91719	00468 KAMAN INDUSTRIAL TECHNOLO	PARTS FOR DIGESTERS 1,2 &3 RECIRCULATING	1,555.28	
			V-BELTS FOR WWTP	778.56	2,333.84
01/19/2017	91720	06166 KBA	COPIER FOD/ENGR/MAINT 12/01/16 - 12/31/1	274.49	
			TONER FOR KYOCERA TK-592K HR	111.60	386.09
01/19/2017	91721	00486 KOFFLER ELECTRIC/MECH	MOTOR BLOCK/SPACE HEATER FOR PUMP @ PS R	94.63	94.63
01/19/2017	91722	07193 LAI & ASSOCIATES	FIELD DENSITY TESTING 7973 IGLESIA DR	665.61	665.61
01/19/2017	91723	07264 MANPOWERGROUP US INC.	M. SCULL: WE 12/25/16	803.11	

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			M. ZAKLAN: WE 12/25/16	301.84	1,104.95
01/19/2017	91724	00536 MC MASTER-CARR SUPPLY CO.	EXPANSION JOINT FOR PS 4B SURGE TANK REP	318.67	
			DERWA: PARTS FOR MF STRAINER REPAIR	44.04	362.71
01/19/2017	91725	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 12/25/16	1,206.00	1,206.00
01/19/2017	91726	04231 MSC INDUSTRIAL SUPPLY CO	TOOLS & MAINTENANCE SUPPLIES	985.36	
			(2QTY) HAND TRUCK FOR DO & FOD	460.45	
			(2QTY) 18V LI-ION BATTER PACK FOR FACILI	271.06	1,716.87
01/19/2017	91727	04796 NAPA AUTO PARTS	CORE DEPOSIT CREDIT FROM INVOICE #077803	-19.67	
			DEF FOR DIESEL TRUCKS	48.09	
			FLEET STOCK ITEMS	40.84	
			LAMP & ADAPTER FOR FLEET STOCK	10.27	
			LICENSE PLATE LIGHT ASSY	9.83	89.36
01/19/2017	91728	00620 P G & E	LAVWMA PS FEEDER B OCT-DEC '16	206,875.04	
			LAVWMA PS FEEDER B JAN '16	89,604.63	
			LAVWMA PS FEEDER A JAN '16	56,597.25	
			MISC PUMP STNS; DUB LIFT STN; COMM CIR E	20,896.25	
			FSL AERATORS; LAB HVAC; FLEET - DECEMBER	2,241.21	
			DISTRICT OFFICE GAS SERVICE - DECEMBER 2	1,481.09	
			LAVWMA PIPELINE & LIVERMORE LINE JAN '16	598.95	
			PUMP STATION R200B ELEC - JANUARY 2017	489.49	
			RESERVOIR 3A ELECTRICITY - DECEMBER 2016	37.31	
			DO UTILITY BUILDING GAS SVC - DECEMBER 2	26.66	378,847.88
01/19/2017	91729	04211 PLATT ELECTRIC SUPPLY	REPLT LAMPS	603.13	
			16-P023: LED LIGHTS FOR WWTP	547.50	1,150.63
01/19/2017	91730	00663 PLEASANTON GARBAGE SVC IN	FOD GARBAGE 11/26-12/25/16	1,727.29	1,727.29
01/19/2017	91731	05475 PRESIDIO SYSTEMS, INC.	FY 2017 CCTV INSPECTION SERVICES FOR WAL	1,653.75	1,653.75

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01/19/2017	91732	04251 R.L. RIGHETTI ENTERPRISES INC	CREDIT: DSRSD SUPPLIED 30 DEG INTAKE VAL PARTS & LABOR TO REBUILD CO-GEN #2 HEADS OIL FILTERS FOR EMERGENCY GEN OIL FILTER FOR 750 GEN	-1,595.22 3,759.90 112.82 68.10	2,345.60
01/19/2017	91733	05449 SAMBA HOLDINGS, INC.	MONTHLY DMV REPORTING - 11/16	176.49	176.49
01/19/2017	91734	00754 SCP SCIENCE	50ML DIGITUBES, SCREW CAP	261.81	261.81
01/19/2017	91735	02698 SHAMROCK OFFICE SOLUTIONS	OVERAGE USAGE COLOR COPIES 12/06 - 01/05 SHIPPING COSTS FOR TONER	312.05 10.87	322.92
01/19/2017	91736	06915 SHARPS SOLUTIONS, LLC	PHARMACEUTICAL PERMANENT OFF-HAUL SITE -	223.20	223.20
01/19/2017	91737	00804 STATE WATER RESOURCES COM	BRACKETT - DISTRIBUTION CERTIFICATE RENE	90.00	90.00
01/19/2017	91738	06447 TYLER BUSINESS FORMS	2016 W-2S, 1095S AND 1099 - MISC FORMS A	324.56	324.56
01/19/2017	91739	07901 TYLER'S TOOLS	METAL FABRICATION BENDING MACHINE FOR MA	2,595.00	2,595.00
01/19/2017	91740	01806 U.S. BANK	COPIER LEASE LAB/CUST SVC/ EXEC - JANUAR	645.73	645.73
01/19/2017	91741	06702 UNIFIRST INC.	DEC 2016: FIRE RESISTANT UNIFORM SERVICE	528.72	528.72
01/19/2017	91742	00903 UNITED RENTALS, INC.	STICKER FOR UNIT #514E	5.40	5.40
01/19/2017	91743	01222 UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
01/19/2017	91744	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	217.40	217.40
01/19/2017	91745	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 12/04	3,667.83	3,667.83
01/19/2017	91746	00933 VWR INTERNATIONAL, INC.	TISABII 1GAL	143.26	143.26
01/19/2017	91747	03508 XYLEM WATER SOLUTIONS USA	DERWA: POLY TUBING FOR AIR SUPPLY TUBING	648.79	648.79
01/23/2017	8054	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	86.31	86.31
01/23/2017	607012317	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	46,036.73	46,036.73
01/23/2017	1000807663	00494 PERS	RETIREMENT: PAYMENT	95,966.17	95,966.17

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01/24/2017	12417	03718 HR SIMPLIFIED	IRS 125 POS 2016/2017	7,820.08	7,820.08
01/24/2017	13779186	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	149,107.28	149,107.28
01/24/2017	480483712	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	27,292.69	27,292.69
01/26/2017	91748	00710 AAI TERMITE & PEST CONTROL	LAVWMA: TERMITE & PEST CONTROL JAN '17	74.00	74.00
01/26/2017	91749	00031 ALLIED FLUID PRODUCTS CORP	PACKING REMOVAL TOOLS	775.93	775.93
01/26/2017	91750	01013 BARRETT BUSINESS SERVICES	N. RANGEL: W/E 1/1/17	832.00	
			T. AMARO: W/E 1/1/17	832.00	
			N. POON: WE 01/01/16	223.04	
			C. SCOTT: W/E 1/1/17	107.52	
			S. MACHI: W/E 1/1/17	107.52	
			P. BRICK JR.: W/E 1/1/17	107.52	
			C. HIVES: W/E 1/1/17	57.60	2,267.20
01/26/2017	91751	07020 ROBERT M. BROOKS	BROOKS COMPUTER LOAN	966.39	966.39
01/26/2017	91752	00099 BUCKLES SMITH	CONTACTORS FOR BLOWER ACTUATOR CONTROL	929.43	929.43
01/26/2017	91753	00228 STEVE DELIGHT	DELIGHT REIMB EXP AT CASA WINTER CONF 20	23.44	23.44
01/26/2017	91754	00249 DLT SOLUTIONS LLC.	AUTODESK AUTOCAD MAINTENANCE RENEWAL 02/	3,310.13	3,310.13
01/26/2017	91755	01623 EAST BAY DISCHARGERS AUTH	O&M ASSESSMENT - JANUARY 1, 2017 QTR	169,760.49	169,760.49
01/26/2017	91756	05509 FULL SPECTRUM ANALYTICS, IN	GCMS 6 MO. SERVICE CONTRACT	2,585.70	2,585.70
01/26/2017	91757	03146 MICHELLE GALLARDO	GALLARDO REIMB EXP AT CSRMA CASA 2017 1/	56.17	56.17
01/26/2017	91758	07205 GLENMOUNT GLOBAL SOLUTION	09-6101 PP#16 12/01/16-12/31/16 SCADA IM	132,812.23	132,812.23
01/26/2017	91759	04424 GRAYBAR ELECTRIC COMPANY	LED LIGHTING FOR PLANT EMERGENCY LIGHT F	1,496.55	
			(10QTY) BALLAST FOR SHOP AREAS IN BLDG S	708.39	
			16-P031: ELE PARTS/MATLS FOR ADMIN BLDG	587.25	2,792.19
01/26/2017	91760	00488 STANLEY KOLODZIE JR.	KOLODZIE REIMB EXP AT URBAN WATER WORKSH	123.14	123.14

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01/26/2017	91761	07109 DANIEL MCINTYRE	MCINTYRE REIMB EXP AT ACWA FALL CONF 11/	944.09	944.09
01/26/2017	91762	04553 PACHECO BROTHERS GARDENI	MONTHLY LANDSCAPE MTCE DISTRICT FACILITI	3,860.00	3,860.00
01/26/2017	91763	01403 PRAXAIR DISTRIBUTION INC 186	LIQUID ARGON	587.01	587.01
01/26/2017	91764	00843 THE COVELLO GROUP INC	16-R014 TO NO. 1 CONSTRUCTION MANAGEMENT	3,895.00	
			16-R008 TO NO. 4 CONSTRUCTION MGMT SVCS	410.00	
			LAVWMA: TO NO. 2 CONSTRUCTION MGMNT SRVC	410.00	
			T.O. NO. 1 TO AGMT DATED 5-19-16 DEVELOP	22,290.00	27,005.00
01/26/2017	91765	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 12/28/16	2,108.52	2,108.52
01/26/2017	91766	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - DEC 2016	6,602.96	6,602.96
01/26/2017	91767	06591 ALLIANCE FOR WATER EFFICIEN	ALLIANCE FOR WATER EFFICIENCY - 2017 MEM	500.00	500.00
01/26/2017	91768	00256 ALLIANT INSURANCE, INC.	PUBLIC OFFICIAL BOND C. ATWOOD 2017 - 20	658.00	658.00
01/26/2017	91769	07951 KYLE ALLISON	REFUND 3780 FIRPOINTE ST	72.64	72.64
01/26/2017	91770	07781 ALL-WAYS GREEN SERVICES INC	JAN 2017: CUSTODIAL SERVICES FOR WWTP	783.33	783.33
01/26/2017	91771	06552 BILLING SOLUTIONS INC. AMERI	AQUA HAWK ALERTING 02/01 - 03/01/2017	2,083.00	2,083.00
01/26/2017	91772	01954 ANDERSON'S UNIFORMS	R. ROBLES: UNIFORM ITEMS	715.83	
			J. CHALK: UNIFORM ITEMS	475.41	
			SAFETY CHALLENGER JACKET - J. CARSON	81.85	
			WATER REPELLENT CHALLENGER JACKET - J. C	55.57	1,328.66
01/26/2017	91773	00058 ARROWHEAD MOUNTAIN SPRING	OPS BOTTLED WATER SERVICE DEC '16	134.33	
			FOD BOTTLED WATER SERVICE DEC '16	71.99	
			LAVWMA BOTTLED WATER SERVICE DEC '16	8.73	215.05
01/26/2017	91774	00622 AT&T	C3 - TELE SVCS AND USAGE THRU 01/12/17	1,771.95	
			C3 - CC DO T1 X 2 THRU 01/12/17	328.48	
			C3 - T1 WWTP TO PS300 DV THRU 01/12/17	241.19	2,341.62



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01/26/2017	91775	03813 AT&T CONFERENCING	CONF CALL 12/14/16	51.49	51.49
01/26/2017	91776	01676 BANK OF AMERICA	BANK CHARGES - DEC 2016	2,630.52	2,630.52
01/26/2017	91777	05097 BATTERIES PLUS	REPLT BATTERIES FOR TEST EQUIPMENT	21.83	21.83
01/26/2017	91778	04042 BAY AREA NEWS GROUP	BAYAREA NEWS GROUP - PUBLIC HEARING - AC	237.60	237.60
01/26/2017	91779	06176 BAY VALVE SERVICE & ENG'G LL	SPARE BEARING SETS AND DRIVE HOUSING FOR	1,742.40	1,742.40
01/26/2017	91780	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE DELIVERED 12/22/19	3,461.46	
			FERROUS CHLORIDE DELIVERED ON 01/05/17	3,443.36	6,904.82
01/26/2017	91781	00118 CALTEST ANALYTICAL LAB	SAMPLE ANALYSES	180.50	180.50
01/26/2017	91782	01167 CITY OF DUBLIN	16-S021 INSTALL #1 PLAN REVIEW	15,000.00	15,000.00
01/26/2017	91783	07899 COASTAL FILTRATION	DERWA: REPLT GEAR BOX FOR MF STRAINERS	6,602.98	6,602.98
01/26/2017	91784	04820 COASTAL IGNITION & CONTROL	CO-GEN: (14QTY) SPARK PLUG	312.66	312.66
01/26/2017	91785	03995 CORELOGIC SOLUTIONS, LLC	METROSCAN MONTH OF DECEMBER 2016	324.58	324.58
01/26/2017	91786	05534 CSAC EXCESS INS. AUTHORITY	EE ASSISTANCE: JAN - MAR 2017 CHARGES	1,010.22	1,010.22
01/26/2017	91787	00222 DATCO SERVICES CORP.	JAN/FEB/MAR 2017 - MONTHLY CHARGES	614.25	614.25
01/26/2017	91788	00237 DERWA	DERWA DEC 2016 DSRSD SHARE	140,856.48	140,856.48
01/26/2017	91789	05126 DKF SOLUTIONS GROUP, LLC	OERP UPDATE FOR THE DISTRICT'S SSO EMERG	2,500.00	2,500.00
01/26/2017	91790	00252 DONALD R. WHITE, TAX COLLEC	2016-2017 PROP TAX 941-1311-16-1 (B)	16,793.94	
			2016-2017 PROP TAX 941-1300-1-19 (B)	200.06	
			2016-2017 PROP TAX 946-3200-5-5 (B)	136.29	
			2016-2017 PROP TAX 941-100-7-55 (B)	77.07	
			2016-2017 PROP TAX 946-3200-5-4 (B)	45.30	17,252.66
01/26/2017	91791	00277 EBMUD	LAVWMA LEWELLING WTR & SWR DEC '16	146.46	146.46
01/26/2017	91792	00314 FEDEX	UNITED WAY CONTRIBUTIONS SHIPMENT	19.30	19.30

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01/26/2017	91793	07949 XINYI FU	REFUND 6217 SHADOW HILL DR	50.33	50.33
01/26/2017	91794	06865 FUTURE FORD OF CONCORD	RELAY FOR UNIT #63	14.67	14.67
01/26/2017	91795	06640 GOLDEN GATE TRUCK CENTER	FUEL FILTER & CABIN FILTER FOR UNIT #110	51.31	51.31
01/26/2017	91796	04646 GOLDEN PROPERTIES	REFUND 3059 HASTINGS WAY	152.40	152.40
01/26/2017	91797	06732 HIRERIGHT, INC.	BACKGROUND CHECK SERVICES (WATER/WASTEWA	142.16	142.16
01/26/2017	91798	05940 HULA NETWORKS	BARRACUDA WEB FILTER ENERGIZE RENEWAL	1,022.33	1,022.33
01/26/2017	91799	00422 INDEPENDENT CONSTRUCTION	REFUND METER # 62216620	526.79	526.79
01/26/2017	91800	01376 J & M INC	REFUND METER # 65495584	577.50	577.50
01/26/2017	91801	07848 LLP JARVIS, FAY, DOPORTO & GI	GENERAL COUNSEL SVCS - DECEMBER 2016	2,135.00	2,135.00
01/26/2017	91802	01225 KAESER COMPRESSORS, INC	DERWA: MATL & LABOR FOR SX5 LEAD/LAG INT	1,093.00	1,093.00
01/26/2017	91803	00468 KAMAN INDUSTRIAL TECHNOLO	BELTS FOR WWTP	66.14	66.14
01/26/2017	91804	07193 LAI & ASSOCIATES	FIELD DENSITY TESTING 8952 MARWICK CT 12	699.72	
			LAVWMA: GEOTECHNICAL CONSULTING DEC '16	420.24	1,119.96
01/26/2017	91805	00509 LIEBERT CASSIDY WHITMORE	EMPLOYMENT RELATED LEGAL SERVICES (12/16	1,604.00	
			EMPLOYMENT RELATED LEGAL SERVICES (12/16	1,260.50	
			GENERAL LEGAL SERVICES (12/16)	625.50	
			LEGAL SERVICES - SICK LEAVE PERSONNEL RU	519.50	4,009.50
01/26/2017	91806	07948 USHA LINGAMPALLI	REFUND 5616 ATELLA CT	159.24	159.24
01/26/2017	91807	07614 MAHLER CONSULTING SERVICE	T.O. NO. 2 TO AGMT DATED 5/19/16 - FYE 1	9,911.95	9,911.95
01/26/2017	91808	07264 MANPOWERGROUP US INC.	M. SCULL: WE 01/01/17	636.02	
			M. ZAKLAN: WE 01/01/17	366.52	1,002.54
01/26/2017	91809	00536 MC MASTER-CARR SUPPLY CO.	DERWA: SHIMS FOR MF STRAINER	125.56	
			SOLENOID VALVE FOR CO-GEN #3	103.61	229.17

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01/26/2017	91810	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 01/01/17	1,072.00	1,072.00
01/26/2017	91811	07879 METCON-TI, INC.	16-A005 PP#2 12/01/16-12/31/16	127,063.00	127,063.00
01/26/2017	91812	04231 MSC INDUSTRIAL SUPPLY CO	REPLT TOOLS FOR MAINT SHOP	1,203.74	1,203.74
01/26/2017	91813	00620 P G & E	MISC PUMP STNS, RESERVOIRS, TO'S ELEC - RESERVOIR R200 DERWA TANK 2 ELEC - JANUA	24,640.91 42.65	24,683.56
01/26/2017	91814	07946 SRAVAN PALADUGU	REFUND 10842 MCPEAK LN	55.16	55.16
01/26/2017	91815	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT SOLIDS/GRIT SCREENINGS DEC '16	3,640.17	3,640.17
01/26/2017	91816	07727 PURE HEALTH SOLUTIONS, INC.	WWTP: OPS WATER FILTRATION SERVICE DEC '	131.40	131.40
01/26/2017	91817	02316 RECORDS CONTROL SERVICES	RCS - RECORDS INVENTORY SERVICES, PLANT	7,207.80	7,207.80
01/26/2017	91818	07707 RICE LAKE WEIGHING SYSTEMS	MEASUREMENT SUPPLIES AND CALIBRATION SER	240.00	240.00
01/26/2017	91819	02466 RICOH AMERICAS CORP	COPIER LEASES DO MAILROOM FEBRUARY 2017 COPIER LEASES WWTP MAIL RM FEBRUARY 2017 COPIER LEASES HR/FIN FEBRUARY 2017	697.68 415.29 388.35	1,501.32
01/26/2017	91820	05449 SAMBA HOLDINGS, INC.	MONTHLY DMV REPORTING - 12/16	178.08	178.08
01/26/2017	91821	00800 STATE BOARD OF EQUALIZATIO	2016 4TH QRT USE TAX RETURN (2Q FY 2017)	972.00	972.00
01/26/2017	91822	00800 STATE BOARD OF EQUALIZATIO	ACCT NO. 44-036648 UST MAINTENANCE FEE R	32.38	32.38
01/26/2017	91823	00861 THYSSEN KRUPP ELEVATOR CO	JAN-MAR 2017: ELEVATOR MAINTENANCE SERV	1,491.18	1,491.18
01/26/2017	91824	01470 TRI-VALLEY HOSE	MISC REPAIR PARTS	693.11	693.11
01/26/2017	91825	01806 U.S. BANK	COPIER LEASE LAB/CUST SVC/ EXEC - JANUAR	547.34	547.34
01/26/2017	91826	07900 UNIVERSAL STRUCTURAL ENGI	16-A005 MOVE COLUMN AND COUNTER SUPPORT	2,496.75	2,496.75
01/26/2017	91827	07140 USA FLEET SOLUTIONS	JAN 2017: FLEET GPS MONTHLY TRACKING FEE	1,686.05	1,686.05
01/26/2017	91828	06004 VANGUARD CLEANING SYSTEMS	JAN 2017: CUSTODIAL SERVICES AT THE DO	1,675.00	1,675.00
01/26/2017	91829	07775 VANGUARD CONCEPT OFFICES	16-A005 092016DSRSD-CMAS NEW OFFICE FURN	26,979.01	26,979.01

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01/26/2017	91830	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT JAN '17	409.40	409.40
01/26/2017	91831	04112 CONSULTING VINNEDGE ENVIR	16-S021 TO NO. 2 ENVIRONMENTAL REVIEW TH 16-R014 ENVIRONMENTAL REVIEW FOR SRF FUN	4,660.00 2,570.00	7,230.00
01/26/2017	91832	00933 VWR INTERNATIONAL, INC.	LAVWMA: PROBE ISFET PH WATERPROOF (QTY 1	434.54	434.54
01/26/2017	91833	07950 PHILLIP WANG	REFUND 2762 E SUGAR HILL TERR	146.01	146.01
01/26/2017	91834	02780 WORKSMART AUTOMATION INC.	SUPPORT & UPGRADE ON SCADA OPER1 VIEWNOD	2,218.53	2,218.53
01/26/2017	91835	07947 LIN ZHOU	REFUND 2227 CENTRAL PKWY	141.97	141.97
01/26/2017	91836	00987 ZONE 7 WATER AGENCY	TREATED WATER SERVICE FOR DECEMBER 2016	720,724.89	720,724.89
01/27/2017	1272017	03718 HR SIMPLIFIED	IRS 125 2016 FSA/2017 DCA	694.52	694.52
01/30/2017	13017	03718 HR SIMPLIFIED	IRS 125 2016/2017 POS	1,980.42	1,980.42
01/30/2017	1302017	01016 THE BANK OF NEW YORK MELL	02/01/17 WATER DEBT PMT	957,833.35	957,833.35
02/01/2017	608020117	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00
02/02/2017	91837	07742 JOHN BAGAKIS	BAGAKIS REIMB EXP AT CRANE TRAINING 12/8	30.24	30.24
02/02/2017	91838	01013 BARRETT BUSINESS SERVICES	N. RANGEL: W/E 1/8/17 J. KAUFFMAN: W/E 1/8/17 T. AMARO: W/E 1/8/17 N. POON: WE 01/08/17	832.00 563.20 550.40 217.60	2,163.20
02/02/2017	91839	06202 CHARLIE BRACKETT	BRACKETT REIMB EXP AT BACKFLOW TESTER WO	113.40	113.40
02/02/2017	91840	00103 C. OVERAA & CO.	16-R008 RELEASE RETENTION	10,987.98	10,987.98
02/02/2017	91841	03614 CAROLLO ENGINEERS	16-S019 TO OC-4 DAVONA-BERWICK SEWER DES 16-S021 TO OC-20 ENGINEERING DESIGN SERV 16-R014 TO NO. 1 ENGINEERING SVCS DURING DERWA TO OC-15 BIOASSAY TESTING THRU 12/ 16-S034 TO OC-2 CCTV REVIEW ASSISTANCE &	22,729.94 17,596.04 16,738.45 13,082.24 3,838.00	73,984.67

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02/02/2017	91842	01211 JOHN CHALK	CHALK COMPUTER LOAN	989.24	989.24
02/02/2017	91843	00150 ANN CIGLIUTI	CIGLIUTI RIEMB PARKING AT BAPPG MTG 02/0	18.00	18.00
02/02/2017	91844	00216 DAIOHS U.S.A. INC.	FY2016 HOT BEVERAGE SERVICE DO - FEBRUAR	171.15	171.15
02/02/2017	91845	00249 DLT SOLUTIONS LLC.	SOLARWINDS NETWORK PERFORMANCE SL250 MON	1,133.75	1,133.75
02/02/2017	91846	00319 FISHER SCIENTIFIC	LAVWMA: REAGENT FOR CHLORINE ANALYZER	518.35	
			HYDROCHLORIC ACID 2.5L	76.92	595.27
02/02/2017	91847	00937 GRAINGER, INC.	3-BUTTON CTRL STATION FOR BLDG C & S ROL	54.69	54.69
02/02/2017	91848	04424 GRAYBAR ELECTRIC COMPANY	(10QTY) CAN LIGHT LED RETROFIT FOR THE D	251.82	
			(6QTY) LAMP FOR WALL PACKS @ EALS	81.61	
			PARTS FOR SUMP PUMPS EQUIPMENT GALLERY	48.18	381.61
02/02/2017	91849	00608 OFFICE TEAM	TEMP SVCS W/E 01/20/16 - MONTAGUE	579.00	579.00
02/02/2017	91850	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
02/02/2017	91851	02470 SHRED-IT USA LLC	SHREDDING SERVICES JANUARY 2017	144.57	144.57
02/02/2017	91852	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 01/05/17	2,213.37	
			SODIUM HYPOCHLORITE: WWTP ON 01/11/17	2,194.50	
			SODIUM HYPOCHLORITE: WWTP ON 01/06/17	1,974.31	
			SODIUM HYPOCHLORITE: DERWA ON 01/11/17	1,966.15	8,348.33
02/02/2017	91853	05127 VISION SERVICE PLAN - CA (VSF	FEBRUARY 2017 - VISION	2,575.44	2,575.44
02/02/2017	91854	00019 A-1 ENTERPRISES	LAVWMA: WEEKLY STREET SWEEPING DEC '16	275.00	
			WWTP RESIDENTIAL RW FILL STATION: PORTAP	236.46	
			WWTP RESIDENTIAL RW FILL STATION: PORTAP	236.46	
			WWTP: BI-MONTHLY STREET SWEEPING DEC '16	170.00	917.92
02/02/2017	91855	01482 AAA LOCKSMITHS	FACILITY KEYS	82.13	82.13
02/02/2017	91856	07554 AIRGAS USA, LLC	WELDING SUPPLIES & PROPANE FOR FORKLIFTS	328.91	328.91

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02/02/2017	91857	03597 ALAMEDA CTY ENVIRONMENTAL	HMBP/CUPA FEE FOR RESERVOIR 1A	528.34	528.34
02/02/2017	91858	03944 AMERICAN SOCIETY OF SAFETY	ASSE MEMBERSHIP 2017 RODRIGUEZ	240.00	240.00
02/02/2017	91859	06349 ARCSINE ENGINEERING	09-6101 TO NO. 2 THRU 12/31/16	32,107.12	32,107.12
02/02/2017	91860	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE JAN '17	77.95	77.95
02/02/2017	91861	00622 AT&T	LAVWMA PS PHONE & DSL JAN '17	314.35	314.35
02/02/2017	91862	00622 AT&T	LAVWMA PS & SANLEANDRO DECHLOR STATION J	102.20	102.20
02/02/2017	91863	03049 BABBITT BEARING CO, INC	DERWA: SHAFT REPAIR FOR MF/RO STRAINER U	827.78	827.78
02/02/2017	91864	06176 BAY VALVE SERVICE & ENG'G LL	05-3103: REPLT ACTUATOR AND VALVE FOR FS	7,738.84	7,738.84
02/02/2017	91865	07862 BETTER HOMES AND GARDEN	REFUND 2510 HARLOW LN	164.78	164.78
02/02/2017	91866	07365 BILL'S ACE TRUCKBOX	TOOL BOX FOR UNIT #119	822.69	822.69
02/02/2017	91867	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
02/02/2017	91868	00157 CITY OF PLEASANTON	FOD: POTABLE WATER - IRRIGATION 11/08/16	221.99	
			WWTP: POTABLE WATER 11/08/16 - 01/03/17	215.09	
			DERWA: POTABLE WATER 11/08/16 - 01/05/17	155.14	
			LAVWMA: POTABLE WATER 11/08/16 - 01/05/1	136.05	
			FOD: POTABLE WATER 11/08/16 - 01/05/17 (	72.94	801.21
02/02/2017	91869	02804 CITY OF SAN LEANDRO	LAVWMA: HAZ MAT & WASTE (CUPA) FEES 3/1/	370.00	370.00
02/02/2017	91870	06700 DETECTOR SERVICE CENTER, II	DETECTOR LEAK TEST	35.00	35.00
02/02/2017	91871	00241 DGS OFS SVC REVOLVING FUNE	NATURAL GAS SERVICE AT THE WWTP - DECEMB	34,977.36	34,977.36
02/02/2017	91872	07962 RAYMOND DILLON	REFUND FOR SEWER FEE FROM EBMUD FY14 - F	804.71	804.71
02/02/2017	91873	05583 ENPDES.COM & ASSOCIATES	2016 CIWQS COMPLIANCE SOFTWARE LICENSIN	1,450.00	1,450.00
02/02/2017	91874	00307 FAIRWAY EQUIPMENT & SUPPLY	STAINLESS STEEL FOR SHOP FABRICATION	610.86	610.86
02/02/2017	91875	00314 FEDEX	UNITED WAY CONTRIBUTIONS FIRST SHIPMENT	40.54	40.54

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02/02/2017	91876	07757 FIELDMAN, ROLAPP & ASSOC. IN	INVESTMENT POLICY REVIEW	1,592.00	1,592.00
02/02/2017	91877	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	187.69	187.69
02/02/2017	91878	03149 HDS WHITE CAP CONST SUPPLY	PPE BUILDING S AND COMMERCE CIRCLE	247.28	247.28
02/02/2017	91879	03142 HI-LINE	DRILL BIT SET FOR ELE SHOP	217.41	
			DRILL BIT SET & ELE SHOP STOCK MATLS	196.53	413.94
02/02/2017	91880	00401 HOME DEPOT	MISC SUPPLIES: C-CLAMP SWIVELS, MARKERS,	149.59	149.59
02/02/2017	91881	07844 ICE SAFETY SOLUTIONS INC.	FIRST AID & CPR TRAINING	1,020.00	1,020.00
02/02/2017	91882	00468 KAMAN INDUSTRIAL TECHNOLO	SHEAVE & BUSHING FOR WWTP PUMP	64.22	64.22
02/02/2017	91883	06166 KBA	STAPLES FOR ENGINEERING KYOCERA	67.56	67.56
02/02/2017	91884	00509 LIEBERT CASSIDY WHITMORE	NORTHERN CALIFORNIA EMPLOYMENT RELATIONS	2,390.00	2,390.00
02/02/2017	91885	07959 SUDHA MAATHUR	REFUND FOR SEWER FEE FROM EBMUD FY14 - F	1,158.91	1,158.91
02/02/2017	91886	07264 MANPOWERGROUP US INC.	M. SCULL: WE 1/08/17	689.92	
			M. ZAKLAN: WE 01/08/17	409.64	1,099.56
02/02/2017	91887	00536 MC MASTER-CARR SUPPLY CO.	FITTING FOR DREDGE AUGER BEARING; HINGE	66.55	66.55
02/02/2017	91888	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 01/08/17	1,072.00	1,072.00
02/02/2017	91889	07897 MICROBIOLOGY LLC MICHAEL R	MICROSCOPIC EXAMS OF ACTIVATED SLUDGE	350.00	350.00
02/02/2017	91890	07812 MOHAWK GROUP	16-P031: FLOORING CARPET TILE IN BLDG A	6,869.06	
			16-P031: FLOORING CARPET TILE IN BLDG A	302.73	7,171.79
02/02/2017	91891	04231 MSC INDUSTRIAL SUPPLY CO	PPE - RES 1A CHEM PPE	367.06	
			RUBBER BOOTS - PPE	261.32	
			RESPIRATOR WIPES & COLD WEATHER HAND WAR	256.54	884.92
02/02/2017	91892	07726 MUNICIPAL RESOURCE GROUP,	TEAM BUILDING & COMMUNICATION TRAINING -	1,319.04	1,319.04
02/02/2017	91893	07960 AURALIA MUNTEAN	REFUND FOR SEWER FEE FROM EBMUD FY14 - F	1,033.37	1,033.37

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02/02/2017	91894	04796 NAPA AUTO PARTS	BATTERY & CORE DEPOSIT FOR MOBILE WELDER	116.11	
			ROCKER LED BLK/RED & FUSE HOLDER FOR UNI	13.41	129.52
02/02/2017	91895	02221 NCCCO	ANNUAL NCCCO CRANE TEST SITE FEE	50.00	50.00
02/02/2017	91896	00620 P G & E	PUMP STATION R200A ELEC - JANUARY 2017	1,439.06	1,439.06
02/02/2017	91897	04211 PLATT ELECTRIC SUPPLY	SPARE REPLT DRIVE FOR CHLORINATION PUMPS	840.69	840.69
02/02/2017	91898	05543 ADMINISTRATORS (PBIA) PREFE	FEBRUARY 2017 - DENTAL	21,651.90	21,651.90
02/02/2017	91899	06345 RON DUPRATT FORD	2017 FORD F-150 SRW 4 X 2 SUPER CREW CAB	27,494.45	27,494.45
02/02/2017	91900	07961 AUGUSTA ROSAS	REFUND FOR SEWER FEE FROM EBMUD FY14 - F	2,249.91	2,249.91
02/02/2017	91901	00756 SECURITY ETC.	FIRE ALARM & INTRUSION ALARM MONITORING	252.00	
			FIRE ALARM SYSTEM MONITORING - WWTP	165.00	
			FIRE ALARM SYSTEM MONITORING - DERWA	165.00	
			SECURITY SYSTEM MONITORING - 7035 COMMER	78.00	660.00
02/02/2017	91902	07963 BENEDICT SOLANGA	REFUND FOR SEWER FEE FROM EBMUD FY14 - F	703.06	703.06
02/02/2017	91903	00810 STUDIO BLUE REPROGRAPHICS	16-R014 CONFORMED DOCUMENTS	4,125.82	4,125.82
02/02/2017	91904	07759 SWAN ASSOCIATES, INC.	PRV REPAIR FOR DIGESTER 1 (5050APRV)	602.61	
			PRV REPAIR FOR DIGESTER 2 (5060BPRV)	546.17	1,148.78
02/02/2017	91905	02138 TANKNOLOGY INC	AGST TANK INTEGRITY TESTS	3,388.50	3,388.50
02/02/2017	91906	01222 UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
02/02/2017	91907	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	217.40	217.40
02/02/2017	91908	00933 VWR INTERNATIONAL, INC.	PH BUFFER 4, H2SO4, NAOH, BOD BUFFER, KI	695.45	
			GLOVES MED, NITRIFICATION INHIBITOR	264.93	
			AMMIA PH ADJUSTER	174.80	
			CHEMICALS AND SUPPLIES	50.34	1,185.52
02/02/2017	91909	00943 WATER EDUCATION FOUNDATIO	WATER EDUCATION FOUNDATION - 2017 CONTR	1,550.00	1,550.00



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02/02/2017	91910	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	779.37	
			DEGREASER	59.65	
			(2QTY) MOP HANDLE	14.05	853.07
02/02/2017	91911	00966 WHITLEY BURCHETT & ASSOCIA	16-R014 TASK ORDER NO. 1 - FUNDING ASSIS	6,482.50	6,482.50
02/02/2017	93571947	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	361.99	361.99
02/02/2017	732573568	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	40.00	40.00
02/03/2017	2032017	07954 BENEFIT COORDINATORS CORP	1/17 - EE LIFE & DISABILITY INSURANCE PR	10,784.13	10,784.13
02/06/2017	8057	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	86.31	86.31
02/06/2017	2062017	03718 HR SIMPLIFIED	IRS 125 2016/2017 POS	2,450.39	2,450.39
02/06/2017	607020617	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	46,602.73	46,602.73
02/06/2017	1000813511	00494 PERS	RETIREMENT: PAYMENT	95,078.83	95,078.83
02/07/2017	2072017	03718 HR SIMPLIFIED	IRS 125 2016 FSA/2017 DCA	162.97	162.97
02/07/2017	2916967	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	151,055.09	151,055.09
02/07/2017	252180864	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	27,843.09	27,843.09
02/09/2017	91912	00710 AAI TERMITE & PEST CONTROL	JANUARY PEST CONTROL - PS4	45.00	
			DO PEST CONTROL RODENT SERVICE & INSPECT	68.00	
			JAN 2017: DO MONTHLY PEST CONTROL	147.00	260.00
02/09/2017	91913	01013 BARRETT BUSINESS SERVICES	CREDIT MEMO - C. HIVES WE 12/25/16	-153.60	
			T. AMARO: W/E 1/18/17	38.40	
			N. POON: WE 01/15/17	282.88	
			J. KAUFFMAN: W/E 1/15/17	844.80	
			N. RANGEL: W/E 1/15/17	857.60	
			T. AMARO: W/E 1/15/17	1,075.20	2,945.28
02/09/2017	91914	00231 DELTA DIABLO SANITATION DIST	2017 COST SHARE FOR FED ADVOCACY AND ADM	7,754.25	7,754.25

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02/09/2017	91915	06114 EID, INC.	ONGOING DSRSD ECMS SUPPORT	12,000.00	12,000.00
02/09/2017	91916	00937 GRAINGER, INC.	REPLT PUMP FOR SLSS VAULT; PUMP FOR SHOP	1,016.86	1,016.86
02/09/2017	91917	04424 GRAYBAR ELECTRIC COMPANY	ELE MATLS FOR BLDG T WELD SHOP PROJECT	132.62	132.62
02/09/2017	91918	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS JANUARY	2,053.06	
			UB BILLING PRINTING/MAILING SVCS JANUARY	3,441.70	5,494.76
02/09/2017	91919	00608 OFFICE TEAM	TEMP SVCS W/E 01/27/16 - MONTAGUE	617.60	617.60
02/09/2017	91920	01293 PK SAFETY SUPPLY	RAINGEAR - F. KELLY	65.99	
			RAINGEAR - B. SMITH	74.29	
			RAINGEAR - STOCK	131.97	
			RAINGEAR - B. JOHNSON & T. STODDARD	197.96	470.21
02/09/2017	91921	00805 SUE STEPHENSON	STEPHENSON REIMB EXP FOR 2017 CASA WINT	5.41	5.41
02/09/2017	91922	03831 JACKIE YEE	YEE REIMB EXP FOR DISTRICT VEHICLE	47.02	47.02
02/09/2017	91923	07673 4LEAF, INC.	16-A005 TO NO. 1 CONSTRUCTION MGMT SVCS	28,372.94	28,372.94
02/09/2017	91924	03872 ACSDA	ACSDA - ANNUAL MEETING - DAN MCINTYRE &	245.00	245.00
02/09/2017	91925	02120 ALAMEDA COUNTY CLERK	16-A002 ENVIRONMENTAL DECLARATION / NOE	50.00	50.00
02/09/2017	91926	06176 BAY VALVE SERVICE & ENG'G LL	LAVWMA: FIELD WORK/REPAIR FOR (2QTY) VAL	1,000.00	1,000.00
02/09/2017	91927	07929 BORETTI, INC.	SAFETY CONSULTATION SERVICE - 3.75 WEEKS	7,350.00	7,350.00
02/09/2017	91928	07634 DAISY CASTILLO	REFUND 4259 FITZWILLIAM ST	13.56	13.56
02/09/2017	91929	06107 COGENT COMMUNICATIONS INC	INTERNET SERVICE - FEBRUARY 2017	2,350.00	2,350.00
02/09/2017	91930	07609 WALTER DIAS	REFUND 4551 MANGROVE DR	90.60	90.60
02/09/2017	91931	00307 FAIRWAY EQUIPMENT & SUPPLY	FITTINGS FOR CHLORINE CONTACT TANK PLUMB	1,750.08	
			LAVWMA: CHECK VALVES FOR STA 17+67 & 17+	503.25	2,253.33
02/09/2017	91932	03389 GHILOTTI CONSTRUCTION COM	REFUND METER # 65495591	500.45	500.45

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02/09/2017	91933	03149 HDS WHITE CAP CONST SUPPLY	MISC SUPPLIES	261.51	261.51
02/09/2017	91934	00392 HEUSSER NEWEIGH	THERMOMETER INCUBATOR 35DEGC	100.88	100.88
02/09/2017	91935	07354 JACK HENRY AND ASSOCIATES	JACK HENRY - REMIT PLUS SOFTWARE	902.87	902.87
02/09/2017	91936	01225 KAESER COMPRESSORS, INC	OIL SEPARATOR CARTRIDGE & M-460 SEMI-SYT	1,103.98	1,103.98
02/09/2017	91937	07968 ZEBA & QAISER KAHN	REFUND 3208 RIDGEFIELD WAY	34.11	34.11
02/09/2017	91938	06166 KBA	STAPLES FOR ENGINEERING KYOCERA	111.28	111.28
02/09/2017	91939	07967 CHANDU KRISHNAGIRI	REFUND 3985 STRAFFORD CT	36.44	36.44
02/09/2017	91940	07973 CAMERON LAVASSANI	REFUND 8731 AUGUSTA CT	99.24	99.24
02/09/2017	91941	03958 LIVERMORE AUTO GROUP	SENSOR FOR DREDGE	20.59	20.59
02/09/2017	91942	04452 LOWE'S	MISC SUPPLIES	72.25	72.25
02/09/2017	91943	07614 MAHLER CONSULTING SERVICE	T.O. NO. 2 TO AGMT DATED 5/19/16 - FYE 1	10,512.80	10,512.80
02/09/2017	91944	07264 MANPOWERGROUP US INC.	M. SCULL: WE 01/15/17	851.62	1,250.48
			M. ZAKLAN: WE 01/15/17	398.86	
02/09/2017	91945	05368 JOHN MARCHAND	BOARD MTG ATTENDANCE - 04/15/15	50.00	150.00
			BOARD MEETING ATTENDANCE - 04/20/16	50.00	
			SPECIAL BOARD MTG ATTENDANCE - 05/02/16	50.00	
02/09/2017	91946	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 1/15/17	1,407.00	1,407.00
02/09/2017	91947	07266 MICHAEL D. BROWN CONSULTIN	07-3201 ASSISTANCE IN DEVELOPING A BIOSO	3,562.50	3,562.50
02/09/2017	91948	05145 MOZINGO CONSTRUCTION INC	REFUND METER # 1629933	891.88	891.88
02/09/2017	91949	04231 MSC INDUSTRIAL SUPPLY CO	PPE - TRAFFIC VESTS	151.20	285.45
			PPE - HIGH VIS RAINGEAR	134.25	
02/09/2017	91950	07763 RAJANI KUMAR NAINI	REFUND 2260 W CANTARA DR	112.60	112.60
02/09/2017	91951	07565 MARK NAKHLA	REFUND 314 JOREE LN	17.57	17.57

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02/09/2017	91952	04796 NAPA AUTO PARTS	BATTERIES FOR BACK-UP POWER	451.57	
			FILTERS FOR UNIT #111	16.65	
			(2QTY) FUSE FOR UNIT #116 CRANE	13.74	
			FUSE FOR UNIT #116 CRANE	6.87	488.83
02/09/2017	91953	00595 NEWARK ELECTRONICS	(10QTY) LIMIT SWITCH FOR BLDG C ROLL-UP	36.79	36.79
02/09/2017	91954	01257 OMEGA INDUSTRIAL SUPPLY INC	BRAKE KLEEN	333.93	333.93
02/09/2017	91955	00620 P G & E	RESERVOIR R100 ELEC - FEBRUARY 2017	18.23	
			ALAMO TRUNK SEWER ELEC - JANUARY 2017	15.09	
			JOHNSON DRIVE STREETSCAPE ELEC - JANUARY	13.48	46.80
02/09/2017	91956	00643 PENN VALLEY PUMP	PARTS TO REBUILD SOUTH DAFT PIT PUMP	1,783.00	1,783.00
02/09/2017	91957	07970 MELISSA PEREZ	REFUND 4815 BRANNIGAN ST	28.59	28.59
02/09/2017	91958	06685 PICTOMETRY INTERNATIONAL C	PICTOMETRY CONTRACT	6,975.00	6,975.00
02/09/2017	91959	02564 PIPE USERS GROUP	PUG 2017 ANNUAL SEMINAR S DELIGHT, R POR	300.00	300.00
02/09/2017	91960	04951 PLEASANTON TRUCKING	TRUCK & CRANE RENTAL FOR EPS2 PUMP #2 IN	1,930.00	1,930.00
02/09/2017	91961	04105 R&B COMPANY	MISC SUPPLIES	32,750.97	32,750.97
02/09/2017	91962	07972 RAIN FLOWER LLC	REFUND 5047 BARRENSTAR WAY	120.48	120.48
02/09/2017	91963	00696 TRAVERSO'S WORK SHOE HQ	J. CHALK SAFETY SHOES	195.00	195.00
02/09/2017	91964	07965 ANGELICA RIVAS	REFUND 6855 LANCASTER RD	199.39	199.39
02/09/2017	91965	07540 SUJITCHANDRA SALUNKHE	REFUND 2201 BRANDINI DR	4,460.75	4,460.75
02/09/2017	91966	07971 AMIR SIDDIQI	REFUND 117 DAHLIA CT	499.48	499.48
02/09/2017	91967	07925 SIEMENS DEMAG DELAVAL	REPLT ACTUATOR FOR AERATION BLOWER VANES	4,584.14	4,584.14
02/09/2017	91968	07964 DAN STEWART	REFUND 6978 SIERRA CT	372.02	372.02
02/09/2017	91969	00862 TIFCO INDUSTRIES	GENERAL SUPPLIES FOR MAINT	654.86	654.86

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02/09/2017	91970	03245 UNITED SITE SERVICES OF	16-A005 PORTA POTTY FOR FIELD OPS 01/16/	247.09	247.09
02/09/2017	91971	07140 USA FLEET SOLUTIONS	(2QTY) ODBII HARNES FOR NEW VEHICLES (#1	72.64	72.64
02/09/2017	91972	00912 VALLEY CARE HEALTH SYSTEM	NEW HIRE ERGONOMIC EVALUATION - J. CARSO	300.00	
			ROBERSON DOT MEDICAL EXAM	85.00	
			ROBLES DOT MEDICAL EXAM	85.00	470.00
02/09/2017	91973	00933 VWR INTERNATIONAL, INC.	CHEMICALS AND SUPPLIES	78.00	
			NITRIC ACID	58.44	
			COD STD	23.66	160.10
02/09/2017	91974	00957 WEST YOST & ASSOCIATES	14-P004 TO NO. 2 WASTEWATER TREATMENT AN	59,486.53	59,486.53
02/09/2017	91975	00957 WEST YOST & ASSOCIATES	14-W007 TO NO. 1 THRU 01/06/17	1,144.00	1,144.00
02/09/2017	91976	07969 JAMES WRIGHT	REFUND 3366 BRAMANTE LN	216.96	216.96
02/09/2017	91977	07728 CHUNLIN XU	REFUND 2014 POINSETTIA ST	193.27	193.27
02/09/2017	91978	07966 EMILIO ZAMORA	REFUND 9510 ALBERT DR	76.87	76.87
02/09/2017	91979	03536 U S BANK/ CORP PMT SYSTEMS	OFFICE SUPPLIES - WEIGHTS	15.22	
			GARRE VINEYARD AND WINERY - VENUE DEPOSI	2,034.96	
			FULL MANAGEMENT RETREAT 01/10/17	1,966.05	
			CIGLIUTI - BACKFLOW 40 HOUR CERTIFICATIO	1,000.00	
			NON-SLIP PARTS FOR UNIT #118	783.96	
			CSDA - 2017 ANNUAL CONFERENCE - REGISTRA	580.00	
			J HAYES RETIREMENT GIFT FROM DISTRICT	550.00	
			OPERATIONS: FUJIFILM DIGITAL CAMERA	539.99	
			REGISTRATION: CWEA P3S CONFERENCE KAPIL	520.00	
			OPERATIONS: DIGITAL CAMERA SONY	495.71	
			48" DISPLAY CASE	457.60	
			GAUGE FOR FUEL TANK	454.97	
			HILTON PALM SPRINGS - 2017 CASA WINTER C	442.40	

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			HILTON PALM SPRINGS - 2017 CASA WINTER C	442.40	
			STEPHENSON - CASA 2017 WINTER CONFERENCE	442.40	
			MISC PARTS: TUBING OF VARIOUS SIZES	415.60	
			BIAGTAN - ATTEND 2017 WATEREUSE CA ANNUA	400.00	
			GALLARDO- CSRMA BOARD MEETING/TRNG - LOD	393.70	
			QTY (1) DELL 23" TOUCHSCREEN MONITOR P23	381.39	
			VIDEO EQUIPMENT	375.90	
			MISC SAFETY SUPPLIES	331.51	
			C. BYRUM, S. ROBERSON, D. LEONARDO 2-15	330.00	
			OFFICE SUPPLIES: TONER & CALENDARS	316.25	
			REVERSING CONTACTOR FOR BLOWER #1	312.67	
			(4QTY) EMERGENCY STL LED	306.56	
			TOOL: SELF LEVELING LASER LINE WITH WALL	296.18	
			(2QTY) EXTRA KEYS FOR UNIT #119	264.88	
			FULL MANAGEMENT RETREAT LUNCH 01/11/17	242.40	
			LODGING: CASA CONFERENCE JEFF CARSON	236.60	
			LODGING: CASA CONFERENCE LEVI FULLER	236.60	
			S DELIGHT CASA HILTON LODGING COST PALM	236.60	
			STORAGE FOR FOD CONFINED SPACE TRAILER	211.81	
			GALLARDO - CSRMA BOARD MEETING/TRNG 1/17	200.31	
			J. SIMMERSON: THE ORGANIZATION SKILLS FO	199.00	
			WALL DISPLAY	180.78	
			CIGLIUTI - BACKFLOW TESTER EXAM ON 2/18/	180.00	
			DREDGE: BATTERY CONDITION INDICATOR & BA	179.95	
			D. BONN CWEA RENEWAL	172.00	
			TSTODDARD: MEMBERSHIP RENEWAL, EXP 01/31	172.00	
			RRAMOS: MEMBERSHIP RENEWAL, EXP 01/31/17	172.00	
			BRACKETT - TRNG SEMINAR (03/21/17) REGIS	150.00	
			BRACKETT - TRNG SEMINAR (4/27/17) REGIST	145.00	

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			LID & O-RINGS FOR LOOP WATER TREATMENT F	140.15	
			REFRESHMENTS FOR DSRSD HOSTED MEETING	137.33	
			AUTO OPEN DOUBLE CANOPY UMBRELLA	127.62	
			S DELIGHT CASA CAR RENTAL 01-20-17	120.74	
			DROUGHT FY17 - SIGNAGE FOR PLEASANTON RW	120.13	
			OFFICE SUPPLIES: COPY PAPER (3 CASES)	118.65	
			ACCOUNTING DIV MEETING/LUNCH	111.76	
			FULL MANAGEMENT RETREAT BREAKFAST 01/11/	111.33	
			CWEA CLASS FOR T. JOHNSON COLLECTION SYS	110.00	
			PRIME MEMBERSHIP	108.16	
			HD TARP FOR FUEL SKID SULFA TREAT	108.11	
			TV TRUCK CANON MG3620 PRINTER, (1) CANON	104.86	
			(4QTY) COPY PAPER	96.10	
			PAINT BRUSHES & CHAIN CONNECTORS FOR THE	93.22	
			OFFICE SUPPLIES: COFFEE CREAMERS & PRINT	87.40	
			OFFICE SUPPLIES: PAPER, PLANNER, ETC.	85.92	
			PAINT FOR WELD SHOP HOIST	84.82	
			MISC OFFICE SUPPLIES	79.07	
			OFFICE SUPPLIES: CLIPBOARDS, NUMBERING S	78.47	
			FULL MANAGEMENT RETREAT FRUIT, DRINKS AN	78.01	
			2 AAG DIARY 2017 LOG BOOKS FOR LAVWMA	76.10	
			OFFICE SUPPLIES: PENS, PENCILS, POST-IT	73.50	
			S DELIGHT CASA AIRPORT PARKING 01-20-17	72.00	
			MISC SUPPLIES	70.51	
			OFFICE SUPPLIES: SWEETENER, DESK CALEND	65.75	
			QTY (5) KISSMART CAR CHARGERS FOR SURFAC	59.95	
			BLUE TAPE; UTILITY KNIFE; KNIFE BLADES	56.57	
			QTY (1) MICROSOFT 2000 WIRELESS KB AND M	54.61	
			OFFICE SUPPLIES: NOTEBOOKS, WALL CALEND	50.40	

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			LUNCH: CASA CONFERENCE PALM SPRINGS ON 1	48.33	
			STARBUCKS - EAST BAY LEADERSHIP COUNCIL	48.00	
			J HATTRUP NEW EMPLOYEE LUNCH 01/03/17	45.74	
			OFFICE SUPPLIES: BUSINESS CARDS, BADGE L	45.07	
			POLO SHIRT - NEW HIRE HATTRUP	43.77	
			QTY (1) 150W POWER INVERTER FOR GEOFF HO	43.69	
			QTY (2) DURACELL AC ADAPTERS AND (2) CAB	43.66	
			MISC SUPPLIES	41.95	
			IN/OUT BOARD 11X16	41.60	
			REGIONAL PIO MEETING 1/13/17 - BUSINESS	39.98	
			1 YEAR SUPPORT FOR WS_FTP PRO	39.95	
			MATLS FOR DUBLIN LIFT STATION	39.31	
			SAN RAMON CHAMBER - STATE OF THE CITY AD	35.00	
			1 COIL, 8 KEYS	33.62	
			OPERATIONS: DIGITAL CAMERA MEMORY CARD	33.00	
			KEYBOARD & MOUSE	32.76	
			OFFICE SUPPLIES: CALENDAR, PAPER CLIPS	31.91	
			DERWA: BUSHING REPAIR FOR MF STRAINER	30.00	
			REGIONAL PIO MEETING 1/13/17 - BUSINESS	29.48	
			STEPHENSON - CASA 2017 WINTER CONFERENCE	27.86	
			PRO SUBSCRIPTION (JANUARY 2017)	26.00	
			CSDA WEBINAR BEST PRACTICES IN MANAGING	25.00	
			STEPHENSON - CASA 2017 WINTER CONFERENCE	25.00	
			STEPHENSON - CASA 2017 WINTER CONFERENCE	25.00	
			GASOLINE - DISTRICT POOL VEHICLE	24.42	
			STEPHENSON - CASA 2017 WINTER CONFERENCE	23.74	
			S. STEPHENSON - CASA 2017 WINTER CONFERE	22.90	
			9FT COILED 3.5MM AX CABLE	21.84	
			SPARE KEYS FOR PS 4B	21.79	



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			DINNER: CASA CONFERENCE PALM SPRINGS ON	21.18	
			NAME PLATE - JOE HATTRUP	19.72	
			DERWA: WEAR RINGS FOR AIR REGULATING VAL	19.16	
			OPERATIONS: DIGITAL CAMERA LCD SCREEN PR	18.68	
			O-RINGS FOR DUBLIN LIFT STATION PUMPS	18.21	
			PPE STORAGE CONTAINERS	17.72	
			OFFICE SUPPLIES: SPIRAL BOUND PHONE MESS	17.59	
			DERWA: 3-STONE CYLINDER HONE AND REPLT S	17.05	
			BUCKETS AND LIDS FOR SHOP	15.93	
			MAGLITE POCKET CLIP ASSY FOR FLASH LIGHT	12.75	
			LAVWMA: GALV NIP & GROUND JOINT UNION FO	9.81	
			STEPHENSON - CASA 2017 WINTER CONFERENCE	9.46	
			LOCKS FOR UNIT #116	9.19	
			STEPHENSON - CASA 2017 WINTER CONFERENCE	8.21	
			QTY (1) HD VELCRO STRIPS	6.54	
			BOARD PHOTOS FOR FOF	5.11	
			LOBBY PHOTOS - DIRECTOR DUARTE	1.92	
			REFUND FULL MANAGEMENT RETREAT BREAKFAST	-30.79	
			REFUND DEPOSIT FULL MANAGEMENT RETREAT S	-750.00	20,884.40
02/10/2017	1000810592	01111 CALPERS	FEBRUARY 2017 - ER CODE 0740 & 7316	192,430.54	192,430.54
02/13/2017	2132017	03718 HR SIMPLIFIED	IRS 125 2016/2017 POS	4,765.51	4,765.51
02/16/2017	91980	01013 BARRETT BUSINESS SERVICES	T. AMARO: W/E 1/22/17	588.80	
			J. KAUFFMAN: W/E 1/22/17	513.92	
			N. POON: WE 01/22/17	261.12	1,363.84
02/16/2017	91981	00299 ENVIRONMENTAL RESOURCE A	CN, PHENOL, SILICA, CHLORIDE, SULFATE	468.13	468.13
02/16/2017	91982	00937 GRAINGER, INC.	LAVWMA: RECEPTACLES FOR POWER SAMSARA VO	834.46	
			TOOL: CORDLESS CIRCULAR SAW FOR FACILITY	249.97	

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			DERWA: MOTOR FOR STRAINER REPAIR	175.81	
			DISPOSABLE WIPES	122.91	
			TOOL: MUTIFUNCTION SCANNER, STUD FINDER	112.45	
			GHS POSTERS	111.30	
			PPE - TRAFFIC VESTS	36.75	
			3 MO WALL CALENDAR 12X27	24.76	1,668.41
02/16/2017	91983	04424 GRAYBAR ELECTRIC COMPANY	ELE MATLS FOR PS 2C	1,309.20	
			ELE PARTS FOR PS 2C REPAIR; REFERENCE BO	472.00	
			ELE PARTS FOR STOCK	212.48	
			ELE PARTS FOR STOCK	56.25	
			16-P031: ELE MATLS FOR ADMIN BLDG SECURI	42.15	2,092.08
02/16/2017	91984	03818 ROGER LI	LI REIMB EXP FOR OFFICE SPACE ART	109.18	109.18
02/16/2017	91985	07109 DANIEL MCINTYRE	MCINTYRE REIMB EXP FOR MILEAGE JAN. 2017	72.34	72.34
02/16/2017	91986	00608 OFFICE TEAM	TEMP SVCS W/E 02/03/17 - MONTAGUE	656.20	656.20
02/16/2017	91987	01293 PK SAFETY SUPPLY	RAINGEAR - PPE	181.42	181.42
02/16/2017	91988	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	66.08	66.08
02/16/2017	91989	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
02/16/2017	91990	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 01/20/17	2,153.28	
			SODIUM HYPOCHLORITE: WWTP ON 01/24/17	1,997.12	4,150.40
02/16/2017	91991	07554 AIRGAS USA, LLC	REPLT CUPS FOR TIG WELDER	8.83	8.83
02/16/2017	91992	01076 ALSCO INC	WWTP TOWEL SERVICE JAN '17	396.30	
			FOD TOWEL SERVICE JAN '17	146.80	
			DO TOWEL SERVICE JAN '17	61.30	604.40
02/16/2017	91993	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - JANUARY 2017	337.37	337.37
02/16/2017	91994	01195 AMERICAN BATTERY CO.	(3QTY) AUTO BATTERY FOR FLEET STOCK	243.64	243.64

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02/16/2017	91995	07838 AXIS CONSTRUCTION	REFUND METER # 64727125	646.22	646.22
02/16/2017	91996	04042 BAY AREA NEWS GROUP	BAY AREA NEWS GROUP - 01/20/17 & 01/23/1	684.00	684.00
02/16/2017	91997	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE DELIVERY 01/22/17	3,406.41	3,406.41
02/16/2017	91998	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
02/16/2017	91999	05196 COMCAST	BUSINESS TV BASIC 02/07/17 - 03/06/17	20.96	20.96
02/16/2017	92000	07919 COMTEL SYSTEMS TECHNOLOG	16-P031: BLDG A SECURITY CARD READERS	7,803.41	7,803.41
02/16/2017	92001	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS FEB '1	211.20	230.20
			RO TANKS (QTY 2) FEB '17	19.00	
02/16/2017	92002	00313 FASTSIGNS	NO TRESPASSING SIGNS FOR RES 3A	592.57	592.57
02/16/2017	92003	00314 FEDEX	SHIPPING CHARGES FOR EPS1 VFD CIRCUIT BO	11.99	11.99
02/16/2017	92004	00699 FLYERS ENERGY, LLC	MOBIL GEAR 600 XP OIL FOR PLANT STOCK	1,033.40	1,033.40
02/16/2017	92005	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	187.69	187.69
02/16/2017	92006	00352 GOLDEN STATE FLOW MEASURE	MISC METER PARTS	199.73	199.73
02/16/2017	92007	03142 HI-LINE	ELE PARTS FOR FLEET STOCK	933.89	933.89
02/16/2017	92008	06166 KBA	COPIER FOD/ENGR/MAINT 01/01/17 - 01/31/1	406.69	406.69
02/16/2017	92009	00486 KOFFLER ELECTRIC/MECH	DERWA: RECONDITION OF TIPS PUMP 50HP MOT	5,407.30	5,407.30
02/16/2017	92010	07606 LIJUAN LIU	REFUND 2198 PANORAMA CT	260.05	260.05
02/16/2017	92011	03958 LIVERMORE AUTO GROUP	GAS CAP FOR UNIT #86	22.46	22.46
02/16/2017	92012	05406 MAAS BROTHERS POWDER CO/	POWDER COATING FOR (2QTY) VIC PIPES FOR	150.00	150.00
02/16/2017	92013	07264 MANPOWERGROUP US INC.	M. SCULL: WE 01/22/17	684.53	964.81
			M. ZAKLAN: WE 01/22/17	280.28	
02/16/2017	92014	07754 MARINA MECHANICAL	16-A005: HVAC INSTALL FOR COMMERCE CIRCL	2,245.00	2,245.00
02/16/2017	92015	00536 MC MASTER-CARR SUPPLY CO.	CO-GEN #3: AIR CONTROL VALVE FOR DIGESTE	104.83	104.83

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02/16/2017	92016	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 01/22/17	1,407.00	1,407.00
02/16/2017	92017	07266 MICHAEL D. BROWN CONSULTIN	07-3201 ASSISTANCE IN DEVELOPING A BIOSO	3,125.00	3,125.00
02/16/2017	92018	03978 MICROTECH SCIENTIFIC	LAB SUPPLIES	818.86	818.86
02/16/2017	92019	04231 MSC INDUSTRIAL SUPPLY CO	RAINGEAR - PPE	402.74	402.74
02/16/2017	92020	04796 NAPA AUTO PARTS	PAINT MARKERS; MOTOR OIL FOR UNIT #27 OI	76.25	76.25
02/16/2017	92021	02109 ONE HOUR DELIVERY SERVICE,	16-S019 NOE TO CONTRA COSTA COUNTY RECOR	112.60	112.60
02/16/2017	92022	00620 P G & E	WWTP ELECTRICITY - JANUARY 2017	17,732.17	
			MISC PUMP STNS; DUB LIFT STN; COMM CIR E	15,697.95	
			DISTRICT OFFICE ELECTRICITY - JANUARY 20	4,169.07	
			DISTRICT OFFICE GAS SERVICE - JANUARY 20	1,435.05	
			LAVWMA PIPELINE & LIVERMORE LINE FEB '17	527.04	
			PUMP STATION R200B ELEC - FEBRUARY 2017	458.42	
			DO UTILITY BUILDING ELEC - JANUARY 2017	140.43	
			DO UTILITY BUILDING GAS SVC - JANUARY 20	40.08	40,200.21
02/16/2017	92023	07586 PCM EXCAVATION	REFUND METER # 62216626	760.14	760.14
02/16/2017	92024	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT SOLIDS/GRIT SCREENINGS JAN '17	4,574.75	
			FOD JANUARY GARBAGE: 3 YD BIN 1 X WEEK	480.43	5,055.18
02/16/2017	92025	04951 PLEASANTON TRUCKING	16-R014: RELOCATE GBT TO LAVWMA	200.00	200.00
02/16/2017	92026	07558 PRECISION CONTRACTING INC.	REFUND METER # 64833110	777.18	777.18
02/16/2017	92027	05475 PRESIDIO SYSTEMS, INC.	FY 2017 CCTV INSPECTION SERVICES FOR FUT	900.00	900.00
02/16/2017	92028	04444 PULTE HOMES	REFUND METER # 60661157	621.77	621.77
02/16/2017	92029	07727 PURE HEALTH SOLUTIONS, INC.	WWTP: OPS WATER FILTRATION SERVICE JAN '	131.10	131.10
02/16/2017	92030	04105 R&B COMPANY	MISC SUPPLIES	4,828.85	4,828.85
02/16/2017	92031	07431 SANCO PIPELINE INC	REFUND METER # 64833105	744.61	744.61

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02/16/2017	92032	02125 SEEVER & SONS TIRE	(1QTY) 245/70R17 MICHELIN TIRE FOR UNIT	161.84	161.84
02/16/2017	92033	00804 STATE WATER RESOURCES CO	R. ROBLES DISTRIBUTION CERT RENEWAL 3-1-	105.00	
			R.ROBLES WATER TREATMENT CERT RENEWAL 3-	60.00	
			J. HENDRYX WATER TREATMENT CERT RENEWAL	55.00	220.00
02/16/2017	92034	00810 STUDIO BLUE REPROGRAPHICS	16-A002 DOCUMENTS VOLUME 1, 2, 3	1,048.80	1,048.80
02/16/2017	92035	05824 TJC AND ASSOCIATES, INC.	17-W002 DESIGN SERVICES FOR ELECTRICAL S	2,438.70	
			17-A007 ELECTRICAL DESIGN & CONSTRUCTION	2,052.70	4,491.40
02/16/2017	92036	00696 TRAVERSO'S WORK SHOE HQ	D. LEONARDO SAFETY SHOES	200.00	200.00
02/16/2017	92037	01470 TRI-VALLEY HOSE	REPAIR PARTS FOR UNIT #502E	43.43	43.43
02/16/2017	92038	01806 U.S. BANK	COPIER LEASE LAB/CUST SVC/ EXEC - FEBRUA	547.34	547.34
02/16/2017	92039	06702 UNIFIRST INC.	JAN 2017: FIRE RESISTANT UNIFORM SERVICE	534.72	534.72
02/16/2017	92040	01222 UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
02/16/2017	92041	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	217.40	217.40
02/16/2017	92042	00907 UNIVERSITY OF SOUTHERN CAL	WATER PURVEYOR MEMBERSHIP WITH 2,400 - 2	598.85	598.85
02/16/2017	92043	06004 VANGUARD CLEANING SYSTEMS	JAN 2017: JANITORIAL SERVICES FOR WWTP B	644.23	644.23
02/16/2017	92044	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT JAN '17	551.87	551.87
02/16/2017	92045	00933 VWR INTERNATIONAL, INC.	E COLI, E AEROGENES	210.74	
			CHEMICALS AND SUPPLIES	30.23	
			CHEMICALS AND SUPPLIES	21.30	262.27
02/16/2017	92046	00966 WHITLEY BURCHETT & ASSOCIA	16-R014 TASK ORDER NO. 1 - FUNDING ASSIS	14,261.50	14,261.50
02/16/2017	92047	00987 ZONE 7 WATER AGENCY	JANUARY 2017 CONNECTION FEES	1,067,844.00	
			DOUGHERTY VALLEY O&M 9/25/16 - 1/14/17	3,905.34	1,071,749.34
02/16/2017	1699387776	01280 EMPLOYMENT DEVELOPMENT C	UNEMPLOYMENT INSURSANCE REIMBURSEMENT	2,724.00	2,724.00

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02/17/2017	8058	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	86.31	86.31
02/17/2017	607021717	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	46,052.73	46,052.73
02/17/2017	1000819675	00494 PERS	RETIREMENT: PAYMENT	94,937.82	94,937.82
02/21/2017	2212017	03718 HR SIMPLIFIED	IRS 125 2016/2017 POS/FSA/DCA	1,859.53	1,859.53
02/21/2017	2654599	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	147,692.13	147,692.13
02/21/2017	1475814784	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	27,071.71	27,071.71
02/23/2017	92048	07499 MAYETTE BAILEY	BAILEY REIMB EXP AT 2017 CSMFO CONF. 02/	490.33	490.33
02/23/2017	92049	01013 BARRETT BUSINESS SERVICES	T. AMARO: W/E 1/29/17	1,075.20	
			J. KAUFFMAN: W/E 1/29/17	619.52	
			N. POON: WE 01/29/17	304.64	1,999.36
02/23/2017	92050	07915 JEFF CARSON	CARSON REIMB EXP FOR EBDA & CASA MEETING	39.70	
			CARSON REIMB EXP AT BACWA MEETING 01/27/	19.26	58.96
02/23/2017	92051	06022 EDWARD DUARTE	2017 JANUARY EXPENSES - DIRECTOR DUARTE	24.82	24.82
02/23/2017	92052	04691 INC. EQUIFAX INFORMATION SVI	EQUIFAX FOR RED FLAGS	337.36	337.36
02/23/2017	92053	07806 GRADE TEC, INC.	14-P026 RETENTION RELEASE	4,132.49	4,132.49
02/23/2017	92054	00937 GRAINGER, INC.	LAVWMA: SPARE PUMP FOR STA 17+67 & 17+83	607.79	
			BATTERY CHARGER & LABEL CARTRIDGES FOR F	514.74	
			DOT TRAINING SUPPLIES; EMERGENCY	164.76	1,287.29
02/23/2017	92055	04424 GRAYBAR ELECTRIC COMPANY	DERWA: ELE PARTS FOR PS R1 PUMP VFD BLOW	248.87	
			SAFETY LOCK OUT TAGS	90.76	339.63
02/23/2017	92056	00488 STANLEY KOLODZIE JR.	KOLODZIE RIEMB EXP AT CONTRA COSTA COUNT	28.57	28.57
02/23/2017	92057	03543 LINO LANTIN	LANTIN CERT REIMB FOR CWEA MEMBERSHIP RE	172.00	172.00
02/23/2017	92058	01171 MCGUIRE & HESTER	ON-CALL/EMERGENCY SERVICE REPAIRS	51,216.10	51,216.10

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02/23/2017	92059	07493 MADELYNE MISHELOFF	DIRECTOR MISHELOFF - JANUARY 2017 EXPENS	456.00	456.00
02/23/2017	92060	00608 OFFICE TEAM	TEMP SVCS W/E 02/10/17 - MONTAGUE	926.40	926.40
02/23/2017	92061	04553 PACHECO BROTHERS GARDENI	MONTHLY LANDSCAPE MTCE DISTRICT FACILITI	3,860.00	3,935.00
			LANDSCAPE MAINTENANCE - DERWA FEB '17	75.00	
02/23/2017	92062	00843 THE COVELLO GROUP INC	16-R014 TO NO. 1 CONSTRUCTION MANAGEMENT	8,295.00	10,140.00
			16-S021 TO NO. 5 PRE-CONSTRUCTION SERVIC	1,845.00	
02/23/2017	92063	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 02/01/17	2,192.76	2,192.76
02/23/2017	92064	05305 GEORGEAN VONHEEDER-LEOPH	DIRECTOR VONHEEDER-LEOPOLD- JANUARY 2017	452.28	452.28
02/23/2017	92065	07632 138 REALTY COMPANY	REFUND 5870 SHADOW HILL DR	177.86	177.86
02/23/2017	92066	00019 A-1 ENTERPRISES	LAVWMA: WEEKLY STREET SWEEPING JAN '17	220.00	220.00
02/23/2017	92067	00007 AA FIRE SYSTEMS, INC.	MAINT. BLDGS. REGULATORY WET SPRINKLER T	390.00	1,065.00
			D.O. REGULATORY WET SPRINKLER TESTING	225.00	
			DERWA REGULATORY WET SPRINKLER TESTING	225.00	
			REGULATORY WET SPRINKLER TESTING	225.00	
02/23/2017	92068	00021 AAF INTERNATIONAL	AIR FILTERS FOR WWTP (PARTIAL DELIVERY)	1,232.04	1,232.04
02/23/2017	92069	00991 ACCU STANDARD, INC.	LAB CHEMICALS	318.25	318.25
02/23/2017	92070	07982 NARASIMHARAO ADIVIKOLANU	REFUND 5155 WHETSTONE WAY	2,264.77	2,264.77
02/23/2017	92071	06629 ADVANTAGE PROPERTY MANAG	REFUND LISIA JIM 4762 TRAVERTINO	246.65	246.65
02/23/2017	92072	06552 BILLING SOLUTIONS INC. AMERI	AQUA HAWK ALERTING 03/01 - 04/01/17	2,083.00	2,083.00
02/23/2017	92073	06199 AMERICAN SERVICES OF CA, INI	INSPECT & REPAIR ROOF FOR LEAKS - WWTP B	1,025.00	1,895.00
			INSPECT & REPAIR ROOF FOR LEAKS - WWTP B	870.00	
02/23/2017	92074	00058 ARROWHEAD MOUNTAIN SPRIN	OPS DEPT BOTTLED WATER SERVICE JAN '17	74.35	74.35
02/23/2017	92075	00058 ARROWHEAD MOUNTAIN SPRIN	BOTTLED WATER LAB	59.97	59.97

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02/23/2017	92076	00058 ARROWHEAD MOUNTAIN SPRING	LAVWMA BOTTLED WATER SERVICE JAN '17	8.73	8.73
02/23/2017	92077	01568 ASBURY ENVIRONMENTAL SVCS	USED RAG/FILTERS PICK-UP	614.25	
			USED OIL PICK-UP	120.00	734.25
02/23/2017	92078	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE FEB '17	77.95	77.95
02/23/2017	92079	00622 AT&T	LAVWMA PS PHONE & DSL FEB '17	321.24	321.24
02/23/2017	92080	07984 BFP CAPITAL LLC	REFUND 10735 DULSIE LN	114.70	114.70
02/23/2017	92081	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 01/2016	8,503.00	8,503.00
02/23/2017	92082	00118 CALTEST ANALYTICAL LAB	SAMPLE ANALYSES	184.30	184.30
02/23/2017	92083	07988 CARIN CAREY	REFUND 7088 N MARIPOSA CT	24.38	24.38
02/23/2017	92084	01167 CITY OF DUBLIN	08-2102 ENCROACHMENT PERMIT GOLDEN GATE	359.00	359.00
02/23/2017	92085	05082 CODE PUBLISHING INC.	CODE PUBLISHING - SUPPLEMENTAL UPDATE #7	995.45	995.45
02/23/2017	92086	03995 CORELOGIC SOLUTIONS, LLC	METROSCAN ANNUAL RENEWAL JANUARY 2017	324.58	324.58
02/23/2017	92087	00014 COUNTY OF ALAMEDA	FY 2017 FUELING - FOD/INSP/CFRS - DEC. 2	3,539.14	3,539.14
02/23/2017	92088	01156 CWEA	MEMBERSHIP RENEWAL: TROY (DUC-TRI) TO 20	172.00	172.00
02/23/2017	92089	07747 DAHL-BECK ELECTRIC	REBUILD LEROI GAS COMPRESSOR	3,869.80	
			PARTS/MATLS TO REBUILD FUEL SKID GAS COM	3,475.50	
			REPLT OIL PUMP FOR FUEL SKID GAS COMPRES	1,770.07	9,115.37
02/23/2017	92090	00237 DERWA	DERWA OPS/EXPANSION JAN 2017	829,723.99	829,723.99
02/23/2017	92091	07993 NICOLE DIETRICH	REFUND 1510 ASTERBELL DR	23.15	23.15
02/23/2017	92092	07979 DKC PROPERTY MANAGEMENT	REFUND BRIAN BROSCHOFSKY	2,002.48	2,002.48
02/23/2017	92093	07986 STACY ENOS-DEL RAZO	REFUND 5268 CAMPUS DR	68.76	68.76
02/23/2017	92094	00313 FASTSIGNS	SIGN INSTALL FOR THE BOARD OF DIRECTORS	150.00	150.00
02/23/2017	92095	07990 ELMARIE HARRSION	REFUND 5836 SOUTHBRIDGE WAY	179.70	179.70



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02/23/2017	92096	03149 HDS WHITE CAP CONST SUPPLY	09-6101 2000W SUPER QUIET GENERATOR HOND	1,010.56	
			MISC SUPPLIES	527.63	
			2 36" BOLT CUTTER RIDGID	176.97	1,715.16
02/23/2017	92097	07985 XUEBING HE	REFUND 7725 BLOOMFIELD TER	205.69	205.69
02/23/2017	92098	06732 HIRERIGHT, INC.	BACKGROUND CHECK SERVICES (TEMP CUSTOMER	154.96	154.96
02/23/2017	92099	07991 HSIAO KAN HUANG	REFUND 2768 E COG HILL TER	218.24	218.24
02/23/2017	92100	07994 ZHENGYAN HUANG	REFUND 2607 MELBOURNE WAY	162.51	162.51
02/23/2017	92101	07652 HUNT & SONS, INC.	(850G) REG UNLEADED GAS	2,076.88	2,076.88
02/23/2017	92102	07848 LLP JARVIS, FAY, DOPORTO & GI	GENERAL COUNSEL SVCS - JANUARY 2017	1,128.50	1,128.50
02/23/2017	92103	00486 KOFFLER ELECTRIC/MECH	REPLT MOTOR FOR PS 2C MOTOR #3	3,001.10	3,001.10
02/23/2017	92104	07943 LABWORKS LLC	LABWORKS ANNUAL SUPPORT 01/01/2017-12/31	8,076.00	8,076.00
02/23/2017	92105	07193 LAI & ASSOCIATES	LAVWMA: GEOTECHNICAL CONSULTING	1,070.60	1,070.60
02/23/2017	92106	07983 JOHN LARSEN	REFUND 11331 CHAMPAGNE PL	29.05	29.05
02/23/2017	92107	00509 LIEBERT CASSIDY WHITMORE	TRAINING: ADA ON 1/12/17	1,650.00	1,650.00
02/23/2017	92108	07614 MAHLER CONSULTING SERVICE	T.O. NO. 2 TO AGMT DATED 5/19/16 - FYE 1	12,849.10	12,849.10
02/23/2017	92109	07264 MANPOWERGROUP US INC.	M. SCULL: WE 01/29/17	862.40	
			M. ZAKLAN: WE 01/29/17	398.86	1,261.26
02/23/2017	92110	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 01/29/17	1,273.00	1,273.00
02/23/2017	92111	07879 METCON-TI, INC.	16-A005 PP#3 01/01/17-01/31/17	29,021.54	29,021.54
02/23/2017	92112	04231 MSC INDUSTRIAL SUPPLY CO	DERWA: WORKBENCH FOR MF (PARTIAL DELIVER	712.82	
			SHOP OPERATING SUPPLIES; IMPACT WRENCH K	333.98	1,046.80
02/23/2017	92113	04796 NAPA AUTO PARTS	FILTER FOR PLANT AIR COMPRESSOR	306.99	
			FUEL PRE-MIX FOR GENERATOR 405G	57.33	

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			SLIDE TERMINALS FOR FLEET STOCK	13.68	
			MOTOR OIL FOR GENERATOR 406G	9.18	
			SPARK PLUG & FILTER FOR GENERATOR 406G	5.93	
			SPARK PLUG FOR GENERATOR 405G	5.53	398.64
02/23/2017	92114	00595 NEWARK ELECTRONICS	ELECTRONIC GREASE FOR VFD'S REPAIR	33.21	33.21
02/23/2017	92115	07461 OFFICE RELIEF	ERGO EQUIPMENT - J. CARSON	828.52	828.52
02/23/2017	92116	00620 P G & E	LAVWMA PS FEEDER A FEB '17	67,419.35	
			FSL AERATORS; LAB HVAC; FLEET - JANUARY	2,323.19	
			RESERVOIR 3A ELECTRICITY - JANUARY 2017	37.01	69,779.55
02/23/2017	92117	04105 R&B COMPANY	MISC GASKETS	245.81	245.81
02/23/2017	92118	06345 RON DUPRATT FORD	2017 FORD F-450 SUPER DUTY XL DRW 4 X 2	74,891.87	
			2017 FORD F-250 SUPER DUTY XL SRW 4 X 2	43,745.43	
			SPARK PLUGS & COIL ASSY FOR UNIT #43	527.62	
			FUEL FILTER FOR UNIT #43	14.39	119,179.31
02/23/2017	92119	05449 SAMBA HOLDINGS, INC.	MONTHLY DMV REPORTING - 01/17	176.49	176.49
02/23/2017	92120	06915 SHARPS SOLUTIONS, LLC	PHARMACEUTICAL PERMANENT OFF-HAUL SITE -	290.35	290.35
02/23/2017	92121	00804 STATE WATER RESOURCES CO	J. CHALK WATER TREATMENT CERT RENEWAL	55.00	55.00
02/23/2017	92122	07987 SARAH STONE	REFUND 6540 BANTRY BAY ST	62.77	62.77
02/23/2017	92123	00810 STUDIO BLUE REPROGRAPHICS	16-A002 PLAN DOCUMENTS	21.85	21.85
02/23/2017	92124	00848 THE LIGHTHOUSE	LIGHT BAR MOUNT KIT FOR UNIT #121	49.74	49.74
02/23/2017	92125	05781 THERMO ELECTRON NORTH AM	CONES, NEBULIZER	2,776.16	
			CHEMICALS AND SUPPLIES	262.84	3,039.00
02/23/2017	92126	00696 TRAVERSO'S WORK SHOE HQ	J. PETTINICHIO SAFETY SHOES	176.98	176.98
02/23/2017	92127	07235 UNDERGROUND CONSTRUCTIO	REFUND METER # 60565293	113.48	113.48

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02/23/2017	92128	07140 USA FLEET SOLUTIONS	FEB 2017: FLEET GPS MONTHLY TRACKING FEE	1,709.90	1,709.90
02/23/2017	92129	06004 VANGUARD CLEANING SYSTEMS	FEB 2017: JANITORIAL SERVICES FOR WWTP B	1,675.00	
			FEB 2017: CUSTODIAL SERVICES AT THE DO	1,675.00	3,350.00
02/23/2017	92130	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT FEB '17	440.30	440.30
02/23/2017	92131	00933 VWR INTERNATIONAL, INC.	CHEMICALS AND SUPPLIES	42.53	
			WATER HARDNESS BUFFER	15.16	57.69
02/23/2017	92132	07989 FUIMING WANG	REFUND 5163 CERRETO ST	94.03	94.03
02/23/2017	92133	00957 WEST YOST & ASSOCIATES	14-P004 TO NO. 2 11/5/16-12/2/16	21,420.40	21,420.40
02/23/2017	92134	07992 RUYUE WU	REFUND 3507 CORSICA CT	358.96	358.96
02/27/2017	2272017	03718 HR SIMPLIFIED	IRS 125 2016/2017 POS	6,136.33	6,136.33
03/01/2017	3012017	07954 BENEFIT COORDINATORS CORP	2/17 - EE LIFE & DISABILITY INSURANCE PR	10,924.59	10,924.59
03/01/2017	608030117	01098 NATIONWIDE RETIREMENT SOLUTIONS	NATIONAL DEFERRED COMPENSATION: PAYMENT	40.00	40.00
03/02/2017	92135	00710 AAI TERMITE & PEST CONTROL INC	LAVWMA: TERMITE & PEST CONTROL FEB '17	74.00	74.00
03/02/2017	92136	01013 BARRETT BUSINESS SERVICES	J. KAUFFMAN: W/E 2/5/17	844.80	
			T. AMARO: W/E 2/5/17	486.40	
			N. POON: WE 02/05/17	326.40	1,657.60
03/02/2017	92137	03614 CAROLLO ENGINEERS	07-3203 DESIGN SERVICES TO 100% FOR WWTP	37,186.41	
			16-S021 TO OC-20 ENGINEERING DESIGN SERV	17,286.49	
			16-R014 TO NO. 1 ENGINEERING SVCS DURING	11,489.95	
			16-S019 TO OC-4 DAVONA-BERWICK SEWER DES	6,930.23	
			16-S034 TO OC-2 CCTV REVIEW ASSISTANCE &	4,525.40	
			15-P018 FOUL AIR REHABILITATION EVALUATI	3,908.30	81,326.78
03/02/2017	92138	00216 DAIOHS U.S.A. INC.	FY2016 HOT BEVERAGE SERVICE DO - MARCH 2	171.15	171.15
03/02/2017	92139	03165 ESRI, INC.	ARCGIS RENEWAL 05/01/17 - 04/30/18	10,671.75	10,671.75

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03/02/2017	92140	07205 GLENMOUNT GLOBAL SOLUTION	09-6101 PP#16 01/01/17- 01/31/17 SCADA I	201,261.43	201,261.43
03/02/2017	92141	00937 GRAINGER, INC.	(2QTY) LABEL CARTRIDGE FOR SHOP	49.98	49.98
03/02/2017	92142	04424 GRAYBAR ELECTRIC COMPANY	ELE PARTS FOR STOCK	624.37	
			CORD CAP PLUG FOR STOCK	82.52	706.89
03/02/2017	92143	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,717.17	4,717.17
03/02/2017	92144	00488 STANLEY KOLODZIE JR.	KOLODZIE REIMB EXP FOR DISTRICT VEHICLE	48.80	48.80
03/02/2017	92145	00608 OFFICE TEAM	T. BARDWELL: WE 02/05/17	694.08	
			TEMP SVCS W/E 02/17/17 - MONTAGUE	270.20	964.28
03/02/2017	92146	01403 PRAXAIR DISTRIBUTION INC 186	GAS SUPPLIES AND RENTAL	587.01	587.01
03/02/2017	92147	00730 NATALIE RUSSO	RUSSO REIMB EXP AT EDEN CONFERENCE MAY 8	495.88	495.88
03/02/2017	92148	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
03/02/2017	92149	02470 SHRED-IT USA LLC	SHREDDING SERVICES FEBRUARY 2017	397.80	397.80
03/02/2017	92150	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	26.50	
			SAMPLE ANALYSES	26.50	53.00
03/02/2017	92151	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: DERWA ON 02/06/17	2,027.17	
			SODIUM HYPOCHLORITE: WWTP ON 02/09/17	2,017.74	4,044.91
03/02/2017	92152	05127 VISION SERVICE PLAN - CA (VSF	MARCH 2017 - VISION	2,622.94	2,622.94
03/02/2017	92153	07997 21ST CENTURY SOUNDS	21ST CENTURY SOUNDS - ENTERTAINMENT - 20	1,095.00	1,095.00
03/02/2017	92154	01738 3T EQUIPMENT COMPANY INC.	MISC PARTS	1,391.55	
			MISC PARTS FOR REPAIRS	688.28	
			HANDY CLAM 12' LONG W/SMALL 12" BUCKET &	388.78	2,468.61
03/02/2017	92155	01719 A & M PRINTING, INC.	BUSINESS CARDS - TODD MILLISON	49.16	
			BUSINESS CARDS - STEVEN DELIGHT	38.24	87.40
03/02/2017	92156	00021 AAF INTERNATIONAL	AIR FILTERS FOR WWTP (PARTIAL DELIVERY)	655.97	655.97

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03/02/2017	92157	02120 ALAMEDA COUNTY CLERK	16-S021 ALAMEDA COUNTY CLERK - NOD	2,266.25	2,266.25
03/02/2017	92158	01954 ANDERSON'S UNIFORMS	M. SAUCEDA: UNIFORM ITEMS	884.37	
			B. BROUGH: UNIFORM ITEMS	610.68	1,495.05
03/02/2017	92159	00057 ARMA INTERNATIONAL, INC.	ARMA - 2017 MEMBERSHIP RENEWAL - GENZALE	220.00	220.00
03/02/2017	92160	00058 ARROWHEAD MOUNTAIN SPRING	OPS DEPT/LAVWMA/FOD BOTTLED WATER SERVICE	79.97	79.97
03/02/2017	92161	00622 AT&T	C3 - TELE SVCS AND USAGE THRU 02/12/17	1,770.97	
			C3 - CC DO T1 X 2 THRU 02/12/17	328.48	
			C3 - T1 WWTP TO PS300 DV THRU 02/12/17	241.19	
			LAVWMA PS & SANLEANDRO DECHLOR STATION F	102.20	2,442.84
03/02/2017	92162	01676 BANK OF AMERICA	BANK CHARGES JAN 2017	2,830.53	2,830.53
03/02/2017	92163	00092 BORGES & MAHONEY CO	60 FLUORIDE AMPULE SPADNS ACCUVAC	3,192.96	
			4 BUFFER SOLUTION PH4 CASES	731.96	3,924.92
03/02/2017	92164	07138 CALIFORNIA WATER TECHNOLOGIES	FERROUS CHLORIDE DELIVERY ON 02/08/17	3,216.57	3,216.57
03/02/2017	92165	01085 CALPERS LONG-TERM CARE PROGRAM	LONG-TERM CARE: PAYMENT	68.12	68.12
03/02/2017	92166	01579 CHANNING-BETE COMPANY	WC - 2ND GRADE ACTIVITY BOOKLETS	3,073.14	3,073.14
03/02/2017	92167	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT HACIENDA DR & SUMMER	276.00	
			09-6101 ENCROACHMENT PERMIT TASSAJARA RD	276.00	552.00
03/02/2017	92168	03997 CORRPRO COMPANIES, INC.	LAVWMA: FINAL BILLING - ON/OFF ANNUAL SU	4,800.00	4,800.00
03/02/2017	92169	00229 DELL MARKETING LP	QTY (12) DELL P2417H MONITORS FOR COMMER	3,449.25	3,449.25
03/02/2017	92170	00241 DGS OFS SVC REVOLVING FUND	NATURAL GAS SERVICE AT THE WWTP - JANUAR	23,225.38	23,225.38
03/02/2017	92171	00314 FEDEX	LAVWMA: OVERNIGHT DELIVERY	25.52	
			LAVWMA: OVERNIGHT DELIVERY	24.56	50.08
03/02/2017	92172	02914 STATE OF CALIFORNIA FRANCHISE TAX BOARD	FRANCHISE TAX BOARD: PAYMENT	187.69	187.69
03/02/2017	92173	00328 FRANK A. OLSEN CO.	PARTS FOR 6" DEZURIK VALVES REPAIR	988.49	988.49

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03/02/2017	92174	00368 HACH COMPANY	LAB SUPPLIES AND CHEMICALS	627.14	627.14
03/02/2017	92175	03149 HDS WHITE CAP CONST SUPPLY	J HATTRUP SAFETY JACKET FOR FIELD	78.65	
			J HATTRUP RAIN JACKET	78.65	157.30
03/02/2017	92176	01228 FRMLY. JH RECOGNITION CO HE	2016 EE RECOGNITION EVENT EXPENSE - SERV	263.50	263.50
03/02/2017	92177	07017 HYDROSCIENCE ENGINEERS, IN	CLEAN WATER PROGRAM ADMIN ASSISTANCE 8/2	18,429.40	
			TO NO. 3 TO AGMT DATED 3/9/14 - CW PROGR	3,301.94	
			CITY OF PLEASANTON TASK ORDER NO. 4	1,335.00	
			CITY OF PLEASANTON TASK ORDER NO. 4 THRU	632.10	23,698.44
03/02/2017	92178	07523 ID ARCHITECTURE	16-A005 TO NO. 1 DECEMBER DESIGN SERVICE	7,860.00	7,860.00
03/02/2017	92179	00417 IDEXX DISTRIBUTION, INC	CHEMICALS AND SUPPLIES	29.28	29.28
03/02/2017	92180	00424 INDUSTRIAL SAFETY SUPPLY	WINCH REPAIR - FALL PROTECTION EQUIPMENT	645.91	645.91
03/02/2017	92181	00464 JWC ENVIRONMENTAL	GRINDER SECTION OF MUFFIN MONSTER	13,389.69	13,389.69
03/02/2017	92182	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL SERVICES (01/17)	162.00	
			LEGAL SERVICES - SICK LEAVE PERSONNEL RU	57.00	219.00
03/02/2017	92183	03958 LIVERMORE AUTO GROUP	SPARK PLUG & COIL ASSY FOR UNIT #33	66.37	66.37
03/02/2017	92184	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 02/05/17	409.64	
			M. SCULL: 1/19/17 SICK LEAVE	172.48	582.12
03/02/2017	92185	00536 MC MASTER-CARR SUPPLY CO.	DERWA: (3QTY) REPLT EXPANSION JOINTS	1,073.60	
			EXPANSION JOINT FOR GRIT PUMP #2	318.69	
			BANDING TOOL FOR SHOP USE	167.35	
			LAVWMA: O-RINGS FOR PIPELINE VALVE	53.81	
			LAVWMA: O-RINGS FOR VALVES	31.80	
			LAVWMA: O-RINGS FOR VALVES	24.55	1,669.80
03/02/2017	92186	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 02/05/17	1,340.00	1,340.00
03/02/2017	92187	01650 MICROSOFT	QTY (9) MICROSOFT SURFACE PRO 4 DOCKS FO	1,769.76	1,769.76

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03/02/2017	92188	07999 CATHY MOUSSALLY	REFUND 11410 WINDING TRAIL LN	272.79	272.79
03/02/2017	92189	04231 MSC INDUSTRIAL SUPPLY CO	DERWA: WORKBENCH FOR MF	709.50	
			FOC - FIRE EXTINGUISHER SERVER ROOM	270.27	979.77
03/02/2017	92190	04796 NAPA AUTO PARTS	FLEET STOCK ITEMS: ANTIFREEZE; AIR FILTE	228.27	
			BLOW GUN FOR FLEET	5.89	
			SPARK PLUG FOR UNIT #80	2.29	236.45
03/02/2017	92191	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOD MAIL DELIVERY 2/	97.00	97.00
03/02/2017	92192	00620 P G & E	LAVWMA PS FEEDER B FEB '17	127,348.64	
			MISC PUMP STNS, RESERVOIRS, TO'S ELEC -	27,308.18	
			PUMP STATION R200A ELEC - FEBRUARY 2017	1,315.46	
			RESERVOIR R200 DERWA TANK 2 ELEC - FEBRU	46.25	156,018.53
03/02/2017	92193	03115 R & S ERECTION OF CONCORD I	OVERHEAD DOOR FIRE TEST - DO	279.04	279.04
03/02/2017	92194	04105 R&B COMPANY	3 B40D CONCRETE LIDS	393.30	393.30
03/02/2017	92195	06345 RON DUPRATT FORD	RETURN: SEAT BELT FOR UNIT #80	-93.22	
			BELT FOR UNIT #80	241.99	
			SEAT BELT FOR UNIT #80	93.22	241.99
03/02/2017	92196	04698 SAMPLE TRAPS, LLC	LAB SUPPLIES	197.74	197.74
03/02/2017	92197	03898 SEEPEX INC	PARTS TO REBUILD LARGE SEEPEX HYPO PUMP	1,133.52	1,133.52
03/02/2017	92198	02698 SHAMROCK OFFICE SOLUTIONS	OVERAGE USAGE COLOR COPIES 01/06 - 02/05	338.81	338.81
03/02/2017	92199	01096 SHAPE INC	PARTS TO REPAIR PUMP CABLE FOR LIFT STAT	1,067.37	
			LABOR TO REPAIR PUMP CABLE FOR LIFT STAT	291.00	1,358.37
03/02/2017	92200	05401 TECHSMITH	QTY (34) SNAGIT UPGRADE, QTY (7) SNAGIT	1,026.54	1,026.54
03/02/2017	92201	03377 TRI VALLEY AUTO INTERIORS	TRUCK SEAT REPAIR FOR UNIT #27	225.00	225.00
03/02/2017	92202	00891 U S POSTMASTER - DUBLIN	12 MONTH RENTAL - PO BOX CC 2017	284.00	284.00

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03/02/2017	92203	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	217.40	217.40
03/02/2017	92204	00914 VALLEY PLUMBING HOME CTR, I	BACKFLOW REPAIR AND TESTING 4010 FALLON	211.00	211.00
03/02/2017	92205	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 01/04	3,677.19	3,677.19
03/02/2017	92206	00933 VWR INTERNATIONAL, INC.	CHEMICALS AND SUPPLIES	224.52	
			CHEMICALS AND SUPPLIES	88.22	
			CHEMICALS AND SUPPLIES	22.51	335.25
03/02/2017	92207	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	1,279.70	
			JANITORIAL SUPPLIES: ECO CLIP CUCUMBER M	169.97	1,449.67
03/02/2017	92208	00966 WHITLEY BURCHETT & ASSOCIA	16-R014 TASK ORDER NO. 1 - FUNDING ASSIS	5,617.96	5,617.96
03/02/2017	92209	03508 XYLEM WATER SOLUTIONS USA	DERWA: LABOR CHARGES FOR AIR SUPPLY TUBI	5,230.00	5,230.00
03/02/2017	92210	00987 ZONE 7 WATER AGENCY	TREATED WATER SERVICE 1/1/2017 TO 1/31/2	924,091.43	
			TRI-VALLEY POTABLE REUSE FSBLTY STUDY 10	16,652.51	940,743.94
03/02/2017	10087243	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	529.24	529.24
03/02/2017	786865024	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	48.90	48.90
03/03/2017	4566536	00591 NEOPOST USA INC.	POSTAGE ADVANCE 03/03/17	1,000.00	1,000.00
03/06/2017	8059	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	86.31	86.31
03/06/2017	607030617	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	46,135.42	46,135.42
03/06/2017	1000826005	00494 PERS	RETIREMENT: PAYMENT	95,551.94	95,551.94
03/07/2017	3072017	03718 HR SIMPLIFIED	IRS 125 2017 FSA/DCA	912.38	912.38
03/07/2017	4333334	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	151,590.50	151,590.50
03/07/2017	502340480	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	27,754.13	27,754.13
03/09/2017	92211	00021 AAF INTERNATIONAL	AIR FILTERS FOR WWTP	593.45	593.45
03/09/2017	92212	07368 ACWA SCHOLARSHIP PROGRAM	2017 ANNUAL ACWA SCHOLARSHIP CONTRIBUTIO	1,000.00	1,000.00



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03/09/2017	92213	02578 ALPHA OMEGA WIRELESS	ANNUAL MAINTENANCE AND SUPPORT AGREEMENT	4,500.00	4,500.00
03/09/2017	92214	01076 ALSCO INC	WWTP TOWEL SERVICE FEB '17	339.84	
			FOD TOWEL SERVICE FEB '17	152.80	
			DO TOWEL SERVICE FEB '17	90.00	582.64
03/09/2017	92215	06349 ARCSINE ENGINEERING	09-6101 TO NO. 2 THRU 01/31/17	45,191.66	45,191.66
03/09/2017	92216	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	250.00	
			SAMPLE ANALYSES	250.00	
			SAMPLE ANALYSES	250.00	
			SAMPLE ANALYSES	160.00	910.00
03/09/2017	92217	05404 CALIFORNIA FIRST AID & SAFETY	WWTP FIRST AID KIT MAINTENANCE	188.67	
			DO - FIRST AID KIT MAINTENANCE	120.45	309.12
03/09/2017	92218	00105 CAL-STEAM	VALVE FOR HYPO STORAGE TANKS	311.05	311.05
03/09/2017	92219	00118 CALTEST ANALYTICAL LAB	SAMPLE ANALYSES	262.20	
			SAMPLE ANALYSES	184.30	
			SAMPLE ANALYSES	148.20	594.70
03/09/2017	92220	00130 CASA	2017 ANNUAL CASA SCHOLARSHIP CONTRIBUTIO	1,000.00	1,000.00
03/09/2017	92221	06107 COGENT COMMUNICATIONS INC	INTERNET SERVICE - MARCH 2017	2,350.00	2,350.00
03/09/2017	92222	01156 CWEA	MEMBERSHIP RENEWAL & LAB ANALYST GRADE 4	270.00	270.00
03/09/2017	92223	04827 STATE OF CALIFORNIA DEPT OF	16-S021 DEPT OF FISH & GAME FEE APPLICAT	2,109.00	2,109.00
03/09/2017	92224	05126 DKF SOLUTIONS GROUP, LLC	TRAINING: OVERFLOW EMERGENCY RESPONSE PL	1,200.00	1,200.00
03/09/2017	92225	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES DEC '16	12.22	12.22
03/09/2017	92226	07976 GARRE VINEYARD & WINERY, IN	GARRE VINEYARD - BALANCE DUE - 2016 EMPL	11,531.43	11,531.43
03/09/2017	92227	07652 HUNT & SONS, INC.	(800G) DIESEL FUEL	2,045.27	2,045.27
03/09/2017	92228	00884 I. KRUGER, INC.	16-R014 TAX INVOICE	25,862.55	25,862.55

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03/09/2017	92229	07614 MAHLER CONSULTING SERVICE	T.O. NO. 2 TO AGMT DATED 5/19/16 - FYE 1	11,649.60	11,649.60
03/09/2017	92230	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 02/12/17	409.64	409.64
03/09/2017	92231	07754 MARINA MECHANICAL	INSTALL NEW PROGRAMMABLE THERMOSTAT @ BL	2,024.44	2,024.44
03/09/2017	92232	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 02/12/17	1,407.00	1,407.00
03/09/2017	92233	00582 NATIONAL NOTARY ASSOCIATIO	TOM - NOTARY ERRORS AND OMISSIONS INSURA	156.00	156.00
03/09/2017	92234	00620 P G & E	WWTP ELECTRICITY - FEBRUARY 2017	14,831.73	19,110.97
			DISTRICT OFFICE ELECTRICITY - FEB '17	4,068.61	
			DO UTILITY BUILDING ELEC - FEB '17	157.10	
			RESERVOIR R100 ELEC - MARCH 2017	27.79	
			ALAMO TRUNK SEWER ELEC - FEBRUARY 2017	13.08	
			JOHNSON DRIVE STREETSCAPE ELEC - FEBRUAR	12.66	
03/09/2017	92235	05543 ADMINISTRATORS (PBIA) PREFE	MARCH 2017 - DENTAL	21,723.50	21,723.50
03/09/2017	92236	06345 RON DUPRATT FORD	PAD, SEAL ASSY & HUB ASSY FOR UNIT #90	255.11	255.11
03/09/2017	92237	00829 T & T VALVE & INSTRUMENTS IN	DERWA: (2QTY) AIR RELIEF VALVE FOR MF ST	253.46	253.46
03/09/2017	92238	01016 THE BANK OF NEW YORK MELL	2/01/17-01/31/18 TRUSTEE FEE	1,350.00	1,350.00
03/09/2017	92239	00848 THE LIGHTHOUSE	ROOF MOUNT KIT FOR UNIT #121	49.74	49.74
03/09/2017	92240	00862 TIFCO INDUSTRIES	MISC OPERATING PARTS/SUPPLIES	281.11	281.11
03/09/2017	92241	00696 TRAVERSO'S WORK SHOE HQ	J. HATTRUP - SAFETY BOOTS	200.00	200.00
03/09/2017	92242	06702 UNIFIRST INC.	FEB 2017: FIRE RESISTANT UNIFORM SERVICE	664.86	664.86
03/09/2017	92243	00912 VALLEY CARE HEALTH SYSTEM	NEW HIRE ERGONOMIC EVALUATION - J. HATTR	262.50	262.50
03/09/2017	92244	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT FEB '17	561.17	561.17
03/09/2017	92245	03536 U S BANK/ CORP PMT SYSTEMS	LAVWMA: SENSOR & SPARE FOR CHLORINE ANAL	1,059.77	
			RUSO-EDEN CONFERENCE MAY8-10, 2017	850.00	
			GAS MONITOR FOR MECHANICAL MAINT	781.14	

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			DEPOSIT FOR WATEREUSE AMBROSE HALL SHANN	750.00	
			CONTROL BOARDS FOR ROBICON VFD @ EPS 1	720.00	
			STEPHENSON: ACWA 2017 SPRING CONFERENCE	699.00	
			ACWA - 2017 SPRING CONFERENCE - REG - MO	699.00	
			REPLT WASHER FOR BLDG S	686.07	
			REGISTRATION: P3S CONFERENCE FULLER 2/27	572.00	
			RBROOKS: REG FEE FOR CWEA ANNUAL CONFERE	550.00	
			MJOHNSTON: REG FEE FOR CWEA ANNUAL CONFE	525.00	
			BSMITH: REG FEE FOR CWEA ANNUAL CONFEREN	525.00	
			OFFICE SUPPLIES: TONER FOR HR	523.91	
			FYE2016 CAFR AWARD APPLICATION	505.00	
			REGISTRATION: ANNUAL CONFERENCE BAILEY 3	505.00	
			J HATTRUP WATER DIST I REVIEW FOR EXAM D	500.00	
			QTY (12) MS 900 WIRELESS KB AND MICE AND	489.00	
			OFFICE SUPPLIES: TONER FOR PI, BATTERIES	486.80	
			OFFICE SUPPLIES: TONER, PENS, CORRECTION	402.93	
			MEDIA CONVERTER FOR WWTP SCADA	346.46	
			QTY (1) CISCO GIGABIT ETHERNET HIGH SPEE	312.02	
			SECONDARY CONTAINMENT FOR BLDG D & ABSOR	303.76	
			STEPS & HAND RAIL FOR UNIT #116	291.70	
			STEPHENSON - ACWA 2017 LEGISLATIVE SYMPO	245.00	
			STEPHENSON - UTILITY BRANDING NETWORK MT	225.88	
			S KOLODZIE AWWA WEBINARS 02/15/17; 04/12	225.00	
			09-6101 SMART BATTERY CHARGER	217.35	
			STEPHENSON - ACWA MTG/WORKSHOP LODGING &	199.64	
			(2QTY) 100FT EXTENSION CORD	196.58	
			CSDA - 3 WEBINAR TRAINING SESSIONS FOR E	195.00	
			CHEMICAL TESTING FOR LOOP WATER SYSYSTEM	185.00	
			IEEE COMP. SOCIETY IGNITE CONFERENCE 3/2	179.00	

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			CWEA MEMBERSHIP RENEWAL STEVE DELIGHT	172.00	
			PVC PARTS FOR SHOP SUPPLIES	169.09	
			HOME DEPOT TOOLS & BATTERY	159.30	
			STORAGE BINS FOR PARTS SALVAGED FROM SCA	157.06	
			LEAD TRAINING 01/25/17 - EXPENSE	151.07	
			WORKSHOP REGISTRATION: JEFF CARSON ON 8/	150.00	
			QTY (1) SANDISK 480GB SSD HARD DRIVE FOR	145.29	
			J HATTRUP CPS TRAINING 06/05/17	145.00	
			ERGO EQUIPMENT - L. RUMMEL	142.01	
			FULL MANAGEMENT BREAKFAST MEETING 02/01/	141.12	
			OPERATIONS: ULTRASTINGER LED FLASHLIGHT	140.17	
			16-R014 LUNCH PRE CON MTG	131.43	
			TOOL: 1/2" COMPACT IMPACT WRENCH	125.16	
			OFFICE SUPPLIES: NOTEBOOK, TONER CARTRID	120.18	
			OFFICE SUPPLIES: COPY PAPER 8 X 11 (3)	118.65	
			OFFICE SUPPLIES: LEDGER PAPER, TAPE DISP	116.00	
			OFFICE SUPPLIES: PENS, WALL CALENDAR, PO	115.84	
			ERGO MOSE - L. RUMMEL	109.24	
			COSTCO PHOTO CENTER	109.11	
			DIVIDERS FOR ELE SHOP PARTS DRAWERS	108.96	
			R. ROBLES AWWA RENEWAL 3-1-17 - 2-28-18	105.00	
			QTY (4) CISCO ORIGINAL 1000BASE-SX SFP M	104.00	
			WORKSHOP - SO YOU WANT TO BE A GENERAL M	100.00	
			BIAGTAN - SEMINAR SO YOU WNT TO BE A GEN	100.00	
			CSDA G.M. WORKSHOP 3-27-17	100.00	
			RECYCLED WATER EXPANSION CELEBRATION 1-2	95.00	
			OFFICE SUPPLIES: BLACK PENS, COPY PAPER	92.02	
			MAST LOCKING PIN FOR CRANE UNIT #86	86.87	
			AIR FILTER; CLIP SET FOR SHOP	82.45	

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			RECYCLED WATER EXPANSION CELEBRATION 1-2	78.05	
			TORQUE WRENCH FOR INF #1 DRIVE REPAIR	76.44	
			POWER CORD FOR UNIT #77	71.00	
			GALLARDO & KOEHLER - LCW TOP NEGOTIABLE	70.00	
			OFFICE SUPPLIES: PACKAGING PAPER, CALCUL	67.20	
			VISTAPRINT - 2016 EMPLOYEE RECOGNITION E	61.70	
			MANUAL: PRETREATMENT FACILITY INSPECTION	61.55	
			STARTER ASSY, STARTER ROPE & STARTER HAN	61.27	
			LEAD TRAINING 01/25/17 - EXPENSE	59.31	
			OFFICE STAPLES: AAA BATTERIES, STICKIES,	55.59	
			WIRELESS KEYBOARD/MOUSE FOR J. ZAVADIL	54.61	
			BACK BRACES FOR FIELD WORK	50.03	
			TIDE PODS & FEBREEZE	41.47	
			SAFEWAY - FUEL PURCHASE - DISTRICT VEHIC	40.59	
			NAME PLATES FOR CUSTOMER SERVICE	39.33	
			LEAD TRAINING 01/25/17 - EXPENSE	31.90	
			OFFICE SUPPLIES: EPSON PRINTER RIBBONS A	29.82	
			HOLMES CUSTOM STAMPS - NAMETAGS BAILEY &	28.45	
			SPACE HEATER FOR STEVE DELIGHT	27.85	
			BATTERIES FOR FLASHLIGHT	26.18	
			DRY CLEANING OF TABLECLOTHES FOR EAST BA	26.00	
			PRO SUBSCRIPTION (FEBRUARY 2017)	26.00	
			TELESCP BASIN WRENCH TO REPAIR LAB SINK	25.12	
			FASTRAK REPLENISHING CHARGE FEBRUARY '17	25.00	
			QTY (1) IPHONE LIGHTNING BOLT CHARGING C	24.46	
			QTY (1) INSIGNIA BLUETOOTH USB ADAPTER R	22.93	
			VADEN - CSMFO CONF PARKING	21.00	
			VADEN - CSMFO CONF PARKING	21.00	
			FILTERS FOR UNIT #402G	20.63	

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			PLUMBING PARTS FOR SHOP: NIPPLE BLACK IR	18.22	
			16-R014 LUNCH DERWA WORKSHOP	17.92	
			BATTERIES & TAP FOR UNIT #116	17.88	
			DRAIN FOR FOD A/C	14.65	
			PVC PIPES FOR SHOP SUPPLIES	14.22	
			CAMERA EQUIPMENT - LENS HOOD	14.18	
			MESH SCREEN FOOD COVERS	13.57	
			VADEN: AMAZON CHARGE/ REPAID BY EMPLOYEE	11.44	
			SIGN FOR FOD BLDG	10.90	
			FUNNEL	10.25	
			16-R014 LUNCH DERWA WORKSHOP	6.99	
			BATTERY FOR VIDEO CAMERA	4.91	
			ANCHORS FOR MUFFIN MONSTER REMOVAL	4.75	
			OPERATIONS: DIGITAL CAMERA SONY (RETURN)	-483.70	19,464.69
03/09/2017	92246	00710 AAI TERMITE & PEST CONTROL	FEB 2017: DO MONTHLY PEST CONTROL	147.00	
			DO PEST CONTROL RODENT SERVICE & INSPECT	68.00	215.00
03/09/2017	92247	01013 BARRETT BUSINESS SERVICES	J. KAUFFMAN: W/E 2/12/17	844.80	
			T. AMARO: W/E 2/12/17	832.00	
			N. POON: WE 02/12/17	272.00	1,948.80
03/09/2017	92248	03614 CAROLLO ENGINEERS	07-3201 TO NO. OC-5 8/1/16-1/31/17	12,750.10	
			DERWA TO OC-15 BIOASSAY TESTING 1/1/17-1	2,648.20	15,398.30
03/09/2017	92249	07915 JEFF CARSON	CARSON REIMB EXP AT DERWA PA GROUP MEETI	26.75	26.75
03/09/2017	92250	00299 ENVIRONMENTAL RESOURCE A	PROFICIENCY TESTING AND STANDARDS	4,070.41	4,070.41
03/09/2017	92251	00937 GRAINGER, INC.	DERWA: TIME DELAY RELAY & RELAY SOCKET F	332.56	332.56
03/09/2017	92252	04424 GRAYBAR ELECTRIC COMPANY	ELE PARTS FOR STOCK	1,546.24	1,546.24
03/09/2017	92253	01242 INFO SEND, INC	INFOSEND	5,235.14	5,235.14

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03/09/2017	92254	04594 MCCAMPBELL ANALYTICAL INC	SAMPLE ANALYSES	220.00	220.00
03/09/2017	92255	07109 DANIEL MCINTYRE	MCINTYRE REIMB EXP FOR MILEAGE FEBRUARY	61.11	61.11
03/09/2017	92256	00608 OFFICE TEAM	TEMP SVCS W/E 02/24/17 - MONTAGUE	984.30	
			D. BARDWELL: WE 02/12/17	925.44	1,909.74
03/09/2017	92257	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	116.50	
			SAMPLE ANALYSES	73.00	
			SAMPLE ANALYSES	26.50	216.00
03/09/2017	92258	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 02/14/17	2,216.45	2,216.45
03/10/2017	1000822362	01111 CALPERS	MARCH 2017 - ER CODE 0740 & 7316	193,129.80	193,129.80

696 checks in this report

Total Checks: 11,392,372.62

Karen  
VadenDigitally signed by  
Karen Vaden  
DN: cn=Karen Vaden  
Date: 2017.03.13  
09:06:59 -07'00'

**TENTATIVE BOARD ITEMS**

3/14/2017 3:50:42 PM

Board Mtg	Agenda Item	External Affairs	Finance and Personnel	Water Resources
4/4/2017	Policy - Revise Budget Accountability Policy and Rescind Res. No. 41-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Amendment to the Agreement for the Sale of Recycled Water by the DSRSD-EBMUD Recycled Water Authority to the Dublin San Ramon Services District and the East Bay Municipal Utility District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appointment of Alternative Member to Independent Special District Selection Committee for the Alameda County LAFCo Special District Election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nomination of District Director Georgean Vonheeder-Leopold as the Alternate Special District Representative to the Alameda County Local Agency Formation Commission (LAFCo)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Review of Strategic Plan Prepared by Board for both Content and Consideration of Needed Budgetary Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adjust Budget, Award Construction Agreement to _____ and Authorize Execution of TO OC-10 with Cardlo Eng., Inc. for Construction Mgmt. and Engineering Services During Construction for the Lift Station 1 (LS1) Relocation (16-A002)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policy - Adopt New CEQA Policy and Rescind Resolution No. 33-89	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4/18/2017	Accept Regular and Recurring Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Brief on Local and Regional Wastewater Rates and Set Public Hearing Date for Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Casting District's Vote for Alameda County Local Agency Formation Commission (LAFCo) Special District - Alternate District Representative at the Independent Special District Selection Committee Meeting of May 10, 2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Board Mtg	Agenda Item	External Affairs	Finance and Personnel	Water Resources
4/18/2017	Approve Budget Adjustment for Davona Berwick 8" Sewer Replacement (CIP 16-S019)			

**UNEXPECTED ASSET REPLACEMENT REQUEST**

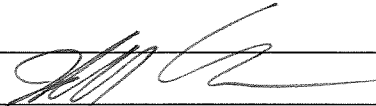
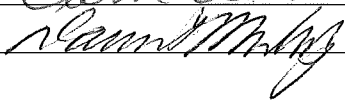
**Unexpected Asset Replacement:** The budget contains funding for capital outlay items that are expected to be replaced due to age or obsolescence. Occasionally, items in the replacement program fail unexpectedly and need to be replaced. If this happens during a budget cycle, replacement funds may be used for the replacement of the item if the General Manager determines that it is advantageous to the District to replace rather than repair said item, and if the Finance Officer determines that the replacement program has sufficient funds for the item.

**Instructions:** This form must be completed PRIOR to the purchase of the item. Contact the Accountant to assist you with completing sections two through five. After completing sections one through eight, obtain your Department Manager's signature, then route to the Accountant. Once the Finance Officer and General Manager's approvals are obtained, the Accountant will forward you a copy of the approved form. You may then purchase your replacement item following the normal purchasing guidelines. If this is an URGENT or mission critical replacement, please note that on the form so we can expedite your request.

1. Item Description	Inner Sewer gate
2. Asset Number	N/A
3. Original Cost	N/A
4. Depreciation (funding) to date	N/A
5. Funding Source	300.50.53.000.2.250 310,70.53 + 050.5.556
6. Estimated Cost of New Item	Gate \$10848.17 Install \$13500.00 Total \$24348.17
7. Requestor's Name / Date	Shawn Quinlan
8. Reason for Replacement	Gate failed in place

9. This gate is critical to operation and metering of DAFT and Influent flow.

10. Gate failed October 2016.

Department Manager Approval / Date	 3/9/17
Finance Officer Approval / Date	Carol Atwood 3/16/17
General Manager Approval / Date	 3/16/17

**For Accounting Use:**

Date routed to Finance Officer	
Date information put in Finance Committee box	



200 Parr Boulevard  
 Richmond, CA 94801  
 Tel 510-234-0926  
 Fax 510-237-2435

March 8, 2017

To: Dublin San Ramon Services District  
 7051 Dublin Blvd.  
 Dublin, CA 94568

Attention: Rudy Portugal, PE  
 Associate Engineer

Reference: DSRSD TTP Slide Gate Remove & Replace

Rudy,

C. Overaa & Co. is pleased to submit the following proposal to complete construction activities, including removal of existing slide gate and installation of new District furnished slide gate. Cost to perform the activity, time and material not to exceed **\$13,500.00**.

**Slide Gate Remove & Replace**

Materials	\$ 1,375.00	includes epoxy for anchors, materials to control flow from existing pipes, and confined space approach
Mark-up (8%)	\$ 110.00	
Tot. Materials	\$ 1,485.00	
Labor	\$ 5,565.00	includes foreman, operator, laborers, and coordination
Equipment	\$ 5,095.00	includes entry equipment, boom truck, concrete cutting, pressure washer, and trash bin
Sub-total	\$12,145.00	
OH & Profit(8%)	\$ 972.00	
Total	\$13,117.00	

Schedule work is anticipated for (3) craftsmen, for (2) days.

Any comments or questions, please feel free to contact Overaa.

Sincerely,

C. Overaa & Co.

Dan Galvin  
 Project Manager

www.overaa.com  
 License No. 106793



Date: February 3, 2017  
Quote No: 170302-1TW  
Validity: 30 Days

**Customer**  
Dublin-San Ramon Service District  
Attn: Rudy Portugal

Line	Qty	Description	Unit Price	Ext. Price
001	1.00	<p>Model RW1000-S Sluice Gate - 19" wide x 19" tall            Invert of Opening to Top of Concrete Distance: 20.67'            Max. Seating Head / Max. Unseating Head: 20' / 20'            Description: The AWWA C561 compliant, upward-opening,            non self-contained sluice gate            will be constructed of 316/316L stainless steel self-adjusting            UHMWPE seals along the sides            and top and an EPDM flush bottom invert seal. A single,            rising, 316 stainless steel stem and            clear plastic stem cover will be provided. 316 stainless steel            stem guides with UHMWPE            bushings will be provided.            Operating Mechanism: wall mounted pedestal, manual crank-            operated gearbox            Mounting Style: Frame to be in-channel mounted along the            lower guides with 316 stainless            steel adhesive anchors and non-shrink grout. Invert to be            embedded. Anchor studs, nuts            and washers are included.</p>	\$ 9,907.00	\$ 9,907.00

Pricing is based on the specifications provided to T&T Valve as of the date of this quotation. T&T Valve reserves the right to modify the pricing based on any subsequent changes to these specifications or addendum issued after this date. Standard equipment was quoted with no spare parts, no accessories, no special coatings and no special optional material were included in the price unless specifically detailed in the description. No warranty is made regarding the quantity or types of material. Shipping dates are approximate and are based on quantities available at the time of the quote. T&T Valve reserves the right to correct all stenographic or clerical errors or

*[Handwritten signature]*

Ref item N - Unexpected Asset Replacement

Subtotal 9,507.00

Sales Tax 9.50% ✓

Approximate Freight \$ -

Total \$ 10,848.17

9.25

Thank you for your business!

 Bray

 FlowTek  
A subsidiary of FAY INTERNATIONAL, INC.

 Rite

 A.R.I.

 KINETROL

 GA  
INCHES

 J & S Valve  
Imprinting the Industry Standard

 ITT  
ESD-112210 FOR LIFE

10823.40

916.40



**TITLE:** Adopt Revised Candidates' Statement Costs Policy and Rescind Resolution No. 20-13

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, the revised Candidates' Statement Costs policy and rescind Resolution No. 20-13.

**SUMMARY:**

On March 7, the Board of Directors received a presentation from staff regarding DSRSD Board election practices. This presentation was precipitated by a discussion held on this topic by the External Affairs Committee in November 2016.

One of the topics reviewed was the District's Candidates' Statement Costs policy and the amount the District desired to subsidize the cost charged to candidates by the counties for placing a candidate's statement in the voter pamphlet. The policy currently allows the Elections Official in each County the District serves (Alameda and Contra Costa) to collect a \$450 deposit to represent the candidate's pro rata share of the counties' cost to print, handle, translate and mail the District services. A candidate's total deposit would be \$900 if the candidate elected to submit a statement for both counties.

The Board concluded that a lesser deposit in the amount of \$250 per county, in concert with additional outreach measures, could stimulate increased interest and ability of community members to run for open Board seats for future DSRSD elections. The Board directed staff to revise the Candidates' Statement Costs policy accordingly and present it to the Board for approval at a subsequent Board meeting. The revised policy is attached to the resolution approving this action.

Originating Department: Executive Services	Contact: N. Genzale	Legal Review: Not Required
Cost: Additional \$200 per candidate statement submitted to each county in future elections	Funding Source: 900.10.10.000.3.340	
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)	182 of 224	



# Policy

<b>Policy No.:</b> <del>P100-15-4</del>	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Candidates' Statement Costs	
<b>Policy Description:</b> <u>Candidates' Cost to file a</u> Candidates' Statement <del>to be filed by Candidates</del> for Election to the District Board	
<b>Approval Date:</b> <del>6/4/2013</del> <u>3/21/2017</u>	<b>Last Review Date:</b> <del>2015</del> <u>2017</u>
<b>Approval Resolution No.:</b> <del>20-13</del>	<b>Next Review Date:</b> <del>2019</del> <u>2021</u>
<b>Rescinded Resolution No.:</b> <del>34-11</del> <u>20-13</u>	<b>Rescinded Resolution Date:</b> <del>7/19/2011</del> <u>6/4/2013</u>

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~~ -17. 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).

Policy No.: ~~P100-15-4~~

Policy Title: Candidates' Statement Costs

### Section 3. Advance Deposit and Payment.

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

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~~\$250 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 Alameda County or Contra Costa County~~or Alameda County exceeds ~~\$450~~\$250, 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~~\$250 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~~\$250 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



Policy No.: ~~P100-15-4~~

Policy Title: Candidates' Statement Costs

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 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, 20-13~~ 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. <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>June 4, 2013</b>	
<b>Reviewed by Committee or Board:</b>	<b>Date:</b>
<b>Board</b>	<b>June 16, 2015</b>

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING REVISED CANDIDATES' STATEMENT COSTS POLICY REGARDING CANDIDATES' STATEMENTS TO BE FILED BY CANDIDATES FOR ELECTION TO THE DISTRICT BOARD AND AUTHORIZING THE BILLING FOR AND COLLECTION OF CERTAIN COSTS AND RESCINDING RESOLUTION NO. 20-13

---

WHEREAS, Section 13307 of the Elections Code authorizes the filing, at the time of filing nomination papers, of a candidate's statement of no more than 200 words by candidates for the District's Board of Directors and further authorizes the District to require each candidate who files such a statement to pay in advance a sum not greater than the estimated prorated costs of printing, handling, translating and mailing such statements, if any, incurred by the District; and

WHEREAS, it is in the best interests of the District to require non-indigent candidates who choose to file such a statement to deposit a reasonable sum for these services and for the District to pay the additional costs, if any, incurred as a result of providing such services; and

WHEREAS, Elections Code Section 13307(b), together with the federal Voting Rights Act of 1965, as amended (herein referred to as "the Act"), requires the County Elections Official in the Alameda County portion of the District's service area to provide Spanish, Chinese, Vietnamese, and Tagalog translation of any candidate's statement and further requires that in the Contra Costa County portion of the District's service area, the County Elections Official shall, upon a candidate's request, provide a Spanish translation of any candidate's statement.

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

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

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. \_\_- 17. 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(d), a local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statement filed pursuant to this section, including costs incurred as a result of complying with the Act.

B. The District Secretary is hereby authorized and directed to provide for collection, by the Elections Official in each County, from each non-indigent candidate who files such a statement, a deposit in the amount of \$250 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

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

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 \$250, 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 \$250 and the required deposit in that County.

D. If the actual cost of the candidate's statement in either County is less than the \$250 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.

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

Other than the candidate's statement, no candidate will be permitted to include additional 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. 20-13, 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.

ADOPTED by the Board of Directors of Dublin San Ramon Services District at its regular meeting held on the 21st of March 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Richard M. Halket, President

ATTEST:

\_\_\_\_\_  
Nicole Genzale, District Secretary



# Policy

<b>Policy No.:</b> Click here to enter text.	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Candidates' Statement Costs	
<b>Policy Description:</b> Candidates' Cost to file a Candidates' Statement for Election to the District Board.	
<b>Approval Date:</b> 3/21/2017	<b>Last Review Date:</b> 2017
<b>Approval Resolution No.:</b> Click here to enter text.	<b>Next Review Date:</b> 2021
<b>Rescinded Resolution No.:</b> 20-13	<b>Rescinded Resolution Date:</b> 6/4/2013

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. \_\_-17. 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).

Policy No.:

Policy Title: Candidates' Statement Costs

**Section 3. Advance Deposit and Payment.**

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

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 \$250 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 Alameda County or Contra Costa County exceed \$250, 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 \$250 and the required deposit in that County.

D. If the actual cost of the candidate's statement in either County is less than the \$250 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.

Policy No.:

Policy Title: Candidates' Statement Costs

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 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. 20-13 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.

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Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>June 4, 2013</b>	
Reviewed by Committee or Board:	Date:
<b>Board</b>	<b>June 16, 2015</b>



RESOLUTION NO. 20-13

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING REVISED CANDIDATES' STATEMENT COSTS POLICY REGARDING CANDIDATES' STATEMENTS TO BE FILED BY CANDIDATES FOR ELECTION TO THE DISTRICT BOARD AND AUTHORIZING THE BILLING FOR AND COLLECTION OF CERTAIN COSTS AND RESCINDING RESOLUTION NO. 34-11

---

WHEREAS, Section 13307 of the Elections Code authorizes the filing, at the time of filing nomination papers, of a candidate's statement of no more than 200 words by candidates for the District's Board of Directors and further authorizes the District to require each candidate who files such a statement to pay in advance a sum not greater than the estimated prorated costs of printing, handling, translating and mailing such statements, if any, incurred by the District; and

WHEREAS, it is in the best interests of the District to require non-indigent candidates who choose to file such a statement to deposit a reasonable sum for these services and for the District to pay the additional costs, if any, incurred as a result of providing such services; and

WHEREAS, Elections Code Section 13307(b), together with the federal Voting Rights Act of 1965, as amended (herein referred to as "the Act"), requires the County Elections Official in the Alameda County portion of the District's service area to provide Spanish, Chinese, Vietnamese, and Tagalog translation of any candidate's statement and further requires that in the Contra Costa County portion of the District's service area, the County Elections Official shall, upon a candidate's request, provide a Spanish translation of any candidate's statement.

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Section 1. General Provisions.

Res. No. 20-13

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 section, including costs incurred as a result of complying with the Act.

B. The District Secretary is hereby authorized and directed to provide for collection, by the Elections Official in each County, 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.

Res. No. 20-13

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 materials in the sample ballot package.

Section 6. Rescinding Previous Policy.

Res. No. 20-13

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.

ADOPTED by the Board of Directors of Dublin San Ramon Services District at its regular meeting held on the 4th of June 2013, and passed by the following vote:

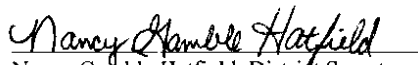
AYES: 5 - Directors Georgean M. Vonheeder-Leopold, Edward R. Duarte,  
Richard M. Halket, D.L.(Pat) Howard, Dawn L. Benson

NOES: 0

ABSENT: 0

  
Dawn L. Benson, President

ATTEST:

  
Nancy Gamble Hatfield, District Secretary



**TITLE:** Adopt Revised Director Travel and Expenses Policy and Rescind Resolution No. 4-13

**RECOMMENDATION:**

Staff recommends the Board adopt, by Resolution, the revised Director Travel and Expenses policy and rescind Resolution No. 4-13.

**SUMMARY:**

The Director Travel and Expenses policy was last revised by the Board on February 19, 2013. The policy continues to serve the District well as it clearly identifies which boardmember expenses are eligible for reimbursement and limits those direct and verifiable expenses incurred by a boardmember for themselves only with an appropriate level of frugality.

In an effort to further streamline the administrative process, and for consistency with internal procedures, the following changes to the policy are proposed:

- Revise and clarify pre-approval process to state that all travel on District business in California and Nevada are considered pre-approved by adoption of policy, and any travel on District business in other locations requires pre-approval by the Board
- Eliminate the 15 mile limit in regards to a Director's use of a personal vehicle as this is an eligible business expense that is reimbursable per IRS regulations, with no minimum distance traveled limitation; this would not apply to travel to and from the District for Board meetings
- Remove the requirement for actual reimbursement, to be replaced by use of the average California city per diem rate for meal reimbursements; no longer requires receipts to be submitted for meal reimbursements
- Revise and update Board expense appeal process to align with Guidelines for Conducting District Business policy, by which any matter requiring Board action will be presented initially to the Board for consideration without Committee review or involvement unless it is specifically identified as a matter that may be initially considered by a Committee.

Originating Department: Administrative Services		Contact: M. 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)		Attachment 1 – Redlined version of revised policy	
		197 of 224	



# Policy

<b>Policy No.:</b> <del>P100-13-2</del>	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Board of Director Travel and Expenses	
<b>Policy Description:</b> Reimbursement of travel and related expenses incurred by Directors while on District business	
<b>Approval Date:</b> <del>2/19/2013</del> 3/21/2017	<b>Last Review Date:</b> <del>2013</del> 2017
<b>Approval Resolution No.:</b> <del>4-13</del>	<b>Next Review Date:</b> <del>2017</del> 2021
<b>Rescinded Resolution No.:</b> <del>18-094-13</del>	<b>Rescinded Resolution Date:</b> <del>6/16/2009</del> 2/19/2013

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

1. That each Director shall exhibit good judgment in the matter of travel and incidental expenses, and shall have proper regard for the propriety and economy of conducting District business;
2. To reimburse reasonable and actual travel and/or incidental expenditures of Directors incurred when they are on District business.
3. That travel to and attendance at conferences and meetings by Directors shall be consistent with the approved budget of the District.
4. ~~That all travel by Directors on District business shall be pre-approved by the Board.~~ Travel on District business within the States of California and Nevada is pre-approved by adoption of this policy; ~~expenses associated with pre-approved travel is subject to the separate approval, limitations and guidelines of this policy~~ travel on District business in locations other than California and Nevada require Board approval.
5. That expenses incurred in connection with activities and/or events that are not eligible for compensation under the Day of Service policy may, with prior Board approval, qualify for reimbursement under this policy. Such events include activities of civic and charitable organizations that are determined by the Board to be in the best interest of the District. Expenses incurred in connection with partisan or nonpartisan political activities or events are not eligible for reimbursement.
6. That expenditures of Directors for travel shall be allowed in general accordance with the following criteria:
  - Registration Fees: A registration or similar fee charged by the organizers of any conference, convention, or meeting is allowable.

Policy No.: ~~P700-15-?~~Policy Title: ~~Title~~Board of Director Travel and Expenses

- Lodging: Amounts equivalent to the cost of (conference rate if available at the time of booking and if one has been established) a standard single occupancy room at the hotel or motel at which the conference or meeting is held or comparable nearby lodging are allowable.
- Transportation:
  - Air Travel: Amounts equivalent to the cost of coach class round-trip airfare from Oakland, San Jose, Sacramento or San Francisco to an airport reasonably near the destination are allowable.
  - Rental Cars: The cost of a mid-size rental car at a destination is allowable.
  - Private Automobiles: Travel to and from a destination ~~more than 15 miles from the District office~~ using private automobiles is allowable at the IRS mileage rate ~~(-travel to and from the District for the purpose of attending Board meetings is not eligible for reimbursement)~~. This applies so long as the amount so calculated does not exceed the cost of pre-purchased round-trip coach class airfare plus ground transportation that would be incurred for the same trip. If that is the case, the expense shall be limited to the cost of pre-purchased round-trip coach class airfare plus estimated ground transportation. When more than one District official travels in the same private automobile, allowance will be made to only the owner or lessor of the vehicle used. No credit for airfare or the avoided cost of a second automobile shall be paid to the second person. If the General Manager determines that air transportation is not feasible due to work schedules, time involved or other similar reasons, an allowance for the use of a private automobile shall be determined on the basis of the IRS mileage rate and shall not be subject to the limitation specified herein.
  - Tolls and Parking: Tolls, parking and other similar charges are allowable; parking shall be at "non-valet" and "long term" rates when available.
  - Public Transportation / Taxis: Expenses for public transportation or private "for hire" ground transportation at the destination, to and/or from the destination and/or to or from the departure airport are allowable.
- Meals: Actual and reasonable costs of meals while traveling are allowable up to the limits set herein. Directors shall exercise discretion in the selection of restaurants and when incurring costs for meals. No costs for any alcoholic beverages shall be eligible for reimbursement. A maximum daily reimbursement for meals while traveling is hereby established at ~~\$62~~the average California city per diem rate. ~~Actual reimbursement including tax and tips will be based upon actual receipts submitted.~~ The maximum daily reimbursement per diem will be reduced in the following amounts to reflect pre-paid meals: \$12 for breakfast, \$16 for lunch and \$34 for dinner. The maximum daily reimbursement shall also be reduced by the amount associated with the meals that a Director would normally have taken on his or her personal behalf before departure or after their return. ~~Receipts for meals shall provide a detailed listing of the charges.~~
- Incidental Expenses: Reasonable incidental expenditures related to travel or the conduct of District business in amounts less than \$10.00 per item are allowable without receipt. These include items such as parking at meters, baggage handling, use of hotel fax services, phone charges, etc., and other similar expenses.

Policy No.: ~~P700-15-?~~Policy Title: ~~Title~~Board of Director Travel and Expenses

7. If a receipt is lost, the Director shall so note that on their expense report along with a brief explanation and their estimate of the expense; in such cases copies of credit card statements and/or checking account charges that show the date and amount of the charge and the payee are acceptable substitutes. The General Manager shall apply reasonable discretion, as supported by the evidence of the situation, and determine the actual amount to be reimbursed. ~~(Example: a Director parks at the Oakland Airport for a three day trip but loses the parking receipt and paid cash. A reasonable estimate would be parking in Long Term Parking for a period from 90 minutes before scheduled departure of the flight to 60 minutes after actual arrival.)~~
- 7.
8. ~~N~~That no reimbursement is allowed for any direct or incremental expenses of family members or guests traveling with a Director. An example of an unallowable incremental expense is the added cost of upgrading a room or a rental car to accommodate a non-District traveling companion.
9. ~~A~~That allowable expenses as specified herein are only reimbursable for the time while the conference, business meeting, or other District business activity is occurring, with reasonable allowance for the need to arrive in advance of or depart after a conference or business meeting.
10. Receipts (other than meals) must be provided prior to reimbursement unless otherwise provided herein.
11. ~~T~~That the principal responsibility for compliance with this policy rests with each Director. The General Manager or designee shall review all expenses submitted for reimbursement for conformance with this policy prior to approving payment. When necessary, ~~the General Manager may exercise~~ reasonable discretion in approving reimbursements related to unusual circumstances may be exercised that are not in strict accordance with this policy but that ~~in his judgment~~ were necessary and prudent and were incurred while furthering the interests of the District. If a Director disagrees with the General Manager's determination, the Director submitting the reimbursement request shall refer the matter to ~~the President of the Board (or Vice President if the expense sheet is that of the President)~~ for consideration, by submitting the matter as an agenda item at a regular meeting not later than 60 days after the day for which reimbursement is requested. ~~A Director's reimbursement request shall be deemed an acknowledgement by that Director that the request, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained in a timely manner, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board President (or the Vice President as the case might be), they shall approve the request unless they believe it substantially deviates from this policy. Directors may appeal any disapproved reimbursement by the President or Vice President by submitting the matter to the Board as an agenda item at a regular meeting not later than 60 days after the day for which reimbursement is requested.~~
12. ~~T~~That the General Manager or designee shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.
13. This policy supersedes all previously adopted District policies related to reimbursement for travel and incidental expenses.



Policy No.: ~~P700-15-?~~

Policy Title: ~~Title~~Board of Director Travel and Expenses

Policy is current and no changes need to be adopted by the Board of Directors: <u>Status Quo Chronology:</u>	
Date Adopted:	
Reviewed by Committee or Board:	Date:
Board	

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING THE REVISED DIRECTOR TRAVEL AND EXPENSES POLICY AND RESCINDING RESOLUTION NO. 4-13

---

WHEREAS, on February 19, 2013, the Board adopted a revised Director Travel and Expenses policy; and

WHEREAS, all District policies are reviewed at least every four years.

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

That the revised Director Travel and Expenses policy, attached as Exhibit “A” be adopted, and Resolution No. 4-13 is hereby rescinded, and attached as Exhibit “B.”

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 21st day of March 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Richard M. Halket, President

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



# Policy

<b>Policy No.:</b>	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Board of Director Travel and Expenses	
<b>Policy Description:</b> Reimbursement of travel and related expenses incurred by Directors while on District business	
<b>Approval Date:</b> 3/21/2017	<b>Last Review Date:</b> 2017
<b>Approval Resolution No.:</b>	<b>Next Review Date:</b> 2021
<b>Rescinded Resolution No.:</b> 4-13	<b>Rescinded Resolution Date:</b> 2/19/2013

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

1. That each Director shall exhibit good judgment in the matter of travel and incidental expenses, and shall have proper regard for the propriety and economy of conducting District business;
2. To reimburse reasonable and actual travel and/or incidental expenditures of Directors incurred when they are on District business.
3. That travel to and attendance at conferences and meetings by Directors shall be consistent with the approved budget of the District.
4. Travel on District business within the States of California and Nevada is pre-approved by adoption of this policy; travel on District business in locations other than California and Nevada require Board approval.
5. That expenses incurred in connection with activities and/or events that are not eligible for compensation under the Day of Service policy may, with prior Board approval, qualify for reimbursement under this policy. Such events include activities of civic and charitable organizations that are determined by the Board to be in the best interest of the District. Expenses incurred in connection with partisan or nonpartisan political activities or events are not eligible for reimbursement.
6. That expenditures of Directors for travel shall be allowed in general accordance with the following criteria:
  - Registration Fees: A registration or similar fee charged by the organizers of any conference, convention, or meeting is allowable.
  - Lodging: Amounts equivalent to the cost of (conference rate if available at the time of booking and if one has been established) a standard single occupancy room at the hotel or motel at which the conference or meeting is held or comparable nearby lodging are allowable.

Policy No.:

Policy Title: Board of Director Travel and Expenses

- Transportation:
    - Air Travel: Amounts equivalent to the cost of coach class round-trip airfare from Oakland, San Jose, Sacramento or San Francisco to an airport reasonably near the destination are allowable.
    - Rental Cars: The cost of a mid-size rental car at a destination is allowable.
    - Private Automobiles: Travel to and from a destination using private automobiles is allowable at the IRS mileage rate (travel to and from the District for the purpose of attending Board meetings is not eligible for reimbursement). This applies so long as the amount so calculated does not exceed the cost of pre-purchased round-trip coach class airfare plus ground transportation that would be incurred for the same trip. If that is the case, the expense shall be limited to the cost of pre-purchased round-trip coach class airfare plus estimated ground transportation. When more than one District official travels in the same private automobile, allowance will be made to only the owner or lessor of the vehicle used. No credit for airfare or the avoided cost of a second automobile shall be paid to the second person. If the General Manager determines that air transportation is not feasible due to work schedules, time involved or other similar reasons, an allowance for the use of a private automobile shall be determined on the basis of the IRS mileage rate and shall not be subject to the limitation specified herein.
    - Tolls and Parking: Tolls, parking and other similar charges are allowable; parking shall be at "non-valet" and "long term" rates when available.
    - Public Transportation / Taxis: Expenses for public transportation or private "for hire" ground transportation at the destination, to and/or from the destination and/or to or from the departure airport are allowable.
  - Meals: Actual and reasonable costs of meals while traveling are allowable up to the limits set herein. Directors shall exercise discretion in the selection of restaurants and when incurring costs for meals. No costs for any alcoholic beverages shall be eligible for reimbursement. A maximum daily reimbursement for meals while traveling is hereby established at the average California city per diem rate. The maximum daily per diem will be reduced in the following amounts to reflect pre-paid meals: \$12 for breakfast, \$16 for lunch and \$34 for dinner. The maximum daily reimbursement shall also be reduced by the amount associated with the meals that a Director would normally have taken on his or her personal behalf before departure or after their return.
  - Incidental Expenses: Reasonable incidental expenditures related to travel or the conduct of District business in amounts less than \$10.00 per item are allowable without receipt. These include items such as parking at meters, baggage handling, use of hotel fax services, phone charges, etc., and other similar expenses.
7. If a receipt is lost, the Director shall so note that on their expense report along with a brief explanation and their estimate of the expense; in such cases copies of credit card statements and/or checking account charges that show the date and amount of the charge and the payee are acceptable substitutes. The General Manager shall apply reasonable discretion, as supported by the evidence of the situation, and determine the actual amount to be reimbursed.

**Policy No.:****Policy Title:** Board of Director Travel and Expenses

8. No reimbursement is allowed for any direct or incremental expenses of family members or guests traveling with a Director. An example of an unallowable incremental expense is the added cost of upgrading a room or a rental car to accommodate a non-District traveling companion.
9. Allowable expenses as specified herein are only reimbursable for the time while the conference, business meeting, or other District business activity is occurring, with reasonable allowance for the need to arrive in advance of or depart after a conference or business meeting.
10. Receipts (other than meals) must be provided prior to reimbursement unless otherwise provided herein.
11. The principal responsibility for compliance with this policy rests with each Director. The General Manager or designee shall review all expenses submitted for reimbursement for conformance with this policy prior to approving payment. When necessary, reasonable discretion in approving reimbursements related to unusual circumstances may be exercised that are not in strict accordance with this policy but that were necessary and prudent and were incurred while furthering the interests of the District. If a Director disagrees with the General Manager's determination, the Director submitting the reimbursement request shall refer the matter to the Board for consideration, by submitting the matter as an agenda item at a regular meeting not later than 60 days after the day for which reimbursement is requested.
12. The General Manager or designee shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.
13. This policy supersedes all previously adopted District policies related to reimbursement for travel and incidental expenses.

RESOLUTION NO. 4-13

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING THE REVISED DIRECTOR TRAVEL AND EXPENSES POLICY AND RESCINDING RESOLUTION NO. 18-09

---

WHEREAS, on June 16, 2009, the Board adopted a revised Director Travel and Expenses policy; and

WHEREAS, all District policies are reviewed at least every four years; and

WHEREAS, the External Affairs Committee reviewed the Director Travel and Expenses policy and proposed revisions to that policy.

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

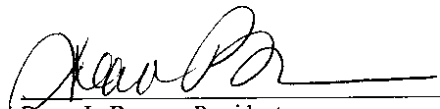
That the revised Director Travel and Expenses policy, attached as Exhibit "A" be adopted, and Resolution No. 18-09 is hereby rescinded, and attached as Exhibit "B."

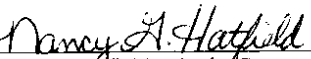
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 19th day of February 2013, and passed by the following vote:

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

NOES: 0

ABSENT: 0

  
Dawn L. Benson, President

ATTEST:   
Nancy G. Hatfield, District Secretary

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**TITLE:** Adopt Revised Purchasing Policy and Rescind Resolution No. 14-06

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, the revised Purchasing policy and rescind Resolution No. 14-06.

**SUMMARY:**

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy.

The Purchasing policy was last revised in 2006 and has been kept in status quo during its scheduled reviews in 2010 and 2014. The policy is not scheduled for next review until 2018; although staff recommends revising two sections of the policy to clarify the authority of the General Manager.

The current policy authorizes the General Manager (GM) *“to negotiate and execute contracts for all operating, CIP and emergency purchases made in conformance with the purchasing policies”*. The District’s Purchasing policy authorizes the GM *“to adjust contracts up to his/her purchasing authority (\$100,000). In addition, the General Manager is authorized to adjust contracts in excess of \$100,000 that were originally approved by the Board, by ten percent, with a maximum adjustment of \$100,000, unless a different amount is stipulated by the Board in its original action.”*

The intent of the policy was to limit the GM approval authority for contract changes to \$100,000. Any amount exceeding the GM’s authority requires Board approval. Upon review of this policy, and the Budget Accountability policy, sections describing the GM’s approval authority are not worded consistently, leaving open the possibility of misinterpretation. Staff recommends modifying the policy for contract adjustments by eliminating the reference to 10% and stating the not-to-exceed dollar amount only of \$100,000.

Currently, DSRSD follows the Public Works Contract Code which limits the GM approval of these types of contracts to \$25,000. To clarify the GM’s approval level and make it consistent across the board, staff is also recommending that the GM’s approval authority for Public Works Contracts be increased to reflect the same parameters as above. In addition, the policy has been modified setting forth delegation of all related discretionary decisions listed in the Public Works Contract Code as recommended by the District’s Special Counsel.

If the Board approves these changes as recommended, staff will update administratively the District’s Purchasing Procedures Manual accordingly.

Originating Department: Administrative Services		Contact: C. Atwood	Legal Review: Yes
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)		Attachment 1 – Redlined version of revised policy	
		207 of 224	



# Policy

<b>Policy No.:</b> <del>P500-14-1</del>	<b>Type of Policy:</b> Purchasing
<b>Policy Title:</b> Purchasing Policy	
<b>Policy Description:</b> Purchasing of Materials, Supplies, Services and Equipment	
<b>Approval Date:</b> 3/21/2017	<b>Last Review Date:</b> <del>2014</del> 2017
<b>Approval Resolution No.:</b> <del>14-06 TD</del>	<b>Next Review Date:</b> <del>2018</del> 2021
<b>Rescinded Resolution No.:</b> <del>N/A 14-06</del>	<b>Rescinded Resolution Date:</b> <del>N/A 3/21/2006</del>

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

- Perform purchasing activities with the highest ethical standards;
- Purchase materials, supplies, non-professional services, technical services and equipment using processes to ensure the appropriate quality is received for a reasonable price;
- Secure professional services using an equitable, quality-based selection process;
- Provide fair and open competition; and
- Define authority for the purchasing function.

## Section 1. Purchasing Agent

The General Manager is designated as Purchasing Agent. The Purchasing Agent shall:

1. Establish written purchasing procedures and update them as needed, in conformance with this policy and with applicable laws.
2. Negotiate and sign contracts within the authority outlined in this policy.
3. Purchase or contract for supplies, services and equipment required by the District, in accordance with this policy.

## Section 2. Purchasing Authority

1. The General Manager is authorized to negotiate and execute contracts for all operating, **Capital Outlay CIP** and emergency purchases, made in conformance with the purchasing procedures, as follows:



Policy No.: Number

Policy Title: Name

- a. \$100,000 per purchase order or contract for materials, supplies, equipment, services or other personal property.
- b. Any amount for recurring, operational purchases such as:
  - i. Utility payments
  - ii. Scheduled debt payments and related debt administration services
  - iii. Chemical purchases
  - iv. Payments to a District Joint Powers Agency within contractual agreements
  - v. Water purchase
  - vi. Insurance payments
  - vii. Retirement contributions
  - viii. Payroll
- c. Any amount during an emergency in accordance with the guidelines in the California Public Contract Code.

### Section 3. Credit Cards

The General Manager is authorized on behalf of the District to enter into credit card agreements, designate who may receive and use credit cards issued on behalf of the District, execute security agreements with respect to the District's credit card accounts and otherwise bind the District with respect to its credit card accounts.

### Section 4. Adjustment of Contracts

~~The General Manager is authorized to adjust contracts up to his purchasing authority. In addition, the General Manager is authorized to adjust contracts in excess of \$100,000, that were originally approved by the Board, by ten percent, with a maximum adjustment of \$100,000, unless a different amount is stipulated by the Board in its original action.~~

- A. ~~The General Manager has the authority to approve contracts up to \$100,000. In addition, the General Manager has the authority to adjust those contracts up to his purchasing authority of \$100,000.~~
- B. ~~For those contracts in excess of \$100,000 that were originally approved by the Board, the General Manager has the authority to make adjustments of up to \$100,000, unless additional authority is delegated in an approving resolution.~~

### Section 5. Public Works Contracts

~~The General Manager is authorized to award, and make associated decisions relating to, Public Works Contracts up to his purchasing authority of \$100,000. In addition, the General Manager is authorized to adjust Public Works Contracts in excess of \$100,000 that were originally approved by the Board, by a maximum adjustment of \$100,000, unless additional authority is delegated in an approving resolution. This delegation expressly encompasses related discretionary decisions such as the responsibility to accept~~

Policy No.: Number	Policy Title: Name
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one of two or more tied bids, to reject all bids, to require bid bonds, to utilize emergency procedure set forth in the Code, sole source findings, post award determinations regarding subcontractor substitutions, determining whether to waive irregularities, determining whether to accept or reject a bid protest, and making determinations regarding the substitution of a subcontractor claimed to have been inadvertently listed under the procedures set forth in Public Contract Code section 4107.5. However, in the case where a bid protest is filed, the General Manager shall refer approval of the Public Works contract to the Board of Directors.

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE PURCHASING POLICY AND RESCINDING RESOLUTION NO. 14-06

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WHEREAS, on March 21, 2006, the Board adopted a Purchasing policy to ensure that the District conduct its purchasing activities with the highest ethical standards, to provide fair and open competition and compliance with all applicable laws; and

WHEREAS, the District reviews and updates policies to ensure that they support the District's mission; and

WHEREAS, the policy is revised to clarify that the General Manager is authorized to adjust contracts up to his purchasing authority of \$100,000 and to adjust contracts in excess of \$100,000 that where originally approved by the Board, by a maximum adjustment of \$100,000; and

WHEREAS, the policy is also revised to delegate to the General Manager approval of Public Works Contracts in the amounts stated above; and

WHEREAS, the policy is further revised to delegate to the General Manager related discretionary decisions in regards to Public Works Contracts formerly carried out by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the revised Purchasing policy, attached as Exhibit "A" be adopted; and Resolution No. 14-06, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 21st day of March, 2017.

AYES:

NOES:

ABSENT:

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Richard M. Halket, President

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



# Policy

<b>Policy No.:</b> Click here to enter text.	<b>Type of Policy:</b> Purchasing
<b>Policy Title:</b> Purchasing Policy	
<b>Policy Description:</b> Purchasing of Materials, Supplies, Services and Equipment	
<b>Approval Date:</b> 3/21/2017	<b>Last Review Date:</b> 2017
<b>Approval Resolution No.:</b> TD	<b>Next Review Date:</b> 2021
<b>Rescinded Resolution No.:</b> 14-06	<b>Rescinded Resolution Date:</b> 3/21/2006

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

- Perform purchasing activities with the highest ethical standards;
- Purchase materials, supplies, non-professional services, technical services and equipment using processes to ensure the appropriate quality is received for a reasonable price;
- Secure professional services using an equitable, quality-based selection process;
- Provide fair and open competition; and
- Define authority for the purchasing function.

## Section 1. Purchasing Agent

The General Manager is designated as Purchasing Agent. The Purchasing Agent shall:

1. Establish written purchasing procedures and update them as needed, in conformance with this policy and with applicable laws.
2. Negotiate and sign contracts within the authority outlined in this policy.
3. Purchase or contract for supplies, services and equipment required by the District, in accordance with this policy.

## Section 2. Purchasing Authority

1. The General Manager is authorized to negotiate and execute contracts for all operating, Capital Outlay and emergency purchases, made in conformance with the purchasing procedures, as follows:

Policy No.: Number

Policy Title: Name

- a. \$100,000 per purchase order or contract for materials, supplies, equipment, services or other personal property.
- b. Any amount for recurring, operational purchases such as:
  - i. Utility payments
  - ii. Scheduled debt payments and related debt administration services
  - iii. Chemical purchases
  - iv. Payments to a District Joint Powers Agency within contractual agreements
  - v. Water purchase
  - vi. Insurance payments
  - vii. Retirement contributions
  - viii. Payroll
- c. Any amount during an emergency in accordance with the guidelines in the California Public Contract Code.

### Section 3. Credit Cards

The General Manager is authorized on behalf of the District to enter into credit card agreements, designate who may receive and use credit cards issued on behalf of the District, execute security agreements with respect to the District's credit card accounts and otherwise bind the District with respect to its credit card accounts.

### Section 4. Adjustment of Contracts

- A. The General Manager has the authority to approve contracts up to \$100,000. In addition, the General Manager has the authority to adjust those contracts up to his purchasing authority of \$100,000.
- B. For those contracts in excess of \$100,000 that were originally approved by the Board, the General Manager has the authority to make adjustments of up to \$100,000, unless additional authority is delegated in an approving resolution.
- C.

### Section 5. Public Works Contracts

The General Manager is authorized to award, and make associated decisions relating to, Public Works Contracts up to his purchasing authority of \$100,000. In addition, the General Manager is authorized to adjust Public Works Contracts in excess of \$100,000 that were originally approved by the Board, by a maximum adjustment of \$100,000, unless additional authority is delegated in an approving resolution. This delegation expressly encompasses related discretionary decisions such as the responsibility to accept one of two or more tied bids, to reject all bids, to require bid bonds, to utilize emergency procedure set forth in the Code, sole source findings, post award determinations regarding subcontractor substitutions, determining whether to waive irregularities, determining whether to accept or reject a bid protest, and

Policy No.: Number	Policy Title: Name
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making determinations regarding the substitution of a subcontractor claimed to have been inadvertently listed under the procedures set forth in Public Contract Code section 4107.5. However, in the case where a bid protest is filed, the General Manager shall refer approval of the Public Works contract to the Board of Directors.

RESOLUTION NO. 14-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PURCHASING POLICY AND RESCINDING RESOLUTION NOS. 17-89, 48-92, 29-97, AND 34-97

WHEREAS, the District reviews and updates policies to ensure that they support the District's mission; and

WHEREAS, the District desires to conduct its purchasing activities with the highest ethical standards, to provide fair and open competition and compliance with all applicable laws;

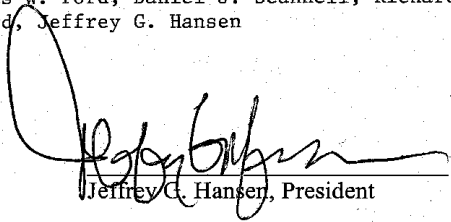
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the attached policy entitled "Purchasing Policy" is hereby adopted; and Resolution Nos. 17-89, 48-92, 29-97, and 34-97 are hereby rescinded.

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 21st day of March 2006.

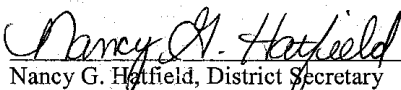
AYES: 5 - Directors Thomas W. Ford, Daniel J. Scannell, Richard M. Halket,  
Dwight L. Howard, Jeffrey G. Hansen

NOES: 0

ABSENT: 0

  
Jeffrey G. Hansen, President

Attest:

  
Nancy G. Hatfield, District Secretary



# POLICY

## Dublin San Ramon Services District

Policy No.:	P500-06-2	Type of Policy:	Purchasing
Policy Title:	Purchasing Policy		
Policy Description:	Purchasing of Materials, Supplies, Services and Equipment		
Approval Date:	Mar 21, 2006	Last Review Date:	2006
Approval Resolution No.:	14-06	Next Review Date:	2010
Rescinded Resolution No.:	17-89, 48-92, 29-97, 34-97	Rescinded Resolution Date:	June 6, 1989; September 15, 1992; June 3, 1997; June 17, 1997

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

- Perform purchasing activities with the highest ethical standards;
- Purchase materials, supplies, non-professional services, technical services and equipment using processes to ensure the appropriate quality is received for a reasonable price;
- Secure professional services using an equitable, quality-based selection process;
- Provide fair and open competition; and
- Define authority for the purchasing function.

### Section 1. Purchasing Agent

The General Manager is designated as Purchasing Agent. The Purchasing Agent shall:

1. Establish written purchasing procedures and update them as needed, in conformance with this policy and with applicable laws.
2. Negotiate and sign contracts within the authority outlined in this policy.



3. Purchase or contract for supplies, services and equipment required by the District, in accordance with this policy.

#### Section 2. Purchasing Authority

1. The General Manager is authorized to negotiate and execute contracts for all operating, CIP and emergency purchases, made in conformance with the purchasing procedures, as follows:
  - a. \$100,000 per purchase order or contract for materials, supplies, equipment, services or other personal property.
  - b. Any amount for recurring, operational purchases such as:
    - i. Utility payments
    - ii. Scheduled debt payments and related debt administration services
    - iii. Chemical purchases
    - iv. Payments to a District Joint Powers Agency within contractual agreements
    - v. Water purchase
    - vi. Insurance payments
    - vii. Retirement contributions
    - viii. Payroll
  - c. Any amount during an emergency in accordance with the guidelines in the California Public Contract Code.

#### Section 3. Credit Cards

The General Manager is authorized on behalf of the District to enter into credit card agreements, designate who may receive and use credit cards issued on behalf of the District, execute security agreements with respect to the District's credit card accounts and otherwise bind the District with respect to its credit card accounts.

#### Section 4. Adjustment of Contracts

The General Manager is authorized to adjust contracts up to his purchasing authority. In addition, the General Manager is authorized to adjust contracts in excess of \$100,000, that were originally approved by the Board, by ten percent, with a maximum adjustment of \$100,000, unless a different amount is stipulated by the Board in its original action.

4/18/2006



**TITLE:** Adopt Revised Use of Discrete Sewerage Systems Policy and Rescind Resolution No. 2-09

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, the revised Use of Discrete Sewerage Systems policy and rescind Resolution No. 2-09.

**SUMMARY:**

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy.

The District originally adopted the Use of Discrete Sewerage Systems policy, P600-13-1, in January 2009 and reviewed and retained the policy without changes in 2013. Staff recommends retaining the District's policy with revisions to simplify the language and to reflect the terminology in the State Water Resources Control Board (SWRCB) Basin Plan and the Zone 7 Nutrient Management Plan. The current policy references a 1978 SWRCB policy on Discrete Sewerage Facilities. The SWRCB policy was rescinded in 2014 when a new SWRCB Water Quality Control Policy for Siting, Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems (OWTS) was incorporated by reference into the SWRCB Basin Plan.

The revised policy changes the term "Discrete Sewerage Systems" to "Onsite Wastewater Treatment Systems" and includes a definition of Onsite Wastewater Treatment Systems. The policy states the District will take all appropriate actions to avoid the construction of new OWTS to the fullest extent possible, and support phasing out existing systems where practicable.

Originating Department: Engineering Services	Contact: J. Zavadil	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)	Attachment 1 – Current Policy - redlined	

<b>Policy No.:</b> <del>P600-13-1</del> <u>TBD</u>	<b>Type of Policy:</b> Service
<b>Policy Title:</b> <del>Use of Discrete Sewerage Systems</del> <u>Use of Onsite Wastewater Treatment Systems</u>	
<b>Policy Description:</b> Limiting <del>Discharge Sewage Treatment Plants and Systems in the Alameda Creek Watershed</del> <u>Onsite Wastewater Treatment Systems</u>	
<b>Approval Date:</b> <del>1/6/2009</del> <u>3/21/2017</u>	<b>Last Review Date:</b> <del>2013</del> <u>2017</u>
<b>Approval Resolution No.:</b> <del>2-09</del> <u>TBD</u>	<b>Next Review Date:</b> <del>2017</del> <u>2021</u>
<b>Rescinded Resolution No.:</b> <del>59-77</del> <u>2-09</u>	<b>Rescinded Resolution Date:</b> <del>9/20/1997</del> <u>1/6/2009</u>

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

~~Within the Alameda Creek watershed above 1.5 miles north of confluence of Vallecito Creek with Arroyo de la Laguna: to~~ The District will take all appropriate actions to avoid the construction of new ~~discrete sewerage treatment plants~~ onsite wastewater treatment systems (OWTS) and; to the fullest extent possible, ~~avoid construction of new septic tank systems; and to~~ support phasing out existing ~~septic tank~~ systems where practicable. OWTS means individual disposal systems, community collection and disposal systems, and alternative collection and disposal systems that use subsurface disposal. OWTS do not include "graywater" systems pursuant to California Health and Safety Code Section 17922.12.

To carry out this policy the District will:

- Support Zone 7 and the Alameda County Department of Environmental Health's Local Agency Management Program in managing OWTS in unincorporated Alameda County.
- ~~Encourage land use agencies, regulatory agencies and LAFCO to connect to an existing sewerage system whenever feasible rather than constructing new treatment plants or septic tank systems within the portion of the Alameda Creek watershed of interest.~~
- Encourage project proponents to reach agreement with an existing public sewerage facility rather than proposing a new ~~discrete sewerage collection and treatment system~~ OWTS.
- Serve where feasible any new facility proposed ~~to be with an OWTS on a septic tank system~~ or any existing facility with an OWTS ~~on a septic tank system~~ within the District service area or under a LAFCO approved out of area service agreement when requested by a land use agency, regulatory agency or LAFCO.
- Support satellite treatment plants for producing recycled water that are tributary to and dependent upon an existing public agency wastewater collection and treatment system.

Policy No.: TBDPolicy Title: Use of Onsite Wastewater Treatment Systems

- The District believes this policy should be carried out ~~for the following reasons:~~because the use of OWTS increase the risk of groundwater contamination, environmental damage, and public health risks.
- - ~~Protection of the underground water supplies that is or may become a critical source of water supply.~~
  - ~~Protection of surface waters which are used for down stream water supply.~~
  - ~~State Water Resources Control Board 1978 Policy on Discrete Sewage Facilities requests that "...discrete sewerage systems be prohibited where existing community sewerage systems are reasonably available."~~
  - ~~Small wastewater treatment plants are not cost effective to operate and maintain leading to a higher incidence of discharge violations.~~
  - ~~Small wastewater treatment plants pose a greater risk for groundwater pollution than established treatment plants connected to the LAVWMA disposal system.~~
- ~~Septic tank systems, should they fail, pose a significant risk to health and safety as well as to the environment and the groundwater.~~
- 

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>January 6, 2006</b>	
Reviewed by Committee or Board:	Date:
<b>Wastewater</b>	<b>March 13, 2013</b>

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT  
ADOPTING THE REVISED USE OF DISCRETE SEWERAGE SYSTEMS POLICY AND  
RESCINDING RESOLUTION NO. 2-09

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WHEREAS, on January 6, 2009, the Board adopted the Use of Discrete Sewerage Systems  
POLICY (P600-13-1) and on March 13, 2013, reviewed and retained the policy without changes; and

WHEREAS, the Board desires to retain the policy with revisions; and

WHEREAS, the revised policy updates the term “Discrete Sewerage Systems” to “Onsite  
Wastewater Treatment Systems”; and

WHEREAS, the use of Onsite Wastewater Treatment Systems increases the risk of groundwater  
contamination, environmental damage, and public health risks.

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

That the revised Use of Discrete Sewerage Systems policy, now called Use of Onsite Wastewater  
Treatment Systems policy, (Exhibit A) be adopted, and Resolution No. 2-09 (Exhibit B) is hereby  
rescinded.

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 21st day  
of March, 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Richard M. Halket, President

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

<b>Policy No.:</b> TBD	<b>Type of Policy:</b> Service
<b>Policy Title:</b> Use of Onsite Wastewater Treatment Systems	
<b>Policy Description:</b> Limiting Onsite Wastewater Treatment Systems	
<b>Approval Date:</b> 3/21/2017	<b>Last Review Date:</b> 2017
<b>Approval Resolution No.:</b> TBD	<b>Next Review Date:</b> 2021
<b>Rescinded Resolution No.:</b> 2-09	<b>Rescinded Resolution Date:</b> 1/6/2009

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

The District will take all appropriate actions to avoid the construction of new onsite wastewater treatment systems (OWTS) and to the fullest extent possible, support phasing out existing systems where practicable. OWTS means individual disposal systems, community collection and disposal systems, and alternative collection and disposal systems that use subsurface disposal. OWTS do not include “graywater” systems pursuant to California Health and Safety Code Section 17922.12.

To carry out this policy the District will:

- Support Zone 7 and the Alameda County Department of Environmental Health’s Local Agency Management Program in managing OWTS in unincorporated Alameda County.
- Encourage project proponents to reach agreement with an existing public sewerage facility rather than proposing a new OWTS.
- Serve where feasible any new facility proposed with an OWTS or any existing facility with an OWTS within the District service area or under a LAFCO approved out of area service agreement when requested by a land use agency, regulatory agency or LAFCO.
- Support satellite treatment plants for producing recycled water that are tributary to and dependent upon an existing public agency wastewater collection and treatment system.
- The District believes this policy should be carried out because the use of OWTS increases the risk of groundwater contamination, environmental damage, and public health risks.

RESOLUTION NO. 2-09

## RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE USE OF DISCRETE SEWERAGE SYSTEMS POLICY AND RESCINDING RESOLUTION NO. 59-77

WHEREAS, on September 20, 1977 the Board adopted a Use of Discrete Sewerage Systems Policy for Opposing Approval of Discrete Sewerage Treatment Plants in the Livermore-Amador Valley; and

WHEREAS, the Policy is revised to reflect the completion of the LAVWMA expansion project and increasing concerns regarding groundwater quality; and

WHEREAS, the Policy now provides for the encouragement of planning agencies to connect to existing wastewater systems in the watershed; and

WHEREAS, the Policy now provides encouragement to eliminate septic systems in the watershed where practical.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra, California, that the revised policy entitled "Use of Discrete Sewerage Systems," attached as Exhibit "A" which is by this reference included herein and made part hereof, is hereby adopted; and Resolution No. 59-77 is hereby rescinded and attached as Exhibit "B."

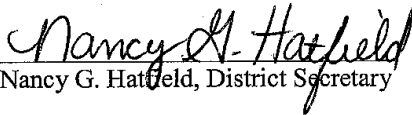
ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6<sup>th</sup> day of January 2009, and passed by the following vote:

AYES: 5 - Directors D.L. (Pat) Howard, Richard M. Halket, Jeffrey G. Hansen,  
Thomas W. Ford, Daniel J. Scannell

NOES: 0

ABSENT: 0

  
Daniel J. Scannell, President

ATTEST:   
Nancy G. Hatfield, District Secretary



**TITLE:** Receive Presentation on the Draft Wastewater Treatment Plant and Biosolids Master Plan (CIP 14-P004)

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on the draft Wastewater Treatment Plant and Biosolids Master Plan (CIP 14-P004).

**SUMMARY:**

The Strategic Plan Work Plan Task 2.04.03 is to complete the Wastewater Treatment Plant and Biosolids Facility Master Plan (Master Plan) and reflect the recommended projects in the Capital Improvement Plan and Budget. Staff will present a summary of the draft Master Plan findings and recommendations that will inform the Board's decisions in reviewing the upcoming operating and capital budgets, in reviewing the proposed Regional rates and in developing the Strategic Plan.

The Master Plan is a comprehensive update of both the District's 2005 Wastewater Treatment Plant Master Plan Update and 2007 Biosolids Master Plan. The Master Plan estimates future treatment plant flows and solids loads, identifies potential technology and regulatory changes, determines key future decision points, proposed facilities and facility locations that anticipates future changes, and minimizes stranded assets.

The Master Plan provides guidance for:

- Planning for evolving regulations, particularly anticipated limits on nutrient discharges into San Francisco Bay.
- Selecting the best long-term options for diversifying the existing biosolids management, including the extent of participation in the Bay Area Biosolids to Energy Program.
- Planning for facilities required for potable reuse, including facilities required for near zero discharge.
- Optimizing energy production and use at the WWTP, including facilities required for net zero energy use.
- Considering opportunities for cost effective recovery of vital water and natural resources.
- Maintaining the District's good relationships with the neighbors through effective odor control.
- Rehabilitating and replacing aging facilities, including the development of an asset management rehabilitation and replacement model for Regional fund assets.

Originating Department: Engineering Services	Contact: J. Zavadil	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input checked="" 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 type="checkbox"/> Other (see list on right)	224 of 224	