



DUBLIN SAN RAMON SERVICES DISTRICT
Board of Directors

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

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

DATE: Tuesday, May 16, 2017

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. CLOSED SESSION
 - 4.A. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One case. Receipt of claim from Mr. Shawn Costello pursuant to the Government Claims Act (Government Code §§810-996.6).
5. REPORT FROM CLOSED SESSION
6. SPECIAL ANNOUNCEMENTS/ACTIVITIES
7. 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.
8. REPORTS
 - 8.A. Reports by General Manager and Staff
 - Event Calendar
 - Correspondence to and from the Board
 - 8.B. Joint Powers Authority and Committee Reports
 - 8.C. Agenda Management (consider order of items)
9. APPROVAL OF MINUTES
 - 9.A. Regular Meeting of May 2, 2017
Recommended Action: Approve by Motion

10. **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.

10.A. Approve the District's 2017-2022 Strategic Plan (Sixth Edition)

Recommended Action: Approve by Resolution

10.B. Implement Standard Water Consumption Rates Under Normal Conditions Effective June 1, 2017, Rescind Stage 1 Water Supply Shortage Rates, Rescind Stage 1 10% Voluntary Water Conservation Goal and Rescind Resolution Nos. 85-15 and 39-16

Recommended Action: Adopt Resolution

10.C. Adopt Proclamation Honoring May 21-27, 2017 as National Public Works Week

Recommended Action: Adopt Proclamation by Motion

10.D. Affirm No Changes to Staff Organization Personnel Policy (P700-13-1)

Recommended Action: Approve by Motion

10.E. Accept the Following Regular and Recurring Reports: Water Supply and Conservation, Warrant List, and Upcoming Board Business

Recommended Action: Accept by Motion

11. **BOARD BUSINESS**

11.A. Rejection of Claim – Mr. Shawn Costello

Recommended Action: Reject by Motion

11.B. Receive a Presentation on the Operating Budgets for FYE 2018 and FYE 2019 and Provide Direction to Staff

Recommended Action: Receive Presentation and Provide Direction

11.C. Receive Presentation on Draft Capital Improvement Program 10-Year Plan for FYEs 2018 through 2022 and 2-Year CIP Budget for FYEs 2018 and 2019 and Provide Direction to Staff

Recommended Action: Receive Presentation and Provide Direction

11.D. Receive Update on the California Public Records Act from District General Counsel

Recommended Action: Receive Presentation

12. **BOARD MEMBER ITEMS**

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

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 REGULAR MEETING OF THE BOARD OF DIRECTORS**

May 2, 2017

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

Vice President Georange M. Vonheeder-Leopold was absent.

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

Operations Manager Carson gave an update regarding increased complaints of mosquito activity near Reservoir #200 and a ravine in San Ramon. Operations staff has taken measures to mitigate this issue by checking and adjusting reservoir hatches and other affected areas to prohibit access to mosquitoes. Additionally, frequently asked questions and resources regarding mosquito control has been provided on the District's website. He surmised the increased activity could be due to increased wet weather contributing to pooling of water. He also reported that Dublin San Ramon Services District/East Bay Municipal Utility District (DERWA) received the 2017 Water Management Leadership award at the Green California Summit in Sacramento last week in recognition of the San Ramon Recycled Water Program's success. DERWA Chair and EBMUD Director Frank Mellon, Mr. Carson, and DSRSD Operations Supervisor Levi Fuller accepted the award on DERWA's behalf.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:06 p.m. No public comment was received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre had nothing to report.
- Correspondence to and from the Board on an Item not on the Agenda - None

B. Joint Powers Authority and Committee Reports

LAVWMA
DSRSD/Pleasanton Liaison

April 19, 2017
April 20, 2017

Regular Meeting of the Board of DirectorsMay 2, 2017

Water Resources

April 26, 2017

Tri-Valley Water Liaison

April 26, 2017

President Halket invited comments on recent JPA/committee activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA/committee meetings. President Halket mentioned that during the DSRSD/Pleasanton liaison meeting, Pleasanton representatives voiced frustration regarding closure of the District's recycled water fill stations, but he noted that DSRSD has offered to assist the city in opening its own stations if there is interest in doing so.

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

7. APPROVAL OF MINUTES – Regular Meeting of April 18, 2017

Director Duarte MOVED for the approval of the April 18, 2017 minutes. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

8. CONSENT CALENDAR

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

A. Approve Amendment No. 1 to the Agreement for the Sale of Recycled Water by the DSRSD-EBMUD Recycled Water Authority to the Dublin San Ramon Services District and East Bay Municipal Utility District – Approved – Resolution No. 19-17

9. BOARD BUSINESS

A. Adopt Initial Study/Mitigated Negative Declaration for the Dublin Trunk Sewer Rehabilitation Project (CIP 16-S021)

Engineering Services Manager Zavadil reviewed the item for the Board. She reported there were no comments received from the public.

The Board and staff briefly discussed that the cost to develop the program and produce the study was \$27,000.

Director Misheloff MOVED to adopt Resolution No. 20-17, Adopting Initial Study/Mitigated Negative Declaration for the Dublin Trunk Sewer Rehabilitation Project (CIP 16-S021), Approving the Project, and Authorizing and Directing the Filing of a Notice of Determination. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

B. Award Construction Agreement to Insituform Technologies, LLC, Authorize a Construction Change Order Contingency, Authorize Execution of Task Order No. OC-8 with The Covello Group, Inc. for Construction Management Services, and Approve a Capital Improvement Program and Project Budget Increase for the Dublin Trunk Sewer Rehabilitation Project (CIP 16-S021)

Engineering Services Manager Zavadil reviewed the item for the Board.

The Board and staff discussed the bid received from Insituform Technologies, LLC, and noted that it was 34% below the engineer's estimate, which was likely due to the bidder's reaction to potential competition and its approach to the project. It was also noted that there was room for improvement by staff in budgeting the first project which affected the estimate and bids numbers, and it was acknowledged that due to several factors, project estimates are difficult. Director Duarte noted that staff should be aware of spiraling costs by cities, and suggested that outsiders look at project estimations beforehand to offer insight, which staff agreed was good advice. This project rehabilitates a major sewer pipeline that is over 50 years old and is on one of the busiest streets in the city. The Board applauded staff for bringing this critical matter forward in order to avoid potential disaster.

Director Duarte MOVED to adopt Resolution No. 21-17, Approving and Authorizing Execution of Agreement with Insituform Technologies, LLC, for Construction of the Dublin Truck Sewer Rehabilitation Project (CIP 16-S021). Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

Director Misheloff MOVED to adopt Resolution No. 22-17, Approving an Adjustment to the Capital Improvement Program Two-Year Budget for Fiscal Years Ending 2016 and 2017 to Increase the Project Budget for the Dublin Trunk Sewer Rehabilitation Project (CIP 16-S021) and Bid Alternate a RAS Line Rehabilitation Project (CIP 12-P003), and Increase the Local Wastewater Replacement Fund (FUND 210) Budget in FYE 2017. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

Director Howard MOVED to authorize Task Order No. OC-8 with The Covello Group, Inc. for Construction Management Services in an Amount not to Exceed \$376,000. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

C. Authorize an Interfund Loan to the Local Wastewater Replacement Fund from the Local Wastewater Expansion Fund

President Halket prefaced the item review by informing the Board that this particular reserve fund transfer item requires four votes for approval.

Administrative Services Manager Atwood then reviewed the item for the Board. She also explained that a revised resolution has been provided to the Board indicating that the principal is to be repaid in annual installments on July 15 of each year, instead of June 30, which would ensure ample time for assessment of portfolio earnings.

D. The Board and staff briefly discussed that the Wastewater Expansion fund would earn a 1% interest rate on the loan reflective of the District's current investment portfolio, noting that this fund has shared stakeholders to bear in mind and the interest charged provides for ease and transparency.

Director Misheloff MOVED to adopt Resolution No. 23-17, with the correction as noted above, Authorizing a Loan to the Local Wastewater Replacement (Fund 210) from the Local Wastewater Expansion (Fund 220) in the Amount of \$5 Million Dollars. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

E. Discuss Tri-Valley Water Liaison Meeting and Potable Reuse Feasibility Study

General Manager McIntyre reviewed the item for the Board.

President Halket remarked that this meeting was more informational than the previous liaison meetings and that the participating agencies still seem amiable to the study. He mentioned his concerns that pressure on this project could subside in light of abundant rainfall this year, and that due to the success of the District's recycled water program there is a big gap in the water budget a few months a year. He stated that creativity is needed regarding how to use and place water in non-peak times, and inquired about contributions to finance the study. General Manager McIntyre confirmed that California Water Service (Cal Water) will make an in-kind contribution toward the study, whereas DSRSD, Zone 7 Water Agency, and cities of Livermore and Pleasanton have each pledged a \$200,000 cost-share contribution.

F. Receive Presentation on District Water Supply Outlook for 2017 to 2021

Principal Engineer Rhodora Biagtan reviewed the item for the Board. She gave a presentation that outlined Northern California precipitation, Lake Oroville Reservoir storage levels, Tri-Valley Retailer demands, Tri-Valley potable and recycled water supply and demands, and future actions including rescission of State 1 Water Conservation, supporting Tri-Valley water agencies' long-term supply reliability efforts, and exploring other supply options.

President Halket stated that while it is positive that the groundwater basin is full, he noted that the State Water Project (SWP) Carryover, Semitropic and Cawelo storage rely on the SWP running properly and equates to 40% of storage, so whenever a serious drought occurs that affects the ability of the project to run properly, that 40% of supply is immediately taken offline. He commented that he is pleased that Zone 7 is working on securing geographically more advantageous storage options such as Sites and Los Vaqueros reservoirs.

The Board thanked Ms. Biagtan for her presentation.

G. Receive Presentation on the FYE 2018 and FYE 2019 Budget Document

Administrative Services Manager Atwood reviewed the item for the Board. She also explained that the new budget document will be comprised of four sections: Executive Overview, Financial Overview, Department Operating Budgets and an Appendix. The document will also include the overall working capital reports presented via the traditional “one-stop shop” spreadsheets. She explained that the Board will have about a month to review the proposed budget and encouraged them to contact her if they have any questions before its anticipated adoption on June 6.

The Board expressed its appreciation for the work undertaken by staff to draft the budget.

H. Approve Casting of District's Vote and Ranking of Candidates in the Alameda County Local Agency Formation Commission (Alameda LAFCo) 2017 Election for Alternate Special District Member

Executive Services Supervisor/District Secretary Genzale reviewed the item for the Board.

Director Howard MOVED to Approve Casting of District's Vote for the Alameda County Local Agency Formation Commission (Alameda LAFCo) 2017 Election for Alternate Special District Member in the following order: Vonheeder-Leopold, then Walters; and also to Authorize the Board's Voting Delegate to Rank Additional Candidates at the May 10, 2017 LAFCo Meeting, should any Arise during the Remaining Nomination Period Closing on May 5, 2017. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSENT (Vonheeder-Leopold).

10. BOARDMEMBER ITEMS

Director Misheloff asked why the board packets have tabs attached and stated that it is a waste of administrative staff efforts and time to manually add them.

11. ADJOURNMENT

President Halket adjourned the meeting at 6:59 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor



TITLE: Approve the District's 2017 - 2022 Strategic Plan (Sixth Edition)

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the 2017 – 2022 Strategic Plan (Sixth Edition).

SUMMARY:

The Board approved the Fifth Edition of the Strategic Plan in May of 2015. The District's Leadership Team (all middle managers and senior managers) developed a preliminary draft update of the District's Strategic Plan, which would be the Sixth Edition of the Strategic Plan. The Board held a workshop on March 7, providing direction on revisions to the Strategic Plan. Subsequently, the Board reviewed a final draft of the Strategic Plan (Sixth Edition), and received a presentation from staff on resources that would be needed to implement the Strategic Plan over the next five years.

The next step is for the Board to adopt the 2017 – 2022 Strategic Plan (Sixth Edition) by resolution. The approving resolution:

- Adopts the 2017 – 2022 Strategic Plan (Sixth Edition)
- Directs staff to report to the Board no less than once a year on progress on the Strategic Plan
- Directs staff to prepare a draft update to the Strategic Plan in 2019

Staff anticipates that it may be appropriate to report to the Board up to two times per year on progress on the Strategic Plan, typically in March and in September, but at a minimum there will be one report annually.

The first opportunity that the Board will have to approve resources to implement the Strategic Plan is consideration of the draft FYE 2018 and FYE 2019 Two-Year Operating Budget, which is a separate agenda item with this May 16 agenda.

Originating Department: Executive Services	Contact: D. McIntyre	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)		

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT
APPROVING THE SIXTH EDITION OF THE STRATEGIC PLAN (2017–2022)

WHEREAS, the District Board of Directors on May 19, 2015 adopted the Fifth Edition of the District's current Strategic Plan; and

WHEREAS, a Sixth Edition of the Strategic Plan 2017–2022 Strategic Plan, was developed by the Leadership Team consisting of the senior managers and supervisors with verbal input from the full Board of Directors; and

WHEREAS, the Board discussed the various aspects of the Strategic Plan on March 7, 2017, and April 4, 2017, and at those times provided appropriate direction to staff on the various aspects of the Strategic 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. Approves the Sixth Edition of the Strategic Plan (2017–2022 Strategic Plan), which supersedes the previously approved Fifth Edition of the Strategic Plan, attached hereto as "Exhibit A."
2. Authorizes and directs the General Manager to undertake and prioritize the business of the District according to the Strategic Plan and in conformance with the District's operating and capital improvement budgets, and Board adopted policies.
3. Directs the General Manager to report no less frequently than annually to the Board on progress being made related to the goals of the Strategic Plan.

Res. No. _____

4. Directs the General Manager to prepare a draft update of the Strategic Plan in 2019.

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 16th day of May 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

ATTEST: _____
Nicole Genzale, District Secretary

Richard M. Halket, President

EXHIBIT A

2017 – 2022 STRATEGIC PLAN (SIXTH EDITION)

MISSION STATEMENT, VISION STATEMENT, GOALS

Mission Statement:

Provide reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and environmentally responsible manner.

Vision Statements:

- A. Enhance resiliency in our capabilities in the face of staffing transitions.
- B. Proactively maintain our financial stability and sustainability.
- C. Use technology to improve operations and efficiency.
- D. Lead innovation in the water, wastewater, and recycling industry in an economically prudent manner.
- E. Demonstrate leadership in engendering productive collaborations and partnerships in the Tri-Valley.
- F. Develop a more reliable water supply.
- G. When our communities approach buildout, reduce development-related staffing appropriately and reallocate resources to address long-term Asset Management needs.

Strategic Goals and Action Items:

1. Develop a fully integrated Asset Management Program as the backbone of a cohesive business management strategy:
 - Integrate CIP planning and operations/maintenance activities to optimize life-cycle costs (including a greater emphasis on preventative maintenance in our operations.)
 - Develop long-term (10 year) financial models to guide future operating budgets and rate studies.
 - Continuously match District staffing to business needs, reallocating resources as necessary to address new challenges and opportunities.
2. Develop and maintain a highly qualified workforce to ensure a continuously high performing organization with sufficient resilience and redundancy to thrive in the face of staffing transitions.

3. Work collaboratively with other agencies in the Tri-Valley to improve service quality and efficiency:
 - Explore creative service delivery strategies, including expanded use of the Tri-Valley Reciprocal Services Agreement.
4. Revitalize and renew our business practices and procedures:
 - Fully utilize information technology tools available to us and make additional financial investment in information systems.
 - Update our financial, human resources, safety, and operational practices and procedures.
5. Enhance our ability to respond to emergencies and maintain business continuity.
6. Develop and implement an integrated recycled and potable water program that meets the objectives of the District's water supply policy:
 - Complete a feasibility study for a Tri-Valley advance purification project and implement a joint Tri-Valley strategy.
 - Obtain new recycled water sources to meet long-term demands.
 - Develop strategy for balancing limited water resources to appropriately balance tertiary treated recycled water and advanced purified water needs.
 - Complete a 2020 Urban Water Management Plan that creates a blueprint for improving long-term water supply reliability.
 - Cooperate with our partners in the Tri-Valley in development of further water recycling.
 - Support and encourage our Tri-Valley partners in the development of a more diversified and resilient water supply.
7. Aggressively develop an electronic records management program.
8. Diversify our bio-solids management practices to address economic opportunities and regulatory challenges.



TITLE: Implement Standard Water Consumption Rates Under Normal Conditions Effective June 1, 2017, Rescind Stage 1 Water Supply Shortage Rates, Rescind Stage 1 10% Voluntary Water Conservation Goal and Rescind Resolution Nos. 85-15 and 39-16

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, implementation of standard Water Consumption Rates under normal conditions effective June 1, 2017, rescind Stage 1 Water Supply Shortage Rates, rescind Stage 1 10% Voluntary Water Conservation Goal, and rescind Resolution Nos. 85-15 and 39-16.

SUMMARY:

Since Governor Brown issued an Emergency Executive Order on January 17, 2014, the District has been in a period of either Stage 2 mandatory conservation or Stage 1 10% voluntary conservation. Currently, the District and the other Tri-Valley water retailers are under Stage 1 10% voluntary water conservation. Moreover, the District has implemented Stage 1 water conservation rates.

On April 7, 2017, Governor Brown issued Executive Order B-40-14 terminating the Drought State of Emergency in almost all counties of California, including Alameda and Contra Costa counties. On May 2, 2017, the Board received a report from staff on the healthy state of the District's and Tri-Valley's water supply. Based on the improved status of the District's water supply, it is appropriate to cancel the Stage 1 10% Voluntary Water Conservation program, and to return to "Normal Rates" as previously established by the Board.

It is likely that District customers will continue conserving in the aftermath of the Great Drought. The return to "Normal Rates" will likely lead to a modest reduction in water revenues with reduced water sales. However, the Water Rate Stabilization fund (Fund 605) level is approximately \$12 million, near the Reserve Maximum, and will be available to mitigate any short-term revenue shortfalls. Additionally, a 5-Year Water Rate Study is planned for 2018 in order to consider new water rates beginning in January of 2019, and will carefully evaluate water revenues, expenditures, and rates going forward.

Staff have conferred with the other Tri-Valley retailers, and the other retailers are also proposing to return to normal rates and conservation conditions this month.

Originating Department: Executive Services	Contact: D. McIntyre	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)		13 of 391

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT TO IMPLEMENT STANDARD WATER CONSUMPTION RATES UNDER NORMAL CONDITIONS EFFECTIVE JUNE 1, 2017 AND RESCIND THE STAGE 1 WATER SUPPLY SHORTAGE RATES AND STAGE 1, 10% VOLUNTARY WATER CONSERVATION GOAL, AND RESCIND RESOLUTION NOS. 85-15 AND 39-16

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown Jr. issued a Proclamation of a State Emergency, and encouraged all Californians to reduce their water use; and

WHEREAS, on October 20, 2015, Resolution No. 85-15 activated Stage 1 Water Consumption Rates During a Water Shortage, as adopted by and adjusted in accordance with Board Resolution No. 11-13 (as corrected by Resolution No. 14-13 and as clarified by Resolution No. 85-15), and as authorized by Section 4.40.020 of the District Code (Provision of Potable Water Service); the rates were activated effective November 1, 2015 and such Stage 1 Water Consumption Rates shall thereafter remain in effect until terminated by Resolution of the Board of Directors; and

WHEREAS, on May 9, 2016 California Governor Edmund G. Brown Jr. issued Executive Order B-37-16 "Making Water Conservation a California Way of Life" and encouraged all Californians to use water more wisely; and

WHEREAS, on June 21, 2016 the District Board of Directors directed that given the uncertainty of the water supply for the District, despite improving water supply conditions, that 10% voluntary water conservation was appropriate, and adopted Resolution No. 39-16 declaring Stage 1, 10% Voluntary Water Conservation was in effect, and that the Stage 1, Water Conservation Rates remain in effect until terminated by Resolution of the Board of Directors; and

WHEREAS, on January 3, 2017 the District Board of Directors, by Board Resolution No. 2-17, restated the District's water rates for Normal Conditions, as well as special rates for Stage 1 through Stage 4 water conservation and this resolution remains in effect; and

Res. No. _____

WHEREAS, on April 7, 2017 California Governor Edmund G. Brown Jr. issued Executive Order B-40-17 terminating the January 14, 2014 Drought State of Emergency for most counties of California including Alameda County and Contra Costa County; and

WHEREAS, on April 19, 2017 the Zone 7 Board of Directors received a report showing an improving water supply situation for the Tri-Valley, and that Zone 7 could provide full water deliveries to the Tri-Valley water retailers for the next five years even with one severe drought year; and

WHEREAS, on April 26, 2017 the State Water Resources Control Board adopted Resolution No. 2017-0024 repealing certain emergency water conservation regulations that applied to the District; and

WHEREAS, the staff of the Tri-Valley Water Retailers Group have conferred and determined that Stage 1, 10% Voluntary Water Conservation is no longer necessary in the Tri-Valley based on current water supply conditions.

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

1. The standard Water Consumption Rates under normal conditions established by Resolution No. 2-17 are implemented and effective as of June 1, 2017.
2. The Stage 1 – Water Supply Shortage Rates, activated by Resolution No. 85-15, and continued by Resolution No. 39-16, are hereby rescinded as of June 1, 2017. Accordingly, Resolution No. 85-15 is hereby rescinded and attached as Exhibit “A.”
3. The Stage 1 – Water Supply Shortage, declared by Resolution No. 39-16, and the Stage 1, 10% Voluntary Conservation Goal, are hereby rescinded as of June 1, 2017. Accordingly, Resolution No. 39-16 is hereby rescinded and attached as Exhibit “B,” and replaced in its entirety with this Resolution.

Res. No. _____

4. The General Manager is authorized and directed to make appropriate recommendations to the Board and take necessary actions under existing General Manager authority to maintain the District in conformance with the applicable mandates of the Governor's Executive Order B-37-16 "Making Water Conservation A Way of Life."
5. The General Manager is directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to increase or make more reliable the District's water supply for 2017 and beyond.

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 16th day of May 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

RESOLUTION NO. 85-15

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ACTIVATING STAGE 1 WATER SUPPLY SHORTAGE RATES UNDER CHAPTER 4.40 OF THE DISTRICT CODE

WHEREAS, on February 21, 2012, the District Board adopted Ordinance No. 329 to incorporate into the District Ordinance Code, provisions from its Water Shortage Contingency and Drought Plan, Ordinance No. 323, and Emergency Response Plan, each of which was included in the approved 2010 Urban Water Management Plan; and

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

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

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

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown issued a Proclamation of a State of Emergency, and encouraged all Californians to reduce their water usage by 20%; and

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

WHEREAS, on February 18, 2014 the District declared a State of Community Drought Emergency and established a goal of curtailing overall District water usage by twenty percent

Res. No. 85-15

(20%) based on five percent (5%) curtailment of inside water use and forty percent (40%) curtailment of outside water use as compared to the same period in 2013; and

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

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

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

WHEREAS, on April 25, 2014 Governor Edmund G. Brown proclaimed a Continued State of Emergency in the State of California and ordered that California residents should refrain from wasting water, specifying many practices that waste water and directing urban water suppliers to implement drought response plans to limit outdoor irrigation and other wasteful water practices which proclamation remains in effect; and

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

WHEREAS, on December 2, 2014 the District Board of Directors declared that a State of Emergency has existed since February 18, 2014 and continues to prevail in the community served by the District by reason of the fact that the ordinary demands and requirements of the water

Res. No. 85-15

consumers in the District's service area cannot be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection as a result of the ongoing drought and the resulting reductions to and restrictions on the available water supply; and

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

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

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

WHEREAS, on April 15, 2015 the Zone 7 Water Agency accepted its 2015 Water Sustainability Report and adopted its Resolution 15-61 which lifted its Stage 2 water shortage status stating that it can meet 100 percent of requested deliveries in 2015 but which supported the extended and expanded Statewide water conservation efforts to continue the local state of drought of emergency and to help water retailers achieve Statewide mandates; and

WHEREAS, the District has reviewed the Zone 7 Water Agency Water Sustainability Report (the "Sustainability Report") and concurs that the Sustainability Report indicates that the Zone 7 Water Agency can physically deliver one hundred percent (100%) of requested deliveries in 2015, but the District notes that over sixty percent (60%) of the water needed to meet that demand (28,300 AF of total demand of 46,700 AF) will originate as water removed from long-term storage under the control of the Zone 7 Water Agency which storage has been significantly

Res. No. 85-15

depleted during the three immediate past years and which storage would be cumulatively depleted by thirty seven percent (37%) or 64,100 AF after 2015 deliveries and further notes that the ability to access much of the stored water depends upon operation of the State Water Project export facilities throughout 2015 without curtailment or interruption which the Sustainability Report implicitly assumes will occur; and

WHEREAS, the District hereby finds that due to the uncertainty about the possible continuation of the drought into 2016 and beyond and the accompanying need to conserve, to the greatest extent possible, water held in storage by the Zone 7 Water Agency on behalf of the District and other Tri-Valley retail water agencies that it would be prudent for the Tri-Valley to significantly reduce water use below the amount originally requested for calendar year 2015 made in July 2014 by the District and by other Tri-Valley retail water agencies; and

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

WHEREAS, on June 5, 2015 the State Water Resources Control Board issued an updated spreadsheet entitled "Urban Water Supplier Conservation Tiers" which reduced the District's targeted system-wide water use reduction in potable water use for the District in calendar year 2015 as compared to calendar year 2013 from 16% to 12%; and

WHEREAS, achieving that level of water use curtailment requires a multi-faceted approach of public outreach, use restrictions and prohibitions and economic incentives; and

WHEREAS, the District has previously adopted Resolution No. 11-13, Establishing Water Rates Under Chapter 4.40 of the District Code and Rescinding Resolution No. 32-09, which

Res. No. 85-15

established Water Consumption Rates During a Water Shortage (Stages 1-4) in accordance with Dublin San Ramon Services District Code Section 4.40.020; and

WHEREAS, the District on May 7, 2013 adopted Resolution No. 14-13 to correct a typographical error in Exhibit B of Resolution No. 11-13; and

WHEREAS, the District has previously adopted Resolution No. 27-14, Declaring a Stage 3 Water Supply Shortage Under Chapter 4.10 of the District Code, Clarifying Resolution No. 13-11, and Rescinding Resolution No. 18-13; and

WHEREAS, the District has previously adopted Resolution No. 28-15, Declaring a Stage 2 Water Supply Shortage Under Chapter 4.10 of the District Code, Clarifying Resolution No. 13-11, and Rescinding Resolution No. 27-14; and

WHEREAS, Resolution No. 28-15 activated Stage 2 Water Consumption Rates During a Water Shortage retroactively to May 19, 2015 upon adoption, and provided that such rates would remain in effect until terminated by Resolution of the Board of Directors; and

WHEREAS, the District has achieved a system-wide water use reduction in potable water use for the 2015 calendar year (as of October 5, 2015) as compared to calendar year 2013 of 35% well in excess of the 12% target; and

WHEREAS, in accordance with the January 2013 Water Rate Study for Stage 1 Water Conservation Rates, the revenues resulting from this action are expected to more closely approximate revenue needs associated with the conservation target as established by the State Water Resources Control Board and those revenues are to be used to support anticipated expenses necessary for public information and water conservation efforts to achieve the water conservation target.

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

Res. No. 85-15

Alameda and Contra Costa, California as follows:

1. Effective immediately upon the adoption of this Resolution and to remain in effect until terminated by Resolution of the Board of Directors, a Stage 2 – Severe Reduction Water Shortage Condition, as codified as section 4.10.030.C.1.c. of the District Code (enacted by Ordinance 329, adopted February 21, 2012), has since May 19, 2015 existed and now exists in the District's water service area.
2. The references in Resolution No. 11-13 to "Ordinance No. 323" and to a "resolution declaring the existence of any stage of a water shortage condition pursuant to Resolution No. 20-09, Approving a Water Conservation Program in Accordance with Ordinance No. 323" have at all times since the adoption of Resolution No. 11-13 been intended to refer, and have referred, and do refer, to the provisions of section 4.10.030.C.1 of the District Code.
3. Stage 1 Water Consumption Rates During a Water Shortage, as adjusted in accordance with Board Resolution No. 11-13, and as authorized by Section 4.40.020 of the District Code (Provision of Potable Water Service), are hereby activated effective November 1, 2015, thereby superseding the Stage 2 Water Consumption Rates activated by Resolution 28-15 as set forth in Exhibit "A" thereto, and such Stage 1 Water Consumption Rates shall thereafter remain in effect until terminated by Resolution of the Board of Directors. For ease of reference, the operative Rates approved by this Resolution are attached to this Resolution as Exhibit "A."
4. The specific Water Use Limitations are set forth in Ordinance No. 336, an Urgency Ordinance of Dublin San Ramon Services District Adopting Water Use Prohibitions and Restrictions for the Duration of the Community Drought Emergency, remain unchanged.

Res. No. 85-15

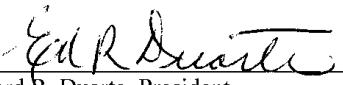
5. The progressive schedule of penalties or fines that may be levied by District for successive violations of these water use restrictions are set forth in Ordinance No. 337, an Urgency Ordinance of Dublin San Ramon Services District Adopting Procedures and Penalties for the Enforcement of Water Use Restrictions and Prohibitions for the Community Drought Emergency, remain unchanged.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 20th day of October 2015, by the following vote:

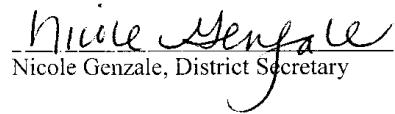
AYES: 5 - Directors D.L. (Pat) Howard, Madelyne A. Misheloff,
Richard M. Halket, Georgean M. Vonheeder-Leopold, Edward R. Duarte

NOES: 0

ABSENT: 0


Edward R. Duarte, President

ATTEST:


Nicole Genzale, District Secretary

H:\Board\2015\10-20-15\9C Adoption of Drought Stage\Stage 1 Shortage Rate - RESO_rvv.docx

EXHIBIT A

**WATER CONSUMPTION RATES AND WATER SUPPLY SHORTAGE RATES
TO BE EFFECTIVE UPON ADOPTION**

	Stage 1 (per ccf)
Associated Water Use Curtailment	10%
Residential Customers	
Tier 1 (0-10 ccf)	\$0.59
Tier 2 (11-34 ccf)	\$1.39
Tier 3 (over 34 ccf)	\$1.92
Commercial Customers	
Winter (Nov-Apr) All ccf	\$1.15
Summer (May-Oct) All ccf	\$1.48
Potable Irrigation Customers	
All ccf	\$1.92

All other rates remain unchanged.

RESOLUTION NO. 39-16RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT
TO RESCIND THE DECLARATION OF A COMMUNITY DROUGHT EMERGENCY (RESOLUTION
NO. 15-16) AND DECLARE A STAGE 1, 10% VOLUNTARY WATER CONSERVATION GOAL

WHEREAS, the State of California has seen improved hydrologic conditions in contrast to severe drought conditions experienced over the last three years; and

WHEREAS, a Statewide Emergency Drought declaration remains in place based on the condition of water supplies in the Department of Water Resources storage system; and

WHEREAS, on May 9, 2016 California Governor Edmund G. Brown Jr. issued Executive Order B-37-16 Making Water Conservation a California Way of Life and encouraged all Californians to use water more wisely; and

WHEREAS, this Executive Order, in part, directs the State Water Resources Control Board (SWRCB) to extend the emergency water conservation regulations for urban water conservation through the end of January 2017; and

WHEREAS, on May 17, 2016 the District Board of Directors found that there still exists a need for continuing the Community Drought Emergency; and

WHEREAS, on May 18, 2016, the SWRCB adopted a statewide water conservation approach that replaces the prior percentage reduction based water conservation standard with a locally driven supply-based assessment; and

WHEREAS, the Department of Water Resources is only providing 60% of contracted water supply in 2016, reflecting continuing shortage in statewide water supplies; and

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

Res. No. 39-16

WHEREAS, on June 15, 2016, following state guidelines for availability of water, Zone 7 indicates it can meet the District's requirements under the state published minimum mandated conservation guidelines; and

WHEREAS, in spite of the minimal calculation as required by the state, based on recent uncertainties caused by the unique supply system in the Tri-Valley, especially as experienced in 2014, the Tri-Valley retailers have agreed that a 10% conservation would be prudent and provide a level of supply assurance that would benefit the customers; and

WHEREAS, the Board agrees that some minimal conservation is prudent; and

WHEREAS, on October 20, 2015, Resolution No. 85-15 activated Stage 1 Water Consumption Rates During a Water Shortage, as adopted by and adjusted in accordance with Board Resolution No. 11-13 (as corrected by Resolution No. 14-13 and as clarified by Resolution No. 85-15), and as authorized by Section 4.40.020 of the District Code (Provision of Potable Water Service); the rates were activated effective November 1, 2015 and such Stage 1 Water Consumption Rates shall thereafter remain in effect until terminated by Resolution of the Board of Directors; and

WHEREAS, in accordance with the January 2013 Water Rate Study for Stage 1 Water Conservation Rates, the revenues resulting from this action are expected to closely approximate revenue needs associated with the 10% voluntary conservation target as established and those revenues are to be used to support anticipated expenses necessary for public information and water conservation efforts to achieve the water conservation target.

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

1. The State of a Community Drought Emergency, originally declared on February 18, 2014, by Resolution No. 10-14 and most recently updated and re-declared on March 3, 2016 by Resolution No. 15-16, will be rescinded by the District based on the rescission of the Drought Emergency by Zone 7.

Res. No. 39-16

2. Accordingly, Resolution No. 15-16 is hereby rescinded, attached as Exhibit "A," and replaced it in its entirety with this Resolution.
3. However, it remains uncertain whether the ordinary demands and requirements of the water consumers in the District's service area can be met and satisfied by the water supplies now available to the District without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and/or fire protection, because the Statewide Emergency Drought declaration remains in place based on the condition of water supplies in the Department of Water Resources storage system, and the continuing shortage in the supply of water has caused the Department of Water Resources to supply only partial allocations, and therefore a Stage 1 Water Supply Shortage is hereby declared, and shall remain in effect until modified by a future Resolution of the Board.
4. The Stage 2 – Severe Reduction Water Shortage Condition, declared by Resolution No. 85-15, is hereby terminated. The General Manager is authorized and directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to achieve a water reduction goal in the District of ten percent (10%) overall or as subsequently ordered by the SWRCB as compared to the same period in calendar year 2013.
5. The Stage 1 Water Conservation Rates adopted by Resolution No. 11-13 (as clarified by Resolution No. 85-15) and activated by Resolution No. 85-15 on October 20, 2015, as increased on January 1, 2016 to reflect increases in the appropriate Consumer Price Index (CPI), will remain in effect until terminated by Resolution of the Board of Directors.
6. The General Manager is authorized and directed to initiate appropriate operational actions, including but not limited to, the temporary curtailment or cessation of service to individual customers and/or areas of the District as may be appropriate to ensure the continued integrity of the community water supply system for health and safety purposes and, in such circumstances, to timely notify the Board of such actions taken.

Res. No. 39-16

7. The General Manager is authorized and directed to take all appropriate steps and actions as may be within the General Manager's authority and/or as approved by the Board to increase or make more reliable the District's water supply for 2016 and beyond.

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 June 2016, and passed by the following vote:

AYES: 4 - Directors Richard M. Halket, Madelyne A. Misheloff,
Georgean M. Vonheeder-Leopold, D.L. (Pat) Howard

NOES: 0

ABSENT: 1 - Director Edward R. Duarte



D.L. (Pat) Howard, President

ATTEST: Nicole Genzale
Nicole Genzale, District Secretary



TITLE: Adopt Proclamation Honoring May 21-27, 2017 as National Public Works Week

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Motion, the attached Proclamation honoring May 21-27, 2017 as National Public Works Week.

SUMMARY:

National Public Works Week is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works.

National Public Works Week is observed each year during the third full week of May. Instituted as a public education campaign by the American Public Works Association (APWA) in 1960, National Public Works Week seeks to energize and educate the public on the importance of public works to their daily lives.

This year's National Public Works Week theme is "Public Works Connects Us." The theme celebrates the vital role public works plays in connecting us all together through the streets, roads, bridges, and public transportation that keep us linked together from coast to coast, and the clean water and sanitation services that keep us healthy and allow our communities to grow and prosper.

The District has a \$66 million budget in infrastructure and other capital improvement projects planned for its Capital Improvement Program for Fiscal Years Ending 2018 and 2019.

Originating Department: Engineering Services	Contact: G. Lathi	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 checked="" type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		29 of 391

Proclamation of



Dublin San Ramon Services District

Water, wastewater, recycled water

To Honor National Public Works Week: May 21-27, 2017

WHEREAS, Dublin San Ramon Services District celebrates National Public Works Week with a \$66 million budget in infrastructure and other capital improvement projects planned in its Capital Improvement Program for Fiscal Years Ending 2018 and 2019; and

WHEREAS, public works services provided by the District in its service areas are an integral part of the citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient and effective operation of public works systems and programs such as water, recycled water, and sewers; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials, engineers, managers, and employees; and

WHEREAS, the efficiency and effectiveness of qualified and dedicated public works personnel is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, this year's National Public Works Week theme is "Public Works Connects Us" to celebrate the vital role public works plays in connecting us all together through the streets, roads, bridges, and public transportation that keep us linked together from coast to coast, and the clean water and sanitation services that keep us healthy and allow our communities to grow and prosper.

NOW, THEREFORE, BE IT PROCLAIMED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the counties of Alameda and Contra Costa, that May 21-27, 2017 is National Public Works Week and Dublin San Ramon Services District calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

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 16th day of May 2017.

Richard M. Halket, President

Georgean M. Vonheeder-Leopold, Vice President

Edward R. Duarte, Director

D. L. (Pat) Howard, Director

Madelyne A. Misheloff, Director

Attest:

Nicole Genzale, District Secretary



TITLE: Affirm No Changes to Staff Organization Personnel Policy (P700-13-1)

RECOMMENDATION:

Staff recommends the Board of Directors affirm, by Motion, no changes to the Staff Organization policy (P700-13-1).

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. Staff recently reviewed the following personnel policy and recommends no changes:

- Staff Organization

For the convenience of the Board, a copy of the current policy is attached. This policy will be calendared for subsequent review in 2021.

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 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 – Staff Organization Policy	



POLICY

Dublin San Ramon Services District



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

Policy

Policy No.:	P700-13-1		Type of Policy:	Personnel
Policy Title:	Staff Organization			
Policy Description:	Authorization of the General Manager to reorganize the District within Board adopted budget and FTE			
Approval Date:	Nov 1, 2005	Last Review Date:	2013 <ins>2017</ins>	
Approval Resolution No.:	48-05	Next Review Date:	20 <ins>21</ins> 17 <ins>17</ins>	
Rescinded Resolution No.:	10-97	Rescinded Resolution Date:	Feb 11, 1997	

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

In order to improve staffing flexibility while continuing to provide efficient and effective service at optimum levels with no additional cost to the ratepayers, the General Manager is authorized to organize staff at all levels within the organization within Board adopted budget and FTE.

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

Status Quo Chronology
Date Adopted November 1, 2005

DSRSD Policy

Page 2 of 2

Policy No.:

Policy Title:

Reviewed by

Committee Personnel Date March 10, 2009

Committee Personnel Date April 8, 2013

Committee Board Regular Meeting

Date May 16, 2017

Committee Date

H:\Board\Policies Current\Staff Organization.docx



TITLE: Accept the Following Regular and Recurring Reports: Water Supply and Conservation, Warrant List, and Upcoming Board Business

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 item A: Water Supply and Conservation

Ref item B: Warrant List

Ref item C: Upcoming Board Business

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)	<p>Attachment 1 – Summary of Regular and Recurring Reports Attachment 2 – Attachment 3 –</p>	

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	Apr 2017	Yes	Jun 2017	
B	Warrant List						
C	Upcoming Board Business						
D	District Financial Statements ¹	Quarterly	Board Direction	Mar 2017		July 2017	
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 ²	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			Mar 2017			

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	\$105,322	\$0	\$105,322

¹ Financial statement reporting changed from monthly to quarterly reporting.

² Reimbursements also reported monthly in the Warrant List (Item B). Presented to Board as separate agenda item.

DSRSD - Monthly Report on Water Supply

Reporting Month: April 2017

State Drought Regulations				DSRSD Compliance to State Regulations		Long Term Water Supply Factors at this stage of Water Year (April 2017)	
Executive Order B-29-15 & B-36-15							
DSRSD Potable Reduction in Month, %							
Jan-17	Feb-17	Mar-17	Apr-17				
6.2%	20.0%	26.1%	31.6%				
Required State Potable Reduction, %							
0%	0%	0%	0%				
SBx7-7 (20% by 2020)							
Required gpcd							
Baseline	2015	2020					
211	190	169					
DSRSD gpcd							
Jan-17	Feb-17	Mar-17	Apr-17				
67.2	64.8	69.2	75.0				

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

Page: 1

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/10/2017	1000835451	01111 CALPERS	APRIL 2017 - ER CODE 0740 (PERS)	188,550.97	188,550.97
04/10/2017	1000835456	01111 CALPERS	APRIL 2017 - ER CODE 7316 (NON-PERS)	2,165.47	2,165.47
04/13/2017	92574	03460 ACCO ENGINEERED SYSTEMS II	DERWA: BLDG N HVAC REPAIR	2,522.00	2,522.00
04/13/2017	92575	00031 ALLIED FLUID PRODUCTS CORP	DERWA: (3QTY) MECHL SEAL REPAIR FOR ALL	2,807.07	2,807.07
04/13/2017	92576	01013 BARRETT BUSINESS SERVICES	J. HAAS: W/E 3/19/17	1,146.40	
			C. PATTERSON: W/E 3/19/17	1,142.40	
			D. STEENFOTT: WE 03/19/17	593.63	2,882.43
04/13/2017	92577	07954 BENEFIT COORDINATORS CORP	4/17 - EE LIFE & DISABILITY INSURANCE PR	10,747.83	10,747.83
04/13/2017	92578	03614 CAROLLO ENGINEERS	16-A002 TO OC-22 AMENDMENT 2 12/1/16-12/	7,167.37	7,167.37
04/13/2017	92579	01381 JOYCE CHANG	CHANG REIMB EXP AT VIDEOGRAPHY COURSE 04	213.88	213.88
04/13/2017	92580	08052 PATRICK EIDSON	REFUND 7645 ASHFORD WAY	179.64	179.64
04/13/2017	92581	00937 GRAINGER, INC.	REFLECTIVE RED TAPE , W 2" RED/WHITE	327.96	
			SPORTS DRINK MIX, ADJ. WRENCH	99.87	427.83
04/13/2017	92582	04424 GRAYBAR ELECTRIC COMPANY	4-1/8" HOLESAW CARBIDE GRIT FOR ELE SHOP	90.52	90.52
04/13/2017	92583	00386 HDR ENGINEERING INC.	2016 REGIONAL SEWER RATE STUDY 02/05/17	8,238.04	8,238.04
04/13/2017	92584	00608 OFFICE TEAM	TEMP SVCS W/E 03/31/17 - MONTAGUE	810.60	810.60
04/13/2017	92585	01403 PRAXAIR DISTRIBUTION INC	186 CYLINDER RENTAL	69.96	69.96
04/13/2017	92586	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
04/13/2017	92587	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	73.00	73.00
04/13/2017	92588	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 03/23/17	2,105.46	2,105.46
04/13/2017	92589	04694 VULCAN MATERIALS CO	3 LOADS OF BASE & GRAVEL FOR FOD REPAIRS	1,098.80	
			11.20 TONS OF COLD MIX 3/8 SC8 - 3-14-17	1,045.52	
			2 LOADS OF 3/4IN CL 2 BASE FOR FOD REPAI	725.91	2,870.23

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/13/2017	92590	07673 4LEAF, INC.	16-A005 TO NO. 1 2/1/17-2/18/17	17,670.00	17,670.00
04/13/2017	92591	01719 A & M PRINTING, INC.	BUSINESS CARDS - JOE HATTRUP	49.16	49.16
04/13/2017	92593	01180 ADS REPROGRAPHICS, INC.	36X150' COATED COLOR BOND 4 ROLLS	172.83	172.83
04/13/2017	92594	07510 ALL-CAL EQUIPMENT SERVICES	CRANE ANNUAL CERTIFICATION	3,760.00	3,760.00
04/13/2017	92595	01076 ALSCO INC	WWTP TOWEL SERVICE MAR '17	357.84	
			FOD TOWEL SERVICE MAR '17	191.00	
			DO TOWEL SERVICE MAR '17	83.06	631.90
04/13/2017	92596	00058 ARROWHEAD MOUNTAIN SPRING	OPS DEPT BOTTLED WATER SERVICE MAR '17	60.00	60.00
04/13/2017	92597	01254 BAY AREA BARRICADE SVC, INC	MISC SAFETY SUPPLIES - FOD	313.49	313.49
04/13/2017	92598	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	250.00	250.00
04/13/2017	92599	07138 CALIFORNIA WATER TECHNOLOGY	FERROUS CHLORIDE DELIVERY ON 03/12/17	3,442.90	3,442.90
04/13/2017	92600	00117 CALPELRA	GALLARDO - 2017-2018 CALPELRA MEMBERSHIP	1,020.00	
			KOEHLER - 2017-2018 CALPELRA MEMBERSHIP	1,020.00	
			MCINTYRE - 2017-2018 CALPELRA MEMBERSHIP	1,020.00	
			ATWOOD - 2017-2018 CALPELRA MEMBERSHIP F	1,020.00	4,080.00
04/13/2017	92601	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
04/13/2017	92602	00118 CALTEST ANALYTICAL LAB	SAMPLE ANALYSES	184.30	184.30
04/13/2017	92603	00157 CITY OF PLEASANTON	FOD: POTABLE WATER - IRRIGATION MAR '17	218.93	
			WWTP: POTABLE WATER MAR '17	216.72	
			DERWA: POTABLE WATER MAR '17	148.58	
			LAWWMA: POTABLE WATER MAR '17	136.55	
			FOD: POTABLE WATER MAR '17 (0 UNITS USED	69.26	790.04
04/13/2017	92604	04820 COASTAL IGNITION & CONTROL	BG LEADS FOR CO-GEN ENGINES	1,248.05	1,248.05
04/13/2017	92605	01050 COUNTY CLERK	CONTRA COSTA COUNTY - 2016 ELECTION SETU	300.00	300.00

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/13/2017	92606	00014 COUNTY OF ALAMEDA	FY 2017 FUELING - FOD/INSP/CFRS - FEB. 2	2,662.47	2,662.47
04/13/2017	92607	01633 CPS HUMAN RESOURCE SVCS	LAB SUPERVISOR RECRUITMENT TEST MATERIAL	354.20	
			CREDIT - CUSTOMER FIELD REPRESENTATIVE T	-45.00	309.20
04/13/2017	92608	07657 CROWN TROPHY PLEASANTON	CROWN TROPHY - RETIREMENT PLAQUE DARRIN	39.75	39.75
04/13/2017	92609	00260 DUBLIN CHAMBER OF COMMER	DUBLIN CHAMBER OF COMMERCE - 2017 MEMBER	945.00	945.00
04/13/2017	92610	00307 FAIRWAY EQUIPMENT & SUPPLY	DERWA: SPACER FLANGES FOR PS R20 FLOW ME	531.95	531.95
04/13/2017	92611	02656 FASTENAL COMPANY	PPE - NITRILE GLOVES & GLASS WIPES - DO	130.67	
			PLUMBING PARTS FOR PS 20A	125.04	255.71
04/13/2017	92612	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	187.69	187.69
04/13/2017	92613	07976 GARRE VINEYARD & WINERY, IN	EMPLOYEE RECOGNITION EVENT VENUE	209.28	209.28
04/13/2017	92614	00352 GOLDEN STATE FLOW MEASURE	GSFM - ENDPOINTS	19,699.96	19,699.96
04/13/2017	92615	07652 HUNT & SONS, INC.	(680G) REG UNLEADED GAS	1,729.98	1,729.98
04/13/2017	92616	07844 ICE SAFETY SOLUTIONS INC.	FORKLIFT TRAINING (2 SESSIONS)	1,890.00	1,890.00
04/13/2017	92617	07523 ID ARCHITECTURE	16-A005 TO NO. 1 FEBRUARY DESIGN SERVICE	3,743.97	3,743.97
04/13/2017	92618	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 03/19/17	409.64	409.64
04/13/2017	92619	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 03/19/17	1,340.00	1,340.00
04/13/2017	92620	07812 MOHAWK GROUP	LABOR & INSTALLATION OF FLOORING AT THE	34,347.82	34,347.82
04/13/2017	92621	07812 MOHAWK GROUP	16-P031: FLOORING CARPET TILE IN BLDG A	11,683.81	11,683.81
04/13/2017	92622	04231 MSC INDUSTRIAL SUPPLY CO	BANDSAW BLADES FOR SHOP	141.13	
			REPLT WIRE BRUSHES FOR SHOP WIRE WHEEL	130.20	271.33
04/13/2017	92623	04796 NAPA AUTO PARTS	FLEET STOCK: TURTLEX; WHEEL CLEANER; BL	20.56	20.56
04/13/2017	92624	00620 P G & E	WWTP ELECTRICITY - MARCH 2017	18,344.97	
			DISTRICT OFFICE ELECTRICITY - MARCH 2017	4,078.81	

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			DISTRICT OFFICE GAS SERVICE - MARCH 2017	749.99	
			DO UTILITY BUILDING ELEC - MARCH 2017	108.74	
			DO UTILITY BUILDING GAS SVC - MARCH 2017	15.16	23,297.67
04/13/2017	92625	04211 PLATT ELECTRIC SUPPLY	(2QTY) MOTOR STARTER FOR SPARE	2,929.65	2,929.65
04/13/2017	92626	07727 PURE HEALTH SOLUTIONS, INC.	WWTP: OPS WATER FILTRATION SERVICE MAR '	131.10	131.10
04/13/2017	92627	07807 REAL ESTATE SERVICES	16-A002 EASEMENTS FOR RELOCATION OF DUBL	3,029.90	3,029.90
04/13/2017	92628	01096 SHAPE INC	REBUILD INNER SEWER PUMP (WARRANTY & REP	6,293.89	
			REBUILD INNER SEWER PUMP (WARRANTY & REP	938.00	7,231.89
04/13/2017	92629	06128 SIEMENS ENERGY, INC.	AERATION BLOWERS SPARE ACTUATORS (IGV AN	10,150.44	10,150.44
04/13/2017	92630	00800 STATE BOARD OF EQUALIZATIOI	2017 1ST QRT USE TAX RETURN (3Q FY 2017)	1,003.00	1,003.00
04/13/2017	92631	00810 STUDIO BLUE REPROGRAPHICS	16-S021 BID DOCUMENT REPRODUCTION	585.52	585.52
04/13/2017	92632	01704 SYNAGRO WEST, LLC	07-3201 REIMBURSEMENT PRELIMINARY ENGINE	45,612.03	45,612.03
04/13/2017	92633	01470 TRI-VALLEY HOSE	HOSES FOR UNIT #514E FORKLIFT	177.12	
			HOSES FOR UNIT #514E FORKLIFT	83.10	260.22
04/13/2017	92634	06702 UNIFIRST INC.	MAR 2017: FIRE RESISTANT UNIFORM SERVICE	547.92	547.92
04/13/2017	92635	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	217.40	217.40
04/13/2017	92636	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT MAR '17	230.04	230.04
04/13/2017	92637	00933 VWR INTERNATIONAL, INC.	BOX FOR BROKEN GLASS	-61.11	
			PARAFILM, LTB, BOX BROKEN GLASSWARE	435.14	
			LAMP ASSEM FOR TURBIDIMETER	129.18	503.21
04/13/2017	92638	02123 WESTECH ENGINEERING, INC.	PARTS FOR DAFT SCRAPERS REPAIR	2,496.74	2,496.74
04/13/2017	92639	00987 ZONE 7 WATER AGENCY	MARCH 2017 CONNECTION FEES	2,744,577.00	2,744,577.00
04/17/2017	8063	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	86.31	86.31
04/17/2017	4172017	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	44,813.52	44,813.52

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/17/2017	1000844576	00494 PERS	RETIREMENT: PAYMENT	94,655.30	94,655.30
04/18/2017	4182017	03718 HR SIMPLIFIED	IRS 125 2016/2017 FSA DCA	1,574.91	1,574.91
04/18/2017	81243535	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	146,082.34	146,082.34
04/18/2017	962489728	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	26,554.63	26,554.63
04/20/2017	92640	00031 ALLIED FLUID PRODUCTS CORP	DERWA: (50QTY) EXPANSION JOINT FOR M/F F DERWA: (3QTY) EXPANSION JOINT & (3QTY) R	55,673.09 2,750.17	58,423.26
04/20/2017	92641	04074 MAURICE ATENDIDO	ATENDIDO REIMB EXP AT NATURAL GAS WORKSH	94.06	94.06
04/20/2017	92642	01013 BARRETT BUSINESS SERVICES	C. PATTERSON: W/E 3/26/17 J. HAAS: W/E 3/26/17 D. STEENFOTT: WE 03/26/17	1,075.20 1,075.20 759.84	2,910.24
04/20/2017	92643	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP AT GM TRAINING 03/27/2 BIAGTAN REIMB EXP AT WATEREUSE CONF 03/1	108.81 21.50	130.31
04/20/2017	92644	00103 C. OVERAA & CO.	16-R014 PP#2 DERWA RW TRMT PH2 15-W017 PAX WATER SYSTEM CHEMICAL TANKS	689,204.50 1,669.16	690,873.66
04/20/2017	92645	07915 JEFF CARSON	CARSON REIMB MILEAGE W/E 03/31/2017	59.46	59.46
04/20/2017	92646	03572 BONIFACIO DUENAS	DUENAS REIMB EXP AT EMOTIONAL IQ SEMINAR	16.90	16.90
04/20/2017	92647	04691 INC. EQUIFAX INFORMATION SV	FTC RED GLAG RULES IDENTITY VERIFICATION	459.56	459.56
04/20/2017	92648	00937 GRAINGER, INC.	LAVWMA: SPARE SUMP PUMP FOR STN 17+64 & (10QTY) FIRST AID KITS FOR FLEET	607.79 491.19	1,098.98
04/20/2017	92649	04424 GRAYBAR ELECTRIC COMPANY	ELE SUPPLIES FOR STOCK DERWA: ELE PARTS TO INSTALL TIPS PUMP MO	397.45 284.16	681.61
04/20/2017	92650	00386 HDR ENGINEERING INC.	07-3201 CONSULTING SERVICES 12/8/16-12/3	1,710.00	1,710.00
04/20/2017	92651	06791 HYLAND SOFTWARE, INC.	HYLAND - ONBASE - MILESTONE 2 AGENDA MAN	46,970.00	46,970.00
04/20/2017	92652	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS MARCH 2	281.77	281.77

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/20/2017	92653	01171 MCGUIRE & HESTER	MISC ON-CALL WATER & SEWER REPAIRS 9-16	115,737.39	
			VARIUS REPAIRS FOR FOD: 1-26 THRU 2-13-1	60,845.28	176,582.67
04/20/2017	92654	00608 OFFICE TEAM	K. BURRUSS: WE 04/09/17	1,110.24	
			TEMP SVCS W/E 04/07/17 - MONTAGUE	791.30	1,901.54
04/20/2017	92655	01403 PRAXAIR DISTRIBUTION INC 186	LIQUID ARGON	619.49	619.49
04/20/2017	92656	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	26.50	
			SAMPLE ANALYSES	26.50	53.00
04/20/2017	92657	01147 TETRA TECH INC	UB Refund Cst #00072542	557.52	557.52
04/20/2017	92658	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 03/30/17	2,191.89	2,191.89
04/20/2017	92659	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - MAR 2017	8,363.65	8,363.65
04/20/2017	92660	00019 A-1 ENTERPRISES	LAWWMA: WEEKLY STREET SWEEPING MAR '17	275.00	275.00
04/20/2017	92661	07772 ABACUS IMT, INC.	PROVIDE LABOR & MATLS TO PARTIALLY REBUI	3,391.05	3,391.05
04/20/2017	92662	00008 ACME FIRE EXTINGUISHER	WWTP FIRE EXTINGUISHER ANNUAL RECHARGE	882.00	
			FOD - FIRE EXTINGUISHER ANNUAL RECHARGE	662.00	
			WWTP - FIRE EXTINGUISHER ANNUAL RECHARGE	376.50	
			WWTP - FIRE EXTINGUISHER ANNUAL RECHARGE	372.00	
			FOD - FIRE EXTINGUISHER ANNUAL RECHARGE	370.16	
			LAWWMA FIRE EXTINGUISHER ANNUAL RECHARGE	202.15	
			DO - FIRE EXTINGUISHER ANNUAL RECHARGE	188.00	3,052.81
04/20/2017	92663	06512 MATT ADAM	EMPLOYEE REC EVENT PHOTOGRAPHER	200.00	200.00
04/20/2017	92664	08042 AIR SYSTEMS SERVICE & CON II	SERVICE CALL 03/27/17 TO EVALUATE BLDG A	310.00	310.00
04/20/2017	92665	07554 AIRGAS USA, LLC	COMPRESSED NITROGEN FOR INFLUENT GATE HY	445.02	445.02
04/20/2017	92666	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - MARCH 2017	337.37	337.37
04/20/2017	92667	00058 ARROWHEAD MOUNTAIN SPRING	LAB - BOTTLED WATER	49.98	49.98

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/20/2017	92668	00058 ARROWHEAD MOUNTAIN SPRING	LAWWMA BOTTLED WATER SERVICE MAR '17	8.73	8.73
04/20/2017	92669	06211 ASSOCIATED SERVICES CO.	OPS DEPT HOT BEVERAGE SERVICE APR '17	77.95	77.95
04/20/2017	92670	00079 BAY AREA AIR QUALITY MGMT.	BAAQMD PLANT #15890 ANNUAL PERMIT RENEWA	682.00	682.00
04/20/2017	92671	00091 BOLD, POLISNER, MADDOW, NEIL	MONTHLY LEGAL SERVICES - 03/2017	11,294.00	11,294.00
04/20/2017	92672	00097 BRYCE CONSULTING INC	COMPENSATION STUDY	800.00	800.00
04/20/2017	92673	07825 C & R TRUCKING INC.	TRUCKING VULCAN MATERIAL FOR FOD 5 LOADS	3,283.88	3,283.88
04/20/2017	92674	07138 CALIFORNIA WATER TECHNOLOGY	FERROUS CHLORIDE DELIVERY ON 03/27/17	3,407.70	3,407.70
04/20/2017	92675	00105 CAL-STEAM	FOD SUPPLIES	141.26	141.26
04/20/2017	92676	00130 CASA	2017 BAB2E MEMBERSHIP - PAYABLE TO CASA	16,500.00	16,500.00
04/20/2017	92677	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT DUBLIN BLVD & SAN RA 09-6101 ENCROACHMENT PERMIT 6715 DUBLIN 09-6101 ENCROACHMENT PERMIT 4010 FALCON	554.00 359.00 276.00	1,189.00
04/20/2017	92678	03995 CORELOGIC SOLUTIONS, LLC	METROSCAN MONTH OF MARCH 2017	324.58	324.58
04/20/2017	92679	08067 BEVERLY DAVIS	REFUND FOR 7562 BRIGADOON WAY	31.27	31.27
04/20/2017	92680	08069 LILI DENG	REFUND FOR 4019 DOBBINS LOOP	94.08	94.08
04/20/2017	92681	05126 DKF SOLUTIONS GROUP, LLC	OERP DELIVERABLES:30 RP SS RP SINGLE PA CBT PROGRAM ON: OVERFLOW EMERGENCY RESPO	2,479.01 1,500.00	3,979.01
04/20/2017	92682	08029 ATTN: TREASURY MANAGEMENT	16-R014 PP#2 OVERAA ESCROW ACCT	36,275.50	36,275.50
04/20/2017	92683	00307 FAIRWAY EQUIPMENT & SUPPLY	(2QTY) SUMP PUMP FOR PUMPING OUT WATER U PLUMBING PARTS & SUPPLIES	3,138.77 525.80	3,664.57
04/20/2017	92684	02656 FASTENAL COMPANY	PPE - SAFETY GLASSES PPE & SAFETY SUPPLIES - BLDG A	500.14 207.08	707.22
04/20/2017	92685	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES APR '17	108.69	108.69

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/20/2017	92686	06640 GOLDEN GATE TRUCK CENTER	KILL SWITCH FOR UNIT #109 FILTERS FOR UNIT #403G GENERATOR	56.94 46.77	103.71
04/20/2017	92687	00352 GOLDEN STATE FLOW MEASURE	1 8" REGISTER W3500 TRPL 1 CF - ICE	256.74	256.74
04/20/2017	92688	06732 HIRERIGHT, INC.	BACKGROUND CHECK SERVICES (TEMP CUSTOMER)	365.77	365.77
04/20/2017	92690	07844 ICE SAFETY SOLUTIONS INC.	FORKLIFT TRAINING - FOD STAFF	1,170.00	1,170.00
04/20/2017	92691	07481 J.N. ABBOTT DISTRIBUTOR, INC.	CO-GEN OIL: (431QTY) D-A BLUE FLAME HB5	4,463.82	4,463.82
04/20/2017	92692	08068 MARK JACOBSON	REFUND FOR 5350 CAMPUS DR	316.22	316.22
04/20/2017	92693	01225 KAESER COMPRESSORS, INC	DERWA: REBUILD PARTS FOR SAND FILTER AIR	155.73	155.73
04/20/2017	92694	00468 KAMAN INDUSTRIAL TECHNOLOGY	BALL BEARING FOR CHILLER PUMP @ BLDG A	155.69	155.69
04/20/2017	92695	06550 KARLA BROWN	SPECIAL BOARD MTG ATTENDANCE - 03/29/17	50.00	50.00
04/20/2017	92696	06166 KBA	COPIER FOD/ENGR/MAINT 03/01/17 - 03/31/1	364.64	364.64
04/20/2017	92697	07193 LAI & ASSOCIATES	FIELD DENSITY TESTING 7100 SAN RAMON RD.	1,440.18	1,440.18
04/20/2017	92698	07797 HUIMEI LAI	REFUND FOR 3129 ENFIELD ST	44.83	44.83
04/20/2017	92699	08063 KENDRICK LAU	REFUND 7754 MILLBROOK AVE	153.78	153.78
04/20/2017	92700	05709 LESCURE COMPANY, INC.	ANNUAL UST MONITORING INSPECTION - WWTP	5,250.00	5,250.00
04/20/2017	92701	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 03/26/17	409.64	409.64
04/20/2017	92702	05368 JOHN MARCHAND	SPECIAL BOARD MTG ATTENDANCE - 03/29/17	50.00	50.00
04/20/2017	92703	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 03/26/17	1,340.00	1,340.00
04/20/2017	92704	04796 NAPA AUTO PARTS	FLEET SUPPLIES: BRAKELEEN, WIPER SOLVENT (4QTY) AIR FILTER FOR UNIT #505E CAT D7 (48QTY) TIRE REPAIR PATCH FOR FLEET STOCK LIGHT SWITCH FOR UNIT #45	229.03 145.48 138.97 15.26	528.74
04/20/2017	92705	07100 ARNE OLSON	SPECIAL BOARD MTG ATTENDANCE - 03/29/17	50.00	50.00

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/20/2017	92706	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOARD MAIL	92.00	92.00
04/20/2017	92707	00620 P G & E	MISC PUMP STNS; DUB LIFT STN; COMM CIR E FSL AERATORS; LAB HVAC; FLEET - MARCH 20 LAWWMA PIPELINE & LIVERMORE LINE APR '17 PUMP STATION R200B ELEC - APRIL 2017	16,176.99 1,914.04 492.28 440.62	19,023.93
04/20/2017	92708	06685 PICTOMETRY INTERNATIONAL C	PICTOMETRY AGREEMENT FOR LIDAR	2,400.00	2,400.00
04/20/2017	92709	04211 PLATT ELECTRIC SUPPLY	REPLT & SPARE VFD & CTRL PANEL DOOR MOUN	1,729.00	1,729.00
04/20/2017	92710	00663 PLEASANTON GARBAGE SVC IN	TRANSPORT SOLIDS/GRIT SCREENINGS MAR '17 FOD - MARCH GARBAGE SERVICE	3,640.17 480.43	4,120.60
04/20/2017	92711	07229 PULTE	REFUND FOR 6591 DONLON WAY REFUND FOR 4255 TROLAN LN	61.92 59.39	121.31
04/20/2017	92712	06093 PUMP REPAIR SERVICE CO.	16-R014 DERWA: FM 16VTSH IMPELLER PUMP & 16-R008 DERWA: PUMP REBUILD & IMPELLER I	35,422.99 33,237.99	68,660.98
04/20/2017	92713	07593 QUINCY COMPRESSOR	OIL FILTER, AIR FILTTER ELEMENT, FLUID A	82.36	82.36
04/20/2017	92714	04105 R&B COMPANY	DERWA: ASSY COUPLING GASKETS FOR PS R20 FREIGHT CHARGES ON TICKET S1633538-001	88.48 15.02	103.50
04/20/2017	92715	08065 REDWOOD PROP INVESTORS II	REFUND FOR 7697 CASTILLIAN RD	200.01	200.01
04/20/2017	92716	06345 RON DUPRATT FORD	BRAKE KIT, SEAL ASY & HUB ASY FOR UNIT #	269.60	269.60
04/20/2017	92717	04734 ROSEMOUNT ANALYTICAL	REPLT PH ANALYZER FOR DUBLIN TRUNK (1911	898.98	898.98
04/20/2017	92718	00726 ROTO ROOTER	REFUND METER # 62216621	698.92	698.92
04/20/2017	92719	08064 ROBERT RULAND	REFUND FOR 6854 DOREEN CT	71.92	71.92
04/20/2017	92720	04698 SAMPLE TRAPS, LLC	SAMPLE BOTTLES	78.66	78.66
04/20/2017	92721	02698 SHAMROCK OFFICE SOLUTIONS	OVERAGE USAGE COLOR COPIES 03/06 - 04/05	415.94	415.94
04/20/2017	92722	03618 SKILLSOFT	ONLINE DIVERSITY TRAINING	25.55	25.55

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/20/2017	92723	07648 THATCHER COMPANY OF CALIF	HYDROFLUOROSILICIC ACID DELIVERY TO 4010	8,831.77	8,831.77
04/20/2017	92724	07568 TOLL BROTHERS	REFUND FOR 3050 MONTBRETIA WAY	73.27	
			REFUND FOR 1094 TRUMPET VINE LN	64.95	
			REFUND FOR 1086 TRUMPET VINE LN	49.04	
			REFUND FOR 7075 HYACINTHUS LN	38.77	
			REFUND FOR 345 GOLDFIELD PL	34.98	
			REFUND FOR 7089 HYACINTHUS LN	26.39	287.40
04/20/2017	92725	02017 TOLL BROTHERS, INC	REFUND METER # 78270034	954.86	954.86
04/20/2017	92726	08071 BEVERLY TOMBOC	REFUND FOR 2426 MILFORD DR	127.62	127.62
04/20/2017	92727	00872 TRANSCAT	CALIBRATION LABELS-BLUE	206.05	206.05
04/20/2017	92728	00696 TRAVERSO'S WORK SHOE HQ	S. ROBERSON SAFETY SHOES	186.80	186.80
04/20/2017	92729	07941 TRI POINTE HOMES INC	REFUND METER # 65495597	790.02	790.02
04/20/2017	92730	01806 U.S. BANK	COPIER LEASE MAINT/ENGIN/ FOD - APR. 201	621.63	
			COPIER LEASE LAB/CUST SVC/ EXEC - APRIL	547.34	1,168.97
04/20/2017	92731	08070 JAYSON VALDEZ	REFUND FOR 3530 CYDONIA CT	86.82	86.82
04/20/2017	92732	00912 VALLEY CARE HEALTH SYSTEM	DOT PHYSICAL - R. ROBLES	85.00	85.00
04/20/2017	92733	06004 VANGUARD CLEANING SYSTEM	JANITORIAL SERVICES FOR COMMERCE BLDG	219.37	219.37
04/20/2017	92734	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 03/04	3,683.51	3,683.51
04/20/2017	92735	04061 WAXIE SANITARY SUPPLY	CREDIT FROM ORIGINAL INV #76601092	-169.81	
			JANITORIAL SUPPLIES: PAPER PRODUCTS, HAN	2,215.46	
			JANITORIAL SUPPLIES: SOLO 12OZ PAPER HOT	718.66	
			JANITORIAL SUPPLIES: GOJO SUPRO MAX HAND	176.22	
			JANITORIAL SUPPLIES: PERSONAL SEAT COVER	169.81	
			JANITORIAL SUPPLIES: UNG NIFTY NABBER BA	127.43	
			JANITORIAL SUPPLIES: OXIVIR TB ONE STEP	48.14	3,285.91

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/20/2017	92736	07021 BOB WOERNER	SPECIAL BOARD MTG ATTENDANCE - 03/29/17	50.00	50.00
04/20/2017	92737	07180 JUN YANG	REFUND FOR 11709 SHADOW DR	67.97	67.97
04/20/2017	92738	08072 ALEX ZASLAVSKY	REFUND FOR 3059 PADDINGTON WAY	108.49	108.49
04/24/2017	4242017	03718 HR SIMPLIFIED	IRS 125 2017 POS	479.39	479.39
04/25/2017	1000849638	00494 PERS	RETIREMENT: 2017 REPLACEMENT CHARGES	183.78	183.78
04/27/2017	92739	00710 AAI TERMITE & PEST CONTROL	LAWWMA: TERMITE & PEST CONTROL APR '17	74.00	74.00
04/27/2017	92740	00031 ALLIED FLUID PRODUCTS CORP	16-P030: MECHL SEAL REPAIR FOR EPS 2 PUM	3,884.20	3,884.20
04/27/2017	92741	01013 BARRETT BUSINESS SERVICES	J. HAAS: W/E 4/2/17	1,075.20	
			C. PATTERSON: W/E 4/2/17	1,075.20	2,150.40
04/27/2017	92742	01013 BARRETT BUSINESS SERVICES	D. STEENFOTT: WE 04/02/17	759.84	759.84
04/27/2017	92743	06202 CHARLIE BRACKETT	BRACKETT REIMB EXP CS IN PUBLIC SECTOR 0	95.23	95.23
04/27/2017	92744	03614 CAROLLO ENGINEERS	07-3203 TO OC-9 3/1/17-3/31/17	88,035.34	
			16-S021 TO OC-20 3/1/17-3/31/17	26,076.40	114,111.74
04/27/2017	92745	01623 EAST BAY DISCHARGERS AUTH	O&M ASSESSMENT - APRIL 1, 2017 QTR	169,760.49	169,760.49
04/27/2017	92746	06114 EID, INC.	ECM PROJECT OVERSIGHT	13,500.00	13,500.00
04/27/2017	92747	07205 GLENMOUNT GLOBAL SOLUTION	09-6101 PP#19 SCADA IMPROV 03/01/17-03/3	217,852.13	217,852.13
04/27/2017	92748	00937 GRAINGER, INC.	ELECTROMAG GATE LOCK FOR COMMERCE CIRCLE	467.30	467.30
04/27/2017	92749	00937 GRAINGER, INC.	HE LAUNDRY DETERGENT - FOD	141.76	
			HARD HAT & SUN SHADE FOR FOD	33.91	175.67
04/27/2017	92750	04424 GRAYBAR ELECTRIC COMPANY	ELE PARTS FOR STOCK	343.90	343.90
04/27/2017	92751	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,597.51	4,597.51
04/27/2017	92752	00608 OFFICE TEAM	K. BURRUSS: WE 03/31/17	1,152.00	
			TEMP SVCS W/E 04/21/17 - MONTAGUE	1,138.70	

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			TEMP SVCS W/E 04/14/17 - MONTAGUE	1,022.90	3,313.60
04/27/2017	92753	04553 PACHECO BROTHERS GARDENI	MONTHLY LANDSCAPE MTCE DISTRICT FACILITI	3,860.00	
			LANDSCAPE MAINTENANCE - DERWA APR '17	75.00	3,935.00
04/27/2017	92754	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
04/27/2017	92755	02470 SHRED-IT USA LLC	SHREDDING SERVICES APRIL 2017	116.90	116.90
04/27/2017	92756	00805 SUE STEPHENSON	STEPHENSON REIMB EXP FOR W/E 04/14/2017	56.77	56.77
04/27/2017	92757	00843 THE COVELLO GROUP INC	16-R014 TO NO. 1 3/1/17-3/31/17	51,824.63	
			16-S021 TO NO. 5 3/1/17-3/31/17	410.00	52,234.63
04/27/2017	92758	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 04/06/17	2,192.76	
			SODIUM HYPOCHLORITE: WWTP ON 04/07/17	2,061.60	4,254.36
04/27/2017	92759	03831 JACKIE YEE	YEE REIMB EXP AT PIPE DEMO 04/18/2017	8.13	8.13
04/27/2017	92760	01180 ADS REPROGRAPHICS, INC.	HP 70 INK CARTRIDGES CYAN/LIGHT GRAY	200.62	200.62
04/27/2017	92761	06552 BILLING SOLUTIONS INC. AMERI	AQUA HAWK ALERTING 05/01 - 06/01/17	2,083.00	2,083.00
04/27/2017	92762	00068 AMERICAN WATER WORKS ASSC	MEMBERSHIP RENEWAL: DAVID BONN 2017	262.00	262.00
04/27/2017	92763	00622 AT&T	C3 - TELE SVCS AND USAGE THRU 04/12/17	1,778.61	
			C3 - CC DO T1 X 2 THRU 04/12/17	328.48	
			C3 - T1 WWTP TO PS300 DV THRU 04/12/17	241.19	2,348.28
04/27/2017	92764	00622 AT&T	LAWWMA PS PHONE & DSL APR '17	314.13	314.13
04/27/2017	92765	01676 BANK OF AMERICA	BANK CHARGES MARCH 2017	2,865.77	2,865.77
04/27/2017	92766	04042 BAY AREA NEWS GROUP	BAY AREA NEWSGROUP CHEMICAL BIDS & TRUNK	1,839.60	1,839.60
04/27/2017	92767	08001 BERNELL HYDRAULICS INC.	INFLUENT GATE HYDRAULIC UNIT TESTING AND	2,650.00	2,650.00
04/27/2017	92768	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	250.00	
			SAMPLE ANALYSES	250.00	500.00
04/27/2017	92769	00117 CALPELRA	CARSON - 2017-2018 CALPELRA MEMBERSHIP F	1,020.00	

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			ZAVADIL - 2017-2018 CALPELRA MEMBERSHIP	1,020.00	2,040.00
04/27/2017	92770	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
04/27/2017	92771	00105 CAL-STEAM	DERWA: GASKETS FOR PS R20 FLOW METER UPG	135.12	135.12
04/27/2017	92772	04574 CALTROL, INC.	PRESSURE RING AND SWITCH FOR SLUDGE PUMP	1,564.53	1,564.53
04/27/2017	92773	01167 CITY OF DUBLIN	ENCROACHMENT PERMIT 7280 TAMARACK DR., D	554.00	554.00
04/27/2017	92774	05196 COMCAST	BUSINESS TV BASIC 04/07/17 - 05/06/17	20.96	20.96
04/27/2017	92775	05534 CSAC EXCESS INS. AUTHORITY	EE ASSISTANCE: APRIL - JUNE 2017 CHARGES	974.46	974.46
04/27/2017	92776	00222 DATCO SERVICES CORP.	APR/MAY/JUNE 2017 - MONTHLY CHARGES	555.75	555.75
04/27/2017	92777	00237 DERWA	DERWA OPS/EXPANSION MAR 2017	110,366.03	110,366.03
04/27/2017	92778	02438 DMV RENEWAL	PERMANENT TRAILER ID SERVICE FEE	10.00	10.00
04/27/2017	92779	02766 ELLIOTT GROUP	REBUILD WOODWARD ACTUATOR FOR CO-GEN #2	3,150.22	3,150.22
04/27/2017	92780	00307 FAIRWAY EQUIPMENT & SUPPLY	PLUMBING PARTS/SUPPLIES FOR WWTP	1,163.06	
			PLUMBING PARTS/SUPPLIES FOR WWTP	700.87	
			GAUGES & GASKETS FOR STOCK	584.11	
			PARTS FOR CO-GEN FLOW METERS	203.31	
			FITTINGS FOR TRUCK #77 SUMP PUMPS	25.58	2,676.93
04/27/2017	92781	02656 FASTENAL COMPANY	PPE - GLOVES	528.50	528.50
04/27/2017	92782	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	187.69	187.69
04/27/2017	92783	06640 GOLDEN GATE TRUCK CENTER	FUEL SEPARATOR FOR UNIT #403G PS 4B GENE	11.94	11.94
04/27/2017	92784	03149 HDS WHITE CAP CONST SUPPLY	6' STEP LADDER; HAND HELD TALLY METER; E	190.61	190.61
04/27/2017	92785	08066 ZHIYI HUANG	REFUND FOR 9577 JOEY DARE CT	150.09	150.09
04/27/2017	92786	00417 IDEXX DISTRIBUTION, INC	CHEMICALS AND SUPPLIES	604.24	604.24
04/27/2017	92787	07848 LLP JARVIS, FAY, DOPORTO & GI	GENERAL COUNSEL SVCS - MARCH 2017	6,657.50	6,657.50

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/27/2017	92788	01225 KAESER COMPRESSORS, INC	16-R010: DUTY AIR COMPRESSORS (QTY 3) DERWA: PARTS & OIL FOR SF AIR COMPRESSOR	89,836.61 1,562.90	91,399.51
04/27/2017	92789	02353 KELLY-MOORE PAINT CO., INC.	MISC SUPPLIES	138.03	138.03
04/27/2017	92790	00486 KOFFLER ELECTRIC/MECH	MOTOR REPAIR FOR CO-GEN STARTING COMPRES DERWA: MOTOR REPAIR FOR S/F COMPRESSOR B DERWA: MOTOR REPAIR FOR S/F COMPRESSOR B	886.48 320.49 320.26	1,527.23
04/27/2017	92791	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL SERVICES (03/17) EMPLOYMENT RELATED LEGAL SERVICES (03/17) EMPLOYMENT RELATED LEGAL SERVICES (03/17)	2,648.00 2,109.00 690.50	5,447.50
04/27/2017	92792	07614 MAHLER CONSULTING SERVICE	DEV PROJECT INSPECTION SUPPORT 3/16 - 3/	13,940.25	13,940.25
04/27/2017	92793	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 04/02/17	409.64	409.64
04/27/2017	92794	05368 JOHN MARCHAND	BOARD MTG ATTENDANCE - 04/19/17	50.00	50.00
04/27/2017	92795	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 04/02/17	1,574.50	1,574.50
04/27/2017	92796	07879 METCON-TI, INC.	16-A005 PP#5 03/07/17-03/31/17	194,395.92	194,395.92
04/27/2017	92797	04231 MSC INDUSTRIAL SUPPLY CO	HAND TRUCK; HARDWOOD/RUBBER SOLID TOP DO REPLT WHEELS FOR LIFTING EQPT; PUMP COUP	224.97 149.96	374.93
04/27/2017	92798	04796 NAPA AUTO PARTS	(2QTY) UPHOL CLEANER W/ BRUSH FOR STOCK	8.72	8.72
04/27/2017	92799	07100 ARNE OLSON	BOARD MTG ATTENDANCE - 04/19/17	50.00	50.00
04/27/2017	92800	00620 P G & E	LAWWMA PS FEEDER B APR '17 MISC PUMP STNS, RESERVOIRS, TO'S ELEC - LAWWMA PS FEEDER A APR '17 DEPARTING LOAD NON-BYPASSABLE CHARGES - RESERVOIR 3A ELECTRICITY - MARCH 2017	109,452.59 33,778.97 23,995.77 19,142.86 37.52	186,407.71
04/27/2017	92801	06023 JERRY PENTIN	BOARD MTG ATTENDANCE - 04/19/17	50.00	50.00

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/27/2017	92802	07945 PIPE AND PLANT SOLUTIONS, IN	CCTV WORK FOR DEVELOPMENT PROJECTS - MAR	8,900.00	8,900.00
04/27/2017	92803	04211 PLATT ELECTRIC SUPPLY	CKT BREAKER FOR CO-GEN HEAT LOOP SYSTEM	731.43	731.43
04/27/2017	92804	06093 PUMP REPAIR SERVICE CO.	DERWA: TIPS #1 PUMP REPAIR	31,525.23	31,525.23
04/27/2017	92805	03115 R & S ERECTION OF CONCORD I	LAWWMA: PS SHOP ROLL-UP DOOR SERVICE CAL	248.00	248.00
04/27/2017	92806	02350 SIMPLEX GRINNELL	SECURITY ALARM AND DETECTION INSPECTION	404.80	404.80
04/27/2017	92807	00804 STATE WATER RESOURCES CO	K. LEWIS - CERTIFICATE GRADE II OPERATOR	230.00	230.00
04/27/2017	92808	00861 THYSSEN KRUPP ELEVATOR CO	FY17 ELEVATOR MAINTENANCE SERVICE	1,491.21	1,491.21
04/27/2017	92809	05824 TJC AND ASSOCIATES, INC.	17-A007 TO NO. 4 17-W002 TO NO. 3	6,067.72 4,175.45	10,243.17
04/27/2017	92810	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	217.40	217.40
04/27/2017	92811	07900 UNIVERSAL STRUCTURAL ENGI	16-A005 MOVE COLUMN AND COUNTER SUPPORT	1,063.50	1,063.50
04/27/2017	92812	07140 USA FLEET SOLUTIONS	APR 2017: FLEET GPS TRACKING SYSTEM	1,686.05	1,686.05
04/27/2017	92813	06004 VANGUARD CLEANING SYSTEM	APR 2017: JANITORIAL SERVICES FOR WWTP B APR 2017: JANITORIAL SERVICES FOR COMMER APR 2017: CUSTODIAL SERVICES AT THE DO	2,795.00 1,895.00 1,675.00	6,365.00
04/27/2017	92814	07775 VANGUARD CONCEPT OFFICES	16-A005 OFFICE FURNITURE INSTALLATION 70 16-A005 STOOL GLIDES	23,052.64 79.21	23,131.85
04/27/2017	92815	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT APR '17	485.75	485.75
04/27/2017	92816	08073 VITALITY BOWLS	REFUND OVERPAYMENT OF SWR CAP FEES	5,207.09	5,207.09
04/27/2017	92817	00933 VWR INTERNATIONAL, INC.	CHEMICALS AND SUPPLIES BORON STD CHEMICALS AND SUPPLIES	228.00 39.00 12.43	279.43
04/27/2017	92818	04061 WAXIE SANITARY SUPPLY	GARBAGE CANS FOR COMMERCE CIRCLE	167.81	167.81

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
04/27/2017	92819	00957 WEST YOST & ASSOCIATES	CIP 16-S001 COLLECTION SYSTEM TEMP FLOW	7,362.00	
			CIP 14-W007 WATER SYSTEM MP AND CAP RESE	343.50	7,705.50
04/27/2017	92820	07021 BOB WOERNER	BOARD MTG ATTENDANCE - 04/19/17	50.00	50.00
04/27/2017	92821	00987 ZONE 7 WATER AGENCY	MARCH TREATED WATER SERVICE	962,335.74	962,335.74
05/01/2017	8064	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	86.31	86.31
05/01/2017	5012017	03718 HR SIMPLIFIED	IRS 125 2017 POS	1,488.10	1,488.10
05/01/2017	607050117	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	44,513.52	44,513.52
05/01/2017	608050117	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	40.00	40.00
05/01/2017	1000850378	00494 PERS	RETIREMENT: PAYMENT	94,714.20	94,714.20
05/02/2017	2169866	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	25,697.90	25,697.90
05/02/2017	5022017	03718 HR SIMPLIFIED	IRS 125 2017 DCA	192.31	192.31
05/02/2017	30219317	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	583.35	583.35
05/02/2017	530838912	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00
05/02/2017	1894441856	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	141,499.00	141,499.00
05/04/2017	92822	03460 ACCO ENGINEERED SYSTEMS II	COMMERCE BLDG: CHILLER #1 ALARM SERVICE	1,020.00	
			COMMERCE BLDG: CHILLER #1 ALARM SERVICE	428.00	1,448.00
05/04/2017	92823	01013 BARRETT BUSINESS SERVICES	J. HAAS: W/E 4/9/17	1,075.20	
			C. PATTERSON? W/E 4/9/17	1,075.20	2,150.40
05/04/2017	92824	01013 BARRETT BUSINESS SERVICES	D. STEENFOTT: WE 04/09/17	854.82	854.82
05/04/2017	92825	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP FOR DISTRICT VEHICLE	38.58	38.58
05/04/2017	92826	03614 CAROLLO ENGINEERS	16-R014 TO OC-19 3/1/17 TO 3/31/17	37,227.90	37,227.90
05/04/2017	92827	00228 STEVE DELIGHT	DELIGHT REIMB EXP AT CURE IN PLACE PIPE	9.13	9.13
05/04/2017	92828	00937 GRAINGER, INC.	CREDIT HARD HATS RETURNED	-486.71	

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			MISC SUPPLIES: EYE WASH STATIONS, TRASH	664.94	
			15 HARD HAT W/FULL BRIM	486.71	
			MISC SUPPLIES	432.58	
			15 HARD HATS	371.19	
			HEAT SAFETY PPE	57.08	
			PPE SAFETY GLASSES	32.31	1,558.10
05/04/2017	92829	04424 GRAYBAR ELECTRIC COMPANY	ELE SUPPLIES FOR STOCK	672.67	672.67
05/04/2017	92830	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SVCS APRIL 2	2,164.03	2,164.03
05/04/2017	92831	00491 ERIK KUEFNER	KUEFNER REIMB EXP AT 2017 CWEA ANNUAL CO	1,597.46	1,597.46
05/04/2017	92832	01078 STEFANIE OLSON	OLSON REIMB EXP FOR DUBLIN SPEAKEASIES 0	65.00	
			OLSON RIEMB EXP AT GREEEN TECH PRESENTAT	21.22	86.22
05/04/2017	92833	04553 PACHECO BROTHERS GARDENI	LAWWMA: SPRINKLER SYS REPAIR @ PUMP STAT	1,755.00	
			WWTP: SPRINKLER SYS REPAIR	252.00	2,007.00
05/04/2017	92834	00762 TESTAMERICA LABORATORIES I	SAMPLE ANALYSES	146.00	
			SAMPLE ANALYSES	116.50	262.50
05/04/2017	92835	05026 UNIVAR USA INC.	SODIUM HYPOCHLORITE: WWTP ON 04/13/17	2,193.63	2,193.63
05/04/2017	92836	05127 VISION SERVICE PLAN - CA (VSF MAY 2017 - VISION		2,599.30	2,599.30
05/04/2017	92837	02880 WUNDERLICH-MALEC SYSTEMS	09-6101 TO NO. 1 SERVICES THRU 3/31/17	930.00	930.00
05/04/2017	92838	00020 A.T.S. ELECTRO-LUBE INTL INC.	(10QTY) M125L CHEVRON MULTIFAK EP000 FOR	-1,007.73	
			(10QTY) M125L CHEVRON MULTIFAK EP000 FOR	1,007.73	
			(10QTY) JUMBO-LUBER 475CC CHEVRON MULTIF	950.40	950.40
05/04/2017	92839	00007 AA FIRE SYSTEMS, INC.	16-A005 CC RISER REPAIR	3,145.00	3,145.00
05/04/2017	92840	00008 ACME FIRE EXTINGUISHER	WWTP FIRE EXTINGUISHER ANNUAL RECHARGE	1,198.06	
			WWTP - FIRE EXTINGUISHER ANNUAL RECHARGE	97.33	1,295.39
05/04/2017	92841	05729 ACME RIGGING & SUPPLY CO.	(4QTY) WRP150 C MAGNA HOIST FOR HARVESTI	1,376.55	

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			SLINGS FOR CRANE	769.03	2,145.58
05/04/2017	92842	07554 AIRGAS USA, LLC	(4CYL) PROPANE FOR FORKLIFT USE	214.13	
			CYLINDER RENTAL: NITROGEN	68.96	
			CYLINDER RENTAL: NITROGEN	65.64	
			CYLINDER RENTAL: ACETYLENE, ARGON & OXYG	58.00	
			CYLINDER RENTAL: NITROGEN	40.32	447.05
05/04/2017	92843	06349 ARCSINE ENGINEERING	09-6101 TO NO. 2 3/1/17 TO 3/31/17	38,934.56	
			16-A005 FOD ELECTRICAL/HVAC IMPROVEMENTS	1,853.58	40,788.14
05/04/2017	92844	00058 ARROWHEAD MOUNTAIN SPRING	/FOD BOTTLED WATER SERVICE MAR '17	88.27	88.27
05/04/2017	92845	00622 AT&T	LAWWMA PS & SANLEANDRO DECHLOR STATION A	102.20	102.20
05/04/2017	92846	01697 B & C TRUCK PARTS, INC	PARTS FOR UNIT #109	125.46	
			WRENCH FOR UNIT #16	45.40	
			PILOT LITE, PLATE & GASKET FOR UNIT #109	28.09	198.95
05/04/2017	92847	03798 BALLESTEROS, MONA - PETTY C	PETTY CASH WWTP - W/E 04/26/2017 FY 2017	125.11	125.11
05/04/2017	92848	00079 BAY AREA AIR QUALITY MGMT.	BAAQMD PLANT #15889 BIANNUAL PERMIT REN	569.00	569.00
05/04/2017	92849	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE ON 04/13/17	3,433.40	3,433.40
05/04/2017	92850	00105 CAL-STEAM	GAUGE PARTS FOR INSPECTOR FIELD TOOLS	404.36	404.36
05/04/2017	92851	01858 DC FROST ASSOCIATES, INC.	REPLT PARTS FOR SECONDARY CLARIFIERS	2,784.29	2,784.29
05/04/2017	92852	00241 DGS OFS SVC REVOLVING FUN	NATURAL GAS SERVICE AT THE WWTP - MARCH	19,331.95	19,331.95
05/04/2017	92853	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS MAY '1	211.20	
			RO TANKS (QTY 2) MAY '17	19.00	230.20
05/04/2017	92854	00307 FAIRWAY EQUIPMENT & SUPPLY	FUEL SKID PARTS: (2QTY) THERMOSTATIC VAL	845.30	845.30
05/04/2017	92855	00314 FEDEX	WWTP: OVERNIGHT DELIVERY CHARGES APR '17	41.94	
			SHIPPING CHARGES APRIL 4, 2017 - DICKSON	31.61	
			WWTP: OVERNIGHT DELIVERY CHARGES APR '17	29.24	102.79

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
05/04/2017	92856	06640 GOLDEN GATE TRUCK CENTER	AUTO PARTS FOR FLEET STOCK	70.30	70.30
05/04/2017	92857	00352 GOLDEN STATE FLOW MEASURE	MISC GASKETS	162.51	162.51
05/04/2017	92858	00368 HACH COMPANY	MISC PARTS	1,700.00	1,700.00
05/04/2017	92859	00394 HILTI, INC.	TOOLS FOR TODD & BRIAN'S TRUCKS	459.67	459.67
05/04/2017	92860	07523 ID ARCHITECTURE	16-A005 TO NO. 1 DECEMBER THRU FEBRUARY	17,037.22	17,037.22
05/04/2017	92861	00578 INNOVYZE, INC.	INFOMASTER DESKTOP SUITE FLOATING LICENS	4,000.00	4,000.00
05/04/2017	92862	00509 LIEBERT CASSIDY WHITMORE	MANAGEMENT TRAINING 3/15/17 - HARRASSMEN	2,200.00	2,200.00
05/04/2017	92863	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 04/09/17	409.64	409.64
05/04/2017	92864	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 04/09/17	1,072.00	1,072.00
05/04/2017	92865	03978 MICROTECH SCIENTIFIC	LAB SUPPLIES	301.49	301.49
05/04/2017	92866	04796 NAPA AUTO PARTS	AIR FILTER FOR UNIT #118	11.23	
			(2QTY) GREASE CAP FOR UNIT #512E	9.88	21.11
05/04/2017	92867	00620 P G & E	PUMP STATION R200A ELEC - APRIL 2017	2,115.10	
			RESERVOIR R200 DERWA TANK 2 ELEC - APRIL	80.70	2,195.80
05/04/2017	92868	05543 ADMINISTRATORS (PBIA) PREFE	MAY 2017 - DENTAL	21,002.00	21,002.00
05/04/2017	92869	04105 R&B COMPANY	MISC PARTS FOR REPAIRS	53,539.20	
			MISC PARTS FOR REPAIRS	6,220.63	
			MISC ITEMS: PVC PIPE, FIP ADAPTERS, ETC.	6,181.92	
			2 HYDRANT DIFFUSERS	1,103.43	
			FREIGHT FOR TICKET S1632657.001	70.64	67,115.82
05/04/2017	92870	02316 RECORDS CONTROL SERVICES	RECORDS INVENTORY SERVICES, ENVIRONMENTA	2,874.72	2,874.72
05/04/2017	92871	02466 RICOH AMERICAS CORP	COPIER LEASES DO MAILROOM MAY 2017	697.68	
			COPIER LEASES WWTP MAIL RM MAY 2017	415.29	
			COPIER LEASES HR/FIN MAY 2017	388.35	1,501.32

apCkHistDesc

Printed on: 05/08/2017 4:52PM

Check History Description Listing

Dublin San Ramon Services District

From: 4/10/2017 To: 5/7/2017

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
05/04/2017	92872	06915 SHARPS SOLUTIONS, LLC	PHARMACEUTICAL WASTE PICKUP FOR P2 PROGR	306.50	306.50
05/04/2017	92873	02444 STAPLES ADVANTAGE	OFFICE SUPPLIES: PRINTER CARTRIDGES	434.74	434.74
05/04/2017	92874	00810 STUDIO BLUE REPROGRAPHICS	16-A005 FULL SIZE DRAWINGS	6.56	6.56
05/04/2017	92875	00825 SWRCB	COMMUNITY WATER SYSTEM: CONNECTIONS	45,414.85	45,414.85
05/04/2017	92876	06650 TOKAY SOFTWARE	TOKAY WEB TEST ENTRIES FEB/MARCH 2017	387.00	387.00
05/04/2017	92877	02017 TOLL BROTHERS, INC	REFUND METER # 1576583	604.16	604.16
05/04/2017	92878	00872 TRANSCAT	LAWWMA: CALIBRATION LABELS	103.02	103.02
05/04/2017	92879	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT APR '17	458.38	458.38
05/04/2017	92880	00946 WATEREUSE ASSOCIATION	WATEREUSE - 2017 ASSOCIATION DUES	4,547.50	4,547.50
05/04/2017	92881	04061 WAXIE SANITARY SUPPLY	TRASH CANS FOR FOD COMMERCE CIRCLE BLDG	142.81	
			DEODORANT FOR PLANT VAULTS	66.88	209.69
05/04/2017	92882	00966 WHITLEY BURCHETT & ASSOCIA	CIP 16-R014 SWRCB FUNDING ASSISTANCE MAR	5,557.50	
			LAWWMA: ENGINEERING SERVICES	2,208.75	
			CIP 15-R009 PROP 84 APPLICATION ASSISTAN	475.00	
			CIP 16-R014 TITLE XVI FEASIBILITY STUDY	95.00	8,336.25
05/04/2017	92883	00987 ZONE 7 WATER AGENCY	GROUNDWATER PUMPING TRUE UP 1-1-16 TO 12	31,417.95	
			GROUNDWATER PUMPING ADJ 1-1-17 TO 2-28-1	5,375.00	36,792.95

328 checks in this report

Total Checks: 7,677,902.93

Karen
Vaden



Digitally signed by Karen
Vaden
DN: cn=Karen Vaden
Date: 2017.05.08 16:59:32
-07'00'

TENTATIVE BOARD ITEMS

5/9/2017 4:16:48 PM

Board Mtg	Agenda Item	External Affairs	Finance and Personnel	Water Resources
6/6/2017				
	Hold Public Hearing: Adopt the FY 2018 and FY 2019 CIP Budget			
	Delta Flow Requirements			
	First Reading - Local & Regional Wastewater Rate Ordinance			
	Hold Public Hearing: Adopt the FY 2018 and FY 2019 Operating Budget			
	Approve Budget Adjustment and Award Davona Berwick 8" Sewer Replacement (CIP 16-S019)			
	Policy - Adopt New CEQA Policy and Rescind Resolution No. 33-89			
6/20/2017				
	Presentation: Overview of District's Geographical Information Systems			
	Second Reading: Adopt Local & Regional Wastewater Fee Ordinance			
	Water Expansion Fund Management Policy - Conditional TIC Repayment			
	Public Hearing: Adopt Local and Regional Wastewater Rates			
	Accept Regular and Recurring Reports			



TITLE: Rejection of Claim – Mr. Shawn Costello

RECOMMENDATION:

Staff recommends the Board of Directors reject, by Motion, the personal injury claim filed on April 5, 2017 against Dublin San Ramon Services District by Mr. Shawn Costello.

SUMMARY:

On April 5, 2017, the Human Resources and Risk Supervisor received a claim from Mr. Shawn Costello to recover personal injury costs in the amount of \$25,000.

Mr. Costello is requesting reimbursement for personal injuries he claims he sustained from an incident that occurred on January 25, 2017 at the intersection of Dublin Boulevard and Golden Gate Drive. Mr. Costello claims he hit a fire hydrant located on the sidewalk with his wheelchair, and states he sustained injuries to his right knee cap. Mr. Costello claims that he was taken by ambulance to a hospital, where he remained to recover for 32 days.

The District's insurance adjustor contacted Mr. Costello to request documentation to support his claim. At this time, Mr. Costello has not provided the District's adjustor with any additional documentation.

Staff worked with the District's insurance adjustor to further investigate the claim.

Mr. Costello reported to the District's insurance adjustor that he believed the hydrant was moved closer to the nearby tree, causing him to hit it head-on with his wheel chair. The District investigated this claim and found that the hydrant is a little bit over nine (9) feet away from the nearest tree. The District does not have records of the hydrant having been moved in the past 10 years or more. Staff has visually inspected the hydrant and reported seeing no evidence of relocation. The District also obtained photographs through Google that the hydrant has been there since 2011. The District's geographic information systems shows that this particular hydrant was installed in 1968, and the District's asset management system has been reviewed, and there have been no repair/work orders for it at any time.

Therefore, on advisement of the District's insurance adjusters, Carl Warren and Company, staff recommends the Board reject the claim as no documentation has been provided to substantiate the alleged damages, and, based upon the above information, there does not appear to be any liability on behalf of the District.

Upon rejection, a denial notice will be forwarded to the claimant in compliance with the California Tort Claims Act. The claimant has been notified that this matter will be considered by the Board at this regularly scheduled meeting.

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 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)	<p>Attachment 1 – Claim filed by Shawn Costello Attachment 2 - Letter – Invite to DSRSD Board Meeting (dated 5/1/17)</p>	



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

7051 Dublin Boulevard
Dublin, CA 94568-3018

ph: (925) 828-0515
fax: (925) 829-1180
www.dsrsd.com

A. THE NAME AND POST OFFICE ADDRESS OF THE CLAIMANT:

SHAWN COSTELLO
5450 De Marcus Blvd #210
DUBLIN CA 94568

DAYTIME TELEPHONE: 925-551-8082

EVENING TELEPHONE:

B: THE POST OFFICE ADDRESS TO WHICH THE PERSON PRESENTING THE CLAIM DESIRES NOTICES TO BE SENT:

TELEPHONE:

C. THE DATE, PLACE, AND OTHER CIRCUMSTANCES OF THE OCCURRENCE OR TRANSACTION WHICH GAVE RISE TO THE CLAIM ASSERTED:

DATE OF OCCURRENCE: 1/25/2017

TIME OF OCCURRENCE: 5:00pm

PLACE OF OCCURRENCE: Corner of Dublin Blvd and
Golden gate drive fire hydrant

approximately

CIRCUMSTANCES:

hit of fire hydrant middle of side walk in the evening.

D. A GENERAL DESCRIPTION OF THE INDEBTEDNESS, OBLIGATION, INJURY, DAMAGE OR LOSS INCURRED SO FAR AS IT MAY BE KNOWN AT THE TIME OF PRESENTATION OF THE CLAIM:

Broken rt knee cap. Taken to Walnut Creek Kaiser
by ambulance. Stayed at Windsor Manor Rehab
at Concord for 32 days.

E. THE NAME OR NAMES OF THE PUBLIC EMPLOYEE OR EMPLOYEES CAUSING THE INJURY, DAMAGE, OR LOSS, IF KNOWN.

F. AMOUNT OF CLAIM: \$ 25,000.00
(if less than \$10,000.00)

JURISDICTION OF CLAIM: MUNICIPAL COURT (CLAIMS TO \$25,000)
 SUPERIOR COURT (CLAIMS OVER \$25,000)

BASIS OF COMPUTATION:

DECLARATION

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA
THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT

SIGNATURE OF CLAIMANT OR REPRESENTATIVE:

Shawn Costello

DATE: 3/28/2017

May 1, 2017

Mr. Shawn Costello
5450 DeMarcus Blvd. #210
Dublin, CA 94568

Dear Mr. Costello:

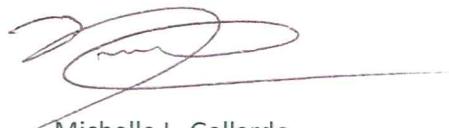
SUBJECT: Claim for Costs Resulting from Collision with Hydrant

This correspondence is to advise you that your claim to recover costs will be included as an item on the agenda of the regularly scheduled meeting of Dublin San Ramon Services District's Board of Directors on Tuesday, May 16, 2017 at 6:00 p.m. If you would like to address the Board on the matter of your claim, you may do so at that time.

Staff's recommendation is to deny your claim, due to a lack of supporting documentation.

A copy of the Board agenda will be available for viewing/downloading on the District's website www.dsrsd.com after 5:00 p.m. on Friday, May 12, 2017.

Respectfully,



Michelle L. Gallardo
Human Resources and Risk Supervisor

cc: / S. Costello Claim File



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

7051 Dublin Boulevard
Dublin, CA 94568-3018

ph: (925) 828-0515
fax: (925) 829-1180
www.dsrsd.com

DECLARATION OF SERVICE BY MAIL

**State of California
County of Alameda**

I am employed in the County of Alameda, State of California. I am over the age of 18 and not a party to the within cause or claim; my business address is:

**Dublin San Ramon Services District
7051 Dublin Boulevard
Dublin, California 94568**

I served the foregoing document: Invitation to Board Meeting, by depositing a true copy thereof in the United States Mail in Dublin, California, on May 1, 2017, enclosed in a sealed envelope with the postage thereon fully prepaid, addressed as follows:

**Mr. Shawn Costello
5450 DeMarcus Blvd. #210
Dublin, CA 94568**

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 1 day of May, 2017 at Dublin, California


Jacqueline Simmerson
Human Resources Technician



TITLE: Receive a Presentation on the Operating Budgets for FYE 2018 and FYE 2019 and Provide Direction to Staff

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the Operating Budgets for FYE 2018 and FYE 2019 and provide direction to staff.

SUMMARY:

The Board received the Proposed Operating Budgets for FYE 2018 and FYE 2019 on May 5 and will receive an in-depth presentation on the Budget at tonight's meeting. The document incorporates the following proposals as previously discussed with the Board:

- Implementation of the new 2017-2021 Strategic Plan within the Department goals and objectives.
- Proposed staffing of seven new full-time positions (two mechanics, one electrician, four maintenance positions) and a three-year limited-term inspector.
- Proposed Local and Regional Wastewater rate increases.
- Increased focus on training, technology, and asset management.

The document is divided into four main sections – executive summary, financial overview, department operating budgets and the appendix. The financial overview section addresses the working capital of each fund group (Local Wastewater, Regional Wastewater, Water and Internal Service), including details of revenues, expenditures and budget trends. Special areas of emphasis with the review of this document includes the General Manager's budget message (pages 1-10), working capital schedules by fund group (pages 26-33) and the division goals for the next two years (contained in pages 57-115).

In summary, the enterprise funds for Regional Wastewater and Water are in a very strong financial position with working capital limits at or above Board policy. The Local Wastewater Enterprise fund, however, will require a substantial increase in rates to fund both operations and replacement projects. Even with the new rates incorporated, the combined working capital in this fund group (enterprise and rate stabilization) is estimated to be a negative \$95,000 at the end of FYE 2019. Staff is proposing to closely monitor this situation and may need to defer some transfers from the Enterprise to the Replacement fund to ensure that the Board's policy levels are achieved. This situation is projected to reverse itself and bring the fund into a healthy financial position during the next five years as discussed in the Local Wastewater Rate Study.

Originating Department: Administrative Services	Contact: C. Atwood	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 - Operating Budget. (Hard copy delivered 5/5/17)	



Dublin San Ramon Services District

Water, wastewater, recycled water



**Proposed Operating Budget
Fiscal Years Ending
2018 and 2019**

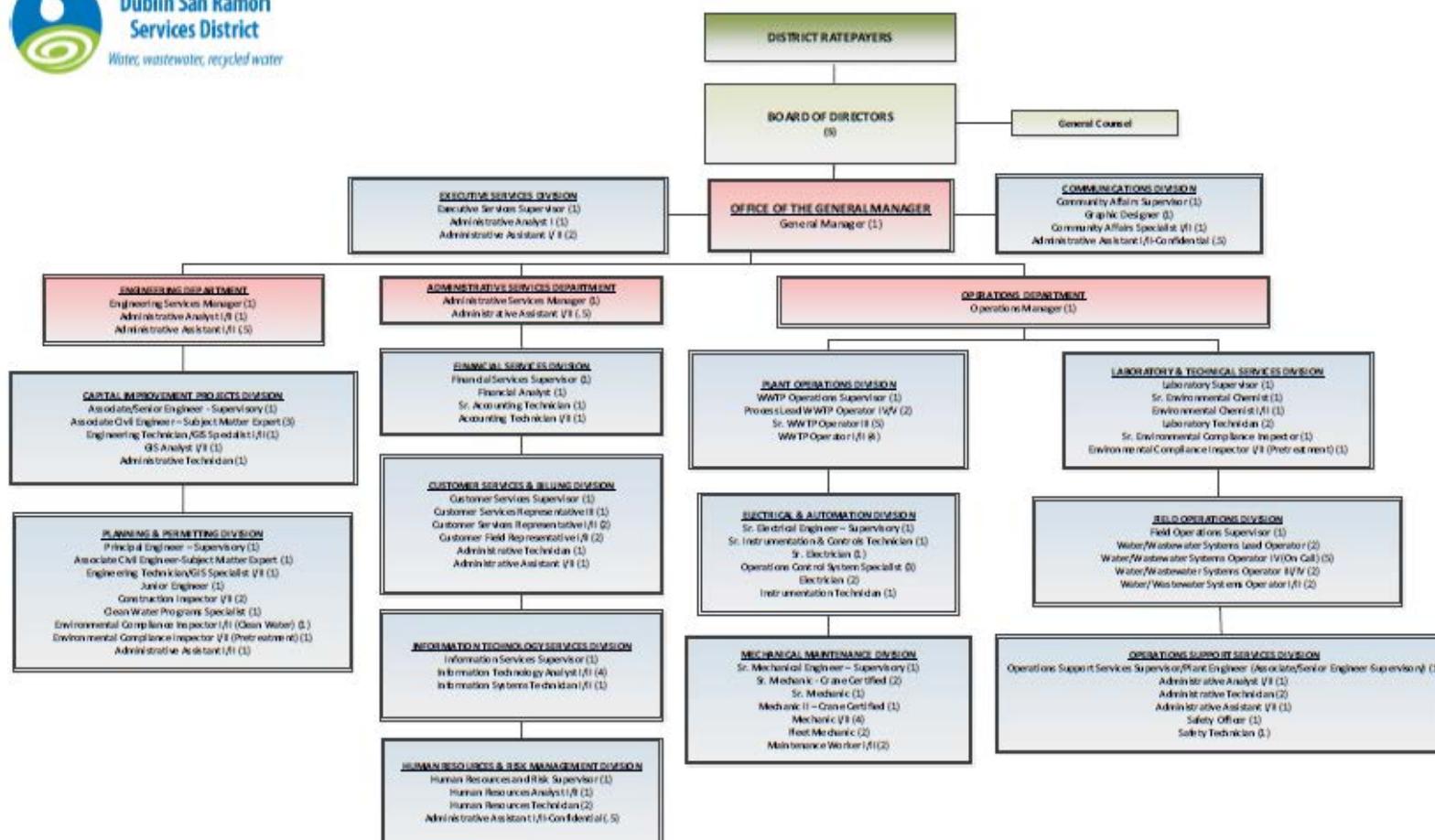
Table of Contents

Organization Chart	i
Board of Directors and Directory of District Officials	ii
Budget Excellence Award	iii
Executive Overview	
General Manager's Budget Message	1
Strategic Plan	11
Performance Measures	13
District Policies	15
District Overview & Economic Conditions	18
Service Area Map	21
Annual Budget Process	22
Financial Overview	
Description of Funds	23
Working Capital by Fund Families	26
Operating Revenues	34
Operating Expenses	44
Capital Improvement Projects	55
Department Operating Budgets	
Operations	57
Engineering	75
Administrative Services	87
Executive & Legislative Services	101
Non-Departmental	113
Appendix	
District Profile	117
Glossary of Budget Terms	119
Debt Service Schedules	125
Overall Working Capital Report	127



**Dublin San Ramon
Services District**

Water, wastewater, recycled water



Dublin San Ramon Services District

Board of Directors

Fiscal Year 2018 and 2019



Richard Halket
President



Georgean Vonheeder-Leopold
Vice President



Edward Duarte
Director



D.L. (Pat) Howard
Director



Madelyne (Maddi) Misheloff
Director

Directory of District Officials

Daniel McIntyre – General Manager

Carol Atwood – Administrative Services Manager

Jeff Carson – Operations Manager

Judy Zavadil – Engineering Services Manager

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2015-2016

Presented to the

Dublin San Ramon Services District

For meeting the criteria established to achieve the Operating Budget Excellence Award.

February 23, 2016



[Signature of Jesse Takahashi]

Jesse Takahashi
CSMFO President

[Signature of Michael Gomez]

Michael Gomez, Chair
Professional Standards and
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

The California Society of Municipal Finance Officers issues annual awards for outstanding achievement and contributions to the profession. Dublin San Ramon Services District received the award shown above for its fiscal year 2015-2016 annual operating budget. In bestowing this honor, the Society acknowledges the District for its outstanding presentation of financial and budgetary data.

Our 2017-2018 budget document is intended to meet the Society's high standards and will be submitted again this year to determine eligibility for another award.

May 5, 2017

Honorable President and District Directors:

I am pleased to submit the FYE 2018 and FYE 2019 operating budget for the Board's review and consideration. The FYE 2018 and FYE 2019 operating budget provides an overview of the budget process, gives highlights of District challenges and accomplishments over the last two years, provides an overview of major policy issues facing the District, and described detailed financial plans over the next two years.

The Tri-Valley has strongly rebounded from the Great Recession, and the revenue base in all the District's three main business enterprises continues to grow significantly as a result of growth in the customer base from new development. The two major challenges ahead are continuing to build a proactive Asset Management Program, and addressing a continuing wave of staff retirements. To address both of these challenges, the budget anticipates the addition of seven Full Time Equivalent (FTE) positions, and the addition of one Limited Term position (three year term). These additions will bring the total full time positions up from 113 to 121, still below the District's peak of 134 FTE's prior to the Great Recession. The pace of development continues to strengthen the District's financial position, with the benefit that the addition of new resources will have only a modest impact on utility rates over the next five years. Most notably, there will be a two year period of no rate increases to the Regional Wastewater Program in FYE 2017 and FYE 2018, followed by four years of planned CPI increases.

Budget Development Process

The FYE 2018 and FYE 2019 budget process began with the Annual Leadership Team Retreat in January of 2017. The team of all new Senior Managers and our division managers met for two days to identify the strengths, weaknesses, challenges, and opportunities facing the District over the next five years. There was broad consensus on the issues facing the District, and as a result the Leadership Team was able to develop a concise, streamlined 2017 – 2022 Strategic Plan Update for the Board's consideration. With the Board's review of and comment on the draft Strategic Plan at a March workshop, the foundation was laid for a new budget proposal. The Leadership Team worked together to consider several options for the FYE 2018 and FYE 2019 proposal, carefully evaluating the tradeoffs from a number of approaches. As a result, funding for some programs and activities was reduced to allow for resources to be reallocated to new priorities, consistent with the new Strategic Plan.

Highlights and Review of FYE 2016 and FYE 2017

The last two fiscal years have been a period of unprecedented challenge and transition for the District. Most prominently, the Great Drought that began in 2012 continued until the early spring of 2016.

Governor Brown issued a State wide drought emergency declaration in early 2014 that wasn't lifted until April 7th of 2017. During this time, the District was operated under a number of emergency conservation regulations imposed by the State Water Resources Control Board. The District's customers heroically addressed the difficulties of the drought by conserving 24% of total water in 2014, 34% in 2015, and 28% in 2016 (total system-wide volume compared to the 2013 "baseline year"). To provide an option to manage mandatory water curtailments in the drought, the District opened a residential fill station for recycled water in 2014 at the Wastewater Treatment Plant, which remained open until potential construction traffic impacts from the Recycled Water Treatment Plant Expansion project forced its closure at the end of 2016. Additionally, the District opened a second residential fill station on Dublin Boulevard in 2015 and 2016.

In response to the Tri-Valley's water supply vulnerability revealed by the Great Drought, the Board of Directors adopted a visionary Water Supply, Storage, Conveyance, Quality, and Conservation Policy in the fall of 2015. This policy guides District planning by emphasizing greater diversification and resiliency in our future water supply, guiding both our advocacy and planning efforts. Moreover, the District was successful over the last three years in collaborating with seven other entities to initiate a Tri-Valley Joint Potable Reuse Feasibility Study, which may ultimately lead to a new potable water supply for the District and the Tri-Valley.

During 2016, the District updated its Water System Master Plan and concurrently updated the Water Capacity Reserve Fee Study. The Water Capacity Fee Study included provision for the addition of \$10 million of new development money to serve as "seed funding" for a potable reuse project. Thus, not only has the District begun planning for alternative water supplies, it has also taken the first early steps to fund alternative water supplies.

A second major challenge was the large amount of staff turnover in the last two years through retirements. Of the District's 113 Full Time Equivalent (FTE) positions, 26 recruitments occurred from vacancies arising during this period. Most notably, an entirely new senior management team was assembled in 2016, and is working together effectively to revitalize water and wastewater operations, streamline policies and procedures, enhance communication both within the organization and externally with the public and partner agencies, and align financial and operational strategies with long-term goals. Additionally, the senior management team has helped the broader Leadership Team to create a streamlined Strategic Plan Update for the Board's consideration.

Originally, contract negotiations with all of the bargaining groups were scheduled during the transitional period for the new Senior Management team. To mitigate the impacts of the Senior Management Team transition in 2016, the Administrative Services Department was successful in negotiating one year contract extensions, allowing for negotiations on new contracts to begin only after the new team was in place. These negotiations are scheduled to start in July of 2017.

Another key transition for the District involved the relocation of the Field Operations Division from its "temporary facilities" at Camp Parks to a remodeled industrial building on Commerce Circle in Pleasanton. Within the last two years the District acquired the new property, arranged for environmental remediation, remodeled the vacant industrial building to meet our needs, and relocated the Field Operations Division's equipment, supplies, and staff to the new facility.

Significant work by the Information Technology Services Division was needed to ensure a smooth transfer. Moreover, the staff within the Field Operations Division, the Maintenance Division, and the Electrical Division had to perform magnificently under tight time constraints to switch over the SCADA equipment, and to ready the new facility for temporary occupancy in the midst of the remodeling work.



Including the Field Operations Facility acquisition and remodel, key capital projects completed in FYE 2016 and FYE 2017 include:

- Field Operations Facility - \$7.5 million
- West Dublin Recycled Water Extension - \$8.2 million
- Water System SCADA Upgrades - \$6.9 million (nearly complete)
- DERWA Recycled Water Treatment Plant – Sixth Filter - \$0.9 million
- Clarifier #3 Renovation - \$1.3 million

Projects in progress or just started include:

- DERWA Recycled Water Treatment Plant Phase 2 Expansion - \$18.8 million (in progress)
- Dublin Boulevard Lift Station relocation - \$1.9 million (just started)
- Dublin Trunkline - \$6.6 million (just started)

Projects where the District has begun design and anticipate constructing in FY 2018 and FY 2019 include:

- Primary clarifiers - \$10 million
- Digester #4 - \$13.3 million
- Reservoir 10A Reconstruction - \$7.6 million
- Wastewater Treatment Plant SCADA - \$2.9 million

The start of the DERWA Recycled Water Treatment Plant Phase Two Expansion offered an opportunity to foster a spirit of community and partnership with other agencies, with the groundbreaking ceremony in January of 2017 for this major project drawing elected officials and senior staff representatives from 12 agencies to celebrate the recycled water program expansion.

The District is nearing completion of a comprehensive Wastewater Treatment Plant and Biosolids Management Master Plan, which will guide development of both expansion, rehabilitation, and improvement at the Regional Wastewater Treatment Plant over the next 20 years. As an adjunct to this study, the District has completed a Preliminary Asset Replacement model for the Regional Wastewater Treatment Plant. Information from this Preliminary Asset replacement model played a significant role in the development of the 2017 Regional Wastewater Rate Study. The Preliminary Asset Replacement model and the Regional Wastewater Rate Study show that current annual replacement funding transfer from the Regional Wastewater Enterprise Fund to the Regional Replacement Fund of approximately \$2.5 million per year needs to be escalated gradually to \$4.5 million per year over the next ten years. The Wastewater Rate Study provides a blueprint for accomplishing this strategy in a smooth manner.

Other major highlights include:

- Fully implemented an automated “Agenda Manager” software, which makes electronic compilation and organization of Board Agenda packets very efficient.
- Recycled 100% of the influent flow for 12 days in 2016.
- Connected 25 sites to the recycled water system.
- Completed the 2015 Urban Water Management Plan.

Major Policy and Operational Issues in FYE 2018 and FYE 2019

Many of the major policy issues facing the District over the next two to five years are reflected in the 2017-2022 Strategic Plan Update. The eight main goals of the updated Strategic Plan including a summary of programs and resources to address the goals are as follows:

1. Develop a fully integrated Asset Management Program as the backbone of a cohesive business management strategy.

To address planned capital rehabilitation and replacement, the budget proposes increasing annual capital replacement transfers from the Local Wastewater Enterprise from \$287,000 to \$685,500, and ramping up an additional \$168,000 per year thereafter. For the Regional Wastewater Enterprise, existing annual capital replacement transfers to the Regional Wastewater Enterprise are adequate at \$2.5 million, but will need to be ramped up \$200,000 per year over a ten year period to address buy-in revenues from new development receding as DSRSD approaches buildout over the next 8-10 years. For the Water Enterprise, existing capital funding of \$4,000,000 will be increased by \$400,000 per year to address capital needs over the next 10-15 years.



A comprehensive Asset Management Program reflects not only capital replacement, but also a proactive preventative maintenance program. Currently, a majority of the District's time on operations and maintenance is dedicated to unscheduled emergency repair work, whereas a strong Asset Management Program would invest a majority of time on preventative scheduled maintenance. The budget proposes the addition of two Full Time Equivalent positions for the Water Enterprise, two Full Time Equivalent positions for the Local Wastewater Enterprise, and three Full Time Equivalent positions for the Regional Wastewater Enterprise. These positions will provide the resources to transition to a healthy preventative maintenance program over the next three to four years.

2. Develop and maintain a highly qualified workforce to ensure a continuously high performing organization with sufficient resilience and redundancy to thrive in the face of staffing transitions.

The District faces continuing challenges arising from retirements over the next two to five years. Already 52% of the District's staff are eligible for early retirement. Within the two year window a total of 44 staff members (out of 108 currently filled positions) will reach normal retirement age in the CalPERS system. The Leadership Team will devote additional attention to this area, to bolster and diversify the skill level of staff throughout the organization to mitigate the impact of the coming wave of retirements. The budget anticipates increasing resources allocated for external training from \$150,000/year to \$200,000/year to augment planned internal training and knowledge transfer programs.

3. Work collaboratively with other agencies in the Tri-Valley to improve service quality and efficiency.

No new resources are proposed to address this goal.

4. Revitalize and renew our business practices and procedures.

There has been an acceleration in operational and administrative streamlining over the last two years with existing resources, and this effort will be sustained in FYE 2018 and FYE 2019. One area of extra effort will be the increasing use of technology to strengthen the organization's productivity and efficiency. A major area of emphasis will be an increase in Information Technology in an effort to increase mobility of staff, use of new and existing technology, and more efficient retrieval of information.

5. Enhance our ability to respond to emergencies and maintain business continuity

A needs assessment will be completed using existing resources in FY 2018 and FY 2019, and full implementation of this five year strategic goal will be undertaken in the following two year budget cycle.

6. Develop and implement an integrated recycled and potable water program that meets the objectives of the District's water supply policy.

To increase and accelerate our efforts in this area, additional consultant assistance in the amount of \$150,000/year is needed over the next five years, and is reflected in this two year budget. Major work efforts for this Strategic Goal include completion of the Tri-Valley Joint Potable Reuse Feasibility Study, further collaborative studies by the Tri-Valley agencies, and research work on other alternative water supply options to develop a solid foundation for the 2020 Urban Water Management Plan.

7. Aggressively develop an electronic records management program

Information Technology Service staffing will have to be dedicated over the next two years to sustain momentum on this effort. This will require consultant "backfill" to keep the Information Technology program running smoothly. The amount of these additional resources is \$75,000 in FYE 2018 and \$100,000 in FYE 2019, and will "sunset" after that time.

8. Diversify our bio-solids management practices to address economic opportunities and regulatory challenges.

No additional resources are needed for this area.

Other Policy consideration

A new five year water rate study to be conducted in 2018 will require major policy decisions by the Board of Directors. We are transitioning from a period of heavy conservation to a period of normal water use, which requires careful rate design. The Capistrano Taxpayers Association Inc. v. City of San Juan Capistrano case may have implications for conservation pricing and tiered rate structures. Creative rate design will be necessary to retain economic incentives for conservation, while remaining compliant with State requirements on cost of service pricing mandated by Article XIII D of the State Constitution. Lastly, the Board will need to consider how it will fund expensive alternative water supply project(s) in the future. Forty thousand dollars is allocated in FYE 2019 for a comprehensive rate study.

District Financial Issues

The strong local economy, reflected in the rapid increase in new development in Dublin and Dougherty Valley, continues to serve as a beneficial "tailwind" to the District's finances. Given that much of the District's costs are "fixed", additions to District's customer base enhance the financial condition of the Local Wastewater Enterprise, the Regional Wastewater Enterprise, and the Water Enterprise. The addition of new customer connections also brings in significant "buy in" revenue as part of the various capacity reserve fees, which has the effect of strengthening our various replacement and improvement funds. Growth in the customer base of up to three percent over the last two years is anticipated to continue during the term of this budget.

District Financial Issues

Total District revenues are projected to grow at 22.49% and 11.06% in FYE 2018 and 2019, respectively. As shown below, this increase is primarily due to customer growth, CPI adjustments, post-drought expected water use increases, and the Zone 7 water rate pass-through increase.

The following chart summarizes the District operating revenues.

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Revenue by Type					
Service Charges	\$ 44,733,175	\$ 45,372,033	\$ 50,091,008	\$ 58,259,520	\$ 61,878,463
Capacity Reserve Fees	29,905,252	34,462,453	22,249,059	32,206,566	38,884,424
Other Revenues	8,643,456	9,106,623	7,027,557	6,580,783	7,038,106
Interest	958,041	1,639,423	1,142,908	1,574,179	1,724,163
Total	\$ 84,239,924	\$ 90,580,532	\$ 80,510,532	\$ 98,621,048	\$ 109,525,156
% Change		7.53%	-11.12%	22.49%	11.06%

District operating expenditures are projected to grow at 15.52% and 2.22%, respectively. This is due primarily to the Zone 7 wholesale water costs, as well as the additional cost of eight new FTE positions.

	Actual FYE 15	Actual FYE 16	Adjusted FYE 17	Budget FYE 18	Budget FYE 19
Expenditure by Category					
Salary and Benefits	\$ 16,979,108	\$ 16,894,081	\$ 20,709,158	\$ 21,655,927	\$ 22,681,063
Materials	11,016,462	12,404,304	14,444,728	20,573,676	21,552,434
Contracts	6,243,606	5,413,744	5,953,281	6,344,020	6,343,283
Other	29,172,668	11,226,165	13,180,881	13,925,507	13,921,793
Capital Outlay	1,110,255	375,338	568,900	871,803	277,000
Total	\$ 64,522,099	\$ 46,313,632	\$ 54,856,948	\$ 63,370,933	\$ 64,775,573
% Change		-28.22%	18.45%	15.52%	2.22%

The difference between revenues and expenditures is used towards asset replacement projects, debt service, and pending capital projects to serve new development. Revenue and expenditure categories are discussed in detail in the financial overview section of the budget.

CalPERS Liability

In FYE 2017 the District will be making its third and final five million dollar installment of an early payment to CalPERS directed by the Board in 2015 to help manage long-term liability. Even with this significant commitment to controlling long-term costs, the District's CalPERS rates are anticipated to increase in future years. CalPERS employee contribution rates are 11.675% for FYE 2018 and 12.450% for FYE 2019. Based on an April 2017 analysis by Bartel & Associates, the District CalPERS rates will increase from two percent to six percent over the next several years. This is due to the fact that CalPERS has modified its return on investment assumptions (7.5% to 7.0%) and adjusted for longevity trends.

Other Post-Employment Benefits (“OPEB”)

Compared to almost all other public agencies in California that have retiree medical benefits, the District’s funding of its program is strong. The program is 96.58% funded as of June 30, 2015, the date of our most recent valuation, and future impacts on the District’s finances, and costs to ratepayers, are expected to be moderate.

Fund Highlights

The District manages three main “businesses”: Local Wastewater involving the sewer collection system serving Dublin and southern San Ramon, Regional Wastewater including wastewater treatment for Dublin, Southern San Ramon and Pleasanton (by contract), and Water/Recycled Water for Dublin and the Dougherty Valley portion of San Ramon. Each of these three businesses is accounted for separately by an independent “fund family”. Each “fund family” includes the following four associated funds:

- Enterprise Fund – To account for operating expenses
- Rate Stabilization Fund - To account for fund reserves for emergency expenditures
- Replacement Fund - To pay for long-term capital replacement of assets
- Expansion Fund - To finance capital improvements needed to serve new development.

The budget contains a detailed review of starting working capital, revenues, expenses, debt service, and inter-fund transfers for each fund. Additionally, the District has three more funds to account for allocated administrative overhead, other post-employment benefits (“OPEB”), and the Dougherty Valley Standby District.

A detailed overview of each of the fifteen individual funds is found in the Financial Overview section of the budget. Moreover, a master Fund Working Capital Worksheet showing all funds on one worksheet can be found the appendix to this document.

A major indicator of fund health is the level of working capital (or reserves) for each fund. For each of the three main “fund families”, the minimum working capital for the combined Enterprise and Rate Stabilization Fund is equal to four months of operating expenses plus debt service per the Board’s Financial Reserves Policy. Highlights of the three main “fund families”, focusing on major trends, can be found in the Financial Overview section of the budget.

Department Operating Budget Highlights

A detailed overview of accomplishments for each department can be found in the Department Operating Budget Section. Following is a brief summary of budget and operational highlights for the departments:

Operations Department

The Operations Department is the largest of four departments in the District. Existing FTE staffing is proposed to increase from 61 staff to 68 staff in FYE 2018. Three temporary positions in the Operations Department are proposed to be eliminated concurrently with the addition of seven FTE. The additional FTE will provide for increasing focus on preventative maintenance for the sewer collections program, the water distribution program, the mechanical maintenance program, and the electrical program.

Major areas of focus over the next two years will include formalizing a structured, organized preventative maintenance program, sustained effort in knowledge transfer in anticipation of retirements, and development and full implementation of an automated computer maintenance management system that fully supports and integrates with the District-wide Asset Management Program.

The Department has gone through a recent reorganization, with the Environmental Compliance unit being merged with the Laboratory Division, and a new title created called the Laboratory and Technical Services Division. Administrative Support, Safety, and Asset Management functions have been consolidated into a new Operations Support Services Division.

Engineering Services Department

The addition of one three year limited term engineering inspector position is reflected in the budget. Although this function could continue to be provided by contract services, the cost of providing the service in-house is only \$150,000, whereas consultant services would cost \$300,000.

Major efforts will focus on implementing a very aggressive Capital Improvement Program. In the short-term, there is greater funding for the capital budget than there are project managers to implement the program. The controlling factor in the short-term will be staffing rather than financial constraints. However, the work demands will be balanced out in the intermediate term. Other major efforts focus on water supply, including both completing the Tri-Valley Joint Potable Reuse Feasibility Study and conducting research on other alternative water supplies for inclusion in the 2020 Urban Water Management Plan.

It should be noted that Dublin is anticipated to reach build-out in eight to ten years, and therefore the level of effort devoted to planning, permitting, plan checking, and inspection will be sustained for the foreseeable future. Once the District approaches buildout, resources may be recommended for reallocation to the Asset Management Program, or phased out through a plan of strategic attrition.

Administrative Services Department

No additional staffing is proposed for the Administrative Services Department, although additional consulting services are proposed. Moreover, an increase in capital outlay is proposed for information technology to help the entire District become more efficient.

Major work programs for Administrative Services over the next two years includes:

- Contract negotiations in late 2017
- Wastewater Capacity Reserve Fee Update in late 2017
- Cost of Service Study for development processing in early 2018
- Water Rate Study in 2018

Executive and Legislative Services Department

This group encompasses the Legislative Division (Board's budget), the Office of the General Manager, the Executive Services Division (Office of District Secretary), and Communications (formerly "Public Information"). No additional staffing is proposed for the Executive and Legislative Services Department. Major programs for this department in FYE 2018 and FYE 2019 include:

- Development of a District Annual Report
- Implementation of an Electronic Content Management System

Concluding Comments:

I would like to express my appreciation for the talents and dedication of the three members of the Senior Management Team, Administrative Services Manager Carol Atwood, Engineering Services Manager Judy Zavadil, and Operations Manager Jeff Carson. I would also like to thank all the division managers that form the balance of the organization's Leadership Team for their great effort in imaginatively rethinking the District's Strategic Plan and Operating Budget for FYE 2018 and beyond.

I'd like to particularly acknowledge the work of the Finance Division staff for their perseverance and dedication in preparing this completely new budget document, especially Karen Vaden, Mayette Bailey, and Natalie Russo. Lastly, the support, engagement, and guidance of the Board of Directors is much appreciated.

Respectfully submitted,



Daniel McIntyre
General Manager

Executive Overview

2017 – 2022 Strategic Plan

Mission Statement

Provide reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and environmentally responsible manner.

Vision Statements

1. Enhance resiliency in our capabilities in the face of staffing transitions.
2. Proactively maintain our financial stability and sustainability.
3. Use technology to improve operations and efficiency.
4. Lead innovation in the water, wastewater, and recycling industry in an economically prudent manner.
5. Demonstrate leadership in engendering productive collaborations and partnerships in the Tri-Valley.
6. Develop a more reliable water supply.
7. When our communities approach buildout, reduce development-related staffing appropriately and reallocate resources to address long-term Asset Management needs.

Strategic Goals and Action Items

1. Develop a fully integrated Asset Management Program as the backbone of a cohesive business management strategy.
 - Integrate CIP planning and operations/maintenance activities to optimize life-cycle costs (including a greater emphasis on preventative maintenance in our operations).
 - Develop long-term (10 year) financial models to guide future operating budgets and rate studies.
 - Continuously match District staffing to business needs, reallocating resources as necessary to address new challenges and opportunities.
2. Develop and maintain a highly qualified workforce to ensure a continuously high performing organization with sufficient resilience and redundancy to thrive in the face of staffing transitions.
3. Work collaboratively with other agencies in the Tri-Valley to improve service quality and efficiency.
 - Explore creative service delivery strategies, including expanded use of the Tri-Valley Reciprocal Services Agreement.
4. Revitalize and renew our business practices and procedures.
 - Fully utilize information technology tools available to us and make additional financial investment in information systems.
 - Update our financial, human resources, safety, and operational practices and procedures.



Executive Overview

2017 – 2022 Strategic Plan

5. Enhance our ability to respond to emergencies and maintain business continuity.
6. Develop and implement an integrated recycled and potable water program that meets the objectives of the District's water supply policy.
 - Complete a feasibility study for a Tri-Valley advance purification project and implement a joint Tri-Valley strategy.
 - Obtain new recycled water sources to meet long-term demands.
 - Develop strategy for balancing limited water resources to appropriately balance tertiary treated recycled water and advanced purified water needs.
 - Complete a 2020 Urban Water Management Plan that creates a blueprint for improving long-term water supply reliability.
 - Cooperate with our partners in the Tri-Valley in development of further water recycling.
 - Support and encourage our Tri-Valley partners in the development of a more diversified and resilient potable water supply.
7. Aggressively develop an electronic records management program.
8. Diversify our bio-solids management practices to address economic opportunities and regulatory challenges.



Executive Overview

Performance Measures

The District is pleased to present performance measures in our budget document. Departments will be tracking more objectives in future documents.

Administrative Services	Objective	Goal	Actual
Human Resources & Risk Management	% of employees receiving performance evaluations	100%	100%
	% of recruitments completed with successful hire in 90 days or less	100%	New for 2017
	% of employees current on AB1825, workplace violence prevention and diversity compliance training	100%	New for 2017
Customer Services & Billing	Mail bills within five days of the first or 15 th of each month	90%	100%
	Provide error free bills	90%	100%
	Customer survey responses as satisfied or very satisfied	90%	100%
Information Technology Services	Full network connectivity available	99%	99.91%
	SQL server for all database applications available	99%	99.96%
	Blocked SPAM email messages	99%	99%

Executive Overview

Performance Measures

Administrative Services	Objective	Goal	Actual
Financial Services	Maintain good credit rating for debt service	AA	AA
	Process payments in a timely manner	Within 10 business days	Within 10 business days
Executive & Legislative Department	Objective	Goal	Actual
	Brown Act compliance of public meeting notice requirements	100%	100%
Engineering Department	Respond to public records requests within initial 10 day requirement	100%	100%
	Complete a minimum of projects that are outlined by staff and approved by the Board for each biennial budget cycle	70%	70%
Capital Improvement Program	Review planning applications on or before due dates	90%	90%
	Return review comments of improvement plan submittals within 15 days for first submittal and 10 days for second submittal	95%	95%
Planning & Permitting			

Executive Overview

District Policies

Financial Policies

District management is responsible for establishing and maintaining an internal control structure that protects the assets of the District from loss, theft, or misuse. Recognizing the critical importance of financial planning and controls, the District has developed comprehensive financial policies based on industry best practices. The policies guide long-term planning and ensure that financial decisions are analyzed and applied in a consistent manner.

Policies are not permanent documents but may be modified or rescinded in whole or in part at any time by the Board. District policies are reviewed on a regular basis and are adopted by resolution at a duly noticed meeting of the Board of Directors. The District has a number of financial policies, some of which are summarized below. The following policies can be found in their entirety on our website at www.dsrsd.com/about-us/district-policies.

Auditor Selection and Services

Establishes guidelines to obtain auditing services from a highly-qualified firm, and to ensure that there are no financial incentives that would jeopardize that firm from maintaining their independence. Policy states that the auditor may not perform other consulting services for the District and requires a full-scale competitive bidding process to be conducted at least every five years.

DSRSD prepares and submits its Comprehensive Annual Financial Report (CAFR) to the Governmental Finance Officers Association (GFOA) for inclusion in its awards program. The District has received the association's *Certificate of Achievement for Excellence in Financial Reporting* each time it has submitted a report. The District's current and past CAFRs available online at www.dsrsd.com/about-us/library/financial-information.

Budgeting Accountability

Provides Operations and Capital Improvement Program (CIP) budget controls. The General Manager is accountable to the Board of Directors for meeting the budgetary objectives set by the Board. The Board approves the Operating Budget at the total fund level, ensuring that it maintains control of rates and fees. In addition, the Board approves the maximum number of full time equivalent (FTE) staff positions as well as the number of those FTEs that are limited-term positions.

In adopting the CIP budget, the Board authorizes new projects and programs, and approves total project and program budgets. Expenses are controlled at the project total level and project managers are responsible for their assigned projects. The General Manager is responsible for ensuring that the individual project appropriations and total fund appropriations are not exceeded, except as otherwise permitted by other policies.

DSRSD prepares and submits its Operating Budget to the California Society of Municipal Finance Officers (CSMFO) for inclusion in its awards program. The District has received the association's Operating Budget Excellence Award each time it has submitted a report. The District's current and past Operating and CIP budgets are available online at www.dsrsd.com/about-us/library/financial-information.

Executive Overview

District Policies

Capital Financing and Debt Management

Establishes parameters for issuing and managing debt. The District will only use debt financing to purchase or build capital assets that cannot be acquired from either current revenues or replacement reserves and to fund capital improvements and additions; it will not be used for operating and maintenance costs. Lease/Purchase agreements for the purchase of vehicles, equipment and other capital assets shall generally be avoided, particularly if smaller quantities of the asset can be purchased on a pay-as-you-go basis.

Consolidated Water Enterprise Fund

Directs potable water and recycled water to be managed as consolidated funds for operations, replacement, and expansion. In support of its mission, the District is committed to planning, designing, constructing, operating and maintaining the District's water system so that it meets all legal and regulatory requirements and contractual obligations. In order to do so, it is imperative that sufficient revenue be collected and appropriate reserves be maintained for both the potable and recycled water systems (collectively the "Water System"). It is equally important that an appropriate financial structure and reporting system be maintained to account for the cost of providing potable and recycled water service (collectively, "Water Service") and the investments made by the District into the Water System.

Financial Reserves

Provides guidance for the prudent accumulation and management of designated reserves. Designated reserves are earmarked by the Board of Directors for purposes such as funding new capital facilities, construction, repair, replacement or refurbishment of existing facilities, rate stabilization, emergency and operating reserves. These funds can be utilized at the discretion of the District. The Board can change fund designations at any time.

Investment

Directs public funds to be invested in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the District's investment policy.

Project Cost Allocation

Establishes basis for determining how the cost of projects should be allocated between funds. Project costs are to be allocated in proportion to the benefits that accrue to existing and future customers of each enterprise of the District. In carrying out this policy and depending on the nature of the project, allocation of a project cost may be to more than one enterprise and/or to more than one fund within the enterprise.

Executive Overview

District Policies

Rate Policies and Guidelines

Provides guidance and consistency in decision-making for developing and adopting rates to establish that rates are developed using a generally-accepted methodology, provide financial stability, achieve rate stability, ensure public well-being and safety, and with consideration of rate impacts.

Water Expansion Fund Management

Prioritizes the obligations of the Water Expansion fund. The Water Expansion fund is dedicated to paying for the expansion of water facilities to serve growth (and to pay a share of debt related to facilities that have already been built to serve growth). This fund remains one of the most critically funded of the various funds maintained by the District and faces a number of ongoing obligations that will have a material bearing on its fund balance.

All current District policies are available online at www.dsrsd.com/about-us/district-policies.

Executive Overview

District Overview & Economic Conditions

Overview

The District was formed in 1953 as the Parks Community Service District. The name was changed to Valley Community Services District (VCSD) in the early 1960s. VCSD became the vehicle for delivering local government services, including water and wastewater services, recreation and parks, garbage collection, and fire protection before city governments existed. The name of the District was changed again in 1977 to Dublin San Ramon Services District (DSRSD) to reflect its service areas. By 1988, the cities of Dublin and San Ramon had incorporated and assumed responsibility for many of the services originally provided by the District. This allowed DSRSD to focus on water and wastewater services. In 1999, the District began providing a third service, recycled water. DSRSD currently provides water, recycled water, and wastewater services to more than 173,000 residents in Dublin, southern San Ramon, Dougherty Valley, and Pleasanton.

The District is governed by a board of directors that sets policy, adopts budgets, and appoints a general manager to run operations. The Board exercises these powers under the authority of the Community Services District Law (California Government Code 61000 et. Seq). Five directors are elected at-large to overlapping four-year terms.

Economic Conditions

The District's service area lies within the Tri-Valley, which is part of the East Bay region of the San Francisco Bay Area. The City of Dublin, which is located approximately 35 miles east of San Francisco and 35 miles north of San Jose, comprises the largest part of the service area. The service area also includes two portions of the City of San Ramon: the original "Village", which is located to the north of Dublin, and the newer Dougherty Valley, located northeast of Dublin. By contract, the District provides wastewater services for the City of Pleasanton, located south of Dublin. Located within commuting distance of major employers throughout the Bay Area, the Tri-Valley offers many transportation options, including Interstates 580 and 680, Bay Area Rapid Transit (BART), Altamont Commuter Express (ACE), and Livermore Amador Valley Transit Authority (LAVTA).



Executive Overview

District Overview & Economic Conditions

The diversified commercial base of the District's service area produces greater economic stability and less volatility than more specialized economies such as San Jose (technology) or San Francisco (tourism and technology). Several large business parks are located in the Tri-Valley, supporting a healthy mix of large and small businesses. As of March 2017, unemployment rates for the cities of Dublin and San Ramon are 2.4 percent and 2.8 percent respectively, significantly lower than the rate for the state (5.2 percent) or counties (3.9 percent for Alameda and 4.1 percent for Contra Costa). Unemployment rates also were higher for San Francisco (3.0 percent) and San Jose (3.9 percent).¹

As reported by the East Bay Economic Alliance, the East Bay continues to post record high employment levels. Non-farm employment reached 1,117,200 in June 2016, a 2.3 percent increase from June 2015. The East Bay is continuing to outpace the other regional economies, highlighting its rising role as an engine of economic growth in the Bay Area.² The estimated median household income is \$128,737 for Dublin and \$151,494 for San Ramon.³ The housing market in the East Bay remains strong, with increases in both assessed property values and median existing home prices in Alameda County (6.99 percent⁴ and 9.9 percent² respectively) and Contra Costa County (6.01 percent⁵ and 6.9 percent²).

Both Dublin and San Ramon anticipate continued growth in the coming years. Dublin has an estimated population of 57,349, an increase of 2.69 percent over the previous year. San Ramon's population grew 1.2 percent to 78,363.⁶ According to buildout projections, by 2035 Dublin and San Ramon overall population will grow to 106,610, an increase of 30 percent.⁷ The outlook for new development in the DSRSD service area remains positive for the long term.

On May 9, 2016, Governor Edmund G. Brown issued an executive order to make water conservation "a California way of life." The order directs regulators to develop and implement permanent, long-term improvements in water use that improve efficiency, reduce waste, and make communities and agriculture more resilient to future droughts.⁸ This was in response to five consecutive years of dry conditions persisting in many areas of the state which severely depleted groundwater basins. Through most of fiscal year 2016, state-imposed restrictions required the District to reduce potable water consumption by 12 percent compared to the same time period in 2013. In May 2016, as a result of regulatory changes and improvements in water supplies, the District suspended the local state of drought emergency and set a voluntary conservation goal of 10 percent.

1. State of California Employment Development Department, Unemployment Rates (Labor Force)

2. East Bay Economic Development Alliance, East Bay Economic Outlook 2016-17

3. United States Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

4. Alameda County 2016-17 Fiscal Year Assessments

5. Contra Costa County 2016-2017 County Assessment Roll

6. State of California Department of Finance, E-5 Population and Housing Estimates for Cities, Counties, and the State, January 2011-2016, with 2010 Census Benchmark

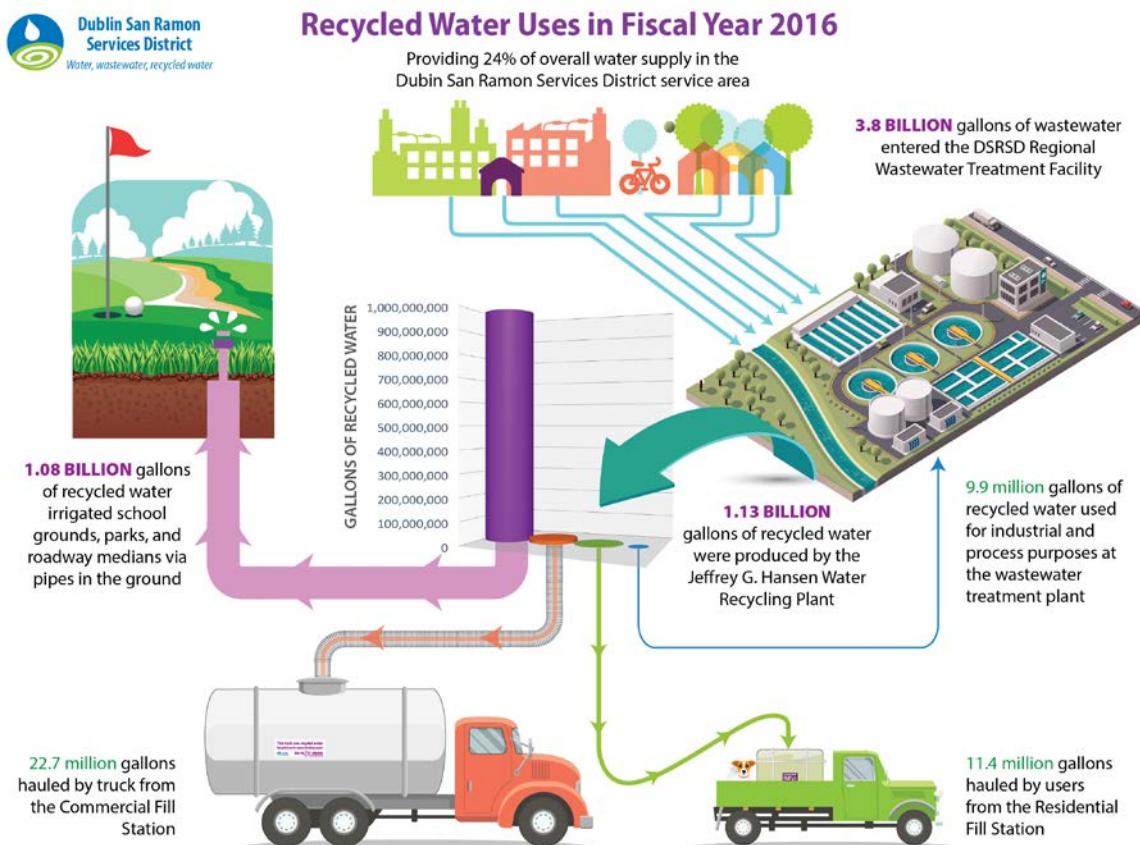
7. Dublin San Ramon Services District 2015 Urban Water Management Plan, June 2016

8. Office of Governor Edmund G. Brown, Jr. Executive Order B-37-16

Executive Overview

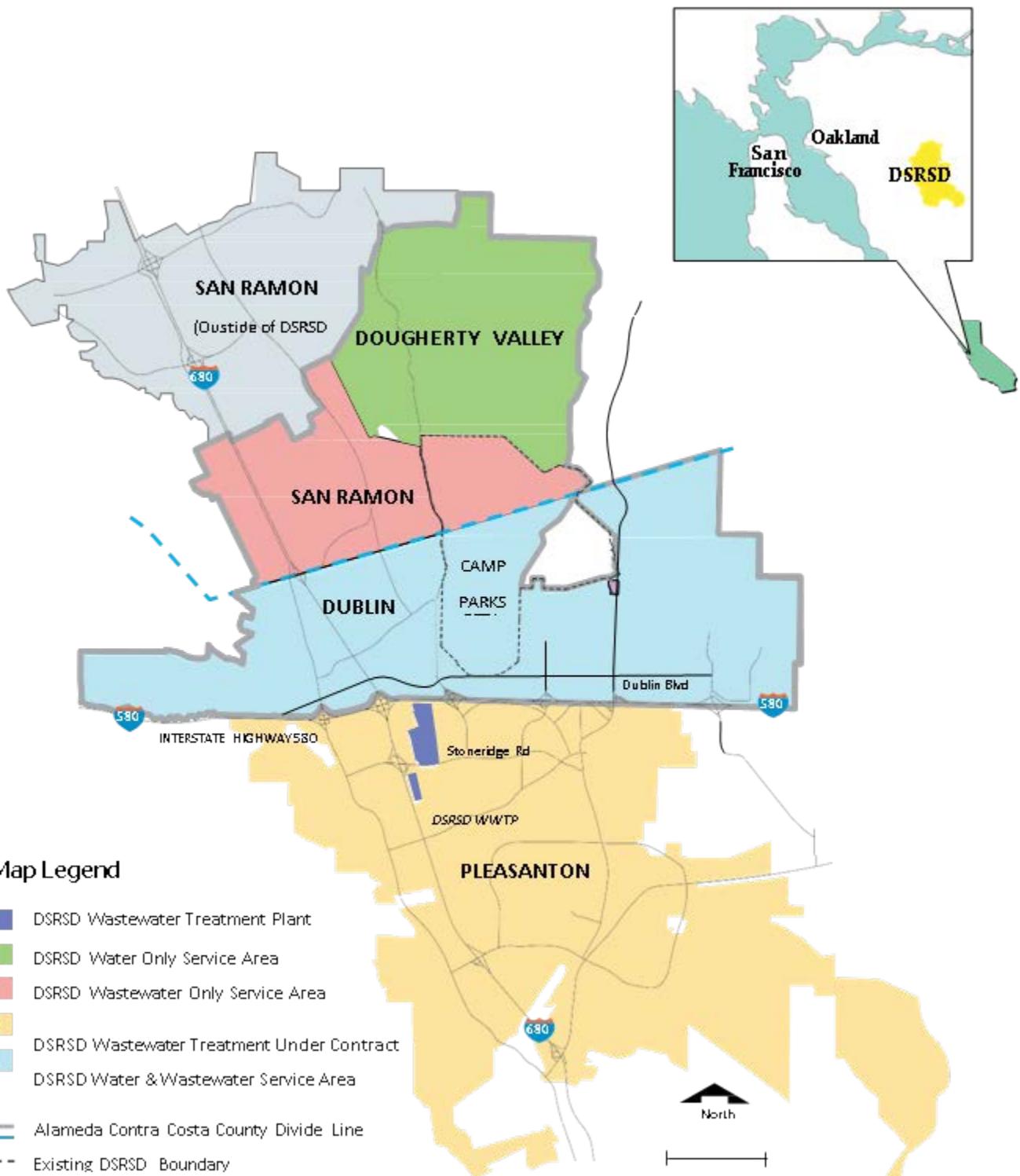
District Overview & Economic Conditions

The District's drought response plan includes targeted restrictions in water use, public outreach and education, and implementation of previously adopted water shortage rates. In addition, the District has worked with customers to convert landscape irrigation from potable water to recycled water where practical and cost-effective. The District also conducted a study of alternatives for improving long-term water reliability. This study led to the adoption of a revised policy on water supply and conservation and collaboration with other Tri-Valley water agencies in investigating the feasibility of indirect potable reuse in the region.



Executive Overview

Service Area Map



Executive Overview

Annual Budget Process

Dublin San Ramon Services District operates on a fiscal year which runs July 1 through June 30. In this document, if a year is used, it means the end of the fiscal year; for example, 2017 refers to the fiscal year ending June 30, 2017. "Fiscal year ending" is abbreviated as "FYE".

The 2018-2019 budget was developed explicitly to provide enough detail to address key issues that the Board needs in order to make the fundamental policy decisions the budget adoption represents. In past years, budget details have been presented in "line item detail" at the Board's Budget Workshop, with a formal budget "book" produced months later. This FYE 2018 and 2019 budget represents a new approach providing the Board with the entire budget document at their workshop in the final approved format.

The District's budget process started at the January 2017 management retreat which identified strengths, weaknesses, opportunities, and threats facing DSRSD. From that exercise management developed revenue estimates and forecasted expenses for the ensuing two fiscal years. The District's General Manager provided guidance to division management regarding budget development. Senior Managers revised division budgets as appropriate prior to General Manager review before presentation to the Board.

All Board discussions are held in open session and all materials are made publicly available in accordance with the Brown Act. The Board will receive a detailed budget presentation at its May 16, 2017 meeting. A noticed public hearing will be held on June 6, 2017 providing the public the opportunity to formally make comments regarding the budget directly to the Board prior to adoption.

Financial Overview

Description of Funds

Working Capital in Operations Funds

The District's operation funds are comprised of its Enterprise and Rate Stabilization funds. Operating reserves are referred to as "working capital," and are defined as current assets minus current liabilities. Working capital is a measure of available resources to meet fluctuations in cash flows.

The Board of Directors establishes working capital targets to define the appropriate amount of operating reserves available in each fund to cover ongoing costs. These targets are defined in terms of "months of working capital," or the amount of cash needed to cover expenses for a set period.

For all three enterprise funds, the target is four months of working capital (or four months of that year's budgeted operating expenses). The working capital target is one of several measures the Board uses to determine when rate adjustments are needed.

The District's Financial Reserves Policy establishes reserve guidelines for enterprise, replacement, and expansion funds.

Enterprise Funds

Enterprise funds are self-supporting funds that cover the costs of operations and maintenance primarily through service charges. The District's core services are each accounted for in an enterprise fund.

- Local Wastewater (Fund 200): Operations relating to wastewater collection. The service area consists of the southern part of San Ramon and the City of Dublin.
- Regional Wastewater (Fund 300): Operations relating to wastewater treatment and disposal. The service area consists of southern part of San Ramon, the City of Dublin, and the City of Pleasanton (under contract).
- Water (Fund 600): Operations relating to delivering potable and recycled water. The service area consists of the City of Dublin and the Dougherty Valley area of San Ramon.

Rate Stabilization Funds

Each enterprise fund is paired with a rate stabilization fund (RSF) to support the District's strategic goal of managing public funds to assure financial stability, including stability of revenues and related rates and charges. In some years, there may be a surplus above the working capital target in one or more of the District's enterprise funds; in other years, unexpected events may cause a fund balance to fall below the target. Rate stabilization funds allows the District to properly manage these different circumstances to achieve the desired stability.

The estimated transfer of funds between the enterprise and rate stabilization funds in accordance with the District's Financial Reserves Policy is reflected in the budget. Cell tower lease and property tax revenue are recorded in the water rate stabilization fund.

Financial Overview

Description of Funds

Replacement and Improvement Funds

Replacement and Improvement funds receive revenue from developer capacity reserve fees (“buy-in” component) and replacement allocation transfers from enterprise funds. Replacement allocations are based upon funding requirements identified in the District’s preliminary Asset Replacement Planning Model. This long-term planning model ensures that sufficient funds will be available when capital assets need refurbishment or replacement.

A “capital asset” is defined as any individual asset costing \$10,000 or more with a useful life of more than two years.

Expansion Funds

Expansion funds receive revenue from developer capacity reserve fees. These fees are designed to cover the cost of building expanded facilities for new development including debt service for assets built to serve new development. Capacity reserve fees, which are considered “non-operating” revenue, are recognized upon receipt but may not be used for many years until the need arises.

Costs for growth-related capital projects, including direct staff time and overhead, are charged to expansion funds.

Administrative Cost Center

The District uses the Administrative Cost Center to capture costs that are not specifically identifiable to any one of its operation activities. Costs for all of the District’s administrative divisions are included in this fund. General administrative costs for services provided to two joint powers authorities (DERWA and LAVWMA) are also recorded to this fund.

Net fund costs are allocated based upon staff allocations across enterprise and expansion funds.

Other Post-Employment Benefits Fund

In August 2004, the Governmental Accounting Standards Board (GASB) issued Statement No. 45 - *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. Under the GASB 45 standard, retiree health care and other non-pension benefits for retirees must be paid for as the benefit is earned. In response to this requirement, the District hired an actuary to provide information on the costs of these benefits.

In 2007, the Other Post-Employment Benefits (OPEB) Fund was established to set aside monies for post-retirement insurance costs. The District transferred funds in 2007 from other funds into the OPEB Fund. In 2008, the District passed a resolution to participate in the California Employers’ Retiree Benefit Trust (CERBT), an irrevocable trust established to fund OPEB and administered by CalPERS. Funds held by CERBT are managed by an appointed board not under control of the District Board. The OPEB fund records transactions between the District and CERBT.

Financial Overview

Description of Funds

Dougherty Valley Standby Assessment District Fund

The Dougherty Valley Standby Assessment District (DVSAD) Fund was established to collect assessments and pay ongoing costs associated with the State Water Project specifically tied to the Dougherty Valley. An assessment is levied each year after the budget is finalized. All assessments received for the DVSAD, as well as related expenses, are accounted for in this fund.

Basis of Accounting

The District is in the business of providing potable and recycled water services and wastewater collection and treatment. The District accounts for these business activities in enterprise funds. Revenues are generated for these business activities through service charges to customers. Expenses are charged to the appropriate fund to ensure that rates are established to recover those costs.

The District is a proprietary entity and uses an enterprise fund format to report its activities for financial statement purposes. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprise, but with the intent of the governing body to recover costs and expenses for providing goods and services to the general public on a continuing basis through user charges.

For enterprise funds, where the proper matching of revenues and costs is important, the full accrual basis of accounting for financial reporting is utilized. However, the budget shows items as expenses that normally would be recorded directly to the balance sheet. This is done to provide budgetary control throughout the year. Examples include:

- Principal payments of debt, which reduce the amount of debt owed on the balance sheet
- Purchases of capital outlay items (fixed assets), which are capitalized on the balance sheet

In addition, non-cash items such as depreciation and contributions of property are not budgeted.

Article XIIIB Appropriations Limit (Gann Limit)

The Community Services District Law (Government Code §61000, et seq.) provides that any district that has previously transferred services and all of the property tax revenue allocation associated with those services to another agency does not need to establish an appropriations limit. The District transferred its property tax allocations to the cities of San Ramon and Dublin in 1988, so no appropriation limit is required.

Working Capital

The following pages summarizes the District's overall financial picture by individual fund. It includes revenue and expenses, as well as cash activity that is not accounted for as a revenue or expense item (such as loans). The fund schedules are grouped by enterprise, followed by the Administrative Cost Center, the Other Post-Employment Benefits Fund, and the Dougherty Valley Standby Assessment District Fund. Financial reserve/working capital targets and status for each enterprise are included for each fiscal year.

Financial Overview

Working Capital by Fund Families

Local Wastewater Fund Group (200 Series)

The local wastewater funds account for the operations (200), replacement (210) and expansion (220) related to wastewater collection. The service area consists of the city of Dublin and the southern part of San Ramon.

Rates for the Wastewater Enterprise fund were reduced in 2008 with minimal rate increases through 2016, and employee count was reduced from eleven FTE to eight FTE (including allocated staff) in conjunction with the Great Recession. Since that time, miles of sanitary sewers have increased from 185.5 to 206.0 (11%+), and the population for the service area expanded by over 37%. In recent years, maintenance has been reactive versus proactive and the projected net change in working capital for FYE 2017 was a negative \$152,000.

The Local and Regional Rate study completed in April 2017 identified further issues in this fund group with the transfers from the Enterprise fund (200) to the Replacement fund (210). Transfers historically at \$287,000 per year were insufficient to cover projected replacement costs over the upcoming 10 year cycle as identified in the new Asset Management Plan. In addition, the Replacement Fund was heavily reliant on developer capacity reserve fees, a revenue source earmarked to sunset over the next 8-10 years with the buildup of Dublin. To correct the negative cash flow, and to provide an influx of capital replacement funding, rates are proposed to increase substantially over the next five years. Continued growth in the customer base of this program will also contribute towards improving the financial condition of this program.

In order to correct the maintenance issues existing in this enterprise, two new positions are proposed for this fund group in FYE 2018.

As can be seen in the FYE 2018 and 2019 working capital statements, the Enterprise fund service charge rates will increase until the working capital trend can reverse itself and become positive over the next five years. Salary and benefits have increased as well to reflect the two new FTE positions proposed in FYE 2018, and funding to the replacement fund will increase from the current \$287,000 in FYE 2017 to \$567,900 in FYE 2018 and \$685,000 in FYE 2019 (1). Based on actual cash flow, it may be necessary to delete these transfers for two to three years. Finally, contracts increased by approximately \$100,000 from FYE 2017 to 2018 due to the cost of the new Field Office Facility and other expenses.

For FYE 2018, the Wastewater Expansion fund (220) will loan the Wastewater Replacement fund (210) \$5 million dollars for a period of 6 years to bridge the cash flow needed for the upcoming Dublin Boulevard Lift Station Relocation Project (\$1.9 million) and the Dublin Trunkline project (\$6.6 million) starting in the summer of 2017.(2) This will ensure that the Replacement fund will have sufficient reserves to meet the Board's reserve policy limits during the construction of these major projects. Over the next five years, rate increases in the Enterprise fund will replace this working capital.

The Wastewater Expansion fund (220) is primarily funded by developer capacity reserve fees. This capital improvement project fund has \$513,750 earmarked for the upcoming two budget years for master planning. The reserve levels, even after the above loan, are above the minimum policy levels. At the end of FYE 2018, the combined working capital of the Enterprise and RSF funds is estimated to be 2.56 months of operating expenses, in conformance with Board policy. At the end of FY 2019, the combined working capital is estimated to be a negative \$95,000, well below our policy level, which will reverse itself as part of the new rate study.

FYE 2018 PROPOSED OPERATING BUDGET	Local Watewater Enterprise 200	Local Wastewater RSF 205	Local Wastewater Replacement 210	Local Wastewater Expansion 220
(Estimated) Ending Working Capital July 1, 2017	926,611	795,650	6,853,702	7,566,446
Revenues:				
Total Service Charges	2,575,811	-	-	-
Capacity Reserve Fees	-	-	898,893	874,072
Other Revenues	20,683	-	-	549,196
Interest	12,214	7,957	26,896	70,007
Total Revenues	2,608,708	7,957	925,789	1,493,275
Transfers In:				
Replacement Allocations	-	-	567,900 ⁽¹⁾	-
Interfund Loan	-	-	5,000,000 ⁽²⁾	-
Total Transfers In	-	-	5,567,900	-
Total Revenue	2,608,708	7,957	6,493,689	1,493,275
Operating Expenses:				
Salaries & Benefits	1,997,994	-	-	400,764
Materials & Supplies	99,178	-	10,800	1,580
Contracts	181,629	-	800	59,220
Other	24,525	-	-	280
Debt Service	-	-	-	-
Capital Outlay	-	-	52,276	-
Allocated Costs	804,173	-	-	158,224
Total Operating Expenses	3,107,499	-	63,876	620,068
<i>Capital Projects - Proposed Fund Limits</i>	-	-	6,396,482	534,330
Transfers Out:				
Replacement Allocations	567,900 ⁽¹⁾	-	-	-
Interfund Loan	-	-	-	5,000,000 ⁽²⁾
Total Transfers Out	567,900	-	-	5,000,000
Total Expenses	3,675,399	-	6,460,358	6,154,398
Net increase (decrease) pre RSF	(1,066,691)	7,957	-	-
Ending Working Capital pre RSF	(140,080)	803,607	-	-
RSF Transfer In (Out)	200,902	(200,902)	-	-
Net increase (decrease) post RSF	(865,789)	(192,945)	33,331	(4,661,123)
(Estimated) Ending Working Capital June 30, 2018	\$ 60,822	\$ 602,705	\$ 6,887,033	\$ 2,905,322

FYE 2019 PROPOSED OPERATING BUDGET	Local Watewater Enterprise 200	Local Wastewater RSF 205	Local Wastewater Replacement 210	Local Wastewater Expansion 220
(Estimated) Ending Working Capital July 1, 2018	60,822	602,705	6,887,033	2,905,322
Revenues:				
Total Service Charges	3,121,140	-	-	-
Capacity Reserve Fees	-	-	1,091,155	1,061,024
Other Revenues	20,683	-	-	565,672
Interest	8,030	8,036	20,716	72,487
Total Revenues	3,149,853	8,036	1,111,871	1,699,183
Transfers In:				
Replacement Allocations	-	-	685,800 ⁽¹⁾	-
Interfund Loan Repaid	-	-	-	833,333 ⁽²⁾
Total Transfers In	-	-	685,800	833,333
Total Revenue	3,149,853	8,036	1,797,671	2,532,516
Operating Expenses:				
Salaries & Benefits	2,079,603	-	-	420,135
Materials & Supplies	97,260	-	10,800	1,580
Contracts	183,361	-	800	37,220
Other	24,525	-	-	280
Contribution to JPA	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	16,800	-
Allocated Costs	845,514	-	-	168,629
Total Operating Expenses	3,230,263	-	28,400	627,845
<i>Capital Projects - Proposed Fund Limits</i>	-	-	1,726,764	-
Transfers Out:				
Replacement Allocations	685,800 ⁽¹⁾	-	-	-
Interfund Loan Repayment	-	-	833,333 ⁽²⁾	-
Total Transfers Out	685,800	-	833,333	-
Total Expenses	3,916,063	-	2,588,497	627,845
Net increase (decrease) pre RSF	(766,210)	8,036	-	-
Ending Working Capital pre RSF	(705,387)	610,741	-	-
RSF Transfer In (Out)	152,685	(152,685)	-	-
Net increase (decrease) post RSF	(613,524)	(144,649)	(790,826)	1,904,671
(Estimated) Ending Working Capital June 30, 2019	\$ (552,702)	\$ 458,056	\$ 6,096,207	\$ 4,809,994

Financial Overview

Working Capital by Fund Families

Regional Wastewater Fund Groups (300 series)

The regional wastewater funds account for the operations, replacement and expansion related to wastewater treatment. The service area consists of the city of Dublin, the southern part of San Ramon and the city of Pleasanton (under contract).

Rates for the Wastewater Enterprise fund have increased with CPI from July 2012 to June of 2016. No rate increases were assessed in FY 16/17. The Regional Wastewater program is in very strong condition. As a result, there was no Regional Rate increase in FYE 2017, and none is proposed in FYE 2018 for single family residential. In addition, based on the April 2017 Rate Study, the majority of commercial customers will see reduced treatment rates. A consumer price index adjustment to the Regional Rates is proposed starting in FYE 2019 for all customer categories.

Service charges in the Enterprise fund (300) are estimated to increase in FYE 2018 by 6% due to growth in the Tri-Valley service area and by 4% in FYE 2019 from growth and CPI adjustments. Other revenues and interest income remain fairly consistent between the three years. This fund is adding three new FTEs to address deferred maintenance and the need to transition for an aggressive preventative maintenance program as a vital element is a comprehensive Asset Management Program. Contract expense is expected to increase by approximately \$450,000 in FYE 2018 due to expanded janitorial service for the Field Office Facility, and for equipment replacement. Other expenditures are consistent with FYE 2017.

Transfers from the Enterprise fund to the Regional Replacement Reserve fund (310) will be increasing from the FYE 2017 level of \$2.5 million per year to \$4.5 million per year over the next ten years. This can be seen in the transfers-out section of the working capital labeled item (1). In addition, approximately \$90,000 per year, starting in FYE 2018, will be transferred from the Enterprise fund to the Regional Wastewater Expansion fund (320) for the Pleasanton advance sale of sewer permits (2).

FYE 2017 is the third and last year of additional payments to CalPERS to help manage long-term liabilities. This payment of \$2.8 million will no longer appear in the proposed budget for this fund group.

At the end of FYE 2018 the combined working capital of the Enterprise and RSF funds is estimated to be 10.86 months of operating expenses plus debt service. At the end of FYE 2019 the combined working capital is estimated to be 12.08 months of operating expenses plus debt service, (slightly above the Board's policy maximum).

Replacement (310) funds are used to replace and improve the regional wastewater treatment plant. Expansion (320) funds are to expand and add to the regional wastewater treatment plant and related appurtenances that process future wastewater flows. The replacement funds and Expansion funds for this business enterprise are very well funded, with an ending FY 2019 balance of \$24 million and \$58 million, respectively.

FYE 2018 PROPOSED OPERATING BUDGET	Regional Wastewater Enterprise 300	Regional Wastewater RSF 305	Regional Wastewater Replacement 310	Regional Wastewater Expansion 320
(Estimated) Ending Working Capital July 1, 2017	5,805,726	7,903,986	22,644,610	51,918,320
Revenues:				
Total Service Charges	21,253,849	-	-	-
Capacity Reserve Fees	-	-	2,614,672	15,870,684
Other Revenues	629,822	-	-	43,063
Interest	122,215	79,101	202,342	487,991
Total Revenues	22,005,886	79,101	2,817,014	16,401,738
Transfers In:				
Replacement Allocations	-	-	2,710,000 ⁽¹⁾	-
Pleasanton Advance Sale Sewer Permits	-	-	-	88,919 ⁽²⁾
Total Transfers In	-	-	2,710,000	88,919
Total Revenue	22,005,886	79,101	5,527,014	16,490,657
Operating Expenses:				
Salaries & Benefits	7,136,722	-	-	76,091
Materials & Supplies	2,378,763	-	51,300	440
Contracts	1,005,616	-	500	53,160
Other	2,446,149	-	-	337,238
Debt Service	1,464,483	-	-	4,313,856
Capital Outlay	-	-	650,234	-
Allocated Costs	2,890,761	-	-	30,576
Total Operating Expenses	17,322,494	-	702,034	4,811,361
<i>Capital Projects - Proposed Fund Limits</i>	-	-	3,934,217	10,307,919
Transfers Out:				
Replacement Allocations	2,710,000 ⁽¹⁾	-	-	-
Pleasanton Advance Sale Sewer Permits	88,919 ⁽²⁾	-	-	-
Total Transfers Out	2,798,919	-	-	-
Total Expenses	20,121,413	-	4,636,251	15,119,280
Net increase (decrease) pre RSF	1,884,474	79,101	-	-
Ending Working Capital pre RSF	7,690,200	7,983,088	-	-
RSF Transfer In (Out)	-	-	-	-
Net increase (decrease) post RSF	1,884,474	79,101	890,763	1,371,378
(Estimated) Ending Working Capital June 30, 2018	\$ 7,690,200	\$ 7,983,088	\$ 23,535,373	\$ 53,289,697

FYE 2019 PROPOSED OPERATING BUDGET	Regional Wastewater Enterprise 300	Regional Wastewater RSF 305	Regional Wastewater Replacement 310	Regional Wastewater Expansion 320
(Estimated) Ending Working Capital July 1, 2018	7,690,200	7,983,088	23,535,373	53,289,697
Revenues:				
Total Service Charges	22,115,091	-	-	-
Capacity Reserve Fees	-	-	3,021,146	18,094,130
Other Revenues	642,419	-	-	43,063
Interest	133,288	79,892	246,147	537,775
Total Revenues	22,890,797	79,892	3,267,293	18,674,968
Transfers In:				
Replacement Allocations	-	-	2,920,000 ⁽¹⁾	-
Pleasanton Advance Sale Sewer Permits	-	-	-	88,919 ⁽²⁾
Total Transfers In	-	-	2,920,000	88,919
Total Revenue	22,890,797	79,892	6,187,293	18,763,887
Operating Expenses:				
Salaries & Benefits	7,477,270	-	-	82,241
Materials & Supplies	2,429,894	-	51,300	440
Contracts	860,988	-	500	13,160
Other	2,446,149	-	-	337,238
Debt Service	1,464,003	-	-	4,313,022
Capital Outlay	-	-	229,800	-
Allocated Costs	3,077,845	-	-	32,701
Total Operating Expenses	17,756,149	-	281,600	4,778,801
<i>Capital Projects - Proposed Fund Limits</i>	-	-	5,036,225	9,279,750
Transfers Out:				
Replacement Allocations	2,920,000 ⁽¹⁾	-	-	-
Pleasanton Advance Sale Sewer Permits	88,919 ⁽²⁾	-	-	-
Total Transfers Out	3,008,919	-	-	-
Total Expenses	20,765,068	-	5,317,825	14,058,551
Net increase (decrease) pre RSF	2,125,730	79,892	-	-
Ending Working Capital pre RSF	9,815,929	8,062,980	-	-
RSF Transfer In (Out)	(937,855)	937,855	-	-
Net increase (decrease) post RSF	1,187,875	1,017,747	869,468	4,705,335
(Estimated) Ending Working Capital June 30, 2019	\$ 8,878,074	\$ 9,000,835	\$ 24,404,841	\$ 57,995,032

Financial Overview

Working Capital by Fund Families

Water Enterprise Fund Groups (600 series)

The water funds account for the operations, replacement and expansion related to the potable water system. In 1999, the District began providing a third service, recycled water. The service area consists of the city of Dublin, and Dougherty Valley in the west portion of the city of San Ramon.

Rates for the Water Enterprise fund were reviewed in 2012 with the next study scheduled in 2018. This rate study will require major policy decisions by the Board as we are transitioning from a period of heavy conservation to a period of normal water use, which requires careful rate design. In addition, a recent court case may have implications for conservation pricing and tiered rate structures.

Potable water service charge revenue is projected to increase by 24.84% and 6.35% over the next two fiscal years, primarily driven by rate increases from our water supplier Zone 7. Increases also reflect customer growth, the District's CPI adjustments and projected increases in customer water use now that the drought is officially over. Other revenues and interest have remained relatively flat.

Salary and benefits will increase in the Water Enterprise fund with the addition of two new FTE positions. As seen in our other fund families, this move will provide us with a higher level of proactive maintenance and compensate for the fact that between 2009 and 2016, miles of potable water mains increased by almost 10% and miles of recycled water mains increased by 25%. This will be even more crucial as we expand the recycling facility by 70% in 2018 in conjunction with the DERWA expansion. Water purchase costs have also increased substantially due to the Zone 7 charges and the anticipated demand for water. The additional CalPERS contributions of \$2 million will end in FYE 2017.

In the Water Replacement fund (610) developer capacity reserve fees are projected to increase significantly over the next two years based on development information received from the planning departments within the cities of Dublin and San Ramon. Replacement allocation transfers from the Enterprise fund are also increasing by \$400,000 per year to address capital needs over the next ten to fifteen years. Both the Replacement fund (610) and the Expansion fund (620) are very well funded, and may accumulate sufficient resources over the next 5-10 years to make a major investment in an alternative water supply project if current trends continue, without the need for major rate increases. Additional details are contained in the 2018 – 2028 Capital Improvement Program.

At the end of FYE 2018 the combined working capital for Enterprise and RSF is estimated to be 11.46 months of operating expenses plus debt service. At the end of FYE 2019 the combined working capital is estimated to be 12.2 months of operating expenses plus debt service, slightly in excess of the Reserve maximum specified by Board policy.

The replacement fund for this business is very well funded, with an ending FYE 2019 balance of \$18 million, representing a net gain of \$3 million over the two years.

FYE 2018 PROPOSED OPERATING BUDGET	Water Enterprise 600	Water RSF 605	Water Replacement 610	Water Expansion 620
(Estimated) Ending Working Capital July 1, 2017	10,743,447	14,127,902	15,135,695	21,254,455
Revenues:				
Total Service Charges	34,429,859	-	-	-
Capacity Reserve Fees	-	-	3,599,600	8,348,644
Other Revenues	549,441	713,244	3,875	1,406,296
Interest	109,976	124,808	142,455	187,052
Total Revenues	35,089,276	838,052	3,745,931	9,941,992
Transfers In:				
Replacement Allocations	-	-	2,901,000 ⁽¹⁾	-
Allocation Recycled Water Program Fund	-	-	1,500,000 ⁽²⁾	-
Debt Service	-	-	-	675,000 ⁽³⁾
Total Transfers In	-	-	4,401,000	675,000
Total Revenue	35,089,276	838,052	8,146,931	10,616,992
Operating Expenses:				
Salaries & Benefits	5,333,838			560,415
Materials & Supplies	17,162,425		267,900	382,785
Contracts	1,698,492	-	2,600	25,960
Other	2,174,299	35,000	-	920
Debt Service	-	-	-	3,060,363
Capital Outlay	-	-	169,293	-
Allocated Costs	2,122,683	-	-	222,489
Total Operating Expenses	28,491,737	35,000	439,793	4,252,932
Capital Projects - Proposed Fund Limits	-	-	4,909,926	8,726,250
Transfers Out:				
Replacement Allocations	2,901,000 ⁽¹⁾	-	-	-
Allocation Recycled Water Program Fund	1,500,000 ⁽²⁾	-	-	-
Debt Service	675,000 ⁽³⁾	-	-	-
Total Transfers Out	5,076,000	-	-	-
Total Expenses	33,567,737	35,000	5,349,719	12,979,181
Net increase (decrease) pre RSF	1,521,539	803,052	-	-
Ending Working Capital pre RSF	12,264,986	14,930,954	-	-
RSF Transfer In (Out)	-	-	-	-
Net increase (decrease) post RSF	1,521,539	803,052	2,797,212	(2,362,189)
(Estimated) Ending Working Capital June 30, 2018	\$ 12,264,986	\$ 14,930,954	\$ 17,932,907	\$ 18,892,267

FYE 2019 PROPOSED OPERATING BUDGET	Water Enterprise 600	Water RSF 605	Water Replacement 610	Water Expansion 620
(Estimated) Ending Working Capital July 1, 2018	12,264,986	14,930,954	17,932,907	18,892,267
Revenues:				
Total Service Charges	36,642,232	-	-	-
Capacity Reserve Fees	-	-	4,748,138	10,868,832
Other Revenues	565,627	731,532	3,875	1,799,787
Interest	129,671	132,884	137,975	216,085
Total Revenues	37,337,530	864,416	4,889,988	12,884,704
Transfers In:				
Replacement Allocations	-	-	3,101,000 ⁽¹⁾	-
Allocation Recycled Water Program Fund	-	-	1,500,000 ⁽²⁾	-
Debt Service	-	-	-	675,000 ⁽³⁾
Total Transfers In	-	-	4,601,000	675,000
Total Revenue	37,337,530	864,416	9,490,988	13,559,704
Operating Expenses:				
Salaries & Benefits	5,595,537			585,044
Materials & Supplies	18,052,481	-	289,900	426,455
Contracts	1,714,369	-	2,600	15,960
Other	2,174,299	35,000	-	920
Debt Service	-	-	-	3,057,963
Capital Outlay	-	-	30,400	-
Allocated Costs	2,265,661	-	-	236,783
Total Operating Expenses	29,802,347	35,000	322,900	4,323,125
Capital Projects - Proposed Fund Limits	-	-	9,051,550	6,239,952
Transfers Out:				
Replacement Allocations	3,101,000 ⁽¹⁾	-	-	-
Allocation Recycled Water Program Fund	1,500,000 ⁽²⁾	-	-	-
Debt Service	675,000 ⁽³⁾	-	-	-
Total Transfers Out	5,276,000	-	-	-
Total Expenses	35,078,347	35,000	9,374,450	10,563,077
Net increase (decrease) pre RSF	2,259,183	829,416	-	-
Ending Working Capital pre RSF	14,524,169	15,760,369	-	-
RSF Transfer In (Out)	-	-	-	-
Net increase (decrease) post RSF	2,259,183	829,416	116,538	2,996,627
(Estimated) Ending Working Capital June 30, 2019	\$ 14,524,169	\$ 15,760,369	\$ 18,049,445	\$ 21,888,894

Financial Overview

Working Capital by Fund Families

Internal Service Funds Group (900 Series)

The District has three internal service funds, Administrative Costs Center (fund 900), Other Post-Employment Benefits (“OPEB”) (fund 965), and Dougherty Valley Standby Assessment District (fund 995).

Administrative Cost Center

The Administrative Cost Center (fund 900) captures costs that are not specifically identifiable to any one of its operation activities. A majority of the cost for the Administrative Services Department is included in this fund. Revenue is generated in the fund for general administrative services provided to the two joint powers authorities (DERWA and LAVWMA), the Dougherty Valley Standby Assessment District and miscellaneous services to customers and other agencies. The net fund costs are allocated across funds of the three main “businesses” of the District based upon staff cost allocations.

The Administrative Cost Center budget is \$6.2million and \$6.6 million for FYE 2018 and FYE 2019 respectively. The FYE2018 budget reflects a \$580,000 increase over FYE 2017; \$200,000 of the increase is projected cost increases in salary and benefits and the balance is an increase in Contracts for professional services to assist with records management and information technology services and maintenance contracts.

Other Post-Employment Benefits Fund

The Other Post-Employment Benefits (OPEB) Fund records transactions between the District and California Employers’ Retiree Benefit Trust (CERBT), an irrevocable trust established to fund future OPEB costs. The fund reflects the costs of current retiree benefits and the amount that may be drawn from CERBT to cover these costs. As of the last OPEB actuarial valuation in 2015 the funding in CERBT has reached the point where the District may elect to draw funds from the trust to cover current retiree benefits. The FYE 2018 and FYE 2019 budgets reflect the Districts ability to draw from CERBT to cover current retiree benefit costs.

Dougherty Valley Standby Assessment District Fund

The Dougherty Valley Standby Assessment District (DVSAD) Fund was established to collect assessments and pay ongoing costs associated with the State Water Project specifically tied to the Dougherty Valley. An assessment of approximately \$1.5 million is levied each year. All assessments received for the DVSAD, as well as related expenses, are accounted for in this fund. The revenue collected from the assessment are submitted to Zone 7 to cover State Department of Water Resources projects. The fund has no projected increases in revenue or expenses in the next two year cycle as the maximum amount that may be assessed per parcel has been reached.

FYE 2018 PROPOSED OPERATING BUDGET	Administrative Cost Center 900	OPEB 965	DV Standby District 995
(Estimated) Ending Working Capital July 1, 2017	-	-	1,080,870
Revenues:			
Total Service Charges	-	-	-
Other Revenues	1,135,007	-	1,530,156
Interest	-	1,165	-
Total Revenues	1,135,007	1,165	1,530,156
Transfers In:			
Replacement Allocations	-	-	-
Interfund Loan	-	-	-
Debt Service	-	-	-
Total Transfers In	-	-	-
Total Revenue	1,135,007	1,165	1,530,156
Operating Expenses:			
Salaries & Benefits	5,295,772	854,331	-
Materials & Supplies	218,505	-	-
Contracts	1,781,241	-	1,534,802
Other	68,394	-	-
Debt Service	-	-	-
Capital Outlay	-	-	-
Allocated Costs	(6,228,905)	-	-
Total Operating Expenses	1,135,007	854,331	1,534,802
Capital Projects - Proposed Fund Limits	-	-	-
Transfers Out:			
Replacement Allocations	-	-	-
Interfund Loan	-	-	-
Debt Service	-	-	-
Total Transfers Out	-	-	-
Total Expenses	1,135,007	854,331	1,534,802
Net increase (decrease) pre RSF	-	-	-
Ending Working Capital pre RSF	-	-	-
RSF Transfer In (Out)	-	-	-
Net increase (decrease) post RSF	-	(853,166)	(4,646)
(Estimated) Ending Working Capital June 30, 2018	\$ -	\$ -	\$ 1,076,224

FYE 2019 PROPOSED OPERATING BUDGET	Administrative Cost Center 900	OPEB 965	DV Standby District 995
(Estimated) Ending Working Capital July 1, 2018	-	-	1,076,224
Revenues:			
Total Service Charges	-	-	-
Other Revenues	1,135,292	-	1,530,156
Interest	-	1,177	-
Total Revenues	1,135,292	1,177	1,530,156
Transfers In:			
Replacement Allocations	-	-	-
Interfund Loan Repaid	-	-	-
Debt Service	-	-	-
Total Transfers In	-	-	-
Total Revenue	1,135,292	1,177	1,530,156
Operating Expenses:			
Salaries & Benefits	5,527,230	914,003	-
Materials & Supplies	197,324	-	-
Contracts	1,969,476	-	1,534,849
Other	68,394	-	-
Debt Service	-	-	-
Capital Outlay	-	-	-
Allocated Costs	(6,627,132)	-	-
Total Operating Expenses	1,135,292	914,003	1,534,849
Capital Projects - Proposed Fund Limits	-	-	-
Transfers Out:			
Replacement Allocations	-	-	-
Interfund Loan Repayment	-	-	-
Debt Service	-	-	-
Total Transfers Out	-	-	-
Total Expenses	1,135,292	914,003	1,534,849
Net increase (decrease) pre RSF	-	-	-
Ending Working Capital pre RSF	-	-	-
RSF Transfer In (Out)	-	-	-
Net increase (decrease) post RSF	-	(912,826)	(4,693)
(Estimated) Ending Working Capital June 30, 2019	\$ -	\$ -	\$ 1,071,532

Financial Overview

Operating Revenues

Service charges are the District's main source of revenue. The District conducts periodic rate studies to determine if rates are covering the cost of service. The current budget reflects adopted and proposed rates and fees, as well as anticipated annual Consumer Price Index (CPI) or Construction Cost Index (CCI) increases. A conservative consumption level, customer growth projection, and development forecast have been used to develop operating revenue budgets. DSRSD's current rates, fees, and charges are available on the District's website at www.dsrsd.com/your-account/rates-fees.

The following chart summarizes the District operating revenues.

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Revenue by Type					
Service Charges	\$ 44,733,175	\$ 45,372,033	\$ 50,091,008	\$ 58,259,520	\$ 61,878,463
Capacity Reserve Fees	29,905,252	34,462,453	22,249,059	32,206,566	38,884,424
Other Revenues	8,643,456	9,106,623	7,027,557	6,580,783	7,038,106
Interest	958,041	1,639,423	1,142,908	1,574,179	1,724,163
Total	\$ 84,239,924	\$ 90,580,532	\$ 80,510,532	\$ 98,621,048	\$ 109,525,156
% Change		7.53%	-11.12%	22.49%	11.06%

Service Charges

Total service charge revenue is anticipated to have growth of 16.31% in FYE 2018 and 6.21% in FYE 2019. The increases in FYE 2018 is primarily due to an increase in water costs passed through from the Tri-Valley's water wholesaler, Zone 7 Water Agency (Zone 7). Additional discussion of service charges for each enterprise fund follows.

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Service Charges by Fund					
Local Wastewater Enterprise	\$ 2,149,476	\$ 2,225,849	\$ 2,408,528	\$ 2,575,811	\$ 3,121,140
Regional Wastewater Enterprise	19,398,132	19,866,369	20,102,912	21,253,850	22,115,091
Water Enterprise					
Potable Water	18,911,366	19,070,945	22,951,788	28,570,600	30,384,306
Recycled Water	3,670,495	3,629,904	3,851,996	5,235,019	5,602,586
Power Charge	603,706	578,966	775,784	624,240	655,340
Total	\$ 44,733,175	\$ 45,372,033	\$ 50,091,008	\$ 58,259,520	\$ 61,878,463
% Change		1.43%	10.40%	16.31%	6.21%

Financial Overview

Operating Revenue

Local Wastewater Service Charge

Local wastewater collection service charges are billed to customers in the City of Dublin and the southern part of the City of San Ramon. Residential customers are primarily billed through county property tax rolls (Alameda and Contra Costa). Multi-family and non-residential customers in Dublin are billed directly by the District. For south San Ramon, customers excluded from the Contra Costa property tax roll such as apartments and commercial accounts are billed by the East Bay Municipal Utility District (EBMUD) and those collections are remitted to DSRSD on a monthly basis.

Local Wastewater service charge rate is projected to increase by 21.48% and 17.68% over the next two fiscal years for a single family residence to cover the cost of service identified by the recent rate study completed in April, 2017. Fees have decreased or remained relatively flat since 2007; rate increases are now needed to fund maintenance and replacement costs on the existing infrastructure.

Historical Rate Summary

Local wastewater rate study was completed in April, 2017. Below is recap of the historical and proposed bi-monthly rate for a single family residence.

Effective Date	Bimonthly Rate (Single-Family)	% Change
June 1, 2007	\$12.20	-
March 19, 2008	\$9.80	-19.67%
July 1, 2008	\$10.08	2.86%
July 1, 2009	\$10.16	0.79%
July 1, 2010	\$10.33	1.67%
January 1, 2011	\$10.33	0.00%
July 1, 2011	\$10.51	1.74%
July 1, 2012	\$10.83	3.04%
July 1, 2014	\$11.36	4.89%
July 1, 2015	\$11.64	2.46%
July 1, 2017 proposed	\$14.14	21.48%
July 1, 2018 proposed	\$16.64	17.68%

Financial Overview

Operating Revenue

Regional Wastewater Service Charge

Regional wastewater treatment service charges are primarily billed via county (Alameda and Contra Costa) property tax rolls for residential customers in the City of Dublin and the southern part of the City of San Ramon. Multi-family and non-residential customers in Dublin are billed directly by the District based on actual water consumption. For south San Ramon customers excluded from the Contra Costa property tax roll, EBMUD bills on behalf of DSRSD. By contract, DSRSD also provides wastewater treatment and disposal service to the City of Pleasanton, who bills its customers directly and remits payment to the District on a monthly basis.

Based on the Regional Wastewater Fee Study completed in April, 2017, Regional Wastewater rates will not increase for a single family residence and are projected to decrease for the majority of our commercial customers in FYE 2018. The budget has assumed 2% CPI increase for all customer categories in FYE 2019 and beyond.

Historical Rate Summary

Regional wastewater rate study was completed in April, 2017. Below is recap of the historical and proposed bi-monthly rate for a single family residence.

Effective Date	Bimonthly Rate (Single-Family)	% Change
March 19, 2008	\$41.30	-
July 1, 2008	\$38.60	-6.54%
July 1, 2009	\$38.91	0.80%
July 1, 2010	\$39.58	1.72%
January 1, 2011	\$44.47	12.35%
July 1, 2011	\$47.00	5.69%
July 1, 2012	\$48.41	3.00%
July 1, 2013	\$49.59	2.44%
July 1, 2014	\$50.80	2.44%
July 1, 2015	\$52.09	2.54%
July 1, 2017 proposed	\$52.09	0.00%
July 1, 2018 proposed	\$53.13	2.00%

Potable Water Service Charge

Potable water service is provided to Dublin and Dougherty Valley (San Ramon and unincorporated Contra Costa County) customers. The District delivers water that is purchased, which represents the largest cost to the Water Enterprise Fund, through the Tri-Valley's wholesaler, Zone 7 Water Agency (Zone 7). On December 3, 2002, the District adopted a revised rate schedule that established a "Zone 7 component." This component is adjusted based on the rate established by Zone 7, typically effective on January 1 each year, and is designed to separate the cost of purchasing water from the cost of delivering water to DSRSD customers.

Financial Overview

Operating Revenue

While wastewater revenues are largely predictable, water revenues are influenced by consumption, which is impacted by seasonal weather variations, water conservation measures, new housing, and a number of other factors.

The District does not directly control the wholesale cost of water. Zone 7 pricing increased 37% January 1, 2016 and 13% January 1, 2017. Since revenue from the Zone 7 rate is a pass-through and is generally offset with equivalent expenses, there are no net impacts to the budget.

Potable water service charge revenue is projected to increase by 24.84% and 6.35% over the next two fiscal years; primarily driven by rate increases from Zone 7 and partially from customer growth and CPI adjustments to the District's cost of delivering water.

Historical Rate Summary

The District has a residential tier rate structure, the tier blocks are as follows:

- Tier 1: 0-10 ccf
- Tier 2: 11-34 ccf
- Tier 3: greater than 34 ccf

The most recent water rate study was completed in January, 2013. Since the July 1, 2013 the residential bimonthly fixed charge and tier rates have adjusted by CPI; per Government Code §53756(a), CPI adjustments are allowable through FYE 2018. Zone 7 rate is a pass-through and is adjusted as the agency adopts rate changes.

Effective Date	Bimonthly Fixed Charge (5/8")	Zone 7 Cost of Water (CCF)	Tier 1 (CCF)	Tier 2 (CCF)	Tier 3 (CCF)
January 1, 2008	\$16.00	\$1.58	\$0.55	\$0.70	N/A
January 1, 2009	\$16.00	\$1.85	\$0.60	\$0.75	N/A
July 1, 2009	\$16.00	\$1.94	\$0.77	\$0.94	\$1.07
January 1, 2010	\$16.03	\$2.11	\$0.77	\$0.94	\$1.07
January 1, 2011	\$16.18	\$2.16	\$0.78	\$0.95	\$1.08
January 1, 2012	\$16.66	\$2.27	\$0.80	\$0.98	\$1.11
January 1, 2013	\$17.12	\$2.27	\$0.83	\$1.01	\$1.14
July 1, 2013	\$31.75	\$2.27	\$0.50	\$1.05	\$1.40
January 1, 2014	\$32.56	\$2.33	\$0.51	\$1.08	\$1.44
January 1, 2015	\$33.54	\$2.40	\$0.53	\$1.11	\$1.48
January 1, 2016	\$34.31	\$2.49	\$0.54	\$1.13	\$1.51
February 1, 2017	\$35.23	\$3.72	\$0.55	\$1.16	\$1.55

A water rate study will be completed in 2018 to recommend rates effective January 1, 2019.

Financial Overview

Operating Revenue

Recycled Water Service Charge

Water recycling continues to be a prime focus for the District. With California's water supply situation, recycled water is becoming increasingly critical to water resource conservation. DSRSD has worked many years in partnership with East Bay Municipal Utility District (EBMUD) to develop a comprehensive recycled water program for Dublin and San Ramon Valley customers. This effort is represented by the DSRSD-EBMUD Recycled Water Authority (DERWA). DERWA is currently delivering recycled water to irrigation customers in both Dublin and the Dougherty Valley portion of San Ramon. This program has been so successful that DERWA is currently expanding the water recycling plant. The expansion is anticipated to be completed by May, 2018 and will boost local water recycling capacity by 70 percent.

Because recycled rates are established at a discount to the potable wholesale rate by the Board's "consolidated water enterprise" policy, changes to recycled water rates fluctuate with both changes in the Zone 7 wholesale rate as well as the DSRSD retail rate. Recycled Water rate increases the past two years have been primarily driven by increases in the rate from Zone 7.

Historical Rate Summary

The District utilizes a formula driven approach to establish its recycled water rate, which is defined as follows: 90% of the combined rate of the District's Zone 7 rate and the normal potable irrigation rate per hundred cubic feet (ccf). However, it should be noted that any temporary surcharge by Zone 7, such as a "drought surcharge" is excluded from the calculation of the recycled water rate.

Effective Date	Per CCF	% Change
January 1, 2008	\$2.34	0.00%
January 1, 2009	\$2.34	0.00%
July 1, 2009	\$2.75	17.52%
January 1, 2010	\$2.96	7.64%
January 1, 2011	\$2.96	0.00%
January 1, 2012	\$3.09	4.39%
January 1, 2013	\$3.12	0.97%
July 1, 2013	\$3.30	5.77%
January 1, 2014	\$3.39	2.73%
January 1, 2015	\$3.43	1.18%
January 1, 2016	\$3.79	10.50%
February 1, 2017	\$4.23	11.61%

Financial Overview

Operating Revenue

Power Charge

A power charge applies to service locations in Pressure Zones 2-4 (where water must be pumped above 389 feet in elevation). This charge is reviewed each year to determine if revenue is sufficient to cover pumping costs. Staff review determined that the current power charge was adequate to fund the District's pumping costs, therefore the budget assumes no rate increase to the power charge for either fiscal year. Power charge revenue is projected to increase for anticipated customer growth.

Historical Rate Summary

No rate increases are included in the budget.

Effective Date	Per CCF	% Change
January 1, 2008	\$0.19	0.00%
January 1, 2009	\$0.19	0.00%
July 1, 2009	\$0.23	21.05%
January 1, 2010	\$0.24	4.35%
January 1, 2011	\$0.25	4.17%
January 1, 2012	\$0.27	8.00%
January 1, 2013	\$0.28	3.70%
July 1, 2013	\$0.28	0.00%
January 1, 2014	\$0.28	0.00%
January 1, 2015	\$0.28	0.00%

Financial Overview

Operating Revenue

Capacity Reserve Fees

Capacity reserve fees are collected to finance the cost of building expanded District facilities to support new customers. These fees consists of a combination of the following components:

Expansion - Component for future facilities that will be needed to support planned development.

Buy-in – “Buy-in” component to existing facilities (net of the principal on any related debt) that are available to serve development.

Debt - Component for the principal and interest costs associated with the “expansion” portion of facilities built to support growth (when projects are allocated between current and future customers when they are built; only the “future” portion of those facilities that have been funded by debt are included).

Capacity reserve fee revenues are cyclical and are tied to new building activity. Below is a summary of actual and budgeted capacity reserve fees. In collaboration with the planning departments from the Cities of Dublin and San Ramon, DSRSD has included in the FYE 2018 and FYE 2019 the anticipated development and the associated revenue.

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Capacity Reserve Fees by Fund					
Local Wastewater Replacement	\$ 580,221	\$ 642,674	\$ 540,469	\$ 898,893	\$ 1,091,155
Local Wastewater Expansion	564,200	625,027	525,544	874,072	1,061,024
Regional Wastewater Replacement	2,832,947	2,613,075	1,789,601	2,614,672	3,021,146
Regional Wastewater Expansion	18,504,827	16,993,575	11,286,317	15,870,684	18,094,130
Water Replacement	1,952,264	3,573,671	2,224,584	3,599,600	4,748,137
Water Expansion	5,470,793	10,014,431	5,882,544	8,348,645	10,868,832
Total	\$ 29,905,252	\$ 34,462,453	\$ 22,249,059	\$ 32,206,566	\$ 38,884,424
% Change		15.24%	-35.44%	44.75%	20.73%

Local Wastewater capacity reserve fees are comprised of an expansion component and a “buy-in” component; there is no debt component. Regional Wastewater capacity reserve fees include a debt component for LAVWMA issued 2011 Sewer Revenue Refunding Bonds. Water capacity reserve fees include a debt component for 2011 Water Revenue Refunding Bonds.

Capacity reserve fees are projected to increase significantly in FYE 2018 and FYE 2019 based on development information received from the planning departments within the Cities of Dublin and San Ramon.

Financial Overview

Operating Revenue

In conjunction with an update to the Water Master Plan, a Water Capacity Reserve Fee Study was completed in May, 2016 which resulted in a 2.86% increase to the fee (less than the Engineering News Record (ENR) inflation rate for that year). July 1 of each year the components of the water capacity reserve fees, except for the debt component, will be adjusted by the ENR Construction Cost Index for the San Francisco Bay Area. The fee study is available on our website at www.dsrsd.com/about-us/library/financial-information.

The last Sewer Connection Fee Study was completed in 2010. In conjunction with an update to the Collection System Master Plan, an updated wastewater capacity reserve fee study will be completed within the two year budget cycle.

Financial Overview

Operating Revenue

Other Revenue

Other revenues include plan check fees, construction inspections, administrative fees charged by the District, Dougherty Valley Standby Assessments, cell tower leases, rental of office space, and other miscellaneous items. Revenue from plan check fees and inspections are recorded in the local wastewater fund and the water expansion fund and are difficult to anticipate the timing of when a developer will submit plans or complete construction. Therefore, for budget purposes we are conservative in budgeting the revenue based on historical average.

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Other Revenue by Fund					
Local Wastewater Enterprise	\$ 85,698	\$ 72,060	\$ -	\$ 20,683	\$ 20,683
Local Wastewater Expansion	1,019,018	1,072,490	533,200	549,196	565,672
Regional Wastewater Enterprise	556,885	583,704	497,000	629,822	642,419
Regional Wastewater Expansion	43,095	29,960	-	43,063	43,063
Water Enterprise	682,467	656,855	536,562	549,441	565,626
Water Rate Stabilization	634,590	713,227	564,308	713,244	731,532
Water Replacement	35,805	3,875	3,875	3,875	3,875
Water Expansion	2,328,898	2,822,943	2,227,726	1,406,296	1,799,787
Administrative Cost Center	1,653,142	1,598,789	1,134,730	1,135,007	1,135,293
Other Post-Employment Benefits	61,425	5,646	-	-	-
DV Standby Assessment District	1,542,433	1,547,074	1,530,156	1,530,156	1,530,156
Total	\$ 8,643,456	\$ 9,106,623	\$ 7,027,557	\$ 6,580,783	\$ 7,038,106
% Change		5.36%	-22.83%	-6.36%	6.95%

Below is a summary of Other Revenue by Type:

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Other Revenue by Type					
Administrative Fees	\$ 1,387,807	\$ 1,320,462	\$ 995,000	\$ 995,000	\$ 995,000
Backflow Prevention	215,595	234,715	175,000	179,200	183,501
Fireline Service	167,781	181,462	177,242	181,495	185,851
Inspections	1,926,924	2,367,146	1,083,320	1,119,824	1,148,363
Meter Assemblies	458,181	782,792	328,536	336,421	344,495
Miscellaneous Revenue	1,236,270	1,184,623	1,613,303	990,835	1,370,980
Penalties	132,049	111,900	130,000	130,000	130,000
Plan Check Fees	1,022,535	766,857	495,000	508,260	521,880
Property Tax	553,882	609,592	500,000	609,592	627,880
DV Standby Assessment District	1,542,432	1,547,074	1,530,156	1,530,156	1,530,156
Total	\$ 8,643,456	\$ 9,106,623	\$ 7,027,557	\$ 6,580,783	\$ 7,038,106
% Change		5.36%	-22.83%	-6.36%	6.95%

Financial Overview

Operating Revenue

Interest

The District uses a pooled interest allocation method for all funds, which means that any unrestricted interest that is earned is allocated each month based upon the cash balances in each fund. For the next two fiscal years, a 1.00% interest rate is assumed. This reflects the current low but improving interest rate environment, and cash available for investment in any given year.

Investment rates are at historical lows due to the current Federal Reserve monetary policy and it is not anticipated that these rates will increase materially during the budget cycle.

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Interest by Fund					
Local Wastewater Enterprise	\$ 6,529	\$ 9,587	\$ 8,831	\$ 12,214	\$ 8,030
Local Wastewater Rate Stabilization	4,820	8,334	6,044	7,957	8,036
Local Wastewater Replacement	68,050	103,191	68,443	26,896	20,716
Local Wastewater Expansion	44,232	75,898	53,066	70,007	72,487
Regional Wastewater Enterprise	44,417	62,193	64,874	122,215	133,288
Regional Wastewater Rate Stabilization	54,042	83,938	58,977	79,101	79,892
Regional Wastewater Replacement	106,775	206,747	182,072	202,342	246,147
Regional Wastewater Expansion	262,929	492,216	273,170	487,991	537,775
Water Enterprise	89,949	110,864	102,464	109,976	129,671
Water Rate Stabilization	71,264	115,826	107,916	124,808	132,884
Water Replacement	75,347	145,998	105,782	142,455	137,975
Water Expansion	120,789	204,921	108,959	187,052	216,085
Administrative Cost Center	125	-	-	-	-
Other Post-Employment Benefits	2,019	2,455	2,310	1,165	1,177
DV Standby Assessment District	6,754	17,255	-	-	-
Total	\$ 958,041	\$ 1,639,423	\$ 1,142,908	\$ 1,574,179	\$ 1,724,163
% Change		71.12%	-30.29%	37.73%	9.53%

Financial Overview

Operating Expenses

The Board approves the Operating Budget at the fund level, providing resources for the General Manager to run the District while ensuring that it maintains overall control of rates and fees. The General Manager is authorized to make “no net change” budget adjustments within a fund. The following charts summarize District operating expenses by fund and by expense type.

	Actual FYE 15	Actual FYE 16	Adjusted FYE 17	Budget FYE 18	Budget FYE 19
Total Expenses by Fund					
Local Wastewater Enterprise	\$ 3,473,266	\$ 1,884,328	\$ 2,144,404	\$ 3,107,498	\$ 3,230,262
Local Wastewater Replacement	855,465	247,313	265,750	63,876	28,400
Local Wastewater Expansion	829,797	592,862	741,633	620,068	627,844
Regional Wastewater Enterprise	23,442,542	15,121,871	16,851,773	17,322,492	17,761,148
Regional Wastewater Replacement	157,249	213,797	222,150	702,034	281,600
Regional Wastewater Expansion	4,098,841	3,559,432	4,769,674	4,811,361	4,778,802
Water Enterprise	22,355,153	18,218,127	21,248,126	28,491,735	29,802,346
Water Rate Stabilization (RSF)	18,536	(323,885)	20,000	35,000	35,000
Water Replacement	372,648	268,393	781,769	439,793	322,900
Water Expansion	5,529,011	4,317,339	4,379,128	4,252,932	4,323,125
Administrative Cost Center	1,653,267	1,598,789	1,134,730	1,135,011	1,135,294
Other Post-Employment Benefits	-	-	767,655	854,331	914,003
DV Standby Assessment District	1,736,324	615,266	1,530,156	1,534,802	1,534,849
Total	\$ 64,522,099	\$ 46,313,632	\$ 54,856,948	\$ 63,370,933	\$ 64,775,573
% Change		-28.22%	18.45%	15.52%	2.22%

	Actual FYE 15	Actual FYE 16	Adjusted FYE 17	Budget FYE 18	Budget FYE 19
Expenditure by Category					
Salary and Benefits	\$ 16,979,108	\$ 16,894,081	\$ 20,709,158	\$ 21,655,927	\$ 22,681,063
Materials	11,016,462	12,404,304	14,444,728	20,573,676	21,552,434
Contracts	6,243,606	5,413,744	5,953,281	6,344,020	6,343,283
Other	29,172,668	11,226,165	13,180,881	13,925,507	13,921,793
Capital Outlay	1,110,255	375,338	568,900	871,803	277,000
Total	\$ 64,522,099	\$ 46,313,632	\$ 54,856,948	\$ 63,370,933	\$ 64,775,573
% Change		-28.22%	18.45%	15.52%	2.22%

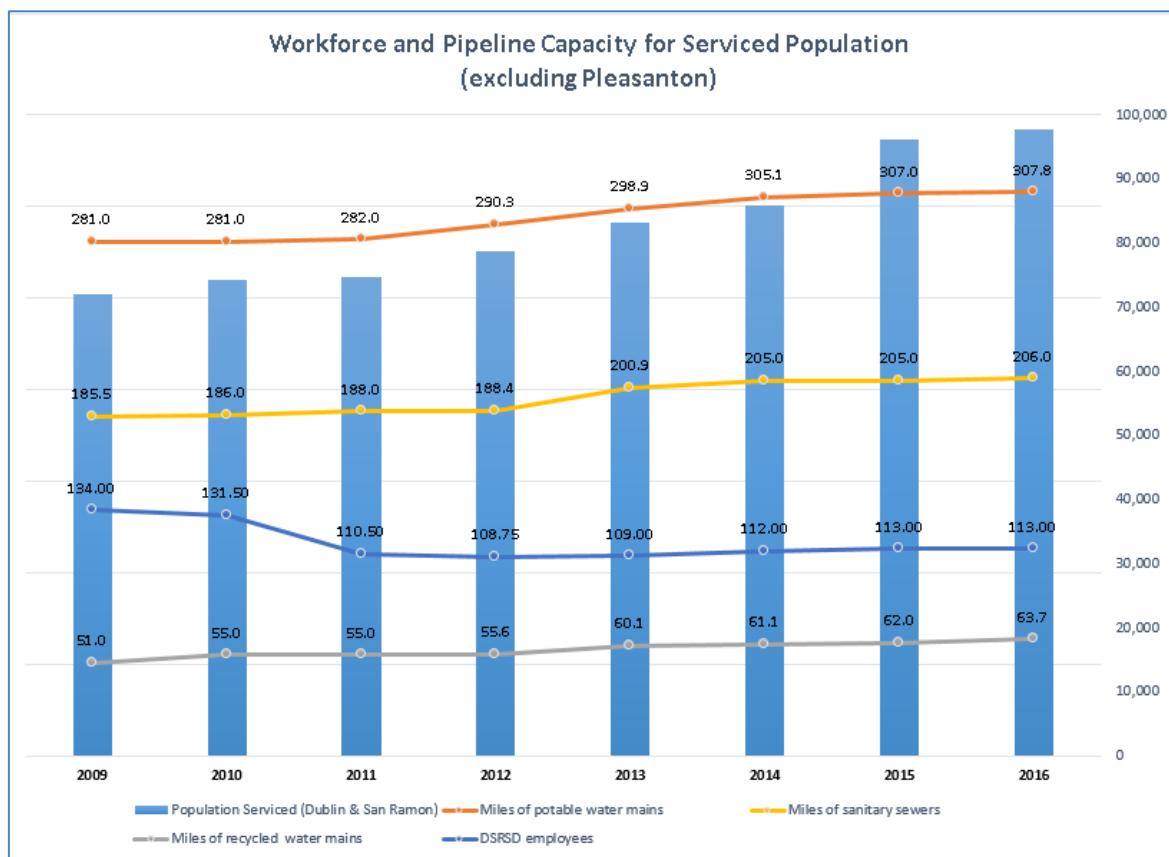
The changes driving expense increases by expenditure category are discussed in more detail on the following pages. Additional departmental detail is included in the Department Operating Budget section.

Financial Overview

Operating Expenses

Salary and Benefits

Staffing levels have remained at approximately 113.0 Full Time Equivalent (FTE) positions since the recession of 2009. The FYE 2018 and 2019 proposed budget includes seven new positions and one limited-term position. Over the past 10 years, DSRSD employee count has decreased 20% while our population served has increased 12% and our utility systems have increased over 10%. In order to offer a high level of service to our customers, maintain our systems on a proactive basis and to fully implement an aggressive asset management program, these positions have been proposed and incorporated into this budget. Position detail by division can be found in each division operating budget.



As in most service businesses, personnel costs are the District's largest expense. Personnel expense is primarily comprised of salaries and benefits. While negotiated salary adjustments represent a portion of the increase in personnel expenses, benefit costs have also had a significant impact on the budget in prior years and they will continue to do so into the future. Health care costs are projected to increase 8.0% each fiscal year and CalPERS employer contribution rates are 11.675% for FYE 2018 and 12.450% for FYE 2019.

Financial Overview

Operating Expenses

Personnel

The Board reviews all new position requests, authorizes total “full time equivalent” positions, and approves salary ranges for positions. Below is a summary of current and projected staffing levels. The proposed budget reflects the addition of 7.0 new FTE positions and one limited term FTE. Of our 121.00 proposed employee count, 2.50 FTEs are dedicated to LAVWMA, 2.00 FTEs are dedicated to DERWA and 116.50 FTEs are exclusive to DSRSD.

	Actual FY 15	Actual FY 16	Adopted FY 17	Budget FY 18	Budget FY 19
Personnel					
Executive & Legislative					
Office of General Manager	1.00	1.00	1.00	1.00	1.00
Executive Services	4.00	4.00	4.00	4.00	4.00
Communications	3.50	3.50	3.50	3.50	3.50
	8.50	8.50	8.50	8.50	8.50
Administrative Services					
Administrative Services Admin	2.00	1.50	1.50	1.50	1.50
Human Resources & Risk Mgmt	6.50	4.50	4.50	4.50	4.50
Financial Services	5.00	4.00	4.00	4.00	4.00
Customer Service & Billing	8.00	8.00	8.00	8.00	8.00
Information Technology Services	6.00	6.00	6.00	6.00	6.00
	27.50	24.00	24.00	24.00	24.00
Engineering					
Engineering Services Admin	2.00	2.50	2.50	2.50	2.50
Capital Improvement Projects	8.00	5.00	5.00	7.00	7.00
Planning & Permitting	9.00	9.00	10.00	11.00	11.00
Asset Management	3.00	2.00	2.00	-	-
	22.00	18.50	19.50	20.50	20.50
Operations					
Operations Administration	5.00	5.00	5.00	1.00	1.00
Field Operations	11.00	12.00	12.00	16.00	16.00
Plant Operations	12.00	12.00	12.00	12.00	12.00
Mechanical Maintenance	13.00	14.00	14.00	15.00	15.00
Electrical & Automation	9.00	9.00	9.00	10.00	10.00
Laboratory & Technical Services	5.00	5.00	5.00	7.00	7.00
Operations Support Services	-	5.00	4.00	7.00	7.00
	55.00	62.00	61.00	68.00	68.00
Total	113.00	113.00	113.00	121.00	121.00
Change	-	-	-	8.00	-

- (1) Reflects the re-organization of the department to improve efficiencies.
- (2) Proposes one limited term inspector for a three year period to address the increase of development project workload.
- (3) Proposes seven operation positions to support the Strategic Plan emphasizing preventative maintenance; which includes four Water/Wastewater Systems Operators, two Mechanics and one Electrician.

Financial Overview

Operating Expenses

Employee Benefits

All regular and limited term employees who work more than 1,000 hours per fiscal year are enrolled as “classic members” in the CalPERS (California Public Employees Retirement System) 2.7% @ age 55 retirement program (if employment with the District began prior to January 1, 2013, or, if hired after January 1, 2013, was a member of a public retirement system no more than 6 months prior to enrollment in CalPERS). New employees, who are also “new members,” are enrolled in the CalPERS 2.0% @ age 62 plan in accordance with state law. Classic employees contribute 10% of salary toward their retirement (8% is the “employee’s portion” and 2% is paid by the employees on behalf of the employer as negotiated in exchange for the current retirement plan). New members contribute 50% of the total normal cost of benefits (currently 6.25%) of their salary toward retirement. The District contribution varies from year-to-year. For FYE 2017, the District’s contribution was 11.634% of salary. The contribution will be 11.675% in FYE 2018 and is projected to be 12.450% in FYE 2019.

All full-time employees and Board members are eligible to receive medical, dental, and vision benefits. Part-time employees receive prorated benefits. The Board annually reviews and sets the maximum premium that will be paid by the District (according to a cost sharing agreement in each of the contracts). Currently, the maximum monthly District contribution for medical is set at \$1,640 per month. The District provides retiree medical coverage subject to a vesting schedule established by the healthcare provider. Retiree dental coverage is provided to employees hired prior to July 1, 2014 (in accordance with contracts). Funding of these benefits is from the Other Post- Employment Benefits (OPEB) fund.

The District budgets each year’s expense for future post-employment benefits as a percentage of wages. For FYE 2018 and FYE 2019, the District budgeted 7% of salaries for future post-employment benefits. Contributions are based upon an actuarial study that is completed every two years.

	Actual FYE 15	Actual FYE 16	Adjusted FYE 17	Budget FYE 18	Budget FYE 19
Salary and Benefits by Fund					
Local Wastewater Enterprise	\$ 1,205,025	\$ 1,346,037	\$ 1,385,052	\$ 1,997,994	\$ 2,079,603
Local Wastewater Replacement	22	-	-	-	-
Local Wastewater Expansion	327,712	355,897	328,086	400,764	420,135
Regional Wastewater Enterprise	6,306,962	6,280,572	7,389,939	7,136,722	7,477,270
Regional Wastewater Replacement	-	-	-	-	-
Regional Wastewater Expansion	42,153	49,968	79,736	76,091	82,241
Water Enterprise	4,154,639	4,209,047	5,059,754	5,333,838	5,595,537
Water Replacement	109	80	-	-	-
Water Expansion	465,064	515,935	560,696	560,415	585,044
Administrative Cost Center	4,477,422	4,136,545	5,138,240	5,295,772	5,527,230
Other Post-Employment Benefits	-	-	767,655	854,331	914,003
Total	\$ 16,979,108	\$ 16,894,081	\$ 20,709,158	\$ 21,655,927	\$ 22,681,063
% Change		-0.50%	22.58%	4.57%	4.73%

Financial Overview

Operating Expenses

Materials

All of the District's potable water is purchased from Zone 7 Water Agency, which represents the largest District materials expense. Materials expense also includes chemicals, gas and electric, and general supplies. Materials are budgeted to grow 42.43% in FYE 2018 and 4.76% in FYE 2019 primarily due to increase in water purchases from Zone 7.

Wholesale water rates (Zone 7 component) is designed to cover the full cost of water and is adjusted based upon the rate established by Zone 7, generally effective January 1st of each year. Zone 7 pricing increased by 13% on January 1, 2017 and is expected to increase the following year as well. Water purchase costs are mainly driven by this increase, customer growth, and CPI rate adjustments. The District continues to focus on identifying and minimizing water that is used but not billed for. Some reasons for unbilled water include inaccurate data (under-reading) from water meters, flushing fire hydrants, and testing new water lines. The budget currently factors a 4.6% rate of unbilled water, compared to the industry standard of roughly 6.0%.

Chemicals and Gas and Electric costs continue to increase. To curtail the rise in chemical costs the District formed and facilitates the Bay Area Chemical Consortium (BACC). BACC is an informal cooperative of 68 water and wastewater agencies in the Bay Area working together to purchase chemicals in higher volume at lower cost.

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Materials by Account					
Chemicals	\$ 320,845	\$ 295,565	\$ 456,076	\$ 403,746	\$ 410,746
Equipment Under \$10,000	113,835	197,979	133,439	262,659	226,088
Fluids	59,046	40,975	45,500	48,910	48,910
Fuel	116,885	80,646	140,080	109,500	111,100
Gas & Electric	1,670,180	1,687,480	1,615,219	1,949,668	2,041,245
General Supplies	1,027,373	920,594	873,633	886,269	897,887
Tools	36,215	76,220	26,978	42,931	40,831
Office Supplies/Services	59,686	52,064	59,482	62,318	62,618
Meter Equipment	530,387	329,744	462,720	618,100	683,770
Water Purchase	7,082,010	8,723,037	10,631,601	16,189,575	17,029,239
Total	\$ 11,016,462	\$ 12,404,304	\$ 14,444,728	\$ 20,573,676	\$ 21,552,434
% Change		12.60%	16.45%	42.43%	4.76%

Financial Overview

Operating Expenses

Contracts

Professional Services and Other Services are the largest expenses under the Contracts category.

Professional Services has increased since FYE 2015 as the District hires professionals to assist with long range forecast and master plans for Wastewater, Water and Recycled Water. In conjunction with the master plans consultants are used to help with setting rates and fees.

DSRSD's largest contractual services expense under Other Services, is the remittance of assessments of \$1.5 million collected in the Dougherty Valley Standby Assessment District (DVSAD) fund to Zone 7. In order for DSRSD to provide water services to Dougherty Valley; DSRSD must collect the fee for State Department of Water Resources projects and costs from the Dougherty Valley customer via the DVSAD and submit payment to Zone 7. The next largest contract service is the contract for subsurface and emergency repairs, which increased in frequency due to the drought and then heavy rains.

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Contract Services by Account					
Insurance	\$ 24,869	\$ 459,032	\$ 305,926	\$ 332,032	\$ 348,499
Legal Services	\$ 345,581	\$ 261,034	\$ 233,600	292,800	292,800
Professional Services	\$ 739,128	\$ 1,019,704	\$ 1,734,011	1,325,350	1,122,753
Advertising	\$ 37,888	\$ 27,361	\$ 25,880	68,180	38,180
Equipment Lease/Rental	\$ 185,738	\$ 163,866	\$ 208,395	188,008	188,008
Maintenance Contracts	\$ 442,764	\$ 386,778	\$ 517,879	767,217	715,026
Monitoring & Testing Services	\$ 27,461	\$ 35,070	\$ 93,360	82,500	98,500
Other Services	\$ 4,315,877	\$ 2,945,575	\$ 2,663,234	3,054,704	3,253,788
Printing Services	\$ 8,826	\$ 4,875	\$ 57,250	140,056	180,056
Telecommunication Services	115,474	110,449	113,746	93,173	105,673
Total	\$ 6,243,606	\$ 5,413,744	\$ 5,953,281	\$ 6,344,020	\$ 6,343,283
% Change		-13.29%	9.97%	6.56%	-0.01%

Financial Overview

Operating Expenses

Other Expenses

Costs that cannot be classified in other categories are budgeted to other expenses. The three most significant costs in this expense category are contributions to JPAs, debt service, and overhead charges, which are further detailed below.

Joint Powers Authorities

The District participates in two joint powers authorities: the Livermore Amador Valley Water Management Agency (LAVWMA) and the DSRSD-EBMUD Recycled Water Authority (DERWA).

LAVWMA

Participants in LAVWMA include the District and the cities of Livermore and Pleasanton. The authority operates an export pumping facility through which all wastewater in the area is discharged.

Contributions to LAVWMA from the Regional Wastewater Enterprise fund are used for LAVWMA operations and maintenance (O&M), repair and replacement of LAVWMA facilities, and to pay DSRSD's portion of the LAVWMA debt that was used to repair the existing facilities and pipeline. LAVWMA has its own operating and capital budgets and issues its own debt.

DERWA

DSRSD and East Bay Municipal Utility District (EBMUD) participate in DERWA to provide recycled water service. The recycled water treatment plant began operations in 2006. The District contributes to DERWA from the Water funds.

Debt Service

In general, the District may only use debt financing to purchase or build capital assets that cannot be acquired from either current revenues or replacement reserves and to fund capital improvements and additions. Debt is not used for operating and maintenance costs. The District paid off its 2009 Refunding Note in FYE 2015 and currently has debt obligation to the 2011 Water Revenue Refunding Bonds and pledge obligation to a portion of the 2011 LAVWMA Bonds.

2011 Water Revenue Refunding Bonds

The District issued \$35,620,000 of 2011 Water Revenue Refunding Bonds on January 6, 2011. Proceeds of the issuance were used to fund a contribution to DERWA, which it used to retire its commercial paper obligations, to refund and retire the Water Reuse Finance Authority Obligation, and to pay costs of issuance. Interest rates range from 4.00% to 6.00%. The annual payment is approximately \$2 million and the debt will be retired in 2041.

2011 LAVWMA Pledge Obligation

On September 28, 2011, LAVWMA issued \$105,345,000 of 2011 Sewer Revenue Refunding Bonds (2011 LAVWMA Bonds) to refund and retire its Series A Sewer Revenue Bonds and to pay costs of issuance. As a member of LAVWMA, the District has pledged its regional service charges to a portion of the 2011 LAVWMA Bonds. DSRSD's portion of the original debt issue was \$40,975,094, the annual payment is approximately \$3 million and the debt will be retired in 2031. The payments for LAVWMA debt is part of Contribution to JPA.

Financial Overview

Operating Expenses

Other Expenses Summary

	Actual FYE 15	Actual FYE 16	Adopted FYE 17	Budget FYE 18	Budget FYE 19
Other Expenses by Account					
Meetings	\$ 15,152	\$ 15,202	\$ 25,340	\$ 29,600	\$ 29,600
Permits, Licenses & District Mbrshps	\$ 286,569	\$ 310,150	\$ 326,085	362,073	362,073
Subscriptions & Publications	\$ 7,829	\$ 6,918	\$ 12,760	13,570	13,570
UB Balance Write-Offs	\$ (418)	\$ 130	\$ -		
Low Income Credit (UB)	\$ 18,536	\$ 26,115	\$ 20,000	35,000	35,000
Drought Expense	\$ 268,188	\$ 133,819	\$ -		
Drought Related Rebates	\$ 48,144	\$ 30,663	\$ -		
Debt Payments	\$ 2,361,265	\$ 1,927,369	\$ 2,211,469	2,214,569	2,212,169
Bond Issuance Costs	\$ 1,250	\$ 1,350	\$ -		
Contribution To JPA's	\$ 8,972,310	\$ 8,809,969	\$ 10,585,227	11,270,695	11,269,381
Prior Year Adjustments	\$ 17,193,843	\$ (35,520)	\$ -		
Total	\$ 29,172,668	\$ 11,226,165	\$ 13,180,881	\$ 13,925,507	\$ 13,921,793
% Change		-61.52%	17.41%	5.65%	-0.03%

Financial Overview

Operating Expenses

Capital Outlay

Capital outlay assets, generally vehicles and equipment, are assets costing \$10,000 or more per item with an estimated useful life of over two years. In 2015, the District completed a facilities master plan on the wastewater treatment plan. The plan identified assets requiring immediate replacement due to risk of failure. The following is the list of new assets and replacements assets to be purchased in FYE 2018 and FYE 2019.

ASSET DESCRIPTION	Division	Budget FYE 2018	Budget FYE 2019
Truck - Ford F-150 (replace #91)	33	\$ 30,000	
Truck - Ford F-150 (replace #92)	33	30,000	
Sharp Aqos Interactive 80" Board Display	34	11,604	
Truck - Ford F-350 (replace #27)	51	75,000	
CCTV Equipment for truck #82	51	75,000	
Ammonia Phosphorus Online Analyzers (1 per yr)	52	40,000	
Thickened Sludge Pump 1	53	19,200	
Building H Roof (Grit Building)	53	25,000	
FSL Surface Mixer	53	57,000	
Primary Sludge Pumps (4 X \$20,000/each)	53	80,000	
Water Pumps (3)	53	115,000	
Aeration Control Valve Actuator Assemblies (10)	53	150,000	
Replacement Heat Exchangers Cogen	53	120,000	
Purge & Trap Concentrator	55	24,000	
Fall protection Davit Arm Base	56	20,000	
Truck - Ford F-150 (replace #61)	42		26,000
Truck - Ford F-150 Supercab (replace #33)	42		29,000
Replace Secondary Tank Drainage Pump	52		70,000
Ammonia Phosphorus Online Analyzers (1 per yr)	52		40,000
Cap Water Pump	53		22,000
Primary Scum Pumps (3 x \$20,000/each)	53		60,000
Spare CoGen Circuit Breaker	54		30,000
GRAND TOTAL OF REQUESTS		\$ 871,804	\$ 277,000

	Actual FY 15	Actual FY 16	Adopted FY 17	Budget FY 18	Budget FY 19
Capital Outlay					
Local Wastewater Replacement	\$ 850,015	\$ 27,007	\$ 34,550	\$ 52,276	\$ 16,800
Regional Wastewater Replacement	131,470	170,506	190,800	650,234	229,800
Water Replacement	128,770	115,826	343,550	169,293	30,400
Total	\$ 1,110,255	\$313,339	\$568,900	\$871,804	\$277,000

Financial Overview

Operating Expenses

Overhead Charges

The District's administrative costs, which are costs not directly attributable to any particular fund are captured in its Administrative Cost Center. While most administrative divisions use this fund to record their costs, any costs that can be specifically linked to a specific fund are budgeted and charged accordingly. For example, training an employee about backflow requirements (the device that prevents water from flowing backwards from a residence or irrigation system into the District's potable water system) would be charged to the Water Operations fund. The Administrative Cost Center is allocated each month to the other funds based on total proportional staffing costs.

	Actual FYE 15	Actual FYE 16	Adjusted FYE 17	Budget FYE 18	Budget FYE 19
Overhead Charges					
Local Wastewater Enterprise	\$ 380,520	\$ 378,333	\$ 528,968	\$ 804,172	\$ 845,513
Local Wastewater Expansion	72,174	90,256	126,457	158,224	168,629
Regional Wastewater Enterprise	2,051,380	2,082,070	2,916,136	2,890,759	3,077,844
Regional Wastewater Expansion	21,249	21,019	29,387	30,576	32,701
Water Enterprise	1,344,864	1,395,878	1,956,277	2,122,681	2,265,660
Water Expansion	139,543	153,724	215,004	222,489	236,783
Administrative Cost Center	(4,009,730)	(4,121,280)	(5,772,229)	(6,228,901)	(6,627,130)
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Financial Overview

Operating Expenses

Transfers

Transfers are internal transactions that are used to move money from one fund to another for specified purposes. Transfers are included in both the revenue and expense sections of the District budget. Each enterprise fund contributes money to its respective replacement fund for the future repair and replacement of its facilities and infrastructure. Amounts are determined each budget cycle based on the fund balance and future projected expenses and are budgeted on the Estimated Working Capital Schedules under transfers typically "Replacement Allocations."

Replacement Allocations

Funds Transferred	FYE 2018	FYE 2019
Local Wastewater Enterprise (Fund 200) transfer to Local Wastewater Replacement (Fund 210)	\$ 567,900	\$ 685,800
Regional Wastewater Enterprise (Fund 300) transfer to Regional Wastewater Replacement (Fund 310)	2,798,919	3,008,919
Water Enterprise (Fund 600) transfer to Water Replacement (Fund 610)	4,401,000	4,601,000
Total	\$ 7,767,819	\$ 8,295,719

Water Enterprise transfers funds to Water Expansion to provide funding for the ratepayer share of the 2011 Water Bonds debt service in accordance with policy direction from the adoption of Resolution No. 24-11.

Debt Service

Funds Transferred	FYE 2018	FYE 2019
Water Enterprise (Fund 600) transfer to Water Expansion (Fund 620)	\$ 675,000	\$ 675,000
Total	\$ 675,000	\$ 675,000

On May 2, 2017, the Board approved an interfund loan from Local Wastewater Expansion to Local Wastewater Replacement of \$5 million dollars for a six year term with interest rates reflective of the District's investment portfolio. This loan will pay for the Dublin Trunkline Project and the Dublin Widening/Sewer Lift Station Project until transfers from the Local Wastewater Enterprise fund are sufficient to cover the costs.

Interfund Loan

Funds Transferred	FYE 2018	FYE 2019
Local Wastewater Expansion (Fund 220) transfer to Local Wastewater Replacement (Fund 210)	\$ 5,000,000	\$ -
Local Wastewater Replacement (Fund 210) transfer to Local Wastewater Expansion (Fund 220)	-	833,333
Total	\$ 5,000,000	\$ 833,333

Financial Overview

Capital Improvement Program

The Capital Improvement Program (CIP) is integral to the achievement of the District's mission and implementation of the strategic plan. Many of the strategic plan goals required to carry the mission are accomplished through the CIP.

The District's CIP defines the projects to:

- Protect human health and the environment.
- Maintain and rehabilitate existing assets.
- Respond to regulatory requirements.
- Accommodate planned future growth.

The CIP consists of the Ten-Year Capital Improvement Plan (CIP Ten-Year Plan) and the Two-Year Capital Improvement Budget (CIP Two-Year Budget). The CIP Ten-Year Plan guides long-range policy and is also used to:

- Identify, prioritize, and schedule capital projects for the ten-year period.
- Project the revenue and expenditures and resultant working capital in the District's capital expansion and replacement funds.



The first two years of expenditures in the CIP Ten-Year Plan comprise the District's CIP Two-Year Budget. By adopting the CIP Two-Year Budget, the Board:

- Authorizes the initiation of project expenditures in either fiscal year 2018 or 2019.
- Authorizes total budgets for the individual capital projects.
- Establishes the maximum expenditures from each fund for fiscal years 2018 and 2019.

Capital Replacement and Expansion Funds

The District has three business enterprises: local wastewater collection, regional wastewater treatment (resource recovery) and water. Each business has four funds: enterprise, rate stabilization, replacement and expansion. The Capital Improvement Program outlines the capital expenditures planned in the replacement and expansion funds.

Local Wastewater Replacement (Fund 210) – The funding source to replace and improve local sewer facilities to handle existing wastewater flows. Facilities include trunk sewer lines, lift stations, and related appurtenances that transfer wastewater from the point of origin to the regional wastewater treatment plant.

Financial Overview

Capital Improvement Program

Local Wastewater Expansion (Fund 220) – The funding source to expand or add local sewer facilities to accommodate increased wastewater flows from new development.

Regional Wastewater Replacement (Fund 310) – The funding source to replace and improve the regional wastewater treatment plant to process existing wastewater flows before further treatment for recycled water or transit through the LAVWMA pipeline to the San Francisco Bay for disposal.

Regional Wastewater Expansion (Fund 320) – The funding source to expand or add to the regional wastewater treatment plant and related appurtenances that process future wastewater flows.

Water Replacement (Fund 610) – The funding source to replace and improve facilities to treat recycled water, as well as the pipelines, pump stations, reservoirs, and related appurtenances to distribute potable water from the Zone 7 turnouts to the customers and recycled water from the DERWA turnouts to the recycled water customers.

Water Expansion (Fund 620) – The funding source to expand or add facilities to treat recycled water and to distribute potable and recycled water.

A CIP project can have more than one funding source depending on the project scope. The fund split for multi-funded projects are determined based on the District's Project Cost Allocation Policy.

Capital Improvement Program Expenditures

The CIP Ten-Year Plan for FYEs 2018 through 2027 includes 107 projects and programs totaling \$174.6 million. The CIP Two-Year Budget, which is incorporated into the operating budget; includes 64 projects and programs totaling \$66.1 million. The following table provides a summary of CIP expenditures over the 2-year CIP budget for each fund grouped by business enterprise. All expenditures are provided in current dollars.

Project Categories:	Local	Local	Regional	Regional	Water	Water	Totals per Category
	Wastewater Replacement (Fund 210)	Wastewater Expansion (Fund 220)	Wastewater Replacement (Fund 310)	Wastewater Expansion (Fund 320)	Replacement (Fund 610)	Expansion (Fund 620)	
Study/Master Plan	\$ 171,250	\$ 513,750	\$ 753,750	\$ 21,250	\$ -	\$ -	\$ 1,460,000
General	\$ 344,000	\$ 15,000	\$ 186,500	\$ -	\$ 954,500	\$ 90,000	\$ 1,590,000
Water System	\$ 41,161	\$ 5,580	\$ 5,000	\$ -	\$ 12,747,757	\$ 14,876,202	\$ 27,675,700
Wastewater Collection	\$ 7,528,335	\$ -	\$ -	\$ -	\$ 92,219	\$ -	\$ 7,620,554
Resource Recovery Facilities	\$ 38,500	\$ -	\$ 8,025,192	\$ 19,566,419	\$ 167,000	\$ -	\$ 27,797,111
Totals per Fund	\$ 8,123,246	\$ 534,330	\$ 8,970,442	\$ 19,587,669	\$ 13,961,476	\$ 14,966,202	\$ 66,143,365

The complete CIP Ten-Year Plan for FYEs 2018 through 2027 and Two-Year Budget for FYE 2018 and FYE 2019 are available on our website at www.dsrsd.com/about-us/library/financial-information.

Operations Department

The Operations Department consists of seven divisions which provide our customers with planned, uninterrupted and responsive water, recycled water, and wastewater collection services. Staffing of this department totals 68 employees, or 56 percent of our workforce. In addition, to operating DSRSD operations, the divisions support our O & M oversight of DERWA's recycled water facility and LAVWMA's pump station and export transport pipeline to EBDA.



Department Overview

Operations

2016 and 2017 Accomplishments

Field Operations

- Assisted Engineering in designing and implementing potable water and recycled water SCADA improvements (ongoing).
- Received regulatory approval to reduce 3,000 drinking water monitoring samples annually.
- Successfully cleaned and returned to service all potable and recycled water reservoirs without an incident or disruption of service.
- Implemented data collection software (infraMAP) to allow operators to view work locations and enter task data in the field.

Plant Operations

- Received the Water Management 2017 Leadership Award from Green California.
- Recycled 100% of Dublin, San Ramon and Pleasanton's influent flow for 12 days in 2016.
- Produced 1200.17 million gallons (3683.4 ACFT) of recycled water.
- Harvested 1,249 U.S. `dry tons of bio solids from FSL #4 and applied to the dedicated land disposal area. Work was completed three and a half weeks ahead of schedule.
- Supported various employee development and operator training classes as executive committee member of BAYWORK and BACCWE.
- Awarded 2015 Employee of the Year to our DSRSD Wastewater Treatment Plant Process Lead.
- Awarded California Water Environmental Association (San Francisco Bay Section) Supervisor of the Year for 2015 to our Wastewater Treatment Plant Operations Supervisor, and 2016 DSRSD Supervisor of the Year.
- Operated Regional Wastewater Treatment Plan without any permit violations.

Mechanical Maintenance

- Worked with the Asset Management team on equipment and facilities records for rehabilitation and replacement of District wide vehicles, equipment, and facilities.
- Input all District vehicles, equipment, pumps and trailers into Lucy for PM, CM, scheduling, and repairs.
- Achieved zero mechanical failures during summer high demand of recycle water.
- Removed, rebuilt, and returned EPS 2 pump #2 & #3 to service.
- Removed, rebuilt, modified, and replaced TIPS pump #1 #2 #3 for DERWA expansion to 16 MGD.

Electrical & Automation

- Planned and installed the WWTP Co-Gen #3 Fuel switching system, Co-Gen #1 Detonation system, and Co-Gen #1 Gas mixing controller.
- Coordinated and supported the LAVWMA San Leandro Sample Station PLC and Ethernet communications upgrade.
- Planned, installed, and configured the WWTP SCADA server hardware and software upgrades and provided design/construction support for SCADA system for FOD (i.e. 16 out of 43 sites upgraded).
- Provided construction support to the DERWA 6th Filter and LAVWMA power cable replacement CIP's.
- Provided construction support for the Commerce Circle move including the environmental control system upgrade, security systems installation, and demolition of Camp Parks infrastructure.

Department Overview

Operations

Laboratory & Technical Services

- Provided annual water Quality report (CCR) to Public Information Division.
- Performed successful lead and copper testing (required by EPA every 3 years).
- Provided support for going on-line Division of Drinking Water report.
- Provided last eight years of plant data for the new NPDES permit.
- Passed proficiency testing 100% required to keep the lab certified.
- Completed pre-lab audit as required by The Nelac Institute accreditation standards.
- Supported Operations by harvesting Class A biosolids.

Operations Support

- Completed Pre-treatment Annual Report for 2016 including collection of 682 customer discharge samples, conducting 23 annual and 182 grease trap inspections, and issuing 28 violation notices to users and provided follow-up and re-inspection to ensure compliance.
- Conducted safety inspections at all sites and resolved deficiencies.
- Resolved Certified Unified Program Agencies (CUPA) inspection deficiencies at the WWTP.

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$8,470,927	\$9,701,450	\$10,468,064	\$11,429,986	\$11,955,998
Materials	3,161,141	3,090,033	3,134,637	3,481,304	3,569,580
Contracts	1,408,963	1,671,833	1,345,948	2,098,541	2,058,900
Other	173,602	185,715	196,084	215,594	215,594
Capital Outlay	1,084,210	313,339	533,900	800,200	222,000
TOTAL EXPENDITURES	14,298,843	14,962,370	15,678,633	18,025,625	18,022,072
FUNDING					
Local Wastewater Enterprise	\$797,396	\$1,107,433	\$1,010,076	\$1,760,705	\$1,838,111
Local Wastewater Replacement	850,015	27,007	30,700	45,000	0
Local Wastewater Expansion	5,383	0	0		0
Regional Wastewater Enterprise	7,996,900	8,382,573	8,710,611	9,221,470	9,516,092
Regional Wastewater Replacement	131,470	170,506	172,600	638,200	222,000
Regional Wastewater Expansion	0	0	0		0
Water Enterprise	4,091,568	4,555,705	4,655,801	5,264,650	5,429,745
Water Replacement	102,910	116,252	331,300	118,600	1,600
Water Expansion	49,644	41,413	70,547	14,690	15,391
Administrative Cost Center	273,557	561,481	696,998	962,310	999,133
TOTAL FUNDING	14,298,843	14,962,370	15,678,633	18,025,625	18,022,072
PERSONNEL SUMMARY	55.00	62.00	61.00	68.00	68.00

Department Overview

Administration – Division 50

Mission

The Division practices administrative leadership to provide exceptional customer service measures to ensure the success of developing staff and successor planning, safety, regulatory compliance, and functional asset management for the Operations Department and its Divisions. The Division also coordinates inter-departmental functions and activities, and O&M oversight of DERWA's RWF-distribution system and LAVWMA's pump station and export transport pipeline to EBDA.

The Operations Administration Division provides innovative assistance in collaboration with other departments utilizing professional resources when necessary to the other Divisions to fully optimize our asset management programs, maintain and enhance customer service levels both internal and external, and sustain the coordinated and organized functioning of the Operations Department. The Division staff develops, monitors, and reports on key performance metrics to ensure operation at the best practice and lowest cost, provides continual coaching aimed at successor planning and

staff optimization, provides engineering solutions, processes regulatory documents and submittals, generates meaningful reports to sustain steady-state performance, compiles data, manages files, embraces customers, promotes on-the-job training, coordinates electronic operations and maintenance manuals using existing software and programs, directs asset management upkeep, supports capital projects and replacements, administers contracts, approves purchase orders and invoices, and coordinates special events.

Top Division Goals

- Finalize the Field Operation Division move into Commerce Circle Offices building and corporation yard.
- Obtain significant progress toward upgrades of the field services SCADA system.
- Submit application and comments for a new five year NPDES permit for the WWTP.
- Receive clean annual inspection from the Regional Water Quality Control Board for the WWTP.

Budget Trends

In February, 2017, the department was reorganized to enhance efficiency. Four staff support positions have been moved to the new Operations Support Division (Division 56) to strengthen, align, and coordinate the vital functions of the department. This Division currently includes the Operations Manager only, which is consistent with the other District budgets.

All other line items are status quo.

Department Overview

Administration – Division 50

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$810,382	\$852,655	\$902,510	\$288,180	\$306,796
Materials	14,006	15,846	18,548	18,548	18,548
Contracts	52,737	53,715	56,977	57,677	57,677
Other	149,133	146,315	158,192	157,392	157,392
TOTAL EXPENDITURES	1,026,258	1,068,531	1,136,227	521,797	540,413
FUNDING					
Local Wastewater Enterprise	\$48,218	\$50,188	\$54,377	\$42,325	\$44,407
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	687,949	549,095	563,992	330,197	340,604
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	228,233	305,516	292,300	133,751	142,078
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	61,858	163,732	225,558	15,524	13,324
TOTAL FUNDING	1,026,258	1,068,531	1,136,227	521,797	540,413
PERSONNEL SUMMARY	5.00	5.00	5.00	1.00	1.00

Department Overview

Field Operations – Division 51

Mission

Provide our customers with planned, uninterrupted, and responsive water, recycled water, and wastewater collection services.

The Field Operations Division (FOD) operates the District's potable water distribution, recycled water distribution, and wastewater collection systems. The division's personnel also conduct scheduled, unscheduled, and emergency maintenance and repairs of those facilities. The Field Operations Division operation and maintenance activities meet or exceed the regulatory requirements and best practices recommendations of the State Water Resources Control Board (SWRCB).

Top Division Goals

- Perform annual hydro cleaning of 600,000 feet of the wastewater collection system using frequencies and priorities established by the asset management program.
- Flush all dead end mains in the water distribution system on an annual basis.
- Update the Water System Operations and Maintenance Plan every five years.
- Exercise 1,100 system valves in the water distribution system annually.
- Use 300,000 feet of closed circuit television (CCTV) to view the wastewater collection system using frequencies and priorities established by the asset management program.
- Complete all USA locates accurately and within 48 hours.

Budget Trends

The division budget has increased to support the recommended staffing levels. The District has experienced rapid growth in size and needs additional staff to maintain the infrastructure. Two staff are proposed for the water maintenance function, and two staff are proposed for the collections function allowing us to implement a preventative maintenance program. The increase in contract services is for subsurface repairs is due to the District's aging infrastructure.

Department Overview

Field Operations – Division 51

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$1,840,922	\$2,010,411	\$2,281,111	\$2,763,595	\$2,892,736
Materials	745,165	737,277	943,953	922,114	962,368
Contracts	818,566	1,087,265	620,423	938,336	911,836
Other	15,042	12,066	16,850	27,600	27,600
Capital Outlay	919,348	118,859	147,000	150,000	0
TOTAL EXPENDITURES	4,339,043	3,965,878	4,009,337	4,801,645	4,794,540
FUNDING					
Local Wastewater Enterprise	\$664,596	\$822,931	\$743,459	\$1,314,612	\$1,372,254
Local Wastewater Replacement	847,027	27,007	28,500	45,000	0
Local Wastewater Expansion	5,383	0	0	0	0
Regional Wastewater Enterprise	771	1,841	850	850	850
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	2,697,540	2,978,532	3,046,181	3,319,293	3,403,845
Water Replacement	72,506	92,278	119,200	106,600	1,600
Water Expansion	49,644	41,413	70,547	14,690	15,391
Administrative Cost Center	1,576	1,876	600	600	600
TOTAL FUNDING	4,339,043	3,965,878	4,009,337	4,801,645	4,794,540
PERSONNEL SUMMARY	11.00	12.00	12.00	16.00	16.00

Department Overview

Plant Operations – Division 52

Mission

Operate DSRSD, LAVWMA, and DERWA facilities in a safe, environmentally responsible, efficient, and ethical manner while also providing high quality service to our neighbors and customers.

The Plant Operations Division is an 11 person team of State certified wastewater treatment plant operators tasked with operating the District's wastewater and recycled water treatment plants, as well as, the District's Bio Solids treatment and disposal facilities. Currently, the DSRSD wastewater plant has a designed treatment capacity of 17 million gallons per day (mg). The recycled water treatment facilities consists of a 7.9 mg continuous backwash sand filtration (CBSF) plant

which is currently being expanded to treat up to 16.2 mg. In addition, the recycled plant has a 2.5 mg micro filtration (MF) plant. Both the Continuous Backwash Sand Filtration (CBSF) and Microfiltration (MF) plants are followed by ultraviolet disinfection.

Top Division Goals

- Assist Engineering and the construction contractor in expanding the DERWA Recycled Water Treatment plant while meeting the recycled water production demands for DERWA and Pleasanton's recycled water customers. Operate new DERWA Facilities without additional staffing.
- Increase the volume of Bio Solids harvested from the District's facultative sludge lagoons and explore and identify a method(s) to increase the volume of Bio solids harvested in the future.
- Assist with the design and construction of a 4th Anaerobic Digester while meeting existing Bio Solids treatment requirements.
- Plan for future wastewater effluent nutrient control by actively participating in the Bay Area Clean Water Agencies Nutrient Management Study and by installing instrumentation that can gather more detailed nutrient data which can be used to properly size and design future nutrient treatment facilities and improve wastewater treatment process control.
- Implement the Asset Management program by developing a shoulder season schedule when major process units can be taken down for maintenance, inspection, and refurbishment while maintaining treatment reliability.

Budget Trends

The major adjustments in the budget reflect changes in the Materials category which includes chemical costs of approximately \$300,000 per year and gas and electric costs of \$1,198,000 and \$1,253,000 for FYE 2018 and 2019, respectively. The cost of chemicals has remained stable over the past few years but gas and electric costs have increased 33% over FYE 2017 budget. The increase in power usage is expected as our customer demand for recycled water increases. Capital outlay of \$150,000 over the next two years represents two ammonia phosphorus analyzers (\$80,000) and a secondary tank drainage pump (\$70,000).

Department Overview

Plant Operations – Division 52

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$1,865,078	\$1,883,667	\$1,991,037	\$2,009,255	\$2,103,062
Materials	1,340,718	1,300,507	1,246,390	1,528,539	1,591,869
Contracts	167,825	146,461	174,877	227,877	224,877
Other	280	12,994	1,400	1,400	1,400
Capital Outlay	23,132	99,186	0	40,000	110,000
TOTAL EXPENDITURES	3,397,033	3,442,815	3,413,704	3,807,071	4,031,208
FUNDING					
Local Wastewater Enterprise	\$0	\$0	\$0	\$0	\$0
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	3,373,901	3,343,609	3,413,704	3,767,071	3,921,208
Regional Wastewater Replacement	23,132	99,186	0	40,000	110,000
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	0	20	0	0	0
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	0	0	0	0	0
TOTAL FUNDING	3,397,033	3,442,815	3,413,704	3,807,071	4,031,208
PERSONNEL SUMMARY	12.00	12.00	12.00	12.00	12.00

Department Overview

Mechanical Maintenance – Division 53

Mission

Provide efficient and timely repairs and preventive maintenance on District facilities to ensure a safe and reliable work environment while demonstrating professional customer service and a commitment to excellence.

The Mechanical Maintenance Division repairs and maintains mechanical systems for the wastewater treatment plant, potable water distribution system, recycled water treatment and distribution system, and LAVWMA and DERWA facilities. The division also maintains the District's fleet of vehicles and mobile support equipment, as well as buildings and facilities at the District Office and Field Operations. The division performs routine preventative, corrective, and emergency maintenance around the

clock; coordinates shutdowns required during construction projects, and responds to equipment failures. The division captures work completed and maintenance history in logs, reports, and computerized maintenance management software, and maintains fleet vehicles to ensure that employees operate safe and reliable vehicles and equipment.

Top Division Goals

- Install all equipment specified in Capital Outlay request for operation in the year budgeted, except for digester gas flare which is contract installed, and cogen heat exchangers which require 14 to 18 weeks of lead time.
- Develop a structured fleet replacement policy/guideline by FYE 2018 and begin right-sizing the fleet.
- Achieve preventative maintenance orders and labor hours to be at least 60% of total by FYE 2019.
- Begin process of fully automating preventative maintenance, repair, and asset management data immediately into Lucity (eliminating manual and duplicative electronic data entry).

Budget Trends

Temporary labor costs will be decreased from \$52,000 to \$26,000 with the addition of two FTE and decreases are estimated in the fuel and chemical costs (materials) by approximately \$40,000. Two Mechanics are proposed to be added so that we can shift from a reactive to a preventative maintenance program. This is offset by an Administrative Technician position transferred to Division 56.

Maintenance contracts increased from \$40,000 to \$69,900 for HVAC, pest control, roof, aerator blower, and absorbson chiller services. Contracts for monitoring and testing of various equipment have also increased this budget. In addition, the District has expanded janitorial services from three to five days per week at the District Office and WWTP and has added the new Field Office Facility to this contract.

Capital Outlay requests of \$648,200 over the next two years represents a thickened sludge pump (\$19,200), Building H roof (\$25,000), FSL surface mixer (\$57,000), four primary sludge pumps (\$80,000), three water pumps (\$115,000), 10 aeration control valve actuator assemblies (\$150,000), replacement heat exchangers (\$120,000), cap water pump (\$22,000), and three primary scum pumps (\$60,000).

Department Overview

Mechanical Maintenance – Division 53

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$1,758,437	\$1,863,063	\$2,044,977	\$2,385,353	\$2,495,960
Materials	765,479	751,797	639,000	614,110	614,110
Contracts	217,807	167,744	205,600	379,700	359,700
Other	2,876	1,629	2,200	2,400	2,400
Capital Outlay	103,318	71,320	317,900	566,200	82,000
TOTAL EXPENDITURES	2,847,917	2,855,553	3,209,677	3,947,763	3,554,170
FUNDING					
Local Wastewater Enterprise	\$83,176	\$138,069	\$143,892	\$170,552	\$178,048
Local Wastewater Replacement	2,988	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	2,088,252	2,078,391	2,205,820	2,465,949	2,519,329
Regional Wastewater Replacement	91,179	71,320	127,900	566,200	82,000
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	429,853	463,292	421,715	544,364	569,243
Water Replacement	9,151	0	190,000	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	143,318	104,481	120,350	200,698	205,550
TOTAL FUNDING	2,847,917	2,855,553	3,209,677	3,947,763	3,554,170
PERSONNEL SUMMARY	13.00	14.00	14.00	15.00	15.00

Department Overview

Electrical and Automation – Division 54

Mission

Provide excellent customer service while maintaining electrical, instrumentation, and computer control systems.

The Electrical and Automation Division provides corrective, preventative, and predictive maintenance repairs, and enhances process controls for electrical, instrumentation, and Supervisory Control and Data Acquisition (SCADA) systems. The Division supports District, LAVWMA, and DERWA facilities. Division staff helps design new facilities, modify existing facilities, and enhance the performance and reliability of process equipment.

SCADA provides vital information necessary for business functions, environmental controls, and the security for District personnel and property. Division personnel make certain instrumentation is accurately calibrated to meter chemical and process flows, water levels, and pumping controls. Division staff maintain electrical systems (24 to 21,000 volts) so that they are ready and reliable for safe operations.

Top Division Goals

- Complete the Wastewater Treatment and Recycled Water Treatment SCADA system upgrade.
- Address Asset Management by identifying critical equipment, procuring spares in order to be prepared for emergencies, and upgrading obsolete equipment.
- Perform safety gap analysis and address high-risk items such as completing arc flash studies at all District facilities.
- Begin process of fully automating preventative maintenance asset management assessment data immediately into Lucity (eliminating manual and duplicative electronic data entry).

Budget Trends

This budget proposes the addition of one electrician in FYE 2018 so that we can place greater emphasis on a preventative maintenance program as a foundation to one asset management program. In addition, materials increased in the area of equipment to accommodate replacement of the weather station and IQ, dissolved oxygen, Fluoride, PH and CL2 analyzers. Contracts have increased for outside consultant services to assist with Electrical and I&C design and to perform power systems studies. Lastly, the Maintenance Contract budget increased to cover contracts for the newly completed Field Operations SCADA Upgrade which included new SCADA software, PLC hardware and software, and new radio and network equipment.

Capital Outlay requests of \$30,000 in FYE 2019 represent a spare cogen circuit breaker.

Department Overview

Electrical and Automation – Division 54

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$1,374,025	\$1,466,832	\$1,578,534	\$1,752,407	\$1,829,548
Materials	219,723	186,032	164,106	240,900	236,365
Contracts	103,906	84,117	116,501	284,479	269,038
Other	852	1,620	5,140	2,000	2,000
Capital Outlay	38,412	23,974	69,000	0	30,000
TOTAL EXPENDITURES	1,736,918	1,762,575	1,933,281	2,279,786	2,366,951
FUNDING					
Local Wastewater Enterprise	\$1,406	\$584	\$420	\$13,829	\$14,521
Local Wastewater Replacement	0	0	2,200	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	1,056,797	1,106,947	1,189,897	1,315,315	1,339,684
Regional Wastewater Replacement	17,159	0	44,700	0	30,000
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	574,063	564,129	592,835	864,608	887,498
Water Replacement	21,253	23,974	22,100	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	66,240	66,941	81,129	86,034	95,248
TOTAL FUNDING	1,736,918	1,762,575	1,933,281	2,279,786	2,366,951
PERSONNEL SUMMARY	9.00	9.00	9.00	10.00	10.00

Department Overview

Laboratory & Technical Services – Division 55

Mission

Generate accurate and reliable analytical data in a competent, timely, and cost-effective manner to ensure compliance with federal and state regulations and provide quality services to internal and external customers.

The Laboratory & Technical Services Division monitors potable water to ensure compliance with all drinking water standards; analyzes and confirms compliance of wastewater effluent, recycled water, monitoring well ground-water, and biosolids to meet required state and federal standards; and provides routine and research data to operators and engineers to optimize process control and to environmental inspectors to monitor

compliance of permitted industrial users. The Laboratory is the primary point of contact for District customers to answer questions on water quality. The Laboratory is certified (certificate number 1272) by the State Water Board Environmental Laboratory Accreditation Program (ELAP) and operates seven days a week. In addition, the Environmental Compliance Section implements the District's Pre-treatment Program, a requirement of the Wastewater Treatment Plant NPDES permit.

Top Division Goals

- Plan for future wastewater effluent nutrient control by actively participating in the Bay Area Clean Water Agencies (BACWA) Nutrient Management Study.
- Plan for future lab audit under the new "TNI" (The NELAC Institute) accreditation standards and keep all the documents-SOPs, QA manual and traceability records per new method update rule (MUR).
- Actively participate and analyze new samples as a result of Wastewater Master Plan, such as FOG (Fat, Oil and Grease) digester and other new engineering projects.

Budget Trends

As part of the department reorganization, the Environmental Compliance Division was transferred under the Laboratory Supervisor. This has resulted in the FYE 17 budget increases which absorbed two positions and the operating expenses related to that cost center.

Slight increases occurred in the Environmental Compliance budget due to the purchase of sampler equipment and pre-treatment workshops. More significant increases occurred in the Laboratory budget due to extra monitoring and compliance requirements related to lead sampling of drinking water in schools per AB 885 (\$24,600), nutrient removal in plant process, and higher lab audit fees and new accreditation standards.

Department Overview

Laboratory & Technical Services – Division 55

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$822,083	\$913,061	\$907,388	\$1,230,631	\$1,281,962
Materials	76,050	59,132	85,040	101,393	103,620
Contracts	48,122	46,810	107,250	125,997	131,297
Other	5,419	7,913	7,500	12,200	12,200
Capital Outlay	0	0	0	24,000	0
TOTAL EXPENDITURES	951,674	1,026,916	1,107,178	1,494,221	1,529,079
FUNDING					
Local Wastewater Enterprise	\$0	\$27,047	\$18,437	\$160,992	\$166,887
Local Wastewater Replacement	\$0	\$0	\$0	\$0	\$0
Local Wastewater Expansion	\$0	\$0	\$0	\$0	\$0
Regional Wastewater Enterprise	789,230	804,169	865,687	1,061,077	1,098,877
Regional Wastewater Replacement	0	0	0	12,000	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	161,879	195,085	223,054	248,152	263,315
Water Replacement	0	0	0	12,000	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	565	615	0	0	0
TOTAL FUNDING	951,674	1,026,916	1,107,178	1,494,221	1,529,079
PERSONNEL SUMMARY	5.00	5.00	5.00	7.00	7.00

Department Overview

Operations Support Services – Division 56

Mission

Provide Department coordination and alignment to ensure the success of the divisions' safety, asset management, and administrative programs of the Operations Department and District.

The Operations Support Services Division has been reorganized to strengthen, align, and coordinate the vital functions of the department. The Division supervisor is responsible for the coordination, planning, and implementation of the safety, asset management, and administrative programs in the department. In addition, the supervisor coordinates the goals of the division, aligns the goals with the District's needs, and serves as the Plant Engineer.

Top Division Goals

- Provide functional administrative support to the Operations Department in all divisions.
- Align the Operations Divisions to fully implement a unified asset management program.
- Lead the District in a new campaign that will realign and strengthen our core safety program.
- Network operations programs with the rest of the District.
- Continue to lead and support the Bay Area Chemical Consortium (BACC) effort.
- Update several safety programs that are currently overdue for revision.
- Fully support asset management with a consistent, reliable, timely, and accessible maintenance management (Lucity) database.

Budget Trends

This Division was established in February 2017 as part of the Department reorganization for administrative support, the safety program and Plant Engineer responsibilities. Increases in the prior baseline budgets include an additional \$30,000 for an emergency preparedness consultant, additional safety training, and ergonomic equipment.

Department Overview

Operations Support Services – Division 56

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$0	\$711,759	\$762,507	\$1,000,565	\$1,045,934
Materials	0	39,442	37,600	55,700	42,700
Contracts	0	85,721	64,320	84,475	104,475
Other	0	3,178	4,802	12,602	12,602
Capital Outlay	0	0	0	20,000	
TOTAL EXPENDITURES	0	840,100	869,229	1,173,342	1,205,711
FUNDING					
Local Wastewater Enterprise	\$0	\$68,612	\$49,491	\$58,395	\$61,994
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	0	498,521	470,661	281,011	295,540
Regional Wastewater Replacement	0	0	0	20,000	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	0	49,131	79,716	154,482	163,766
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	0	223,836	269,361	659,454	684,411
TOTAL FUNDING	0	840,100	869,229	1,173,342	1,205,711
PERSONNEL SUMMARY	0.00	5.00	4.00	7.00	7.00

Notes

Engineering Services Department

The Engineering Department consists of three divisions that ensure District infrastructure is planned, designed, and constructed in accordance with the District's ordinances, specifications, policies, and all California laws.

The department leads the efforts in support of the Asset Management Program and oversees the Capital Improvement and two year CIP budget. In addition, the department ensures that developer dedicated facilities are in conformance with District Code.



Department Overview

Engineering Services

2016 and 2017 Accomplishments

Administration

- Completed the Regional Wastewater Treatment Plant and Biosolids Master Plan.
- Developed a Rehabilitation and Replacement model for the District's Regional Wastewater Treatment Plant Assets.
- Completed a Facilities Plan for the DERWA Recycled Water Treatment Facility and developed a cost share arrangement among the agencies for the expansion of the facility.
- Investigated in coordination with DERWA several recycled water supplemental supply options.

Capital Improvement Projects

- Completed an accelerated design of the Recycled Water Treatment Plant expansion.
- Negotiated a pre-purchase of specialized equipment that is a part of the Recycled Water Treatment Plant expansion.
- Completed the installation of the Recycled Water Treatment Plant Sixth Filter.
- Completed the purchase of a permanent facility and remodel for Field Operations.
- Worked with Operations and consultants to determine the condition of Wastewater Treatment Plan (WWTP) infrastructure.

Planning & Permitting

- Completed the 2016 Water Master Plan and associated Water Capacity Reserve Fee Studies.
- Completed the 2015 Urban Water Management Plan.
- Completed a Long Term Alternative Water Supply Study.
- Commenced a Potable Reuse Feasibility Study in collaboration with Tri-Valley Water Agencies.
- Successfully connected 25 sites to the recycled water system in response to the drought, representing over 124 acre feet of permanent potable water demand reduction.
- Implemented and maintained best management practices for water conservation to meet and exceed the District's 2020 target of 169 gallons per capita per day (gpcd); as of December 2016, water consumption by customers was 68 gpcd.
- Accepted approximately 2.17 miles of potable water pipelines, 0.1 miles of recycled water pipelines, and 1.66 miles of sanitary sewer pipelines.
- Maintained a high level of service to developers, providing 100% on-time turnaround of more than 280 plan reviews and more than 1,000 over-the-counter services, allowing community approved development to proceed in a timely manner.
- Monitored and maintained regulatory compliance for 299 recycled water users (100% compliance), 3,186 backflow preventers (100% compliance), and 96 dental facilities (100% compliance).

Department Overview

Engineering Services

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$3,282,371	\$2,769,608	\$3,460,169	\$3,488,116	\$3,691,658
Materials	34,871	19,758	27,050	27,765	26,765
Contracts	356,373	610,154	1,214,910	552,610	397,610
Other	3,704	5,228	5,300	5,300	5,300
Capital Outlay	26,045	62,000	35,000	0	55,000
TOTAL EXPENDITURES	3,703,364	3,466,748	4,742,429	4,073,791	4,176,333
FUNDING					
Local Wastewater Enterprise	\$547,225	\$315,986	\$414,224	\$356,448	\$370,752
Local Wastewater Replacement	22	214,340	228,850	0	16,800
Local Wastewater Expansion	356,190	511,931	613,176	447,844	457,215
Regional Wastewater Enterprise	1,155,175	670,948	1,144,784	1,027,411	964,590
Regional Wastewater Replacement	0	0	23,200	0	7,800
Regional Wastewater Expansion	44,194	53,401	85,580	86,831	92,981
Water Enterprise	1,048,634	920,339	1,159,766	1,460,721	1,514,609
Water Replacement	26,153	41,735	117,950	0	30,400
Water Expansion	452,796	675,690	871,163	562,290	576,218
Administrative Cost Center	72,975	62,378	83,736	132,246	144,968
TOTAL FUNDING	3,703,364	3,466,748	4,742,429	4,073,791	4,176,333
PERSONNEL SUMMARY	22.00	18.50	19.50	20.50	20.50

Department Overview

Administration – Division 40

Mission

Provide resources and support to the Engineering Department team so they can effectively and efficiently work together and with other departments to achieve the District's Strategic goals.

This division sets the priorities and provides overall management for the Engineering Department which includes the Capital Improvement Program Division and the Planning and Permitting Division. The division ensures district infrastructure is planned, designed, and constructed in accordance with district's ordinances, specifications and policies and all California laws. The division provides technical support to the Administrative Services and

Operations Departments and leads the Department's efforts in support of the Asset Management Program. The division also interfaces with other Tri-Valley agencies regarding water supply and utility issues.

Top Division Goals

- Secure in coordination with DERWA a supplemental source of recycled water.
- Integrate recycled water and potable water supply planning and revise the District's Water Recycling Policy to reflect the tradeoffs between the use of wastewater for recycled water irrigation versus potable reuse.
- Evaluate water supply options that would meet the objectives of the District's Water Supply, Storage, Conveyance, Quality and Conservation Policy
- Implement the recommendations in the Wastewater Treatment Plant and Biosolids Master Plan to achieve long-term sustainable biosolids management.
- Finalize amendment to Agreement for Sale of Recycled Water by DERWA to DSRSD and EBMUD

Budget Trends

Overall, the Administration Division's budget is status quo, except for the professional services budget that will increase by \$150,000 for consultant assistance in evaluating water supply options to meet the District's Water Supply, Storage, Conveyance, Quality and Conservation Policy.

Department Overview

Administration – Division 40

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$399,460	\$409,519	\$511,661	\$556,731	\$634,003
Materials	1,238	188	200	200	200
Contracts	25,464	7,461	15,000	15,800	15,800
Other	2,586	1,432	2,400	2,400	2,400
Capital Outlay	0	0	35,000	0	0
TOTAL EXPENDITURES	428,748	418,600	564,261	575,131	652,403
FUNDING					
Local Wastewater Enterprise	\$38,383	\$39,583	\$51,445	\$49,726	\$57,244
Local Wastewater Replacement	0	0	3,850	0	0
Local Wastewater Expansion	840	0	0	0	0
Regional Wastewater Enterprise	154,265	156,917	207,535	205,159	235,233
Regional Wastewater Replacement	0	0	18,200	0	0
Regional Wastewater Expansion	2,796	2,195	0	0	0
Water Enterprise	158,053	157,276	196,545	193,000	219,958
Water Replacement	0	195	12,950	0	0
Water Expansion	3,706	2,195	0	0	0
Administrative Cost Center	70,705	60,239	73,736	127,246	139,968
TOTAL FUNDING	428,748	418,600	564,261	575,131	652,403
PERSONNEL SUMMARY	2.00	2.50	2.50	2.50	2.50

Department Overview

Capital Improvement Projects – Division 41

Mission

Supporting District operations and the community by building new, rehabilitating existing, and evaluating the condition of District infrastructure.

The Capital Improvement Program Division prepares and administers two elements of the Capital Improvement Projects (CIP): 1) the CIP ten-year plan, which records the intended uses of capacity reserve fees and replacement and rehabilitation funds; and 2) the CIP two-year budget, which provides staff the authority to proceed with budgeted CIP projects. The division also develops and maintains asset

rehabilitation and replacement models that are integral to the development of capital improvement and capital outlay budgets. The division plans, designs, and manages the construction of all of the District's CIP projects. The division supports the Wastewater Treatment Plan (WWTP) and Field Operations by evaluating processes and operations to improve efficiency and resolve issues, designing equipment and facility improvements, and procuring specialty equipment and services. The division also maintains the District's water, recycled water, and wastewater collection system mapping and hydraulic models.

Top Division Goals

- Prepare a CIP 10-Year Plan in FYE 2019.
- Incorporate all wastewater treatment plant process piping and all district facilities (buildings) into an Asset Management rehabilitation and replacement model.
- Complete the DERWA Recycled Water Treatment Facility Expansion.
- Complete the construction of a fourth digester at the Regional Wastewater Treatment Facility.
- Complete the planning and design for potable water reservoir 10A.
- Coordinate with Operations and Maintenance to incorporate wastewater treatment plant and potable water pump station equipment condition information into the District's Computerized Maintenance and Management System and Asset Replacement Models.
- Update the District's procedures and policy to conform to the California Environmental Quality Act.
- Assist Finance in the preparation of a Regional Wastewater Capacity Reserve Fee update.

Budget Trends

The division is currently fully staffed and additional staff have not been proposed at this time. However, in order to keep up with projects, outside project management may be required. This additional cost will not be part of the division budget, but will be added to the CIP project cost.

In FYE 2018, the Asset Management Division with two FTE positions was consolidated into this cost center, thus explaining the increase in salary and benefits. Contracts have increased as a result of that consolidation and primarily represents work on the Facilities Asset Management Data (\$50,000) and enhancement of the WWTP Asset Management Replacement Model (\$70,000) in FYE 2018 only.

Department Overview

Capital Improvement Projects – Division 41

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18*	FYE 19*
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$1,038,982	\$714,661	\$807,216	\$1,107,773	\$1,152,004
Materials	12,615	5,591	5,400	5,700	4,700
Contracts	75,717	22,222	34,850	196,950	46,950
Other	32	379	500	600	600
TOTAL EXPENDITURES	1,127,346	742,853	847,966	1,311,023	1,204,254
FUNDING					
Local Wastewater Enterprise	\$194,937	\$148,466	\$151,747	\$212,503	\$215,101
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	13,515	1,251	0	0	0
Regional Wastewater Enterprise	678,233	354,935	429,805	576,059	470,942
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	222,904	235,288	256,414	517,461	513,211
Water Replacement	0	0	0	0	0
Water Expansion	17,060	1,160	0	0	0
Administrative Cost Center	697	1,753	10,000	5,000	5,000
TOTAL FUNDING	1,127,346	742,853	847,966	1,311,023	1,204,254
PERSONNEL SUMMARY	8.00	5.00	5.00	7.00	7.00

Department Overview

Planning & Permitting – Division 42

Mission

Review development plans and determine fees in a timely and accurate manner, maintain accurate and accessible facilities records and projections of future service needs, and ensure that new projects and existing customers comply with regulatory and environmental requirements.

The Planning & Permitting Division manages the District's long-term utility planning activities, oversees the expansion of the District's water and sewer systems by development projects, and monitors water and wastewater users in accordance with best management practices (BMPs) for water conservation in accordance with the Urban Water Management Plan, BMPs for pollution prevention, and Department of Public Health regulatory requirements for backflow prevention.

This division updates master plans for potable water, recycled water, and wastewater; maintains records of water and wastewater use and projections, coordinates annexation of properties into the District service area, reviews all environmental documents for projects being constructed by other entities, reviews designs and issues construction permits for connections to District facilities and developer-dedicated facilities, maintains capacity allocation records, and negotiates and administers reimbursement agreements associated with installation of Capital Improvement Program projects by developers.

The division's core function is to ensure that developer-dedicated facilities are in conformance with the District's Code and Standard Procedures and Specifications. Through its Clean Water Section, the division must also ensure that customers meet regulatory requirements for recycled water use, backflow prevention, water conservation, and pollution prevention. Conformance to regulatory requirements is required in order for the District to maintain its certification and permits to distribute potable water, produce and distribute recycled water, and to discharge wastewater effluent.

Top Division Goals

- Develop a potable reuse project concept in partnership and collaboration with Tri-Valley water agencies.
- Sustain compliance with State of California long-term water use efficiency regulations.
- Complete the Wastewater Collection System Master Plan and support Finance in the preparation of the Local Capacity Reserve Fee Update.
- Maintain excellent customer service to permit applicants while ensuring minimal impact to the environment and current customers and conformance to regulatory requirements.
- Assist Finance in the completion of a cost of service study for plan check and inspection services.

Budget Trends

The communities that the District serves continue to expand due to development. The division must meet the service demand necessitated by the pace of development projects and increasing customer base that must be monitored. This division's budget reflects the response to those service demands. An environmental compliance inspector was transferred from the Operations Department to this division in FY 2017 and will continue in the division to assist in Clean Water Section inspections. A three year limited-term construction inspector is proposed and included in the FYE 2018 expenditures. The cost is offset by a \$310,000 reduction in contract inspection services. Other than this addition, the budget is status quo.

Department Overview

Planning & Permitting – Division 42

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$1,353,849	\$1,433,087	\$1,663,327	\$1,823,612	\$1,905,651
Materials	20,429	13,979	21,450	21,865	21,865
Contracts	142,817	381,701	790,060	339,860	334,860
Other	930	3,152	1,800	2,300	2,300
Capital Outlay	26,045	0	0	0	55,000
TOTAL EXPENDITURES	1,544,070	1,831,919	2,476,637	2,187,637	2,319,676
FUNDING					
Local Wastewater Enterprise	\$52,986	\$35,904	\$96,436	\$94,219	\$98,407
Local Wastewater Replacement	22	0	0	0	16,800
Local Wastewater Expansion	341,835	510,680	613,176	447,844	457,215
Regional Wastewater Enterprise	166,946	90,944	267,206	246,193	258,415
Regional Wastewater Replacement	0	0	0	0	7,800
Regional Wastewater Expansion	41,398	51,206	85,580	86,831	92,981
Water Enterprise	481,128	470,464	543,076	750,260	781,440
Water Replacement	26,153	0	0	0	30,400
Water Expansion	432,030	672,335	871,163	562,290	576,218
Administrative Cost Center	1,573	386	0	0	0
TOTAL FUNDING	1,544,070	1,831,919	2,476,637	2,187,637	2,319,676
PERSONNEL SUMMARY	9.00	9.00	10.00	11.00	11.00

Department Overview

GIS and Asset Management – Division 43

This Division has been consolidated into the Capital Improvement Projects Division 41. Please see this section for their mission, description, goals and budget trends.



Department Overview

GIS & Asset Management – Division 43

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18*	FYE 19*
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$490,079	\$212,341	\$477,965	\$0	\$0
Materials	589	0	0	\$0	\$0
Contracts	112,375	198,770	375,000	\$0	\$0
Other	156	265	600	\$0	\$0
Capital Outlay	0	62,000	0	\$0	\$0
TOTAL EXPENDITURES	603,199	473,376	853,565	0	0
FUNDING					
Local Wastewater Enterprise	\$260,919	\$92,033	\$114,596	\$0	\$0
Local Wastewater Replacement	0	214,340	225,000	\$0	\$0
Local Wastewater Expansion	0	0	0	\$0	\$0
Regional Wastewater Enterprise	155,731	68,152	240,238	\$0	\$0
Regional Wastewater Replacement	0	0	5,000	\$0	\$0
Regional Wastewater Expansion	0	0	0	\$0	\$0
Water Enterprise	186,549	57,311	163,731	\$0	\$0
Water Replacement	0	41,540	105,000	\$0	\$0
Water Expansion	0	0	0	\$0	\$0
Administrative Cost Center	0	0	0	\$0	\$0
TOTAL FUNDING	603,199	473,376	853,565	0	0
PERSONNEL SUMMARY	3.00	2.00	2.00	0.00	0.00

Notes

Administrative Services Department

The Administrative Services Department consists of five divisions including Human Resource and Risk Management, Financial Services, Customer Services & Billing, and Information Technology Services. Staffing for this department totals 24 employees or 19 percent of our workforce. They provide all accounting functions, including payroll and manage all hiring, employee benefit administration and risk management. Our Customer Services Division bills both water and sewer bills to approximately 20,000 customer locations. The Information Technology Division supports three facilities and over 45 different software applications.



Department Overview

Administrative Services

2016 and 2017 Accomplishments

Administration

- Successfully facilitated the first full management retreat in many years.
- Streamlined several Board policies and District rules for efficiency.

Human Resources & Risk Management

- Facilitated recruitment and appointment of the new General Manager and three senior managers.
- Completed 25 recruitments, and on-boarded 13 new employees.
- Completed side-letters with labor groups to extend contracts for one year.
- Streamlined several Personnel rules including hiring practices, travel and training reimbursements.

Financial Services Division

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 15th year in a row for FYE 2015 CAFR.
- Received a 'AA' rating from Fitch Rating Services, stating the district is financially sound and its rating outlook is stable through 2021.
- Completed Water Capacity Reserve Fee study, which is completed every five years; and updated the water capacity reserve fee for new connections.
- Completed the Local & Regional Wastewater Rate Study, which is completed every five years and updated rates as directed by the Board.

Customer Services & Billing

- Expanded AMI infrastructure to cover neighborhoods in the westernmost area of the district, formerly separated by a ridgeline that stopped communication between water meters and the base station.
- Worked in partnership with Engineering to move the costs of expanding the AMI network to the development community.
- Accepted responsibility from FOD to streamline the installation process for all new residential meter sets, installing and programming an average of 100 meters per month.
- Increased the sign up rates for both the ACH and paperless billing (Ebill) programs with an achievement of 43% of our customers on ACH and 25% on Ebill.
- Accomplished all of our performance goals including 100 percent timely bill production and accuracy.
- Worked directly with customers to identify, notify, and fix leaks, and to change other consumption behaviors before the district would have to take more punitive action.

Department Overview

Administrative Services

Information Technology Services

- Implemented new software including: Fat, Oil and Grease Inspection for Environmental Compliance, Tokay for Clean Water Division, and InfoMaster for Field Operations Division.
- Assisted Asset Management Division with the Lucity asset realignment for the Waste Water Treatment Plant and designed new or improved Lucity web dashboards for field staff.
- Deployed mobile devices (Microsoft Surface Tablets) for Field Operations Division and Engineering Department.
- Implementation OnBase Enterprise Content Management System with initial use by Accounting Division and Engineering Department.
- Upgraded DSRSD SharePoint Intranet from version 2007 to 2013.
- Brought the new Field Operating Facility online before any infrastructure was in place so that other systems of HVAC and security could be installed.
- Created an online listing of data systems to meet the requirements of California, Senate Bill SB272 to increase transparency and public accountability.
- Worked with HR to update Personnel Rule, "Electronic Communications Resources" (ECR).

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$3,823,987	\$3,496,466	\$4,124,422	\$4,075,227	\$4,253,275
Materials	72,145	86,480	40,332	45,857	39,386
Contracts	751,879	713,769	750,623	969,508	996,152
Other	7,977	2,876	8,400	9,550	9,550
	0	0	0	71,603	0
TOTAL EXPENDITURES	4,655,988	4,299,591	4,923,777	5,171,745	5,298,363
FUNDING					
Local Wastewater Enterprise	\$125,599	\$124,341	\$158,632	\$139,161	\$128,738
Local Wastewater Replacement	0	0	0	7,276	0
Local Wastewater Expansion	0	0	0	12,000	0
Regional Wastewater Enterprise	134,877	124,373	187,634	139,158	146,168
Regional Wastewater Replacement	0	0	0	12,034	0
Regional Wastewater Expansion	0	0	0	40,000	0
Water Enterprise	861,153	875,141	1,019,547	987,864	1,089,780
Water Replacement	0	0	0	52,293	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	3,534,359	3,175,736	3,557,964	3,781,959	3,933,677
TOTAL FUNDING	4,655,988	4,299,591	4,923,777	5,171,745	5,298,363
PERSONNEL SUMMARY	27.50	24.00	24.00	24.00	24.00

Department Overview

Administration – Division 30

Mission

Provide resources and support to the Administrative Services Department team so they can effectively and efficiently work together and with other departments to achieve the District's goals and objectives.

The Administration Division provides oversight of and direction to the Administrative Services Department, which includes Financial Services, Customer Services & Billing, Human Resources & Risk Management, and Information Technology Services. This division also performs special projects at the request of the General Manager. Finally, the division provides administrative support to our department.

Top Division Goals

- Prepare a two year operating budget and create a streamlined budget document for enhanced use.
- Develop long-term financial planning models for operations, asset management and capital projects.
- Review the adequacy of the District's reserve policies.
- Clarify/streamline other policies as needed to enhance readability and compliance.
- Act as chief negotiator for the 2017 labor agreements.
- Assist the Finance Division with the Local and Regional Capacity Reserve Fee Studies and the Water Rate Fee Study.
- Monitor the bond market to capitalize on debt refinancing options.
- Assist Mechanical Maintenance Division with the development of a structured fleet replacement policy.

Budget Trends

In FYE 2015, the department reorganized and downsized from two Senior Managers to one. In addition, the Senior Manager was Acting General Manager for several months in FYE 2016, thus resulting in a wide fluctuation in salaries and benefits.

The proposed FYE 2018 and 2019 budget will start a consistent trend for the Division.

Department Overview

Administration – Division 30

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$454,614	\$159,273	\$336,399	\$289,868	\$309,949
Materials	238	12	400	1,000	1,100
Contracts	11,013	0	6,558	7,500	7,500
Other	778	119	1,900	2,100	2,100
TOTAL EXPENDITURES	466,643	159,404	345,257	300,468	320,649
FUNDING					
Local Wastewater Enterprise	\$0	\$0	\$0	\$0	\$0
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	0	0	0	0	0
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	0	0	0	0	0
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	466,643	159,404	345,257	300,468	320,649
TOTAL FUNDING	466,643	159,404	345,257	300,468	320,649
PERSONNEL SUMMARY	2.00	1.50	1.50	1.50	1.50

Department Overview

Human Resources & Risk Management – Division 22

Mission

Serve the organization by assisting employees and the community in a manner that enriches relationships within the District and protects business resources.

The Human Resources and Risk Management Division includes both human resources and risk management functions. Human Resources conducts recruitment and selection processes, maintains classification and compensation structure, and coordinates employee benefits, employee relations, organizational personnel planning, and policy development. Human Resources also supports labor relations and administers employee engagement programs, including employee feedback,

coaching, and recognition, as well as District-wide training and development. Human Resources administers the District's pooled insurance programs, including liability, property and workers compensation.

Top Division Goals

- Support the District in the process of negotiating successor Memorandum of Understanding's (MOUs) for its four employee-organized units in FY 2018 (Stationary Engineers – Local 39 (L39), Mid-Management Employees Bargaining Unit (MEBU), Professional Employees Bargaining Unit (PEBU), and Confidential Employees Bargaining Unit (CEBU)).
- Streamline Board Policies and Personnel Rules as needed per the Strategic Plan.
- Coordinate efforts to complete the marketing of the Dublin San Ramon 457b Plan and Trust deferred compensation plan and finalize the implementation of a Plan Administrative Committee.
- Update and implement employee engagement programs relevant for today's workforce, including performance feedback and coaching, employee recognition and training and development to maintain a highly qualified workforce per the Strategic Plan.
- Facilitate review and update of the District's job classification system, serving to build resilience and continuity to thrive in the face of staffing transitions.

Budget Trends

The Human Resources Division budget has increased slightly in the contracts category to provide for additional professional and legal services, related to the labor negotiations process, classification reviews, the 457 program, and training and development program expansion.

Department Overview

Human Resources & Risk Management – Division 22

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$790,076	\$733,283	\$887,253	\$858,477	\$902,448
Materials	29,298	2,507	2,500	12,400	2,500
Contracts	311,415	252,607	161,302	242,083	226,001
Other	5,453	1,434	2,250	4,250	4,250
TOTAL EXPENDITURES	1,136,241	989,831	1,053,305	1,117,210	1,135,199
FUNDING					
Local Wastewater Enterprise	\$4,367	\$0	\$0	\$0	\$0
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	12,591	0	0	0	0
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	7,178	0	0	0	0
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	1,112,106	989,831	1,053,305	1,117,210	1,135,199
TOTAL FUNDING	1,136,241	989,831	1,053,305	1,117,210	1,135,199
PERSONNEL SUMMARY	6.50	4.50	4.50	4.50	4.50

Department Overview

Financial Services – Division 31

Mission

Provide timely, accurate, and responsive financial data and services to our internal and external customers.

The Financial Services Division accurately maintains the District's financial records, pays vendors, issues invoices, processes payroll, invests District funds, and prepares reports, financial statements, and statutory filings. This division establishes internal controls to ensure District assets are protected and accounting transactions are recorded accurately and in accordance with generally accepted accounting principles.

This division coordinates the District's annual audit, produces the Comprehensive Annual Financial Report (CAFR) and the biennial budget, performs various rate studies, and prepares long- term financial projections.

Top Division Goals

- Prepare a five year update to the District water rate study and recommend rate adjustments.
- Work in conjunction with the Engineering Department to prepare an update to Local and Regional capacity reserve fees.
- Assist Human Resources Division in efforts to market the Dublin San Ramon 457b Plan and Trust deferred compensation plan and implement a Plan Administrative Committee.
- In FY 2018, assist Human Resources Division in negotiating successor Memorandum of Understanding's (MOUs) for the District's four employee-organized units (Stationary Engineers – Local 39 (L39), Mid-Management Employees Bargaining Unit (MEBU), Professional Employees Bargaining Unit (PEBU), and Confidential Employees Bargaining Unit (CEBU)).
- Update District purchasing procedures to be more streamline and efficient.
- Prepare an update to the District Miscellaneous Fee Schedule. Work with the Engineering Department to analyze cost of service in the areas of permitting and inspection fees.

Budget Trends

Starting in FYE 2017, the Division was involved in several rate studies, including water and wastewater fees. This will continue in FYE 2018 and 2019 which accounts for the increase in contract costs.

Department Overview

Financial Services – Division 31

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$574,648	\$573,592	\$655,618	\$667,717	\$703,074
Materials	818	2,588	2,603	3,000	3,200
Contracts	60,506	92,787	155,728	149,790	146,130
Other	44	337	800	1,000	1,000
TOTAL EXPENDITURES	636,016	669,304	814,749	821,507	853,404
FUNDING					
Local Wastewater Enterprise	\$0	\$0	\$17,000	\$0	\$0
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	12,000	0
Regional Wastewater Enterprise	1,052	0	46,000	0	0
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	40,000	0
Water Enterprise	0	0	30,000	0	52,000
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	634,964	669,304	721,749	769,507	801,404
TOTAL FUNDING	636,016	669,304	814,749	821,507	853,404
PERSONNEL SUMMARY	5.00	4.00	4.00	4.00	4.00

Department Overview

Customer Services & Billing – Division 33

Mission

Provide superior service to district customers, leverage technology and efficiencies to accommodate continued growth, and produce consistently accurate and timely billing.

The Customer Services & Billing Division manages all aspects of customer utility billing, communications, remittance processing, debt collections, equipment installation and maintenance, and the installation and management needed to support and expand the district's advanced metering infrastructure (AMI). They have been instrumental in educating our customers on the use of the new AMI software so that the customer has 24/7 feedback on their water usage.

Top Division Goals

- Work with our regional partners to resolve issues related to meter type and size and their associated Zone 7 connection fees to insure that developers are “right sizing” their meter requests so that the District can install the most appropriate meter for the planned use.
- Work with our engineering partners to move all AMI infrastructure expansion costs to the development community.
- Continue to educate our customers on the use of the AMI system.

Budget Trends

The proposed 2018-19 budget is status quo. Compared to the previous two-year budget, it increased by a percentage equal to 3.4% and 3.7% respectively. The majority of this increase is due to increases allowed by contract. The processes these contracts afford allow the Customer Services and Billing Division to continue to accommodate growth without requiring increases to headcount.

The FYE 2016 and 2017 budget included a one-time strategic plan to assess technology upgrades and customer awareness/satisfaction, thus the contract expenditure increase. The FYE 2018 and 2019 budget is status quo with the exception of the replacement of two vehicles for \$60,000 in the “other” category.

Department Overview

Customer Services & Billing – Division 33

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$938,275	\$944,227	\$1,076,922	\$1,050,659	\$1,088,542
Materials	10,037	21,179	18,579	13,457	16,586
Contracts	169,631	181,044	201,330	213,745	219,831
Other	98	17	800	800	800
Capital Outlay	0	0	0	60,000	0
TOTAL EXPENDITURES	1,118,041	1,146,467	1,297,631	1,338,661	1,325,759
FUNDING					
Local Wastewater Enterprise	\$121,232	\$124,341	\$141,632	\$139,161	\$128,738
Local Wastewater Replacement	0	0	0	6,000	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	121,234	124,373	141,634	139,158	146,168
Regional Wastewater Replacement	0	0	0	6,000	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	853,975	875,141	989,547	987,864	1,037,780
Water Replacement	0	0	0	48,000	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	21,600	22,612	24,818	12,478	13,073
TOTAL FUNDING	1,118,041	1,146,467	1,297,631	1,338,661	1,325,759
PERSONNEL SUMMARY	8.00	8.00	8.00	8.00	8.00

Department Overview

Information Technology Services – Division 34

Mission

Add value by providing anywhere/anytime secure access to fully integrated voice and data technology to deliver actionable information to power business and operational decisions.

Assists the District's Divisions to achieve DSRSD's strategic plan, goals, and objectives by adding value to key business processes through partnering in the application of information technology solutions and by delivering the best quality products, services and data in a timely, reliable, cost-effective manner.

Top Division Goals

- Develop a Master Plan for the business network.
- Create a curriculum of short courses/talks to develop and increase the use of technology among staff. Work with Divisions to extend the use of existing software in their processes per the strategic plan.
- Support Asset Management through automating additional business processes so that field workers have the information at their fingertips for work orders and supporting documents.
- Optimize storage of electric documents via OnBase trusted Enterprise Content Management System, SharePoint Intranet and secure cloud-based storage. Review Enterprise Resource Planning life cycle planning.
- Create a redundant telephony and Internet infrastructure at Commerce Circle facility that links to the District Office and Water Treatment Plant via fiber and high speed wireless.
- Take ownership of the SCADA field network to insure secure, stable and resilient connectivity at completion of CIP 09-6101 Water and Recycled Water System Control and Data Acquisition (SCADA) Improvements. Enhance SCADA network security, field access and reporting.

Budget Trends

The budget has increased in FYE 2018 and 2019 as software warranty maintenance of network equipment expired from CIP funding and was absorbed into one operating budget. Professional Services also expanded to backfill system administration while current staff assists with OnBase implementation. Due to our improved networks, some savings were generated from consolidation of telephony charges and Internet Service Provision through CalNET3 state contracts.

Department Overview

Information Technology Services – Division 34

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$1,066,374	\$1,086,091	\$1,168,230	\$1,208,506	\$1,249,262
Materials	31,754	60,194	16,250	16,000	16,000
Contracts	199,314	187,331	225,705	356,390	396,690
Other	1,604	969	2,650	1,400	1,400
Capital Outlay	0	0	0	11,603	0
TOTAL EXPENDITURES	1,299,046	1,334,585	1,412,835	1,593,899	1,663,352
FUNDING					
Local Wastewater Enterprise	\$0	\$0	\$0	\$0	\$0
Local Wastewater Replacement	0	0	0	1,276	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	0	0	0	0	0
Regional Wastewater Replacement	0	0	0	6,034	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	0	0	0	0	0
Water Replacement	0	0	0	4,293	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	1,299,046	1,334,585	1,412,835	1,582,296	1,663,352
TOTAL FUNDING	1,299,046	1,334,585	1,412,835	1,593,899	1,663,352
PERSONNEL SUMMARY	6.00	6.00	6.00	6.00	6.00

Notes

Executive & Legislative Department

The Executive and Legislative Department consists of four divisions including Legislative, the Office of the General Manager, Executive Services, and Communications. Staffing for this department totals 10 employees or eight percent of our workforce. The department is responsible for directing policy, providing executive leadership to the District, providing administrative support to the Board and General Manager, and managing public affairs and community outreach.



Department Overview

Executive & Legislative Services

2016 and 2017 Accomplishments

General Manager

- Impressively managed through the drought and set the standard, surpassing conservation and industry expectations.
- Recruited and assembled an entirely new senior management team.
- Streamlined the Strategic Plan into a succinct, readable document.

Executive Services

- Implemented an electronic Agenda Management system to produce Board and committee agendas.
- Successfully facilitated the 2016 Board of Director election and Board transition.

Communications

- Led the effort to upgrade the District Office lobby with assistance from Engineering, Electrical, ITS, and Maintenance Divisions.
- Facilitated a community groundbreaking ceremony for the DERWA Phase 2 expansion.
- Kicked off a potable reuse study with partner agencies in the Tri-Valley.
- Assisted the Financial Division with the publication of the FYE 2015 CAFR which received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the 15th consecutive year.
- Assisted with the Prop 218 noticing for water and local/regional sewer rates.
- Provided tours for 1,134 visitors since October 2012, averaging 284 visitors annually, a 54% increase in attendees since Public Information and WWTP Plant Operations began promoting the tours four years ago.

Department Overview

Executive & Legislative Services

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$1,663,512	\$1,519,646	\$1,881,045	\$1,800,467	\$1,858,029
Materials	16,023	17,761	22,350	28,370	23,370
Contracts	143,610	115,321	553,910	510,064	650,053
Other	124,060	127,639	154,401	174,799	174,799
TOTAL EXPENDITURES	1,947,205	1,780,367	2,611,706	2,513,700	2,706,251
FUNDING					
Local Wastewater Enterprise	\$15,899	\$15,199	\$28,500	\$28,900	\$28,900
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	232,733	235,110	251,500	266,224	274,418
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	268,667	269,047	282,477	302,329	309,023
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	1,429,906	1,261,011	2,049,229	1,916,247	2,093,910
TOTAL FUNDING	1,947,205	1,780,367	2,611,706	2,513,700	2,706,251
PERSONNEL SUMMARY	8.50	8.50	8.50	8.50	8.50

Department Overview

Legislative – Division 10

Mission

Set policy and provide resources to enable the District to meet its mission of providing reliable water, recycled water, and wastewater services to the communities we serve in a safe, efficient, and environmentally responsible manner.

The Dublin San Ramon Services District Board of Directors is an independently elected legislative body consisting of five Directors. The Directors govern the District by setting policies, and hiring and overseeing the District's General Manager. The Board exercises these powers under the authority of the Community Services District Law (California Government Code section 61000 et seq.) and is ultimately responsible and accountable to the

people of the District. The Board of Directors' budget includes Board member travel and training costs at industry conferences, meetings, and community events as well as the consolidated election held every two years with the statewide general election.

Top Division Goals

- Represent the District at industry conferences, meetings, and community events.
- Adopt fair and equitable rates for DSRSD customers.
- Set policy direction for the District to function in an effective manner.

Budget Trends

This is a status quo budget with the exception of elections, which occur every other year. Fiscal Year 2018 has no election related costs, however, in fiscal year 2017 and 2019, the budget for these costs are \$135,500 and \$198,000, respectively.



Department Overview

Legislative – Division 10

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$63,863	\$72,589	\$116,948	\$116,948	\$116,948
Materials	4,778	2,961	2,800	11,300	6,300
Contracts	44,968	34,258	193,500	50,500	248,753
Other	755	609	700	700	700
TOTAL EXPENDITURES	114,364	110,417	313,948	179,448	372,701
FUNDING					
Local Wastewater Enterprise	\$2,668	\$4,866	\$6,250	\$0	\$0
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	2,668	4,866	6,250	12,500	12,500
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	268	5,495	6,000	6,000	6,000
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	108,760	95,190	295,448	160,948	354,201
TOTAL FUNDING	114,364	110,417	313,948	179,448	372,701
PERSONNEL SUMMARY	0.00	0.00	0.00	0.00	0.00

Department Overview

Office of the General Manager – Division 12

Mission

Ensure the District provides reliable water, recycled water, and wastewater services to the communities we serve in a safe, efficient, and environmentally responsible manner in accordance with policy direction received from the Board of Directors and the District's adopted Strategic Plan.

The General Manager provides executive leadership and management of the District's business. The General Manager provides oversight to the three main operating departments (Operations, Administrative Services, and Engineering), and two administrative divisions: Communications and Executive Services. The General Manager is the primary liaison between the Board of Directors and the staff of the District, and is responsible for interagency coordination and collaborations.

Top Division Goals

- Facilitate the completion of a Tri-Valley Joint Feasibility Study on Potable Reuse in partnership with other Tri-Valley water agencies, and initiate community outreach and engagement on bolstering a resilient water supply.
- Lead all the District's staff and resources to develop a fully integrated Asset Management Program as the backbone of a cohesive business management strategy.
- Foster a continuously high performing organization with sufficient resilience and continuity to thrive in the face of staffing transitions.
- Implement the new Strategic Plan adopted in May 2017.

Budget Trends

Salary and benefits increased in FYE 2017 with the addition of a limited term Assistant General Manager to help facilitate the transition to a new senior management team. This position ended in December, 2017. The budget includes increases in the "other" category, representing increases in membership costs for interagency collaborations.

Department Overview

Office of the General Manager – Division 12

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$388,610	\$357,783	\$422,096	\$381,286	\$390,450
Materials	0	373	200	200	200
Contracts	2,507	1,034	5,600	6,300	6,300
Other	119,764	124,316	147,691	167,079	167,079
TOTAL EXPENDITURES	510,881	483,506	575,587	554,865	564,029
FUNDING					
Local Wastewater Enterprise	\$11,892	\$8,986	\$10,450	\$8,400	\$8,400
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	48,072	41,992	45,325	53,697	53,697
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	73,413	63,979	65,000	74,600	73,100
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	377,504	368,549	454,812	418,168	428,832
TOTAL FUNDING	510,881	483,506	575,587	554,865	564,029
PERSONNEL SUMMARY	1.00	1.00	1.00	1.00	1.00

Department Overview

Executive Services – Division 15

Mission

Provide efficient and conscientious customer service and support to the Board of Directors, General Manager, senior managers, local agencies, and the public.

The Executive Services Division provides critical Administrative services to the Board of Directors, General Manager, Senior Managers, staff, other agencies and the public. The Division provides District secretary and supervisory services handling production of over 40 Board and Committee agendas and minutes, 25 timely Public Records Act requests, the annual employee recognition event and special

event planning, Board of Directors election and oaths of office to Board members, newly hired staff, FPPC filings, records management, 40 legal ads/public notices published annually, CIP project bid openings and contract facilitation, recordation, facilities management, Board policy management, District Code maintenance, and special projects. In addition, staff serve as the DERWA JPA Authority Secretary and provide JPA administrative support.

Top Division Goals

- Continue to develop and implement the Electronic Content Management System.
- Increase technical and industry knowledge through training opportunities.
- Automate FPPC reporting system.
- Continue to streamline and increase efficiencies in work strategies.
- Update the Strategic Plan in 2019.
- Conduct consolidated District elections.
- Evaluate the cost of expanding/improving the broadcast of live Board meetings.
- Implement needed changes to records management, retention, and retrieval policies.

Budget Trends

Emphasis has been put on implementation of a physical and electronic records management system with specific milestones achieved per our Strategic Plan. FYE 2017 had appropriated funds towards this endeavor. In FYE 2018 and 2019, \$285,000 and \$223,000, respectively, have been proposed for inventory control, consulting services, and maintenance and support of the OnBase application including records management.

Department Overview

Executive Services – Division 15

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$613,808	\$476,670	\$710,204	\$660,744	\$682,541
Materials	3,789	2,159	5,600	3,920	3,920
Contracts	50,031	53,744	260,980	309,134	243,870
Other	657	687	1,370	1,370	1,370
TOTAL EXPENDITURES	668,285	533,260	978,154	975,168	931,701
FUNDING					
Local Wastewater Enterprise	\$0	\$0	\$0	\$0	\$0
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	0	0	0	0	0
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	0	0	0	0	0
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	668,285	533,260	978,154	975,168	931,701
TOTAL FUNDING	668,285	533,260	978,154	975,168	931,701
PERSONNEL SUMMARY	4.00	4.00	4.00	4.00	4.00

Department Overview

Communications – Division 24

Mission

The primary purpose of the Communications Division is to provide well crafted, public outreach materials to influence people's thoughts, attitudes, beliefs, and behaviors.

This Division was previously known as Public Information. The Communications Division clearly, concisely, and consistently communicate that the District provides reliable and sustainable water, wastewater and recycled water services 24/7 while protecting public health and the environment, investing appropriately for sound financial management, and maintaining a highly effective workforce.

Top Division Goals

- Produce the District's first annual report
- Work with Tri-Valley partners to develop a public outreach program on water supply alternatives, including potable reuse
- Rebrand the Regional Wastewater Treatment Facility as the Regional Resource Recovery Facility

Budget Trends

The increase in the Communications Division budget for FY 2018 is due to producing an annual report and mailing it to all our customers, conducting a customer survey to identify ways to communicate more effectively, including in emergencies, covering actual costs for staff to attend ACWA board and committee meetings and CASA committee meetings, purchasing equipment to produce more videos, and reviving the Sewer Science high school classroom program.

In addition, in FYE 2019, the Division will facilitate creating educational signs to enhance public tours at the treatment plant and painting a mural on the maintenance building facing Highway 680 to help brand the District as protecting public health and the environment 24/7. These projects are reflected in the Capital Improvement Projects.

Department Overview

Communications – Division 24

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	\$597,231	\$612,604	\$631,797	\$641,489	\$668,090
Materials	7,456	12,268	13,750	12,950	12,950
Contracts	46,104	26,285	93,830	144,130	151,130
Other	2,884	2,027	4,640	5,650	5,650
TOTAL EXPENDITURES	653,675	653,184	744,017	804,219	837,820
FUNDING					
Local Wastewater Enterprise	\$1,339	\$1,347	\$11,800	\$20,500	\$20,500
Local Wastewater Replacement	0	0	0	0	0
Local Wastewater Expansion	0	0	0	0	0
Regional Wastewater Enterprise	181,993	188,252	199,925	200,027	208,221
Regional Wastewater Replacement	0	0	0	0	0
Regional Wastewater Expansion	0	0	0	0	0
Water Enterprise	194,986	199,573	211,477	221,729	229,923
Water Replacement	0	0	0	0	0
Water Expansion	0	0	0	0	0
Administrative Cost Center	275,357	264,012	320,815	361,963	379,176
TOTAL FUNDING	653,675	653,184	744,017	804,219	837,820
PERSONNEL SUMMARY	3.50	3.50	3.50	3.50	3.50

Notes

Non-Departmental

The non-departmental account group is used for costs that are not specifically related to any one department. Expenses in this group are overseen by the Administrative Services. Expenses Include:

Personnel – Retiree medical and dental, unemployment payments, medical insurance administration fees;

Materials – Utility costs for the administration building (water, power, garbage), general office supplies, meters for new accounts, wholesale water purchases from Zone 7, replacement of computer equipment under the capitalization limit and gasoline for pooled vehicles;

Contract Services – Liability insurance, legal services, general maintenance contracts (computer hardware/software and office machines) and bond administration;

Other – Payments to joint powers authorities, debt payments and bond issuance costs.

Department Overview

Non-Departmental

2016 and 2017 Accomplishments

- Monitored liability costs and implemented proactive training to reduce injuries, resulting in a premium refund of \$44,194, which represents approximately 16% of our annual cost of coverage.
- Negotiate with Dental and Vision providers to keep the annual rates as low as possible.
- Contracted legal services to control costs and have accessibility to specialists on an “as needed” basis, thus reducing costs to the District.
- Paid all debt on time and maintained a “AA” bond rating.

Mission

To monitor and properly account for non-departments costs and allocated between funds in a reasonable and responsible manner.

Top Division Goals

- Continue to monitor the bond market to take advantage of refunding opportunities, if available.
- Negotiate upcoming labor contracts to ensure the District maintains a solid and sustainable financial position in the area of retiree medical and dental benefits.
- Proactively monitor our technology replacement program to trade up equipment before maintenance issues occur.

Budget Trends

The primary increase in this divisions' materials budget represents an additional \$5.6 million dollars in estimated water purchases from Zone 7 due to economic growth and changes in rate payer demand now that the drought is “officially over”. Contracts have increased slightly due to property taxes associated with the new Field Operations Facility.

Department Overview

Non-Departmental – Division 70

	Actual	Actual	Adopted	Budget	Budget
	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
EXPENDITURES BY CATEGORY					
Salaries and Benefits	-\$261,689	-\$483,066	\$775,455	\$862,131	\$922,103
Materials	7,732,279	9,190,269	11,220,358	16,990,380	17,898,333
Contracts	3,582,781	2,302,672	2,087,888	2,213,297	2,230,568
Other	40,143,759	22,862,171	12,816,696	13,520,264	13,516,550
Capital Outlay	-1,110,255	0	0	0	0
TOTAL EXPENDITURES	50,086,874	33,872,046	26,900,397	33,586,072	34,567,554
FUNDING					
Local Wastewater Operations	2,684,197	1,114,599	4,000	18,112	18,248
Local Wastewater Replacement	-844,588	5,966	6,200	11,600	11,600
Local Wastewater Expansion	396,050	-3,775	2,000	2,000	2,000
Regional Wastewater Operations	16,006,872	7,951,654	3,641,109	3,777,470	3,777,036
Regional Wastewater Replacement	-105,689	43,292	26,350	51,800	51,800
Regional Wastewater Expansion	5,707,641	5,159,886	4,654,707	4,653,954	4,653,120
Water Operations	18,544,355	14,148,649	12,174,256	18,353,490	19,193,529
Water Rate Stabilization (RSF)	18,536	26,115	20,000	35,000	35,000
Water Replacement	114,812	110,407	332,519	268,900	290,900
Water Expansion	5,472,411	4,040,515	3,222,413	3,453,463	3,494,733
Administrative Cost Center	355,953	659,471	519,032	571,150	590,736
Other Post-Employment Benefits	0	0	767,655	854,331	914,003
DV Standby Assessment District	1,736,324	615,267	1,530,156	1,534,802	1,534,849
TOTAL FUNDING	50,086,874	33,872,046	26,900,397	33,586,072	34,567,554

Notes

Appendix

District Profile

What products and services does DSRSD provide and to whom?

- Founded in 1953, DSRSD serves more than 173,000 people.
- DSRSD distributes drinking water for approximately 80,000 people, in Dublin since March 1961 and in Dougherty Valley since May 2000.
- DSRSD provides wastewater collection and treatment for approximately 150,000 in Dublin and southern San Ramon since March 1961, and wastewater treatment for Pleasanton (by contract) since September 1965.
- DSRSD has produced recycled water for landscape irrigation and construction since 1999. In 2006 DSRSD and East Bay Municipal Utility District (EBMUD) formed the San Ramon Valley Recycled Water Program (SRVRWP). The program serves DSRSD, EBMUD, and Pleasanton irrigation customers at 472 locations.

Who governs DSRSD?

- Five Directors, elected at large, serve four year terms, and are compensated in accordance with Chapter 2 of Division 10 or the California Water Code (\$20200 et seq.).
- DSRSD is an independent special district governed under California's Community Services District Law.

How many accounts does DSRSD serve?

- 21,837 potable water accounts (residential, commercial, industrial and institutional).
- 421 recycled water irrigation accounts.
- 20,934 single-family residential wastewater tax roll assessments (excludes commercial, industrial and institutional).

How many hydrants and how many miles of underground pipelines does DSRSD manage?

- Hydrants: 3,256 potable water hydrants, 20 recycled water hydrants.
- Pipelines: 07.8 miles of potable water pipes, 63.7 miles of recycled water pipes, 206 miles of sewer pipes.

How many reservoirs (tanks) does DSRSD operate and how much water do they store?

- 14 reservoirs store 27.05 million gallons (mg) of potable water.
- 2 reservoirs store 1.95 mg of recycled water.

How much potable water is used by District customers?

- 1.906 billion gallons annual (July 1, 2015 – June 30, 2016).
- 5.22 million gallons per day, average daily consumption (July 1, 2015 – June 30, 2016).
- 37.40 gallons per person per day, residential use only (12 month rolling average as of June 30, 2016).
- 65.28 gallons per person per day, all customers (12 month rolling average as of June 30, 2016).

How much recycled water is used by District customers annually (July 1, 2015 – June 30, 2016)?

- 979 million gallons, equal to 30% of total water sales.
- 89% was delivered via purple pipes, primarily for irrigation; 7% via the Commercial Fill Station, primarily for construction; and 4% via the Residential Fill Station, for residential irrigation during the drought emergency.

Appendix

District Profile

What is the average wastewater flow from a single-family residence?

- 328 gallons per day.

How many gallons of wastewater are treated each day at the District's Regional Wastewater Treatment Plant?

- 9.96 million gallons per day (mgd) annual daily average.
- 11.7 mgd wet weather daily average.
- 17.0 mgd ADWF (average dry weather flow) is the treatment plant's capacity.

What types of wastewater treatment does the District provide?

- DSRSD's Regional Wastewater Treatment Facility provides secondary treatment by activated sludge process.
- The Jeffrey G. Hansen Water Recycling Plant, operated by DSRSD on behalf of the SRVRWP, provides advanced purification (tertiary) using microfiltration or sand filtration and ultraviolet disinfection.

How many full-time equivalent positions are approved by the Board at DSRSD for fiscal year 2017?

- 113

What is the District's budget for fiscal year 2017?

- Operations: \$53.86 million.
- Capital Improvement Program: \$22.1 million.

Where does our water come from?

- State Water Project (Lake Oroville is the primary reservoir)
- Local groundwater.
- Local runoff impounded at Lake Del Valle.

Where does our treated water go?

- Discharged Into the San Francisco Bay.
- Recycled for non-potable uses, primarily irrigation.

Appendix

Glossary of Budget Terms

Accrual Basis of Accounting:	Accounting basis under which transactions are recognized based on the period they benefit, regardless of the timing of cash receipts and disbursements.
Acre Foot (AF):	A unit of measurement equivalent to 325,900 gallons of water, the volume of water that would cover one acre to a depth of one foot.
ACWA:	Association of California Water Agencies.
Allocated Administrative Costs:	Costs that cannot be directly tied to a particular enterprise, but benefit the District as a whole, are allocated according to a cost allocation model that apportions costs based upon the functions of each Division.
Amador Valley:	Valley in eastern Alameda County, California location of the cities of Dublin and Pleasanton. The valley is bounded by foothills of the Diablo Range on the north and south, Pleasanton Ridge to the west, and Livermore Valley to the east.
AMP:	Asset Management Program.
Appropriation:	Authorization granted by the Board of Directors to expend money for the purpose outlined in the budget.
AWWA:	American Waterworks Association.
Budget:	A financial plan for a specific period of time.
CAFR:	Comprehensive Annual Financial Report. The District's "annual report" that includes the audited financial statements as well as other statistical and general information. This report is submitted to the Government Finance Officers Association for consideration of the Certificate of Achievement for Excellence in Financial Reporting award.
CalPERS:	California Public Employees' Retirement System. The entity that provides retirement and medical benefits to District employees.
CIP:	Capital Improvement Projects. A long range construction plan for District facilities.
Capital Outlay:	Items that meet the fixed asset capitalization criteria.

Appendix

Glossary of Budget Terms

CASA:	California Association of Sanitation Agencies.
CCCSD:	Central Contra Costa Sanitary District.
CCF:	One hundred cubic feet. A unit of measurement equivalent to 748 gallons of water.
CERBT:	California Employers' Retiree Benefit Trust.
Certificate of Participation:	A form of variable rate debt used by the District.
CMMS:	Computerized Maintenance Management System.
Cogeneration (Cogen):	Refers to energy produced as a result of utilizing the by-products of the solids treatment process.
Contribution to JPA:	Funding provided to support a joint powers authority.
COLA:	Cost of Living Adjustment. An increase in salary or benefits to offset the effect of inflation.
CPI:	Consumer Price Index. Cost adjustment factor based on cost increases.
CSDA:	California Special Districts Association.
CWEA:	California Water Environment Association.
Debt Service:	The combination of interest expense and principal payments due to long-term debt.
Delivery Versus Payment:	The basis on which all security transactions are entered into by the District.
DERWA:	DSRSD-EBMUD Recycled Water Authority. A joint powers agency between the District and East Bay Municipal Utility District for the development of recycled water facilities, infrastructure, and services.
District:	Dublin San Ramon Services District.
DLD:	Dedicated Land Disposal. Application of wastewater sludges to land for disposal purposes.

Appendix

Glossary of Budget Terms

Dougherty Valley:	Approximately 6,000 acres of incorporated and unincorporated land in southwest Contra Costa County contiguous to the San Ramon Valley, just north of the Contra Costa and Alameda County lines. Incorporated into the City of San Ramon.
DSRSD:	Dublin San Ramon Services District.
DUE:	Dwelling Unit Equivalent. A unit of measure used to allocate sewer capacity. One DUE is equal to 220 gallons.
DVSAD:	Dougherty Valley Standby Assessment District.
EBMUD:	East Bay Municipal Utility District.
Enterprise Fund:	A fund used to record the ongoing operations and maintenance costs (the cost of providing a service).
Expansion Fund:	A fund used to record transactions related to the expansion of District facilities.
FDIC:	Federal Deposit Insurance Corporation.
FAA:	Financing Administrative Agreement. Agreement between the Dublin San Ramon Services District and the City of Pleasanton defining the amount of reserves necessary in the Regional Expansion fund, establishing criteria for Regional connection fee increases, and outlining uses for excess reserves.
Fixed Assets:	Assets that have a useful life that exceeds two years with a value of \$10,000 or more including land, buildings, and equipment.
Fixed Charges:	Revenues received by DSRSD on a bimonthly basis for the installation and activity of permanent water meters (whether or not water is used). These charges vary based on the size of the meter.
FNMA:	Federal National Mortgage Association.
FSL:	Facultative Sludge Lagoon.
FTE:	Full-Time Equivalent. Conversion of part-time positions to a decimal equivalent of a full-time position is based on an annual amount of 2,080 hours worked.

Appendix

Glossary of Budget Terms

FYE:	Fiscal Year Ending. A 12 month period. The District has a fiscal year of July 1 to June 30.
GAAP:	Generally Accepted Accounting Principles. Uniform guidelines used in the preparation of external financial statements. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).
GIS:	Geographic Information System. The computerized system used to track and map certain District system assets such as pipe, manholes, valves, hydrants, etc.
Infrastructure:	Physical assets owned by DSRSD that are generally not moveable, such as pipelines and facilities.
JPA:	Joint Powers Authority. An agreement between two or more public agencies to “jointly exercise any power common to the contracting parties.” Usually accounted for as a separate entity. The District is a member of two JPAs, LAVWA and DERWA.
Key Success Measures:	Tracking measurements for set goals and initiatives.
LAF:	Local Agency Funds.
LAIF:	Local Agency Investment Fund, a voluntary investment alternative for California’s local governments and special districts authorized by California Government Code.
LAVWMA:	Livermore-Amador Valley Water Management Agency. A JPA charged with the disposal of waste water. The cities of Pleasanton and Livermore, as well as the District, are member agencies.
Legislative Advocacy Program:	How the District aligns itself with the positions of industry associations to proactively address legislation and actions that have a direct bearing on how the District operates.
Livermore Valley:	Formerly Valle De San Jose. Valley in eastern Alameda County, California location of the city of Livermore. The valley is bounded by the Diablo Range on the north, east and south and is linked to the west with the Amador Valley.

Appendix

Glossary of Budget Terms

Local Wastewater Operations:	Local Wastewater Enterprise Fund and Local Wastewater Rate Stabilization Fund.
MGD:	Million Gallons per Day. Used when referring to wastewater treatment capacity.
MOU:	Memorandum of Understanding.
OPEB:	Other Post-Retirement Employment Benefits.
PMIA:	Pooled Money Investment Account.
Recycled Water:	Wastewater that has been processed and treated for irrigation and other non-potable purposes.
Regional Wastewater Operations:	Regional Wastewater Enterprise Fund and Regional Wastewater Rate Stabilization Fund.
Replacement Fund:	A fund used to account for the replacement and improvement of District property and equipment.
Restricted Funds:	Funds restricted for a specific purpose.
Risk Management:	Actions taken to protect the District, its employees, and its customers from possible loss or injury.
RPM:	Replacement Planning Model.
S&P:	Standard & Poor's. A nationally recognized rating source.
San Ramon Valley:	Region in Contra Costa and Alameda County, California, east of Oakland, with a population near 130,000 people. The cities of San Ramon, Danville, and Alamo as well as the southern edge of Walnut Creek are located in the valley.
SCADA:	Supervisory Control and data Acquisition. The computerized system that monitors District facility acquisition functions.
SME:	Subject Matter Expert.
Strategic Initiatives:	Goals in the Strategic Plan that support the priorities set by the Board of Directors.

Appendix

Glossary of Budget Terms

SWP:	State Water Project.
TIC:	Temporary Infrastructure Charge. A temporary charge implemented to water customers in 2010 to help pay debt related to recycled (both DERWA and DSRSD) and potable water facilities.
TQI:	Total Quality Improvement. A District-wide practice of principles that support a participatory operational culture striving towards continuous improvement.
Tri-Valley:	Triangle-shaped region in the eastern San Francisco Bay Area. The area is 18 miles southeast of Oakland and 33 miles from San Francisco. It encompasses the cities of Pleasanton, Livermore, Dublin, San Ramon, and Danville which includes Alamo, Blackhawk, Camino Tassajara, Diablo, Norris Canyon, and Sunol in the three valleys from which it takes its name: Amador Valley, Livermore Valley and San Ramon Valley.
UWMP	Urban Water Master Plan
Water Operations	Water Enterprise Fund and Water Rate Stabilization Fund.
Working Capital	Current assets minus current liabilities; a measure of available resources that the District has to spend.
WWTP	Wastewater Treatment Plant
Zone 7 Water Agency	The Alameda County agency that is the wholesale potable water provider in the Tri-Valley area.

Appendix

Debt Service Schedules

Fiscal Year	2011 Water Revenue Refunding Bonds			LAVWMA 2011 Sewer Revenue Refunding Bonds (DSRSD Portion)			DERWA State Loan (DSRSD Portion)		
	Principal Due:	Interest Due:	Total Debt Service:	Principal Due:	Interest Due:	Total Debt Service:	Principal Due:	Interest Due:	Total Debt Service:
2014-15	\$ 270,000	\$ 1,943,869	\$ 2,213,869	\$ 1,355,529	\$ 1,758,240	\$ 3,113,769	\$ 638,420	\$ 207,374	\$ 845,794
2015-16	\$ 280,000	\$ 1,932,869	\$ 2,212,869	\$ 1,423,597	\$ 1,688,762	\$ 3,112,359	\$ 654,381	\$ 191,413	\$ 845,794
2016-17	\$ 290,000	\$ 1,921,469	\$ 2,211,469	\$ 1,497,500	\$ 1,615,734	\$ 3,113,234	\$ 670,740	\$ 175,054	\$ 845,794
2017-18	\$ 305,000	\$ 1,909,569	\$ 2,214,569	\$ 1,575,292	\$ 1,538,914	\$ 3,114,206	\$ 687,508	\$ 158,285	\$ 845,793
2018-19	\$ 315,000	\$ 1,897,169	\$ 2,212,169	\$ 1,655,029	\$ 1,458,156	\$ 3,113,185	\$ 704,697	\$ 141,098	\$ 845,794
2019-20	\$ 330,000	\$ 1,884,269	\$ 2,214,269	\$ 1,740,600	\$ 1,373,266	\$ 3,113,866	\$ 722,314	\$ 123,480	\$ 845,794
2020-21	\$ 340,000	\$ 1,869,169	\$ 2,209,169	\$ 1,830,061	\$ 1,283,999	\$ 3,114,061	\$ 740,372	\$ 105,422	\$ 845,794
2021-22	\$ 360,000	\$ 1,851,669	\$ 2,211,669	\$ 1,921,467	\$ 1,190,211	\$ 3,111,678	\$ 758,881	\$ 86,913	\$ 845,794
2022-23	\$ 375,000	\$ 1,833,294	\$ 2,208,294	\$ 2,020,652	\$ 1,091,658	\$ 3,112,310	\$ 777,853	\$ 67,941	\$ 845,794
2023-24	\$ 395,000	\$ 1,814,044	\$ 2,209,044	\$ 2,123,727	\$ 1,003,976	\$ 3,127,703	\$ 797,300	\$ 48,495	\$ 845,794
2024-25	\$ 415,000	\$ 1,794,313	\$ 2,209,313	\$ 2,201,519	\$ 911,773	\$ 3,113,292	\$ 817,232	\$ 28,562	\$ 845,794
2025-26	\$ 435,000	\$ 1,773,581	\$ 2,208,581	\$ 2,314,318	\$ 798,877	\$ 3,113,195	\$ 325,253	\$ 8,131	\$ 333,384
2026-27	\$ 975,000	\$ 1,738,331	\$ 2,713,331	\$ 2,431,006	\$ 692,399	\$ 3,123,405			
2027-28	\$ 1,360,000	\$ 1,679,956	\$ 3,039,956	\$ 2,532,136	\$ 580,476	\$ 3,112,612			
2028-29	\$ 1,425,000	\$ 1,609,441	\$ 3,034,441	\$ 2,662,438	\$ 450,611	\$ 3,113,049			
2029-30	\$ 1,500,000	\$ 1,533,550	\$ 3,033,550	\$ 2,798,574	\$ 324,581	\$ 3,123,155			
2030-31	\$ 1,580,000	\$ 1,450,725	\$ 3,030,725	\$ 2,921,097	\$ 201,212	\$ 3,122,309			
2031-32	\$ 1,665,000	\$ 1,361,488	\$ 3,026,488	\$ 3,051,399	\$ 68,656	\$ 3,120,055			
2032-33	\$ 1,755,000	\$ 1,267,438	\$ 3,022,438						
2033-34	\$ 1,855,000	\$ 1,168,163	\$ 3,023,163						
2034-35	\$ 1,955,000	\$ 1,063,388	\$ 3,018,388						
2035-36	\$ 2,060,000	\$ 952,975	\$ 3,012,975						
2036-37	\$ 2,175,000	\$ 836,513	\$ 3,011,513						
2037-38	\$ 2,295,000	\$ 707,850	\$ 3,002,850						
2038-39	\$ 2,435,000	\$ 565,950	\$ 3,000,950						
2039-40	\$ 2,580,000	\$ 415,500	\$ 2,995,500						
2040-41	\$ 2,735,000	\$ 256,050	\$ 2,991,050						
2041-42	\$ 2,900,000	\$ 87,000	\$ 2,987,000						
Total	\$ 35,360,000	\$ 39,119,597	\$ 74,479,597	\$ 38,055,942	\$ 18,031,502	\$ 56,087,444	\$ 8,294,951	\$ 1,342,168	\$ 9,637,119

Notes

FYE 2018 PROPOSED OPERATING BUDGET	Local Wastewater Enterprise 200	Local Wastewater RSF 205	Local Wastewater Replacement 210	Local Wastewater Expansion 220	Regional Wastewater Enterprise 300	Regional Wastewater RSF 305	Regional Wastewater Replacement 310	Regional Wastewater Expansion 320	Water Enterprise 600	Water RSF 605	Water Replacement 610	Water Expansion 620	Administrative Cost Center 900	DV Standby District 995	Total		
(Estimated) Ending Working Capital July 1, 2017	926,611	795,650	6,853,702	7,566,446	5,805,726	7,903,986	22,644,610	51,918,320	10,743,447	14,127,902	15,135,695	21,254,455	-	-	1,080,870	166,757,420	
Payment of Internal Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Draw from CERBT	-	-	-	-	-	-	-	-	-	-	-	-	-	853,166	-	853,166	
Adjusted Working Capital	926,611	795,650	6,853,702	7,566,446	5,805,726	7,903,986	22,644,610	51,918,320	10,743,447	14,127,902	15,135,695	21,254,455	-	853,166	1,080,870	167,610,586	
Revenues:																	
Total Service Charges	2,575,811	-	-	21,253,849	-	-	-	-	34,429,859	-	-	-	-	-	58,259,519.62		
Capacity Reserve Fees	-	-	898,893	874,072	-	-	2,614,672	15,870,684	-	3,599,600	8,348,644	-	-	-	32,206,566		
Other Revenues	20,683	-	549,196	629,822	70,007	122,215	79,101	43,063	549,441	713,244	3,875	1,406,296	1,135,007	1,530,156	6,580,783		
Interest (as adjusted/proposed)	12,214	7,957	26,896	-	-	-	202,342	487,991	109,976	124,808	142,455	187,052	-	1,165	-	1,574,179	
Total Revenues	2,608,708	7,957	925,789	1,493,275	22,005,886	79,101	2,817,014	16,401,738	35,089,276	838,052	3,745,931	9,941,992	1,135,007	1,165	1,530,156	98,621,048	
Transfers In:																	
Replacement Allocations	-	-	567,900	-	-	-	2,710,000	-	-	-	2,901,000	-	-	-	-	6,178,900	
Pleasanton Advance Sale Sewer Permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	88,919	
Interfund Loan	-	-	5,000,000	-	-	-	-	-	-	-	-	-	-	-	-	5,000,000	
Allocation Recycled Water Program Fund	-	-	-	-	-	-	-	-	-	-	1,500,000	-	-	-	-	1,500,000	
Debt Service	-	-	-	-	-	-	-	-	-	-	-	675,000	-	-	-	675,000	
Total Transfers In	-	-	5,567,900	-	-	-	2,710,000	88,919	-	-	4,401,000	675,000	-	-	-	13,442,819	
Total Revenue	2,608,708	7,957	6,493,689	1,493,275	22,005,886	79,101	5,527,014	16,490,657	35,089,276	838,052	8,146,931	10,616,992	1,135,007	1,165	1,530,156	112,063,867	
Operating Expenses:																	
Operating																	
Wages and Benefits	2,040,344	-	-	401,445	7,334,426	-	-	77,577	5,385,661	-	-	564,498	5,038,850	-	-	20,842,800	
Staff Time Charged to Projects/JPAs	(71,915)	-	-	(6,118)	(653,898)	-	-	(4,127)	(376,211)	-	-	(20,777)	(14,437)	-	-	(1,147,482)	
Other Personnel Costs	29,565	-	-	5,437	456,194	-	-	2,640	324,388	-	-	16,694	271,359	854,331	-	1,960,608	
Chemicals, Gas & Electric	3,764	-	10,800	-	1,558,180	-	-	-	718,800	-	-	-	72,670	-	-	2,364,214	
Other Materials	95,414	-	-	1,580	820,583	-	51,300	440	254,050	-	267,900	382,785	-	-	-	2,019,887	
Water Purchase	-	-	-	-	-	-	-	-	16,189,575	-	-	-	-	-	-	16,189,575	
Contracts	181,629	-	800	59,220	1,005,616	-	500	53,160	1,698,492	-	2,600	25,960	1,781,241	-	1,534,802	6,344,021	
Other	24,525	-	-	280	188,487	-	-	140	122,497	35,000	-	920	-	-	-	440,243	
Contribution to JPA	-	-	-	-	2,257,662	-	-	337,098	2,051,802	-	-	-	-	-	-	4,646,562	
Debt Service	-	-	52,276	-	1,464,483	-	650,234	-	4,313,856	-	-	3,060,363	-	-	-	8,838,702	
Capital Outlay	-	-	-	158,224	2,890,761	-	-	30,576	2,122,683	-	169,293	-	222,489	(6,228,905)	-	871,803	
Allocated Costs (as adjusted/proposed)	804,173	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Operating Expenses	3,107,499	-	63,876	620,068	17,322,494	-	702,034	4,811,361	28,491,737	35,000	439,793	4,252,932	1,135,007	854,331	1,534,802	63,370,933	
Capital Projects - Proposed Fund Limits	-	-	6,396,482	534,330	-	-	3,934,217	10,307,919	-	-	4,909,926	8,726,250	-	-	-	34,809,124	
Transfers Out:																	
Replacement Allocations	567,900	-	-	-	2,710,000	-	-	-	2,901,000	-	-	-	-	-	-	6,178,900	
Pleasanton Advance Sale Sewer Permits	-	-	-	-	88,919	-	-	-	-	-	-	-	-	-	-	88,919	
Interfund Loan	-	-	5,000,000	-	-	-	-	-	-	-	-	-	-	-	-	5,000,000	
Allocation Recycled Water Program Fund	-	-	-	-	-	-	-	-	1,500,000	-	-	-	-	-	-	1,500,000	
Debt Service	-	-	-	-	-	-	-	-	675,000	-	-	-	-	-	-	675,000	
Total Transfers Out	567,900	-	-	5,000,000	2,798,919	-	-	-	5,076,000	-	-	-	-	-	-	13,442,819	
Total Expenses	3,675,399	-	6,460,358	6,154,398	20,121,413	-	4,636,251	15,119,280	33,567,737	35,000	5,349,719	12,979,181	1,135,007	854,331	1,534,802	111,622,876	
CalPERS Liability																-	
Net increase (decrease) pre RSF	(1,066,691)	7,957	33,331	(4,661,123)	1,884,474	79,101	890,763	1,371,378	1,521,539	803,052	2,797,212	(2,362,189)	-	(853,166)	(4,646)	440,991	
Ending Working Capital pre RSF	(140,080)	803,607	6,887,033	2,905,322	7,690,200	7,983,088	23,535,373	53,289,697	12,264,986	14,930,954	17,932,907	18,892,267	-	-	1,076,224	-	-
RSF Transfer In (Out)	200,902	(200,902)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net increase (decrease) post RSF	(865,789)	(192,945)	33,331	(4,661,123)	1,884,474	79,101	890,763	1,371,378	1,521,539	803,052	2,797,212	(2,362,189)	-	(853,166)	(4,646)	440,991	
(Estimated) Ending Working Capital June 30, 2018	\$ 60,822	\$ 602,705	\$ 6,887,033	\$ 2,905,322	\$ 7,690,200	\$ 7,983,088	\$ 23,535,373	\$ 53,289,697	\$ 12,264,986	\$ 14,930,954	\$ 17,932,907	\$ 18,892,267	\$ -	\$ -	\$ 1,076,224	\$ 168,051,578	

FYE 2018 PROPOSED OPERATING BUDGET Financial Reserve Status	Local Wastewater Enterprise 200	Local<br

FYE 2019 PROPOSED OPERATING BUDGET	Local Watewater Enterprise 200	Local Wastewater RSF 205	Local Wastewater Replacement 210	Local Wastewater Expansion 220	Regional Wastewater Enterprise 300	Regional Wastewater RSF 305	Regional Wastewater Replacement 310	Regional Wastewater Expansion 320	Water Enterprise 600	Water RSF 605	Water Replacement 610	Water Expansion 620	Administrative Cost Center 900	OPEB 965	DV Standby District 995	Total	
(Estimated) Ending Working Capital July 1, 2018	60,822	602,705	6,887,033	2,905,322	7,690,200	7,983,088	23,535,373	53,289,697	12,264,986	14,930,954	17,932,907	18,892,267	-	-	1,076,224	168,051,578	
Payment of Internal Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Draw from CERBT	-	-	-	-	-	-	-	-	-	-	-	-	912,826	-	-	912,826	
Adjusted Working Capital	60,822	602,705	6,887,033	2,905,322	7,690,200	7,983,088	23,535,373	53,289,697	12,264,986	14,930,954	17,932,907	18,892,267	-	912,826	1,076,224	168,964,404	
Revenues:																	
Total Service Charges	3,121,140	-	-	1,091,155	1,061,024	22,115,091	-	3,021,146	18,094,130	-	36,642,232	-	-	-	-	61,878,463	
Capacity Reserve Fees	-	-	-	565,672	642,419	-	-	43,063	565,627	731,532	4,748,138	10,868,832	-	-	-	38,884,424	
Other Revenues	20,683	8,036	20,716	72,487	133,288	79,892	246,147	537,775	129,671	132,884	3,875	1,799,787	1,135,292	-	1,530,156	7,038,106	
Interest (as adjusted/proposed)	8,030	-	-	-	-	-	-	-	-	-	137,975	216,085	-	1,177	-	1,724,163	
Total Revenues	3,149,853	8,036	1,111,871	1,699,183	22,890,797	79,892	3,267,293	18,674,968	37,337,530	864,416	4,889,988	12,884,704	1,135,292	-	1,177	1,530,156	109,525,156
Transfers In:																	
Replacement Allocations	-	-	685,800	-	-	-	-	2,920,000	-	88,919	-	-	3,101,000	-	-	6,706,800	
Pleasanton Advance Sale Sewer Permits	-	-	-	833,333	-	-	-	-	-	-	-	-	-	-	-	88,919	
Interfund Loan Repaid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	833,333	
Allocation Recycled Water Program Fund	-	-	-	-	-	-	-	-	-	-	-	1,500,000	-	-	-	1,500,000	
Debt Service	-	-	-	-	-	-	-	-	-	-	-	675,000	-	-	-	675,000	
Total Transfers In	-	-	685,800	833,333	-	-	-	2,920,000	88,919	-	-	-	4,601,000	675,000	-	-	9,804,052
Total Revenue	3,149,853	8,036	1,797,671	2,532,516	22,890,797	79,892	6,187,293	18,763,887	37,337,530	864,416	9,490,988	13,559,704	1,135,292	-	1,177	1,530,156	119,329,208
Operating Expenses:																	
Operating																	
Wages and Benefits	2,107,225	-	-	420,266	7,670,736	-	-	81,498	5,646,576	-	-	-	590,120	5,313,979	-	-	21,830,399
Staff Time Charged to Projects/JPAs	(70,520)	-	-	(6,366)	(664,964)	-	-	(4,297)	(377,693)	-	-	-	(21,642)	(8,085)	-	-	(1,153,567)
Other Personnel Costs	42,898	-	-	6,236	471,499	-	-	5,040	326,653	-	-	-	16,566	221,337	914,003	-	2,004,232
Chemicals, Gas & Electric	3,968	-	10,800	-	1,614,760	-	-	-	753,050	-	-	-	-	75,213	-	-	2,457,792
Other Materials	93,292	-	-	1,580	815,134	-	51,300	440	270,193	-	289,900	426,455	-	-	-	2,070,403	
Water Purchase	-	-	-	-	-	-	-	-	17,029,239	-	-	-	-	-	-	17,029,239	
Contracts	183,361	-	800	37,220	860,988	-	500	13,160	1,714,369	-	2,600	15,960	1,969,476	-	1,534,849	6,333,284	
Other	24,525	-	-	280	188,487	-	-	140	122,497	35,000	-	920	68,394	-	-	440,243	
Contribution to JPA	-	-	-	-	2,257,662	-	-	337,098	2,051,802	-	-	-	-	-	-	4,646,562	
Debt Service	-	-	16,800	-	1,464,003	-	-	4,313,022	-	-	-	-	3,057,963	-	-	8,834,987	
Capital Outlay	-	-	-	168,629	3,077,845	-	-	229,800	-	-	30,400	-	-	-	-	277,000	
Allocated Costs (as adjusted/proposed)	845,514	-	-	-	-	-	-	32,701	2,265,661	-	-	236,783	(6,627,132)	-	-	-	
Total Operating Expenses	3,230,263	-	28,400	627,845	17,756,149	-	-	281,600	4,778,801	29,802,347	35,000	322,900	4,323,125	1,135,292	914,003	1,534,849	64,770,573
Capital Projects - Proposed Fund Limits	-	-	1,726,764	-	-	-	-	5,036,225	9,279,750	-	-	9,051,550	6,239,952	-	-	-	31,334,241
Transfers Out:																	
Replacement Allocations	685,800	-	-	-	2,920,000	-	-	-	3,101,000	-	-	-	-	-	-	6,706,800	
Pleasanton Advance Sale Sewer Permits	-	-	833,333	-	88,919	-	-	-	-	-	-	-	-	-	-	88,919	
Interfund Loan Repayment	-	-	-	-	-	-	-	-	1,500,000	-	-	-	-	-	-	833,333	
Allocation Recycled Water Program Fund	-	-	-	-	-	-	-	675,000	-	-	-	-	-	-	-	1,500,000	
Debt Service	-	-	685,800	-	833,333	-	3,008,919	-	5,276,000	-	-	-	-	-	-	675,000	
Total Transfers Out	685,800	-	2,588,497	627,845	20,765,068	-	-	5,317,825	14,058,551	35,078,347	35,000	9,374,450	10,563,077	1,135,292	914,003	1,534,849	105,908,867
CalPERS Liability																-	
Net increase (decrease) pre RSF	(766,210)	8,036	(790,827)	1,904,671	2,125,730	79,892	869,468	4,705,335	2,259,183	829,416	116,538	2,996,627	-	(912,826)	(4,693)	13,420,341	
Ending Working Capital pre RSF	(705,387)	610,741	6,096,207	4,809,994	9,815,929	8,062,980	24,404,841	57,995,032	14,524,169	15,760,369	18,049,445	21,888,894	-	-	-	1,071,532	
RSF Transfer In (Out)	152,685	(152,685)	-	-	(937,855)	937,855	-	-	-	-	-	-	-	-	-	-	
Net increase (decrease) post RSF	(613,524)	(144,649)	(790,827)	1,904,671	1,187,875	1,017,747	869,468	4,705,335	2,259,183	829,416	116,538	2,996,627	-	(912,826)	(4,693)	13,420,341	
(Estimated) Ending Working Capital June 30, 2019	\$ (552,702)	\$ 458,056	\$ 6,096,207	\$ 4,809,994	\$ 8,878,074	\$ 9,000,835	\$ 24,404,841	\$ 57,995,032	\$ 14,524,169	\$ 15,760,369	\$ 18,049,445	\$ 21,888,894	\$ -	\$ -	\$ 1,071,532	\$ 182,384,746	

FYE 2019 PROPOSED OPERATING BUDGET Financial Reserve Status	Local Watewater Enterprise 200	Local



TITLE: Receive Presentation on Draft Capital Improvement Program 10-Year Plan for FYEs 2018 through 2027 and 2-Year CIP Budget for FYEs 2018 and 2019 and Provide Direction to Staff

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the draft Capital Improvement Program 10-Year Plan for Fiscal Years Ending 2018 through 2027 and 2-Year Budget for Fiscal Years Ending 2018 and 2019, and provide staff direction on any desired changes to the draft Plan and Budget.

SUMMARY:

The Capital Improvement Program (CIP) consists of the 10-Year Capital Improvement Plan and the 2-Year Capital Improvement Budget. The Capital Improvement Plan guides long-range policy and is also used to:

- Identify, prioritize, and schedule capital projects for the ten-year period.
- Establish a plan for generating the financial resources needed to complete these capital projects.

The first two years of expenditures in the Capital Improvement Plan comprise the District's 2-Year Capital Improvement Budget for FYEs 2018 and 2019. By adopting the Capital Improvement Budget, the Board:

- Authorizes total budgets for the individual capital projects.
- Authorizes the initiation of project expenditures in either fiscal year 2018 or 2019.
- Establishes the maximum expenditures from each fund for fiscal years 2018 and 2019.

Board recommended revisions to the draft Plan and Budget will be incorporated into a final Plan and Budget for Board adoption at the June 6, 2017 Board meeting.

Originating Department: Engineering Services	Contact: S. Delight	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Draft Capital Improvement Plan FYE 2018-2027	

STAFF REPORT



Board Meeting

May 16, 2017

Capital Improvement Program 10-Year Plan and 2-Year Budget

Recommendation

Staff recommends the Board review the 10-Year Capital Improvement Plan for Fiscal Years Ending (FYE) 2018 through 2027 and review the 2-Year Capital Improvement Budget for FYEs 2018 and 2019.

Overview

The Capital Improvement Program (CIP) consists of the 10-Year Capital Improvement Plan and the 2-Year Capital Improvement Budget. The Capital Improvement Plan guides long-range policy and is also used to:

- Identify, prioritize, and schedule capital projects for the ten-year period;
- Establish a plan for generating the financial resources needed to complete these capital projects.

The first two years of expenditures in the Capital Improvement Plan comprise the District's 2-Year Capital Improvement Budget for FYEs 2018 and 2019. By adopting the Capital Improvement Budget, the Board:

- Authorizes total budgets for the individual capital projects;
- Authorizes the initiation of project expenditures in either fiscal year 2018 or 2019;
- Establishes the maximum expenditures from each fund for fiscal years 2018 and 2019.

CIP and Strategic Plan Nexus

Development, approval and implementation of the CIP accomplishes a number of the District's Strategic Plan goals by providing specific projects and planned funding towards meeting the goals.

The CIP supports the strategic goal to develop a fully integrated Asset Management Program as the backbone of a cohesive business management strategy by implementing specific projects identified through Asset Management Program and setting aside a basic level of funding for assets that are projected to meet the end of their useful life over the next ten years.

For example, the Dublin Trunk Sewer Rehabilitation (CIP 16-S021) project was identified through a detailed evaluation of large diameter sewers through the Asset Management Program. The CIP also includes over the next ten years several sewer rehabilitation projects based on sewer condition ratings and water line replacement projects based on water line age, material and repair history identified through the Asset Management Program.

The CIP also meets several of the action items under the Strategic Plan goal to develop and implement an integrated potable and recycled water program. The Potable Water Supply Reliability Planning Project (16-W009) is funding the joint Tri-valley Potable Reuse Feasibility Study. The DERWA Supplemental Supply Project (16-R018) identifies supplemental supplies in support of the current recycled water program. Two programs, Capital Improvements to Increase Water Supply, Phases I and II, support the existing recycled water program and provide the funding for a future potable reuse project.

The Strategic Plan goal to diversify our biosolids management practices to address economic opportunities and regulatory challenges is furthered by the Biosolids Dewatering Facility Project (18-P013). Finally, the Strategic Plan Goal to enhance our ability to respond to emergencies is advanced with the Potable Water Pump Station Standby Generators/Emergency Response (16-W012) which will increase the reliability of the water distribution system in a power outage and the WWTP SCADA Improvements which will provide robust and redundant communication between the WWTP processes.

Overview of Capital Expenditures

The 10-Year Plan for FYEs 2018 through 2027 includes 107 projects and programs totaling \$174.6 million. The 2-Year Budget includes 64 projects totaling \$66.1 million. The capital project expenditures by fund are shown in Table 1. All expenditures are provided in current dollars.

Table 1. Capital Project Expenditures by Fund (in \$1000's)

Fund	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	10 Year Total
210	6,396	1,727	904	2,308	1,465	663	969	479	449	521	15,879
220	534	-	-	-	-	-	-	-	-	-	534
310	3,934	5,036	4,668	5,190	2,542	1,926	2,499	1,499	1,374	1,674	30,341
320	10,308	9,280	12,757	570	1,043	-	-	-	-	-	33,956
610	4,910	9,052	8,252	9,277	8,806	11,239	2,133	763	2,165	1,751	58,347
620	8,726	6,240	5,889	6,694	3,194	4,288	24	493	24	-	35,572
Total	34,809	31,334	32,469	24,038	17,050	18,116	5,624	3,233	4,012	3,945	174,630
2-Year:	66,143										

The total estimated CIP expenditures in the two year budget is \$66 million. Sixty percent of the expenditures are attributed to the seven projects listed below. The District has not had this many projects of this magnitude for over a decade.

- Dublin Trunk Sewer Rehabilitation Project (CIP 16-S021)
- Digester No. 4 (07-3203)
- Primary Sedimentation Expansion and Improvements (17-P004)
- Biosolids Dewatering Facility Project (18-P013)
- DERWA Treatment Facility Expansion Project (16-R014)
- Reservoir 10A (17-W003)
- Capital Projects to Increase Water Supply – Phase II (00-w002)

Additionally, the overall expenditures continue to remain elevated for FYE20 through FYE23 primarily due to the Biosolids Dewatering Project and the Capital Improvements to Increase Water Supply Program. The dewatering project expenditures in FYE20 are \$12 million. The Capital Improvements to Increase Water Supply Program, allocated for a potable reuse project, has a total estimated cost of \$40 million with \$35 million planned for in FYEs 20-23. This project is funded 75% through the water replacement fund and 25% through the water expansion fund.

After the significant expenditures noted above in the first six years of the plan, the expenditures decline in the remaining years of the plan as there are fewer expansion related projects proposed to serve new development. Although the projected expenditures are substantially lower in the latter years, it is anticipated that additional wastewater treatment plant rehabilitation and replacement projects will be identified in the next CIP Budget in these latter years and the expenditures will be higher.

There are some projects identified through asset management and master planning efforts that should be started in the first two years of the CIP. However, although there is adequate funding to pay for these projects, there is not adequate project management staff to move the projects forward. Therefore, some of the pipelines and sewer rehabilitation projects have been delayed a few years because of staffing limitations.

Working Capital

To assure the District has sufficient working capital and maintains the required minimum reserves, the revenue and expenditures in each of the funds are estimated and the anticipated working capital over the CIP Plan timeframe is calculated. If the working capital falls below the minimum reserves, staff will either reevaluate whether the additional revenue is required in the fund or will shift the proposed projects schedule to assure the minimum reserve is maintained. A graph of each fund's ten-year cash flow and working capital is provided in the draft CIP Plan and Budget. The working capital in each of the funds remains above the proposed minimum reserves for all funds over the ten year plan assuming the adoption of the proposed local and regional wastewater rates.

Long Term Capital Improvement Trends

Renewal and replacement needs identified by the Asset Management Program are reflected in individual capital projects and programs. The Capital Improvement Plan also reflects estimated long-term Asset Management Program expenditures.

Given that many of the District's wastewater and water pipelines were installed in the 1960s, the Asset Management Program indicates an increase in the spending beyond the Plan's 10-year horizon. To account for this anticipated increase, the estimated replacement costs for the five years beyond the Plan horizon is included as future spending in the local wastewater, regional wastewater, and water rehabilitation and replacement funds to create a 15 year expected average replacement expenditure estimate.

This 15 year average is used to derive the base value for calculating minimum capital replacement fund levels. Thus, the Capital Improvement Plan reflects not only intermediate term specific capital projects, but also longer-term estimates of asset replacement needs.

The Asset Management Program replacement models identify significant surges in replacement needs for the local sewer system and the water system after FYE 2025. The regional wastewater asset replacement model indicates fairly high expenditures over the next six years due to a backlog of equipment to be replaced that is beyond its estimated life. The estimated regional wastewater expenditures then increase until approximately FYE 2030, which is the 30 year anniversary of the Stage 4 WWTP Expansion Project. Beyond that timeframe, the expenditures drop briefly then increase at a relatively consistent rate for the remainder of the model. Graphs of the rehabilitation and replacement costs for the local sewer wastewater, water, and regional wastewater assets are shown in Figures 1, 2 and 3 respectively.

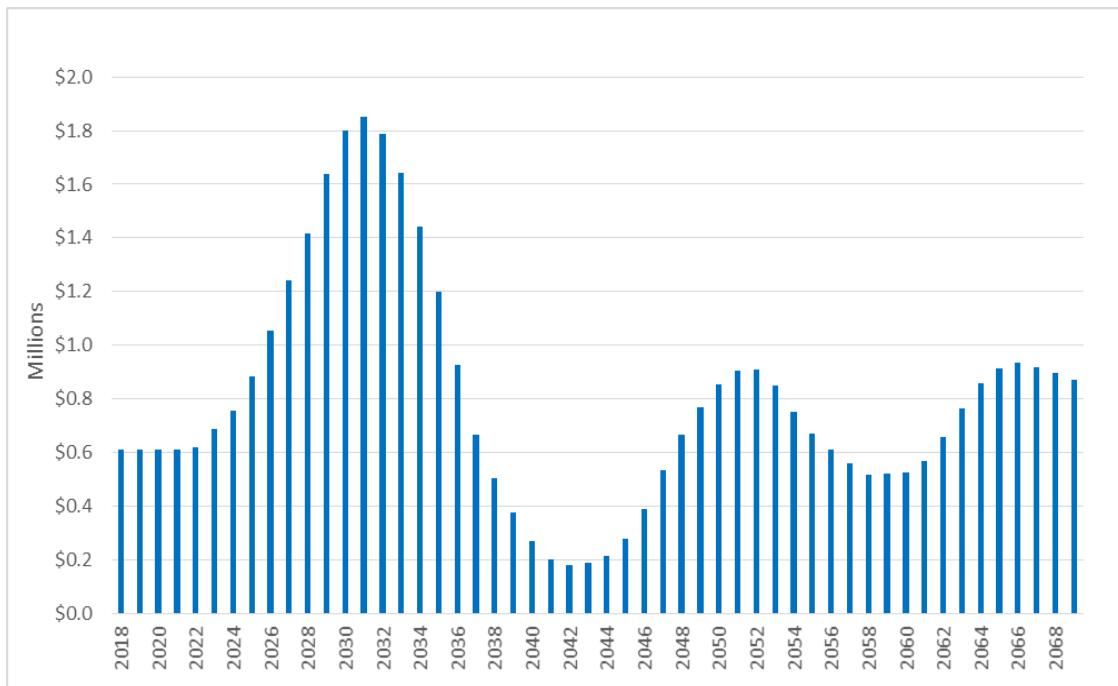


Figure 1 – Local Wastewater System Long-term Replacement Costs

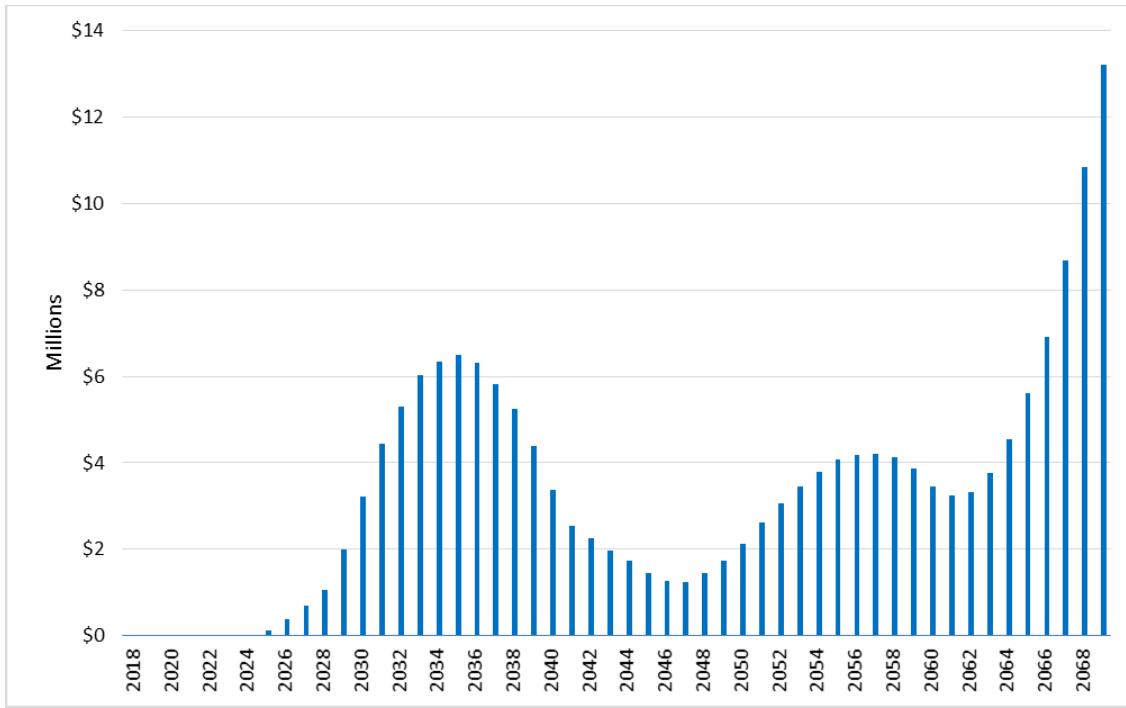


Figure 2 – Water System Long-term Replacement Costs

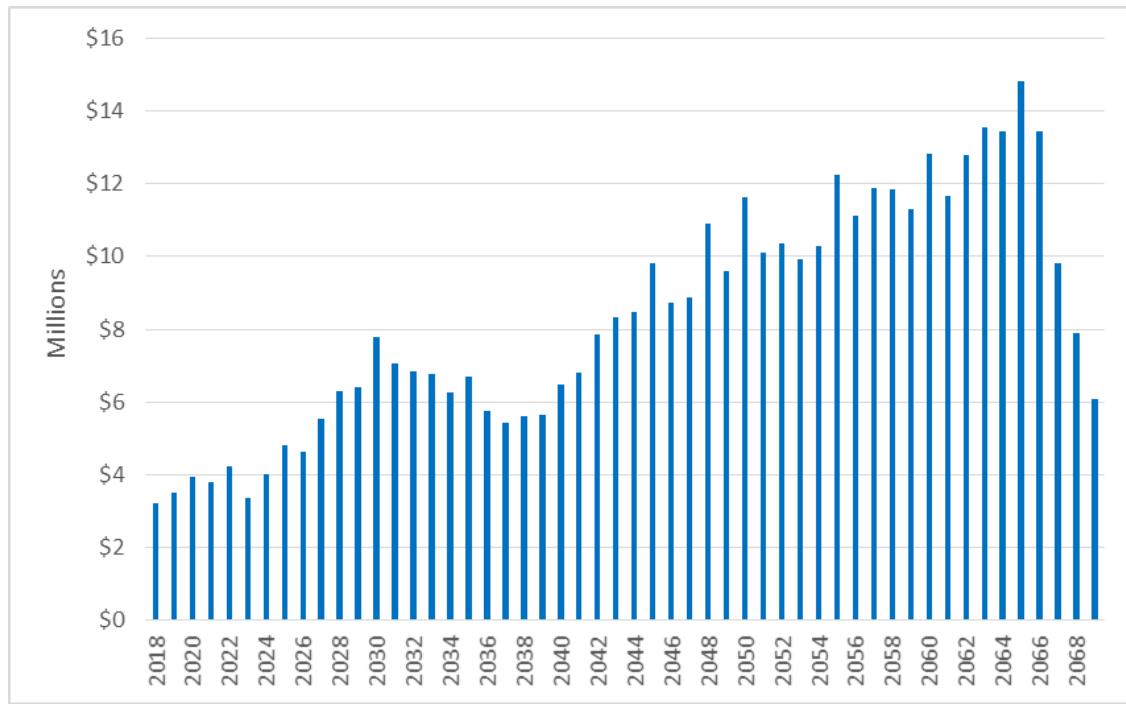


Figure 3 – Regional Wastewater Long-Term Replacement Costs

Concurrently with the escalation of local sewer, water, and regional sewer replacement costs after FYE 2025, there is expected to be a significant decline in revenues to the various replacement funds arising from reduced transfers from the capacity reserve component of the expansion funds. At this point, development in the service area will be approaching build out and connection fees will diminish. This creates a conundrum where infrastructure begins to accelerate its depreciation at almost the same time that a major revenue source begins a significant decline.

Fortunately, the policy of setting capital replacement reserve levels at twice the 15 year average of planned capital projects plus known asset management replacement needs will help to mitigate the problem of increasing costs and decreasing capacity reserve revenue. The average annual replacement cost will increase, leading to an increase in replacement reserve requirements, which will gradually signal the need for additional capital funding. Within each two year budget period, the District can assess the need for growth in utility rates to make up the difference. Thus, the District will be able to capitalize on its growing Asset Management Program to plan a sensible long-term ramp-up of rehabilitation and replacement funding through user fees.



**Dublin San Ramon
Services District**

Water, wastewater, recycled water



DRAFT

CAPITAL IMPROVEMENT PROGRAM

**Ten Year Plan
for Fiscal Years
Ending 2018 through 2027**

and

**Two Year Budget
for Fiscal Years
Ending 2018 and 2019**



DRAFT

Capital Improvement Program

10 Year Plan

For Fiscal Years Ending 2018 through 2027

&

2 Year Budget

For Fiscal Years Ending 2018 and 2019

To be adopted by the Board of Directors on June 6, 2017

Board of Directors

Richard Halket, President

Georgian Vonheeder-Leopold, Vice President

Edward Duarte, Director

Madelynne (Maddi) Misheloff, Director

D. L. (Pat) Howard, Director

General Manager

Dan McIntyre

Engineering Services Manager/District Engineer

Judy Zavadil, PE

Administrative Services Manager

Carol Atwood, CPA

Operations Manager

Jeff Carson

Capital Program Manager

Steve Delight, PE

Document Coordination

Gemma Lathi – *Administrative Analyst II*

Technical Assistance

Ken Peterson – *GIS Specialist II*

Mayette Bailey – *Financial Analyst*

Stan Kolodzie – *Associate Engineer*

Table of Contents

Chapter 1: Executive Summary

▪ District Mission	1
▪ Capital Improvement Program Budget and Plan.....	1
▪ Highlighted Projects.....	4

Chapter 2: Financial

▪ Replacement and Expansion Fund Cash Flow and Working Capital.....	8
▪ Fund Cash Flow and Working Capital Graphs.....	12
▪ Budget Controls	18

Chapter 3: Project Sheets (Grouped by Categories)

▪ Study/Master Plan	20
▪ General.....	25
▪ Water System.....	38
▪ Wastewater Collection.....	77
▪ Resource Recovery Facilities.....	93

Appendices:

A – Project Expenditures by Fund.....	134
---------------------------------------	-----

CHAPTER 1: EXECUTIVE SUMMARY

DISTRICT MISSION

The mission of the Dublin San Ramon Services District (“District” or “DSRSD”) is “*to provide reliable, sustainable, water, wastewater, and recycled water services safely, efficiently and responsibly.*”

DSRSD provides potable water, recycled water, and wastewater services for portions of the Livermore-Amador Valley and San Ramon Valley in the Counties of Alameda and Contra Costa. Specifically, the District provides:

- Water and recycled water distribution within the city of Dublin and to the Dougherty Valley portion of the city of San Ramon
- Wastewater collection, treatment and disposal for the city of Dublin and the southern portion of city of San Ramon in the I-680 corridor
- Wholesale recycled water treatment for Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Authority (DERWA) and the city of Pleasanton
- Contract operation of DERWA facilities and the backbone transmission network
- Wastewater treatment and disposal, through contract, to the city of Pleasanton
- Contract operation of Livermore Amador Valley Water Management Authority (LAVWMA) facilities.

CAPITAL IMPROVEMENT PROGRAM BUDGET AND PLAN

The Capital Improvement Program (CIP) is integral to the achievement of the District’s mission and implementation of the strategic plan. Many of the strategic plan goals required to carry the mission are accomplished through the CIP.

The District’s CIP defines the projects to:

- Protect human health and the environment
- Maintain and rehabilitate existing assets
- Respond to regulatory requirements
- Accommodate planned future growth

The CIP consists of the Ten-Year Capital Improvement Plan (CIP Ten-Year Plan) and the Two-Year Capital Improvement Budget (CIP Two-Year Budget). The CIP Ten-Year Plan guides long-range policy and is also used to:

- Identify, prioritize, and schedule capital projects for the ten-year period
- Project the revenue and expenditures and resultant working capital in the District’s capital expansion and replacement funds

The first two years of expenditures in the CIP Ten-Year Plan comprise the District’s CIP Two-Year Budget. By adopting the CIP Two-Year Budget, the Board:

- Authorizes the initiation of project expenditures in either fiscal year 2018 or 2019
- Authorizes total budgets for the individual capital projects
- Establishes the maximum expenditures from each fund for fiscal years 2018 and 2019

Capital Replacement and Expansion Funds

The District has three business enterprises: local wastewater collection, regional wastewater treatment (resource recovery) and water. Each business has four funds: enterprise, rate stabilization, replacement and expansion. The Capital Improvement Program outlines the capital expenditures planned in the replacement and expansion funds.

Local Wastewater Replacement (Fund 210) – The funding source to replace and improve local sewer facilities to handle existing wastewater flows. Facilities include trunk sewer lines, lift stations, and related appurtenances that transfer wastewater from the point of origin to the regional wastewater treatment plant.

Local Wastewater Expansion (Fund 220) – The funding source to expand or add local sewer facilities to accommodate increased wastewater flows from new development.

Regional Wastewater Replacement (Fund 310) – The funding source to replace and improve the regional wastewater treatment plant to process existing wastewater flows before further treatment for recycled water or transit through the LAVWMA pipeline to the San Francisco Bay for disposal.

Regional Wastewater Expansion (Fund 320) – The funding source to expand or add to the regional wastewater treatment plant and related appurtenances that process future wastewater flows.

Water Replacement (Fund 610) – The funding source to replace and improve facilities to treat recycled water, as well as the pipelines, pump stations, reservoirs, and related appurtenances to distribute potable water from the Zone 7 turnouts to the customers and recycled water from the DERWA turnouts to the recycled water customers.

Water Expansion (Fund 620) – The funding source to expand or add facilities to treat recycled water and to distribute potable and recycled water.

A CIP project can have more than one funding source depending on the project scope. The fund split for multi-funded projects are determined based on the Board's Project Cost Allocation Policy.

Capital Improvement Program Expenditures

The CIP Ten-Year Plan for FYEs 2018 through 2027 includes 107 projects and programs totaling \$174.6 million. The CIP Two-Year Budget includes 64 projects and programs totaling \$66.1 million. Table 1 provides a summary of CIP expenditures by fund over the ten-year plan period. Individual CIP project expenditures by fund are provided in Appendix A. Table 2 provides a summary of CIP expenditures over the 2-year CIP budget for each fund grouped by business enterprise. All expenditures are provided in current dollars.

Capital Fund Balances

This CIP include fund working capital graphs for the ten-year term of the plan in Chapter 2. As revenues and expenditures change from year to year, the resulting fund working capital for each fund varies. Based on planned revenues and expenditures, all capital funds are anticipated to remain at or above the fund reserve minimums as further discussed in Chapter 2.

Table 1. Ten-Year CIP Plan expenditures by fund (in \$1000's)

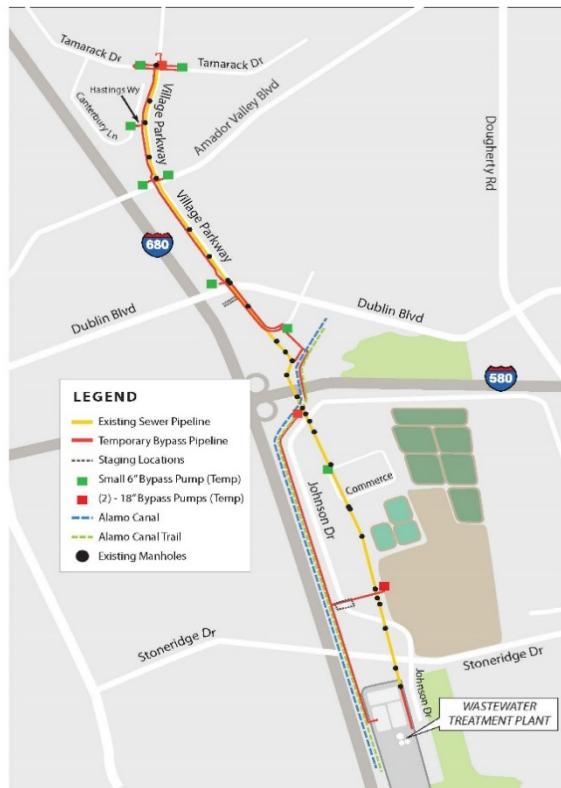
Fund	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	10 Year Total
210	6,396	1,727	904	2,308	1,465	663	969	479	449	521	15,879
220	534	-	-	-	-	-	-	-	-	-	534
310	3,934	5,036	4,668	5,190	2,542	1,926	2,499	1,499	1,374	1,674	30,341
320	10,308	9,280	12,757	570	1,043	-	-	-	-	-	33,956
610	4,910	9,052	8,252	9,277	8,806	11,239	2,133	763	2,165	1,751	58,347
620	8,726	6,240	5,889	6,694	3,194	4,288	24	493	24	-	35,572
Total	34,809	31,334	32,469	24,038	17,050	18,116	5,624	3,233	4,012	3,945	174,630
		2-Year:	66,143								

Table 2. Two-Year CIP Budget expenditures by fund and business enterprise

Project Categories:	Local Wastewater Replacement (Fund 210)	Local Wastewater Expansion (Fund 220)	Regional Wastewater Replacement (Fund 310)	Regional Wastewater Expansion (Fund 320)	Water Replacement (Fund 610)	Water Expansion (Fund 620)	Totals per Category
Study/Master Plan	\$ 171,250	\$ 513,750	\$ 753,750	\$ 21,250	\$ -	\$ -	\$ 1,460,000
General	\$ 344,000	\$ 15,000	\$ 186,500	\$ -	\$ 954,500	\$ 90,000	\$ 1,590,000
Water System	\$ 41,161	\$ 5,580	\$ 5,000	\$ -	\$ 12,747,757	\$ 14,876,202	\$ 27,675,700
Wastewater Collection	\$ 7,528,335	\$ -	\$ -	\$ -	\$ 92,219	\$ -	\$ 7,620,554
Resource Recovery Facilities	\$ 38,500	\$ -	\$ 8,025,192	\$ 19,566,419	\$ 167,000	\$ -	\$ 27,797,111
Totals per Fund	\$ 8,123,246	\$ 534,330	\$ 8,970,442	\$ 19,587,669	\$ 13,961,476	\$ 14,966,202	\$ 66,143,365

HIGHLIGHTED PROJECTS

Dublin Trunk Sewer Rehabilitation (CIP 16-S021). This project will rehabilitate the Dublin trunk sewer in Village Parkway from Tamarack Drive south to Clark Ave, then from Clark Ave under Highway 580 to Commerce Circle in Pleasanton. The project also includes rehabilitation of the sewer from the intersection of the Dublin and Camp Parks trunk sewers to the wastewater treatment plant entrance. The Dublin trunk sewer was installed in 1960 and 1961. As part of the asset management program for the collection system, a large diameter sewer inspection project evaluating the condition of collection system trunk lines was completed in late 2013. The sewer showed significant deterioration and exposed reinforcing steel in locations. This project's total estimated cost is \$6,665,000.



WWTP Anaerobic Digester No. 4 (CIP 07-3203).

The 90% design of a fourth digester was completed in 2010. However, with the economic downturn and because the inflows to the wastewater treatment plant have not increased over the past few years, the project was postponed. The digesters decompose and stabilize the process volatile solids, reduce the solids volume, and eliminate pathogenic organisms. With all three digesters in service, there is sufficient digester capacity to accommodate the loading. However, digesters need to be taken out of service every 4 to 5 years for cleaning. The recently completed Wastewater Treatment Plant and Biosolids Master Plan identified that this project needs to be completed immediately in order to keep up with current solids loading rates. Without adequate digestion, increased volatile solids will enter the facultative sludge lagoons which could result in odor problems. The purpose of this project is to construct anaerobic digester No. 4 in approximately the same size and volume as digester No. 3 to provide adequate reliability and redundancy to this critical process. This project also includes the design of a fats, oils and grease (FOG) receiving



station. There are potential benefits to the community, the environment, and the District in receiving FOG for digestion. FOG digestion can provide a cost effective and environmentally superior method for waste haulers to dispose of the FOG, generate revenue to the District through tipping fees, increase gas production and improve the solids destruction capability of the digestion process. This project's total estimated cost is \$13,131,000.

Primary Sedimentation Expansion and Improvements (17-P004). This project will improve primary treatment capacity at the wastewater treatment plant. Currently, there are four primary sedimentation basins at the plant that are performing below industry standards, which puts added burden on the downstream treatment process. Studies completed during the Wastewater Treatment Plant and Biosolids Master Plan update indicate that they may be operating below the industry standard. The project will add at least one new primary treatment basin, or potentially two. The District may also consider adding baffles to the new and existing primaries to increase treatment efficiency. Improved treatment efficiency will ease the loading on downstream treatment, reducing air needed for aeration, and improve the secondary process. Overall turbidity will be reduced in the effluent leaving the plant. An added bonus, solids that are captured in the primary process, once digested, are easily converted to biogas, and will increase overall digester gas production, which will offset natural gas currently used in the cogeneration engines. This project's total estimated cost is \$10,000,000.

Biosolids Dewatering Facility (CIP 18-P013). The District operates six facultative sludge lagoons (FSL) to stabilize digested sludge from the wastewater treatment plant and a 55-acre dedicated land disposal (DLD) site where the biosolids residuals are tilled into the soil. The Wastewater Treatment Plant and Biosolids Master Plan evaluated the current method of biosolids handling and disposal. The master plan confirmed the current FSL/DLD operation has the lowest capital and operating costs for biosolids disposal



and recommended continuing the current operation. The DLD is hydraulically limited, the water content of the biosolids will make the field too wet and the district cannot dispose the biosolids at the rate at which they are generated, resulting in an accumulation of biosolids in the FSLs. The Master Plan recommended the District begin to investigate a small scaleable dewatering system to handle a portion of the biosolids deposited in the FSL. The dewatered biosolids may be deposited at the DLD, or they may be hauled to another location for disposal. The current two-year budget includes \$2,500,000 for the smaller pilot facility with the remaining budget in future years. This project's total estimated cost is \$16,095,000. In an effort to diversify future disposal options, the District is participating in the Bay Area Biosolids to Energy Project (BAB2E). BAB2E continues to evaluate technologies that can potentially harvest the energy locked in biosolids and reclaim elements of value, while reducing the volume of the residuals. Should a viable alternative come along in the future, the District may choose to pursue it at that time.

Wet Weather Flow Capacity and Chlorine Contact Tank Dewatering (CIP 14-P005). This project will improve the wet weather flow capacity of the wastewater treatment plant secondary system. The current max flow rate that can be achieved at the treatment plant without diverting the holding basins is approximately 38 mgd. At this flow rate, the secondary clarifiers back up and become flooded. The condition has been studied, and the “bottleneck” is at the junction box that feeds water from the secondary effluent line to the chlorine contact tank. The project will remove a concrete wall and add a weir within the junction box to allow secondary effluent to flow more freely to the chlorine contact tank during wet weather events. This improvement will allow up to 46 mgd to flow through the structure. This project’s total estimated cost is \$507,000.

Reservoir 10A (17-W003). This project will replace the existing 3.0 million gallon reservoir with a new 4.1 million gallon reservoir. Existing Reservoir 10A was constructed in the 1940s as an open cut reservoir as part of the Camp Parks water system. It currently serves Zone 1 in central Dublin, however, the bottom elevation is about 15 feet above the rest of the zone’s hydraulic grade line, creating operational difficulties. The recently approved 2016 Water System Master Plan identified a storage deficiency of 1.1 million gallons within Zone 1. The master plan reviewed potential sites to construct a new tank to fill the deficiency. The master plan recommended that the most economical course of action to mitigate the storage deficiency would be to demolish the existing reservoir and replace it with a larger reservoir that is at the correct elevation. This will gain additional storage, set the tank at the correct elevation, eliminate operational difficulties, and replace a 70 year old asset on property that the District currently owns. This project’s total estimated cost is \$7,636,000.

Water Line Replacement – Wineberry Area (16-W017). This project will rehabilitate or replace the waterlines in the Wineberry area consisting of Wineberry Way, Locust Place, Cypress Court, Locust Place – South and North, and Mullberry Place. The water pipelines in the area are constructed with asbestos concrete (AC), which was the pipeline material of choice in the mid-70s. The material is brittle and prone to cracks and leaks, and has had many leaks in the past several years. As part of the asset management program for the water distribution system, water mains constructed with AC of this era have been identified, and will systematically be rehabilitated or replaced over time. This project’s total estimated cost is \$2,207,000.

Potable Water Pump Station Standby Generators/Emergency Response (CIP 16-W012). This project will increase the reliability of the water distribution in the event of power outage. A power outage can be caused by several factors – storms, extreme heat, seismic event, localized issues with the power grid, etc. At this time, there is only one pump station in the water distribution system with a permanent standby generator. This project will add permanent standby generators at five pumps stations: 2C, 3A, 20B, 200A, and 300B. The addition of permanent standby generators will allow our water system operators to move water up to each of the distribution zones. This project’s total estimated cost is \$3,040,000.

DERWA Projects. With the expansion of DSRSD, EBMUD and Pleasanton recycled water distribution systems, it is anticipated that in the next two to three years, the recycled water peak day demand will exceed the wastewater available for recycled water treatment and will exceed the capacity of the DERWA water recycling plant and pump station. There are two DERWA projects included in the CIP which DSRSD will contribute towards: DERWA Supplemental Supply (CIP 16-R018) and DERWA Recycled Water Plant Phase 2 (CIP 16-R014). The estimated cost of both projects is \$21,327,450 with a net cost of \$10,085,237 after reimbursement from DERWA.

Capital Improvements to Increase Water Supply Program – Phase II (CIP 00-W002). This program will develop projects to meet the objectives of the Water Supply and Conservation Policy adopted by the Board on October 20, 2015. This program will focus on diversifying the sources of water supply so that no less than 60% of total demand (potable and recycled) is satisfied by local and regional water supplies, and that no more than 40% of total water supply (potable and recycled) comes from any one physical source. The program will fund the most feasible potable reuse projects outlined in the Tri-Valley Potable Reuse Feasibility Study. This \$40 million program will be funded 25% by the Water Expansion Fund and 75% by the Water Replacement Fund based on the ratio of current water demands to projected build-out water demands.

Board Meeting Audio/Video Improvements (CIP 16-A004). The audio and video system equipment in the Board room is the original equipment installed when the building was constructed in 1992. It is difficult to find replacement parts or re-engineer the system to keep it functioning. To provide transparency in conducting District business, the District began providing video recordings of Board meetings on the District website in November 2012. The quality of the audio and video in the recordings is poor. This project will retrofit the boardroom lighting and sound system and install video cameras and video streaming equipment to enable quality video streaming and indexing of Board meetings. It will also improve the ability of people attending Board meeting to hear what is being said. There will be several options for improvement developed for this project. Depending on the option, selected there may be an additional ongoing annual cost for third party support for videotaping, streaming, and indexing of the video. This project's total estimated cost is \$245,000.



CHAPTER 2: FINANCIAL OVERVIEW

REPLACEMENT AND EXPANSION FUND CASH FLOW AND WORKING CAPITAL

To assure the District has sufficient funds to maintain existing assets and to construct the facilities to meet the needs of new customers, the District projects the revenues and expenditures in the capital replacement and expansion funds over the ten-year CIP plan period and verifies the fund working capital is greater than the minimum financial reserve level as defined in the Financial Reserve Policy. A summary of the revenues and expenditures in replacement and expansion funds is provided below and a graph of each fund's ten-year cash flow and working capital is provided on pages 12 through 17.

Revenues

The revenue in the replacement and expansion funds includes:

- Replacement Allocations (indirectly from rates)
- Capacity Reserve Fees
- Interest
- Other Revenue

The Capital Improvement Program is funded by two main sources of revenue: rates and fees. Rates are collected from current customers and are used to pay normal operating costs. A portion of the rates is also allocated to the replacement funds (Replacement Allocations) to pay for capital projects that replace or improve facilities that benefit existing customers.

Capacity Reserve Fees are collected from development projects. The fees are used to pay for debt related to facilities that were built to add capacity for future customers and to pay for new projects that serve future customers. The District will often build a facility that is sized to meet capacity needs into the distant future. A buy-in component of the fee is collected for new development to pay for the use of existing excess capacity.

The revenues in the replacement funds are derived from replacement allocations from the operating fund rates and the buy-in component of capacity reserve fees. The revenues in the expansion funds are derived from capacity reserve fees as well as other revenue derived from permitting and inspection fees. In addition, each fund has interest revenue derived from the capital in the fund.

The revenue from rates over the ten-year plan is estimated by applying normal water rates to the fiscal year 2016 water consumption. The water consumption is increased by the estimated growth in customers from development in each year. The revenue is then adjusted by the current consumer price index in each year. A portion of the rates is then allocated to the capital replacement funds.

The revenue from fees is estimated based on the number of future water and wastewater connections anticipated with planned development provided by the cities of Dublin, Pleasanton, and San Ramon. The number of connections in the first three years are based on the planned development slated for those years. The number of projected connections over the remaining seven years of the plan are averaged over those years as the actual timing of development in the latter years is difficult to predict. The impact of developer use of capacity reserve fee credits have been accounted for by reducing the number of connections by the number of outstanding credits.

Expenditures

The expenditures in the replacement and expansion funds include:

- Capital Expenditures
- Other Expenses
- Loan Payments/Debt
- Allocated District Overhead

The CIP Ten-Year Plan and Two-Year Budget include capital expenditures for capital improvement projects and capital improvement programs.

Capital improvement projects include:

- All assets acquired through a public works contract as defined by the California Public Contract Code Section 1101.
- All “major infrastructure” capital assets, as defined in the District’s Infrastructure Responsibility and Funding Policy.
- Studies that lead to the acquisition or improvement of a capital asset and the acquisition or improvement of any other capital asset that meet such criteria.

The CIP Ten-Year Plan also contains ten capital improvement programs. Programs assure adequate revenue is identified to fund capital assets or projects that are anticipated but do not yet have a definitive scope and budget. Once a specific scope of work and budget is identified, a project can be created from the CIP program.

Some programs set aside money for undefined asset rehabilitation and replacement projects. The District, based on the Asset Management replacement models, sets aside a basic level of expenditures for assets that are expected to reach the end of their useful life and may need to be repaired or replaced within the CIP ten-year plan period. These programs include:

- Water System Replacement and Rehabilitation Program (00-W001)
- Wastewater Collection System Replacement and Rehabilitation Program (00-S020)
- RWTF Replacement and Rehabilitation Program (00-P026)
- Fleet Replacement Program (T18-23)
- Facilities Replacement Program (T18-24)
- Reservoir Recoating Program (T16-67)
- Street Overlay Modification Program (00-A003)

Other programs set aside funding for a particular District initiative which may ultimately fund more than one individual CIP project.

- Energy Management Program (00-3120)
- Capital Improvements to Increase Water Supply Program-Phase 2 (00-W002)
- Capital Improvements to Increase Water Supply Program-Phase 1 (00-W001)

In addition to the capital expenditures, the working capital also accounts for allocated district overhead and other expenses. The “other expenses” associated with Local Sewer Expansion Fund (220) and Water Expansion Fund (620) include labor and materials to complete plan check and inspection of developer dedicated infrastructure. The “other expenses” associated with the replacement funds are items from

the operating budget and include capital outlay, professional services and materials. Capital outlay is the replacement of large items such as a pump or a truck. The costs of capital outlay items are directed to the appropriate, rate based, replacement fund in order to make sure that the correct funds are funding the items.

Other expenditures include loan payments and debt service. Local Wastewater Replacement Fund (210) shows an interfund loan from Local Wastewater Expansion Fund (220) that will be repaid over 6 years. Water Expansion Fund (620) shows a DERWA loan that will be repaid over ten years. Regional Expansion Fund (320) shows LAVMWA debt service which will be repaid through fiscal year 2031. Each funds expenditures are represented by blue bars on the working capital charts. Loan payments and debt service are shown as purple bars in the expense column.

Financial Reserves

The District's Financial Reserves Policy designates financial reserves in order to protect the District's investment in various assets, satisfy its commitments under its numerous financial, regulatory and contractual obligations and to stabilize long-term rates for its customers.

For capital replacement funds (210, 310, 610), the minimum reserve is twice the average annual expenditures in the fund based on the next 15 years of planned expenditure which includes the ten-year capital expenditures plus an estimate of asset replacement needs for the subsequent five years.

For the expansion funds (220, 320, and 620), minimum reserve is the greater of:

- Two years debt service
- Two years of project expenditures

Fund Financial Summary

The working capital remains above the minimum reserve for all capital replacement and expansion funds for the two year budget period.

Local Wastewater Replacement Fund (210) and Expansion Fund (220). Although the working capital in Fund 210 remains above the fund minimum reserve target, the cash flow in this fund is based on two proposed actions. The first is an interfund loan from Fund 220 to provide the funding for two large projects in this fund, the Dublin Trunk Sewer Rehabilitation Project and the Dublin Boulevard Widening (Dublin Lift Station relocation) Project. The second is a substantial increase in the replacement allocations to this fund from rates.

The total revenue for Fund 210 historically has been approximately \$900,000 with two thirds of the revenue derived from the buy-in component of the capacity reserve fees and the remaining from rates. The current funding level is not sufficient given the increasing rehabilitation and replacement costs associated with the aging infrastructure. In addition, the revenue from the capacity reserve fees is uncertain from year to year because of local economic factors. If development experiences a lull, the revenue stream from the buy-in component shrinks, potentially aggravating cash flow problems for the fund. To mitigate this issue, staff has proposed an increase in local wastewater rates to increase the replacement allocations from the rates to this fund.

Fund 220 has one major “expenditure” shown in 17-18. This expenditure is an interfund loan to the local replacement fund, and will be repaid over 6 years, also shown on the chart. There are no other major expenditures over the ten-year planning period.

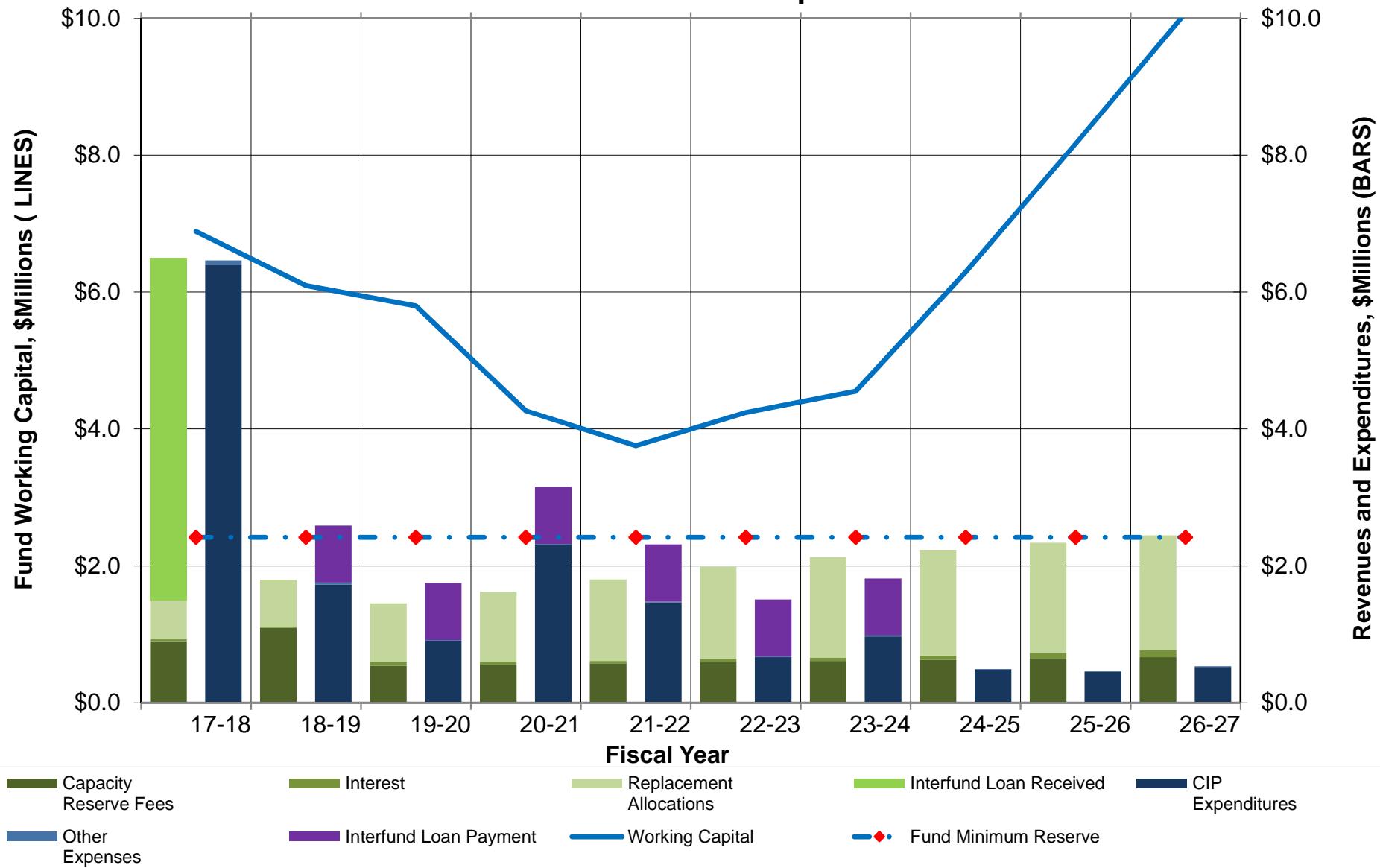
Regional Wastewater Replacement Fund (310) and Expansion Fund (320). These funds show a healthy balance well above the minimum reserve over the life of the plan. There are several large projects planned over the first five years with funding split between the replacement and expansion funds. Fund 310 is shown gaining balance towards the end of the plan, which, based on the Asset Management Program, will coincide with an anticipated increase in capital replacement costs due to aging infrastructure. Fund 320 gains balance towards the end of the plan, saving for the eventual payoff of fund debt.

The Water Replacement Fund (610) and Expansion Fund (620). These funds show reasonable balances throughout the plan. The working capital for Fund 610 shows a downward trend over the first six years of the plan before it begins to recover. This is due to an anticipated potable reuse project. If that project schedule is delayed, the working capital would adjust accordingly. Fund 620 has several large projects over the first several years of the plan, and beyond that, there is only one significant expansion project remaining beyond the ten-year plan horizon.

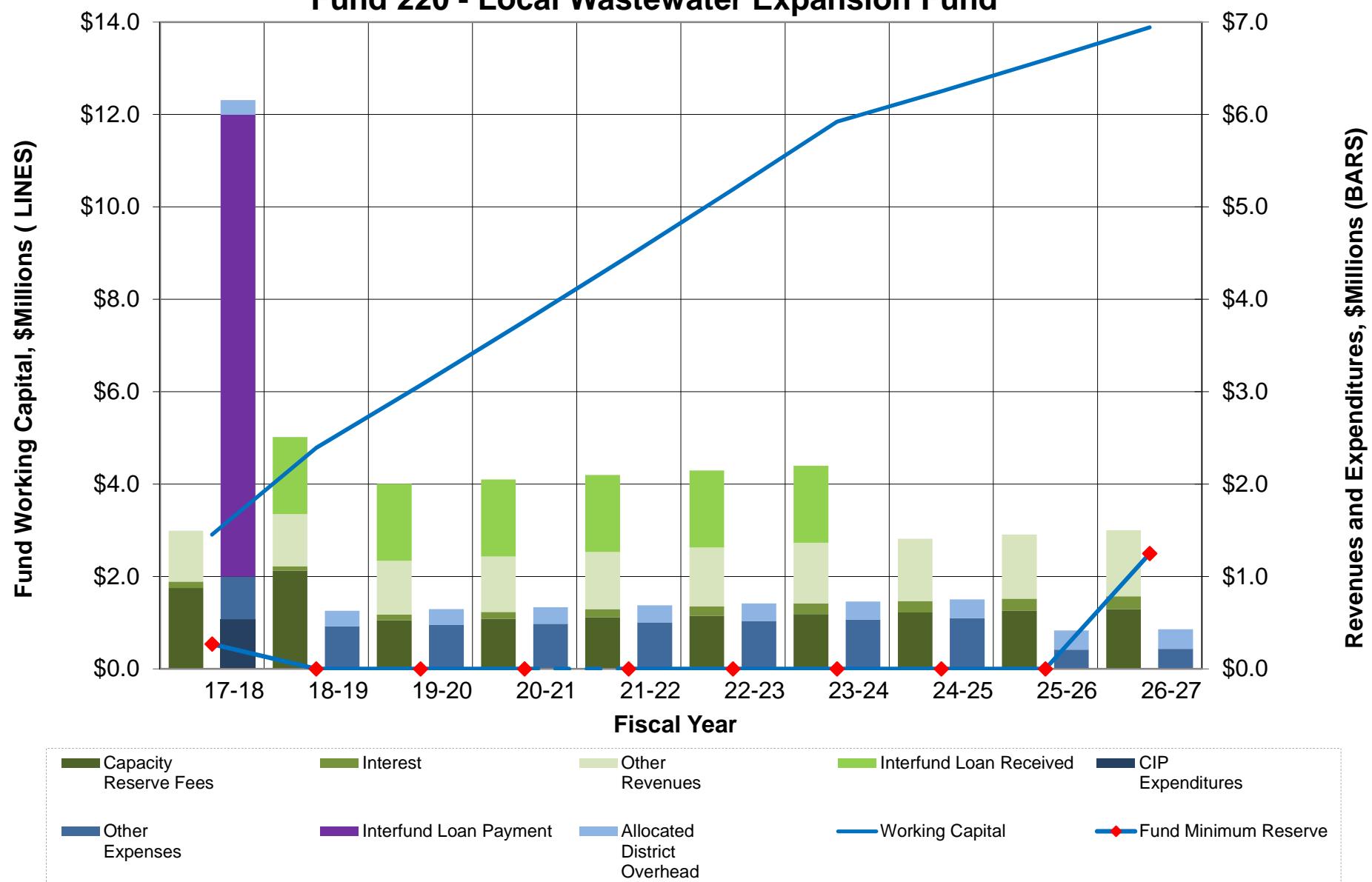
FUND CASH FLOW AND WORKING CAPITAL GRAPHS

The following pages show the cash flow and working capital graphs for each fund.

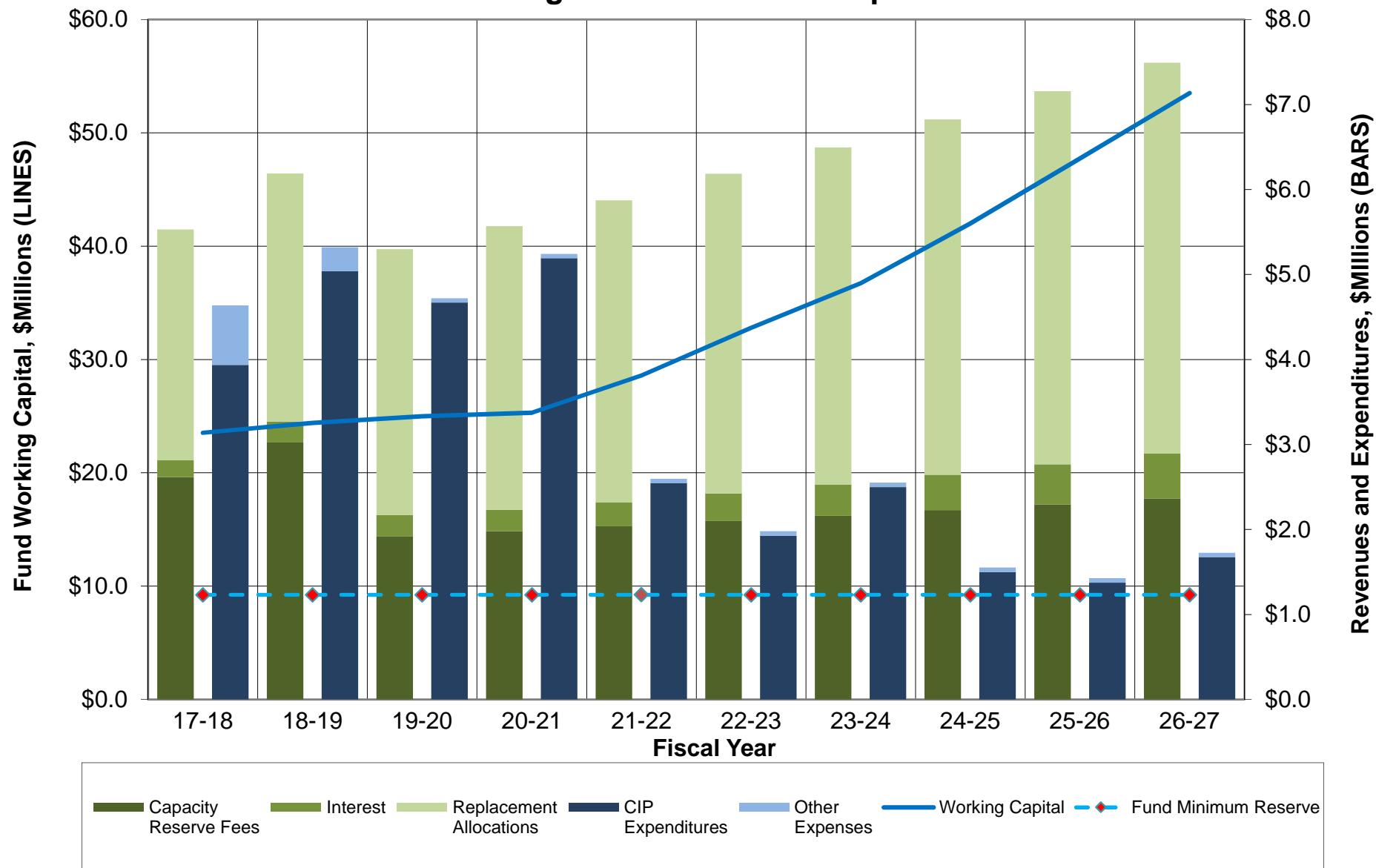
Fund 210 - Local Wastewater Replacement Fund



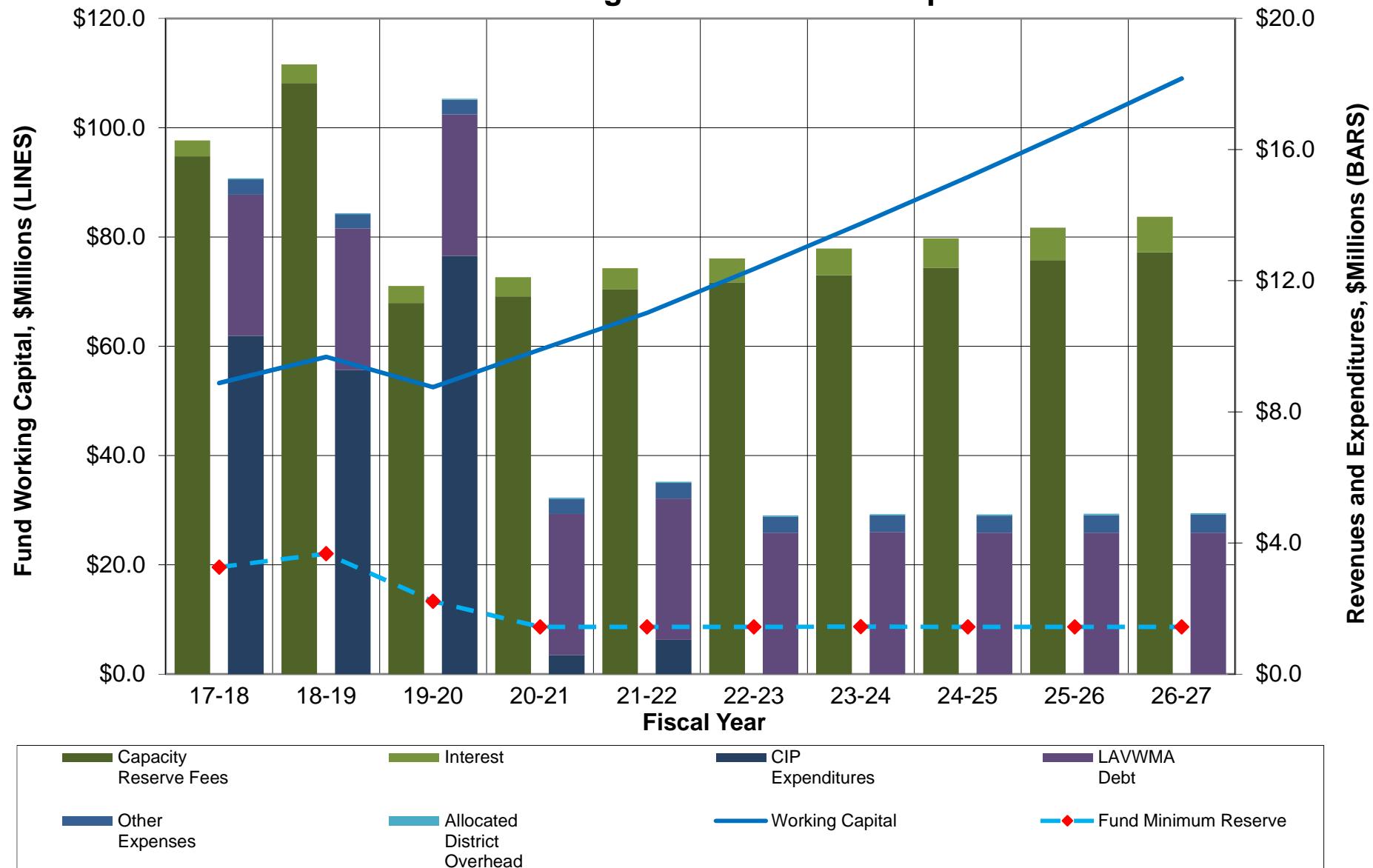
Fund 220 - Local Wastewater Expansion Fund



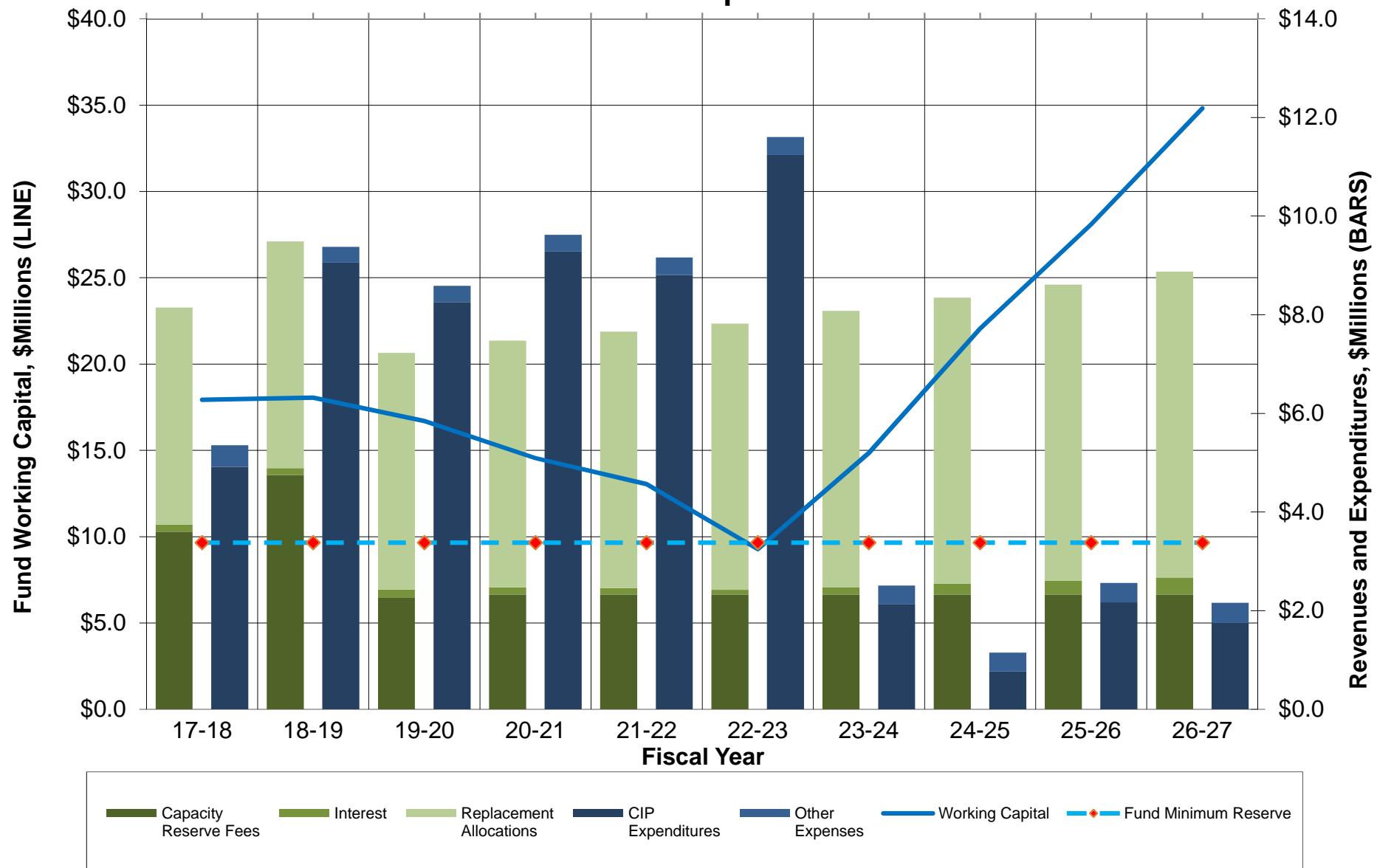
Fund 310 - Regional Wastewater Replacement



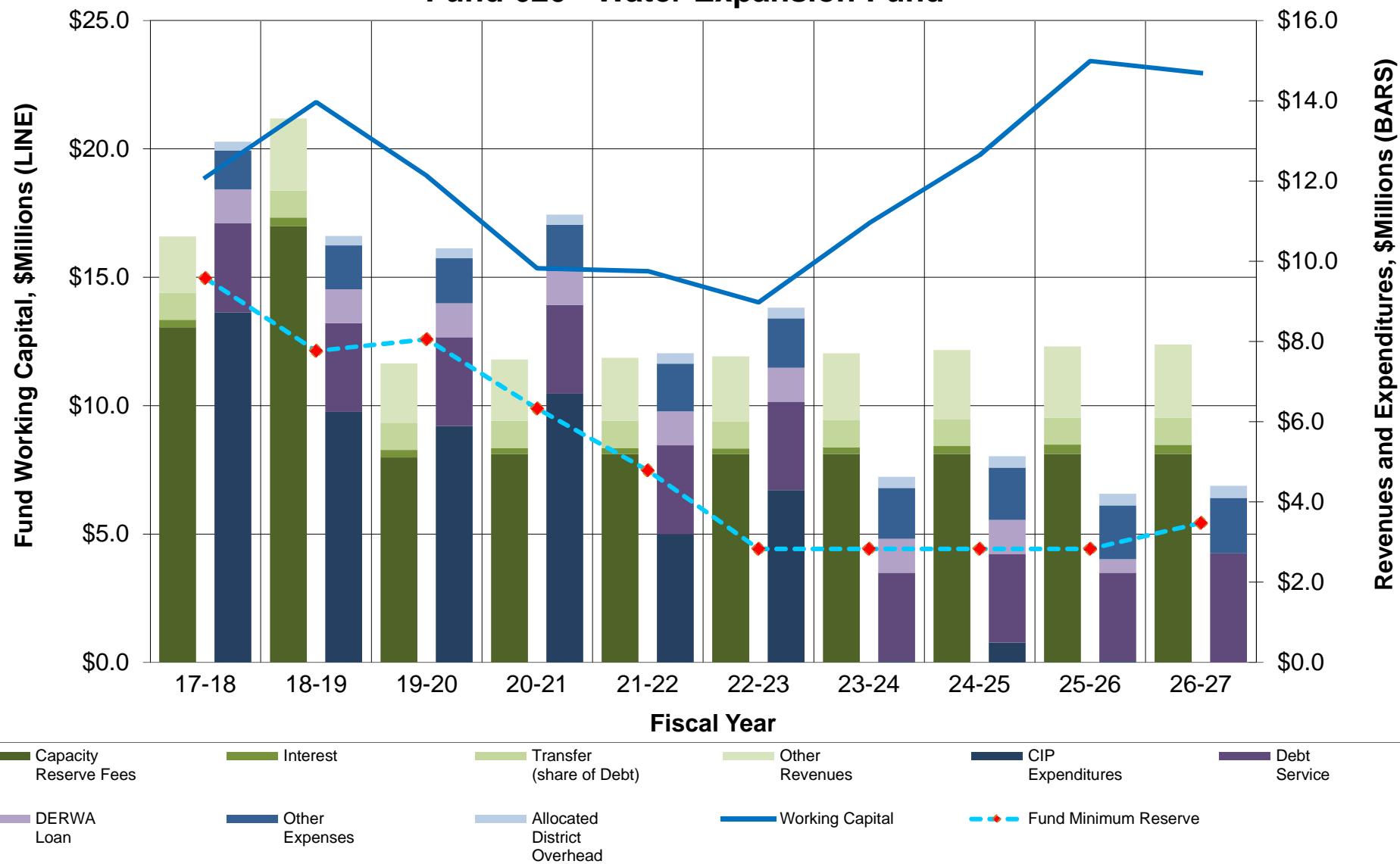
Fund 320 - Regional Wastewater Expansion



Fund 610 - Water Replacement Fund



Fund 620 - Water Expansion Fund



BUDGET CONTROLS

Two-Year Project Budget

By Board adoption of the CIP Two-Year Budget, each project and program and their corresponding budget listed in the first two years (FYEs 2018 and 2019) of the CIP Ten-Year Plan is authorized and may be fully expended with the following conditions:

- The total expenditures for each individual project shall not exceed the project total.
- The total allocated expenditures may be initiated in either FYE 2018 or 2019.

Additional project budget approval conditions are discussed in the following sections.

Project Approval from a Program

Approval authority for projects created from a program are consistent with the approval authority limits outlined in the District purchasing procedures:

- The general manager may approve a project of \$100,000 or less created from a program.
- The general manager may approve an increase in the budget of a project created from a program provided adequate program funds are available up to the general manager's authority of \$100,000.
- A project created from a program in excess of \$100,000 or a budget increase that is greater than the general manager's authority requires Board approval.

Program Budgets

Upon completion of a project created from a program, any unused funds are returned to the program provided it is in the same fiscal year. Funding allocated to program budgets are not cumulative from year to year. Program budgets that do not fund specific projects by the end of the fiscal period do not carry forward. Thus, the program's total expenditures shall not exceed the total program budget for each fiscal year. The Board must approve increases in a program budget.

CIP Budget Implementation

The general manager may authorize staff to complete the implementation process or use consultant and construction contracts in standard District form, task orders and purchase orders for services, equipment, materials and supplies up to the authority of \$100,000 per the District Purchasing Policy. In addition, the general manager has the authority to adjust contracts that were previously approved by the Board, up to the purchasing authority of \$100,000. All work authorized by the general manager or submitted to the Board for authorization shall be procured and managed in accordance with District purchasing procedures and Purchasing Policy.

Actions Requiring Board Approval

The following is a summary of project and budget actions requiring Board approval:

- Addition of a new project not created from a program
- Addition of a new project created from a program in excess of \$100,000
- Acceleration of a future project that had to unexpectedly start in either FYE 2018 or 2019
- Increase in a project budget in excess of \$100,000
- Increase in a program budget
- Increase in a project budget where the revised project budget is in excess of \$100,000
- Authorization of contracts, task orders, purchases or construction contracts in excess of \$100,000

CHAPTER 3: PROJECT SHEETS

Grouped by the following project categories, and arranged in the order of project timing.

- Study/Master Plan
- General
- Water System
- Wastewater Collection
- Resource Recovery Facilities

CIP 10-YEAR PLAN FYEs 2018 through 2027

** Listed according to project timing from earliest to latest*

CATEGORY: STUDY/MASTER PLAN

CIP No.	Project Name	Page
<u>2-Year Projects</u>		
14-P004	WWTP/Biosolids Master Plan	21
16-S001	Wastewater Collection System Master Plan Update and Connection Fee Study	22
18-P002	WWTP Electrical System Master Plan	23
<u>Future Projects</u>		
T14-10	Water System Master Plan Update and Operations Plan Update	24

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: STUDY/MASTER PLAN

Regional Wastewater Expansion (Fund 320)

CIP No. 14-P004 WWTP/Biosolids Master Plan

Funding Allocation: 85% 320 15% 310

Project Manager: Judy Zavadil

Status: Continuing Project

Project Summary:

The last complete Wastewater Treatment Plant (WWTP) Master Plan was completed in 1997 with updates completed in 2005 and 2007. The current average dry weather flow (ADWF) to the WWTP is approximately 11 MGD. Substantial WWTP improvements will be required at approximately 14.5 MGD. Prior to the flows reaching 14.5 MGD, a WWTP Master Plan is needed. The Master Plan will: evaluate current and projected future wastewater flows and strength; determine when additional facilities are required due to hydraulic or treatment limitations; evaluate options for biosolids dewatering and disposal; evaluate current technologies to meet treatment requirements; develop costs estimates; and support a capacity reserve fee study.

CEQA: Not a project under CEQA [CEQA Guideline 15378].

Reference: WWTP Master Plan Update 2007

Fund Allocation Basis: Fund split based on ADWF that initiates project vs. buildout flowrate

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
1,675,000	25,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$1,700,000

Current Adopted Budget \$1,700,000

Increase/(Decrease) \$0



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: STUDY/MASTER PLAN

Local Wastewater Expansion (Fund 220)

CIP No. 16-S001 Wastewater Collection System Master Plan Update and Connection Fee Study

Funding Allocation: 75% 220 25% 210

Project Manager: Stan Kolodzie

Status: Continuing Project

Project Summary:

This project will update the 2005 Wastewater Collection System Master Plan, a planning document used to ensure the overall wastewater collection system has adequate capacity as the system expands. Planned developments have changed in density, new developments have been proposed, and street alignments have been established since the last update. The Wastewater Collection System Master Plan is to be updated every five (5) years or as development necessitates. Wastewater connection fee study will also be done at the same time of the Master Plan update.

CEQA: Not a project under CEQA [CEQA Guideline 15378].

Reference: 2005 Wastewater Collection System Master Plan Update.

Fund Allocation Basis: Fund split matches the 2010 Local Connection Fee Study

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
175,000	685,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$860,000**

Current Adopted Budget \$500,000

Increase/(Decrease) \$360,000

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: STUDY/MASTER PLAN

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P002 WWTP Electrical System Master Plan

Funding Allocation: 100% 310

Project Manager: S. Delight/M. Atendido

Status: New Project

Project Summary:

The last Electrical Master Plan was completed in 2004. This master plan will follow the WWTP/Biosolids Master Plan and further electrical asset management efforts.

CEQA: Not a project under CEQA [CEQA Guideline 15378].

Reference: 2004 Electrical Master Plan Update

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	750,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$750,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$750,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: STUDY/MASTER PLAN

Water Expansion (Fund 620)

CIP No. T14-10 Water System Master Plan Update and Operations Plan Update

Funding Allocation: 100% 620

Project Manager:

Status: Future Project

Project Summary:

This project will update the District's 2016 Water System Master Plan in five years. The master plan outlines the water system required to serve our customers from current conditions through future build-out conditions ensuring the water system operation is reliable as systems expand. This project also includes a capacity reserve fee study based on the master plan recommended infrastructure projects.

CEQA: Not a project under CEQA [CEQA Guideline 15378].

Reference: 2016 Water System Master Plan

Fund Allocation Basis:

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	500,000	0	0	0	0	0	0	0

Total Estimated Project Cost **\$500,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$500,000**

CIP 10-YEAR PLAN FYEs 2018 through 2027** Listed according to project timing from earliest to latest***CATEGORY: GENERAL**

CIP No.	Project Name	Page
<u>2-Year Projects</u>		
16-A004	Board Meeting Audio/Video Improvements	26
16-A005	Corporation Yard and Administrative Facilities	27
16-A006	District Office Improvements	28
17-A006	District Pavement Rehabilitation	29
17-A007	Wide Area Network Communications Phase 2	30
18-A001	Field Operations Facility Security Systems Improvements	31
00-A003	Street Overlay Modification PROGRAM	32
<u>Future Projects</u>		
T18-01	Computing Infrastructure Replacement	33
T18-02	Network Infrastructure and Security	34
T18-17	Electric Vehicle Charging Station	35
T18-23	Fleet Replacement PROGRAM	36
T18-24	Facilities Asset Replacement PROGRAM	37

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Regional Wastewater Replacement (Fund 310)

CIP No. 16-A004 Board Meeting Audio/Video Improvements

Funding Allocation: 45% 310 45% 610 10% 210

Project Manager: Steven Delight

Status: Continuing Project

Project Summary:

This project will retrofit the Boardroom lighting and audio system and install video cameras and video streaming equipment to facilitate quality video streaming and indexing of Board meetings. There will be an additional ongoing annual operating cost for third party support for videoing, streaming, and indexing of the video.

CEQA: Not a project under CEQA [CEQA Guideline 15378].

Reference:

Fund Allocation Basis: Project will mainly benefit customers so the allocation is based on revenues by fund.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	25,000	75,000	145,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$245,000**

Current Adopted Budget **\$100,000**

Increase/(Decrease) **\$145,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Water Replacement (Fund 610)

CIP No. 16-A005 Corporation Yard and Administrative Facilities

Funding Allocation: 55% 610 30% 620 10% 210 5% 220

Project Manager: Robyn Mutobe

Status: Continuing Project

Project Summary:

The lease with the US Army for the Field Operations Division (FOD) temporary facilities at Camp Parks terminated in October 2016. In March 2016, the District acquired a commercial building and warehouse at 7035 Commerce Circle in Pleasanton for approximately \$4.9 million to become the Field Operations facility. The property is located adjacent to the LAVWMA pump station. Infrastructure including building security, HVAC improvements and control systems, new materials bins, business and SCADA networks, and fencing and parking improvements were completed in spring/summer 2016 and FOD moved to the facility in August 2016. Renovations including a new lobby, new locker rooms, a new mudroom, and kitchen/breakroom improvements will be completed by May 2017 and a backup generator will also be installed by late 2017.

CEQA: Building renovation covered by City of Pleasanton EIR; materials bin work - CEQA NOE filed by DSRSD

Reference: Field Operations Division Corporation Yard Study, January 2009.

Fund Allocation Basis: Fund split is based upon the estimated Field Operations cost split between potable water, recycled water and sewer activities.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
7,334,697	250,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$7,584,697**

Current Adopted Budget **\$7,350,000**

Increase/(Decrease) **\$234,697**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Regional Wastewater Replacement (Fund 310)

CIP No. 16-A006 District Office Improvements

Funding Allocation: 53% **310** 37% **610** 10% **210**

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

The District office was constructed in 1992. The carpet and wall coverings are original and considerably worn. To date, the following work has been completed: rehabilitation and/or replacement of all three entry gates and upgrade of the main lobby area. The main lobby upgrade included repairing leaky roof, replacing water-damaged ceiling tiles and framework (to improve future access to ceiling area), updating lobby displays, remediating mold around the drinking fountain, removing wallpaper, resurfacing and painting the lobby walls, adding District name and logo to the wall, upgrading display of Board of Director photos, and deep cleaning floor tiles and replacing carpets. The remaining work to be completed will be replacing the office area carpet and repainting walls in the Boardroom concurrently with the Board Meeting Audio/Video Improvements project (CIP 16-A004).

CEQA: Categorical Exemption [CEQA Guideline 15301, 15302].

Reference:

Fund Allocation Basis: Will be used primarily by employees to conduct District business so fund split is based on employee allocation.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
200,000	50,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$250,000**

Current Adopted Budget **\$200,000**

Increase/(Decrease) **\$50,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Water Replacement (Fund 610)

CIP No. 17-A006 District Pavement Rehabilitation

Funding Allocation: 80% 610 20% 210

Project Manager: Jackie Yee

Status: Continuing Project

Project Summary:

This project has evaluated the existing paved access roads at District facilities excluding the Regional Wastewater Treatment Facility. The various access roads will be scheduled for repair, maintenance or reconstruction based on the evaluation report. The roads were ranked by severity (minor, moderate or major improvements). Minor improvements had minor cracking due to roots, lack of proper edging, poor drainage, and expansive soils. Moderate improvements were similar to minor improvements but were more severe and noted by existing visual damage. Major improvements had complex subsurface and geologic conditions that need in depth study for recommended design and construction.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference: Pavement Investigation Report, Pavement Rehabilitation Project Phase 1, December 12, 2016, Construction Testing Services

Fund Allocation Basis: Based on approximate area of access roads to facilities associated with each fund.

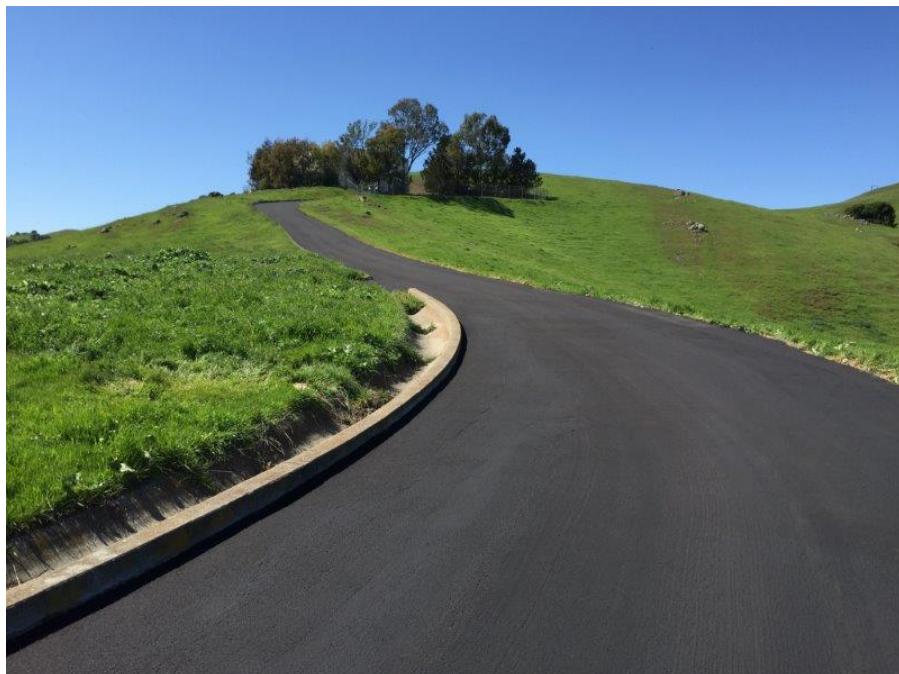
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
25,000	320,000	250,000	200,000	40,000	200,000	0	200,000	0	0	0	0

Total Estimated Project Cost **\$1,235,000**

Current Adopted Budget **\$100,000**

Increase/(Decrease) **\$1,135,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Regional Wastewater Replacement (Fund 310)

CIP No. 17-A007 Wide Area Network Communications Phase 2

Funding Allocation: 46% 310 44% 610 10% 210

Project Manager: Jackie Yee/Bob Treppa

Status: Continuing Project

Project Summary:

This project will allow for increased access speed and bandwidth at remote sites. Increases in application demands and database systems cause delays in data transmissions and production slowdowns. This project will remove current AT&T leased data lines and install District-owned, multi-strand fiber lines or wireless networks for communications in data and phone systems for faster and bigger-piped communication links. This project will upgrade the existing communication links for the Regional Wastewater Treatment Plant (RWTP) and Field Operations Facility (FOF) in areas of data and phone communications. These upgrades will also allow for future bandwidth requirements in areas of audio and video transmission. Through FYE 2016, the project has completed 1) the fiber connection between the District Office and RWTP, 2) the wireless connection between the District Office and FOF, 3) wireless connection between FOF and RWTP, and 4) purchase and installation of wide area network security appliances to support these connections. The remaining funds will install fiber between RWTP and the new FOF on Commerce Circle and the LAVWMA site.

CEQA: Categorical Exemption [CEQA Guideline 15303]

Reference: 2002 Information Technology Master Plan

Fund Allocation Basis: Project is replacement-oriented and will use the standard "general capital asset" allocation

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
365,000	250,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$615,000**

Current Adopted Budget \$365,000

Increase/(Decrease) \$250,000

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Water Replacement (Fund 610)

CIP No. 18-A001 Field Operations Facility Security Systems Improvements

Funding Allocation: 55% 610 30% 620 10% 210 5% 220

Project Manager: Dan Lopez

Status: New Project

Project Summary:

Current security at the Field Operations Facility is minimal and has led to false alarms. This project will add card readers to interior and exterior doors, cameras to warehouse and exterior, and BOSCH panel access to exterior access points. Additions will ensure a secure workplace for employee safety and reduce risk of theft and vandalism, while reducing the number of false and nuisance alarms.

CEQA:

Reference:

Fund Allocation Basis: Based upon Field Operation cost between potable water, recycled water and sewer activities.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	50,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$50,000

Current Adopted Budget \$0

Increase/(Decrease) \$50,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Local Wastewater Replacement (Fund 210)

CIP No. 00-A003 Street Overlay Modification PROGRAM

Funding Allocation: 50% 210 50% 610

Project Manager: Rudy Portugal

Status: Continuing Program

Project Summary:

The District is required to adjust infrastructure access to any increases in street grades. This project will raise manholes and valve boxes annually in conjunction with overlay projects conducted by the City of Dublin and City of San Ramon using the Tri-Valley Intergovernmental Reciprocal Services Agreement.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Coordination meetings with City staff.

Fund Allocation Basis: Fund split is based upon the number of valve boxes and manholes in the system. There are twice as many valve boxes as manholes, however, manholes cost twice as much to raise. Each project created will be based upon the actual work included.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	800,000

Total Estimated Project Cost **\$2,400,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$2,400,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Regional Wastewater Replacement (Fund 310)

CIP No. T18-01 Computing Infrastructure Replacement

Funding Allocation: 50% 310 38% 610 12% 210

Project Manager:

Status: Future Project

Project Summary:

This project will modernize and replace the computing infrastructure for the processing of multiple database applications including our Enterprise Resource Planning (ERP), Geographic Information System (GIS), Laboratory Information Management System (LIMS) and Computerized Maintenance Management System (CMMS). Blade servers and storage area networks were originally purchased in 2011. By 2022, the equipment will be at least ten years old, three years past best practice replacement schedule of seven years.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Best practice for network technology replacement.

Fund Allocation Basis: Based on employee allocation

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	160,000	120,000	0	0	0	0	0

Total Estimated Project Cost **\$280,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$280,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Regional Wastewater Replacement (Fund 310)

CIP No. T18-02 Network Infrastructure and Security

Funding Allocation: 50% 310 38% 610 12% 210

Project Manager:

Status: Future Project

Project Summary:

Most “best practices” call for network technology replacement every seven years. This is often the product life-cycle for network switching, communications, and includes the regular faster cycling review for network security. This project will address replacements needed for the business network in years 2024 and 2025, and the Field Operations Facility SCADA network in 2027.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Staff recommendation

Fund Allocation Basis: Based on employee allocation

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	250,000	250,000	0	500,000	0

Total Estimated Project Cost \$1,000,000

Current Adopted Budget \$0

Increase/(Decrease) \$1,000,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Regional Wastewater Replacement (Fund 310)

CIP No. T18-17 Electric Vehicle Charging Station

Funding Allocation: 50% 310 38% 610 12% 210

Project Manager:

Status: Deferred Project

Project Summary:

This project will install electric vehicle charging stations at the Regional Wastewater Treatment Facility, Field Operations Facility, and District Office.

CEQA:

Reference:

Fund Allocation Basis: Based on employee allocation.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	0	100,000	0

Total Estimated Project Cost \$100,000

Current Adopted Budget \$0

Increase/(Decrease) \$100,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Water Replacement (Fund 610)

CIP No. T18-23 Fleet Replacement PROGRAM

Funding Allocation: 50% 610 30% 310 20% 210

Project Manager: Status: Placeholder

Project Summary:

This program will set aside annual capital outlay funding to meet the District's vehicle asset replacement requirements in future years. The District will use a comprehensive approach and follow best practice fleet operations to implement a cost effective fleet replacement program. Although not a capital project, this program is included in the CIP planning to make sure that capital outlay cashflow is incorporated to support future rate and fee studies.

CEQA: Not a project under CEQA.

Reference: Current vehicle asset inventory.

Fund Allocation Basis: Ratio based on department/function associated with each vehicle.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000

Total Estimated Project Cost \$3,900,000

Current Adopted Budget \$0

Increase/(Decrease) \$3,900,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: GENERAL

Regional Wastewater Replacement (Fund 310)

CIP No. T18-24 Facilities Asset Replacement PROGRAM

Funding Allocation: 66% 310 32% 610 2% 210

Project Manager:

Status: Placeholder

Project Summary:

This program will set aside annual capital outlay funding to meet the District's facilities asset replacement requirements in future years. The District will use a comprehensive approach and follow best practice to implement a cost effective facilities asset replacement program. Although not a capital project, this program is included in the CIP planning to make sure that capital outlay cashflow is incorporated to support future rate and fee studies. The estimated annual replacement cost is based on 1% of the District's total real property value per California Sanitation Risk Management Authority (CSRMA) report dated January 2016.

CEQA: Not a project under CEQA.

Reference:

Fund Allocation Basis: Ratio based on department/function associated with each facility.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	430,000	430,000	430,000	430,000	430,000	430,000	430,000	430,000	2,150,000

Total Estimated Project Cost **\$5,590,000**

Current Adopted Budget \$0

Increase/(Decrease) \$5,590,000

CIP 10-YEAR PLAN FYEs 2018 through 2027

* Listed according to project timing from earliest to latest

CATEGORY: WATER SYSTEM

CIP No.	Project Name	Page
<u>2-Year Projects</u>		
09-6101	Water and Recycled Water SCADA Improvements	40
12-W013	Water Main - Fallon Rd, Tassajara Rd to Tassajara Creek	41
15-W004	Dougherty Road Utilities	42
15-W017	Water Distribution System Water Quality Improvements	43
16-A016	District Facilities Security Project - Phase 2	44
16-R014	DERWA Recycled Water Plant - Phase 2	45
16-R018	DERWA Supplemental Supply	46
16-W009	Potable Water Supply Reliability Planning	47
16-W012	Potable Water Pump Station Standby Generators/Emergency Response	48
17-W001	Automated Water Meter Data Transmission Repeaters	49
17-W003	Reservoir 10A	50
18-W003	Reservoir 2 Recoating	51
05-6204	Water Main-Bollinger Canyon Rd. to Reservoir 200B	52
12-W016	Reservoir 1B Recoating	53
16-R013	Water Reuse Demonstration Project	54
14-W008	Reservoir 20B	55
16-W017	Water Lines Replacement - Wineberry Area	56
18-W004	MCC Improvements - PS1A and PS3A	57
18-W005	Commercial Recycled Water Fill Station Enhancements	58
00-W002	Capital Improvements to Increase Water Supply PROGRAM - Phase 2	59
00-W011	Water System Replacement and Rehabilitation PROGRAM	60
<u>Future Projects</u>		
17-W002	Electrical Service to Reservoirs 10A and 200B	61
08-6103	Water Main - Sebille Ave to 12th St	62
T16-28	Water Lines Replacement - Tamarack Drive - Village Pkwy to Firethorn Way	63
T16-29	Water Lines Replacement - Canterbury Lane and Cardigan Street	64
T16-30	Water Line Replacement Phase 2 - Canterbury Lane	65
T18-03	SCADA Field Wireless	66
T10-85	Camp Parks Water Main - Mitchell Drive, Powell to 8th Streets	67
T10-87	Camp Parks Cromwell Avenue and 12th Street Main Replacement	68
T18-22	Reservoir 20A Recoating	69

CIP 10-YEAR PLAN FYEs 2018 through 2027** Listed according to project timing from earliest to latest***CATEGORY: WATER SYSTEM**

CIP No.	Project Name	Page
T16-31	Water Line Replacement - Ironwood Drive	70
08-6202	Pump Station 20A Improvements	71
T16-37	Microfiltration Rack and Membrane Replacement	72
T10-86	Camp Parks Water Mains - Lorring Street and Monroe Avenue	73
T00-29	Turnout 6	74
00-W001	Capital Improvement to Increase Water Supply PROGRAM - Phase 1	75
T16-67	Reservoir Recoating PROGRAM	76

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 09-6101 Water and Recycled Water SCADA Improvements

Funding Allocation: 98% 610 2% 210

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

This project will upgrade the Field Operations Division (FOD) Supervisory Control and Data Acquisition (SCADA) System. The SCADA system consists of programmable logic controllers (PLCs) wired to the instrumentation, pumps, and valves at each of the District facilities. The status of all the facilities is communicated between the facilities and to a central SCADA server via a radio, telephone and fiber communications system and is provided on custom system displays for the operators to monitor the system, change operating parameters and troubleshoot operational issues. The facilities' status is also recorded on a central SCADA historian allowing for analysis of historical data.

The upgrade includes 1) replacing over 40 PLCs at the District pump stations, reservoirs and sewer lift stations, 2) replacing the existing unlicensed 980 MHz serial radio system with a licensed frequency microwave and 4.9 GHz ethernet radio system between all the facilities, 3) upgrading the SCADA displays and historian for easier analysis of the real time and historical data, 4) completing the development of SCADA design standards to be used for all future FOD and WWTP SCADA installations, 5) making security improvements at each of the sites such as wiring all the reservoir hatches and exterior panels with intrusion alarms, and 6) installing District security card readers at each of the locations to turn off and on the security system at each site as well as identify the staff entering the site. The system was also designed to allow for future security and emergency communication improvements.

CEQA: Categorical Exemption [CEQA Guideline 15301, Existing Facilities].

Reference: SCADA Master Plan, March 2010

Fund Allocation Basis: Fund split based on ratio of SCADA sites in collection system, DSRSD water and recycled system, and DERWA. Amount is net cost to DSRSD.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
5,422,178	1,500,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$6,922,178**

Current Adopted Budget **\$6,663,136**

Increase/(Decrease) **\$259,042**

DSRSD Net Cost: \$6,778,921

Other Funding: approx 5% of cost charged to DERWA; DERWA cost to

be split 57/43 between DSRSD and EBMUD



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 12-W013 Water Main - Fallon Rd, Tassajara Rd to Tassajara Creek

Funding Allocation: 100% 620

Project Manager: Rhodora Biagtan

Status: Continuing Project

Project Summary:

This development project installed 400 feet of 16-inch water main in Pressure Zone 2 and 1,700 feet of 20-inch water main in Pressure Zone 3 on Fallon Road. The project has been acceptance by the District from the developer. However, the associated developer reimbursement will be disbursed when funds are available per Board policy or direction.

CEQA: EIR certified by City of Dublin 5/10/1993.

Reference: Pinn Bros. AWFA dated 7/27/2004 for Silveria Property - Phase IV.

Fund Allocation Basis: Project in support of future water customers.

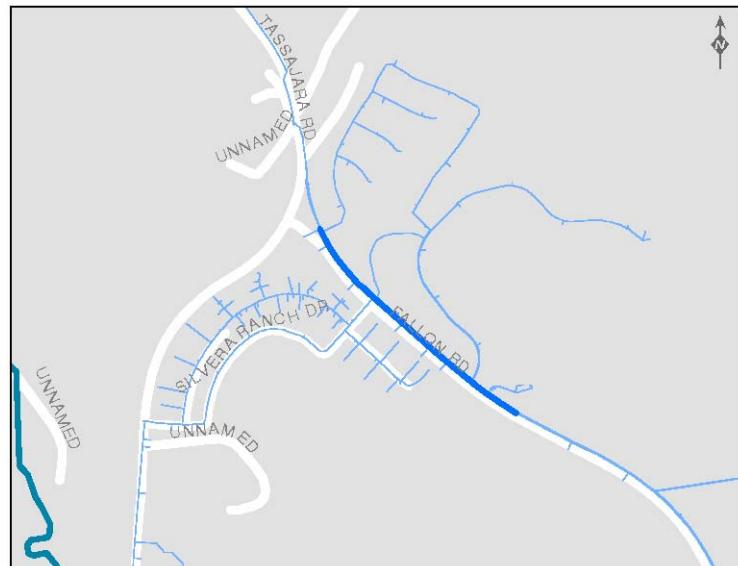
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	315,500	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$315,500

Current Adopted Budget \$315,500

Increase/(Decrease) \$0



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 15-W004 Dougherty Road Utilities

Funding Allocation: 55% 610 30% 620 10% 210 5% 220

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

This project will install fiber optic conduit and construct a short segment of recycled water pipeline in conjunction with the City of Dublin Dougherty Road Widening Project and complete a portion of the conduit that leads to the Gleason property. The majority of the fiber optic conduit required is in place with the exception of a section in Dougherty Road. With this project, the District will install two 4-inch fiber optic conduits starting at Sierra Lane and Dougherty Road and proceed north to an existing pull box at Scarlett Drive and Dougherty Road. The District will also extend an 8-inch recycled water line from the existing 30-inch DERWA main in Dougherty Road and one 4-inch fiber optic conduit into Camp Parks at Eighth Street.

CEQA: Categorical Exemption [CEQA Guideline 15303]

Reference: City of Dublin Dougherty Road Widening Project

Fund Allocation Basis:

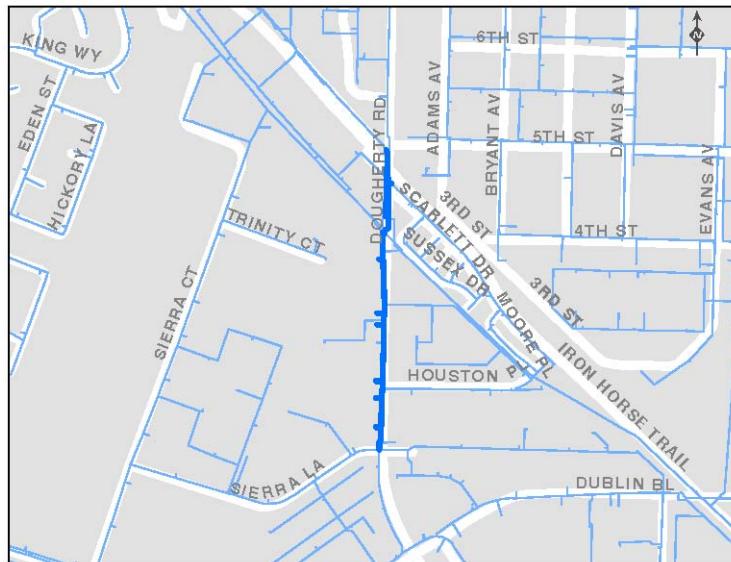
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
23,391	111,609	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$135,000**

Current Adopted Budget \$110,000

Increase/(Decrease) \$25,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 15-W017 Water Distribution System Water Quality Improvements

Funding Allocation: 100% 610

Project Manager: Steven Delight

Status: Continuing Project

Project Summary:

This project will install a chloramination system at Reservoir 1A and low horsepower mixers in Reservoirs 1A, 3A, 3B, 10A, 300A and 300B. The District has experienced loss of chlorine residual in the water distribution system. Installing the chloramination system and the mixers will reduce water age in the tanks and facilitate maintaining chlorine residual throughout the system.

CEQA: Categorical Exemption [CEQA Guideline 15301, 15303].

Reference: None.

Fund Allocation Basis: Project is required to maintain existing water fund assets.

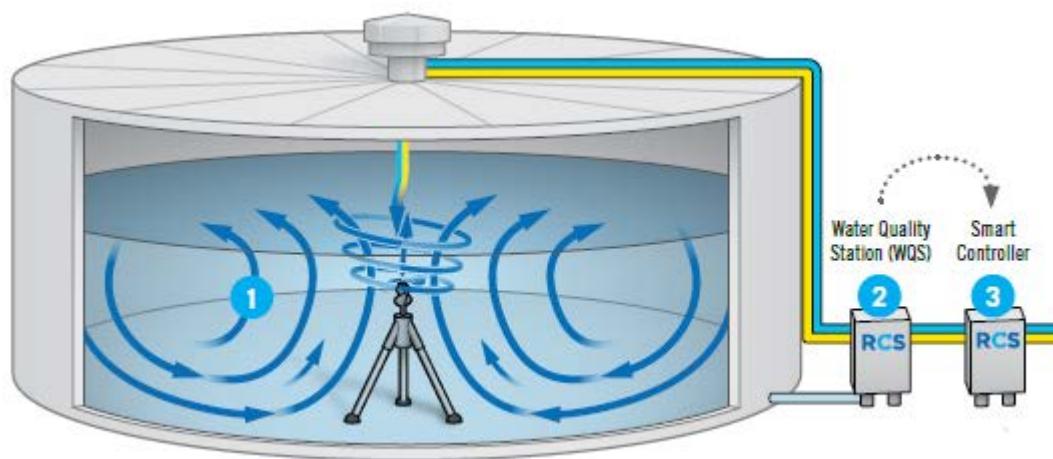
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
236,881	359,419	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$596,300

Current Adopted Budget \$596,300

Increase/(Decrease) \$0



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 16-A016 District Facilities Security Project - Phase 2

Funding Allocation: 90% 610 10% 310

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

This project will 1) review past recommendations for physical security for the potable and recycled water facilities and the sewer lift stations, 2) inventory which recommendations have been implemented, either installed over the last few years or installed as part of the SCADA project (09-6101) and, 3) develop a plan and cost estimate for remaining required improvements. The project cost will be revised in future years to include the cost of construction once the required improvements are defined.

CEQA: To be determined.

Reference: Physical Security Risk Assessment, Pinkerton Consulting, April 2004.

Fund Allocation Basis: Based on number of facilities associated with each fund.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	50,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$50,000**

Current Adopted Budget \$50,000

Increase/(Decrease) \$0

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 16-R014 DERWA Recycled Water Plant - Phase 2

Funding Allocation: 100% 620

Project Manager: Robyn Mutobe

Status: Continuing Project

Project Summary:

This DERWA project will expand the DERWA Water Recycling Plant from its design capacity of 9.7 mgd to 16.5 mgd. The project will add a new band screen and ballasted flocculating clarifier and additional tertiary influent pumps, ultraviolet disinfection modules, and Pump Station R1 pumps. DSRSD will be responsible for the design and construction of the facility expansion. Per the Agreement for the Sale of Recycled Water by DERWA to DSRSD and EBMUD and the DERWA Pleasanton Agreement, cost of the project will be funded in the same proportion as allocation of future incremental capacity rights.

CEQA: CEQA Addendum to 1996 Dublin San Ramon Valley Recycled Water Program EIR

Reference: San Ramon Valley Recycled Water Facilities, July 1996; Dublin Recycled Water Expansion Project, Title XVI Feasibility Study, Draft DERWA Recycled Water Treatment Facilities Plan, July 2015.

Fund Allocation Basis: Project in support of future water customers.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
10,517,843	7,985,000	328,157	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$18,831,000** **DSRSD Net Cost: \$8,662,260**

Current Adopted Budget \$19,035,000
Increase/(Decrease) (\$204,000) Other Funding: DERWA project; cost share based on facility capacity allocation: DSRSD 46%, EBMUD 27%, Pleasanton 27%. Expected reimbursement of \$10,168,740



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 16-R018 DERWA Supplemental Supply

Funding Allocation: 100% 620

Project Manager: Steven Delight

Status: Continuing Project

Project Summary:

This project will provide for a supplemental source of supply to the recycled water program. The recycled water demands are projected to exceed the Regional Wastewater Treatment Facility (RWTF) inflow during peak months until buildout of the Dublin and Pleasanton service areas. This project will identify and construct necessary facilities to provide supplemental water. It is anticipated the supplemental water will either be pumped from the groundwater fringe basin, water from Hopyard well 7, seasonal storage at the chain of lakes, diverted from Livermore effluent discharges to LAVWMA, or diverted wastewater from Contra Costa County Sanitary District service area treated at the RWTF.

CEQA: CEQA addendum to 1996 EIR prepared by DSRSD and approved by DERWA.

Reference: DERWA Permanent Supplemental Supplies - completed studies.

Fund Allocation Basis: Project in support of future water customers.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	900,450	0	750,000	0	0	846,000	0	0	0	0	0

Total Estimated Project Cost **\$2,496,450** **DSRSD Net Cost: \$1,422,977**

Current Adopted Budget \$900,450 Other Funding: DERWA project and will be funded by DERWA. Assume Increase/(Decrease) \$1,596,000 DSRSD 57%, EBMUD 43%

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 16-W009 Potable Water Supply Reliability Planning

Funding Allocation: 65% 610 35% 620

Project Manager: Rhodora Biagtan

Status: Continuing Project

Project Summary:

This project will plan water supply projects that would permanently reduce the District's reliance on the State Water Project and/or bridge the gap from the present to the time in the future when the State Water Project Delta Conveyance Facilities first go into operation. The primary goal is to maintain or improve upon the District's current water supply reliability level through a diversification of its supply portfolio. This effort will develop projects for inclusion in the 2020 Urban Water Management Plan, to be implemented either in partnership with Zone 7, or independently by the District after 2024. Projects could include potable reuse, participation in regional desalination, "north of Delta" transfer through an EBMUD intertie, or other concepts to be developed. The project is also funding the District's portion of the Joint Tri-Valley Potable Water Reuse Feasibility Study which is an interagency effort among the signatories of the Tri-Valley Intergovernmental Reciprocal Services Master Agreement. Other potential projects include improvements to interties with other agencies.

CEQA: To be determined.

Reference: Long Term Alternative Water Supply Study, 2015.

Fund Allocation Basis: Fund split is based on current demand vs. buildout at time of project inception.

10-Year Cash Flow and Estimated Project Cost:

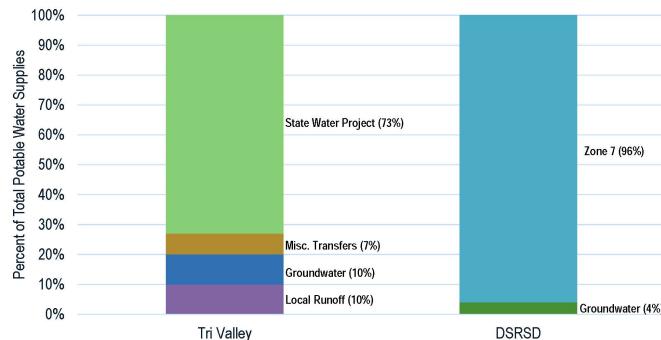
Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
169,380	330,620	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$500,000

Current Adopted Budget \$500,000

Increase/(Decrease) \$0

Current Potable Water Supplies in the Tri-Valley



Workshop #2

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 16-W012 Potable Water Pump Station Standby Generators/Emergency Response

Funding Allocation: 100% 610

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

The 2016 Water Master Plan evaluated the overall potable water system to meet recommended planning and design criteria. Pumping criteria is met under normal operating conditions. However in the event of power outages, pumping criteria will not be met, eventually leading to a loss of fire protection. A power outage can be caused by several factors - storms, extreme heat, seismic event, localized issues with the power grid, etc. At this time, there is only one pump station in the water distribution system with a permanent standby generator. This project will add permanent standby generators at five pumps stations: 2C, 3A, 20B, 200A, and 300B. The addition of permanent standby generators will allow our water system operators to move water up to each of the distribution zones, increasing system reliability.

CEQA: Categorical Exemption [CEQA Guideline 15303].

Reference: 2016 Water System Master Plan

Fund Allocation Basis: Project is required to maintain existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	375,000	2,665,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$3,040,000**

Current Adopted Budget **\$500,000**

Increase/(Decrease) **\$2,540,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 17-W001 Automated Water Meter Data Transmission Repeaters

Funding Allocation: 100% 620

Project Manager: Vicki Goldman

Status: Continuing Project

Project Summary:

This project will install Automatic Meter Integration (AMI) repeaters and Tower Gateway Base Stations (TBS) to correct existing data transmission problems and avoid similar future problems in anticipated high density residential developments. The combination of repeaters and TBS needed will be determined by vendor's expert inspection of existing neighborhoods and review of plans as submitted. The project will result in better billing system operation, improved accuracy and reduction in staff time for manually correcting inaccurate or missing readings.

CEQA: Categorical Exemption [CEQA Guideline 15303].

Reference: Customer Service staff recommendation.

Fund Allocation Basis: Project is required to expand existing AMI system to future water customers.

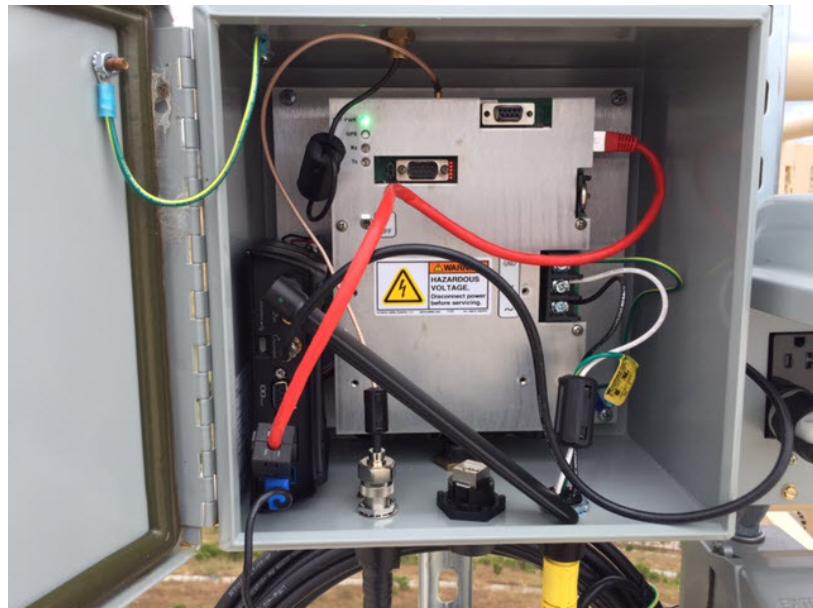
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	48,000	84,000	24,000	24,000	24,000	84,000	24,000	24,000	24,000	0	0

Total Estimated Project Cost **\$360,000**

Current Adopted Budget \$360,000

Increase/(Decrease) \$0



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 17-W003 Reservoir 10A

Funding Allocation: 100% 620

Project Manager: Robyn Mutobe

Status: Continuing Project

Project Summary:

This project will replace the existing 3.0 million gallon reservoir with a new 4.1 million gallon reservoir. Existing Reservoir 10A was constructed in the 1940s as an open cut reservoir as part of the Camp Parks water system. It currently serves Zone 1 in central Dublin, however, the bottom elevation is about 15 feet above the rest of the zone's hydraulic grade line, creating operational difficulties. The recently approved 2016 Water System Master Plan identified a storage deficiency of 1.1 million gallons within Zone 1. The master plan reviewed potential sites to construct a new tank to fill the deficiency. The master plan recommended that the most economical course of action to mitigate the storage deficiency would be to demolish the existing reservoir and replace it with a larger reservoir that is at the correct elevation. This will gain additional storage, set the tank at the correct elevation, eliminate operational difficulties, and replace a 70 year old asset on property that the District currently owns.

CEQA: CEQA Mitigated Negative Declaration/EIR

Reference: 2016 Water System Master Plan

Fund Allocation Basis: Project is required to provide water storage capacity for future development.

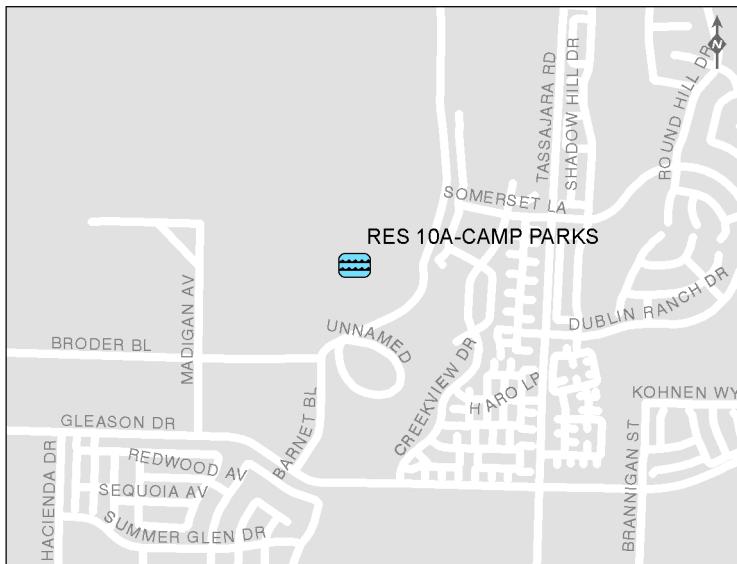
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
970,000	3,300,000	3,366,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$7,636,000**

Current Adopted Budget **\$7,636,000**

Increase/(Decrease) **\$0**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 18-W003 Reservoir 2 Recoating

Funding Allocation: 100% 610

Project Manager: Robyn Mutobe

Status: New Project

Project Summary:

This project will recoat the exterior and interior of Reservoir 2. The reservoir was cleaned and inspected in 2016. The inspection report indicated that there are multiple coating blisters on the interior surfaces and areas of corrosion on the roof. The interior and exterior coatings are original. The project will also recoat all tank and piping appurtenances including the roof hatch and vents, interior and exterior ladders, manways, inlet, outlet, and overflow pipes. A new cathodic protection system will also be installed to replace the original system.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: 2016 Department of Health Inspection Report

Fund Allocation Basis: Project is required to maintain existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	490,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$490,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$490,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 05-6204 Water Main-Bollinger Canyon Rd. to Reservoir 200B

Funding Allocation: 100% 620

Project Manager: Rhodora Biagtan

Status: Continuing Project

Project Summary:

This project will provide potable water service to Dougherty Valley Pressure Zone 2. Approximately 1,700 feet of 14-inch water main will be designed and installed from Bollinger Canyon Road south to Reservoir 200B. The project is being constructed by Shapell Industries with an agreement to reimburse them with connection fee credits for project costs when the facilities are dedicated to the District. Half of the pipeline, from the tank to the future Dougherty Road alignment, has been constructed. The remaining section of the pipeline will be constructed when the future Dougherty Road is completed.

CEQA: EIR certified by Contra Costa County 11/30/97.

Reference: 1992 Dougherty Valley Water, Wastewater & Recycled Water Facilities Plan; 2016 Water Master Plan Update

Fund Allocation Basis: Project is required to provide conveyance to future water customers.

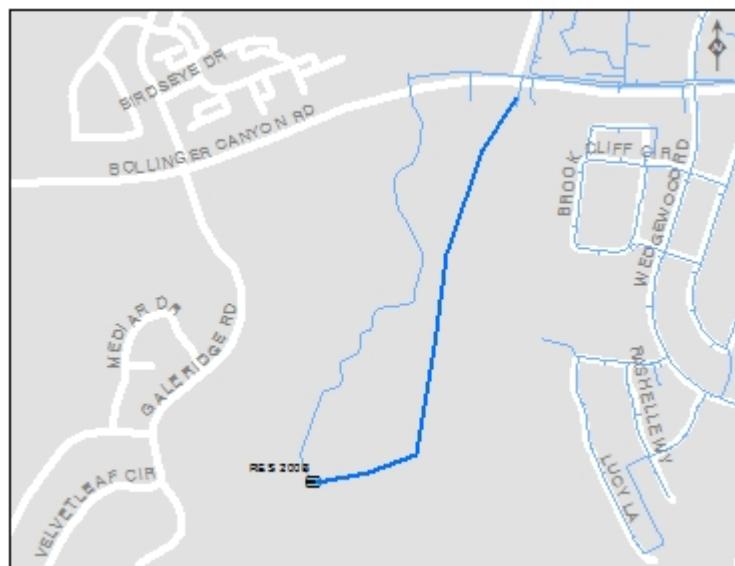
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
2,623	0	824,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$826,623**

Current Adopted Budget \$250,900

Increase/(Decrease) \$575,723



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 12-W016 Reservoir 1B Recoating

Funding Allocation: 100% 610

Project Manager: Robyn Mutobe

Status: Continuing Project

Project Summary:

This project will recoat the exterior and interior of Reservoir 1B. The reservoir was cleaned and inspected in 2016. The inspection report indicated that there are multiple coating blisters on the interior surfaces and areas of corrosion on the roof. The interior and exterior coatings are original. The project will also recoat all tank and piping appurtenances including the roof hatch and vents, interior and exterior ladders, manways, inlet, outlet, and overflow pipes. A new cathodic protection system will also be installed to replace the original system for all reservoirs. Reservoir 1B is a four million gallon (MG) shared facility with 2.35 MG owned by DSRSD and 1.65 MG owned by Zone 7. Per Basic Agreement for Construction and Joint Use of 4MG Dougherty Reservoir and Appurtenant Facilities dated April 19, 1983, DSRSD pays for 50% of operations and maintenance costs.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference: 2016 Dept. of Health Services inspection report; video testing report.

Fund Allocation Basis: Project is required to maintain existing water fund assets.

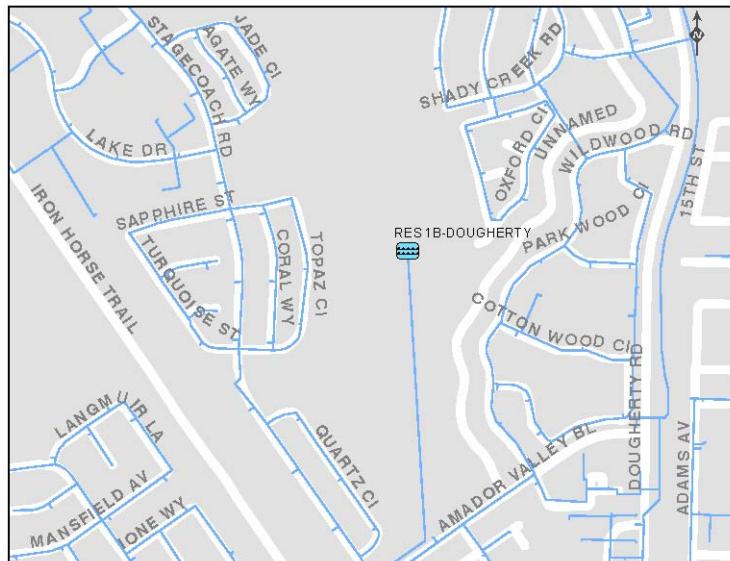
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	1,025,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$1,025,000**

Current Adopted Budget **\$1,835,000**

Increase/(Decrease) **(-\$810,000)**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 16-R013 Water Reuse Demonstration Project

Funding Allocation: 100% 620

Project Manager: Judy Zavadil

Status: Continuing Project

Project Summary:

The water reuse treatment demonstration project will (1) develop treatment system design criteria for reuse of District treated water, (2) develop sufficient treated water quality data and work with the relevant regulatory agency, State Water Resources Control Board's Division of Drinking Water, to demonstrate regulatory compliance for reuse of District treated water, and (3) conduct public outreach regarding potable reuse and provide opportunities for the public to see the reuse treatment process, and understand the level of treatment provided and finished water quality. Budget is based on a six-month demonstration project that includes microfiltration, reverse osmosis, and advanced oxidation located at the District Regional Wastewater Treatment Facility.

CEQA: To be determined.

Reference: 2016 Water Capacity Reserve Fee Study

Fund Allocation Basis: Project in support of future water customers.

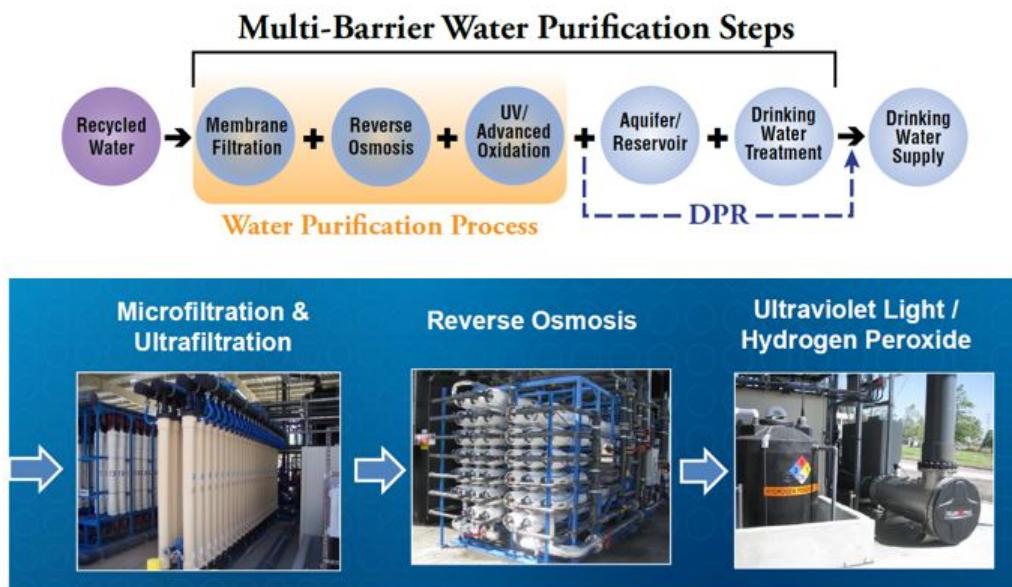
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	100,000	200,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$300,000

Current Adopted Budget \$300,000

Increase/(Decrease) \$0



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 14-W008 Reservoir 20B

Funding Allocation: 100% 620

Project Manager: Rudy Portugal

Status: New Project

Project Summary:

Reservoir 20B will provide potable water storage capacity for eastern Dublin and, in combination with Pump Station 300B, will provide potable water to Dougherty Valley. The 1.3 million gallon potable water reservoir will be constructed in eastern Dublin. Along with the reservoir, up to 8,700 linear feet of 12-inch Zone 2 pipeline will be needed to integrate the reservoir into the water system. Property acquisition may be required. Project implementation will be dependent on future development growth in service areas.

CEQA: CEQA Initial Study/Mitigated Negative Declaration

Reference: 2016 Water Master Plan Update

Fund Allocation Basis: Project in support of future water customers.

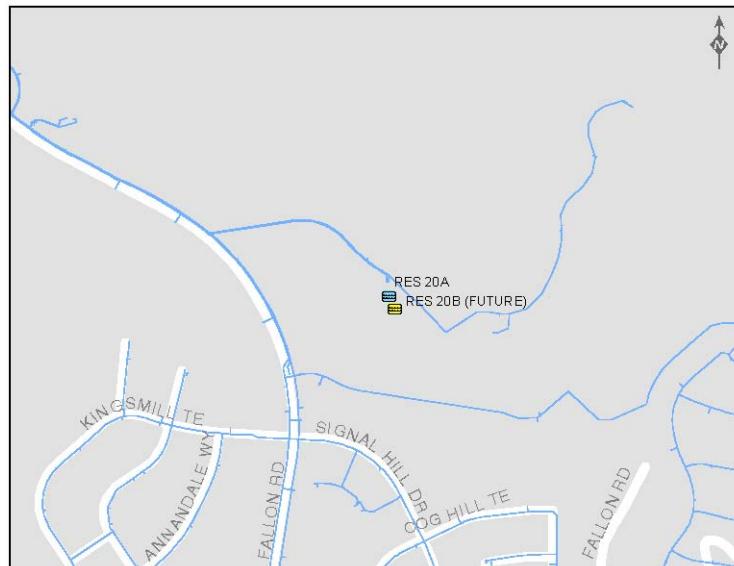
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	655,000	3,495,000	3,000,000	0	0	0	0	0	0	0

Total Estimated Project Cost **\$7,150,000**

Current Adopted Budget **\$7,150,000**

Increase/(Decrease) **\$0**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 16-W017 Water Lines Replacement - Wineberry Area

Funding Allocation: 100% 610

Project Manager: Robyn Mutobe **Status:** New Project

Project Summary:

This project will replace approximately 4400 feet of 8-inch asbestos concrete pipe (ACP) potable water lines, services, and appurtenances on Wineberry, Cypress Court, Locust Place - South and North, and Mulberry Place. This area has a history of water service repairs.

CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: Maintenance service history

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	2,207,200	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$2,207,200**

Current Adopted Budget **\$2,207,200**

Increase/(Decrease) **\$0**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 18-W004 MCC Improvements - PS1A and PS3A

Funding Allocation: 100% 610

Project Manager: Maurice Atendido

Status: New Project

Project Summary:

The motor control centers (MCCs) at Pump Station 1A and Pump Station 3A are over 30 years old and replacement parts (i.e. starters, circuit breakers, protective devices, power monitoring equipment, etc.) require modifications to existing MCC buckets because exact replacements are no longer readily available. Pump Station 1A is a critical pump station since it is the only Pressure Zone 1 pump station in western Dublin.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: None.

Fund Allocation Basis: Project is required to replace existing water fund assets.

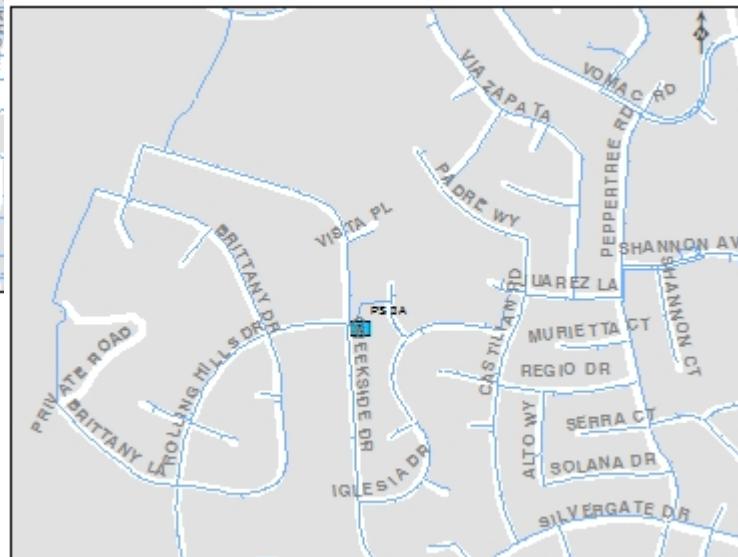
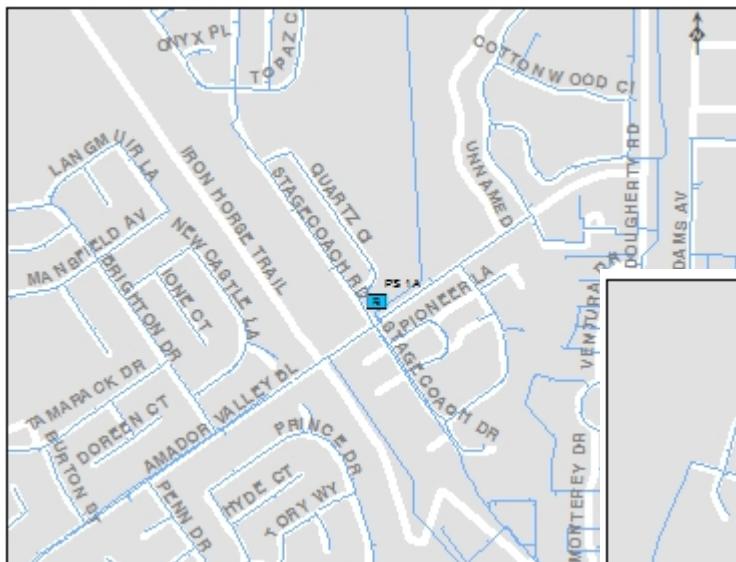
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	79,350	188,700	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$268,050

Current Adopted Budget \$0

Increase/(Decrease) \$268,050



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 18-W005 Commercial Recycled Water Fill Station Enhancements

Funding Allocation: 100% 620

Project Manager: Robyn Mutobe Status: New Project

Project Summary:

The District has operated a commercial recycled water fill station since 2006 when the sand filter plant became operational. The commercial scale fill station allows contractors to get water for construction purposes by filling large water trucks. It operated with few customers from 2006 to 2014. With the onset of the drought in 2014, the use of potable water for construction was curtailed, causing a large increase in customers. Minor upgrades to the fill station were completed to speed up truck fill times. However, the operation is manual and the District relies on customers filling out log sheets to document the water used. The manual logs are reviewed by staff to create invoices. If a contractor is behind on payment, there is no system in place to prevent them from getting additional water. This project will automate the fill station with a card reader or passcode system linked to the District network. Each load of water will be documented and uploaded directly into the billing system and will generate a flag on contractors behind on payments and deactivate the card readers of contractors on default.

CEQA: To be determined.

Reference: Staff recommendation.

Fund Allocation Basis: Project in support of future water customers.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	60,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$60,000**

Current Adopted Budget \$0

Increase/(Decrease) \$60,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 00-W002 Capital Improvements to Increase Water Supply PROGRAM - Phase 2

Funding Allocation: 75% 610 25% 620

Project Manager: Judy Zavadil

Status: Continuing Program

Project Summary:

This program will develop projects to meet the objectives of the Water Supply and Conservation Policy adopted by the Board on October 20, 2015. The program will focus on diversifying the sources of water supply so that no less than 60% of total demand (potable and recycled) is satisfied by local and regional water supplies, and that no more than 40% of total water supply (potable and recycled) comes from any one physical source. The program will fund the most feasible potable reuse projects outlined in the District's Long-Term Water Supply Study, September 2016, and developed further in the Joint Tri-Valley Potable Water Reuse Feasibility Study. It may include a range of diversification projects including an intertie project with EBMUD to serve "north of the Delta" transfers, or participation in a regional desalination project. Any of the projects funded by this program may be completed in partnership with Tri-Valley or neighboring agencies based on recommendations by the Potable Water Supply Reliability Planning project (CIP 16-W009).

CEQA: Environmental Impact Report

Reference: Long Term Alternative Water Supply Study, September 2015; Water Supply and Conservation Policy, and 2016 Water Capacity Reserve Fee Study

Fund Allocation Basis: Based on the ratio of current water demands to projected build-out demands at the time of program inception

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	1,000,000	4,000,000	3,000,000	10,000,000	10,000,000	12,000,000	0	0	0	0	0

Total Estimated Project Cost **\$40,000,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$40,000,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 00-W011 Water System Replacement and Rehabilitation PROGRAM

Funding Allocation: 100% 610

Project Manager: Steven Delight

Status: Continuing Program

Project Summary:

This program is an element of the District's Asset Management Program and will fund projects to upgrade, replace and improve water system facilities to ensure the District provides uninterrupted water supply service. This program provides for the renewal or replacement of equipment on an as-needed basis or the upgrade of equipment as it becomes obsolete. This program may also be used to investigate issues that lead to the identification of projects that require the creation of a specific CIP project.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: District internal inspections; Leak Detection Program; CMMS

Fund Allocation Basis: Program required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	10,580,000

Total Estimated Project Cost \$13,580,000

Current Adopted Budget \$0

Increase/(Decrease) \$13,580,000

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 17-W002 Electrical Service to Reservoirs 10A and 200B

Funding Allocation: 100% 610

Project Manager:

Status: Deferred Project

Project Summary:

This project will install underground conduits and electrical circuits for power and communications between Pump Station 10A and Reservoir 10A. Current power at Reservoir 10A is provided through Alameda County and the power supply has been unreliable. This project will also install a more reliable power source for Reservoir 200B which is currently using a solar panel that requires frequent maintenance.

CEQA: Categorical Exemption [CEQA Guideline 15303].

Reference: Electrical and Instrumentation staff recommendation.

Fund Allocation Basis: Required improvement to existing Water System

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
40,800	0	0	545,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$585,800

Current Adopted Budget \$195,000

Increase/(Decrease) \$390,800



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. 08-6103 Water Main - Sebille Ave to 12th St

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will provide additional capacity to meet fire flows deficiencies in central Dublin due to revised fire department regulations. This project will design and install 1420 feet of 12-inch water main in 12th Street from Sebille Avenue to the east end of 12th Street (northwest corner of U.S. Department of Justice) located in Camp Parks. This project will be coordinated with Camp Parks development.

CEQA: Categorical Exemption [CEQA Guideline 15302]; NEPA compliance will be required.

Reference: Fire Department Regulations; Dependent on findings of current Water Master Plan Update.

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

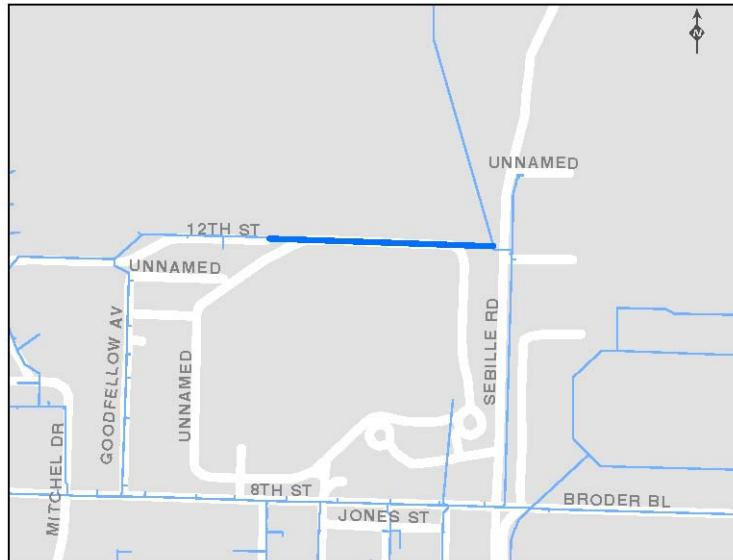
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	444,600	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$444,600

Current Adopted Budget \$359,500

Increase/(Decrease) \$85,100



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T16-28 Water Lines Replacement - Tamarack Drive - Village Pkwy to Firethorn Way

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will replace the existing 2300 feet of 8-inch and 10-inch asbestos cement pipe (ACP) potable water lines in Tamarack Drive from Village Parkway to Firethorn Way, along with valves, hydrants, and services. The lines were installed in 1961. Staff reviewed the pipe repair history, corrosion information and the acoustic evaluation and have concluded that they are near the end of their useful lives and therefore should be replaced.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program.

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

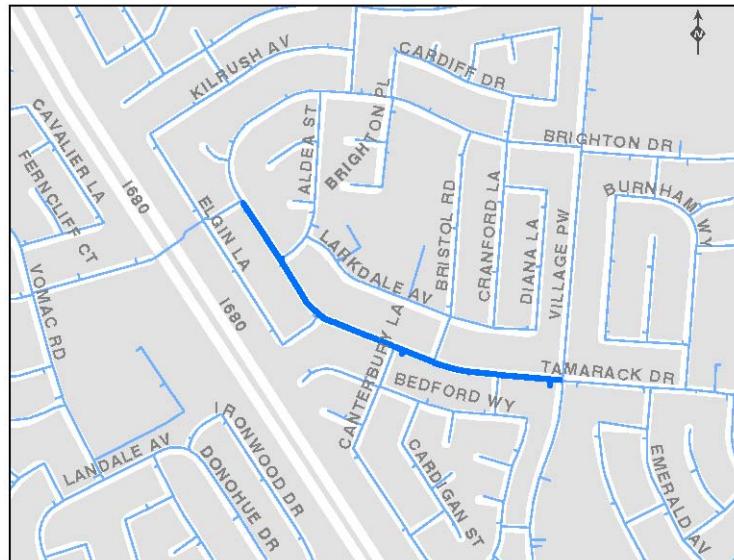
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	1,101,780	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$1,101,780**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$1,101,780**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T16-29 Water Lines Replacement - Canterbury Lane and Cardigan Street

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will replace approximately 2800 feet of existing 4-inch, 6-inch and 8-inch asbestos cement pipe (ACP) potable water lines in Canterbury Lane from Bedford Way to Flanders Way, Cardigan Street, Mayan Court, Flanders Way, and Cardigan Court, along with valves, hydrants, and services. The lines were installed in 1961. Staff reviewed the pipe repair history, corrosion information and the acoustic evaluation and have concluded that they are near the end of their useful lives and therefore should be replaced.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program.

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

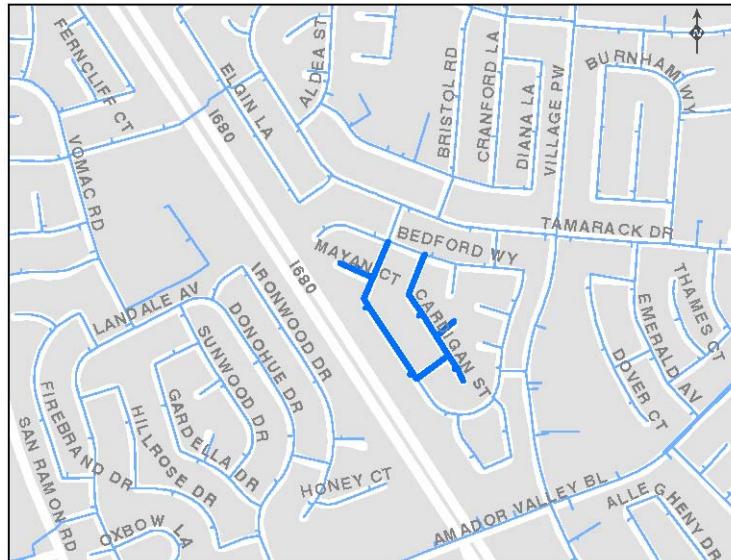
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	1,190,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$1,190,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$1,190,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T16-30 Water Line Replacement Phase 2 - Canterbury Lane

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will replace approximately 3700 feet of existing 4-inch, 6-inch and 8-inch asbestos cement pipe (ACP) potable water lines in Canterbury Lane from Flanders Way to Bedford Way, Bedford Way from Canterbury to Alene Street, Hastings Way, Sutton Lane, Jasmine Court, and Canterbury Court, along with valves, hydrants, and services. The lines were installed in 1961. Staff reviewed the pipe repair history, corrosion information and the acoustic evaluation and have concluded that they are near the end of their useful lives and therefore should be replaced.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program.

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

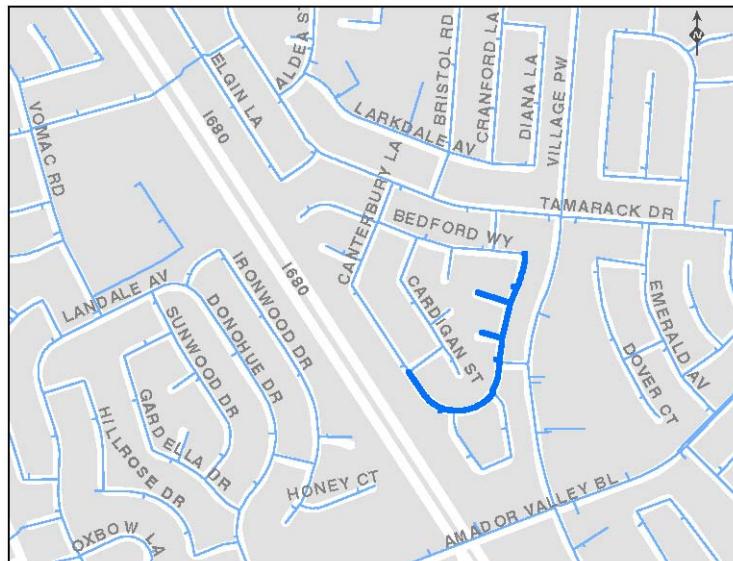
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	1,208,770	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$1,208,770**

Current Adopted Budget \$0

Increase/(Decrease) \$1,208,770



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Regional Wastewater Replacement (Fund 310)

CIP No. T18-03 SCADA Field Wireless

Funding Allocation: 52% **310** 37% **610** 11% **210**

Project Manager:

Status: Future Project

Project Summary:

This project leverages the new communications infrastructure of the SCADA network to provide secure wireless communication from the various field assets of pump stations and major reservoirs to the business network resources (i.e. Lility, SharePoint) and unified communications system (Jabber, phone system).

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference:

Fund Allocation Basis: Based on number of facilities associated with each fund.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	53,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$53,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$53,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T10-85 Camp Parks Water Main - Mitchell Drive, Powell to 8th Streets

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will install a new 500 feet of 8-inch potable water line in Mitchell Drive north of 8th Street and will include miscellaneous modifications. There have been numerous main repairs required in this area. This project will be coordinated with Camp Parks development.

CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

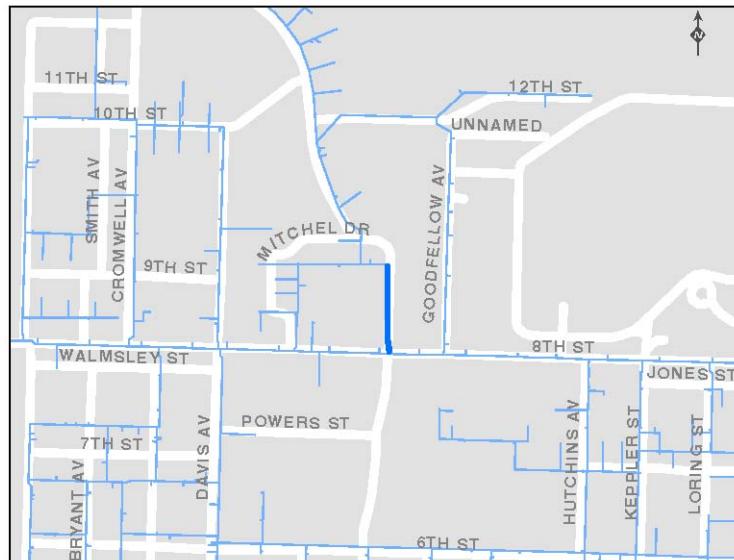
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	170,900	0	0	0	0	0	0	0

Total Estimated Project Cost \$170,900

Current Adopted Budget \$0

Increase/(Decrease) \$170,900



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T10-87 Camp Parks Cromwell Avenue and 12th Street Main Replacement

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will replace 2800 feet of 6-inch asbestos concrete pipe (ACP) potable water lines west of Cromwell Avenue between 10th and 12th Streets, and in 12th Street west of Cromwell Avenue to north of Davis Avenue. These lines have a history of frequent breaks and repairs, several have been shear type breaks. This project will be coordinated with Camp Parks development.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Camp Parks Privatization Study, WBA, July 1998.

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

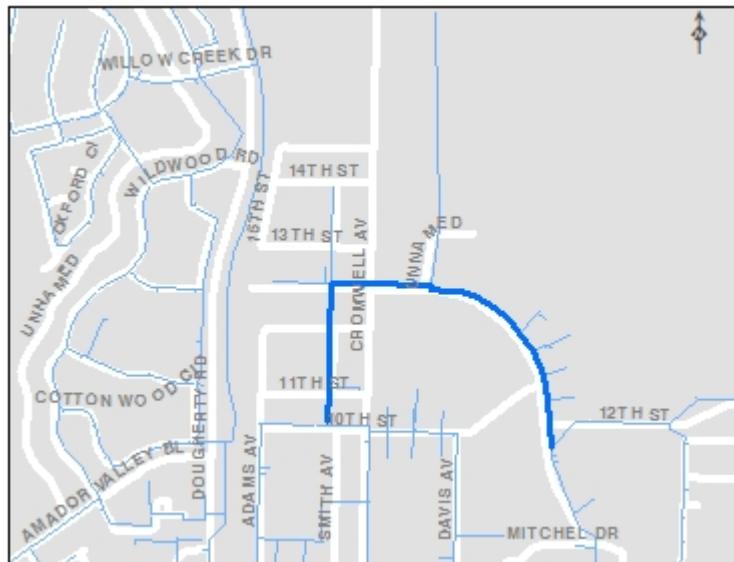
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	513,610	0	0	0	0	0	0	0

Total Estimated Project Cost \$513,610

Current Adopted Budget \$0

Increase/(Decrease) \$513,610



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T18-22 Reservoir 20A Recoating

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will recoat the exterior and interior of Reservoir 20A. The reservoir was cleaned and inspected in 2016. The inspection report indicated that there are multiple coating blisters on the interior surfaces and areas of corrosion on the roof. The interior and exterior coatings are original. The project will also recoat all tank and piping appurtenances including the roof hatch and vents, interior and exterior ladders, manways, inlet, outlet, and overflow pipes. A new cathodic protection system will also be installed to replace the original system. This project will take place after the completion of Reservoir 20B. It may also need to coordinate construction timing with the golden eagle nesting in the tree near the tank site. If the eagle is still there, construction cannot take place until after July 1.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: 2016 Inspection report

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

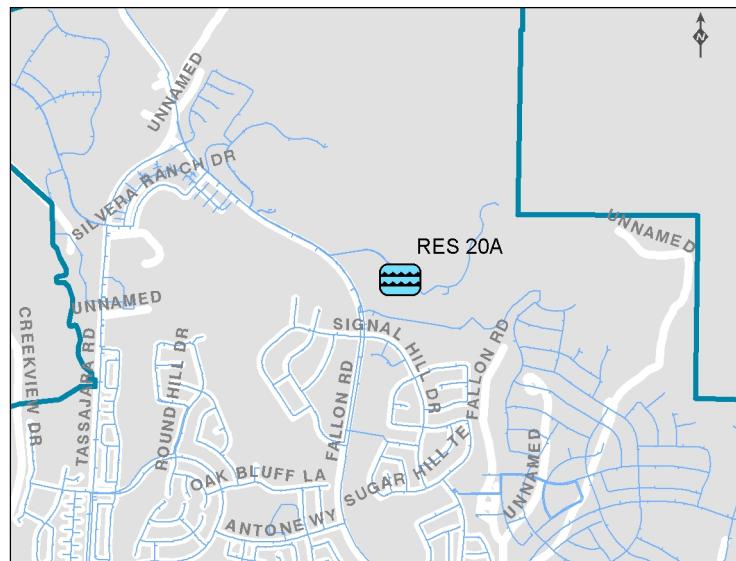
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	1,350,000	0	0	0	0	0

Total Estimated Project Cost \$1,350,000

Current Adopted Budget \$0

Increase/(Decrease) \$1,350,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T16-31 Water Line Replacement - Ironwood Drive

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will replace approximately 2800 feet of existing 4-inch, 6-inch and 8-inch asbestos cement pipe (ACP) potable water lines in Ironwood Drive, Irving Way, Honey Court, and Ironwood Court, along with valves, hydrants, and services. The lines were installed in 1960. Staff reviewed the pipe repair history, corrosion information and the acoustic evaluation and have concluded that they are near the end of their useful lives and therefore should be replaced.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

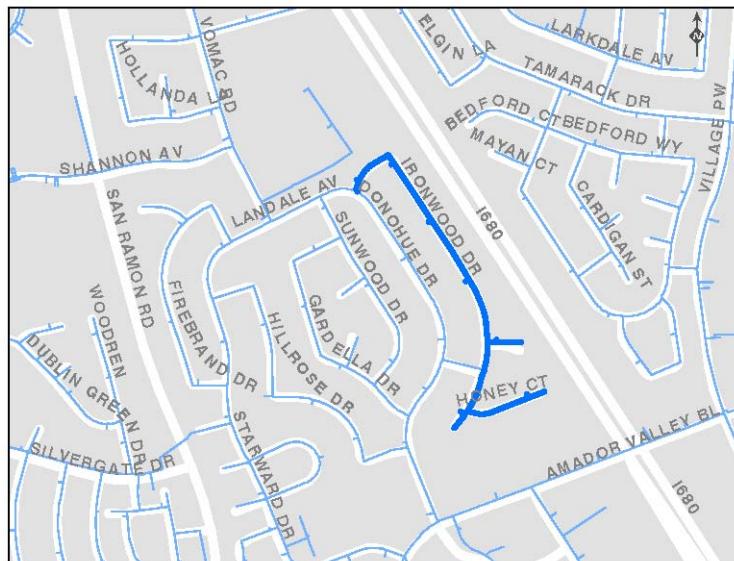
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	1,210,260	0	0	0	0

Total Estimated Project Cost \$1,210,260

Current Adopted Budget \$0

Increase/(Decrease) \$1,210,260



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 08-6202 Pump Station 20A Improvements

Funding Allocation: 100% 620

Project Manager:

Status: Future Project

Project Summary:

This project will add an additional pump to Pump Station 20A. The pump station was constructed with provisions for the addition of a fourth pump that matches the existing pumps. Pump Station 20B was sized assuming that this additional pump would be installed. The additional pump is needed to meet buildout pumping capacity in Pressure Zone 2 in eastern Dublin as identified in the 2016 Water Master Plan Update. This project also includes modifications to the motor control center and controls required to accommodate the fourth pump.

CEQA: EIR Certified by City of Dublin 5/10/93.

Reference: 2005 Basis of Design Report for Pump Station 20B; Eastern Dublin Specific Plan; 2016 Water Master Plan Update.

Fund Allocation Basis: Project in support of future water customers.

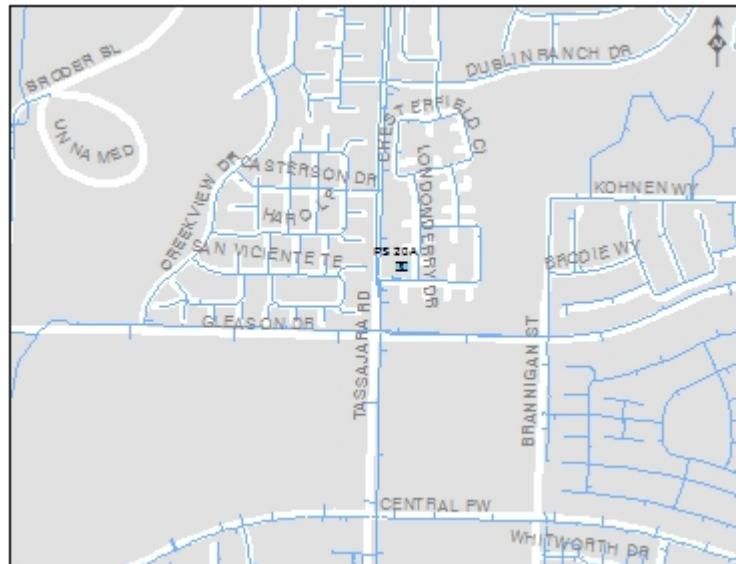
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	469,040	0	0

Total Estimated Project Cost **\$469,040**

Current Adopted Budget \$327,500

Increase/(Decrease) \$141,540



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T16-37 Microfiltration Rack and Membrane Replacement

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will replace the microfiltration/ultraviolet (MF/UV) facility membrane racks with an open platform membrane system designed for membrane module interchangeability for more competitive membrane pricing. The membranes will also be replaced. The MF/UV system was constructed in 1998 and the membrane racks will be at the end of their useful life by 2025.

CEQA: Categorical Exemption [CEQA Guidelines 15301, 15303].

Reference: Microfiltration Membrane Replacement Evaluation, Carollo Engineers, October 2014.

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	3,500,000	0	0

Total Estimated Project Cost \$3,500,000 **DSRSD Net Cost: \$997,500**

Current Adopted Budget \$0 Other Funding: Pleasonton/DERWA share of cost \$2,502,500.

Increase/(Decrease) \$3,500,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T10-86 Camp Parks Water Mains - Lorring Street and Monroe Avenue

Funding Allocation: 100% 610

Project Manager:

Status: Future Project

Project Summary:

This project will replace 1200 feet of 8-inch potable water lines in Lorring Street and Monroe Avenue, from 7th to 8th Streets, as well pipelines in Jones and 7th Streets. These lines have had several recent breaks and have required numerous repairs. This project will be coordinated with Camp Parks development.

CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

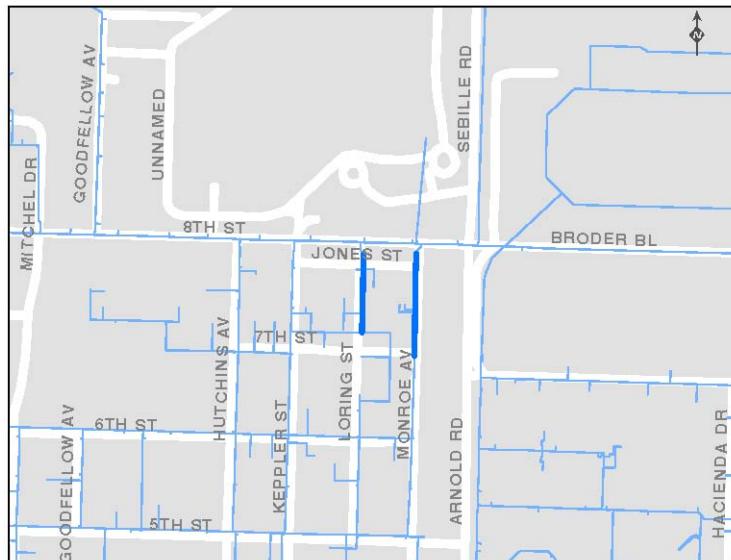
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	0	355,100	0

Total Estimated Project Cost **\$355,100**

Current Adopted Budget \$0

Increase/(Decrease) \$355,100



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. T00-29 Turnout 6

Funding Allocation: 100% 620

Project Manager:

Status: Future Project

Project Summary:

This project will provide water supply for development in eastern Dublin. A turnout from Zone 7 south off I-580 at Pimlico Drive with a capacity of 6000 gpm (8.6 mgd) will be installed. This project will include 2300 feet of 20-inch main from the turnout to Dublin Boulevard with 200 feet of trenchless pipeline to cross under I-580. This turnout will include chemical feed facilities. Project will be dependent on future development growth in service areas.

CEQA: Previous EIR certified 5-10-93 by City of Dublin.

Reference: 2016 Water Master Plan Update

Fund Allocation Basis: Project is required to support future water customers.

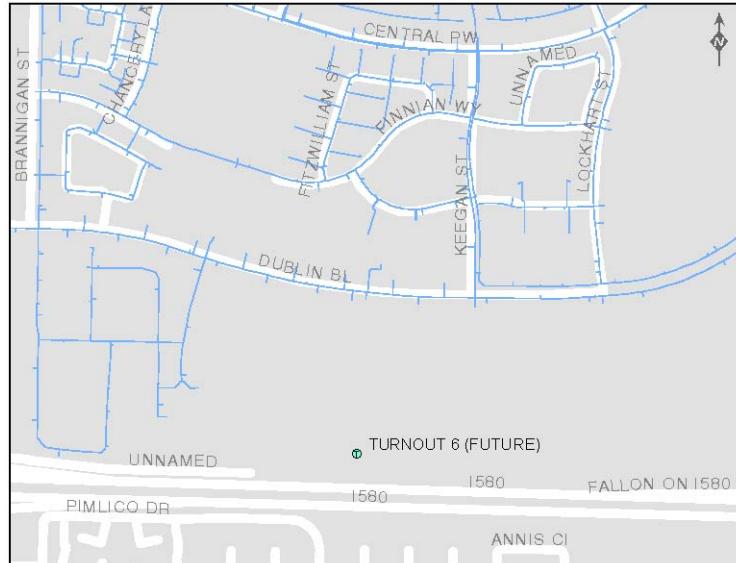
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	0	0	2,000,000

Total Estimated Project Cost \$2,000,000

Current Adopted Budget \$0

Increase/(Decrease) \$2,000,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Expansion (Fund 620)

CIP No. 00-W001 Capital Improvement to Increase Water Supply PROGRAM - Phase 1

Funding Allocation: 67% 620 33% 610

Project Manager:

Status: Future Program

Project Summary:

The objective of this program is to fund projects that increase potable water supply and develop recycled water and potable water supply improvements. Through FYE 2016, this program funded 1) the Recycled Water Expansion Phase 1: Distribution to West Dublin and Alameda County Facilities Project; 2) the Recycled Water Expansion State Grant Assistance Project; 3) the Water Supply Contingency Plan; 4) the in-progress Water Supply Reliability project in support of the Joint Tri-Valley Potable Reuse Water Feasibility Study; and 5) the Water Reuse Demonstration project. The remainder of the program funds will be used to expand the current recycled water distribution system and to continuously meet the recycled water demands 100% of time, which may include acquiring additional wastewater effluent supplies and/or off-season wastewater effluent storage and to actively promote water conservation for commercial and residential customers, with a long-term goal of a permanent system-wide average annual residential potable water use of no more than 70 gallons per capita per day.

CEQA: To be determined.

Reference: 2016 Water Capacity Reserve Fee Update

Fund Allocation Basis: Based on the ratio of current water demands to projected buildout demands at the time of program inception

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	1,000,000	1,000,000	1,000,000	534,000	0	0	0	0	0

Total Estimated Project Cost **\$3,534,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$3,534,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WATER SYSTEM

Water Replacement (Fund 610)

CIP No. T16-67 Reservoir Recoating PROGRAM

Funding Allocation: 100% 610

Project Manager:

Status: Future Program

Project Summary:

This project will recoat the interiors and paint the exteriors of potable and recycled reservoirs. The recoating and painting will provide corrosion control, extend the reservoir useful life and maintain facility aesthetics. There are five reservoirs, 30A, 300A, 1A, 3A and 3B, that will require recoating from FYE 2026 through FYE 2030.

CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	500,000	500,000	1,656,000

Total Estimated Project Cost **\$2,656,000**

Current Adopted Budget \$0

Increase/(Decrease) \$2,656,000



CIP 10-YEAR PLAN FYEs 2018 through 2027** Listed according to project timing from earliest to latest***CATEGORY: WASTEWATER COLLECTION**

CIP No.	Project Name	Page
<u>2-Year Projects</u>		
16-A002	Facilities Relocation for Dublin Blvd Widening - Sierra Court to Dublin Court	78
16-S019	Davona-Berwick 8" Sewer Replacement	79
16-S021	Dublin Trunk Sewer Rehabilitation	80
16-S034	Sewer Collection System Replacement and Rehabilitation	81
16-S022	Camp Parks Sewer Repair	82
18-S006	San Ramon Golf Course 24" Trunk Sewer Rehabilitation	83
18-S007	Alcosta Blvd Sewer Replacement	84
00-S020	Wastewater Collection System Replacement and Rehabilitation PROGRAM	85
<u>Future Projects</u>		
14-S001	Camp Parks Sewer Rehabilitation Project - Goodfellow Ave North of 8th Street	86
T14-02	Camp Parks Sewer Rehabilitation Project - Davis and Cromwell, 8th to 10 Streets	87
T16-22	East Dublin 36" Trunk Sewer Rehabilitation	88
14-S002	Camp Parks Sewer Rehabilitation Project - Adams 8th to 10th Streets	89
T16-50	Iron Horse Trail Sewer Replacement	90
08-2101	Donahue Dr./Vomac Rd. Relief Sewer	91
T00-76	Dublin Trunk Relief Sewer	92

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 16-A002 Facilities Relocation for Dublin Blvd Widening - Sierra Court to Dublin Court

Funding Allocation: 90% 210 10% 610

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

This project will relocate water and sewer utilities to accommodate the widening of Dublin Blvd between Sierra Court and Dublin Court by the City of Dublin. Due to the complex construction activities and sequencing required for the widening of Dublin Blvd, this project will be completed in two parts. The first part is relocating the District's sewer Lift Station 1 prior to the City widening Dublin Blvd. This part is to be completed by the District's contractor between April 2017 and October 2017. The lift station is currently located in the sidewalk alongside Dublin Blvd. With the widening of Dublin Blvd, the lift station would be located in a travelled lane which would make access to the lift station hazardous for both District staff and the public. The second part is relocation of water and sewer facilities (e.g. water meters, services, backflow preventers, fire hydrants, etc.) to outside the proposed widened Dublin Blvd. This part also includes vertical adjustments of water valve and sewer manhole covers within Dublin Blvd. This part will be completed by the City's contractor performing the construction work of widening Dublin Blvd. This part is scheduled to be completed between September 2017 and December 2018. The District will reimburse the City for the portion of the cost to relocate the water and sewer facilities through the Tri-Valley Intergovernmental Reciprocal Services Agreement.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Tri-Valley Intergovernmental Reciprocal Services Agreement, 12/4/2014

Fund Allocation Basis: Ratio of sewer and water appurtenances affected.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
1,030,810	922,190	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$1,953,000**

Current Adopted Budget \$1,053,000

Increase/(Decrease) \$900,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 16-S019 Davona-Berwick 8" Sewer Replacement

Funding Allocation: 100% 210

Project Manager: Jackie Yee

Status: Continuing Project

Project Summary:

Approximately 175 feet of existing 8-inch vitrified clay pipe (VCP) sewer, constructed in 1969 and located in an easement along the north side of a flood control channel, has a significant sag that may be the result of the channel bank movement. It is on the Operations Department's trouble spot list for monthly cleaning to prevent sanitary sewer overflows. The project will replace the sewer beginning at a manhole in Davona Drive (San Ramon) located approximately 170 feet south of Bridgeport and continue approximately 175 feet east along the channel (MH T16D1-15 to MH T16D1-14). The project will evaluate alternatives including construction of a new sewer in Davona and redirecting flow south to an existing MH (T17B1-25), which may require coring through an existing box culvert or an inverted siphon.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

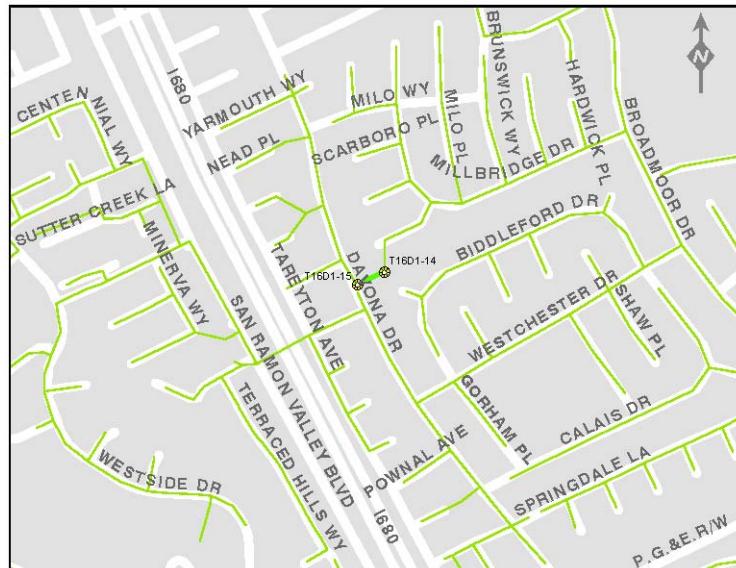
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
81,858	322,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$403,858**

Current Adopted Budget \$81,900

Increase/(Decrease) \$321,958



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 16-S021 Dublin Trunk Sewer Rehabilitation

Funding Allocation: 100% 210

Project Manager: Jackie Yee

Status: Continuing Project

Project Summary:

This project will rehabilitate 7,945 feet of 33-inch to 42-inch diameter reinforced concrete pipe (RCP) Dublin trunk sewer. The project extends from Village Parkway and Tamarack Drive south to Village Parkway and Clark Ave, then from Clark Ave under Highway 580 to Commerce Circle in Pleasanton. The project also includes rehabilitation of the sewer from the intersection of the Dublin and east Dublin PRFTA trunk sewers to the Regional Wastewater Treatment Facility (RWTF) entrance. The Dublin trunk sewer was installed in 1960 and 1961. The sewer has deteriorated and has significant spalling and exposed reinforcing steel in locations. The project will first evaluate alternatives for pipeline lining, bypass pumping, and construction phasing. Based on this evaluation, the construction methods and phasing may be modified as the project progresses.

CEQA: Initial Study/Mitigated Negative Declaration

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

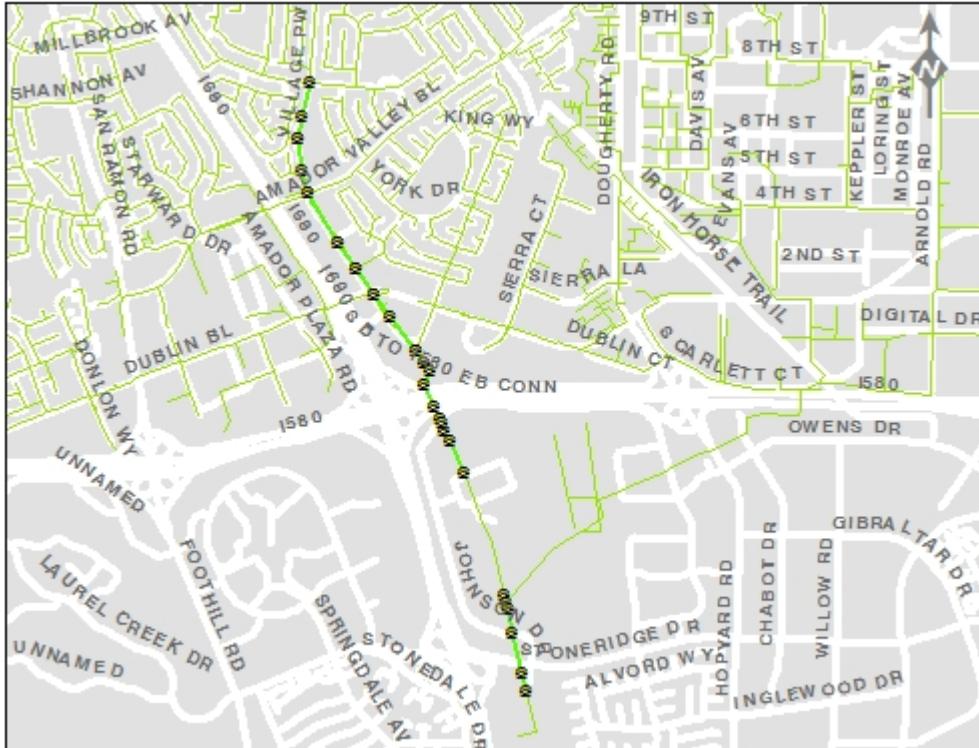
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
2,166,852	4,498,100	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$6,664,952**

Current Adopted Budget **\$4,411,400**

Increase/(Decrease) **\$2,253,552**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 16-S034 Sewer Collection System Replacement and Rehabilitation

Funding Allocation: 100% 210

Project Manager: Jackie Yee

Status: Continuing Project

Project Summary:

This project will rehabilitate or replace over 20 individual sections of sewer line that are cracked, broken or have offset joints. As part of the Asset Management Program for the collections system, sewer lines are periodically inspected and given a condition rating in accordance with the Pipeline Assessment Certification Program (PACP). The sewer lines with the most severe PACP structural condition ratings were identified for repair. This project will determine the most cost-effective repair for each section of pipeline and develop standard technical specifications that can be used for a variety of sewer line repair methods such as cured-in place pipe (CIPP), trenching, spot repairs, etc. The current budget is for design only, the project budget will be increased to include construction after repair recommendations have been determined.

CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
67,700	155,000	155,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$377,700**

Current Adopted Budget **\$67,700**

Increase/(Decrease) **\$310,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 16-S022 Camp Parks Sewer Repair

Funding Allocation: 100% 210

Project Manager: Jackie Yee

Status: Continuing Project

Project Summary:

The project would repair/rehabilitate approximately 282 feet of 24-inch vitrified clay pipe (VCP) in Camp Parks (W20C1-26 to 25) that was broken with hinged fractures and out of round. It is located downstream from MH W20C1-26, for approximately 100 feet downstream, about 25 feet of which is under a creek, and just upstream of the Camp Parks equipment storage and maintenance facility. The project will evaluate alternatives for spot repair or temporary rehabilitation to prevent collapse.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program.

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

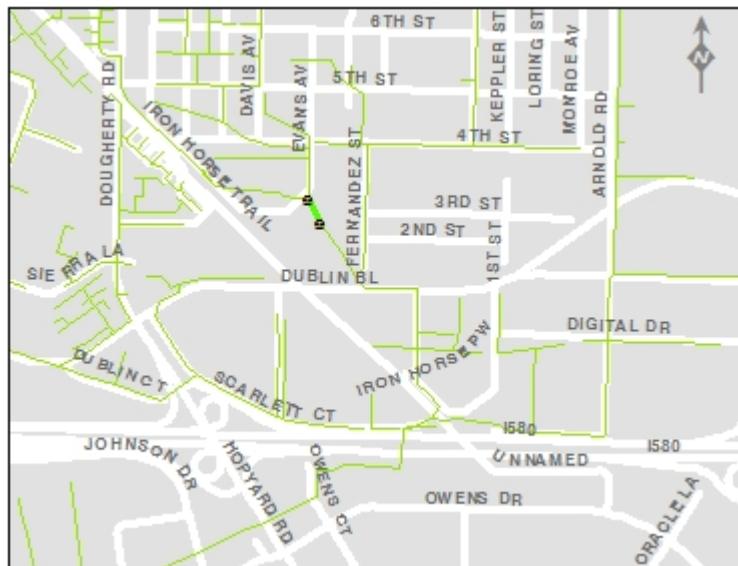
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
3,611	0	240,389	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$244,000

Current Adopted Budget \$244,000

Increase/(Decrease) \$0



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 18-S006 San Ramon Golf Course 24" Trunk Sewer Rehabilitation

Funding Allocation: 100% 210

Project Manager: Jackie Yee

Status: New Project

Project Summary:

This section of existing 24-inch reinforced concrete pipe (RCP) installed in 1961 has deteriorated with corrosion visible and concrete spalling. The project will rehabilitate approximately 470 feet of the trunk sewer in the Iron Horse Trail at the San Ramon Valley Golf Course from about 1500 feet north of Alcosta Blvd, south to about 1000 feet north of Alcosta Blvd.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program: results of National Plant Services field investigation (CCTV, sonar, laser) of large diameter sewers

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

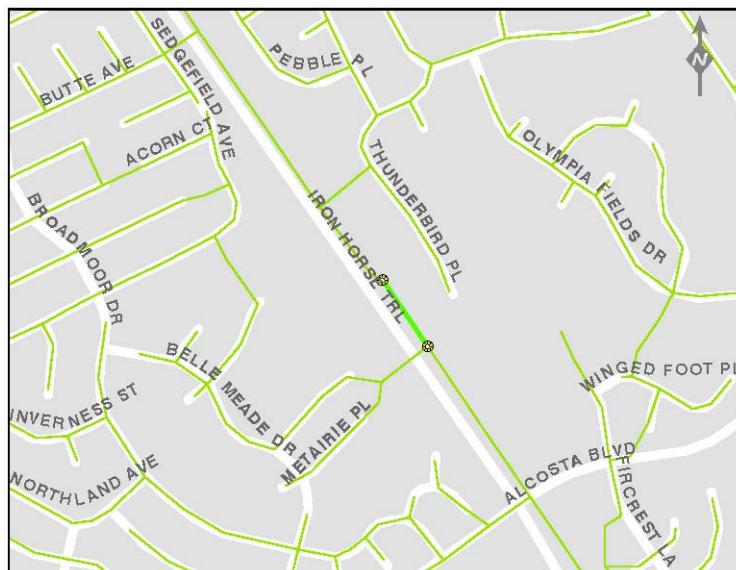
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	557,500	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$557,500

Current Adopted Budget \$0

Increase/(Decrease) \$557,500



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 18-S007 Alcosta Blvd Sewer Replacement

Funding Allocation: 100% 210

Project Manager: Robyn Mutobe **Status:** New Project

Project Summary:

The project will replace approximately 1250 feet of 10-inch of vitrified clay pipe (VCP) sewer located in Alcosta Blvd from approximately Village Parkway east to the Iron Horse Trail. The sags in the pipe make it impossible to TV to determine its condition and requires cleaning on frequent basis (3-month trouble spot). The project will replace the sewer as needed to prevent the potential of sanitary sewer overflow (SSO) incidents.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program.

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

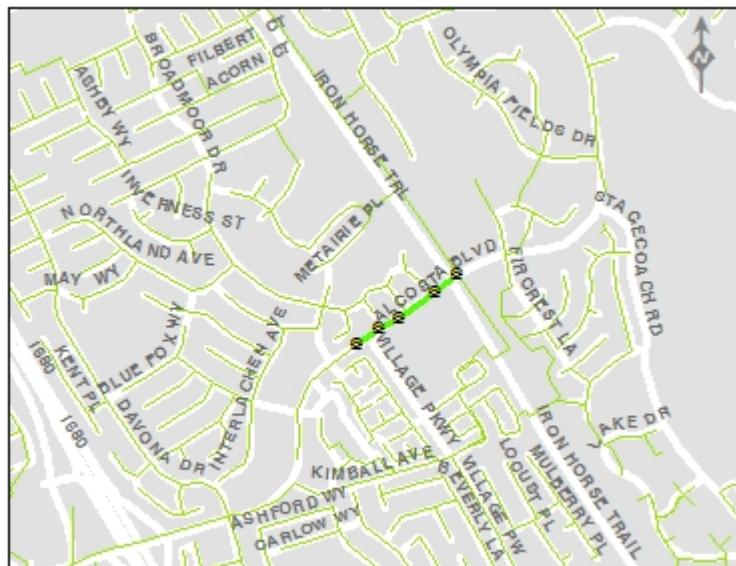
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	480,375	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$480,375**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$480,375**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 00-S020 Wastewater Collection System Replacement and Rehabilitation PROGRAM

Funding Allocation: 100% 210

Project Manager: Steven Delight

Status: Continuing Program

Project Summary:

This project will insure that uninterrupted sewer collection service is provided and will include, but are not limited to, repairing leaking pipes, pipe joints and manholes to reduce the amount of infiltration and inflow rates, which will reduce operating costs at the WWTP and extend the LAVWMA wet weather capacity. Sewer lines and manholes will be repaired or replaced as identified by District staff annually.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program.

Fund Allocation Basis: Program is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	145,000	145,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000

Total Estimated Project Cost **\$4,190,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$4,190,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 14-S001 Camp Parks Sewer Rehabilitation Project - Goodfellow Ave North of 8th Street

Funding Allocation: 100% 210

Project Manager:

Status: Future Project

Project Summary:

This project will rehabilitate approximately 1500 feet of 8-inch of vitrified clay pipe (VCP) sewer on Goodfellow Avenue north of 8th Street. It will include fixing the siphon installed by the Federal Corrections Institute (FCI). This pipe has several cracks and fractures leading to high inflow and infiltration rates. Project cost will be dependent on the method of rehabilitation which may be slip line, pipeburst or replacement.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Camp Parks Privatization Study, WBA, July 1998.

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

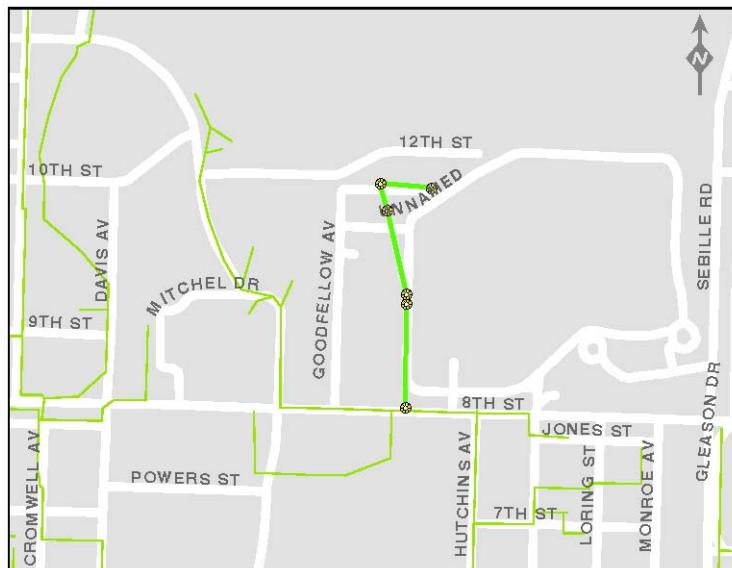
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
794	0	0	389,215	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$390,009**

Current Adopted Budget **\$225,000**

Increase/(Decrease) **\$165,009**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. T14-02 Camp Parks Sewer Rehabilitation Project - Davis and Cromwell, 8th to 10 Streets

Funding Allocation: 100% 210

Project Manager:

Status: Future Project

Project Summary:

This project will rehabilitate approximately 2600 feet of 12-inch of vitrified clay pipe (VCP) sewer along Davis and Cromwell Avenues, between 8th and 10th Streets. The existing sewer has several cracks and fractures leading to high inflow and infiltration rates. The project may pipeburst, or slip line, or replace the pipe in its entirety.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Camp Parks Privatization Study, WBA, July 1998.

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

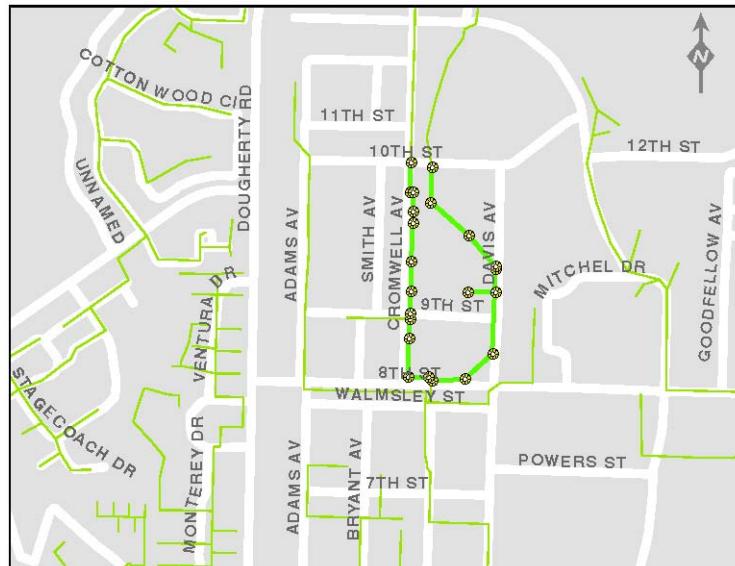
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	1,113,480	0	0	0	0	0	0	0

Total Estimated Project Cost **\$1,113,480**

Current Adopted Budget \$0

Increase/(Decrease) \$1,113,480



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. T16-22 East Dublin 36" Trunk Sewer Rehabilitation

Funding Allocation: 100% 210

Project Manager:

Status: Future Project

Project Summary:

This project will rehabilitate approximately 670 feet of an existing 36-inch reinforced concrete pipe (RCP) of the East Dublin PRFTA trunk. The pipe was installed in 1960 and have deteriorated with some corrosion visible and significant spalling. The first pipe reach (Johnson BP) is in an easement that begins just west of Johnson Drive (about 500 feet north of Owens Drive) and continues west almost to Owens Drive (loop). The second pipe section (Hacienda BP) is in an easement just south of I-580 between Owens Court and the Pleasanton BART parking lot (behind Dahlin Group Bldg).

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Results of National Plant Services field investigation (CCTV, sonar, laser) of large diameter sewers

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

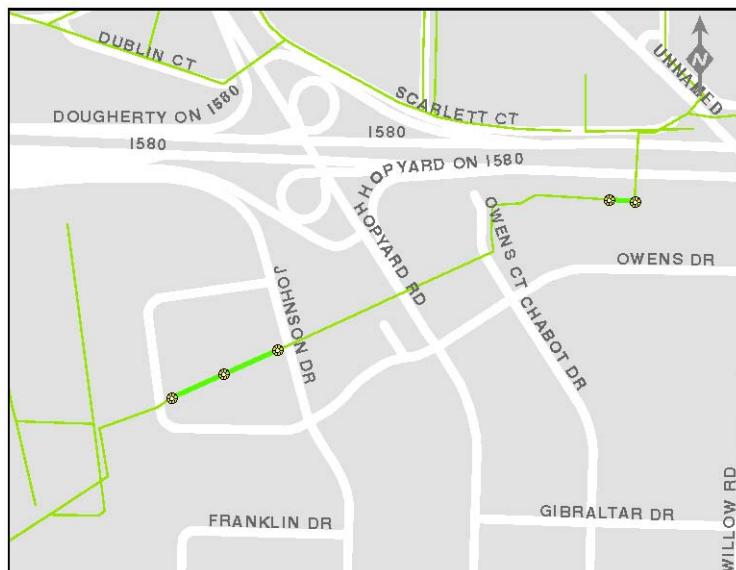
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	737,600	0	0	0	0	0	0	0

Total Estimated Project Cost **\$737,600**

Current Adopted Budget \$0

Increase/(Decrease) \$737,600



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 14-S002 Camp Parks Sewer Rehabilitation Project - Adams 8th to 10th Streets

Funding Allocation: 100% 210

Project Manager:

Status: Future Project

Project Summary:

This project will rehabilitate approximately 1300 feet of 12-inch of vitrified clay pipe (VCP) sewer along Adams Avenue between 8th and 10th Streets. The existing sewer has several cracks and fractures leading to high inflow and infiltration rates. Project cost will be dependent on the method of rehabilitation which may be slip line, pipeburst or replacement.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Camp Parks Privatization Study, WBA, July 1998.

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

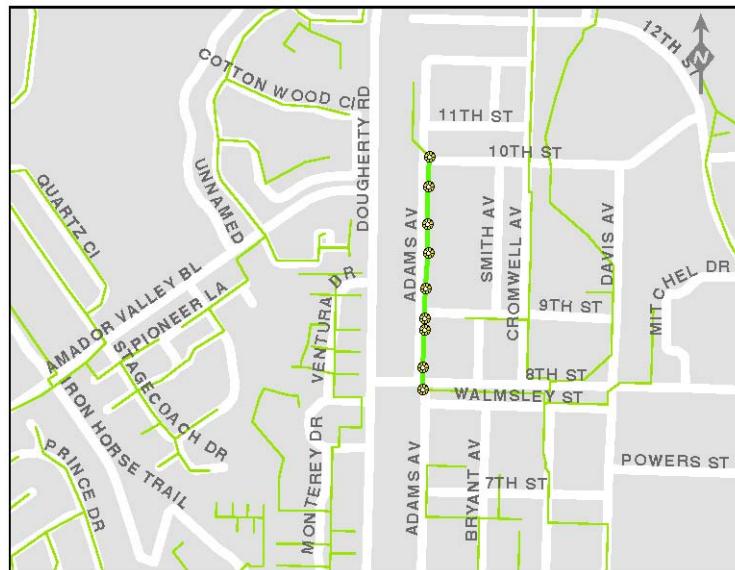
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
36,063	0	0	0	0	469,740	0	0	0	0	0	0

Total Estimated Project Cost **\$505,803**

Current Adopted Budget **\$270,000**

Increase/(Decrease) **\$235,803**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. T16-50 Iron Horse Trail Sewer Replacement

Funding Allocation: 100% 210

Project Manager:

Status: Future Project

Project Summary:

The project will replace approximately 1650 feet of 8-inch and 10-inch of polyvinyl chloride pipe (PVC) and vitrified clay pipe (VCP) sewer located just north of the Alameda/Contra Costa County line that cross the Iron Horse Trail and the adjacent creek. The project will also add manholes; at this time, the manhole spacing makes TV inspection and cleaning problematic. The sags in the pipe make it impossible to TV to determine its condition and requires cleaning on frequent basis (3-month trouble spot). The project will replace the sewer and additional sewers upstream as needed to prevent the potential of sanitary sewer overflow (SSO) incidents.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: District internal inspections, CMMS data; Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

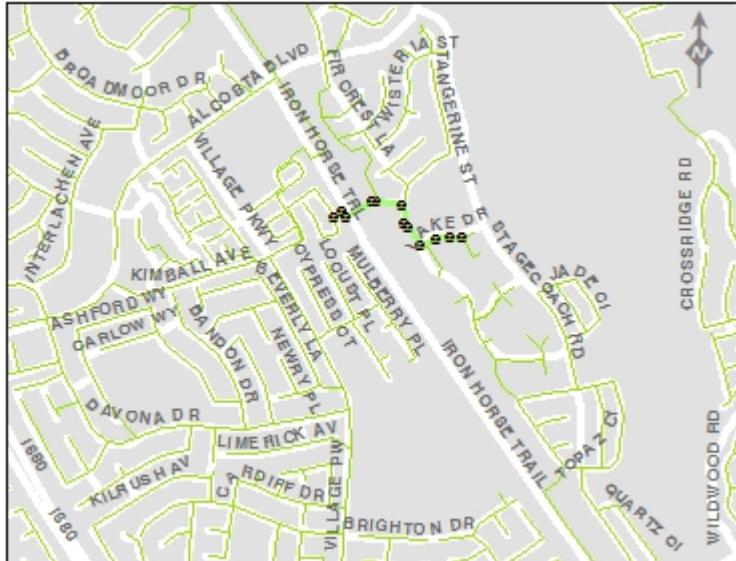
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	487,765	0	0	0	0	0	0

Total Estimated Project Cost **\$487,765**

Current Adopted Budget \$0

Increase/(Decrease) \$487,765



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 08-2101 Donahue Dr./Vomac Rd. Relief Sewer

Funding Allocation: 100% 210

Project Manager:

Status: Future Project

Project Summary:

This project will investigate and improve the inflow and infiltration (I&I) identified in the 2005 Sewer Master Plan. There are 3 sub-basins that lead to the Donahue/Vomac area. One or all of these sub-basins are contributing to unusually high infiltration and inflow rate. The investigation will likely include additional TV inspection, flow monitoring, and smoke testing. Problem areas identified will be repaired and replaced. It is anticipated that repairs and replacement of 8 and 10 inch sewer mains in the sub-basin will be needed.

CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: 2005 Wastewater Collection System Master Plan Update.

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

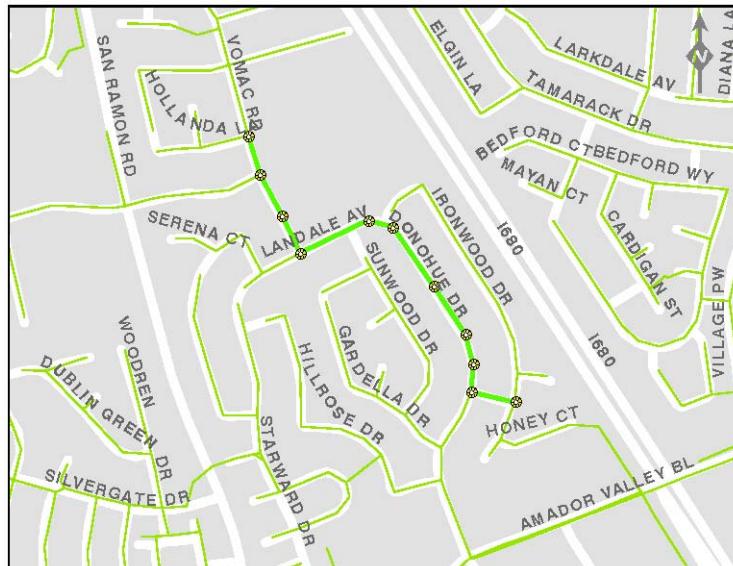
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
71,445	0	0	0	0	0	200,000	450,000	0	0	0	0

Total Estimated Project Cost **\$721,445**

Current Adopted Budget \$696,833

Increase/(Decrease) \$24,612



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Expansion (Fund 220)

CIP No. T00-76 Dublin Trunk Relief Sewer

Funding Allocation: 100% 220

Project Manager:

Status: Future Project

Project Summary:

The project will construct a relief sewer for the Dublin trunk sewer downstream of the east Dublin trunk sewer connection located within the District's Dedicated Land Disposal site to an existing 48-inch sewer line within the WWTP, near the East Amador Lift Station. The project consists of approximately 2100 feet of a 42-inch parallel pipeline. The 2005 Wastewater Collection System Master Plan Update indicated that the Dublin Trunk sewer surcharges in a 20-year return frequency storm. This project is required to comply with the Regional Water Quality Control Board (RWQCB) design requirements and to reduce infiltration and inflow rate.

CEQA: Initial Study may be required.

Reference: 2005 Wastewater Collection System Master Plan Update.

Fund Allocation Basis: Based on Master Plan

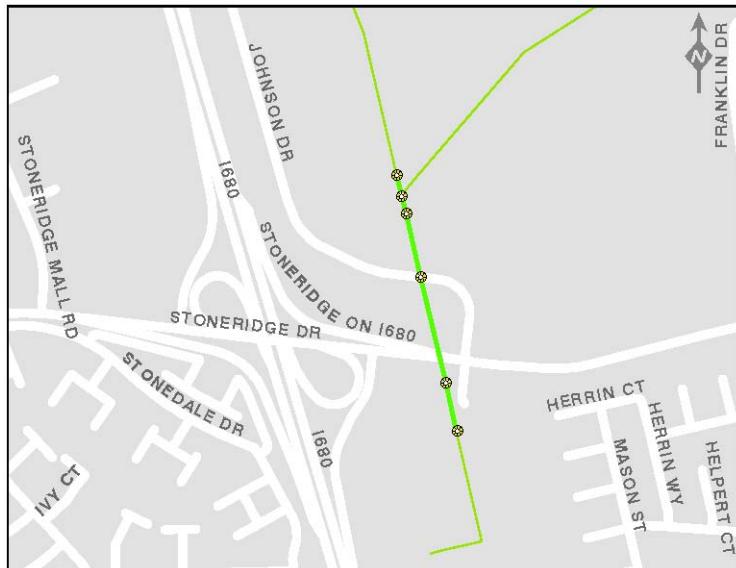
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	0	0	6,235,000

Total Estimated Project Cost **\$6,235,000**

Current Adopted Budget \$0

Increase/(Decrease) \$6,235,000



CIP 10-YEAR PLAN FYEs 2018 through 2027

* Listed according to project timing from earliest to latest

CATEGORY: RESOURCE RECOVERY FACILITIES

CIP No.	Project Name	Page
<u>2-Year Projects</u>		
05-3103	FSL Piping Improvements	95
07-3201	DSRSD Participation in Regional Biosolids Facility Project	96
07-3203	Anaerobic Digester No. 4	97
12-P003	RAS Line Rehabilitation	98
13-S004	Pump Stations VFD Replacements	99
16-P023	RWTF Lighting	100
16-P024	RWTF Fire Alarm System Upgrades	101
16-P028	Bio-Gas Treatment System Improvements	102
16-P030	EPS1 and EPS2 Pump Modifications	103
16-P031	RWTF Administration Building Improvements	104
17-P004	Primary Sedimentation Expansion and Improvements	105
18-P008	WWTP Industrial Control Network Security Essentials	106
18-P009	RWTF Access Security Assessment	107
18-P010	Biogas Flare Improvements	108
18-P011	3 Water Condition Assessment	109
18-P012	Inner Sewer Wetwell and Pumping Assessment	110
05-3206	WWTP SCADA Improvements	111
14-P005	Wet Weather Flow Capacity and Chlorine Contact Tank Dewatering	112
18-P013	Biosolids Dewatering Facility	113
18-P014	WWTP Recycled and Potable Water Systems	114
18-P015	Gravity Belt Thickener Rehabilitation	115
18-P016	Alum Addition	116
18-P017	Public Outreach Signage at RWTF	117
00-3120	Energy Management PROGRAM	118
00-P026	RWTF Replacement and Rehabilitation PROGRAM	119
<u>Future Projects</u>		
15-P018	Foul Air Line Rehabilitation	120
T16-01	Hypochlorite Building Rehabilitation	121
T16-35	Ferrous Chloride System Improvements	122
T18-05	FSL MCC Improvements	123
T00-37	Recoating of Digester Interior Covers 3, 2, and 1	124

CIP 10-YEAR PLAN FYEs 2018 through 2027

* Listed according to project timing from earliest to latest

CATEGORY: RESOURCE RECOVERY FACILITIES

CIP No.	Project Name	Page
T16-11	WWTP Motor Control Center and Distribution Panel "A" Improvements	125
T12-19	RWTF Fencing and Security - Phase 2	126
T16-40	RWTF Pavement Repair	127
T16-54	Odor Reduction Tower Replacement	128
T18-15	Cogeneration Engine Replacement	129
T10-62	Emergency Power for Distribution Panel-D	130
T10-83	Cover Primary Clarifiers	131
T12-08	Cover Settled Sewage Channel and Selector	132
T16-42	Nutrient Removal	133

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 05-3103 FSL Piping Improvements

Funding Allocation: 100% 310

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

The facultative sludge lagoons (FSLs) are a biological process that must have monitoring and controls in place to enable the process to be well operated. The return of the cap water from the FSLs has a large impact on the secondary treatment process at the wastewater treatment plant which can negatively impact the tertiary treatment of the effluent. This project will install various process controls in the FSL system including: improvements to the return flow overflow systems; replacement of chlorinated secondary effluent process water system (3 Water or 3W) charging valves; addition of new sludge charging valves; and sampling locations for digested sludge and return flows.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: WWTP Improvements Program.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
530,105	99,264	85,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$714,369**

Current Adopted Budget **\$714,369**

Increase/(Decrease) **\$0**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Expansion (Fund 320)

CIP No. 07-3201 DSRSD Participation in Regional Biosolids Facility Project

Funding Allocation: 100% 320

Project Manager: Steven Delight

Status: Continuing Project

Project Summary:

The District is participating in a regional biosolids facility project in coalition with 19 Bay Area agencies. The environmental phase is complete as well as a 10% design. At this time, District staff is monitoring the testing efforts of a super critical water oxidation "aquacritox" pilot facility in Valencia, Spain. Upon completion of all testing activities, the viability of the project at a District facility will be reevaluated. To date, the District continues to participate with the coalition. The coalition is adjusting its mission and moving its focus towards evaluating all technologies that are new innovative solutions to reuse biosolids in a beneficial way. Annual coalition dues have been paid from this project in the past. In future budget cycles, dues for participation with the coalition may be shifted to the operating budget.

CEQA: Statutory Exemption [CEQA Guideline 15262].

Reference: Biosolids Master Plan - Phase II (CIP 320C100)

Fund Allocation Basis:

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
577,276	35,000	35,000	0	0	0	0	0	0	0	0	101,054

Total Estimated Project Cost **\$748,330**

Current Adopted Budget **\$748,330**

Increase/(Decrease) **\$0**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Expansion (Fund 320)

CIP No. 07-3203 Anaerobic Digester No. 4

Funding Allocation: 89% 320 11% 310

Project Manager: Steven Delight

Status: Continuing Project

Project Summary:

This project will plan, design and construct a new 1.03 MG anaerobic digester and all ancillary equipment at the wastewater treatment plant (WWTP) to provide adequate biosolids process redundancy under current AWDF. The WWTP has three anaerobic digesters; two with a volume of 0.58 MG and one with a volume of 1.03 MG. With the three digesters in service, there is sufficient digester capacity. However, if the largest digester were taken out of service for maintenance, the WWTP would not have sufficient digester capacity. When the ADWF reaches approximately 14 mgd, the digester needs to be constructed in order to take the largest digester out of service to maintain solids treatment capacity. Reduced digester capacity increases the risk of digester upset, which could lead to odor issues. To provide adequate reliability and redundancy to this critical unit process, a fourth digester is required. This project also include a fats, oils, and grease (FOG) receiving facility to increase digester gas production. Parking modifications and internal landscaping around the digester and plant administration building will be made to accommodate displaced parking due to digester construction.

CEQA: WWTP Expansion and Improvement Project, Initial Study/Mitigated Negative Declaration, May 1998.

Reference: Draft 2016 Biosolids and WWTP Master Plan; WWTP Process Capacity Study; Anaerobic Digester No. 4 Preliminary Design Report, May 2009; Ninety Percent Design Drawings, June 2010.

Fund Allocation Basis: Fund split based on total volume needs for future capacity vs. redundancy for existing capacity;
Matches what was used in the 2010 Regional Fee Study

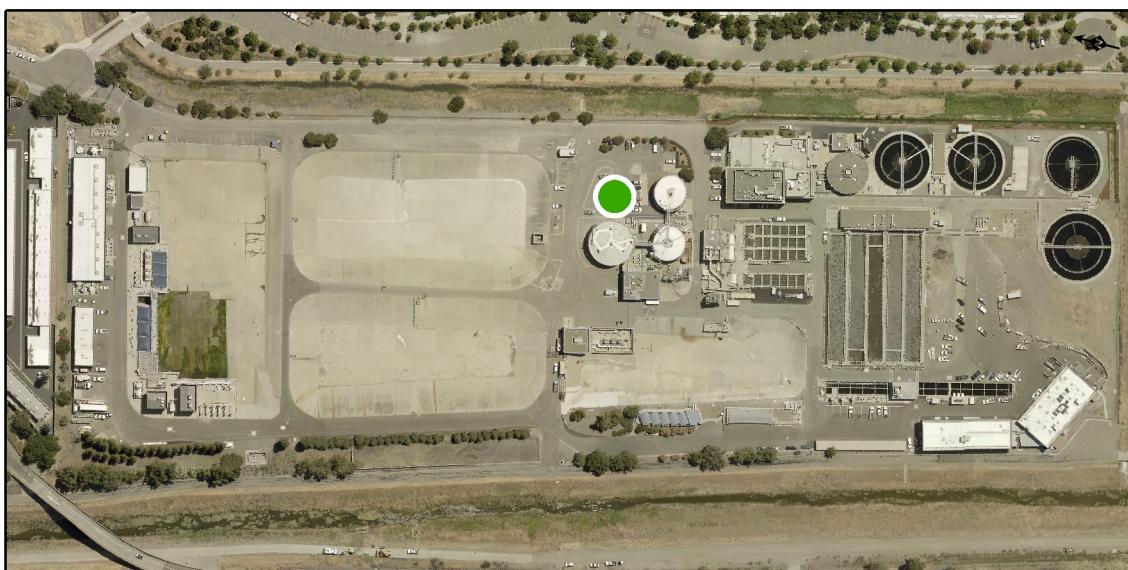
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
3,632,041	9,498,785	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$13,130,826**

Current Adopted Budget \$9,869,256

Increase/(Decrease) \$3,261,570



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 12-P003 RAS Line Rehabilitation

Funding Allocation: 100% 310

Project Manager: Jackie Yee

Status: Continuing Project

Project Summary:

This project will reline approximately 550 feet of 24-inch steel pipeline that convey the wastewater treatment plant return activated sludge (RAS). The RAS system is an integral part of the treatment process and the plant cannot risk failure of the system. The 24-inch RAS line was inspected during a repair of the line and was found to be in poor shape with multiple leaks due to coating holidays and corrosion. The structural integrity of the pipe is fair and lining the pipe will extend its life.

CEQA: Categorical Exemption [CEQA 15302].

Reference: Inspection results.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
156,636	587,500	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$744,136

Current Adopted Budget \$500,000

Increase/(Decrease) \$244,136



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 13-S004 Pump Stations VFD Replacements

Funding Allocation: 100% 310

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

The project will replace 17 Robicon brand variable frequency drives (VFD) which are used to control pump speed and flow at District facilities. The existing VFDs are currently functioning; however, Robicon went out of business several years ago and no other company picked up support of their product line. Replacement parts cannot be found and there is no technical support. Some of the pumps that are using these VFDs are very important and the District cannot have them out of service. The most important pumps that have these VFDs are the influent pumps, the effluent pumps, and the recycled water pump station PSR1. The recycled pump station is a DERWA facility and the cost for that replacement will be reimbursed to the District.

CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Based on location of pumps; 25% of total cost will be DERWA reimbursement for RW pump station PSR1.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
272,477	490,700	537,300	745,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$2,045,477** **DSRSD Net Cost: \$1,534,108**

Current Adopted Budget **\$2,045,477** Other Funding: DERWA pays for PSR1 portion which is 25% of the cost
Increase/(Decrease) **\$0**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 16-P023 RWTF Lighting

Funding Allocation: 100% 310

Project Manager: Maurice Atendido

Status: Continuing Project

Project Summary:

This project will review the overall lighting at the Regional Wastewater Treatment Facility (RWTF) and install lighting along the roadway from the front gate to Building A.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference: Staff recommendation.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
27,000	20,000	20,000	18,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$85,000**

Current Adopted Budget **\$85,000**

Increase/(Decrease) **\$0**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 16-P024 RWTF Fire Alarm System Upgrades

Funding Allocation: 100% 310

Project Manager: Dan Lopez

Status: Continuing Project

Project Summary:

The Regional Wastewater Treatment Facility (RWTF) currently has four different fire alarm controls panels (FACP) on two separate systems. Two of the FACP's are obsolete and the other two are crude remotes to the primary systems at Building A and Building R. There are separate dialers with two phones lines (primary and backup) for each system. This configuration complicates the maintenance and testing of the systems. This project will integrate the entire system into a single FACP that could be easily networked and expanded as needed. Some of the existing infrastructure (i.e. smoke detectors, strobes, pull stations, etc.) will be utilized to the extent possible which should reduce cost and labor. The upgrade will also include other items such as adding fire alarm notification devices to the first and second floors of Building A, tying in flow switch (at riser) to FACP, panel programming, and fire alarm drawings that will improve staff's ability to maintain and repair the system.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference: Staff recommendation.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	93,150	111,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$204,150**

Current Adopted Budget **\$33,000**

Increase/(Decrease) **\$171,150**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 16-P028 Bio-Gas Treatment System Improvements

Funding Allocation: 100% 310

Project Manager: Robyn Mutobe

Status: Continuing Project

Project Summary:

The existing biogas scrubber cleans and pressurizes biogas prior to being sent to the cogeneration engines. Clean biogas improves engine efficiency and assists in meeting BAAQMD regulations at cogen. When the new digester, primaries, and fats, oils and grease (FOG) station are put into operation, additional solids will be collected for digestion. The additional solids will increase biogas production. At this time, the biogas scrubber is working at capacity. Additional gas will need to be cleaned prior to sending it to cogen. This project will evaluate the existing biogas scrubber and make recommendations to improve the existing scrubber or replace it.

CEQA: Categorical Exemption [CEQA Guideline 15303].

Reference: Draft 2016 Biosolids and WWTP Master Plan

Fund Allocation Basis: Based on 140 scfm current gas flow vs 430 scfm new gas flow after improvements

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
50,767	30,000	0	950,000	850,000	0	0	0	0	0	0	0

Total Estimated Project Cost **\$1,880,767**

Current Adopted Budget **\$70,000**

Increase/(Decrease) **\$1,810,767**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 16-P030 EPS1 and EPS2 Pump Modifications

Funding Allocation: 100% 310

Project Manager: Shawn Quinlan

Status: Continuing Project

Project Summary:

This project will modify three effluent pump station #1 (EPS1) pumps and two effluent pump station # 2 (EPS2) pumps to maintain full pumping capacity in wet weather conditons. The effluent pump bushings require modifications to flush out sediment and plastics. Three of the pumps have seized up and had to be pulled out and repaired. This project will modify the bushings of the remaining pumps.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference: Staff recommendation.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
52,985	197,015	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$250,000

Current Adopted Budget \$250,000

Increase/(Decrease) \$0



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 16-P031 RWTF Administration Building Improvements

Funding Allocation: 100% 310

Project Manager: Jackie Yee

Status: Continuing Project

Project Summary:

This project will complete several improvements to the Regional Wastewater Treatment Facility (RWTF) Administration building. It will repair the leaking roof, repair a sagging floor section, replace the carpet on the main floor, replace vinyl tile in lab, develop an overall space utilization plan, upgrade fire system for existing infrastructure, and install security card readers. The security card readers will be installed on three different back and side doors to the building and in the 2nd floor laboratory area. Readers will allow access control; security and safety over equipment and controlled substances per Drug Enforcement Administration (DEA) requirement.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference: Staff recommendation.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
162,481	97,516	0	0	75,000	0	0	0	0	0	0	0

Total Estimated Project Cost **\$334,997**

Current Adopted Budget **\$260,000**

Increase/(Decrease) **\$74,997**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Expansion (Fund 320)

CIP No. 17-P004 Primary Sedimentation Expansion and Improvements

Funding Allocation: 85% 320 15% 310

Project Manager: Jackie Yee

Status: Continuing Project

Project Summary:

This project will construct up to three additional primary sedimentation tanks at the Regional Wastewater Treatment Facility (RWTF). The primary treatment capacity is undersized for the facility's current average dry weather flow. Insufficient primary treatment capacity overburdens the aeration basins and secondary clarifiers leading to higher energy costs and more difficulties in controlling the secondary effluent water quality. The additional primary sedimentation tanks will provide the treatment capacity needed for current and buildout flows.

CEQA: Initial Study/Mitigated Negative Declaration

Reference: Draft Wastewater Treatment Plant and Biosolids Master Plan 2016

Fund Allocation Basis: Matches what was used in 2010 Regional Capacity Reserve Fee Study

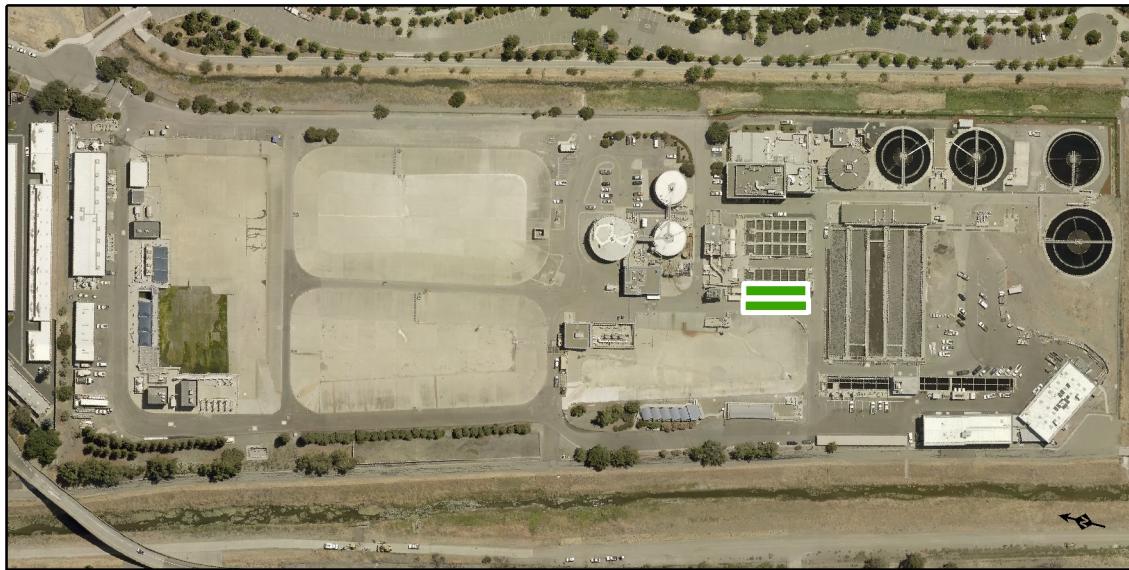
10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
400,000	2,115,000	7,485,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$10,000,000**

Current Adopted Budget \$4,794,000

Increase/(Decrease) \$5,206,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P008 RWTF Industrial Control Network Security Essentials

Funding Allocation: 52% 310 37% 610 11% 210

Project Manager: Bob Treppa

Status: New Project

Project Summary:

This project will improve the network infrastructure to bring the Regional Wastewater Treatment Facility (RWTF) network up to current standards as a tighter security schema will be implemented. Much of the current industrial control switching is legacy equipment handed down from the business network or is consumer grade rather than industrial. Much of the equipment is past end-of-life and no longer supported by vendor or the manufacturer. This project will improve network security and standardize network switching to Cisco 4000i (like Field SCADA) and 3850's to allow for more security. Additional security allows for more wireless connections to provide denser connectivity from mobile devices.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Staff Recommendations; CIP No. 16-P026 WWTP Replacement and Rehabilitation Allowance

Fund Allocation Basis: Project will benefit entire SCADA network including treatment plant and field operations facilities.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	250,000	100,000	50,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$400,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$400,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P009 RWTF Access Security Assessment

Funding Allocation: 100% 310

Project Manager: Dan Lopez

Status: New Project

Project Summary:

This project will assess the current security at the Regional Wastewater Treatment Facility (RWTF). In the past, residents, contractors, and vendors have entered the plant site unescorted. Once inside, the visitors do not always check in to the administration building. This project will examine options and provide a design to increase site security.

CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: Staff recommendations.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	50,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$50,000

Current Adopted Budget \$0

Increase/(Decrease) \$50,000

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P010 Biogas Flare Improvements

Funding Allocation: 100% 310

Project Manager: Robyn Mutobe

Status: New Project

Project Summary:

This project will replace the Regional Wastewater Treatment Facility's existing biogas flare. Typically, all biogas is used to power the cogen engines after the gas is scrubbed. If the gas scrubber is out of service, or if cogen is offline, biogas must be vented to prevent overpressurization of the digesters. The flare cleanly burns the biogas under a BAAQMD permit. At this time, the existing flare is out of compliance with Bay Area Air Quality Management District (BAAQMD) requirements. This project will evaluate and replace the existing flare and three-way control valves located on the digesters. Additional permitting may be required through the BAAQMD.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference:

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	200,000	350,000	75,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$625,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$625,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P011 Chlorinated Secondary Effluent Process Water System Condition Assessment

Funding Allocation: 100% 310

Project Manager: Aaron Johnson

Status: New Project

Project Summary:

This project will assess the condition of the existing chlorinated secondary effluent process water (3 Water or 3W) system at the wastewater treatment plant. The current 3W system is the backbone for plant operations. 3W is treated process water used for spray water, pump seal water, and cooling water for cogen. When 3W system goes down, the overall plant process is compromised. Although the 3W system is currently backed up with recycled water (4 Water or 4W) system, 4W relies on the same piping as 3W, meaning the backup is only for pump failure and not for a major leak. This evaluation will look at the pumps as well as the existing piping. The project will also evaluate other critical pipelines within the boundaries of the plant. Recommendations may be to replace sections of 3W or potentially to connect a backup water supply to key processes. This project is for evaluation only, additional funding will be needed based on recommendations.

CEQA: Not a project under CEQA

Reference:

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	75,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$75,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$75,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P012 Inner Sewer Wetwell and Pumping Assessment

Funding Allocation: 100% 310

Project Manager: Robyn Mutobe

Status: New Project

Project Summary:

This project will assess the current inner sewer wetwell and pumping system. This system is integral to the wastewater treatment plant process as it pumps intersewer water around the influent pumps and metering system. This pump around is necessary for accurate metering of plant influent flows. However, this system is problematic and the pumps have a short service life due to conditions. This project will assess the equipment and wetwell to determine if the equipment is sized properly or perhaps determine that there is a better way to satisfy the goal for accurate influent metering. This project is for evaluation only, additional funding will be needed based on recommendations from the report.

CEQA: Not a project under CEQA

Reference:

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	75,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$75,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$75,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 05-3206 WWTP SCADA Improvements

Funding Allocation: 100% 310

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

This project will upgrade the WWTP Supervisory Control and Data Acquisition (SCADA) communication network, replace and program the programmable logic controllers (PLCs), replace the servers, install a new database repository for historical data and acquire a web portal to view SCADA data over the District's business network. The WWTP SCADA servers communicate with the plant PLCs through ARCNET, a legacy control system for which parts are no longer available and soon will no longer be supported. This project will convert the ARCNET system to an industry standard ethernet system. This project will also replace the PLCs with ethernet compatible water/wastewater industry standard PLCs. This project will involve complex construction sequencing to allow for parallel SCADA systems during implementation as the plant processes cannot be interrupted. It will also require thorough testing of the PLC programming and communication system to assure reliable plant operation after cut-over to the new system.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: SCADA System Master Plan, March 2010

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
253,304	0	450,000	905,500	1,355,500	0	0	0	0	0	0	0

Total Estimated Project Cost **\$2,964,304**

Current Adopted Budget **\$2,964,179**

Increase/(Decrease) **\$125**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 14-P005 Wet Weather Flow Capacity and Chlorine Contact Tank Dewatering

Funding Allocation: 65% 310 35% 320

Project Manager: Steven Delight

Status: Continuing Project

Project Summary:

This project will remove a divider wall between the chlorine contact tank (CCT) influent channel and the CCT and remove the weir in the chlorine junction box to allow greater flows through these structures. The project will also add a CCT dewatering system. When the wastewater treatment plant flow is greater than 37 mgd, the secondary clarifiers flood due to hydraulic constraints downstream of the clarifiers. Removal of the walls and weirs will allow for greater flows through the wastewater treatment plant. Also, the chlorine contact tank should ideally be cleaned once every quarter. Dewatering the CCT for cleaning involves extensive pumping equipment setup and staff time, and once everything is set up, it takes time to pump out the water. This project will design necessary pumping valving and controls for a CCT dewatering system.

CEQA: CEQA document approved by Board on 8/17/1999.

Reference: CIP Process Capacity Review, WBA, May 2009; Secondary Effluent Wet Weather Capacity Review, August 2014; Draft 2016 WWTP and Biosolids Master Plan.

Fund Allocation Basis: 2010 Regional Capacity Reserve Fee Study

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
57,381	0	450,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$507,381

Current Adopted Budget \$2,270,194

Increase/(Decrease) (\$1,762,813)



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Expansion (Fund 320)

CIP No. 18-P013 Biosolids Dewatering Facility

Funding Allocation: 100% 320

Project Manager: Robyn Mutobe

Status: New Project

Project Summary:

The water content of the biosolids harvested from District's facultative sludge lagoons (FSLs) limits the amount of biosolids that can be placed on the dedicated land disposal (DLD) site. With this limitation, the FSLs are slowly accumulating biosolids. The current land application of biosolids on the DLD is by far the most cost-effective solution for biosolids management. To continue using the DLD for biosolids disposal, the biosolids need to be dewatered. This project will construct a new biosolids dewatering facilities and building at the DLD site. The dewatering of biosolids will allow the DLD to continue to be the primary method of sludge disposal. Should the District wish to diversify biosolid management or take advantage of new technologies to recover biosolids as a resource, dewatering will be required. Therefore, dewatering is a near term solution for biosolids disposal that will also move the District toward diversifying its biosolids management in the long term. This project is required for both options of continuing with DLD disposal or participation in a regional biosolids facility (CIP 07-3201).

CEQA: To be determined.

Reference: 2017 Wastewater Treatment Plant and Biosolids Master Plan

Fund Allocation Basis: 2010 Regional Capacity Reserve Fee Study

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	2,525,000	12,120,000	0	0	0	0	0	0	0	1,450,000

Total Estimated Project Cost **\$16,095,000**

Current Adopted Budget \$0

Increase/(Decrease) \$16,095,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P014 WWTP Recycled and Potable Water Systems

Funding Allocation: 100% 310

Project Manager: Jackie Yee

Status: New Project

Project Summary:

This project will separate the potable water and fire systems at the Regional Wastewater Treatment Facility (RWTF) and expand the use of recycled water for the plant processes. The current fire main supplies both the potable and fire water systems. The project will separate the systems by installing 2000 feet of 3-inch and 500 feet of 2-inch potable water lines to Buildings A, D, S, T, and fleet maintenance building. This project will also install approximately 550 feet of 3-inch above ground and 350 feet of 3-inch below ground recycled water pipe to the cogeneration building, blower building, plant air compressors, bar screens, 1250kW and 750 kW generators, and buildings S and T.

CEQA: Categorical Exemption [CEQA Guideline 15303].

Reference:

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	200,000	184,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$384,000**

Current Adopted Budget \$0

Increase/(Decrease) \$384,000

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P015 Gravity Belt Thickener Rehabilitation

Funding Allocation: 100% 310

Project Manager: Dan Lopez

Status: New Project

Project Summary:

This project will rehabilitate the worn components on the gravity belt thickener and upgrade the controls. The District purchased a truck mounted gravity belt thickener in 2003. The thickener is used when the dissolved air flotation thickener, which thickens the waste activated sludge prior to the digesters, is taken out of service for maintenance and repairs. When the thickener is not in service, it is rented to other agencies for use. For solids handling reliability, the thickener must be kept in good working condition.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference:

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	40,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$40,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$40,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P016 Alum Addition

Funding Allocation: 75% 310 25% 320

Project Manager: Rudy Portugal

Status: New Project

Project Summary:

This project will construct facilities to add alum to the facultative sludge lagoon return water. The addition of alum will precipitate phosphate from the return water and reduce the formation of struvite. Currently, one of the strategies to avoid the formation of struvite at the wastewater treatment plant (WWTP) is to run the WWTP in a mode where the phosphate remains in the liquid process and exits the WWTP with the effluent, rather than remaining in the biosolids and forming struvite in the digesters. However, this mode of operation is not as effective in producing a consistently high quality effluent. The addition of alum will allow the WWTP to operate in an alternate mode that will produce a better settling sludge and higher quality effluent, thus eliminating the need for an additional clarifier.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: To be determined.

Fund Allocation Basis: Project is required to improve current operations; based on current vs. buildout flow at the time of project inception.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	800,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost \$800,000

Current Adopted Budget \$0

Increase/(Decrease) \$800,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 18-P017 Public Outreach Signage at RWTF

Funding Allocation: 100% 310

Project Manager: Sue Stephenson

Status: New Project

Project Summary:

Facility tours are one way the District communicates the value we provide the community 24/7. Engaging with our customers in an on-going, direct, proactive way builds confidence in the District as a reliable, trustworthy service provider and increases our customers' understanding of what they get for their money. Tours also promote careers in the water/wastewater industry. This project will purchase and install signs at the Regional Wastewater Treatment Facility (RWTF) to help facilitate the tours that are given on a regular basis. The project will also paint a mural on the west side of Building S which faces Interstate 680, making it very visible to travelers. The mural will promote how DSRSD is "Keeping our Waterways Clean."

CEQA:

Reference:

Fund Allocation Basis: Project will benefit existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	70,000	30,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$100,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$100,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 00-3120 Energy Management PROGRAM

Funding Allocation: 75% 310 25% 610

Project Manager: Steven Delight

Status: Continuing Program

Project Summary:

Over the next 10 years, energy management is going to be a significant issue for wastewater and recycled water treatment. This project will fund participation in local and regional efforts regarding alternative energy, evaluating existing systems, studying and evaluating technologies and making minor improvements to existing systems. Examples of potential projects include: evaluating most efficient digester gas usage in the cogeneration system; partnering with other agencies in offsite solar power; assessing value of digester gas storage; experimenting with low energy lighting; and an Energy Management Master Plan.

CEQA: To be determined.

Reference:

Fund Allocation Basis: Based on ratio of energy used at treatment plant vs. water facilities

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	75,000	75,000	250,000	250,000	350,000	0	0	0	0	0	0

Total Estimated Project Cost **\$1,000,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$1,000,000**

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 00-P026 RWTF Replacement and Rehabilitation PROGRAM

Funding Allocation: 100% 310

Project Manager: Steven Delight

Status: Continuing Program

Project Summary:

This program will fund projects to upgrade, replace and improve facilities and equipment within the Regional Wastewater Treatment Facility (RWTF) to meet operational and permit requirements. Some equipment is now more than 30 years old. This program provides for the renewal, replacement and/or increase in capacity of process equipment on an as-needed basis or the upgrade of equipment as it becomes obsolete. This program may also be used to investigate issues that lead to the identification of projects that require the creation of a specific CIP project. Increases in future years' estimated cashflow reflect anticipated Asset Management Program needs as plant infrastructure ages.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Staff recommendation.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	400,000	400,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Total Estimated Project Cost **\$13,800,000**

Current Adopted Budget \$0

Increase/(Decrease) \$13,800,000

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. 15-P018 Foul Air Line Rehabilitation

Funding Allocation: 100% 310

Project Manager:

Status: Deferred Project

Project Summary:

This project will rehabilitate the foul air line which conveys odorous air from the bar screen building to the biofilter. The foul air is constructed of corrugated plastic line pipeline and the joints have weakened. The foul air has been leaking through the existing pavement and holding basin #2 causing cracking and base failure in the pavement. The foul air line will be assessed for repairs. The rehabilitation may range from sealing joints and sliplining to full replacement, including the reconstruction of the center manhole that is currently inaccessible and making it accessible for future repairs and maintenance. The sealed air line will stop pavement damage, provide more efficient treatment through the biofilter, and decrease foul air escaping into the atmosphere that is sometimes noticed by pedestrians on the nearby trail.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Operations staff recommendation.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
142,364	0	0	350,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$492,364**

Current Adopted Budget \$176,000

Increase/(Decrease) \$316,364



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. T16-01 Hypochlorite Building Rehabilitation

Funding Allocation: 100% 310

Status: Deferred Project

Project Manager:

Project Summary:

The four sodium hypochlorite bulk storage tanks at the wastewater treatment plant were replaced during the summer of 2014. During the tank replacement, a visual analysis of the existing pads and building were reviewed by a structural engineer. The coating at the perimeter of the existing tank pads and coating on the tank room slab have failed in areas where the old storage tanks had leaked. The coating in the pump room had failed completely due to chemical exposure. This project will address those findings and correct the problems. Concrete samples will be taken and tested for chloride ion concentration. Concrete repair will be undertaken before reinforcing steel capacity is compromised. Alternatives to arrest any ongoing corrosion will also be investigated and implemented. Concrete coating will be applied over the concrete repairs and corroded pipe; pump supports in the pump room will be replaced; and the wall to slab, wall-to-wall connection and roof beams will also be strengthened to update the building to current seismic standards.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Hypochlorite Storage Building Condition and Seismic Assessment, Carollo Engineers, October 2014.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	306,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$306,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$306,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. T16-35 Ferrous Chloride System Improvements

Funding Allocation: 100% 310

Project Manager:

Status: Deferred Project

Project Summary:

The ferrous chloride tank and containment area is over 30 years old. This project will replace the 6500 gallon ferrous chloride storage tank, repair the concrete secondary containment area, and install a control system for dosing to the headworks based on flow for improved odor control.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Tank Integrity Assessment for the Ferrous Chloride Storage Tank, Trident Environmental and Engineering, Inc., April 2004.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	102,600	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$102,600**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$102,600**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. T18-05 FSL MCC Improvements

Funding Allocation: 100% 310

Project Manager:

Status: Deferred Project

Project Summary:

The motor control center (MCC) at the facultative sludge lagoons (FSL) is over 30 years old and replacement parts (i.e. starters, circuit breakers, protective devices, power monitoring equipment, etc.) will require modifications to existing MCC buckets because exact replacements are no longer readily available. This is a critical MCC since it is a single point of failure for power and controls for the FSL mixers and valves.

CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference:

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	65,550	99,900	0	0	0	0	0	0	0

Total Estimated Project Cost \$165,450

Current Adopted Budget \$0

Increase/(Decrease) \$165,450

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. T00-37 Recoating of Digester Interior Covers 3, 2, and 1

Funding Allocation: 100% 310

Project Manager:

Status: Future Project

Project Summary:

The life expectancy of a digester steel cover is ten years. This project will repair and coat the interior covers of the digesters, if needed, to extend their useful life. As part of the project, the digesters will be drained and cleaned so the interior covers can be inspected. After the condition of each interior cover is determined, necessary work will be performed. Digester 1 was last cleaned in 2012 and Digesters 2 and 3 in 2013.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference:

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	79,000	79,000	132,000	0	0	0	0	0	0

Total Estimated Project Cost \$290,000

Current Adopted Budget \$0

Increase/(Decrease) \$290,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. T16-11 WWTP Motor Control Center and Distribution Panel "A" Improvements

Funding Allocation: 100% 310

Status: Deferred Project

Project Manager:

Project Summary:

This project will upgrade the wastewater treatment plant's motor control centers (MCCs) and electrical distribution panel A (DPA) to a standard 65,000 ampere interrupting capacity (AIC) rating. Based on the most recent short circuit analysis, ten MCCs and the DPA do not have adequate short circuit equipment AIC ratings to either handle possible fault scenarios or to handle future expansions. The upgrade will also require modifications to existing MCC buckets as the MCCs are over 20 years old and exact replacement parts (i.e. starters, circuit breakers, etc.) are no longer readily available.

CEQA: Categorical Exemption [CEQA Guideline 15301, 15302].

Reference:

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	203,550	693,750	471,750	0	0	0	0	0

Total Estimated Project Cost **\$1,369,050**

Current Adopted Budget \$0

Increase/(Decrease) \$1,369,050

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. T12-19 RWTF Fencing and Security - Phase 2

Funding Allocation: 100% 310

Project Manager:

Status: Future Project

Project Summary:

This project will improve security along the Regional Wastewater Treatment Facility (RWTF) perimeter. This project will install 8-feet tall vinyl coated fence along the south, west and north and half of the east perimeter of the RWTF. It will also include screening landscaping where space permits. Phase 1 replaced the fencing along the eastern perimeter from the Administration building to the southeast corner of the RWTF. That phase also included landscaping for screening of the RWTF from the adjacent Val Vista Park.

CEQA: Negative Declaration approved May 19, 1998.

Reference: Physical Security Risk Assessment, Pinkerton Consulting, April 2004.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	1,210,000	0	0	0	0	0	0	0

Total Estimated Project Cost **\$1,210,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$1,210,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. T16-40 RWTF Pavement Repair

Funding Allocation: 100% 310

Project Manager:

Status: Future Project

Project Summary:

This project will repair and seal coat pavement at the Regional Wastewater Treatment Facility (RWTF). The facility's pavement is subject to vehicles with heavy loads. This work is required periodically to maintain the integrity of the pavement.

CEQA: Categorical Exemption [CEQA Guideline 15301].

Reference:

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	325,000	0	0	0	0	0	0	0

Total Estimated Project Cost **\$325,000**

Current Adopted Budget **\$0**

Increase/(Decrease) **\$325,000**



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Expansion (Fund 320)

CIP No. T16-54 Odor Reduction Tower Replacement

Funding Allocation: 100% 320

Project Manager:

Status: Future Project

Project Summary:

This project will either rehabilitate or replace the Odor Reduction Tower (ORT) at the Regional Wastewater Treatment Facility (RWTF). The ORT treats odorous air from the influent pump room, aerated grits tanks, and the grit building. Although the ORT effectively treats hydrogen sulfide, it does not effectively treat reduced sulfur compounds. This project will help the District meet the RWTF odor control goals to minimize odor impacts to the surrounding community.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: 2008 Update to Odor Control Focus Areas Analysis, CH2M Hill, July 2009.

Fund Allocation Basis: New project is odor control associated with increasing flows into WWTP and also based on the fact that some capacity reserve fees have been collected to cover this project.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	1,042,500	0	0	0	0	0	0

Total Estimated Project Cost **\$1,042,500**

Current Adopted Budget \$0

Increase/(Decrease) \$1,042,500



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. T18-15 Cogeneration Engine Replacement

Funding Allocation: 100% 310

Project Manager:

Status: Future Project

Project Summary:

The Asset Management Program has identified many items on the cogeneration system that are in need of replacement. The option for a full replacement of the engines and ancillary equipment compared to the cost of replacement items for the engines need to be considered. One of the engines is in excess of 50 years old based on the block casting numbers.

CEQA: Categorical Exemption [CEQA Guideline 15302].

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	20,000	1,000,000	0	0	0

Total Estimated Project Cost \$1,020,000

Current Adopted Budget \$0

Increase/(Decrease) \$1,020,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Expansion (Fund 320)

CIP No. T10-62 Emergency Power for Distribution Panel-D

Funding Allocation: 100% 320

Project Manager:

Status: Future Project

Project Summary:

This project will install a 900 kW emergency power generator for the distribution panel-D (DPD) switchgear to support continued growth of the service population and the corresponding increases in influent pumping and related wastewater treatment plant equipment, such as the bar screens, primary clarifiers, etc. The DPD is currently provided with emergency power via the existing generator, but higher flows will require an additional generator. Emergency power is also a requirement of the District's NPDES Permit. This project will be revised per updated Electrical Master Plan scheduled for completion in 2019.

CEQA: To be determined.

Reference: 2004 WWTP Electrical Master Plan and dependent on findings of 2019 Electrical Master Plan Update; 2016 WWTP and Biosolids Master Plan

Fund Allocation Basis: Needed when flow reaches 17 mgd

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	0	0	5,560,000

Total Estimated Project Cost \$5,560,000

Current Adopted Budget \$0

Increase/(Decrease) \$5,560,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Expansion (Fund 320)

CIP No. T10-83 Cover Primary Clarifiers

Funding Allocation: 100% 320

Project Manager:

Status: Future Project

Project Summary:

This project will cover the primary clarifiers. The settled sewerage channel and the primary clarifiers have been identified in the Odor Control Master Plan as areas in the wastewater treatment plant that have odor issues. The project may cover the entire primary tanks or only the launderers. The foul air removed from the primary clarifiers will be treated in a new odor treatment facility that also serves the settled sewerage channel and other processes in the area.

CEQA: Categorical Exemption [CEQA Guideline 15303].

Reference: 2008 Update to Odor Control Focus Areas Analysis, CH2M Hill, July 2009; Dependent on findings of current WWTP and Biosolids Master Plan.

Fund Allocation Basis: New project is odor control associated with increasing flows into WWTP and also based on the fact that some capacity reserve fees have been collected to cover this project.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	0	0	2,080,000

Total Estimated Project Cost \$2,080,000

Current Adopted Budget \$0

Increase/(Decrease) \$2,080,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Expansion (Fund 320)

CIP No. T12-08 Cover Settled Sewage Channel and Selector

Funding Allocation: 100% 320

Project Manager:

Status: Future Project

Project Summary:

This project will cover the settled sewage channel and the selector. The settled sewage channel and the primary clarifiers have been identified in the Odor Control Master Plan as areas in the wastewater treatment plant that have odor issues. The covers will also allow the addition of air to the settled sewage channel, which will increase the performance of the plant. The foul air removed from the settled sewage channel will be treated in a new odor treatment facility that also serves the primary clarifiers and other items in the area. This project will also include replacement of the odor reduction tower with a new high performance biofilter in the current biofilter location. The new biofilter will be constructed modular and will be added when the primaries are covered.

CEQA: To be determined.

Reference: 2008 Update to Odor Control Focus Areas Analysis, CH2M Hill, July 2009; Dependent on findings of current WWTP and Biosolids Master Plan.

Fund Allocation Basis: New project is odor control associated with increasing flows into WWTP and also based on the fact that some capacity reserve fees have been collected to cover this project.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	0	0	3,900,000

Total Estimated Project Cost \$3,900,000

Current Adopted Budget \$0

Increase/(Decrease) \$3,900,000



DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

CIP No. T16-42 Nutrient Removal

Funding Allocation: 75% 310 25% 320

Project Manager:

Status: Future Project

Project Summary:

In April 2014, the Bay Area Regional Water Quality Control Board (RWQCB) issued a San Francisco Bay Nutrients Watershed permit to municipal wastewater dischargers. The permit requires wastewater dischargers to evaluate reductions in nutrient discharges through treatment upgrades and contribute toward studies to develop a San Francisco Bay Nutrient Management Strategy. The District is working with the Bay Area Clean Water Agencies (BACWA) to address the permit requirements. If the current studies determine wastewater discharges have an adverse effect on Bay water quality, the RWQCB will impose nutrient load limits on the wastewater treatment plant effluent which will require treatment upgrades. Although future regulation or the extent of the regulation is uncertain, it is prudent that the District plan for some future treatment upgrades. This project assumes the addition of three aeration basins, a fifth secondary clarifier, and chlorination improvements to meet BACWA Level 2 effluent nutrient requirements.

CEQA: To be determined.

Reference: RWQCB's San Francisco Bay Nutrients Watershed Permit; Dependent on findings of current WWTP and Biosolids Master Plan.

Fund Allocation Basis: Based on ratio of current ADWF to projected buildout ADWF at the time of project inception.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
0	0	0	0	0	0	0	0	0	0	0	42,780,000

Total Estimated Project Cost **\$42,780,000**

Current Adopted Budget \$0

Increase/(Decrease) \$42,780,000

APPENDIX A:

Project Expenditures by Fund

CIP 10-Year Plan for Fiscal Years Ending 2018 through 2027

Portion of Estimated Cashflow Allocated to Local Wastewater Replacement (Fund 210)

*Amounts shown are District costs net of grants and other fundings

CIP No.	Project Name	210 Split	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Future	Total
General														
16-A004	Board Meeting Audio/Video Improvements	10%	2,500	7,500	14,500	0	0	0	0	0	0	0	0	24,500
16-A005	Corporation Yard and Administrative Facilities	10%	25,000	0	0	0	0	0	0	0	0	0	0	25,000
16-A006	District Office Improvements	10%	5,000	0	0	0	0	0	0	0	0	0	0	5,000
17-A006	District Pavement Rehabilitation	20%	64,000	50,000	40,000	8,000	40,000	0	40,000	0	0	0	0	242,000
17-A007	Wide Area Network Communications Phase 2	10%	25,000	0	0	0	0	0	0	0	0	0	0	25,000
18-A001	Field Operations Facility Security Systems Improvements	10%	5,000	0	0	0	0	0	0	0	0	0	0	5,000
00-A003	Street Overlay Modification PROGRAM	50%	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	400,000	1,200,000
T18-23	Fleet Replacement PROGRAM	20%	0	0	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	300,000	780,000
T18-24	Facilities Asset Replacement PROGRAM	2%	0	0	8,600	8,600	8,600	8,600	8,600	8,600	8,600	8,600	43,000	111,800
T18-01	Computing Infrastructure Replacement	12%	0	0	0	0	19,200	14,400	0	0	0	0	0	33,600
T18-02	Network Infrastructure and Security	12%	0	0	0	0	0	0	30,000	30,000	0	60,000	0	120,000
T18-17	Electric Vehicle Charging Station	12%	0	0	0	0	0	0	0	0	0	12,000	0	12,000
Resource Recovery Facilities														
18-P008	WWTP Industrial Control Network Security Essentials	11%	27,500	11,000	5,500	0	0	0	0	0	0	0	0	44,000
Study/Master Plan														
16-S001	Wastewater Collection System Master Plan Update and Connection Fee Study	25%	171,250	0	0	0	0	0	0	0	0	0	0	171,250
Wastewater Collection														
16-A002	Facilities Relocation for Dublin Blvd Widening - Sierra Court to Dublin Court	90%	829,971	0	0	0	0	0	0	0	0	0	0	829,971
16-S019	Davona-Berwick 8" Sewer Replacement	100%	322,000	0	0	0	0	0	0	0	0	0	0	322,000
16-S021	Dublin Trunk Sewer Rehabilitation	100%	4,498,100	0	0	0	0	0	0	0	0	0	0	4,498,100
16-S034	Sewer Collection System Replacement and Rehabilitation	100%	155,000	155,000	0	0	0	0	0	0	0	0	0	310,000

Portion of Estimated Cashflow Allocated to Local Wastewater Replacement (Fund 210)

*Amounts shown are District costs net of grants and other fundings

CIP No.	Project Name	210 Split	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Future	Total
00-S020	Wastewater Collection System Replacement and Rehabilitation PROGRAM	100%	145,000	145,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000	4,190,000
16-S022	Camp Parks Sewer Repair	100%	0	240,389	0	0	0	0	0	0	0	0	0	240,389
18-S006	San Ramon Golf Course 24" Trunk Sewer Rehabilitation	100%	0	557,500	0	0	0	0	0	0	0	0	0	557,500
18-S007	Alcosta Blvd Sewer Replacement	100%	0	480,375	0	0	0	0	0	0	0	0	0	480,375
14-S001	Camp Parks Sewer Rehabilitation Project - Goodfellow Ave North of 8th Street	100%	0	0	389,215	0	0	0	0	0	0	0	0	389,215
T14-02	Camp Parks Sewer Rehabilitation Project - Davis and Cromwell, 8th to 10 Streets	100%	0	0	0	1,113,480	0	0	0	0	0	0	0	1,113,480
T16-22	East Dublin 36" Trunk Sewer Rehabilitation	100%	0	0	0	737,600	0	0	0	0	0	0	0	737,600
14-S002	Camp Parks Sewer Rehabilitation Project - Adams 8th to 10th Streets	100%	0	0	0	0	469,740	0	0	0	0	0	0	469,740
T16-50	Iron Horse Trail Sewer Replacement	100%	0	0	0	0	487,765	0	0	0	0	0	0	487,765
08-2101	Donahue Dr./Vomac Rd. Relief Sewer	100%	0	0	0	0	0	200,000	450,000	0	0	0	0	650,000
Water System														
09-6101	Water and Recycled Water SCADA Improvements	2%	30,000	0	0	0	0	0	0	0	0	0	0	30,000
15-W004	Dougherty Road Utilities	10%	11,161	0	0	0	0	0	0	0	0	0	0	11,161
T18-03	SCADA Field Wireless	11%	0	0	5,830	0	0	0	0	0	0	0	0	5,830
			6,396,482	1,726,764	903,645	2,307,680	1,465,305	663,000	968,600	478,600	448,600	520,600	2,243,000	18,122,276

CIP 10-Year Plan for Fiscal Years Ending 2018 through 2027

Portion of Estimated Cashflow Allocated to Local Wastewater Expansion (Fund 220)

*Amounts shown are District costs net of grants and other fundings

CIP No.	Project Name	220 Split	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Future	Total
General														
16-A005	Corporation Yard and Administrative Facilities	5%	12,500	0	0	0	0	0	0	0	0	0	0	12,500
18-A001	Field Operations Facility Security Systems Improvements	5%	2,500	0	0	0	0	0	0	0	0	0	0	2,500
Study/Master Plan														
16-S001	Wastewater Collection System Master Plan Update and Connection Fee Study	75%	513,750	0	0	0	0	0	0	0	0	0	0	513,750
Wastewater Collection														
T00-76	Dublin Trunk Relief Sewer	100%	0	0	0	0	0	0	0	0	0	0	6,235,000	6,235,000
Water System														
15-W004	Dougherty Road Utilities	5%	5,580	0	0	0	0	0	0	0	0	0	0	5,580
			534,330	0	0	0	0	0	0	0	0	0	6,235,000	6,769,330

CIP 10-Year Plan for Fiscal Years Ending 2018 through 2027

Portion of Estimated Cashflow Allocated to Regional Wastewater Replacement (Fund 310)

*Amounts shown are District costs net of grants and other fundings

CIP No.	Project Name	310 Split	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Future	Total
General														
16-A004	Board Meeting Audio/Video Improvements	45%	11,250	33,750	65,250	0	0	0	0	0	0	0	0	110,250
16-A006	District Office Improvements	53%	26,500	0	0	0	0	0	0	0	0	0	0	26,500
17-A007	Wide Area Network Communications Phase 2	46%	115,000	0	0	0	0	0	0	0	0	0	0	115,000
T18-23	Fleet Replacement PROGRAM	30%	0	0	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	450,000	1,170,000
T18-24	Facilities Asset Replacement PROGRAM	66%	0	0	283,800	283,800	283,800	283,800	283,800	283,800	283,800	283,800	1,419,000	3,689,400
T18-01	Computing Infrastructure Replacement	50%	0	0	0	0	80,000	60,000	0	0	0	0	0	140,000
T18-02	Network Infrastructure and Security	50%	0	0	0	0	0	0	125,000	125,000	0	250,000	0	500,000
T18-17	Electric Vehicle Charging Station	50%	0	0	0	0	0	0	0	0	0	50,000	0	50,000
Resource Recovery Facilities														
05-3103	FSL Piping Improvements	100%	99,264	85,000	0	0	0	0	0	0	0	0	0	184,264
07-3203	Anaerobic Digester No. 4	11%	1,044,866	0	0	0	0	0	0	0	0	0	0	1,044,866
12-P003	RAS Line Rehabilitation	100%	587,500	0	0	0	0	0	0	0	0	0	0	587,500
13-S004	Pump Stations VFD Replacements	100%	299,906	402,975	558,750	0	0	0	0	0	0	0	0	1,261,631
16-P023	RWTF Lighting	100%	20,000	20,000	18,000	0	0	0	0	0	0	0	0	58,000
16-P024	RWTF Fire Alarm System Upgrades	100%	93,150	111,000	0	0	0	0	0	0	0	0	0	204,150
16-P028	Bio-Gas Treatment System Improvements	100%	30,000	0	950,000	850,000	0	0	0	0	0	0	0	1,830,000
16-P030	EPS1 and EPS2 Pump Modifications	100%	197,015	0	0	0	0	0	0	0	0	0	0	197,015
16-P031	RWTF Administration Building Improvements	100%	97,516	0	0	75,000	0	0	0	0	0	0	0	172,516
17-P004	Primary Sedimentation Expansion and Improvements	15%	317,250	1,122,750	0	0	0	0	0	0	0	0	0	1,440,000
18-P008	WWTP Industrial Control Network Security Essentials	52%	130,000	52,000	26,000	0	0	0	0	0	0	0	0	208,000
18-P009	RWTF Access Security Assessment	100%	50,000	0	0	0	0	0	0	0	0	0	0	50,000
18-P010	Biogas Flare Improvements	100%	200,000	350,000	75,000	0	0	0	0	0	0	0	0	625,000
18-P011	3 Water Condition Assessment	100%	75,000	0	0	0	0	0	0	0	0	0	0	75,000
18-P012	Inner Sewer Wetwell and Pumping Assessment	100%	75,000	0	0	0	0	0	0	0	0	0	0	360 of 391000

Portion of Estimated Cashflow Allocated to Regional Wastewater Replacement (Fund 310)

*Amounts shown are District costs net of grants and other fundings

CIP No.	Project Name	310 Split	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Future	Total
00-3120	Energy Management PROGRAM	75%	56,250	56,250	187,500	187,500	262,500	0	0	0	0	0	0	750,000
00-P026	RWTF Replacement and Rehabilitation PROGRAM	100%	400,000	400,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000	13,800,000
05-3206	WWTP SCADA Improvements	100%	0	450,000	905,500	1,355,500	0	0	0	0	0	0	0	2,711,000
14-P005	Wet Weather Flow Capacity and Chlorine Contact Tank Dewatering	65%	0	292,500	0	0	0	0	0	0	0	0	0	292,500
18-P014	WWTP Recycled and Potable Water Systems	100%	0	200,000	184,000	0	0	0	0	0	0	0	0	384,000
18-P015	Gravity Belt Thickener Rehabilitation	100%	0	40,000	0	0	0	0	0	0	0	0	0	40,000
18-P016	Alum Addition	75%	0	600,000	0	0	0	0	0	0	0	0	0	600,000
18-P017	Public Outreach Signage at RWTF	100%	0	70,000	30,000	0	0	0	0	0	0	0	0	100,000
15-P018	Foul Air Line Rehabilitation	100%	0	0	350,000	0	0	0	0	0	0	0	0	350,000
T16-01	Hypochlorite Building Rehabilitation	100%	0	0	306,000	0	0	0	0	0	0	0	0	306,000
T16-35	Ferrous Chloride System Improvements	100%	0	0	102,600	0	0	0	0	0	0	0	0	102,600
T18-05	FSL MCC Improvements	100%	0	0	65,550	99,900	0	0	0	0	0	0	0	165,450
T00-37	Recoating of Digester Interior Covers 3, 2, and 1	100%	0	0	79,000	79,000	132,000	0	0	0	0	0	0	290,000
T16-11	WWTP Motor Control Center and Distribution Panel "A" Improvements	100%	0	0	0	203,550	693,750	471,750	0	0	0	0	0	1,369,050
T12-19	RWTF Fencing and Security - Phase 2	100%	0	0	0	1,210,000	0	0	0	0	0	0	0	1,210,000
T16-40	RWTF Pavement Repair	100%	0	0	0	325,000	0	0	0	0	0	0	0	325,000
T18-15	Cogeneration Engine Replacement	100%	0	0	0	0	20,000	1,000,000	0	0	0	0	0	1,020,000
T16-42	Nutrient Removal	75%	0	0	0	0	0	0	0	0	0	0	32,085,000	32,085,000
Study/Master Plan														
14-P004	WWTP/Biosolids Master Plan	15%	3,750	0	0	0	0	0	0	0	0	0	0	3,750
18-P002	WWTP Electrical System Master Plan	100%	0	750,000	0	0	0	0	0	0	0	0	0	750,000
Water System														
16-A016	District Facilities Security Project - Phase 2	10%	5,000	0	0	0	0	0	0	0	0	0	0	5,000
T18-03	SCADA Field Wireless	52%	0	0	27,560	0	0	0	0	0	0	0	0	27,560

CIP 10-Year Plan for Fiscal Years Ending 2018 through 2027

Portion of Estimated Cashflow Allocated to Regional Wastewater Expansion (Fund 320)

*Amounts shown are District costs net of grants and other fundings

CIP No.	Project Name	320 Split	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Future	Total
Resource Recovery Facilities														
07-3201	DSRSD Participation in Regional Biosolids Facility Project	100%	35,000	35,000	0	0	0	0	0	0	0	0	101,054	171,054
07-3203	Anaerobic Digester No. 4	89%	8,453,919	0	0	0	0	0	0	0	0	0	0	8,453,919
17-P004	Primary Sedimentation Expansion and Improvements	85%	1,797,750	6,362,250	0	0	0	0	0	0	0	0	0	8,160,000
14-P005	Wet Weather Flow Capacity and Chlorine Contact Tank Dewatering	35%	0	157,500	0	0	0	0	0	0	0	0	0	157,500
18-P013	Biosolids Dewatering Facility	100%	0	2,525,000	12,120,000	0	0	0	0	0	0	0	1,450,000	16,095,000
18-P016	Alum Addition	25%	0	200,000	0	0	0	0	0	0	0	0	0	200,000
T16-54	Odor Reduction Tower Replacement	100%	0	0	0	0	1,042,500	0	0	0	0	0	0	1,042,500
T10-62	Emergency Power for Distribution Panel-D	100%	0	0	0	0	0	0	0	0	0	0	5,560,000	5,560,000
T10-83	Cover Primary Clarifiers	100%	0	0	0	0	0	0	0	0	0	0	2,080,000	2,080,000
T12-08	Cover Settled Sewage Channel and Selector	100%	0	0	0	0	0	0	0	0	0	0	3,900,000	3,900,000
T16-42	Nutrient Removal	25%	0	0	0	0	0	0	0	0	0	0	10,695,000	10,695,000
Study/Master Plan														
14-P004	WWTP/Biosolids Master Plan	85%	21,250	0	0	0	0	0	0	0	0	0	0	21,250
			10,307,919	9,279,750	12,120,000	0	1,042,500	0	0	0	0	0	23,786,054	56,536,223

CIP 10-Year Plan for Fiscal Years Ending 2018 through 2027

Portion of Estimated Cashflow Allocated to Water Replacement (Fund 610)

*Amounts shown are District costs net of grants and other fundings

CIP No.	Project Name	610 Split	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Future	Total
General														
16-A004	Board Meeting Audio/Video Improvements	45%	11,250	33,750	65,250	0	0	0	0	0	0	0	0	110,250
16-A005	Corporation Yard and Administrative Facilities	55%	137,500	0	0	0	0	0	0	0	0	0	0	137,500
16-A006	District Office Improvements	37%	18,500	0	0	0	0	0	0	0	0	0	0	18,500
17-A006	District Pavement Rehabilitation	80%	256,000	200,000	160,000	32,000	160,000	0	160,000	0	0	0	0	968,000
17-A007	Wide Area Network Communications Phase 2	44%	110,000	0	0	0	0	0	0	0	0	0	0	110,000
18-A001	Field Operations Facility Security Systems Improvements	55%	27,500	0	0	0	0	0	0	0	0	0	0	27,500
00-A003	Street Overlay Modification PROGRAM	50%	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	400,000	1,200,000
T18-23	Fleet Replacement PROGRAM	50%	0	0	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	750,000	1,950,000
T18-24	Facilities Asset Replacement PROGRAM	32%	0	0	137,600	137,600	137,600	137,600	137,600	137,600	137,600	137,600	688,000	1,788,800
T18-01	Computing Infrastructure Replacement	38%	0	0	0	0	60,800	45,600	0	0	0	0	0	106,400
T18-02	Network Infrastructure and Security	38%	0	0	0	0	0	0	95,000	95,000	0	190,000	0	380,000
T18-17	Electric Vehicle Charging Station	38%	0	0	0	0	0	0	0	0	0	38,000	0	38,000
Resource Recovery Facilities														
18-P008	WWTP Industrial Control Network Security Essentials	37%	92,500	37,000	18,500	0	0	0	0	0	0	0	0	148,000
00-3120	Energy Management PROGRAM	25%	18,750	18,750	62,500	62,500	87,500	0	0	0	0	0	0	250,000
Wastewater Collection														
16-A002	Facilities Relocation for Dublin Blvd Widening - Sierra Court to Dublin Court	10%	92,219	0	0	0	0	0	0	0	0	0	0	92,219
Water System														
09-6101	Water and Recycled Water SCADA Improvements	98%	1,470,000	0	0	0	0	0	0	0	0	0	0	1,470,000
15-W004	Dougherty Road Utilities	55%	61,385	0	0	0	0	0	0	0	0	0	0	61,385
15-W017	Water Distribution System Water Quality Improvements	100%	359,419	0	0	0	0	0	0	0	0	0	0	359,419
16-A016	District Facilities Security Project - Phase 2	90%	45,000	0	0	0	0	0	0	0	0	0	0	45,000
16-W009	Potable Water Supply Reliability Planning	65%	214,903	0	0	0	0	0	0	0	0	0	0	363 of 391 214,903

Portion of Estimated Cashflow Allocated to Water Replacement (Fund 610)

*Amounts shown are District costs net of grants and other fundings

CIP No.	Project Name	610 Split	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Future	Total
16-W012	Potable Water Pump Station Standby Generators/Emergency Response	100%	375,000	2,665,000	0	0	0	0	0	0	0	0	0	3,040,000
18-W003	Reservoir 2 Recoating	100%	490,000	0	0	0	0	0	0	0	0	0	0	490,000
00-W002	Capital Improvements to Increase Water Supply PROGRAM - Phase 2	75%	750,000	3,000,000	2,250,000	7,500,000	7,500,000	9,000,000	0	0	0	0	0	30,000,000
00-W011	Water System Replacement and Rehabilitation PROGRAM	100%	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	10,580,000	13,580,000
12-W016	Reservoir 1B Recoating	100%	0	430,500	0	0	0	0	0	0	0	0	0	430,500
16-W017	Water Lines Replacement - Wineberry Area	100%	0	2,207,200	0	0	0	0	0	0	0	0	0	2,207,200
18-W004	MCC Improvements - PS1A and PS3A	100%	0	79,350	188,700	0	0	0	0	0	0	0	0	268,050
17-W002	Electrical Service to Reservoirs 10A and 200B	100%	0	0	545,000	0	0	0	0	0	0	0	0	545,000
08-6103	Water Main - Sebille Ave to 12th St	100%	0	0	444,600	0	0	0	0	0	0	0	0	444,600
T16-28	Water Lines Replacement - Tamarack Drive - Village Pkwy to Firethorn Way	100%	0	0	1,101,780	0	0	0	0	0	0	0	0	1,101,780
T16-29	Water Lines Replacement - Canterbury Lane and Cardigan Street	100%	0	0	1,190,000	0	0	0	0	0	0	0	0	1,190,000
T16-30	Water Line Replacement Phase 2 - Canterbury Lane	100%	0	0	1,208,770	0	0	0	0	0	0	0	0	1,208,770
T18-03	SCADA Field Wireless	37%	0	0	19,610	0	0	0	0	0	0	0	0	19,610
00-W001	Capital Improvement to Increase Water Supply PROGRAM - Phase 1	33%	0	0	330,000	330,000	330,000	176,220	0	0	0	0	0	1,166,220
T10-85	Camp Parks Water Main - Mitchell Drive, Powell to 8th Streets	100%	0	0	0	170,900	0	0	0	0	0	0	0	170,900
T10-87	Camp Parks Cromwell Avenue and 12th Street Main Replacement	100%	0	0	0	513,610	0	0	0	0	0	0	0	513,610
T18-22	Reservoir 20A Recoating	100%	0	0	0	0	0	1,350,000	0	0	0	0	0	1,350,000
T16-31	Water Line Replacement - Ironwood Drive	100%	0	0	0	0	0	0	1,210,260	0	0	0	0	1,210,260
T16-37	Microfiltration Rack and Membrane Replacement	100%	0	0	0	0	0	0	0	0	997,500	0	0	997,500
T16-67	Reservoir Recoating PROGRAM	100%	0	0	0	0	0	0	0	0	500,000	500,000	1,656,000	2,656,000
T10-86	Camp Parks Water Mains - Lorring Street and Monroe Avenue	100%	0	0	0	0	0	0	0	0	355,100	0	0	355,100

4,909,926 9,051,550 8,252,310 9,276,610 8,805,900 11,239,420 2,132,860 762,600 2,165,100 1,750,700 14,074,000 72,420,976

364 of 391

CIP 10-Year Plan for Fiscal Years Ending 2018 through 2027

Portion of Estimated Cashflow Allocated to Water Expansion (Fund 620)

*Amounts shown are District costs net of grants and other fundings

CIP No.	Project Name	620 Split	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Future	Total	
General															
16-A005	Corporation Yard and Administrative Facilities	30%	75,000	0	0	0	0	0	0	0	0	0	0	75,000	
18-A001	Field Operations Facility Security Systems Improvements	30%	15,000	0	0	0	0	0	0	0	0	0	0	15,000	
Study/Master Plan															
T14-10	Water System Master Plan Update and Operations Plan Update	100%	0	0	0	500,000	0	0	0	0	0	0	0	500,000	
Water System															
12-W013	Water Main - Fallon Rd, Tassajara Rd to Tassajara Creek	100%	315,500	0	0	0	0	0	0	0	0	0	0	315,500	
15-W004	Dougherty Road Utilities	30%	33,483	0	0	0	0	0	0	0	0	0	0	33,483	
16-R014	DERWA Recycled Water Plant - Phase 2	100%	3,673,100	150,952	0	0	0	0	0	0	0	0	0	3,824,052	
16-R018	DERWA Supplemental Supply	100%	0	750,000	0	0	846,000	0	0	0	0	0	0	0	
16-W009	Potable Water Supply Reliability Planning	35%	115,717	0	0	0	0	0	0	0	0	0	0	115,717	
17-W001	Automated Water Meter Data Transmission Repeaters	100%	48,000	84,000	24,000	24,000	24,000	84,000	24,000	24,000	24,000	0	0	360,000	
17-W003	Reservoir 10A	100%	3,300,000	3,366,000	0	0	0	0	0	0	0	0	0	6,666,000	
00-W002	Capital Improvements to Increase Water Supply PROGRAM - Phase 2	25%	250,000	1,000,000	750,000	2,500,000	2,500,000	3,000,000	0	0	0	0	0	10,000,000	
05-6204	Water Main-Bollinger Canyon Rd. to Reservoir 200B	100%	0	824,000	0	0	0	0	0	0	0	0	0	824,000	
16-R013	Water Reuse Demonstration Project	100%	0	100,000	200,000	0	0	0	0	0	0	0	0	300,000	
14-W008	Reservoir 20B	100%	0	655,000	3,495,000	3,000,000	0	0	0	0	0	0	0	7,150,000	
18-W005	Commercial Recycled Water Fill Station Enhancements	100%	0	60,000	0	0	0	0	0	0	0	0	0	60,000	
00-W001	Capital Improvement to Increase Water Supply PROGRAM - Phase 1	67%	0	0	670,000	670,000	670,000	357,780	0	0	0	0	0	2,367,780	
08-6202	Pump Station 20A Improvements	100%	0	0	0	0	0	0	0	469,040	0	0	0	469,040	
T00-29	Turnout 6	100%	0	0	0	0	0	0	0	0	0	0	2,000,000	2,000,000	
				7,825,800	6,239,952	5,889,000	6,694,000	3,194,000	4,287,780	24,000	493,040	24,000	0	2,000,000	35,075,572

End of Document



TITLE: Receive Update on the California Public Records Act from District General Counsel

RECOMMENDATION:

Staff recommends the Board of Directors receive an update on the California Public Records Act (CPRA) from District General Counsel in light of a recent California Supreme Court ruling.

SUMMARY:

In January of each year, the Board receives an annual briefing related to District governance. The most recent briefing on January 3, 2017, covered the requirements of the Ralph M. Brown Act, the California Public Records Act (CPRA), and various Conflict of Interest provisions, information on recent amendments to these statutes and regulations, and effects on District operations and the Board. Two months later, on March 2, 2017, the California Supreme Court issued an opinion holding that e-mails and other communications, such as text messages, regarding government business written or received by public officials and employees, do not cease to be public records subject to public disclosure merely because they were sent or received using a private account or device. District General Counsel Carl Nelson will provide an update on the CPRA and discuss the implications of the decision for the District and the Board.

The case arose from a CPRA request to the City of San Jose, seeking voicemails, e-mails, and text messages of the City's former mayor and certain other public officials, including those on their private electronic devices. The City of San Jose disclosed those communications made using City telephone numbers and email accounts, but refused to disclose communications made using the officials' personal telephone numbers and personal e-mail accounts. Ted Smith, the plaintiff (and, later, petitioner) sued for declaratory relief under the CPRA, arguing that all communications about official business, including those sent through personal accounts, are public records. The trial court granted summary judgment for Mr. Smith and issued declaratory relief determining that the CPRA required disclosure of the records withheld by the City. The Court of Appeal issued a writ of mandate directing the trial court to vacate its order.

The Supreme Court overturned the judgment of the Court of Appeal. Attached is the Supreme Court opinion.

Interpreting the CPRA broadly, the Supreme Court unanimously concluded that "a city employee's writings about public business are not excluded from CPRA simply because they have been sent, received, or stored in a personal account."

After noting that "sensitive information could routinely evade public scrutiny" if "public officials could evade the law simply by clicking into a different email account, or communicating through a personal device," the opinion acknowledged that communications *not* related to the conduct of public business are private records entitled to privacy protections. The court advised that "[a]ny personal information not related to the conduct of public business, or material falling under a statutory exemption, can be redacted from public records that are produced or presented for review." However, combing through e-mails and texts can be a time intensive task, and could require officials to hand over their electronic devices and provide the passwords to their personal accounts. The court suggested that public agencies could instead rely upon public officials to perform the search, so long as the official has been properly trained how to distinguish between public and private records, and the official submits an affidavit with facts sufficient to show that personal records being withheld are not public records. Another approach suggested was that the agency adopt a policy requiring officials to use agency accounts and/or devices supplied by the agency for all communications touching on public business.

This update complies with the District's Strategic Plan – Goal 3.01 – "Govern in an Effective, Efficient, Open and Transparent Manner," as well as Strategic Work Plan Item 3.01.03: "Monitor Board compliance with and provide training for Ethics, Conflict of Interest, Brown Act, Public Records Act, FPPC Disclosures, and Anti-Harassment."

Originating Department: Executive Services	Contact: C. Nelson	Legal Review: Yes
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 – Supreme Court Opinion – City of San Jose v. Superior Court of Santa Clara County	367 of 391

Filed 3/2/17

IN THE SUPREME COURT OF CALIFORNIA

CITY OF SAN JOSE et al.,)	
)	
Petitioners,)	
)	S218066
v.)	
)	Ct.App. 6 H039498
THE SUPERIOR COURT OF SANTA,)	
CLARA COUNTY,)	Santa Clara County
Respondent;)	Super. Ct. No. 109CV150427
)	
TED SMITH,)	
)	
Real Party in Interest.)	
)	
)	

Here, we hold that when a city employee uses a personal account to communicate about the conduct of public business, the writings may be subject to disclosure under the California Public Records Act (CPRA or Act).¹ We overturn the contrary judgment of the Court of Appeal.

I. BACKGROUND

In June 2009, petitioner Ted Smith requested disclosure of 32 categories of public records from the City of San Jose, its redevelopment agency and the agency's executive director, along with certain other elected officials and their

¹ Government Code section 6250 et seq. All statutory references are to the Government Code unless otherwise specified.

staffs.² The targeted documents concerned redevelopment efforts in downtown San Jose and included emails and text messages “sent or received on private electronic devices used by” the mayor, two city council members, and their staffs. The City disclosed communications made using City telephone numbers and email accounts but did not disclose communications made using the individuals’ personal accounts.

Smith sued for declaratory relief, arguing CPRA’s definition of “public records” encompasses all communications about official business, regardless of how they are created, communicated, or stored. The City responded that messages communicated through personal accounts are not public records because they are not within the public entity’s custody or control. The trial court granted summary judgment for Smith and ordered disclosure, but the Court of Appeal issued a writ of mandate. At present, no documents from employees’ personal accounts have been collected or disclosed.

II. DISCUSSION

This case concerns how laws, originally designed to cover paper documents, apply to evolving methods of electronic communication. It requires recognition that, in today’s environment, not all employment-related activity occurs during a conventional workday, or in an employer-maintained workplace.

Enacted in 1968, CPRA declares that “access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state.” (§ 6250.) In 2004, voters made this principle part of our Constitution. A provision added by Proposition 59 states: “The people have the right of access to information concerning the conduct of the people’s business, and, therefore, . . . the writings of public officials and agencies shall be open to public scrutiny.” (Cal. Const., art. I, § 3, subd. (b)(1).) Public access laws serve a

² These parties, sued as defendants below and the petitioners here, are collectively referred to as the “City.”

crucial function. “Openness in government is essential to the functioning of a democracy. ‘Implicit in the democratic process is the notion that government should be accountable for its actions. In order to verify accountability, individuals must have access to government files. Such access permits checks against the arbitrary exercise of official power and secrecy in the political process.’”

(International Federation of Professional and Technical Engineers, Local 21, AFL-CIO v. Superior Court (2007) 42 Cal.4th 319, 328-329 (International Federation).)

However, public access to information must sometimes yield to personal privacy interests. When enacting CPRA, the Legislature was mindful of the right to privacy (§ 6250), and set out multiple exemptions designed to protect that right. *(Commission on Peace Officer Standards & Training v. Superior Court (2007) 42 Cal.4th 278, 288 (Commission on Peace Officer Standards); see § 6254.)*

Similarly, while the Constitution provides for public access, it does not supersede or modify existing privacy rights. (Cal. Const., art. I, § 3, subd. (b)(3).)

CPRA and the Constitution strike a careful balance between public access and personal privacy. This case concerns how that balance is served when documents concerning official business are created or stored outside the workplace. The issue is a narrow one: Are writings concerning the conduct of public business beyond CPRA’s reach merely because they were sent or received using a nongovernmental account? Considering the statute’s language and the important policy interests it serves, the answer is no. Employees’ communications about official agency business may be subject to CPRA regardless of the type of account used in their preparation or transmission.

A. *Statutory Language, Broadly Construed, Supports Public Access*

CPRA establishes a basic rule requiring disclosure of public records upon request. (§ 6253.)³ In general, it creates “a presumptive right of access to any record *created or maintained* by a public agency that relates in any way to the business of the public agency.” (*Sander v. State Bar of California* (2013) 58 Cal.4th 300, 323, italics added.) Every such record “must be disclosed unless a statutory exception is shown.” (*Ibid.*) Section 6254 sets out a variety of exemptions, “many of which are designed to protect individual privacy.” (*International Federation, supra*, 42 Cal.4th at p. 329.) The Act also includes a catchall provision exempting disclosure if “the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure.” (§ 6255, subd. (a).)

“When we interpret a statute, ‘[o]ur fundamental task . . . is to determine the Legislature’s intent so as to effectuate the law’s purpose. We first examine the statutory language, giving it a plain and commonsense meaning. We do not examine that language in isolation, but in the context of the statutory framework as a whole in order to determine its scope and purpose and to harmonize the various parts of the enactment. If the language is clear, courts must generally follow its plain meaning unless a literal interpretation would result in absurd consequences the Legislature did not intend. If the statutory language permits more than one reasonable interpretation, courts may consider other aids, such as the statute’s purpose, legislative history, and public policy.’ [Citation.] ‘Furthermore, we consider portions of a statute in the context of the entire statute and the statutory scheme of which it is a part, giving significance to every word, phrase, sentence, and part of an act in pursuance of the legislative purpose.’ ” (*Sierra Club v. Superior Court* (2013) 57 Cal.4th 157, 165-166.)

³ CPRA was modeled on the federal Freedom of Information Act (FOIA) (5 U.S.C. § 552). (*San Gabriel Tribune v. Superior Court* (1983) 143 Cal.App.3d 762, 772.)

In CPRA cases, this standard approach to statutory interpretation is augmented by a constitutional imperative. (See *Sierra Club v. Superior Court*, *supra*, 57 Cal.4th at p. 166.) Proposition 59 amended the Constitution to provide: “A statute, court rule, or other authority, including those in effect on the effective date of this subdivision, shall be *broadly* construed if it furthers the people’s right of access, and *narrowly* construed if it limits the right of access.” (Cal. Const., art. I, § 3, subd. (b)(2), italics added.) “Given the strong public policy of the people’s right to information concerning the people’s business (Gov. Code, § 6250), and the constitutional mandate to construe statutes limiting the right of access narrowly (Cal. Const., art. I, § 3, subd. (b)(2)), “all public records are subject to disclosure unless the Legislature has *expressly* provided to the contrary.”” (*Sierra Club*, at p. 166.)

We begin with the term “public record,” which CPRA defines to include “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” (§ 6252, subd. (e); hereafter “public records” definition.) Under this definition, a public record has four aspects. It is (1) a writing, (2) with content relating to the conduct of the public’s business, which is (3) prepared by, or (4) owned, used, or retained by any state or local agency.

1. *Writing*

CPRA defines a “writing” as “any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.” (§ 6252, subd. (g).) It is undisputed that the items at issue here constitute writings.

In 1968, creating a “writing” could be a fairly involved process. Typically, a person would use an implement to type, or record words longhand, or would

dictate to someone else who would write or type a document. Writings were generally made on paper or some other tangible medium. These writings were physically identifiable and could be retrieved by examining the physical repositories where they were stored. Writings exchanged with people outside the agency were generally sent, on paper, through the mail or by courier. In part because of the time required for their preparation, such writings were fairly formal and focused on the business at hand.

Today, these tangible, if laborious, writing methods have been enhanced by electronic communication. Email, text messaging, and other electronic platforms, permit writings to be prepared, exchanged, and stored more quickly and easily. However, the ease and immediacy of electronic communication has encouraged a commonplace tendency to share fleeting thoughts and random bits of information, with varying degrees of import, often to broad audiences. As a result, the line between an official communication and an electronic aside is now sometimes blurred. The second aspect of CPRA’s “public records” definition establishes a framework to distinguish between work-related and purely private communications.

2. *Relating to the Conduct of the Public’s Business*

The overall structure of CPRA, with its many exemptions, makes clear that not everything written by a public employee is subject to review and disclosure. To qualify as a public record, a writing must “contain[] information relating to the conduct of the public’s business.” (§ 6252, subd. (e).) Generally, any “record . . . kept by an officer because it is necessary or convenient to the discharge of his official duty . . . is a public record.” (*Braun v. City of Taft* (1984) 154 Cal.App.3d 332, 340; see *People v. Purcell* (1937) 22 Cal.App.2d 126, 130.)

Whether a writing is sufficiently related to public business will not always be clear. For example, depending on the context, an email to a spouse complaining “my coworker is an idiot” would likely not be a public record. Conversely, an email to a superior reporting the coworker’s mismanagement of an

agency project might well be. Resolution of the question, particularly when writings are kept in personal accounts, will often involve an examination of several factors, including the content itself; the context in, or purpose for which, it was written; the audience to whom it was directed; and whether the writing was prepared by an employee acting or purporting to act within the scope of his or her employment. Here, the City claimed all communications in personal accounts are beyond the reach of CPRA. As a result, the content of specific records is not before us. Any disputes over this aspect of the “public records” definition await resolution in future proceedings.

We clarify, however, that to qualify as a public record under CPRA, at a minimum, a writing must relate in some substantive way to the conduct of the public’s business. This standard, though broad, is not so elastic as to include every piece of information the public may find interesting. Communications that are primarily personal, containing no more than incidental mentions of agency business, generally will not constitute public records. For example, the public might be titillated to learn that not all agency workers enjoy the company of their colleagues, or hold them in high regard. However, an employee’s electronic musings about a colleague’s personal shortcomings will often fall far short of being a “writing containing information relating to the conduct of the public’s business.” (§ 6252, subd. (e).)⁴

Coronado Police Officers Assn. v. Carroll (2003) 106 Cal.App.4th 1001 demonstrates the intricacy of determining whether a writing is related to public

⁴ We recognize that this test departs from the notion that “[o]nly purely personal” communications “totally void of reference to governmental activities” are excluded from CPRA’s definition of public records. (Assem. Statewide Information Policy Com., Final Rep. (Mar. 1970) 1 Assem. J. (1970 Reg. Sess.) appen. p. 9; see *San Gabriel Tribune v. Superior Court*, *supra*, 143 Cal.App.3d at p. 774.) While this conception may yield correct results in some circumstances, it may sweep too broadly in others, particularly when applied to electronic communications sent through personal accounts.

business. There, police officers sought access to a database of impeachment material compiled by public defenders. The attorneys contributed to the database and used its contents in their work. (*Id.* at p. 1005.) However, their representation of individual clients, though paid for by a public entity, was considered under case law to be essentially a private function. (*Id.* at pp. 1007-1009; see *Polk County v. Dodson* (1981) 454 U.S. 312, 321-322.) Accordingly, the *Coronado* court concluded the database did not relate to public business and thus was not a public record. (*Id.* at pp. 1007-1009.) The court was careful to note that not all documents related to the database were private, however. Documents reflecting policy decisions about whether and how to maintain the database might well relate to public business, rather than the representation of individual clients. (*Id.* at p. 1009.) Content of that kind would constitute public records. (*Ibid.*)

3. *Prepared by Any State or Local Agency*

The City focuses its challenge on the final portion of the “public records” definition, which requires that writings be “prepared, owned, used, or retained by any state or local agency.” (§ 6252, section (e).) The City argues this language does not encompass communications agency employees make through their personal accounts. However, the broad construction mandated by the Constitution supports disclosure.

A writing is commonly understood to have been prepared by the person who wrote it. If an agency employee prepares a writing that substantively relates to the conduct of public business, that writing would appear to satisfy the Act’s definition of a public record. The City urges a contrary conclusion when the writing is transmitted through a personal account. In focusing its attention on the “owned, used, or retained by” aspect of the “public records” definition, however, it ignores the “prepared by” aspect. (§ 6252, subd. (e).) This approach fails to give “ ‘significance to every word, phrase, sentence, and part’ ” of the Act. (*Sierra Club v. Superior Court, supra*, 57 Cal.4th at p. 166.)

The City draws its conclusion by comparing the Act’s definitions of “local” and “state” agency. Under CPRA, “ ‘Local agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Section 54952.” (§ 6252, subd. (a), italics added.) The City points out that this definition does not specifically include individual government officials or staff members, whereas individuals *are* specifically mentioned in CPRA’s definition of “state agency.” According to that definition, “ ‘State agency’ means every state office, *officer*, department, division, bureau, board, and commission or other state body or agency, except those agencies provided for in Article IV (except Section 20 thereof) or Article VI of the California Constitution.”⁵ (§ 6252, subd. (f)(1), italics added.) The City contends this difference shows the Legislature intended to exclude individuals from the local agency definition. If a local agency does not encompass individual officers and employees, it argues, only writings accessible to the agency as a whole are public records. This interpretation is flawed for a number of reasons.

The City’s narrow reading of CPRA’s local agency definition is inconsistent with the constitutional directive of broad interpretation. (Cal. Const., art. I, § 3, subd. (b)(2); see *Sierra Club v. Superior Court*, *supra*, 57 Cal.4th at p. 175.) Broadly construed, the term “local agency” logically includes not just the discrete governmental entities listed in section 6252, subdivision (a) but also the individual officials and staff members who conduct the agencies’ affairs. It is well established that a governmental entity, like a corporation, can act only through its

⁵ Article IV establishes the Legislature, and article VI establishes the state’s judiciary. (Cal. Const., arts. IV, VI.) These branches of government are thus generally exempt from CPRA. (See *Sander v. State Bar of California*, *supra*, 58 Cal.4th at p. 318; *Copley Press, Inc. v. Superior Court* (1992) 6 Cal.App.4th 106, 111.)

individual officers and employees. (*Suezaki v. Superior Court* (1962) 58 Cal.2d 166, 174; *Alvarez v. Felker Mfg. Co.* (1964) 230 Cal.App.2d 987, 998; see *United States v. Dotterweich* (1943) 320 U.S. 277, 281; *Reno v. Baird* (1998) 18 Cal.4th 640, 656.) A disembodied governmental agency cannot prepare, own, use, or retain any record. Only the human beings who serve in agencies can do these things. When employees are conducting agency business, they are working for the agency and on its behalf. (See, e.g., *Cal. Assn. of Health Facilities v. Dept. of Health Services* (1997) 16 Cal.4th 284, 296-297; cf. *Competitive Enterprise Institute v. Office of Science & Technology Policy* (D.C. Cir. 2016) 827 F.3d 145, 149 [reaching the same conclusion for federal FOIA requests].). We presume the Legislature was aware of these settled principles. (See *People v. Superior Court (Zamudio)* (2000) 23 Cal.4th 183, 199.) A writing prepared by a public employee conducting agency business has been “prepared by” the agency within the meaning of section 6252, subdivision (e), even if the writing is prepared using the employee’s personal account.

The City also fails to explain how its proposed requirement that a public record be “accessible to the agency as a whole” could be practically interpreted. Even when documents were stored in filing cabinets or ledgers, many writings would not have been considered accessible to all agency employees, regardless of their level of responsibility or involvement in a particular project.

Moreover, although employees are not specifically mentioned in the local agency definition, nothing in the statutory language indicates the Legislature meant to *exclude* these individuals from CPRA obligations. The City argues the omission of the word “officer” from the local agency definition reflects a legislative intent that CPRA apply to individuals who work in *state* agencies but *not* employees in local government. The City offers no reason why the Legislature would draw such an arbitrary distinction. If it intended to impose different disclosure obligations on state and local agencies, one would expect to find this difference highlighted throughout the statutory scheme, particularly when the

obligations relate to a “fundamental and necessary right of every person in this state.” (§ 6250.) Yet there is no mention of such an intent anywhere in the Act. Indeed, under the City’s logic, CPRA obligations would potentially extend only to state *officers*, not necessarily state *employees*. The distinction between tenured public officers and those who hold public employment has long been recognized. (See *In re M.M.* (2012) 54 Cal.4th 530, 542-544.) Considering CPRA’s goal of promoting public access, it would have been odd for the Legislature to establish different rules for different levels of state employment. Contrary to the City’s view, it seems more plausible that the reference to “every state . . . officer” in the state agency definition (§ 6252, subd. (f)) was meant to extend CPRA obligations to elected state officers, such as the Governor, Treasurer, or Secretary of State, who are not part of a collective governmental body nor generally considered *employees* of a state agency.⁶

The City’s position is further undermined by another CPRA provision, which indicates that public records can be held by individual officials and need not belong to an agency as a whole. When it is alleged that public records have been improperly withheld, section 6259, subdivision (a) directs that “the court shall order the officer or person charged with withholding the records” to disclose the records or show cause why they should not be produced. If the court concludes “the public official’s decision to refuse disclosure is not justified,” it can order “the public official to make the record public.” (§ 6259, subd. (b).) If the court

⁶ In one respect the local agency definition is worded more broadly than the state agency definition. Section 6252, subdivision (a) states that the term local agency “includes” a county, city, or one of several other listed entities. In statutory drafting, the term “includes” is ordinarily one “of enlargement rather than limitation.” (*Ornelas v. Randolph* (1993) 4 Cal.4th 1095, 1101.) “The ‘statutory definition of a thing as “including” certain things does not necessarily place thereon a meaning limited to the inclusions.’” (*Flanagan v. Flanagan* (2002) 27 Cal.4th 766, 774.) By contrast, the definition of “state agency” is couched in more restrictive language: “‘State agency’ means every state office, officer . . . ,” and other listed entities. (§ 6252, subd. (f), italics added.)

finds “that the public official was justified in refusing” disclosure, it must “return the item to the public official without disclosing its content.” (*Ibid.*) The Legislature’s repeated use of the singular word “official” in section 6259 indicates an awareness that an individual may possess materials that qualify as public records. Moreover, the broad term “public official” encompasses officials in state *and* local agencies, signifying that CPRA disclosure obligations apply to individuals working in both levels of government.

4. *Owned, Used, or Retained by Any State or Local Agency*

CPRA encompasses writings prepared *by* an agency but also writings it owns, uses, or retains, regardless of authorship. Obviously, an agency engaged in the conduct of public business will use and retain a variety of writings related to that business, including those prepared by people outside the agency. These final two factors of the “public records” definition, use and retention, thus reflect the variety of ways an agency can possess writings used to conduct public business.

As to retention, the City argues “public records” include only materials in an agency’s possession or directly accessible to the agency. Citing statutory arguments and cases limiting the duty to obtain and disclose documents possessed by others, the City contends writings held in an employee’s personal account are beyond an agency’s reach and fall outside CPRA. The argument fails.

Appellate courts have generally concluded records related to public business are subject to disclosure if they are in an agency’s actual *or constructive* possession. (See, e.g., *Board of Pilot Comrs. for the Bays of San Francisco, San Pablo and Suisun v. Superior Court* (2013) 218 Cal.App.4th 577, 598; *Consolidated Irrigation Dist. v. Superior Court* (2012) 205 Cal.App.4th 697, 710 (*Consolidated Irrigation*).) “[A]n agency has constructive possession of records if it has the right to control the records, either directly or through another person.” (*Consolidated Irrigation*, at p. 710.) For example, in *Consolidated Irrigation*, a city did not have constructive possession of documents in files maintained by subconsultants who prepared portions of an environmental impact report because

the city had no contractual right to control the subconsultants or their files. (*Id.* at pp. 703, 710-711.) By contrast, a city had a CPRA duty to disclose a consultant's field survey records because the city had a contractual ownership interest and right to possess this material. (See *Community Youth Athletic Center v. City of National City* (2013) 220 Cal.App.4th 1385, 1426, 1428-1429 (*Community Youth*).)

An agency's actual or constructive possession of records is relevant in determining whether it has an obligation to search for, collect, and disclose the material requested. (See § 6253, subd. (c).) It is a separate and more fundamental question whether a document located outside an agency's walls, or servers, is sufficiently "owned, used, or retained" by the agency so as to constitute a public record. (See § 6252, subd. (e).) In construing FOIA, federal courts have remarked that an agency's public records "do not lose their agency character just because the official who possesses them takes them out the door." (*Competitive Enterprise Institute v. Office of Science and Technology Policy, supra*, 827 F.3d at p. 149.) We likewise hold that documents otherwise meeting CPRA's definition of "public records" do not lose this status because they are located in an employee's personal account. A writing retained by a public employee conducting agency business has been "retained by" the agency within the meaning of section 6252, subdivision (e), even if the writing is retained in the employee's personal account.

The City argues various CPRA provisions run counter to this conclusion. First, the City cites section 6270, which provides that a state or local agency may not transfer a public record to a private entity in a manner that prevents the agency "from providing the record directly pursuant to this chapter." (Italics added.) Taking the italicized language out of context, the City argues that public records are only those an agency is able to access "directly." But this strained interpretation sets legislative intent on its head. The statute's clear purpose is to prevent an agency from evading its disclosure duty by transferring custody of a record to a private holder and then arguing the record falls outside CPRA because it is no longer in the agency's possession. Furthermore, section 6270 does not

purport to excuse agencies from obtaining public records in the possession of *their own employees*. It simply prohibits agencies from attempting to evade CPRA by transferring public records to an intermediary not bound by the Act’s disclosure requirements.

Next, the City relies on section 6253.9, subdivision (a)(1), which states that an agency must make a public record available “in any electronic format in which *it holds* the information” (italics added), and on section 6253, subdivision (a), which requires that public records be available for inspection “during . . . office hours.” These provisions do not assist the City. They merely address the mechanics of how public records must be disclosed. They do not purport to define or limit what constitutes a public record in the first place. Moreover, to say that only public records “in the possession of the agency” (§ 6253, subd. (c)) must be disclosed begs the question of whether the term “agency” includes individual officers and employees. We have concluded it does.

Under the City’s interpretation of CPRA, a document concerning official business is only a public record if it is located on a government agency’s computer servers or in its offices. Indirect access, through the agency’s employees, is not sufficient in the City’s view. However, we have previously stressed that a document’s status as public or confidential does not turn on the arbitrary circumstance of where the document is located.

In *Commission on Peace Officer Standards, supra*, 42 Cal.4th at pages 289 to 290, a state agency argued certain employment information was exempt from disclosure under CPRA because it had been placed in confidential personnel files. In considering a Penal Code provision that deems peace officer personnel records confidential, we rejected an interpretation that made confidentiality turn on the type of file in which records are located, finding it “unlikely the Legislature intended to render documents confidential based on their location, rather than their content.” (*Commission*, at p. 291.) Although we made this observation in analyzing the scope of a CPRA exemption, the same logic applies to the Act’s

definition of what constitutes a public record in the first place. We found it unlikely “the Legislature intended that a public agency be able to shield information from public disclosure simply by placing it in” a certain type of file. (*Commission*, at p. 291.) Likewise, there is no indication the Legislature meant to allow public officials to shield communications about official business simply by directing them through personal accounts. Such an expedient would gut the public’s presumptive right of access (*Sander v. State Bar of California, supra*, 58 Cal.4th at p. 323), and the constitutional imperative to broadly construe this right (Cal. Const., art. I, § 3, subd. (b)(2)).

In light of these principles, and considering section 6252, subdivision (e) in the context of the Act as a whole (see *Smith v. Superior Court* (2006) 39 Cal.4th 77, 83), we conclude a city employee’s communications related to the conduct of public business do not cease to be public records just because they were sent or received using a personal account. Sound public policy supports this result.

B. *Policy Considerations*

Both sides cite policy considerations to support their interpretation of the “public records” definition. The City argues the definition reflects a legislative balance between the public’s right of access and individual employees’ privacy rights, and should be interpreted categorically. Smith counters that privacy concerns are properly addressed in the case-specific application of CPRA’s exemptions, not in defining the overall scope of a public record. Smith also contends any privacy intrusion resulting from a search for records in personal accounts can be minimized through procedural safeguards. Smith has the better of these arguments.

The City’s interpretation would allow evasion of CPRA simply by the use of a personal account. We are aware of no California law requiring that public officials or employees use only government accounts to conduct public business. If communications sent through personal accounts were categorically excluded from CPRA, government officials could hide their most sensitive, and potentially

damning, discussions in such accounts. The City’s interpretation “would not only put an increasing amount of information beyond the public’s grasp but also encourage government officials to conduct the public’s business in private.” (Senat, *Whose Business Is It: Is Public Business Conducted on Officials’ Personal Electronic Devices Subject to State Open Records Laws?* (2014) 19 Comm. L. & Pol’y 293, 322.)

It is no answer to say, as did the Court of Appeal, that we must presume public officials conduct official business in the public’s best interest. The Constitution neither creates nor requires such an optimistic presumption. Indeed, the rationale behind the Act is that it is for the *public* to make that determination, based on information to which it is entitled under the law. Open access to government records is essential to *verify* that government officials are acting responsibly and held accountable to the public they serve. (*CBS, Inc. v. Block* (1986) 42 Cal.3d 646, 651.) “Such access permits checks against the arbitrary exercise of official power and secrecy in the political process.” (*Ibid.*) The whole purpose of CPRA is to ensure transparency in government activities. If public officials could evade the law simply by clicking into a different email account, or communicating through a personal device, sensitive information could routinely evade public scrutiny.

The City counters that the privacy interests of government employees weigh against interpreting “public records” to include material in personal accounts. Of course, public employees do not forfeit all rights to privacy by working for the government. (*Long Beach City Employees Assn. v. City of Long Beach* (1986) 41 Cal.3d 937, 951.) Even so, the City essentially argues that the contents of personal email and other messaging accounts should be categorically excluded from public review because these materials have traditionally been considered private. However, compliance with CPRA is not necessarily inconsistent with the privacy rights of public employees. Any personal information not related to the conduct of public business, or material falling under

a statutory exemption, can be redacted from public records that are produced or presented for review. (See § 6253, subd. (a).)

Furthermore, a crabbed and categorical interpretation of the “public records” definition is unnecessary to protect employee privacy. Privacy concerns can and should be addressed on a case-by-case basis. (See *International Federation, supra*, 42 Cal.4th at p. 329.) Beyond the definition of a public record, the Act itself limits or exempts disclosure of various kinds of information, including certain types of preliminary drafts, notes, or memoranda (§ 6254, subd. (a)), personal financial data (§ 6254, subd. (n)), personnel and medical files (§ 6254, subd. (c)), and material protected by evidentiary privileges (§ 6254, subd. (k)). Finally, a catchall exemption allows agencies to withhold any record if the public interest served by withholding it “clearly outweighs” the public interest in disclosure. (§ 6255, subd. (a).) This exemption permits a balance between the public’s interest in disclosure and the individual’s privacy interest. (*International Federation*, at pp. 329-330; *BRV, Inc. v. Superior Court* (2006) 143 Cal.App.4th 742, 755-756.) The analysis here, as with other exemptions, appropriately focuses on the *content* of specific records rather than their location or medium of communication. (See *Commission on Peace Officer Standards, supra*, 42 Cal.4th at p. 291.)⁷

⁷ While admitting it invoked no CPRA exemptions in the proceedings below, the City nevertheless asks us to decide that messages in employees’ personal accounts are universally exempt from disclosure under section 6255. This issue has not been preserved and is beyond the scope of our grant of review. It also appears impossible to decide on this record. Answering threshold questions about whether employees have a reasonable expectation of privacy (see *Hill v. National Collegiate Athletic Assn.* (1994) 7 Cal.4th 1, 35), or whether their messages are covered by the “deliberative process” privilege (*Times Mirror Co. v. Superior Court* (1991) 53 Cal.3d 1325, 1339-1344) would require a fact-intensive review of the City’s policies and practices regarding electronic communications, if not the contents of the challenged documents themselves. The record here is insufficient.

The City also contends the search for public records in employees' accounts would itself raise privacy concerns. In order to search for responsive documents, the City claims agencies would have to demand the surrender of employees' electronic devices and passwords to their personal accounts. Such a search would be tantamount to invading employees' homes and rifling through their filing cabinets, the City argues. It urges no case has extended CPRA so far.

Arguments that privacy interests outweigh the need for disclosure in CPRA cases have typically focused on the sensitive content of the documents involved, rather than the intrusiveness involved in searching for them. (See, e.g., *International Federation*, *supra*, 42 Cal.4th 319; *Copley Press, Inc. v. Superior Court* (2006) 39 Cal.4th 1272.) Assuming the search for responsive documents can also constitute an unwarranted invasion of privacy, however, this concern alone does not tip the policy balance in the City's favor. Searches can be conducted in a manner that respects individual privacy.

C. *Guidance for Conducting Searches*

The City has not attempted to search for documents located in personal accounts, so the legality of a specific kind of search is not before us. However, the City and some amici curiae do highlight concerns about employee privacy. Some guidance about how to strike the balance between privacy and disclosure may be of assistance.

CPRA requests invariably impose some burden on public agencies. Unless a records request is overbroad or unduly burdensome, agencies are obliged to disclose all records they can locate "with reasonable effort." (*California First Amendment Coalition v. Superior Court* (1998) 67 Cal.App.4th 159, 166.) Reasonable efforts do not require that agencies undertake extraordinarily extensive or intrusive searches, however. (See *American Civil Liberties Union Foundation v. Deukmejian* (1982) 32 Cal.3d 440, 453; *Bertoli v. City of Sebastopol* (2015) 233 Cal.App.4th 353, 371-372.) In general, the scope of an agency's search for public records "need only be reasonably calculated to locate responsive documents."

(*American Civil Liberties Union of Northern Cal. v. Superior Court* (2011) 202 Cal.App.4th 55, 85; see *Community Youth, supra*, 220 Cal.App.4th at p. 1420.)

CPRA does not prescribe specific methods of searching for those documents. Agencies may develop their own internal policies for conducting searches. Some general principles have emerged, however. Once an agency receives a CPRA request, it must “communicate the scope of the information requested to the custodians of its records,” although it need not use the precise language of the request. (*Community Youth, supra*, 220 Cal.App.4th at p. 1417.) As to requests seeking public records held in employees’ nongovernmental accounts, an agency’s first step should be to communicate the request to the employees in question. The agency may then reasonably rely on these employees to search *their own* personal files, accounts, and devices for responsive material.

Federal courts applying FOIA have approved of individual employees conducting their own searches and segregating public records from personal records, so long as the employees have been properly trained in how to distinguish between the two. (See *Ethyl Corp. v. U.S. Environmental Protection Agency* (4th Cir. 1994) 25 F.3d 1241, 1247.) A federal employee who withholds a document identified as potentially responsive may submit an affidavit providing the agency, and a reviewing court, “with a sufficient factual basis upon which to determine whether contested items were ‘agency records’ or personal materials.” (*Grand Cent. Partnership, Inc. v. Cuomo* (2d Cir. 1999) 166 F.3d 473, 481.) The Washington Supreme Court recently adopted this procedure under its state public records law, holding that employees who withhold personal records from their employer “must submit an affidavit with facts sufficient to show the information is not a ‘public record’ under the PRA. So long as the affidavits give the requester and the trial court a sufficient factual basis to determine that withheld material is indeed nonresponsive, the agency has performed an adequate search under the PRA.” (*Nissen v. Pierce County* (Wn. 2015) 183 Wn.2d 863 [357 P.3d 45, 57].) We agree with Washington’s high court that this procedure, when followed in

good faith, strikes an appropriate balance, allowing a public agency “to fulfill its responsibility to search for and disclose public records without unnecessarily treading on the constitutional rights of its employees.” (*Id.*, 357 P.3d at p. 58.)

Further, agencies can adopt policies that will reduce the likelihood of public records being held in employees’ private accounts. “Agencies are in the best position to implement policies that fulfill their obligations” under public records laws “yet also preserve the privacy rights of their employees.” (*Nissen v. Pierce County, supra*, 357 P.3d at p. 58.) For example, agencies might require that employees use or copy their government accounts for all communications touching on public business. Federal agency employees must follow such procedures to ensure compliance with analogous FOIA requests. (See 44 U.S.C. § 2911(a) [prohibiting use of personal electronic accounts for official business unless messages are copied or forwarded to an official account]; 36 C.F.R. § 1236.22(b) (2016) [requiring that agencies ensure official email messages in employees’ personal accounts are preserved in the agency’s recordkeeping system]; *Landmark Legal Foundation v. Environmental Protection Agency* (D.D.C. 2015) 82 F.Supp.3d 211, 225-226 [encouraging a policy that official emails be preserved in employees’ personal accounts as well].)

We do not hold that any particular search method is required or necessarily adequate. We mention these alternatives to offer guidance on remand and to explain why privacy concerns do not require categorical exclusion of documents in personal accounts from CPRA’s “public records” definition. If the City maintains the burden of obtaining records from personal accounts is too onerous, it will have an opportunity to so establish in future proceedings. (See *Connell v. Superior Court* (1997) 56 Cal.App.4th 601, 615-616; *State Bd. of Equalization v. Superior Court* (1992) 10 Cal.App.4th 1177, 1188.)

D. Conclusion

Consistent with the Legislature’s purpose in enacting CPRA, and our constitutional mandate to interpret the Act broadly in favor of public access (Cal.

Const., art. I, § 3, subd. (b)(2)), we hold that a city employee's writings about public business are not excluded from CPRA simply because they have been sent, received, or stored in a personal account.

DISPOSITION

The judgment is reversed, and the case is remanded for further proceedings consistent with this opinion.

CORRIGAN, J.

WE CONCUR:

CANTIL-SAKAUYE, C. J.

WERDEGAR, J.

CHIN, J.

LIU, J.

CUÉLLAR, J.

KRUGER, J.

See last page for addresses and telephone numbers for counsel who argued in Supreme Court.

Name of Opinion City of San Jose v. Superior Court

Unpublished Opinion

Original Appeal

Original Proceeding

Review Granted XXX 225 Cal.App.4th 75

Rehearing Granted

Opinion No. S218066

Date Filed: March 2, 2017

Court: Superior

County: Santa Clara

Judge: James P. Kleinberg

Counsel:

Richard Doyle, City Attorney, Nora Frimann, Assistant City Attorney, and Margo Laskowska, Deputy City Attorney, for Petitioners.

Keith J. Bray, Joshua Rosen Daniels; Dannis Woliver Kelley, Sue Ann Salmon Evans and William B. Tunick for Education Legal Alliance of the California School Boards Association as Amicus Curiae on behalf of Petitioners.

Jennifer B. Henning for California State Association of Counties as Amicus Curiae on behalf of Petitioners.

Best, Best & Krieger, Shawn D. Hagerty and Hong Dao Nguyen for League of California Cities, California Association of Sanitation Agencies and California Special Districts Association Amici Curiae on behalf of Petitioners.

No appearance for Respondent.

McManis Faulkner, James McManis, Matthew Schechter, Christine Peek, Tyler Atkinson and Jennifer Murakami for Real Party in Interest.

Mastagni Holstedt, David E. Mastagni, Isaac S. Stevens and Jeffrey R.A. Edwards for Sacramento Police Officers' Association, Stockton Police Officers' Association, Sacramento County Deputy Sheriffs' Association, Sacramento County Law Enforcement Managers Association, San Bernardino County Public Attorneys Association, Deputy Sheriffs' Association of Alameda County, Statewide University Police Association, Sacramento Area Firefighters, International Association of Firefighters, Local 552, AFL-CIO, Palo Alto Firefighters, International Association of Firefighters, Local 1319, AFL-CIO, San Mateo County Deputy Sheriffs' Association, Rialto Professional Firefighters, International Association of Firefighters, Local 3688, AFL-CIO, Vallejo Police Officers' Association, Elk Grove Police Officers Association, Ontario Police Officers' Association, Placer County Deputy Sheriffs' Association, Federated University Police Officers' Association and Los Angeles Airport Peace Officers' Association as Amici Curiae on behalf of Real Party in Interest.

Page 2 – S208181 – counsel continued

Counsel:

Jack Cohen as Amicus Curiae on behalf of Real Party in Interest.

Ram, Olson, Cereghino & Kopczynski, Karl Olson; Juan F. Cornejo; Jeffrey D Glasser; and James W. Ewert for California Newspaper Publishers Association, Los Angeles Times Communications LLC, McClatchy Newspapers, Inc., Hearst Corporation, First Amendment Coalition, Society of Professional Journalists, Californians Aware and the Reporters Committee for Freedom of the Press as Amici Curiae on behalf of Real Party in Interest.

Michael T. Risher, Matthew T. Cagle, Christopher J. Conley; Peter Bibring, Peter Eliasberg; David Loy; and Jennifer Lynch for American Civil Liberties Union Foundation of Northern California, Inc., American Civil Liberties Union of Southern California, Inc., American Civil Liberties Union of San Diego & Imperial County, Inc., and Electronic Frontier Foundation as Amici Curiae on behalf of Real Party in Interest.

Counsel who argued in Supreme Court (not intended for publication with opinion):

Nora Frimann
Assistant City Attorney
200 East Santa Clara Street, 16th Floor
San Jose, CA 95113-1905
(408) 535-1900

James McManis
McManis Faulkner
50 West San Fernando Street, 10th Floor
San Jose, CA 95113
(408) 279-8700

Karl Olson
Ram, Olson, Cereghino & Kopczynski
555 Montgomery Street, Suite 820
San Francisco, CA 94111
(415) 433-4949