



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

**NOTICE OF REGULAR MEETING**

**TIME:** 6 p.m.

**DATE:** Tuesday, March 6, 2018

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

**AGENDA**

**Our mission is to provide reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and environmentally responsible manner.**

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Duarte, Halket, Howard, Misheloff, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
  - New Employee Introduction
  - Special District Leadership Foundation Presentation - District Transparency Certificate of Excellence
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. Speakers' cards are available from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern, introduce him/herself, and then proceed with his/her comment.
6. REPORTS
  - 6.A. Reports by General Manager and Staff
    - Event Calendar
    - Correspondence to and from the Board
  - 6.B. Joint Powers Authority and Committee Reports

Tri-Valley Water Liaison - March 1, 2018  
Central Contra Costa Sanitary District Liaison - March 6, 2018
  - 6.C. Agenda Management (consider order of items)
7. APPROVAL OF MINUTES
  - 7.A. Regular Meeting Minutes of February 20, 2018  
**Recommended Action:** Approve by Motion
8. CONSENT CALENDAR - None

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.

9. BOARD BUSINESS

9.A. Second Reading: Adopt Ordinance Revising District Code Section Adding Section 7.40.050, Informal Bidding Procedures, and Renumbering as Section 7.40.060 Former Section 7.40.050 Policies and Procedures for Purchasing Supplies and Equipment  
**Recommended Action:** Waive Reading by Motion and Adopt by Ordinance

9.B. Approve Increase in Budgeted Full Time Equivalent (FTE) Staffing for Fiscal Year 2019  
**Recommended Action:** Approve by Resolution

9.C. Approve Revised Financial Services Supervisor Job Description and Salary  
**Recommended Action:** Approve by Resolution

9.D. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Public Available Pay Schedule and Rescind Resolution No. 5-18  
**Recommended Action:** Adopt by Resolution

9.E. Support Two Water Bonds on the June and November 2018 Ballots  
**Recommended Action:** Adopt by Resolution

9.F. Discuss Tri-Valley Joint Potable Reuse Feasibility Study Briefing  
**Recommended Action:** Receive Presentation and Discuss

10. BOARD MEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors
- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

11. ADJOURNMENT

All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection at the front desk of the District Office at 7051 Dublin Blvd., Dublin, during business hours, or by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.

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

**February 20, 2018**

**1. CALL TO ORDER**

A regular meeting of the Board of Directors was called to order at 6 p.m. by President Vonheeder-Leopold.

**2. PLEDGE TO THE FLAG**

**3. ROLL CALL**

**Boardmembers present at start of meeting:**

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

**District staff present:** Dan McIntyre, General Manager; Bob Treppa, Information Services Supervisor; Judy Zavadil, Engineering Services Manager/District Engineer; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Vivian Chiu, Administrative Analyst I.

Vice President Madelyne A. (Maddi) Misheloff entered the meeting at 6:03 p.m. during Item 6.A Reports by General Manager and Staff.

**4. SPECIAL ANNOUNCEMENTS/ACTIVITIES**

**New Employee Introduction:**

Roper Macaraeg, Engineering Technician-GIS Specialist I

**5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m. No public comment was received.**

**6. REPORTS**

**6.A. Reports by General Manager and Staff**

- Event Calendar – General Manager McIntyre reported on the following:
  - The Tri-Valley Water Liaison Committee meeting will be held on Thursday, March 1 at 4 p.m. at the Livermore Main Library to discuss the joint potable reuse feasibility study.
  - San Ramon Mayor Bill Clarkson's annual State of the City Address will be held on Wednesday, February 21 at 11:30 a.m. at the San Ramon Marriott.
  - San Ramon Mayor Bill Clarkson's monthly community meeting will be held on Friday, February 23 at 7:30 a.m. at Clementine's Restaurant in San Ramon, with special guest Assemblywoman Catharine Baker.
  - A retirement luncheon for Zone 7 Water Agency General Manager Jill Duerig will be held on Friday, March 23 at the Shannon Community Center. The flyer is at each Director's desk at the dais.
- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports – None

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

7. APPROVAL OF MINUTES

7.A. Regular Meeting Minutes of February 6, 2018

Vice President Misheloff MOVED for the approval of the February 6, 2018 minutes. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR

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

8.A. Accept the Following Regular and Recurring Reports: Warrant List and No Net Change Operating Budget Adjustments – Approved

8.B. Approve Side-Letters of Agreement with Stationary Engineers, Local 39 and Dublin San Ramon Services District, and the Mid-Management Employees' Bargaining Unit and Dublin San Ramon Services District – Approved – Resolution Nos. 10-18 and 11-18

8.C. Approve the Water Supply Assessment for the AT Dublin Project – Approved – Resolution No. 12-18

9. BOARD BUSINESS

9.A. First Reading: Introduction of Ordinance Revising District Code Section by Adding Section 7.40.050, Informal Bidding Procedures, and Renumbering as Section 7.40.060 Former Section 7.40.050 Policies and Procedures for Purchasing Supplies and Equipment

President Vonheeder-Leopold read the title of the Ordinance: An Ordinance of Dublin San Ramon Services District Revising the District Code by Adding a New Section 7.40.050, Entitled "Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act" and Renumbering as Section 7.40.060 Former Section 7.40.050, Policies and Procedures for Purchasing Supplies and Equipment

President Vonheeder-Leopold solicited a Motion to Waive Reading of the Ordinance.

Vice President Misheloff MOVED to Waive Reading of Ordinance. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

Financial Services Supervisor Karen Vaden reviewed the item for the Board. She explained that the proposed ordinance relates to a resolution, adopted by the Board at the last meeting, electing to be subject to the California Uniform Public Construction Cost Accounting Act (the Act). She noted that this item also included a draft update to the Purchasing policy, for consideration at the next Board meeting, to coincide the General Manager's increased purchasing authority to \$175,000.

Director Halket commented on the addition of Dougherty Valley surcharge to the list of recurring operational purchases under the General Manager's authority. Ms. Vaden explained that the surcharge item relates payment to the Zone 7 Water Agency for the Board-approved Dougherty Valley Standby Charge District 2001-1 assessment.

There was no public comment received. The Board had no additional comments.

Director Howard MOVED to Schedule Adoption of Ordinance for March 6. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

9.B. Receive Presentation and Provide Direction Regarding Boardroom Audio/Video Improvements (CIP 16-A004)

Community Affairs Supervisor Sue Stephenson and Senior Engineer-Supervisory Steve Delight reviewed the item for the Board pertaining to options for bringing the audio and video systems into the 21st century. Ms. Stephenson provided a summary of historic Board meeting viewership, showed video streaming samples for quality comparison, and gave a presentation on the three improvement options. The Board and staff discussed various aspects of the options. President Vonheeder-Leopold expressed her support for the local station.

Vice President Misheloff MOVED to direct staff to proceed with Option 3 as recommended by staff. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES and ONE NO (Vonheeder-Leopold).

9.C. Receive Presentation on the 2017 Information Technology Services Master Plan

Information Services Supervisor Bob Treppa gave a presentation to the Board. He explained that the Information Technology Services Master Plan serves as a roadmap for future technology initiatives and projects. The slide presentation was distributed to the Board for reference.

The Board and staff discussed aspects of the presentation, and the Board inquired about the anticipated discontinuation of Eden, the enterprise resource planning (ERP) system that the District uses to manage its financial, human resources, and utility billing functions. Mr. Treppa remarked that Tyler Technologies has another ERP system for possible migration. General Manager McIntyre commented that staff would provide the Board with an update on Eden prior to taking any major steps.

9.D. Receive Update on the Diversion of Central Contra Costa Sanitary District Wastewater for Recycled Water Supply

Engineering Services Manager Zavadil reviewed the item for the Board pertaining to DERWA's effort to divert wastewater from the Central Contra Costa Sanitary District (Central San) into the District's collection system as a supplemental supply for recycled water, especially to meet the summer demand. She summarized the past discussions with Central San, including diversion alternatives, potential agreement terms, operational issues, and possible community concerns. In December, the Central San Real

Estate, Environmental and Planning Committee suggested a small pilot and referred the matter to the full Central San Board at its March 1 meeting.

The Board and staff discussed the history and various concerns of the potential diversion.

10. BOARDMEMBER ITEMS

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

President Vonheeder-Leopold submitted written reports to Administrative Analyst I Chiu. She reported that she attended the Alameda County Special Districts Association (ACSDA) Board meeting on February 14 at the Castro Valley Sanitary District, and the California Association of Sanitation Agencies (CASA) Board meeting on February 12 in Sacramento. She summarized the activities and discussions at the meetings.

- Request New Agenda Item(s) Be Placed on a Future Board of Committee Agenda – None

11. CLOSED SESSION

At 7:10 p.m. the Board went into Closed Session.

11.A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)

Name of Cases: Hendrix; Cameron; Schroen; Under Seal v. Under Seal

12. REPORT FROM CLOSED SESSION

At 7:30 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

13. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:31 p.m.

Submitted by,

Vivian Chiu, MMC  
Administrative Analyst I

FOR: Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Second Reading: Adopt Ordinance Revising District Code Section Adding Section 7.40.050, Informal Bidding Procedures, and Renumbering as Section 7.40.060 Former Section 7.40.050 Policies and Procedures for Purchasing Supplies and Equipment

**RECOMMENDATION:**

Staff recommends the Board of Directors waive, by Motion, the second reading of an Ordinance revising the District Code by adding a new section 7.40.050, entitled “Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act” (Public Contract Code Section 22000, et seq.), and renumbering as Section 7.40.060 former Section 7.40.050, “Policies and procedures for purchasing supplies and equipment,” and adopt by Ordinance.

**SUMMARY:**

In a separate Board agenda item at the February 6th meeting, the Board adopted a resolution to elect to be subject to the California Uniform Public Construction Cost Accounting Act (the Act). In accordance with Section 22034 of the Act, the District is required to adopt by ordinance an informal bidding procedure to govern the selection of contractors to perform public projects pursuant to Subdivision (b) of Section 22032 of the Act.

This is the second reading of the proposed revisions to the District Code adding a new Section 7.40.050, entitled “Informal bidding procedures under the Uniform Public Construction Cost Accounting Act,” and renumbering as Section 7.40.060 former Section 7.40.050, “Policies and procedures for purchasing supplies and equipment.” These changes will bring the District’s informal bidding procedures into conformance with the requirements of the Act, to which the District would be subjecting itself by a preceding Board action.

Revisions to the District’s Purchasing Policy and Budget Accountability Policy will be presented shortly at a forthcoming Board meeting, to conform with this new ordinance.

Originating Department: Administrative Services	Contact: K. Vaden	Legal Review: Yes
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Redline of changes to District Code 7.40.050 and 7.40.060.	

**7.40.050 Informal bidding procedures under the Uniform Public Construction Cost Accounting Act.**

**A. Informal Bid Procedures.** Public projects, as defined by the Uniform Public Construction Cost Accounting Act (the Act) and in accordance with the monetary limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

**B. Contractors List.** The District shall develop and maintain a list of contractors ("List") in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

**C. Notice Inviting Informal Bids.** Where a public project is to be performed which is subject to the provisions of the Act, not less than ten (10) calendar days before bids are due, a notice inviting informal bids may be mailed or sent by electronic means, to all contractors for the category of work to be bid, as shown on the Contractor's List; and/or to all construction trade journals, as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/section soliciting bids, provided however:

- 1. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the Commission.**
- 2. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.**

The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time, place and manner for the submission of bids.

**D. Award of Contracts.** The General Manager is authorized to award informal contracts pursuant to the respective monetary limits set forth by Section 22032 of the Public Contract Code and in the policies and procedures developed pursuant to Section 7.40.060 of the District Code.

**E. Bids Exceeding Informal Bid Limit.** Pursuant to subdivision (d) of Section 22034 of the Public Contract Code, if all bids are in excess of the informal bid monetary limit as set forth by the Act, as it may be modified from time to time, and the Board of Directors may, if it determines that the District's cost estimate was reasonable, by four-fifths vote award the contract to the lowest responsible bidder submitting as responsive bid.

**F. Adjustment of Amounts.** Pursuant to the terms of the Act, the maximum dollar amounts authorized therein for informal bidding of public projects are subject to change by the State of California from time to time. When effective, such adjusted monetary limits shall apply to the District's contracts awarded thereafter without any need to amend this Chapter 7.40 or any of the Sections contained therein.

**7.40.0560 Policies and procedures for purchasing supplies and equipment.**

The procedures described in section 7.40.050 and the referenced statutory provisions shall also apply to the purchase of goods and supplies in accordance with the monetary limits specified in Section 22032 of the Public Contract Code. In addition, ~~the Board or, where delegated, the General Manager, shall from time to time establish~~ more detailed policies and procedures, ~~including bidding regulations~~, governing purchases of supplies and equipment by the District as ~~required by~~specified in Section 54202 of the California Government Code. Purchases of supplies and equipment by the District shall be in accordance with said policies and in accordance with all provisions of law applicable thereto. No such policy or procedure shall be adopted which is inconsistent or in conflict with the Community Services District Law, the provisions of the Uniform Public Construction Cost Accounting Act within Public Contract Code, or any other statute applicable to community services districts, ~~or any other applicable statute~~. [Ord. 327, 2010.]

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE DISTRICT CODE BY ADDING A NEW SECTION 7.40.050, ENTITLED "INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT" AND RENUMBERING AS SECTION 7.40.060 FORMER SECTION 7.40.050, POLICIES AND PROCEDURES FOR PURCHASING SUPPLIES AND EQUIPMENT

---

WHEREAS, the District elected to become subject to the California Uniform Public Construction Cost Accounting Act (the Act) (Section 22000, et seq. of the Public Contract Code), by Resolution No. 7-18 approved by the Board of Directors at a regular Board meeting held February 6, 2018; and

WHEREAS, the current District Ordinance Code Chapter 7.40, Acquisition of Real Property, Supplies, and Equipment is silent in the matter of public works bidding procedures; and

WHEREAS, the current District Ordinance Code Section 7.40.050, Policies and procedures for purchasing supplies and equipment, includes purchasing policy and procedure provisions for supplies and equipment not related to public works projects; and

WHEREAS, in accordance with Section 22034 of the Act, the District hereby establishes an informal bid procedure to govern the selection of contractors to perform public projects pursuant to Subdivision (b) of Section 22032 of the Act.

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

1. A new Section 7.40.050 of the District Ordinance Code, entitled "Informal bidding procedures under the Uniform Public Construction Cost Accounting Act" shall be added in the respective form in which it appears in Exhibit 1.

2. Existing Section 7.40.050, entitled "Policies and procedures for purchasing supplies and equipment," shall be renumbered as Section 7.40.060, and inserted into the District Ordinance Code in the respective form in which it appears in Exhibit 1. Notwithstanding the preceding sentence, wherever a provision of the new Section 7.40.060 is substantially the same as the previous version of Section 7.40.050, the provision shall be deemed to be a continuation of the previous version of the provision and not a new enactment.

3. The General Manager, or the person or persons to whom such task may from time to time be delegated, is further authorized and directed to make further non-substantive administrative changes, as approved by District General Counsel, to Sections 7.40.050 and 7.40.060, as respectively set forth in Exhibit 1 (including revisions in formatting as may be suggested by the publisher) for consistency and ease of reference within sixty (60) days from the date of adoption.

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

4. This Ordinance will be effective thirty (30) days after its adoption.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of March 2018, by the following vote:

AYES:

NOES:

ABSENT:

---

Georange M. Vonheeder-Leopold, President

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

**Proposed new DSRSD code section 7.40.050:**

**7.40.050 Informal bidding procedures under the Uniform Public Construction Cost Accounting Act.**

**A. Informal Bid Procedures.** Public projects, as defined by the Act and in accordance with the monetary limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

**B. Contractors List.** The District shall develop and maintain a list of contractors ("List") in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

**C. Notice Inviting Informal Bids.** Where a public project is to be performed which is subject to the provisions of the Act, not less than ten (10) calendar days before bids are due, a notice inviting informal bids may be mailed or sent by electronic means, to all contractors for the category of work to be bid, as shown on the Contractor's List; and/or to all construction trade journals, as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/section soliciting bids, provided however:

1. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the Commission.
2. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time, place and manner for the submission of bids.

**D. Award of Contracts.** The General Manager is authorized to award informal contracts pursuant to the respective monetary limits set forth by Section 22032 of the Public Contract Code and in the policies and procedures developed pursuant to Section 7.40.060 of the District Code.

**E. Bids Exceeding Informal Bid Limit.** Pursuant to subdivision (d) of Section 22034 of the Public Contract Code, If all bids are in excess of the informal bid monetary limit as set forth by the Act, as it may be modified from time to time, and the Board of Directors may, if it determines that the District's cost estimate was reasonable, by four-fifths vote award the contract to the lowest responsible bidder submitting as responsive bid.

**F. Adjustment of Amounts.** Pursuant to the terms of the Act, the maximum dollar amounts authorized therein for informal bidding of public projects are subject to change by the State of California from time to time. When effective, such adjusted monetary limits shall apply to the District's contracts awarded thereafter without any need to amend this Chapter 7.40 or any of the Sections contained therein.

**Proposed renumbering DSRSD code section 7.40.050 to 7.40.060**

**7.40.060 Policies and procedures for purchasing supplies and equipment.**

The procedures described in section 7.40.050 and the referenced statutory provisions shall also apply to the purchase of goods and supplies in accordance with the monetary limits specified in Section 22032 of the Public Contract Code. In addition, the Board or, where delegated, the General Manager, shall from time to time establish more detailed policies and procedures governing purchases of supplies and equipment by the District as specified in Section [54202](#) of the California Government Code. Purchases of supplies and equipment by the District shall be in accordance with said policies and in accordance with all provisions of law applicable thereto. No such policy or procedure shall be adopted which is inconsistent or in conflict with the Community Services District Law, the provisions of the Uniform Public Construction Cost Accounting Act within the Public Contract Code, or any other statute applicable to community services districts. [Ord. 327, 2010.]



**TITLE:** Approve Increase in Budgeted Full Time Equivalent (FTE) Staffing for Fiscal Year Ending 2019

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, an increase in the maximum full-time equivalents (FTE) for the FYE 2019 Operating Budget.

**SUMMARY:**

The District has experienced a significant number of managerial retirements during the last few years. As a result of the recent notice from the current Financial Services Supervisor of her intent to retire within the next year, the Administrative Services Manager has determined that timely backfilling of this key management position is mission-critical and has developed a succession plan for these recruitment efforts. In keeping with the District's Strategic Plan (Plan), this effort supports Plan's Goal No. 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."

Historically, staff have not been replaced until a position is vacated. District staff have worked aggressively to fill all open positions during the past year and anticipates being fully staffed in FYE 2019.

Two separate Board items are being presented this evening to outline additional steps to be taken to address the General Manager's staffing plan.

In accordance with Board Personnel policy P700-13-1, Staff Organization, and the Board Finance policy P400-15-2, Budget Accountability, staff recommends the Board approve the requested adjustment to the FYE 2019 operating budget FTE to be temporarily increased by one (1.0) FTE from 121 to 122. Staffing will be returned to a maximum FTE count of 121 no later than June 30, 2019 through a process of attrition.

Estimated cost impact to the Operating Budget for FYE 2019 is approximately \$67,300, which represents three months of overlapping coverage for the Financial Services Supervisor position; however, this cost may be covered by unfilled FTE in other departments.

Originating Department: Administrative Services	Contact: C. Atwood	Legal Review: Not Required
Cost: \$67,000 (est. salary + benefits for 3 mo.)	Funding Source: Acct. 900	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING  
OPERATING BUDGET ADJUSTMENT FOR FISCAL YEAR ENDING 2019

---

WHEREAS, the District prepares a two-year budget that is reviewed periodically to determine if any substantive changes are needed; and

WHEREAS, the Board has adopted a Strategic Plan ("Plan") that recognizes that personnel are critical to supporting the mission of the District and Plan provides direction to "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"; and

WHEREAS, the Board previously approved the two-year budget on May 16, 2017; and

WHEREAS, the budgets as presented provide a financial plan that supports the Board's policy objectives as expressed in the District Strategic Plan; and

WHEREAS, the Board specifically adopts budget with a maximum number of authorized full-time equivalents (FTE) that shall at no time be exceeded without prior Board approval; and

WHEREAS, the District is currently in the process of recruiting for several critical staff positions which will be impacted by retirements; and

WHEREAS, the Board finds that a temporary increase in the number of FTE would allow for the hiring of new staff in a manner that allows the transfer of critical knowledge and information to these new staff for the benefit of the District, its staff, and its ratepayers; and

WHEREAS, the Board finds that to critically control costs the temporary increase in the number of FTE will be eliminated by July 1, 2019.

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

- 1) That the maximum number of full time equivalent (FTE) positions as shown in the following table are hereby approved. At no time shall the number of regular and limited-term FTE positions exceed that shown below without prior Board approval. Furthermore, the total of the salaries for regular positions as shown in the budget shall not be increased through conversion of limited-term positions to permanent positions without prior Board approval.

Position Type	FYE 2019
Regular FTE	121.00
Limited Term FTE	1.00
<b>Total FTE Positions</b>	<b>122.00</b>

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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of March 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

---

Georgean M. Vonheeder-Leopold, President

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



**TITLE:** Approve Revised Financial Services Supervisor Job Description and Salary

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, the new job description and salary range for the Financial Services Supervisor classification.

**SUMMARY:**

As a result of the recent notice from the current Financial Services Supervisor of her intent to retire within the next year, the Administrative Services Manager has determined that timely backfilling of this key management position is mission-critical and has developed a succession plan for recruitment efforts.

Under this plan, the General Manager will request, through a separate Board item presented this evening, approval from the Board for an operating budget adjustment to add 1.0 full-time equivalent (FTE) position in Fiscal Year Ending 2019 for a period not to extend beyond June 30, 2019, in support of starting the recruitment process for a Financial Services Supervisor beginning in March 2018. Upon appointment of a new Financial Services Supervisor (estimated for June 2018), the position will be double-staffed to allow for a few months of cross-training between the current and new Financial Services Supervisors.

In addition to cross-training for the new incumbent, there are a number of critical financial management projects underway in 2018 that warrant temporary overstaffing, including:

- Water Rate Study and Water Rate Update (2019 – 2023)
- Dougherty Valley Assessment District (Proposition 218)
- Regional Capacity Reserve Fee Study (2018 – 2022)
- Local Capacity Reserve Fee Study (2018 – 2022)
- Long-term District financial model
- District-wide financial management skills training
- CalPERS Unfunded Liability funding plan
- DERWA operating cost “true up”
- Permitting and inspection fee update
- Purchasing procedures and Purchasing Manual update
- Update of Budget Accountability policy

In preparation for the recruitment process, the District has reviewed the job description for the Financial Services Supervisor and has updated language in the job definition, essential duties, and education and experience sections to be consistent with industry standards for comparable positions. Additionally, to ensure the District has a competitive market salary to attract highly qualified candidates for this mission-critical position, a compensation survey was completed in accordance with the provisions specified in the Mid-Management Employees' Bargaining Unit (MEBU) Memorandum of Understanding (MOU) for compensation factors and set to the negotiated market average, 60th percentile of the comparable agencies. The survey results in a proposed 8.98% increase to base salary with the new salary range for the Financial Services Supervisor as \$12,737 - \$15,480 per month. Staff has met and consulted with representatives of MEBU on the revised job description and new salary range for the Financial Services Supervisor, and the bargaining unit concurs with the proposed changes.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Cost: \$16,650 estimated annual cost increase	Funding Source: Acct. 900.30.31.000.1.100	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Financial Services Supervisor Job Description	17 of 46



# DUBLIN SAN RAMON SERVICES DISTRICT

## JOB DESCRIPTION

Job Title:	Financial Services Supervisor
W/C Code:	8810
FLSA Status:	Exempt
Unit:	Mid-Management
Adopted Date:	February 5, 2002
Revised Date:	November 16, 2007 November 4, 2008 March 6, 2018
JD CODE:	MFSSUP

### DEFINITION

Under general direction of the Administrative Services Manager, plans, organizes, and provides direction and oversight for financial services of the District including accounting, budget preparation, payroll, accounts payable, and accounts receivable functions and activities; plans, manages, and coordinates the implementation of cash management, banking relationships, investment of funds, financial reporting and audit, rate and fee studies, short and long-range financial activities, and accounting personnel; ensures that functions meet all applicable laws, regulations, and District policies; provides professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; assists the Administrative Services Manager with related administrative tasks and performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a mid-management level position that oversees and directs all activities of the Financial Services division, including day-to-day operations and short and long-range planning including budgeting. Responsibilities include coordinating the activities of the division with those of other divisions and departments and managing and accomplishing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. The incumbent receives general direction from the Administrative Services Manager and exercises general direction to technical and advanced journey level personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
- Coordinates the preparation of District's budget, serving as the primary budget authority, effectively communicating budget preparation calendar and information needs and deadlines.
- Administers the annual budget, advises departments of budget problems, and policies and procedures, maintains proper budgetary controls, and responds to inquiries from District staff regarding budget questions and issues.
- Manages the timely and accurate preparation of budgeting documents and financial reports, including the Comprehensive Annual Financial Report and annual Audit report, and participates as an active member of the Budget Team.
- Prepares, administers, and is responsible for the budget for assigned function; forecasts additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Authorizes, monitors, and controls expenditures.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, and clerical staff.
- Provides for the selection, training, professional development, and work evaluation of division staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- Coordinates and oversees the development and implementation of long-range financial plans.

- Directs, oversees, and develops the work plan related to assigned function; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on operations and activities.
- Contributes to the overall quality of the division's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors and administers District retirement benefits liabilities, including the California Employer's Retiree Benefit Trust (CERBT) Fund, Other Post Employment Benefit (OPEB), and CalPERS contribution rates and Unfunded Actuarial Liability (UAL).
- Manages the review, selection, testing, and installation of new financial computer applications.
- Coordinates activities of staff with those of other District departments and outside agencies, in a manner that leads to maximum efficiency and effectiveness.
- Plans, oversees, reviews, and participates in studies related to wastewater and water service charges, fees, and rates; makes related recommendations to senior management.
- Coordinates preparation and implementation of a District-wide master fee and rates schedule, and assists in developing new revenue opportunities and cost recovery programs.
- Coordinates, reviews, evaluates, and recommends improvements to the District's administrative and financial internal control systems and procedures.
- Coordinates and conducts management analyses, studies, assignments and projects, and performs ad-hoc analyses for the Board, and senior management.
- Assists in the coordination of activities of legal counsel, bond counsel, underwriters and others for new debt financing, administers current debt issuances, and assures compliance with all debt disclosure requirements.
- Plans, oversees, and implements the District cash management system and implements Board directed investment policy.
- Prioritizes and allocates available resources, reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of working and official divisional files.
- Monitors changes in laws, regulations, and technology that may affect divisional operations; and implements policy and procedural changes as required.
- Provides technical advice to the District's management and the Board of Directors in area of expertise.
- Contributes to a positive work environment by participating in developing solutions to problems as they occur.
- Participates in strategic planning for the District and sets goals for the Division to support the strategic plan; develops policies, procedures, and protocols to implement District goals and objectives.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Confers with and represents the division and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business, and industrial groups and the public.
- Drives a motor vehicle.
- Performs other duties as assigned.

---

## **QUALIFICATIONS**

---

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and methods of public finance administration, particularly in the areas of investments and debt financing.
- Principles and practices of budget development, administration, and accountability.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Principles of rate setting, financial modeling and overhead allocation.
- Revenue forecasting and budget preparation.
- Principles and practices of financial information systems and software and their application to municipal operations.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Generally accepted accounting procedures and pronouncements issued by the Governmental Accounting Standards Board.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Modern office practices, methods, and computer equipment.
- Recordkeeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person, over the telephone, and in writing.

**Ability to:**

- Plan, organize, administer, coordinate, review, and evaluate a finance program.
- Design, establish, and supervise the maintenance of municipal financial systems.
- Prepare complex financial, economic, statistical and administrative reports and analyses.
- Administer programs and the work of staff directly and through subordinate levels of supervision.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Effectively represent the division and the District in meetings with governmental agencies, professional groups, regulatory, and legislative organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Accurately and effectively design large, complex spreadsheets; analyze and solve complex fiscal problems.
- Make accurate arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when unusual operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

---

## **EDUCATION and EXPERIENCE**

---

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

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, economics, business administration, public administration, or a related field, and five (5) years of responsible professional experience in accounting, financial planning and economic forecasting, including two (2) years of supervisory experience.

---

## **CERTIFICATES, LICENSES, REGISTRATIONS**

---

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Certification as a Certified Public Accountant (CPA) is desirable.

---

## **DISASTER SERVICE WORKER**

---

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

---

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

---

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

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. The noise level in the work environment is usually quiet. The employee works indoors, which is climate controlled.

---

## **PHYSICAL DEMANDS**

---

### **STANDING**

<b>Average Frequency:</b>	Up to ½ hour.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Surfaces:</b>	Tile, carpet, concrete, asphalt.
<b>Description:</b>	Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, and performing other described job duties.

### **WALKING**

<b>Average Frequency:</b>	½ hour to 1 hour.
<b>Duration:</b>	Seconds at a time.

**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Surfaces:** Tile, carpet, concrete, asphalt.  
**Description:** Performs within the building, to and from offices, relocating files/paperwork or office supplies and performing other described job duties.

### SITTING

**Average Frequency:** 7 to 7 ½ hours.  
**Duration:** 30 minutes to 1 hour at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Surfaces:** Cushioned vehicle seat or office chair.  
**Description:** Performs while performing various desk station activities, using a computer, reading, writing, driving a vehicle, during meetings, and performing other described job duties.

### KNEELING/CROUCHING/SQUATTING

**Average Frequency:** 0 to 2 times.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds at a time.  
**Surfaces:** Tile, carpet.  
**Description:** Performs while retrieving or positioning paperwork/files on and off lower shelves, drawers or ground level and performing other described job duties.

### CRAWLING

**Not a job requirement.**

### LAYING ON BACK/STOMACH

**Not a job requirement.**

### CLIMBING/BALANCING

**Average Frequency:** 0 to 2 times.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds at a time.  
**Surfaces:** Vehicle floorboard.  
**Description:** Performs while entering or exiting a vehicle cab, one step.

### REACHING

- Above Shoulder Level:**

**Average Frequency:** 0 to 2 times.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs while accessing or placing files/paperwork and other related items on and off upper shelves. Unilateral or bilateral upper

extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

- **Between Waist and Shoulder Level:**

**Average Frequency:** 5 to 6 hours.  
**Duration:** Seconds to 20 minutes.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

- **Below Waist Level:**

**Average Frequency:** 0 to 2 times.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds at a time.  
**Description:** Performs while retrieving or positioning paperwork/files on and off lower shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

### **PUSHING/PULLING**

**Average Frequency:** Up to 10 times.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

### **TWISTING/ROTATING**

- **Waist:**

**Not a job requirement.**

- **Neck:**

**Average Frequency:** 1 to 2 hours.  
**Duration:** Seconds at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Description:** Performs during normal body mechanics, performing general office tasks, driving and performing other described job duties.

- **Wrists:**

**Average Frequency:** Up to 15 minutes.

<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while handling office supplies and paperwork, and performing other described job duties. Unilateral or bilateral hand use.

### **BENDING**

- **Waist:**

**Alternated with squatting, employee preference.**

- **Head/Neck:**

<b>Average Frequency:</b>	2 to 3 hours.
<b>Duration:</b>	Seconds to 5 minutes.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and performing other described job duties.

- **Wrists:**

<b>Average Frequency:</b>	2 to 3 hours.
<b>Duration:</b>	Seconds to 5 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

### **LIFTING/CARRYING**

**0 to 10 lbs.**

<b>Objects:</b>	Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
<b>Average Frequency:</b>	2 to 3 hours.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	Seconds to 15 minutes at a time.
<b>Distance:</b>	0 to 25 feet.
<b>Height:</b>	Ground to shoulder or above.
<b>Description:</b>	Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

**11 to 25 lbs.**

**Not a job requirement.**

**26 to 50 lbs.**

**Not a job requirement.**

**51 to 75 lbs.**

**Not a job requirement.**

**76 to 100 lbs.**

**Not a job requirement.**

**100+ lbs.**

**Not a job requirement.**

### **SIMPLE GRASPING**

**Average Frequency:**

1 to 2 hours.

**Duration:**

Seconds to 15 minutes at a time.

**Maximum Frequency:**

Average frequency is consistent.

**Duration:**

N/A

**Description:**

Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

### **POWER GRASPING**

**Not a job requirement.**

### **FINE MANIPULATION**

**Average Frequency:**

4 ½ to 5 ½ hours.

**Duration:**

Seconds to 20 minutes at a time.

**Maximum Frequency:**

Average frequency is consistent.

**Duration:**

N/A.

**Description:**

Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, using a 10-key calculator/adding machine and performing other described job duties. Unilateral or bilateral hand use.

---

### **MACHINES/TOOLS**

---

- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle
- 10-key calculator/adding machine

---

### **PERSONAL PROTECTIVE EQUIPMENT**

---

- None.

---

### **WEIGHTS AND MEASURES**

---

- None

**NOTICE:** The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

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

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

---

WHEREAS, the Board of Directors has authority over class specifications and salaries, and provides for the General Manager to approve job titles, job definitions, and job duties for all class specifications in the classified services as described in Resolution No. 71-11; and

WHEREAS, the incumbent in the Financial Services Supervisor position has given notice of her upcoming retirement; and

WHEREAS, the Financial Services Supervisor position is a mission-critical position; and

WHEREAS, the District has a need to recruit for the Financial Services Supervisor position in anticipation of the incumbent's upcoming retirement; and

WHEREAS, the District has a need to increase the salary to the market to attract highly qualified candidates for the Financial Services Supervisor position; and

WHEREAS, the job description and salary range have been updated to reflect the industry standards and market salary for comparable positions; and

WHEREAS, the Financial Services Supervisor job classification is subject to the provisions of the Memorandum of Understanding between the District and the Mid-Management Employees' Bargaining Unit dated December 18, 2017; and

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

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

- (1) The Financial Services Supervisor salary range is set to \$12,737/month – \$15,480/month and the definition, essential duties, and education and experience sections of the job description shall be updated to industry standards for comparable positions.

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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of March 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

---

Georangean M. Vonheeder-Leopold, President

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



**TITLE:** Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Public Available Pay Schedule and Rescind Resolution No. 5-18

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule, and rescind Resolution No. 5-18.

**SUMMARY:**

Per Resolution No. 5-18, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated to reflect the new base salary and effective date for the Financial Services Supervisor classification, in accordance with Board approval of the resolution to adopt the revised classification and salary presented earlier on this evening's Board agenda, as required by CCR, Title 2, Section 570.5.

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

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

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Cost: Within Budget	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)		29 of 46

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 5-18

---

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

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

WHEREAS, by Resolution No. 5-18, the Board-adopted pay schedule was approved on January 16, 2018; and

WHEREAS, the District has met and conferred with the Mid-Management Employees' Bargaining Unit to establish a revised classification and salary for the Financial Services Supervisor.

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

- 1) That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit A attached hereto and incorporated herein by reference, is approved and adopted, and Resolution No. 5-18 (attached as Exhibit B) is hereby rescinded.
- 2) The pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of March 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

---

Georgean M. Vonheeder-Leopold, President

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

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

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

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

Non-Exempt, Hourly Classifications				Exempt	Code	Effective Date	Resolution #	Monthly Salary					Hourly Pay Rate				
Job Classification	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E		
ACCOUNT CLERK I	H	cacck1	12/18/2017	59-17	4,884	5,130	5,384	5,655	5,937	28.1769	29.5962	31.0615	32.6250	34.2519			
ACCOUNT CLERK II	H	cacck2	12/18/2017	59-17	5,373	5,642	5,925	6,220	6,533	30.9981	32.5500	34.1827	35.8846	37.6904			
ACCOUNTANT I	H	pacct1	12/18/2017	51-17	7,483	7,857	8,251	8,663	9,095	43.1712	45.3288	47.6019	49.9788	52.4712			
ACCOUNTING TECHNICIAN I	H	cactc1	12/18/2017	59-17	5,957	6,257	6,571	6,899	7,243	34.3673	36.0981	37.9096	39.8019	41.7865			
ACCOUNTING TECHNICIAN II	H	cactc2	12/18/2017	59-17	6,553	6,880	7,225	7,587	7,966	37.8058	39.6923	41.6827	43.7712	45.9577			
ADMIN ASSISTANT I - CONFIDENTIAL	H	hadas1	12/18/2017	53-17	5,674	5,956	6,255	6,569	6,895	32.7346	34.3615	36.0865	37.8981	39.7788			
ADMIN ASSISTANT II - CONFIDENTIAL	H	hadas2	12/18/2017	53-17	6,237	6,549	6,877	7,222	7,583	35.9827	37.7827	39.6750	41.6654	43.7481			
ADMINISTRATIVE ANALYST I	H	padan1	12/18/2017	51-17	8,192	8,602	9,034	9,485	9,960	47.2615	49.6269	52.1192	54.7212	57.4615			
ADMINISTRATIVE ASSISTANT I	H	cadas1	12/18/2017	59-17	4,940	5,185	5,448	5,719	6,003	28.5000	29.9135	31.4308	32.9942	34.6327			
ADMINISTRATIVE ASSISTANT II	H	cadas2	12/18/2017	59-17	5,434	5,709	5,992	6,292	6,607	31.3500	32.9365	34.5692	36.3000	38.1173			
ADMINISTRATIVE TECHNICIAN	H	cadmtc	12/18/2017	59-17	6,384	6,705	7,039	7,392	7,762	36.8308	38.6827	40.6096	42.6462	44.7808			
ADMINISTRATIVE TECHNICIAN-CONFIDENTIAL	H	hadmtc	12/18/2017	53-17	6,650	6,982	7,329	7,697	8,083	38.3654	40.2808	42.2827	44.4058	46.6327			
CO-GENERATION SPECIALIST	H	ccogsp	12/18/2017	59-17	8,570	9,002	9,450	9,925	10,418	49.4423	51.9346	54.5192	57.2596	60.1038			
COMMUNICATIONS SPECIALIST I	H	pcoms1	12/18/2017	51-17	7,852	8,246	8,659	9,090	9,544	45.3000	47.5731	49.9558	52.4423	55.0615			
CONSTRUCTION INSPECTOR I	H	ccoin1	12/18/2017	59-17	7,336	7,701	8,087	8,492	8,914	42.3231	44.4288	46.6558	48.9923	51.4269			
CONSTRUCTION INSPECTOR II	H	ccoin2	12/18/2017	59-17	8,067	8,470	8,897	9,339	9,805	46.5404	48.8654	51.3288	53.8788	56.5673			
CUSTOMER FIELD REPRESENTATIVE I	H	ccfdr1	12/18/2017	59-17	5,556	5,835	6,128	6,433	6,754	32.0538	33.6635	35.3538	37.1135	38.9654			
CUSTOMER FIELD REPRESENTATIVE II	H	ccfdr2	12/18/2017	59-17	6,110	6,417	6,740	7,075	7,430	35.2500	37.0212	38.8846	40.8173	42.8654			
CUSTOMER SERVICES REPRESENTATIVE I	H	ccsrp1	12/18/2017	59-17	4,854	5,096	5,351	5,619	5,900	28.0038	29.4000	30.8712	32.4173	34.0385			
CUSTOMER SERVICES REPRESENTATIVE II	H	ccsrp2	12/18/2017	59-17	5,340	5,609	5,887	6,178	6,489	30.8077	32.3596	33.9635	35.6423	37.4365			
CUSTOMER SERVICES REPRESENTATIVE III	H	ccsrp3	12/18/2017	59-17	6,722	7,060	7,413	7,785	8,173	38.7808	40.7308	42.7673	44.9135	47.1519			
ELECTRICIAN I	H	celec1	12/18/2017	59-17	7,167	7,525	7,901	8,297	8,712	41.3481	43.4135	45.5827	47.8673	50.2615			
ELECTRICIAN II	H	celec2	12/18/2017	59-17	7,885	8,278	8,694	9,127	9,583	45.4904	47.7577	50.1577	52.6558	55.2865			
ENGINEERING TECHNICIAN / GIS SPECIALIST I	H	centc1	12/18/2017	59-17	6,715	7,053	7,405	7,775	8,163	38.7404	40.6904	42.7212	44.8558	47.0942			
ENGINEERING TECHNICIAN / GIS SPECIALIST II	H	centc2	12/18/2017	59-17	7,387	7,755	8,144	8,551	8,978	42.6173	44.7404	46.9846	49.3327	51.7962			
ENVIRONMENTAL CHEMIST I	H	pench1	12/18/2017	51-17	7,713	8,099	8,503	8,931	9,375	44.4981	46.7250	49.0558	51.5250	54.0865			
ENVIRONMENTAL COMPLIANCE INSPECTOR I-CLEAN WATER	H	cecic1	12/18/2017	59-17	7,097	7,449	7,823	8,217	8,626	40.9442	42.9750	45.1327	47.4058	49.7654			
ENVIRONMENTAL COMPLIANCE INSPECTOR II-CLEAN WATER	H	cecic2	12/18/2017	59-17	7,810	8,197	8,607	9,039	9,488	45.0577	47.2904	49.6558	52.1481	54.7385			
ENVIRONMENTAL COMPLIANCE INSPECTOR I-PRETREATMENT	H	cecip1	12/18/2017	59-17	7,097	7,449	7,823	8,217	8,626	40.9442	42.9750	45.1327	47.4058	49.7654			
ENVIRONMENTAL COMPLIANCE INSPECTOR II-PRETREATMENT	H	cecip2	12/18/2017	59-17	7,810	8,197	8,607	9,039	9,488	45.0577	47.2904	49.6558	52.1481	54.7385			
FLEET MECHANIC	H	cfmech	12/18/2017	59-17	7,024	7,375	7,744	8,131	8,537	40.5231	42.5481	44.6769	46.9096	49.2519			
GIS ANALYST I	H	pgisa1	12/18/2017	51-17	8,651	9,083	9,538	10,015	10,514	49.9096	52.4019	55.0269	57.7788	60.6577			
HUMAN RESOURCES ANALYST I	H	hhran1	12/18/2017	53-17	8,261	8,673	9,107	9,563	10,041	47.6596	50.0365	52.5404	55.1712	57.9288			
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/18/2017	53-17	6,650	6,982	7,329	7,697	8,083	38.3654	40.2808	42.2827	44.4058	46.6327			
INFORMATION SYSTEMS TECHNICIAN I	H	cistc1	12/18/2017	59-17	6,401	6,720	7,058	7,410	7,782	36.9288	38.7692	40.7192	42.7500	44.8962			
INFORMATION SYSTEMS TECHNICIAN II	H	cistc2	12/18/2017	59-17	7,039	7,392	7,762	8,151	8,560	40.6096	42.6462	44.7808	47.0250	49.3846			
INFORMATION TECHNOLOGY ANALYST I	H	pitan1	12/18/2017	51-17	8,831	9,270	9,734	10,221	10,732	50.9481	53.4808	56.1577	58.9673	61.9154			
INSTRUMENTATION TECHNICIAN	H	cinstc	12/18/2017	59-17	8,059	8,464	8,885	9,331	9,798	46.4942	48.8308	51.2596	53.8327	56.5269			
JUNIOR ENGINEER	H	pjreng	12/18/2017	51-17	8,203	8,611	9,043	9,493	9,969	47.3250	49.6788	52.1712	54.7673	57.5135			
JUNIOR PLANNER	H	pjrpln	12/18/2017	51-17	7,725	8,110	8,514	8,941	9,387	44.5673	46.7885	49.1192	51.5827	54.1558			
LABORATORY TECHNICIAN	H	clabtc	12/18/2017	59-17	6,749	7,087	7,439	7,813	8,203	38.9365	40.8865	42.9173	45.0750	47.3250			
MAINTENANCE WORKER I	H	cmtwk1	12/18/2017	59-17	5,714	5,998	6,299	6,613	6,945	32.9654	34.6038	36.3404	38.1519	40.0673			

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

MAINTENANCE WORKER II	H	cmtwk2	12/18/2017	59-17	6,282	6,598	6,928	7,274	7,636	36.2423	38.0654	39.9692	41.9654	44.0538
MECHANIC I	H	cmech1	12/18/2017	59-17	6,590	6,919	7,266	7,629	8,012	38.0192	39.9173	41.9192	44.0135	46.2231
MECHANIC II	H	cmech2	12/18/2017	59-17	7,248	7,611	7,991	8,393	8,811	41.8154	43.9096	46.1019	48.4212	50.8327
MECHANIC II-CRANE CERTIFIED	H	cmeccc	12/18/2017	59-17	7,431	7,803	8,192	8,602	9,034	42.8712	45.0173	47.2615	49.6269	52.1192
OPERATIONS CONTROL SYSTEM SPECIALIST	H	copcss	12/18/2017	59-17	8,602	9,034	9,484	9,960	10,456	49.6269	52.1192	54.7154	57.4615	60.3231
OPERATOR-IN-TRAINING	H	cwtpot	12/18/2017	59-17	5,619	5,900	6,195	6,505	6,829	32.4173	34.0385	35.7404	37.5288	39.3981
PROCESS LEAD WWTP OPERATOR IV	H	cwtpo4	12/18/2017	59-17	8,211	8,620	9,050	9,503	9,978	47.3712	49.7308	52.2115	54.8250	57.5654
PROCESS LEAD WWTP OPERATOR V	H	cwtpo5	12/18/2017	59-17	8,620	9,050	9,503	9,978	10,478	49.7308	52.2115	54.8250	57.5654	60.4500
SAFETY TECHNICIAN	H	csafte	12/18/2017	59-17	6,749	7,087	7,439	7,813	8,203	38.9365	40.8865	42.9173	45.0750	47.3250
SENIOR ACCOUNTING TECHNICIAN	H	csactc	12/18/2017	59-17	7,211	7,572	7,948	8,345	8,764	41.6019	43.6846	45.8538	48.1442	50.5615
SENIOR ELECTRICAL/ELECTRONIC TECHNICIAN	H	ceetc	12/18/2017	59-17	8,867	9,312	9,775	10,263	10,775	51.1558	53.7231	56.3942	59.2096	62.1635
SENIOR ELECTRICIAN	H	csselect	12/18/2017	59-17	8,673	9,107	9,562	10,041	10,542	50.0365	52.5404	55.1654	57.9288	60.8192
SENIOR ENGINEERING TECHNICIAN / GIS SPECIALIST	H	csentc	12/18/2017	59-17	8,124	8,531	8,956	9,408	9,875	46.8692	49.2173	51.6692	54.2769	56.9712
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	csreci	12/18/2017	59-17	8,590	9,017	9,468	9,940	10,439	49.5577	52.0212	54.6231	57.3462	60.2250
SENIOR INSTRUMENTATION/CONTROLS TECHNICIAN	H	csrictech	12/18/2017	59-17	9,461	9,935	10,431	10,955	11,503	54.5827	57.3173	60.1788	63.2019	66.3635
SENIOR MECHANIC	H	csrmec	12/18/2017	59-17	7,976	8,372	8,793	9,231	9,691	46.0154	48.3000	50.7288	53.2558	55.9096
SENIOR MECHANIC-CRANE CERTIFIED	H	csrmcc	12/18/2017	59-17	8,173	8,581	9,010	9,461	9,934	47.1519	49.5058	51.9808	54.5827	57.3115
SENIOR WWTP OPERATOR III	H	cswtpo	12/18/2017	59-17	7,818	8,211	8,620	9,050	9,503	45.1038	47.3712	49.7308	52.2115	54.8250
WASTEWATER TREATMENT PLANT OPERATOR I	H	cwtpo1	12/18/2017	59-17	6,464	6,784	7,124	7,479	7,853	37.2923	39.1385	41.1000	43.1481	45.3058
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtpo2	12/18/2017	59-17	7,107	7,464	7,836	8,227	8,640	41.0019	43.0615	45.2077	47.4635	49.8462
WATER/WASTEWATER SYSTEMS LEAD OPERATOR	H	cwwslo	12/18/2017	59-17	8,837	9,278	9,740	10,226	10,736	50.9827	53.5269	56.1923	58.9962	61.9385
WATER/WASTEWATER SYSTEMS OPERATOR IV-ON CALL	H	cww4oc	12/18/2017	59-17	8,015	8,413	8,837	9,278	9,740	46.2404	48.5365	50.9827	53.5269	56.1923
WATER/WASTEWATER SYSTEMS OPERATOR I	H	cwws01	12/18/2017	59-17	5,619	5,900	6,195	6,505	6,829	32.4173	34.0385	35.7404	37.5288	39.3981
WATER/WASTEWATER SYSTEMS OPERATOR II	H	cwws02	12/18/2017	59-17	6,464	6,784	7,124	7,479	7,853	37.2923	39.1385	41.1000	43.1481	45.3058
WATER/WASTEWATER SYSTEMS OPERATOR III	H	cwws03	12/18/2017	59-17	7,107	7,464	7,836	8,227	8,640	41.0019	43.0615	45.2077	47.4635	49.8462
WATER/WASTEWATER SYSTEMS OPERATOR IV	H	cwws04	12/18/2017	59-17	7,818	8,211	8,620	9,050	9,503	45.1038	47.3712	49.7308	52.2115	54.8250

Exempt Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/18/2017	51-17	8,169	8,577	9,006	9,456	9,929	3770.31	3958.62	4156.62	4364.31	4582.62
ADMINISTRATIVE ANALYST II	S	padan2	12/18/2017	51-17	8,950	9,396	9,867	10,361	10,879	4130.77	4336.62	4554.00	4782.00	5021.08
ADMINISTRATIVE SERVICES MANAGER	S	asm	12/18/2017	54-17	0	0	0	0	18,037	0.00	0.00	0.00	0.00	8324.88
ASSISTANT ENGINEER	S	paseng	12/18/2017	51-17	8,961	9,409	9,877	10,373	10,890	4135.85	4342.62	4558.62	4787.54	5026.15
ASSISTANT GENERAL MANAGER	S	agm	12/18/2017	59-16	0	0	0	0	18,674	0.00	0.00	0.00	0.00	8618.77
ASSISTANT PLANNER	S	paspln	12/18/2017	51-17	8,433	8,855	9,298	9,763	10,251	3892.15	4086.92	4291.38	4506.00	4731.23
ASSOCIATE CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	paesme	12/18/2017	51-17	10,209	10,720	11,254	11,817	12,409	4711.85	4947.69	5194.15	5454.00	5727.23
ASSOCIATE ENGINEER-SUPERVISORY	S	maengs	12/18/2017	52-17	10,875	11,418	11,989	12,589	13,219	5019.23	5269.85	5533.38	5810.31	6101.08
ASSOCIATE PLANNER	S	pasopl	12/18/2017	51-17	9,218	9,677	10,160	10,669	11,203	4254.46	4466.31	4689.23	4924.15	5170.62
BUYER	S	pbuyer	12/18/2017	51-17	7,701	8,086	8,491	8,913	9,361	3554.31	3732.00	3918.92	4113.69	4320.46
CLEAN WATER PROGRAMS SPECIALIST	S	pcwpsp	12/18/2017	51-17	9,201	9,662	10,143	10,651	11,181	4246.62	4459.38	4681.38	4915.85	5160.46
COMMUNICATIONS SPECIALIST II	S	pcoms2	12/18/2017	51-17	8,576	9,005	9,455	9,928	10,424	3958.15	4156.15	4363.85	4582.15	4811.08
COMMUNITY AFFAIRS SUPERVISOR	S	mcasup	12/18/2017	52-17	10,916	11,461	12,036	12,638	13,270	5038.15	5289.69	5555.08	5832.92	6124.62
CUSTOMER SERVICES SUPERVISOR	S	mcssup	12/18/2017	52-17	9,825	10,315	10,830	11,373	11,942	4534.62	4760.77	4998.46	5249.08	5511.69
ELECTRICAL AND INSTRUMENTATION SUPERVISOR	S	meisup	12/18/2017	52-17	9,716	10,202	10,711	11,248	11,812	4484.31	4708.62	4943.54	5191.38	5451.69
EMPLOYEE DEVELOPMENT SPECIALIST	S	peedsp	12/18/2017	51-17	9,032	9,483	9,956	10,455	10,977	4168.62	4376.77	4595.08	4825.38	5066.31
ENGINEERING SERVICES MANAGER	S	esm	12/18/2017	56-17	0	0	0	0	18,214	0.00	0.00	0.00	0.00	8406.49

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

ENVIRONMENTAL SERVICES ADMINISTRATOR	S	mesadm	12/18/2017	52-17	13,031	13,680	14,364	15,082	15,837	6014.31	6313.85	6629.54	6960.92	7309.38
ENVIRONMENTAL CHEMIST II	S	pench2	12/18/2017	51-17	8,421	8,843	9,284	9,748	10,237	3886.62	4081.38	4284.92	4499.08	4724.77
EXECUTIVE SERVICES SUPERVISOR	S	messup	12/18/2017	52-17	11,648	12,230	12,842	13,481	14,157	5376.00	5644.62	5927.08	6222.00	6534.00
FINANCIAL ANALYST	S	pfinan	12/18/2017	51-17	9,263	9,727	10,213	10,724	11,258	4275.23	4489.38	4713.69	4949.54	5196.00
FINANCIAL SERVICES SUPERVISOR	S	mfssup	3/7/2018		12,737	13,373	14,041	14,745	15,480	5878.62	6172.15	6480.46	6805.38	7144.62
FINANCIAL SERVICES MANAGER -TEMPORARY/RA	S	t fsm	9/19/2017	46-17	0	0	0	0	15,600	0.00	0.00	0.00	0.00	7200.00
GENERAL MANAGER	S	gm	1/17/2018	4-18	0	0	0	0	23,016	0.00	0.00	0.00	0.00	10622.77
GIS ANALYST II	S	pgisa2	12/18/2017	51-17	9,454	9,927	10,422	10,943	11,491	4363.38	4581.69	4810.15	5050.62	5303.54
GRAPHIC DESIGNER	S	pgrptc	12/18/2017	51-17	8,576	9,005	9,455	9,928	10,424	3958.15	4156.15	4363.85	4582.15	4811.08
HUMAN RESOURCES ANALYST II	S	hhran2	12/18/2017	53-17	9,026	9,477	9,950	10,447	10,971	4165.85	4374.00	4592.31	4821.69	5063.54
HUMAN RESOURCES AND RISK SUPERVISOR	S	mhrsup	12/18/2017	52-17	11,793	12,382	13,001	13,651	14,334	5442.92	5714.77	6000.46	6300.46	6615.69
INFORMATION SERVICES SUPERVISOR	S	missup	12/18/2017	52-17	12,681	13,313	13,980	14,681	15,415	5852.77	6144.46	6452.31	6775.85	7114.62
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/18/2017	51-17	9,651	10,133	10,639	11,172	11,730	4454.31	4676.77	4910.31	5156.31	5413.85
LABORATORY SUPERVISOR	S	mlbsup	12/18/2017	52-17	10,952	11,498	12,074	12,676	13,312	5054.77	5306.77	5572.62	5850.46	6144.00
MECHANICAL SUPERVISOR	S	mmesup	12/18/2017	52-17	9,506	9,981	10,481	11,006	11,554	4387.38	4606.62	4837.38	5079.69	5332.62
OPERATIONS MANAGER	S	om	12/18/2017	55-17	0	0	0	0	17,694	0.00	0.00	0.00	0.00	8166.30
PRINCIPAL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	ppesme	12/18/2017	51-17	12,222	12,831	13,475	14,149	14,855	5640.92	5922.00	6219.23	6530.31	6856.15
PRINCIPAL ENGINEER-SUPERVISORY	S	mpreng	12/18/2017	52-17	13,161	13,818	14,508	15,235	15,997	6074.31	6377.54	6696.00	7031.54	7383.23
SAFETY OFFICER	S	psafof	12/18/2017	51-17	9,510	9,985	10,485	11,009	11,558	4389.23	4608.46	4839.23	5081.08	5334.46
SENIOR CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	psesme	12/18/2017	51-17	11,167	11,725	12,310	12,926	13,573	5154.00	5411.54	5681.54	5965.85	6264.46
SENIOR ELECTRICAL ENGINEER-SUPERVISORY	S	msrees	12/18/2017	52-17	11,962	12,562	13,190	13,849	14,539	5520.92	5797.85	6087.69	6391.85	6710.31
SENIOR ENGINEER-SUPERVISORY	S	msengs	12/18/2017	52-17	11,962	12,562	13,190	13,849	14,539	5520.92	5797.85	6087.69	6391.85	6710.31
SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/18/2017	51-17	9,201	9,662	10,143	10,651	11,181	4246.62	4459.38	4681.38	4915.85	5160.46
SENIOR MECHANICAL ENGINEER-SUPERVISORY	S	msrmes	12/18/2017	52-17	11,962	12,562	13,190	13,849	14,539	5520.92	5797.85	6087.69	6391.85	6710.31
SENIOR PLANNER	S	psrpln	12/18/2017	51-17	10,074	10,579	11,107	11,661	12,245	4649.54	4882.62	5126.31	5382.00	5651.54
WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR	S	mwtpos	12/18/2017	52-17	13,031	13,680	14,364	15,082	15,837	6014.31	6313.85	6629.54	6960.92	7309.38
WATER/WASTEWATER SYSTEMS OPERATIONS & MAINTENANCE SUPERVISOR	S	mwwsom	12/18/2017	52-17	13,031	13,680	14,364	15,082	15,837	6014.31	6313.85	6629.54	6960.92	7309.38

RESOLUTION NO. 5-18

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 66-17

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

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

WHEREAS, by Resolution No. 66-17, the Board-adopted pay schedule was approved on December 5, 2017; and

WHEREAS, the General Manager has a Personal Services Agreement in place effective April 5, 2016 and amended earlier this evening in this regularly scheduled meeting; and

WHEREAS, the specific language of this Personal Services Agreement establishes a new base salary effective January 17, 2018.

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

1) That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit A attached hereto and incorporated herein by reference, is approved and adopted, and Resolution No. 66-17 (attached as Exhibit B) is hereby rescinded.

2) The pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

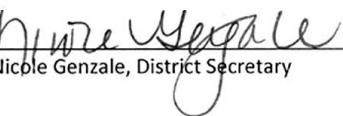
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 16th day of January, 2018, and passed by the following vote:

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

NOES: 0

ABSENT: 0

  
Georgean M. Vonheeder-Leopold, President

ATTEST:   
Nicolle Genzale, District Secretary



**TITLE:** Support Two Water Bonds on the June and November 2018 Ballots

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, support for the two water bonds anticipated to be on the June and November ballots this year.

**June 2018 Ballot**

Proposition 68, *The California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018*, would authorize \$4.1 billion in general obligation bonds which would fund \$1.6 billion worth of water-related projects, if approved by the voters.

**November 2018 Ballot**

Pending qualification for the November ballot, voters may also be asked to approve an \$8.9 billion water bond, *The State Water Supply Infrastructure, Water Conveyance, Ecosystem, and Watershed Protection and Restoration and Drinking Water Protection Act of 2018*. If approved by the voters, this Act would fund safe drinking water, repairs to major infrastructure, and additional drought solutions.

**SUMMARY:**

If approved by the voters, these two water bonds would provide more than \$10 billion for drought preparedness projects, flood protection, safe drinking water, implementation of the Sustainable Groundwater Management Act, and other projects that will improve water supply reliability and ecosystem health.

In November 2017, the Association of California Water Agencies' (ACWA) Board of Directors voted to support both measures and views the two as complementary to one another. Though separate initiatives, ACWA believes both bonds would work together to secure California's water future.

Further detail is provided in the attached staff report.

Originating Department: Executive Services	Contact: S. Stephenson	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" 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)	35 of 46	

## STAFF REPORT



District Board of Directors  
March 6, 2018

## Support Two Water Bonds on the June and November 2018 Ballots

### BACKGROUND

California voters will be asked to approve two water bonds, one on the June ballot, the other on the November ballot.

#### June 2018 Ballot

Proposition 68, *The California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018*, would authorize \$4.1 billion in general obligation bonds which would fund \$1.6 billion worth of water-related projects, if approved by the voters.

#### November 2018 Ballot

Pending qualification for the November ballot, voters may also be asked to approve an \$8.9 billion water bond, *The State Water Supply Infrastructure, Water Conveyance, Ecosystem, and Watershed Protection and Restoration and Drinking Water Protection Act of 2018*. If approved by the voters, this Act would fund safe drinking water, repairs to major infrastructure, and additional drought solutions.

### DISCUSSION

**An argument against the June 2018 ballot measure** is that the state should use the general fund to maintain parks, not bonds: "If you are using bond money to fill potholes, you are paying the interest off for thirty years," said Legislative Director of the Howard Jarvis Taxpayers Association, David Wolfe.

**An argument for the June 2018 ballot measure** was stated in an opinion article in the Los Angeles Daily News by Vice president of the Sierra Club, Susana Reyes and Senator Anthony Portantino (D-25): "California has always been an environmental leader, and our public spaces, forests, lakes and beaches are recreational destinations for millions. Five years of severe drought, followed by heavy rains, have magnified the lingering aftermath of the 2008 economic downturn, leaving our state with a substantial need to invest in deteriorating local and regional parks and aging water infrastructure, dams, reservoirs, and flood protection."

Arguments for and against the November 2018 water bond are still being developed.

### RECOMMENDATION

Staff recommends that the Board adopt a Resolution in support of the two water bonds that are expected to go before the voters in June and November 2018.

### Attachment

Association of California Water Agencies flyer in support of "Two Complementary Water Bonds: Will Go Before Voters in 2018."



## TWO COMPLEMENTARY WATER BONDS **WILL GO BEFORE VOTERS IN 2018**

As securing California's water future becomes increasingly challenging, ensuring funding to mitigate the results of climate change, aging infrastructure, natural disasters and population growth are more important than ever. In response to those challenges, voters will have the opportunity to approve two general obligation bonds in 2018. One measure will appear on the June 2018 ballot, and the other measure will likely appear on the November 2018 ballot.

The two measures are complementary and, if approved, would work together to fund water-related projects intended to provide safe drinking water to disadvantaged communities, improve water supply reliability, help implement the Sustainable Groundwater Management Act (SGMA) and restore watersheds.

In recognition of the need for this funding, the Association of California Water Agencies (ACWA) Board of Directors voted unanimously to support both bonds.

The California Drought, Water, Parks, Coastal Protection, and Outdoor Access for All Act of 2018, will be placed on the June 2018 ballot as Proposition 68. This legislative bond measure resulted from the passage with bipartisan support of SB 5 (de León, 2017). This measure would authorize \$4.1 billion in general obligation bonds to finance water and park projects, climate change preparedness, coastal protection, and outdoor access.

Examples of its water project funding include money for safe drinking water for disadvantaged communities and funding for SGMA implementation.

The State Water Supply Infrastructure, Water Conveyance, Ecosystem and Watershed Protection and Restoration and Drinking Water Protection Act of 2018 (the November bond) is an \$8.9 billion water bond initiative measure. Initiative backers are currently completing the signature collection process to qualify the measure for placement on the November 2018 ballot. This bond would fund a wide range of water projects from safe drinking water projects to SGMA implementation and watershed improvements.

Though two separate measures, both would work together as a complementary pair to appropriate funding to a variety of needed projects. Together, they would provide more than \$10 billion for drought preparedness projects, flood protection, safe drinking water, implementation of the Sustainable Groundwater Management Act, and other projects that will improve water supply reliability and ecosystem health.

**The Association of California Water Agencies Board of Directors voted unanimously to support both bonds**

# INVESTMENT IN THE CALIFORNIA WATER ACTION PLAN

The California Water Action Plan of 2014, was a major step in the right direction during California's most severe drought in recent history. The multi-prong plan, whose roots stem from ACWA's Statewide Water Action Plan (SWAP), outlines priority actions addressing water conservation, groundwater management, ecological restoration, Delta conveyance solutions, water storage, safe drinking water and more.

Since 2014, the Water Quality, Supply, and Infrastructure Improvement Act of 2014 (also known as Proposition 1) has provided much needed investment in water supply reliability and ecosystem health projects and has also leveraged local and federal cost share funds.

Much like Proposition 1, both 2018 bonds, if approved, would result in an influx of local investment. Except for the storage component, pending qualification for bond funds, it's expected most of the money from Proposition 1 will be committed by 2019. As such, Proposition 68 and the November bond will help replenish the soon-to-be depleted funding source.

ACWA believes the two bonds are complementary initiatives that would serve California tremendously and help build upon the successes of Proposition 1. Enactment of the measures would secure further investment in the California Water Action Plan.





## FUNDING THE FUTURE OF SUSTAINABLE GROUNDWATER MANAGEMENT

The Sustainable Groundwater Management Act of 2014 (SGMA) established a new program for management of California's groundwater. SGMA required the formation of local Groundwater Sustainability Agencies (GSAs). It requires GSAs to develop and implement Groundwater Sustainability Plans (GSPs) that are consistent with Department of Water Resources' GSP regulations. This is a complex program that is very challenging and costly to implement.

The Legislature passed SGMA and the bill (AB 1471, Rendon, 2014) that became Proposition 1 (the 2014 Water Bond) in the same year. Because the bills that comprised SGMA and AB 1471 were being written and

moved through the Legislature at the same time, the funding for SGMA implementation was added late in the bond negotiation process. As a result, Proposition 1 included only \$100 million for SGMA implementation. The Legislature recognized then that more funding was needed. Essentially all of the remaining Proposition 1 SGMA funding is being committed in 2018.

The writers of Proposition 68 and the November bond recognized that additional bond funding was needed for SGMA implementation. Proposition 68 and the November bond would provide \$50 million and \$640 million, respectively, for SGMA implementation.

Essentially all of the remaining Proposition 1 SGMA funding is being committed in 2018.

# WATER BONDS FUNDING COMPARISON

Funding Category	Proposition 68 \$4.1 B (June Ballot)	November Bond \$8.9 B
	Funding in Millions	Funding in Millions
Forest Protection	\$110	\$120
Recycled Water and Desalination	\$80	\$800
Safe Drinking Water (and Wastewater)	\$330	\$750
SGMA Implementation	\$50	\$640
Conservation	\$20	\$365
Flood Management	\$550	\$500
Stormwater	\$100	\$400
Oroville Dam Safety	\$0	\$222
Madera & Friant-Kern Canals Improvements	\$0	\$750

*This is a highlight comparison of the funding categories in the two water bonds. This is not a complete list of the funding categories.*

*This publication is intended to provide general information about how Proposition 68 and the proposed November water bond would affect ACWA member agencies. Readers are encouraged to research the opponents' and proponents' views on both bonds.*

## FOR MORE INFORMATION

Questions about the two water bonds may be directed to ACWA Deputy Executive Director for Government Relations **Cindy Tuck** at [cindyt@acwa.com](mailto:cindyt@acwa.com).

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT IN SUPPORT OF THE 2018 WATER BONDS: PROPOSITION 68 AND THE STATE WATER SUPPLY INFRASTRUCTURE, WATER CONVEYANCE, ECOSYSTEM AND WATERSHED PROTECTION AND RESTORATION AND DRINKING WATER PROTECTION ACT OF 2018

---

WHEREAS, California faces a new climate reality and a growing list of challenges associated with aging infrastructure, natural disasters, climate change, population growth and other factors; and

WHEREAS, the water community agrees that funding is needed to improve water supply reliability and ecosystem health in California; and

WHEREAS, the Legislature passed SB 5 (de León) which will be on the June 2018 ballot as Proposition 68 and which would set forth The California Drought, Water, Parks, Coastal Protection, and Outdoor Access for All Act of 2018; and

WHEREAS, a diverse group of stakeholders including water managers has developed The State Water Supply Infrastructure, Water Conveyance, Ecosystem and Watershed Protection and Restoration and Drinking Water Protection Act of 2018, which will likely appear on the November 2018 ballot; and

WHEREAS, if approved by voters, these complementary measures would provide more than \$10 billion in general obligation bond funding for drought preparedness projects, flood protection, safe drinking water, implementation of the Sustainable Groundwater Management Act, and other projects that will improve water supply reliability and ecosystem health; and

WHEREAS, projects funded through these bonds would provide substantial benefits for California communities and help ensure safe and reliable water for California's future.

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:

The Board of Directors of DSRSD formally supports Proposition 68 (June ballot) and the State Water Supply Infrastructure, Water Conveyance, Ecosystem and Watershed Protection and Restoration, and Drinking Water Protection Act of 2018 (November ballot).

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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of March 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

---

Georange M. Vonheeder-Leopold, President

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



**TITLE:** Discuss Tri-Valley Joint Potable Reuse Feasibility Study Briefing

**RECOMMENDATION:**

Staff recommends the Board of Directors discuss the March 1, 2018 Tri-Valley Water Liaison Committee briefing on the Tri-Valley Joint Potable Reuse Feasibility Study.

**SUMMARY:**

In October 2015, the Board adopted the Water Supply, Storage, Conveyance, Quality and Conservation policy, under which the District is seeking to diversify water supply sources and improve water supply reliability by collaborating with other Tri-Valley water agencies. The District subsequently adopted a strategic plan that includes a goal to develop and implement an integrated recycled and potable water program that meets the objectives of the District's water supply policy. One of the tasks under the strategic plan is to complete a feasibility study for a Tri-Valley advanced purification project and implement a joint Tri-Valley strategy.

Since the beginning of the 2014-2016 drought, the District has participated in water policy roundtables and Tri-Valley Water Liaison Committee (Committee) meetings to discuss water issues in the Tri-Valley. The Committee consists of elected officials from the Tri-Valley Water Agencies (DSRSD, Zone 7 Water Agency, City of Livermore, City of Pleasanton, the California Water Service Company – Livermore District,) and the Cities of Dublin and San Ramon. In February 2016, the Committee requested that the Tri-Valley Water Agencies proceed with a joint feasibility study for potable reuse in the Tri-Valley. In December 2016, a project management team consisting of senior technical staff from the Tri-Valley Water Agencies commenced the preparation of the feasibility study. The project management team received oversight from a steering committee consisting of directors and general managers of the Tri-Valley Water Agencies.

The *Tri-Valley Water Agencies Joint Potable Reuse Feasibility Study* (Study) is substantially complete. On March 1, 2018, at the time this agenda item is published, the Committee will be holding a meeting to receive a presentation on the results of the study. Attached is the Committee staff report from that meeting. The study indicates that a potable reuse project is technically feasible in the Tri-Valley. Six options, which may produce an additional 5,500 to 10,000 acre-feet per year of potable water, were evaluated in detail. The estimated costs of the various options ranged from \$2,100 to \$2,500 per acre-foot in capital and operating costs. At buildout, the costs may add \$10 to \$15 per month on an average water bill.

In the next few months, the Tri-Valley Water Agencies will be considering the findings of the Study. A Committee meeting will be held in the summer to discuss possible future steps. Should the Tri-Valley pursue a potable reuse project, an advanced water purification facility may be operational in eight to ten years.

Originating Department: Engineering Services	Contact: R. Biagtan	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 – Tri-Valley Water Liaison Committee Staff Report Briefing on Tri-Valley Joint Feasibility Study for Potable Reuse	



## Tri-Valley Water Liaison Committee Staff Report

**DATE:** March 1, 2018

**TO:** Tri-Valley Water Liaison Committee Members

**FROM:** Jill Duerig, Zone 7 General Manager  
Darren Greenwood, City of Livermore Public Works Director  
Kathleen Yurchak, City of Pleasanton Operations Services Director  
Dan McIntyre, DSRSD General Manager  
Frank Vallejo, Cal Water District Manager

**SUBJECT:** Briefing on Tri-Valley Joint Feasibility Study for Potable Reuse

### RECOMMENDATION:

Staff recommend that the Liaison Committee:

1. Receive a presentation on the results of the Tri-Valley Joint Feasibility Study for Potable Reuse
2. Receive a presentation on a re-survey of the community's support for a potable reuse project
3. Provide initial comments to staff on the results of the feasibility study and the community survey
4. Refer the Tri-Valley Joint Feasibility Study for Potable Reuse to the Tri-Valley agencies for over the next 2 to 3 months to receive direction on next steps
5. Reconvene the next Liaison meeting to jointly consider next steps on a regional potable reuse project

### BACKGROUND:

Since the start of the 2014-2015 Great Drought, the water agencies and cities of the Tri-Valley and the California Water Service Company (Cal Water) have held eight meetings of elected officials to confer on Tri-Valley water issues ("Water Policy Roundtables" followed by "Water Liaison" meetings) from 2014 to 2017. At the February 11, 2016 Liaison meeting, the elected officials received a polling report showing public support for a potable reuse project, and expressed mutual interest in proceeding with a Tri-Valley Joint Feasibility Study for Potable Reuse. In late 2016, a joint project management team (consisting of

senior technical staff from the participating agencies) began work with the consultant, Carollo Engineers, on the feasibility study. This feasibility study was funded jointly by the City of Livermore, the City of Pleasanton, Zone 7 Water Agency, Dublin San Ramon Services District, and Cal Water, under the provisions of the Tri-Valley Intergovernmental Reciprocal Services Agreement. Executive oversight of the study was provided by a joint Steering Committee (department directors and general managers of the agencies, and the Cal Water District manager).

#### **DISCUSSION:**

##### Joint Feasibility Study for Potable Reuse

The Tri-Valley Joint Feasibility Study has been completed; staff and Carollo Engineers will provide an overview of the key findings at this Liaison meeting.

The study initially reviewed 21 preliminary concepts for a potable reuse project, and in consultation with the Steering Committee and the Project Management Committee, narrowed the number of project options (including minor variations) down to six for a more detailed evaluation. The six final options evaluated in great detail are all feasible, although some of the options require further study to better understand and resolve complicated issues and challenges. The report consolidates and develops a great deal of useful information on a project concept that is specific to the Tri-Valley.

One of the first questions the feasibility study assesses is how much additional water supply a potable reuse or purified water project could provide to the Tri-Valley. At buildout of the Tri-Valley, water demand provided by the Zone 7 water system is estimated to be about 60,000 acre-feet annually. To give a sense of scale, theoretically a potable reuse project could provide another 5,500 to 10,000 acre-feet of water, thus adding 7% to 15% to the Tri-Valley water supply every year, diversifying the water supply, and bolstering reliability during severe droughts.

The cost of various options ranges from \$112 million to \$222 million. When the capital cost of borrowing is combined with operational costs, a potable reuse project can provide water in the range of \$2,100 to \$2,500 per acre-foot.

At buildout of the Tri-Valley, the cost of this project (capital cost financed by debt plus operating cost) could add \$10 to \$15 per month to an average water bill.

##### Public Education Program

At the February 11, 2016 Liaison meeting, the elected officials expressed an interest in a public education program proceeding concurrently with the feasibility study for potable reuse. A separate multi-agency staff team, the Water Outreach Workgroup (WOW), developed a joint “Tri-Valley Water 101” presentation, which some of the agencies have begun presenting to their respective communities and interest groups. A copy of the “Tri-Valley Water 101” presentation is attached for reference. Further community presentations will be developed, depending on how a potable reuse program proceeds. General information and a sign-up list for community presentations can be found at [TriValleyWater.org](http://TriValleyWater.org)

### Community Survey on Potable Reuse

In November of 2015, the Tri-Valley agencies conducted a community survey of support for a potable reuse project, using the groundwater injection concept. These results were presented to the Liaison Committee in November of 2016. Key results indicated that by a 63% to 29% margin, the Tri-Valley supported a potable reuse project. Moreover, the results showed that 82% would be willing to pay up to \$5 per month for a project that would provide water reliability, and 56% would be willing to pay \$20 for a project that would provide water reliability.

Because this community survey was completed in the midst of the Great Drought of 2014-2015 and community attitudes may be changing, staff determined that a new poll of the community was warranted. This survey was completed in January of 2018, and the results will be presented at this Liaison Committee meeting.

### Potential Next Steps

The Tri-Valley Joint Feasibility Study for Potable Reuse answered a number of questions about general feasibility, but also brought to light a number of technical, regulatory, and economic challenges, as well as outstanding questions that need to be answered. Given the large scale of such a project, input from the full Board and Councils of the various agencies might be appropriate, prior to the elected officials of the Water Liaison Committee concurring on further project development.

Staff proposes a 2-3 month period for each agency's elected body to consider the findings of the Joint Feasibility Study in detail. In early summer, another Liaison meeting would be scheduled to further confer. If the agencies of the Tri-Valley are interested in further exploring a project, the following are next steps towards project development and implementation:

Phase / Activity	Description	Timeline
Tri-Valley Potable Reuse Water Master Plan	Further evaluate areas not completely studied in the Feasibility Study, including groundwater management, brine disposal, operational, financial, and institutional considerations.	2 years
Potable Water Programmatic Environmental Impact Report (EIR)	Evaluate the impacts of two or more options suggested in the Potable Reuse Water Master Plan, including 10% preliminary design.	2 years
Potable Reuse Project Design	Final design of a project (100% design)	2 years
Potable Reuse Bid/Construction	Bid and construct project	2 – 3 years
Final Commissioning	-	TBD

Although a potable reuse project offers the strong possibility of bolstering the Tri-Valley's water supply considerably, a potable reuse project is very complex and challenging. If the agencies came to consensus on developing and constructing a regional project, and moved expeditiously, a project could be operational in an 8-10 year time frame.

Attachment: Tri-Valley Water 101 Presentation