

# AGENDA

## NOTICE OF REGULAR MEETING

**TIME:** 6 p.m.

**DATE:** Tuesday, June 5, 2018

**Quorum will be present at:**

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

**Alternate teleconference location:**

**PLACE:** 65 Vista Knolls Court, Copperopolis, CA 95228

**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
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. Speaker 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 Staff
    - Event Calendar
    - Correspondence to and from the Board
  - 6.B. Joint Powers Authority and Committee Reports  
LAVWMA – May 16, 2018
  - 6.C. Agenda Management (consider order of items)
7. CONSENT CALENDAR  
Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.
  - 7.A. Approve Regular Meeting Minutes of May 15, 2018  
**Recommended Action:** Approve by Motion

- 7.B. Authorize Consolidation of District Election with November 6, 2018 Statewide General Election  
**Recommended Action:** Authorize by Resolution
- 7.C. Approve New Laborer-Temporary/Retired Annuitant Job Description and Salary  
**Recommended Action:** Approve by Resolution
- 7.D. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 15-18  
**Recommended Action:** Adopt by Resolution
- 7.E. Authorize Task Order No. OC-6 with Mahler Consulting Services (MCS) for Field Observation Support Services to Development Projects FYE 2019  
**Recommended Action:** Authorize by Motion

8. BOARD BUSINESS

- 8.A. Receive Presentation on the Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) and Authorize Amendment No. 1 to Task Order No. 1 with West Yost  
**Recommended Action:** Receive Presentation and Authorize by Motion
- 8.B. Approve Mid-Year Operating Budget Adjustments for Fiscal Years Ending 2018 and 2019  
**Recommended Action:** Approve by Resolution

9. 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

10. CLOSED SESSION

- 10.A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: Schroen
- 10.B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: District General Counsel

11. REPORT FROM CLOSED SESSION

12. ADJOURNMENT

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

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

**May 15, 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, Vice President Madelyne A. (Maddi) Misheloff, Director D.L. (Pat) Howard, Director Edward R. Duarte, and Director Richard M. Halket.

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

President Vonheeder-Leopold welcomed new Zone 7 Water Agency General Manager Valerie Pryor.

Contra Costa County Science & Engineering Fair – Excellence in Water Research Award Winners  
(student project presentations were made after the introduction of Item 8.A.)

- Junior Division (7th & 8th grade) – 1st place – Avantika Pandiyan, 7th grade, Windemere Ranch Middle School, San Ramon – *“From Water to Sap: Conserving Our Diminishing Freshwater Supply with a Biotic Natural Resource.”*
- Junior Division (7th & 8th grade) – 2nd place – Neel Redkar, 7th grade, Windemere Ranch Middle School, San Ramon – *“What’s in Your Water after Sipping?”*
- Senior Division (9th - 12th grade) – 3rd place – Lekha Pillarisetti, 11th grade, Dougherty Valley High School, San Ramon – *“Assessment of the Effects of Various Nutrient Runoffs and Other Factors on Eutrophication and Algal Growth in Water.”*

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m.

Speaker: Ms. Roseann Renzullo (new Dublin resident) – Ms. Renzullo stated she participated in DSRSD’s Citizens Water Academy and thanked the Board for such an amazing and generous gift to residents.

6. REPORTS

6.A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:

- o He will leave early this evening to attend City of Pleasanton's City Council meeting to support the Tri-Valley Potable Reuse Technical Feasibility Study presentation.
  - o Central Contra Costa Sanitary District will host its annual briefing at the Roundhouse Market and Conference Center in San Ramon Friday, May 18 at 8:30 a.m.
  - o Union Sanitary District will host its Centennial Open House Saturday, May 19 at 10 a.m.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
May 2018	Email	Neighbor (Dublin resident)	Director Misheloff	When will recycled water fill stations reopen?	Stations are closed due to construction; it is unknown if they will reopen in the future (via email)

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

6.C. Agenda Management (consider order of items) – General Manager McIntyre suggested the Science Fair presentations be held after Item 8.A to allow time for student arrivals. The Board agreed to do so.

## 7. CONSENT CALENDAR

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

7.A. Regular Meeting Minutes of April 17, 2018 – Approved

7.B. Approve Proclamation Honoring May 20-26, 2018 as National Public Works Week – Approved

7.C. Accept the Following Regular and Recurring Reports: Warrant List and Unexpected Asset Replacement – Approved

7.D. Adopt the January 2018 Tri-Valley Hazard Mitigation Plan – Approved – Resolution No. 22-18

7.E. Adopt Revised Apportioning Planning Costs Policy and *Rescind Resolution No. 65-09* – Approved – Resolution No. 23-18

## 8. BOARD BUSINESS

8.A. Receive Presentation on the Joint Tri-Valley Potable Reuse Technical Feasibility Study

Principal Engineer Rhodora Biagtan reviewed the item for the Board and introduced co-presenter consultant Lydia Holmes from Carollo Engineers. Ms. Holmes reviewed the background, goals, findings, and technical next steps of the completed study. She explained the status of California potable reuse regulations, and the process used to vet 21 identified alternatives and to define 6 feasible potable reuse project options. The six options were evaluated against nine criteria including yield (acre-feet/year), location, and cost. Ms. Biagtan presented possible project financing and explained that capital costs would range from \$112 million to \$222 million, but would vary depending on the number of participating agencies. Financing would contemplate potential Zone 7 Water Agency rate impacts, potential state and



federal grant funding and loans, and District funding. Based on two recent surveys (2015, 2018), a majority of customers indicated support for incremental rate increases to support a potable reuse project. The study concluded that potable reuse in the Tri-Valley is viable and that the agency partners must decide to continue efforts beginning with additional necessary studies.

General Manager McIntyre concluded the presentation by providing a “big picture” perspective that the Tri-Valley’s water supply will decline significantly in absence of one or more major state or regional projects. The State Water Project/Delta water supply could be reduced by one fourth as a result of environmental, regulatory, and climate change issues. The Water Liaison Committee should keep all options open at this time and stay actively engaged to fulfill the Tri-Valley’s future water supply needs. He reported that this presentation will be given to all of the partner agencies in the near term and the Water Liaison Committee will reconvene in September to discuss next steps.

The Board expressed its support for proceeding with the planning level studies for a potential potable reuse project.

Director Halket MOVED that the Board Direct DSRSD’s Tri-Valley Water Liaison Committee representatives (President Vonheeder-Leopold, Director Halket) to Aggressively Encourage the Tri-Valley Water Liaison Committee’s Participating Agencies to Move Forward and Pursue Planning Activities as Recommended by the Study. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

8.B. Hold Public Hearing: Adopt Resolution Establishing Miscellaneous Fees and Charges and Rescind Resolution No. 13-16

President Vonheeder-Leopold declared the Public Hearing open. Administrative Services Manager Atwood reviewed the item for the Board. She distributed and reviewed a revised Exhibit A to the resolution (packet page 1165), which reflected additional District Code references and information regarding the Customer Service fee schedule.

President Vonheeder-Leopold inquired if there were any comments from the public. There was no public comment received. President Vonheeder-Leopold solicited a Motion to close the Public Hearing.

Director Halket MOVED to close the Public Hearing. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

Vice President Misheloff MOVED to adopt Resolution No. 24-18, Establishing Fees and Charges under District Code Sections 1.30.010 (B) (General Penalty – Infraction), 1.40.040 (Copies of Public Records - Fees), 1.50.010 (Assessment of Late Charges), 1.50.070 (Charge for Unpaid Returned Checks), 2.30.050 (Processing Fee [Planning Services Agreements]), 1.100.010 (Escrow Fees), 3.70.070 (A) & (B) (Inspection and Project Review Fees – Miscellaneous Fees), 3.70.060 (Meter Assembly Installation Fee - Water), 4.30.070 (Sale of Recycled Water at Recycled Water Treatment Facilities), 4.40.040 (A) & (B) (Other Fees and Charges for Water Service), 4.40.050 (Meter Assembly and Installation Fees), 4.40.070 (Backflow Prevention Administration Fee), 4.40.080 (A) & (C) (Fees and Charges for Use of Temporary Meters), and 4.40.090 (A) & (B) (Fees and Charges for Use of Construction Water Meter) with the replacement page of Exhibit A to the resolution (packet page 1165) regarding the Customer Service fee schedule, and Rescinding Resolution No. 13-16. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.C. Hold Public Hearing: Adopt Resolution Establishing Industrial Waste Program User Fees and Charges and Rescind Resolution No. 14-16

President Vonheeder-Leopold declared the Public Hearing open. Administrative Services Manager Atwood reviewed the item for the Board.

President Vonheeder-Leopold inquired if there were any comments from the public. There was no public comment received. President Vonheeder-Leopold solicited a Motion to close the Public Hearing.

Vice President Misheloff MOVED to close the Public Hearing. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

Director Duarte MOVED to adopt Resolution No. 25-18, Establishing Fees and Charges under District Code Section 5.30.090, Industrial Waste Program User Fees and Charges and Rescinding Resolution No. 14-16. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.D. Receive Presentation on District Water Supply Outlook for 2018-2022

Engineering Services Manager Zavadil reviewed the item for the Board and gave a presentation based on Zone 7 Water Agency's (Zone 7) annual report. Zone 7 is DSRSD's water supplier. The presentation illustrated historic and current Northern California precipitation, Lake Oroville Reservoir storage levels, 2013-2018 Del Valle runoff variances, 2018 Zone 7 contract water sources (currently a 30% allocation), and water storage. She reviewed historical and projected Tri-Valley retailer water supply and demands, and reported that Zone 7 has declared it can meet 100% of the retailers' 2018 demand. She also reviewed likely timelines, cost, and potential funding for the following long-term water supply projects being evaluated by Zone 7: California WaterFix, Sites Reservoir, Los Vaqueros, Potable Reuse, desalination, and water transfers. The Board and staff further discussed the status and timeline of proposed long-term water supply projects. The Board was pleased DSRSD's supply needs would be fully met this year.

9. BOARDMEMBER ITEMS

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

Director Duarte reported he attended the East Bay Municipal Utility District breakfast briefing hosted by Director Frank Mellon and General Manager Alex Coate.

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported she attended a Dublin Chamber of Commerce Disaster Recovery workshop May 3, the Alameda County Special Districts Association chapter meeting at the East Bay Regional Park District in Oakland May 9, funeral services for Zone 7 Water Agency Director Jim McGrail last week, and the District's Citizens Academy sessions. She summarized the activities and discussions at the meetings.

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

10. CLOSED SESSION

At 7:44 p.m. the Board went into Closed Session.

- 10.A. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Government  
Code Section 54956.9: One Potential Case

11. REPORT FROM CLOSED SESSION

At 7:54 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

12. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:55 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Authorize Consolidation of District Election with November 6, 2018 Statewide General Election

**RECOMMENDATION:**

Staff recommends the Board of Directors authorize, by Resolution, the consolidation of the District's election with the Statewide General Election to be held on November 6, 2018 within the Counties of Alameda and Contra Costa.

**SUMMARY:**

The District is required to hold an election on November 6, 2018 for two seats on the Board of Directors. Those two seats are currently held by Directors D. L. (Pat) Howard and Georgean Vonheeder-Leopold, respectively.

To continue to minimize costs and for the ease of conducting the election, it is recommended that the Board of Directors adopt a resolution seeking to consolidate the District's election with the November 6, 2018 Statewide General Election. The approved resolution and the current Candidates' Statement Costs policy will be submitted to the Elections Departments in Alameda and Contra Costa Counties and their respective Boards of Supervisors.

Last year, on March 21, 2017, the Board revised the District's Candidates' Statement Costs policy (by Resolution No. 11-17) and decreased the candidates' statement costs from \$450 to \$250.

The candidate nomination period for the November 6, 2018 election opens July 16 and closes August 10. If no incumbent files nomination papers by the end of the filing period, the filing period is extended to August 15 for non-incumbents only.

Originating Department: Office of the General Manager	Contact: N. Genzale	Legal Review: Yes
Cost: \$0 Consolidation saves District money	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 checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Candidates' Statement Costs policy	8 of 64



# Policy

<b>Policy No.:</b> P100-17-1	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Candidates' Statement Costs	
<b>Policy Description:</b> Candidate's cost to file a candidate statement for election to the District Board	
<b>Approval Date:</b> 3/21/2017	<b>Last Review Date:</b> 2017
<b>Approval Resolution No.:</b> 11-17	<b>Next Review Date:</b> 2021
<b>Rescinded Resolution No.:</b> 20-13	<b>Rescinded Resolution Date:</b> 6/4/2013

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

## Section 1. General Provisions.

Each candidate at the General Election for the Office of Director of the District may file a candidate statement, as provided for in Section 13307 of the Elections Code, with the Elections Official in either Alameda County or Contra Costa County from whom the candidate obtains the nomination papers and other forms required for nomination to the Office of Director. Additionally, each candidate may also file a candidate statement in the alternate County subject to the same limitations, payment provisions, and policies detailed in this Resolution No. 11-17. The candidate's statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

## Section 2. Foreign Language Policy.

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

**Policy No.:** P100-17-1**Policy Title:** Candidates' Statement Costs**Section 3. Advance Deposit and Payment.**

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

B. The District Secretary is hereby authorized and directed to provide for collection, by the Elections Official, from each non-indigent candidate who files such a statement, a deposit in the amount of \$250 to represent the candidate's pro rata share of the cost of printing, handling, translating, and mailing the candidate's statement, including costs incurred as a result of complying with the Act, and Elections Code Section 13307(b) and collection of such amount shall be a condition of having the candidate's statement included in the voter's pamphlet.

C. If the actual costs in Alameda County or Contra Costa County exceed \$250, for the printing, handling, translating, and mailing of the candidate's statement in said County, then the proper officers of the District are hereby authorized and directed to pay the difference between the \$250 and the required deposit in that County.

D. If the actual cost of the candidate's statement in either County is less than the \$250 deposit, the District Secretary is hereby authorized and directed to make necessary arrangements to refund the amount of the deposit which exceeds said actual cost to the candidate.

**Section 4. Indigent Candidates.**

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

**Policy No.:** P100-17-1**Policy Title:** Candidates' Statement Costs

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

Section 5. Additional Materials.

Other than the candidate's statement, no candidate will be permitted to include additional materials in the sample ballot package.

Section 6. Rescinding Previous Policy.

The revised policy on Candidates' Statement Costs, attached as "Exhibit A," is hereby adopted and Resolution No. 20-13 attached as "Exhibit B," is hereby rescinded and shall no longer be of any force and effect after the date of adoption hereof.

Section 7. Application.

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

Section 8. Certification and Notice to Counties.

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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT CALLING AND DIRECTING THAT NOTICE BE GIVEN OF AN ELECTION OF TWO DIRECTORS ON NOVEMBER 6, 2018 AND REQUESTING THE RESPECTIVE BOARDS OF SUPERVISORS OF THE COUNTIES OF ALAMEDA AND CONTRA COSTA TO CONSOLIDATE THE DISTRICT'S GENERAL ELECTION WITH THE STATEWIDE GENERAL ELECTION

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WHEREAS, pursuant to the provisions of the Community Services District Law, the Elections Code, and District Resolution No. 2-87, an election is scheduled to be held within the Dublin San Ramon Services District on November 6, 2018 for the purpose of electing two (2) members to the District Board of Directors, consisting of two (2) "Full Term" seats with a four (4) year term from 2018-2022; and

WHEREAS, it is desirable that the general District election be consolidated with the statewide general election to be held on the same date within the Counties of Alameda and Contra Costa; and

WHEREAS, by District Resolution No. 11-17, which is attached hereto and incorporated herein as Exhibit "A," the District adopted policies and regulations pertaining to candidates' statements to be submitted to the voters at the District election, consistent with §13307 of the Elections Code.

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

Section 1. A general election is hereby called to be held within Dublin San Ramon Services District, located in portions of Alameda and Contra Costa Counties, on November 6, 2018 for the purpose of electing two (2) members to the District Board of Directors, consisting of two (2) "Full Term" seats with a four (4) year term from 2018-2022, and the District Secretary is hereby authorized and directed to give notice of said election in accordance with applicable provisions of law.

Section 2. Pursuant to §10403 of the Elections Code, the Boards of Supervisors of the Counties of Alameda and Contra Costa are hereby requested to consent and agree to the consolidation of said general District election to be held throughout the whole of the District with the Statewide General Election on Tuesday, November 6, 2018 for the purpose of the election of two members to the District Board of Directors.

Section 3. The respective Boards of Supervisors are hereby requested to issue instructions to their respective County Elections Departments to take any and all steps necessary for the holding of the consolidated election in accordance with the general elections law of the State of California.

Section 4. The respective County Elections Departments are hereby authorized and instructed to collect from each candidate, as appropriate, the deposit amount established in District Resolution No. 11-17, attached as Exhibit "A," at the time a candidate statement is filed. Candidate



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

statements shall adhere to the policies stated in District Resolution No. 11-17, including, but not limited to, a word count of no more than 200 words.

Section 5. The respective County Elections Departments are hereby authorized and instructed to canvass the returns of the District general election and submit a certified statement of the results of the election to the District as soon as the result of the canvass is determined.

Section 6. The District Secretary is hereby authorized and directed to file a certified copy of this Resolution with the Boards of Supervisors of the Counties of Alameda and Contra Costa and their respective County Elections Departments.

Section 7. The District recognizes that additional costs will be incurred by the Counties of Alameda and Contra Costa by reason of this consolidation and hereby agrees to reimburse the counties for such additional actual costs.

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 5th day of June, 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgean M. Vonheeder-Leopold, President

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

RESOLUTION NO. 11-17

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

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

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

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

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

Section 1. General Provisions.

Each candidate at the General Election for the Office of Director of the District may file a candidate's statement, as provided for in Section 13307 of the Elections Code, with the Elections Official in either Alameda County or Contra Costa County from whom the candidate obtains the nomination papers and other forms required for nomination to the Office of Director. Additionally, each candidate may also file a candidate's statement in the alternate County subject to the same limitations, payment provisions, and policies detailed in this Resolution No. 11- 17. The candidate's statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

Section 2. Foreign Language Policy.

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

Section 3. Advance Deposit and Payment.

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

B. The District Secretary is hereby authorized and directed to provide for collection, by the Elections Official in each County, from each non-indigent candidate who files such a statement, a deposit in the amount of \$250 to represent the candidate's pro rata share of the cost of printing, handling, translating, and mailing the candidate's statement, including costs incurred as a result of

complying with the Act, and Elections Code Section 13307(b) and collection of such amount shall be a condition of having the candidate's statement included in the voter's pamphlet.

C. If the actual costs in either Contra Costa County or Alameda County exceeds \$250, for the printing, handling, translating, and mailing of the candidate's statement in said County, then the proper officers of the District are hereby authorized and directed to pay the difference between the \$250 and the required deposit in that County.

D. If the actual cost of the candidate's statement in either County is less than the \$250 deposit, the District Secretary is hereby authorized and directed to make necessary arrangements to refund the amount of the deposit which exceeds said actual cost to the candidate.

Section 4. Indigent Candidates.

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

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

Section 5. Additional Materials.

Other than the candidate's statement, no candidate will be permitted to include additional materials in the sample ballot package.

Section 6. Rescinding Previous Policy.

The revised policy on Candidates' Statement Costs, attached as Exhibit A, is hereby adopted and Resolution No. 20-13, attached as Exhibit B, is hereby rescinded and shall no longer be of any force and effect after the date of adoption hereof.

Section 7. Application.

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

Section 8. Certification and Notice to Counties.

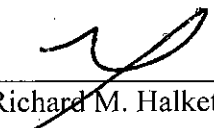
The District Secretary shall attest to passage and adoption of this Resolution and provide certified copies to the Elections Officials of the Counties of Alameda and Contra Costa.

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

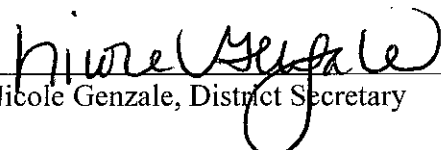
AYES: 5 - Directors Edward R. Duarte, Georgean M. Vonheeder-Leopold,  
Madelyne A. Misheloff, D.L. (Pat) Howard, Richard M. Halket

NOES: 0

ABSENT: 0

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

ATTEST:

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



**TITLE:** Approve New Laborer-Temporary/Retired Annuitant Job Description and Salary

## **RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, the new title, job description, and salary range for the Laborer-Temporary/Retired Annuitant classification.

## **SUMMARY:**

For the last several years, the District has hired seasonal, temporary employees through a temporary services company to perform the biosolids harvesting of the District's Facultative Sludge Lagoons (FSLs). The biosolids harvesting process requires dredging sludge from one of the six lagoon ponds used by the District for storage of the solids from the wastewater treatment process. This harvesting process occurs during the summer months, from approximately May through September, each year in order to ensure that one of the lagoons is cleared and ready to receive more solids from the wastewater treatment process during the next year.

The District recruits seasonal, temporary employees, including retired annuitants, each year to perform the biosolids harvesting. In order to employ a retired annuitant, even in a seasonal and temporary capacity, California Public Employees' Retirement System (CalPERS) regulations require that the District report the hours worked by the retired annuitant each pay period to CalPERS, and compensate the retired annuitant according to an established pay rate for a classification on the District's pay schedule. In order to meet these CalPERS regulations for employing retired annuitants, and due to the annual District need for this temporary and seasonal work, the District has created a Laborer-Temporary/Retired Annuitant classification and job description. The job description states the definition of the Laborer-Temporary/Retired Annuitant is to "perform basic maintenance and service tasks related to the Facultative Sludge Lagoon on a temporary/seasonal basis." Additionally, the job description outlines the essential duties, qualifications, minimum education and experience requirements, required licenses, and required physical demands to qualify for and successfully perform the work. The minimum qualifications for the new Laborer-Temporary/Retired Annuitant classification will require applicants to have a high school diploma or equivalent and be at least 18 years of age, with some experience preferred.

According to the District's Code Section 6.10.010(D)(8), and Personnel Rules, the Laborer-Temporary/Retired Annuitant classification is a non-classified position and does not include benefits (other than those statutorily required by law). The proposed salary for the new Laborer-Temporary/Retired Annuitant is benchmarked to current industry rates at \$20.00 per hour. While this is a non-classified position and not represented by the Stationary Engineers, Local 39, the District has provided Local 39 with the job description and an opportunity to discuss any potential impacts to Local 39 members.

This action requires two steps: 1) Board approval of the Laborer-Temporary/Retired Annuitant classification, and 2) an update to the publicly adopted DSRSD Pay Schedule, which immediately follows this item on tonight's Board agenda.

Originating Department: Administrative Services	Contact: S. Koehler	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Job Description: Laborer-Temporary/Retired Annuitant	
		18 of 64



# DUBLIN SAN RAMON SERVICES DISTRICT

## JOB DESCRIPTION

Job Title:	Laborer - Temporary/RA
W/C Code:	7580
FLSA Status:	Nonexempt
Unit:	Non-Classified/Temporary/Seasonal
Adopted Date:	June 5, 2018
JD Code:	TLABOR

### DEFINITION

Under direct supervision of the Wastewater Treatment Plant Operations Supervisor, performs basic maintenance and service tasks related to the Facultative Sludge Lagoon on a temporary/seasonal basis.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates equipment such as a solids dredge, injection tractor, 500 GPM diesel powered centrifugal pump, discing tractor and hose reel tractor.
- Uses shovels, rakes, hoes, and learns to operate and use small power tools and equipment, pneumatic tools and personal protective equipment.
- Performs general labor duties related to maintenance and service of the Facultative Sludge Lagoon
- Accepts and reviews documentation applicable to assignment.
- Learns and applies safety practices and procedures related to work.
- Maintains records and logs of operations; updates information for reporting purposes.
- Builds and maintains positive working relationships with co-workers, District employees, and the public.
- Drives a motor vehicle.
- Performs other duties as assigned.

### QUALIFICATIONS

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

#### Knowledge of:

- Principles, practices, equipment, material, and tools used in the operation and cleaning of dredges, tractors and pumps.
- Elementary maintenance and adjustment procedures for dredges, tractors, and pumps used in the course of the work.
- Practices, materials and techniques used in general maintenance activities.
- Safe work methods and safety practices pertaining to the work.
- Recordkeeping principles and procedures.
- Basic shop arithmetic.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

#### Ability to:

- Learn to operate variety of equipment related to maintenance and service of the Facultative Sludge Lagoon.
- Learn to recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Use and maintain the tools and equipment of the work skillfully and safely.

- Maintain attention to detail and accuracy.
- Make basic arithmetic computations.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Identify and take appropriate action when operating problems occur.
- Use English effectively to communicate in person or over the telephone.
- 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.
- Be available for assigned work schedule, come to work on-time and to work overtime if requested.

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### **EDUCATION and EXPERIENCE**

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The minimum qualifications and acceptable substitutions described in this class specification represents 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.

Must be at least 18 years of age or older and possess a High School diploma or equivalent. Equivalence may be obtained by passing an approved General Educational Development test, or by obtaining a Certificate of Proficiency issued by the State Board of Education in accordance with the Section 48412 of the Education Code.

Experience in general maintenance or labor is preferred.

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### **CERTIFICATES, LICENSES, REGISTRATIONS**

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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 is required, and DMV record will be monitored as a condition of continuing employment through period of assignment.

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### **ADDITIONAL REQUIREMENTS**

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None

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### **WORK ENVIRONMENT**

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

- Exposed to outside weather conditions, including extreme heat and cold.
- Work on a dredge over water
- Exposed to fumes or airborne particles; toxic or caustic chemicals.
- Risk of electrical shock or mechanical hazards.
- Exposed to power and noise producing tools and equipment. The noise level in the work environment is usually loud.

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### **PHYSICAL DEMANDS**

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#### **STANDING**

**Average Frequency:**  
**Duration:**

Up to 1/2 hour.  
Seconds to less than 10 minutes at a time.



**Maximum Frequency:** Up to 2 to 3 hours.  
**Duration:** Seconds to less than 10 minutes at a time.  
**Surfaces:** Office – tile, carpet; field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.  
**Description:** On a dredge floating on a lagoon, performs while pressure washing, cleaning, retrieving trash, utilizing a variety of hand and power tools, starting pumps, utilizing a water hose to wash equipment, collection of sludge samples.

#### **WALKING**

**Average Frequency:** 1 hour.  
**Duration:** Seconds to less than 15 minutes at a time.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** N/A  
**Surfaces:** Office – tile, carpet; field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.  
**Description:** Performs while walking within the plant, to and from sites, on a dredge floating on a lagoon, relocating tools, supplies, equipment, pressure washing, cleaning, making rounds within the plant, inspecting and monitoring equipment, relocating a water hose.

#### **SITTING**

**Average Frequency:** Up to 4 hours.  
**Duration:** Up to 2 hours at a time.  
**Maximum Frequency:** Up to 7 hours.  
**Duration:** Up to 2 hours at a time.  
**Surfaces:** Cushioned vehicle seats (dredge, tractor, truck), desk or office chair.  
**Description:** Performs while reading, writing, operating a pickup truck, golf cart, forklift, tractor, during trainings.

#### **KNEELING/CROUCHING/SQUATTING**

**Average Frequency:** Up to 15 minutes.  
**Duration:** Seconds to less than 1 minute at a time.  
**Maximum Frequency:** Up to 1 hour  
**Duration:** Seconds to less than 15 minutes at a time.  
**Surfaces:** Office – tile, carpet; field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.  
**Description:** On a dredge floating on a lagoon, performs while inspecting or accessing equipment, reading gauges, opening or closing valves, cleaning pumps, valves, deragging equipment, retrieving or setting items on and off lower shelves or ground level.

#### **CRAWLING**

Not a job requirement.

#### **LAYING ON BACK/STOMACH**

Not a job requirement.

**CLIMBING/BALANCING**

**Average Frequency:** 8 to 10 times.  
**Duration:** Seconds to less than 1 minute at a time.  
**Maximum Frequency:** Up to 20 times.  
**Duration:** Seconds to less than 1 minute at a time.  
**Surfaces:** Ladder or stair steps.  
**Description:** On a dredge floating in a lagoon, up and down injection tractor. Performs while ascending or descending a fixed vertical ladder, stair steps up to 25' at the plant location, ascending or descending 1-2 steps to enter or exit a vehicle cab.

**REACHING**

• **Above Shoulder Level:**

**Average Frequency:** 1 to 2 times.  
**Duration:** Seconds to less than 2 minutes at a time.  
**Maximum Frequency:** 15 minutes to 1 hour at a time.  
**Duration:** Seconds to less than 5 minutes at a time.  
**Description:** Performs while opening or closing valves including circular valves or chains, cleaning valves and gauges in conjunction with utilizing a variety of hand or power tools. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

• **Between Waist and Shoulder Level:**

**Average Frequency:** Up to 1 hour.  
**Duration:** Seconds to less than 15 minutes at a time.  
**Maximum Frequency:** Up to 1 hour.  
**Duration:** Seconds to less than 15 minutes at a time.  
**Description:** Performs while operating equipment, pressure washing, cleaning, opening or closing valves, operating valves and controls, inspecting and cleaning pumps, motors, valves, filters and other related equipment, collecting a variety of samples, utilizing a variety of hand and power tools, utilizing a water hose to wash equipment, operating equipment including a pickup truck in conjunction with maneuvering levers or steering wheel, relocating tools, supplies, equipment. Unilateral or bilateral upper extremities from less than full to full extensions on each occurrence.

• **Below Waist Level:**

**Average Frequency:** Up to 15 minutes.  
**Duration:** Seconds to less than 1 minute at a time.  
**Maximum Frequency:** 1 to 2 hours.  
**Duration:** Seconds to less than 15 minutes at a time.  
**Description:** Performs while inspecting or accessing equipment, opening or closing valves, cleaning pumps, valves, deragging equipment, retrieving or setting items on and off lower shelves or the ground level. Unilateral or bilateral upper extremities from a less than full to full extensions on each occurrence.

**PUSHING/PULLING**

<b>Average Frequency:</b>	Less than 15 minutes to 1 hour.
<b>Duration:</b>	Seconds to less than 5 minutes at a time.
<b>Maximum Frequency:</b>	1 to 2 hours.
<b>Duration:</b>	Seconds to less than 5 minutes at a time.
<b>Description:</b>	Performs while utilizing a shovel or a rake, utilizing wrenches to remove or secure bolts, 4-wheeled cart to relocate equipment or supplies, opening valves including a chain or circular valve handle, relocating a pressure washer, utilizing an electric drill, relocating hoses while washing equipment, utilizing a pry bar. Unilateral or bilateral arm use.

**TWISTING/ROTATING**

• **Waist:**

<b>Average Frequency:</b>	Up to 15 minutes.
<b>Duration:</b>	Seconds at a time.
<b>Maximum Frequency:</b>	15 minutes to ½ hour.
<b>Duration:</b>	Seconds at a time.
<b>Description:</b>	Performs while opening or closing valves, utilizing a shovel or rake, accessing or inspecting equipment, driving. The motion is from center to right back to center or center to left back to center up to 20-degrees.

• **Neck:**

<b>Average Frequency:</b>	4 to 6 hours.
<b>Duration:</b>	Seconds to less than 2 hours at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while inspecting or monitoring equipment, utilizing basic or power tools, during normal body mechanics, driving. The motion is from center to right back to center or center to left back to center up to 45-degrees.

• **Wrists:**

<b>Average Frequency:</b>	Up to 15 minutes.
<b>Duration:</b>	Seconds to less than 5 minutes at a time.
<b>Maximum Frequency:</b>	15 minutes to ½ hour.
<b>Duration:</b>	Seconds to less than 5 minutes at a time.
<b>Description:</b>	Performs while utilizing basic hand tools including screwdrivers, pliers, utilizing a shovel or rake. Unilateral or bilateral hand use.

**BENDING**

• **Waist:**

<b>Average Frequency:</b>	15 to ½ hour.
<b>Duration:</b>	Seconds to less than 1 minute at a time.
<b>Maximum Frequency:</b>	1 to 2 hours.
<b>Duration:</b>	Seconds to less than 15 minutes at a time.
<b>Description:</b>	Performs while inspecting or accessing equipment, reading gauges, cleaning pumps, valves, deragging equipment, retrieving

or setting items on and off lower shelves or the ground level. The motion is in a forward direction up to 65-degrees.

- **Head/Neck:**

<b>Average Frequency:</b>	2 to 3 hours.
<b>Duration:</b>	Seconds to less than 5 minutes.
<b>Maximum Frequency:</b>	3 to 4 hours.
<b>Duration:</b>	Seconds to less than 5 minutes at a time.
<b>Description:</b>	Performs while operating dredge, pumps and injection tractors, as well as reading gauges, dials and other instruments on equipment, pressure washing, cleaning, opening or closing valves, operating valves and controls, inspecting and cleaning pumps, motors, valves, filters and other related equipment, making visual inspections, collecting a variety of samples, retrieving trash, utilizing a variety of hand and power tools, utilizing a water hose to wash equipment, during normal body mechanics.

- **Wrists:**

<b>Average Frequency:</b>	Up to 15 minutes.
<b>Duration:</b>	Seconds to less than 5 minutes at a time.
<b>Maximum Frequency:</b>	15 minutes to ½ hour
<b>Duration:</b>	Seconds to less than 10 minutes at a time.
<b>Description:</b>	Performs while utilizing a variety of tools including wrenches, screwdrivers to assemble or disassemble equipment, deragging equipment, pressure washing, utilizing a rake or a shovel to relocate debris, turning valves, relocating samples, operating equipment in conjunction with maneuvering a steering wheel or levers, during normal body mechanics. Unilateral or bilateral hand use.

### **LIFTING/CARRYING**

#### **0 to 10 lbs.**

<b>Objects:</b>	Writing utensil, paperwork, telephone, wrenches, screwdrivers, pliers, valve keys, empty trash containers, drills, bolts, nuts, small parts, samples, 1" hose end, shovel, clipboard, pry bar, ratchet.
<b>Average Frequency:</b>	1 hour.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	Seconds to less than 15 minutes at a time.
<b>Distance:</b>	Less than 100 feet.
<b>Height:</b>	Ground to shoulder or above.
<b>Description:</b>	Performs while utilizing a variety of hand tools, inspecting and cleaning equipment, utilizing a writing utensil, handling paperwork, utilizing a telephone, relocating parts, clipboard, pry bar, ratchet.

#### **11 to 25 lbs.**

<b>Objects:</b>	Valve key, water jug
<b>Average Frequency:</b>	5 to 10 times.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	Seconds at a time.

**Distance:** Less than 50 feet.  
**Height:** Ground to chest level.  
**Description:** Performs while utilizing a valve key to open or close valves.

**26 to 50 lbs.**

**Objects:** Garbage container, water cannon, winch, sludge hoses.  
**Average Frequency:** 1 time per week.  
**Maximum Frequency:** Average frequency is consistent.  
**Duration:** Seconds at a time.  
**Distance:** Less than 10 feet.  
**Height:** Ground to waist level.  
**Description:** Performs while retrieving and relocating a garbage container or a water cannon, winch, connecting sludge hoses.

**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:** 3 to 4 hours.  
**Duration:** Seconds to less than 15 minutes at a time.  
**Maximum Frequency:** 4 to 5 hours.  
**Duration:** Seconds to less than 15 minutes at a time.  
**Description:** Performs while operating equipment including a pickup truck in conjunction with maneuvering levers or steering wheel, relocating tools, wrenches, screwdrivers, pliers, etc, utilizing a pressure washer or water hose to wash equipment, holding a clipboard in conjunction with completing notes, relocating tools. Unilateral or bilateral hand use.

#### **POWER GRASPING**

**Average Frequency:** Less than 15 minutes to ½ hour.  
**Duration:** Seconds to less than 5 minutes at a time.  
**Maximum Frequency:** 1 to 2 hours.  
**Duration:** Seconds to less than 5 minutes at a time.  
**Description:** Performs while utilizing a shovel, utilizing wrenches to remove or secure bolts, utilizing a push broom while cleaning, 4-wheeled cart to relocate equipment or supplies, opening valves including a chain or circular valve handle, relocating a pressure washer, utilizing an electric drill, relocating hoses while washing equipment, retrieving and relocating tools, supplies, equipment, utilizing a pry bar to relocate equipment. Unilateral or bilateral arm use.

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**FINE MANIPULATION**

<b>Average Frequency:</b>	Less than 5 minutes.
<b>Duration:</b>	Seconds to less than 5 minutes at a time.
<b>Maximum Frequency:</b>	Average frequency is consistent.
<b>Duration:</b>	N/A
<b>Description:</b>	Performs while handling bolts, nuts, screws, small parts, turning dials, utilizing a computer keyboard, mouse, monitor, writing utensil, pressing telephone buttons to make outgoing calls. Unilateral or bilateral hand use.

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**MACHINES/TOOLS**

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- Wrenches
- Screwdrivers
- Hammers
- Alan wrenches
- Pry bars
- SOT testers
- Ratchets
- Sockets
- Valve key
- Winch
- Pressure washer
- Sump pumps
- Clipboard
- Writing utensil
- Office equipment
- 4-wheeled cart
- Electric drills
- Electric gear box

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**PERSONAL PROTECTIVE EQUIPMENT**

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- Depending on the exposure, the employee is required to wear a personal floatation device, head, hearing, eye, foot, face, hand and fall protection equipment.

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**WEIGHTS AND MEASURES**

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**Items Weighed:**

- Valve key – 7 to 16 pounds
- 33-gallon garbage container – estimated less than 50 to 75 pounds
- Sump pump – 70 pounds
- Pressure washer – 140 pounds
- Winch – 27 pounds

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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING  
THE NEW JOB DEFINITION AND SALARY FOR THE LABORER-TEMPORARY/RETIRED ANNUITANT  
CLASSIFICATION

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

WHEREAS, the District has a need to hire seasonal, temporary employees to perform biosolids harvesting of the Facultative Sludge Lagoons; and

WHEREAS, the seasonal, temporary employees may be California Public Employees' Retirement System (CalPERS) retired annuitants; and

WHEREAS, CalPERS requires retired annuitants to be compensated at a pay rate of an established classification on the District's publicly available pay schedule; and

WHEREAS, the District has determined that a temporary, seasonal Laborer classification should be established to comply with the CalPERS requirements; and

WHEREAS, the new job definition and salary range for the Laborer-Temporary/Retired Annuitant requires basic maintenance and service tasks related to the Facultative Sludge Lagoons; and

WHEREAS, the Laborer-Temporary/Retired Annuitant job classification is a non-classified position and is not subject to the provisions of District Memoranda of Understanding.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that job definition and salary range for the Laborer-Temporary/Retired Annuitant shall be listed as follows:

1. The job definition shall read, "Under direct supervision of the Wastewater Treatment Plant Operations Supervisor, performs basic maintenance and service tasks related to the Facultative Sludge Lagoon on a temporary/seasonal basis."
2. The Laborer-Temporary/Retired Annuitant salary is set to \$20.00 per hour, and all sections of the new job description specify the higher level knowledge and skills required to perform the duties of the position.

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 5th day of June, 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgian 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 Publicly Available Pay Schedule and Rescind Resolution No. 15-18

**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. 15-18.

**SUMMARY:**

Per Resolution No. 15-18, 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 classification and base salary for the Laborer-Temporary/Retired Annuitant, in accordance with Board approval of the resolution to adopt the new job definition 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 salaries shall be "duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws." Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to 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: S. Koehler	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	29 of 64	

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. 15-18

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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. 15-18, the Board-adopted pay schedule was approved on March 6, 2018; and

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

WHEREAS, the District has established a classification and salary for the Laborer-Temporary/Retired Annuitant.

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

1. That the attached pay schedule titled "DSRSD Pay Schedule," set forth in Exhibit A, attached hereto and incorporated herein by reference, is approved and adopted, and Resolution No. 15-18, (attached as Exhibit B) is hereby rescinded.
2. That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

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

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 5th day of June, 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan 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					Monthly Salary					Hourly Pay Rate				
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
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
LABORER - TEMPORARY/RA	H	tlabor	6/5/2018	TBD	0	0	0	0	3,467	0.0000	0.0000	0.0000	0.0000	20.0000

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

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
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	cwtptot	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	cwtptot4	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	cwtptot5	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	cseetc	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	csrelect	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	cswtptot	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	cwtptot1	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	cwtptot2	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	cwwso1	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	cwwso2	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	cwwso3	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	cwwso4	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					Monthly Salary					Bi-Weekly Pay Rate				
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/18/2017	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

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

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
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	14-18	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	tfsm	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	mhrsop	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. 15-18

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. 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:

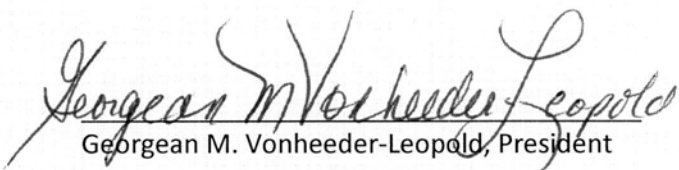
AYES: 5 - Directors Richard M. Halket, D.L. (Pat) Howard, Edward R. Duarte, Madelyne A. Misheloff, Georgean M. Vonheeder-Leopold

NOES: 0

ABSENT: 0

ATTEST:

  
Nicole Genzale, District Secretary

  
Georgean M. Vonheeder-Leopold, President



**TITLE:** Authorize Task Order No. OC-6 with Mahler Consulting Services (MCS) for Field Observation Support Services to Development Projects FYE 2019

**RECOMMENDATION:**

Staff recommends the Board of Directors authorize, by Motion, the General Manager to execute Task Order No. OC-6 to the Master Agreement for Consulting Services dated May 19, 2016 with Mahler Consulting Services, LLC, in an amount not to exceed \$294,450.

**SUMMARY:**

In accordance with the District Code, developers are responsible for the installation of potable water and recycled water distribution systems and wastewater collection systems in order for their projects to obtain services from the District. Those facilities must be inspected by a District construction inspector to ensure that they are in conformance with the District's Standard Procedures, Specifications and Drawings. This process ensures that the District receives water and wastewater facilities that can be maintained reliably and cost effectively.

Construction inspectors monitor the work and ensure that the facilities are installed in accordance with District specifications. They ensure that the work is conducted safely and that the environment and public health are protected. They conduct testing and coordinate tie-ins to the District's existing water and wastewater systems while ensuring that existing customers are minimally affected by the developers' work. The construction inspectors also inspect every building's connection to the potable water and recycled water distribution main pipeline and wastewater collection main pipeline. They conduct cross-connection testing between potable water and recycled water systems. Upon satisfactory inspection, the construction inspectors coordinate the setting of water meters and provide District approval for occupancy of buildings.

The availability of construction inspection services affects the construction schedule of development projects, which in turn affects the economy of the cities and counties that the District serves. The District currently has two filled permanent construction inspectors, one unfilled limited-term construction inspector position, and one contract construction inspector conducting inspection of developer-installed and dedicated potable water, recycled water, and wastewater facilities. The District is currently undergoing a recruitment process for a limited-term construction inspector, as authorized in the Operating Budget for FYEs 2018 and 2019.

Inspection services for development projects may have a term of several months for smaller projects, or years for larger projects. Projected demand for construction inspection services shows a continued need for four construction inspectors in Fiscal Year Ending (FYE) 2019. Staff requests the Board approve a task order with Mahler Consulting Services, LLC, (MCS) for contract construction inspection services. MCS was selected through a competitive process for on-call services for the District in March 2016. Task Order No. 1 was issued to MCS for construction inspection services for FYE 2016; and Task Order Nos. 2 and 3 were issued with MCS for construction inspection services for FYE 2017. Task Order Nos. 4 and 5 were issued for construction inspection services for FYE 2018. This task order is for one inspector. The cost of this task order is \$294,450.

The cost of this task order is paid by developers through inspection fees. Construction inspection fees are collected at the time that staff issues construction permits for the project. After payment of fees and obtaining construction permits, the developer commences construction of potable water and recycled water distribution systems and wastewater collection systems under the careful review of the construction inspectors.

Originating Department: Engineering Services	Contact: R. Biagtan	Legal Review: Not Required
Cost: \$294,450	Funding Source: Water Expansion (Fund 620) – 60% Local Wastewater Expansion (Fund 220) – 40%	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	36 of 64	



**Mahler Consulting Services, LLC**

**Task Order No. OC-6 to Agreement No. A16-14 dated 5/19/2016**

***Agreement Expiry Date: 4/15/2019***

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Issue Date: 6/5/2018

Project Name and Number: Division 42 Ops Budget

Task Title: Development Inspection (Field Observation) Support Services FYE 2019

Project Manager Name and Signature: Biagtan \_\_\_\_\_

Source of Funds: Water Expansion, Local Wastewater Expansion

Account Number: 60% - 620.40.42.000.3.312 and 40% - 220.40.42.000.3.312

Authorization Amount: \$294,450.00

Original PO Amount: \$0.00

Increase PO Amount: \$0.00

New PO Amount: \$0.00

Purchase Order Number: TBD

Return Purchase Order to: Sara Tom

Compensation Method: Time and materials as per Agreement

Completion Date: 6/30/2019

Insurance Requirements: As per Agreement; no special requirements

Work Product: See Attachment "A"

Digital Drawings, if applicable: Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.

Scope of Work: See Attachment "A"

Economic Disclosure: Not Required

Recommended by: J. Zavadil (\_\_\_\_\_)

---

**Accepted by:**

\_\_\_\_\_  
Boudewijn Mahler, Owner  
Mahler Consulting Services, LLC

\_\_\_\_\_  
Date

**Authorized by:**

\_\_\_\_\_  
Daniel McIntyre, General Manager  
Dublin San Ramon Services District

\_\_\_\_\_  
Date

## SCOPE OF WORK

### Mahler Consulting Services, LLC

#### FIELD INSPECTION SERVICES

**1. Field Inspection**

- a. Mahler Consulting Services, LLC (MCS) will provide field inspection services to monitor compliance with District Standards and Specifications.
- b. MCS will provide and maintain photographs of field conditions and activities as needed, files will be provided to District electronically.
- c. MCS will provide final inspection for air testing of sewer and pressure testing of water mains on assigned projects.
- d. The District will take the lead in conducting pre-construction meetings. MCS will attend pre-construction and construction meetings for assigned projects.
- e. MCS will review pipeline video for compliance prior to final acceptance.

**2. Reports**

- a. The scope of our services includes field presence, inspections, and written reports as required.
- b. The District will have access to the reports during construction and will receive an electronic copy at the end of the project.
- c. MCS will maintain the master file of all reports.

**3. Coordination with Outside Agencies and Public**

- a. The District shall take lead and provide field coordination with the agencies. MCS will provide support as requested by the District.

**4. Public Information Program**

- a. The District will have primary responsibility for preparation and coordination of the distribution of information to the public.
- b. MCS will furnish technical information and input for the public information program.

**5. Final Inspection and Deficiency Lists**

- a. MCS will generate a final deficiency list and inspection with approval of District. If the District retains primary responsibility, MCS will participate and provide input on final inspection and assist in preparing the list of outstanding deficiencies.
- b. MCS will redline any approved field changes on the plans for accurate as-built drawings and/or record drawings.
- c. The District will prepare and issue the list of deficiencies to the Contractor.

## PROPOSED BUDGET FY2018-19

<b>Field Inspection Services Budget</b>					
<b>(Budget for Inspection services from, July 1, 2018 - June 30, 2019)</b>					
		Work Hours (Days x Insp)	Ot Days (If needed)	OT Hours (If needed)	Truck Work Days
July	24	168	3	24	27
August	26	184	3	24	29
September	22	152	3	24	25
October	26	184	3	24	29
November	20	160	0	0	20
December	18	144	0	0	18
January	22	176	0	0	22
February	19	152	0	0	19
March	21	168	0	0	21
April	22	176	0	0	22
May	25	176	3	24	28
June	23	160	3	24	26
<b>Total</b>	268	2,000	18	144	286
<b>Rate</b>		\$ 130		\$ 130	\$ 55
		\$ 260,000		\$ 18,720	\$ 15,730
<b>Grand Total</b>		\$ 294,450			



**TITLE:** Receive Presentation on the Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) and Authorize Amendment No. 1 to Task Order No. 1 with West Yost Associates

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation, and authorize, by Motion, the General Manager to execute Amendment No. 1 to Task Order No. 1 with West Yost Associates for the Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) in an amount of \$267,600, increasing the total amount from \$1,347,418 to \$1,615,018.

**SUMMARY:**

The Primary Sedimentation Expansion and Improvements Project (Project) will improve primary treatment capacity at the wastewater treatment plant (Plant). Currently, there are three grit tanks that feed into four primary sedimentation basins ("primaries") at the Plant. Studies completed during the Wastewater Treatment Plant and Biosolids Master Plan ("Master Plan") dated September 2017 indicate that the primaries are operating below the industry standard adding burden on the downstream treatment process. The Master Plan recommended reviewing the existing grit and primary tanks performance and possibly adding up to three new primary treatment basins to improve treatment efficiency that would ease the loading on downstream treatment, reduce air needed for aeration, and improve the secondary process.

On June 20, 2017, the Board approved a Consulting Services Agreement with West Yost Associates (West Yost) and authorized the General Manager to execute Task Order No. 1 to begin design review for the expansion to the existing primaries in an amount not to exceed \$1,347,418. The work plan included testing as recommended in the Master Plan. The testing revealed that the existing grit tanks received greater loads than is typical at most treatment plants and the grit removal rate is below industry standard. The testing also confirmed that the existing primaries were performing poorly, and that in addition to the primaries expansion, modifications to internal mechanisms and launders would improve overall performance. Several collaborative meetings were held between District staff and West Yost, and the consensus for improving primary treatment capacity was to: (1) expand the primaries by adding one new deeper primary tank (tank #5), (2) demolish and deepen the oldest existing primary tank (tank #1), (3) update and modify the interior mechanisms and launders of existing primary tanks #2-4, and (4) add a new grit tank #4. The changes will provide a higher efficiency removal rate to the primaries, improve overall grit removal, assist in better influent flow split, increase capacity of the grit tanks and primaries needed for ultimate build out, reduce solids washout during a large storm event, and would provide a smaller construction footprint that would avoid encroaching on the adjacent access road and storage basin.

In the Master Plan this Project's original overall estimated cost was \$10 million. Now with the recent studies, the total project cost may increase an additional \$5.3 million. The increase in cost is a result of the recent analysis that revealed the existing grit and primary tanks were receiving higher than anticipated solids loading. So, the original construction cost specified for three additional tanks will cover the construction of two deeper tanks, but the added construction cost is the result of the analysis that recommends addition of grit tank #4, and updates and modifications to the existing primaries and grit tanks. The design for this Project will be based on these recommendations and a more accurate construction cost will be available to the Board after the bids are opened in early spring 2019. The addition of the new grit tank as well as modifications to the existing primaries was not anticipated with the original design scope and fee. West Yost has submitted a scope of work for the additional level of effort through the bid period which is attached. The Regional Wastewater Expansion (Fund 320) is projected to have sufficient funding for these required changes.

<b>Originating Department:</b> Engineering Services	<b>Contact:</b> J. Yee	<b>Legal Review:</b> Not Required
<b>Cost:</b> \$267,600	<b>Funding Source:</b> Regional Wastewater Expansion (Fund 320) - 85%; Regional Wastewater Replacement (Fund 310) - 15%	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – PowerPoint Presentation</b>	
		40 of 64

# Update on Primary Sedimentation Expansion and Improvements Project (CIP 17-P004)

**Jaclyn Yee**

Associate Engineer

June 5, 2018



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*



# Original Primaries Tank Expansion



# Proposed Primaries Tank Expansion





# Performance Improvement

## ■ Before Modifications

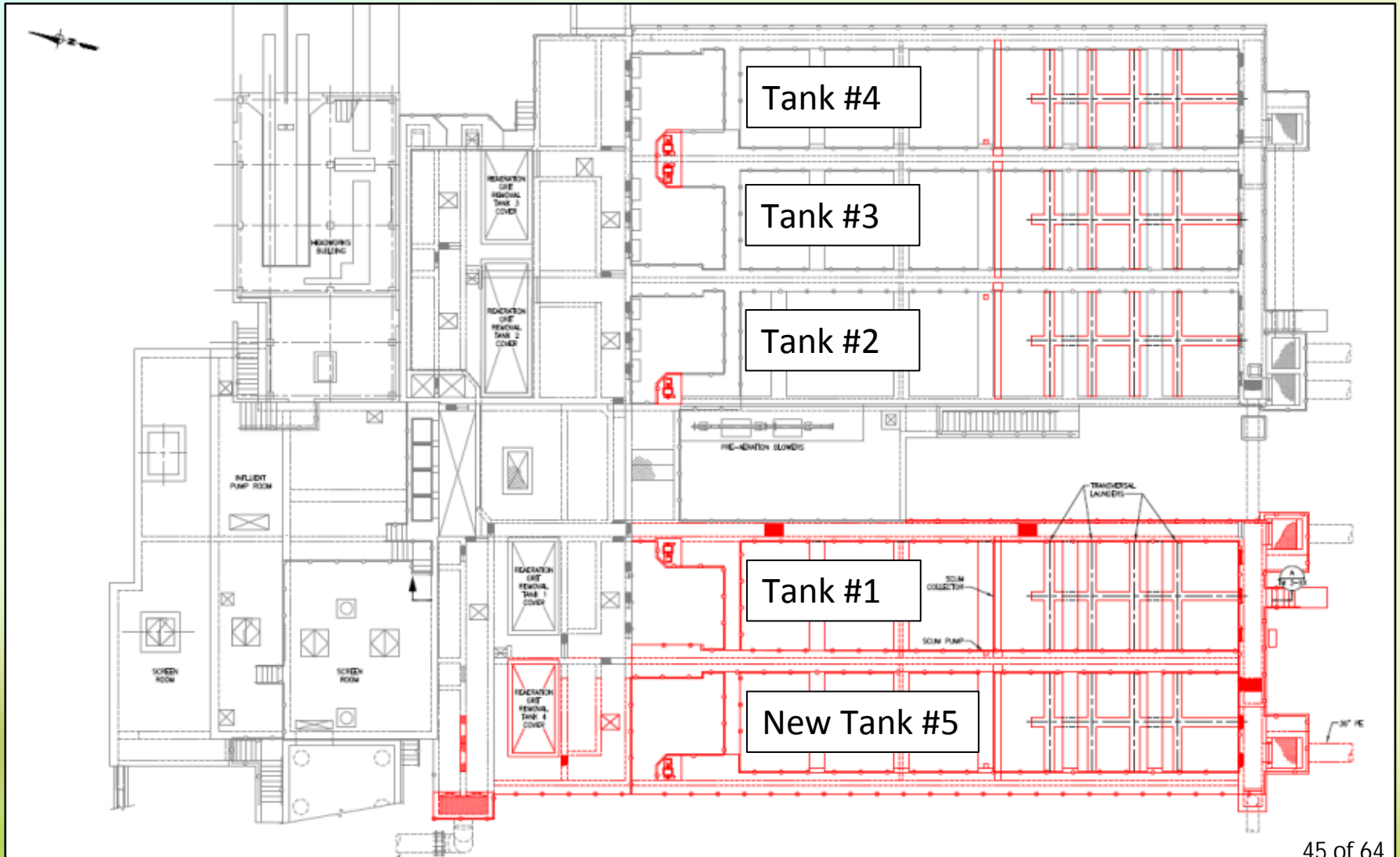
- TSS removal @ 2060 gpd/sf = 39%  
(from field testing)
- TSS removal @ ADWF (15 mgd) = 40%  
(from model predictions)

## ■ After Modifications

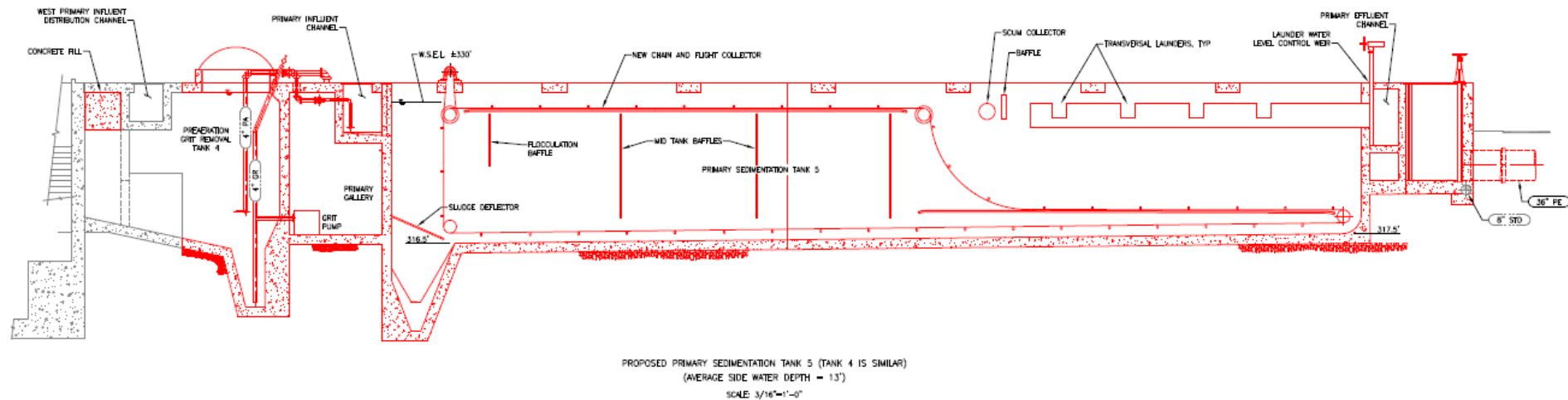
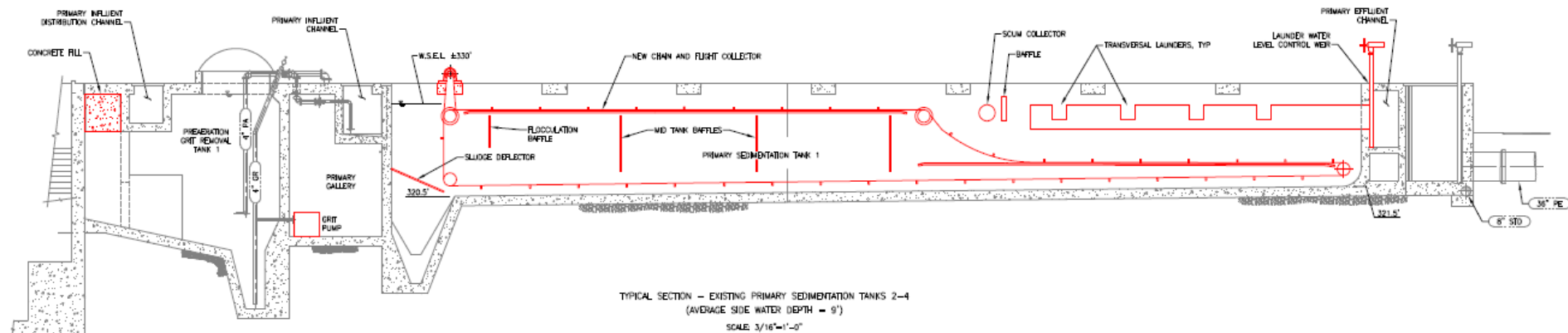
- TSS removal @ 2060 gpd/sf = 56%  
(from model predictions)
- TSS removal @ADWF (15 mgd) = 59%  
(from model predictions)



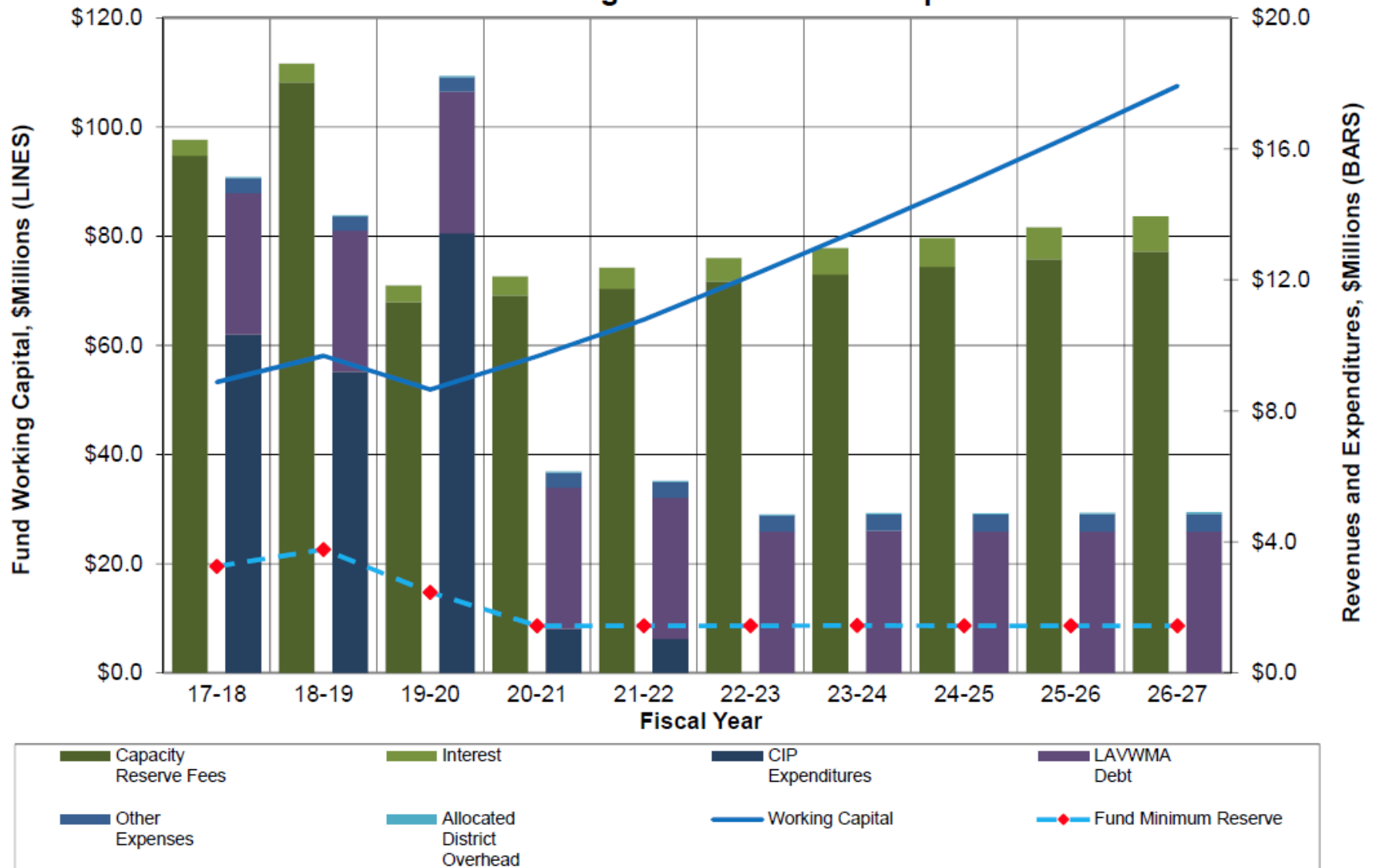
# Primaries Addition & Modifications



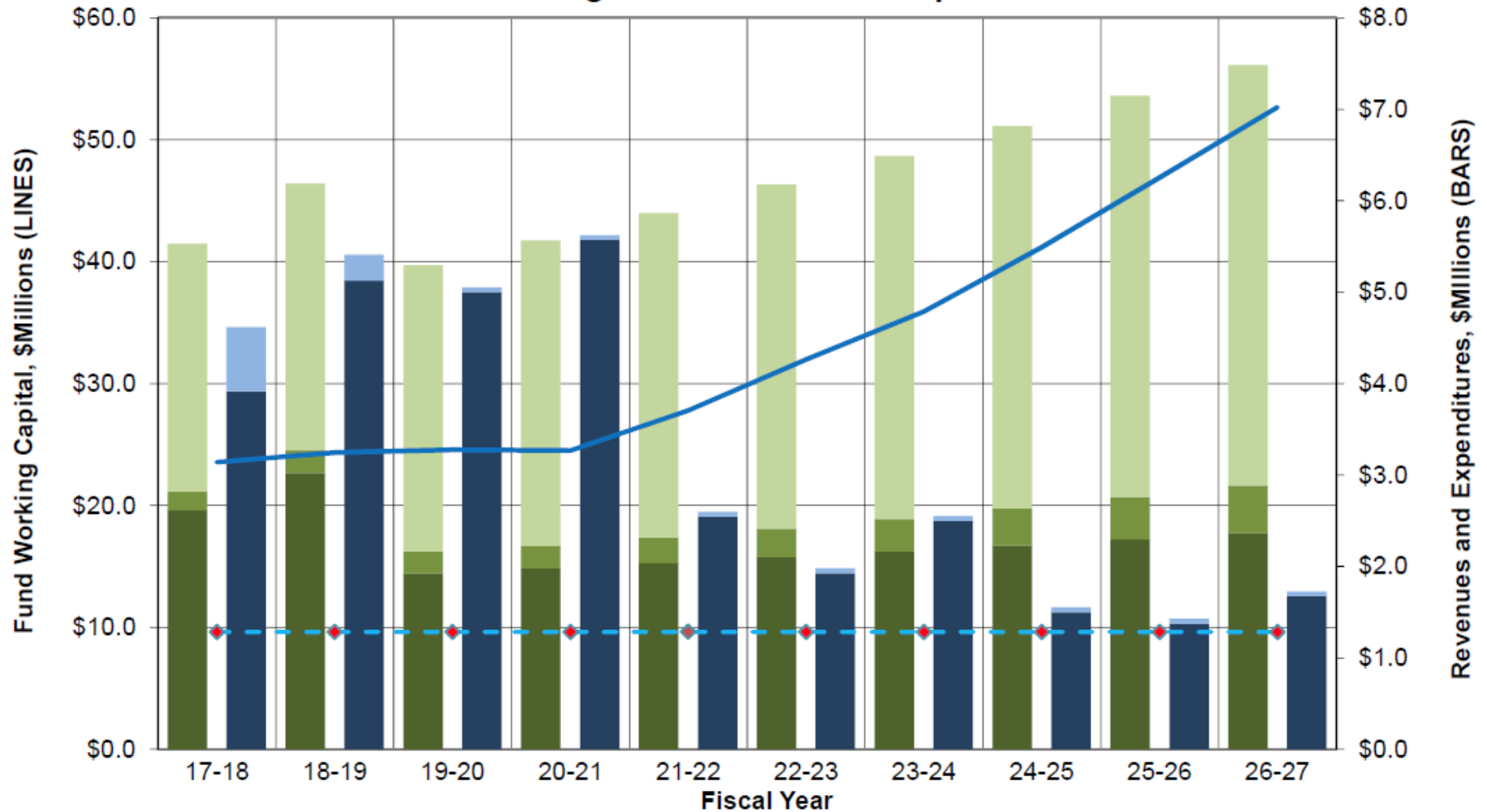
# Primaries Internal Modifications



## Fund 320 - Regional Wastewater Expansion



## Fund 310 - Regional Wastewater Replacement



**West Yost Associates**

**Amendment No. 1 to Task Order No. 1 to Agreement No. A17-15 dated 7/11/2017**

***Agreement Expiry Date: 12/31/2020***

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Issue Date:	6/5/2018
Project Name and Number:	Primary Sedimentation Expansion and Improvements (17-P004)
Task Title:	Design of Primary Sedimentation Expansion and Improvements
Project Manager Name and Signature:	Jackie Yee _____
Source of Funds:	Fund 320 - 85% Fund 310 - 15%
Account Number:	17-P004.design.cip
Authorization Amount:	\$267,600.00
Original PO Amount:	\$1,347,418.00
Increase PO Amount:	\$267,600.00
New PO Amount:	\$1,615,018.00
Purchase Order Number:	01008953
Return Purchase Order to:	Evita Schnupp
Compensation Method:	Time and materials as per Agreement
Completion Date:	12/31/2020
Insurance Requirements:	As per Agreement; no special requirements
Work Product:	See Attachment "A"
Digital Drawings, if applicable:	Digital files shall be in AutoCAD 2010 or higher drawing format. Drawing units shall be decimal with a precision of 0.00. Angles shall be in decimal degrees with a precision of 0. All objects and entities in layers shall be colored by layer. All layers shall be named in English. Abbreviations are acceptable. All submitted map drawings shall use the Global Coordinate system of USA, California, NAD 83 California State Planes, Zone III, U. S. foot.
Scope of Work:	See Attachment "A"
Economic Disclosure:	Not Required
Recommended by:	Judy Zavadil (_____)

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**Accepted by:**

\_\_\_\_\_  
Jeffrey D. Pelz, Vice President  
West Yost Associates

\_\_\_\_\_  
Date

**Authorized by:**

\_\_\_\_\_  
Daniel McIntyre, General Manager  
Dublin San Ramon Services District

\_\_\_\_\_  
Date

May 14, 2018

Project No.: 406-18-17-51  
SENT VIA: EMAIL

Ms. Jaclyn Yee  
Associate Engineer  
Dublin San Ramon Services District  
7051 Dublin Boulevard  
Dublin, CA 94568

SUBJECT: Primary Sedimentation Expansion and Improvement Project (CIP 17-P004)

Dear Jackie:

As you are aware, certain findings and conclusions from the preliminary design investigations for the subject project have impacted the scope of design services. These impacts are briefly described below, and in greater detail in the attached proposed Scope of Services for the additional services (Attachment A).

### **GRIT TANK IMPROVEMENTS**

Prior to the preliminary design investigation, the three existing grit tanks were believed to be adequately sized for the anticipated 2035 loading conditions. This conclusion was based on the size of the tanks, and typical wastewater grit concentrations and grit tank removal efficiencies. During the preliminary design investigation, West Yost Associates (West Yost) determined that grit concentrations are unusually high, and that the existing grit tanks perform poorly. These findings were presented to Dublin San Ramon Services District (DSRSD) staff, and together, the staff and design team concluded that existing grit tanks should be modified to improve their performance, and an additional grit tank should be constructed.

Our scope of design services assumed that some minor improvements to the existing grit tanks might be required; however, our scope of services did not anticipate the level of effort required to confirm and improve grit tank performance.

### **PRIMARY SEDIMENTATION EXPANSION IMPROVEMENTS**

During the preliminary design, the design team analyzed three primary sedimentation tank expansion alternatives. This information was presented to DSRSD staff, and together the staff and design team concluded that the best course of action is to modify three sedimentation tanks by adding baffles and replacing the sludge/scum collection equipment and effluent launders; demolish a sedimentation tank and replace it with a new, deeper sedimentation tank; and construct one new primary sedimentation tank.

Our design proposal assumed that the existing primary sedimentation tanks had deficiencies that would be corrected by adding baffles and other improvements, and that an additional primary sedimentation tank would be constructed. However, our proposal did not anticipate that a sedimentation tank would be demolished and replaced.

## FIELD TEST OF CHEMICAL TREATMENT

During preliminary design, it was concluded that DSRSD staff should have the ability to feed coagulants upstream of the primaries to enhance suspended solids removal during the construction period. Field testing is required to identify appropriate chemicals and dosage. The testing results will also provide value to plant operations after completion of the project. This effort wasn't anticipated.

## ELECTRICAL BUILDING H HVAC IMPROVEMENTS

During preliminary design, West Yost learned that the HVAC system in Electrical Building H should be replaced. Our design proposal included the design of new a Motor Control Center and other electrical equipment in Electrical Building H, but did not include the design of a new HVAC system for this building.

## ADDITIONAL BUDGET REQUESTED

Table 1 summarizes the additional budget requested by the design team to cover anticipated cost of the additional services described herein. Attachment A includes a more detailed breakdown and explanation for this budget request.

Table 1. Additional Budget Requested by Task	
Design Task	Additional Budget Requested, dollars
Preliminary Design	34,057
Final Design	229,446
Design Services During Bidding Phase	4,056
Total	267,559

We appreciate the continued opportunity to work with you to implement this important project. Please call me if you require additional information or wish to discuss this request.

Sincerely,

WEST YOST ASSOCIATES

Jeff Pelz  
Principal-In-Charge  
RCE #46088

Dave Anderson  
Project Manager  
RCE #27659

DJA:JA

## Task Order No. 2 To Agreement Dated July 11, 2017

### Design Of Primary Sedimentation Expansion And Improvements

#### Scope of Services

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#### Task 1. Preliminary Design

Additional work performed during the preliminary design phase is described below. Subtask numbers and descriptions correspond to those in the initial Scope of Services.

##### Subtask 1.1. Data Gathering, Testing, and Evaluation

An evaluation of grit characteristics and removal was included in the initial scope of work, and this work was performed by Black Dog Analytical, LLC (Black Dog). Black Dog's findings were unexpected. Therefore, additional sampling and analysis was performed to verify and supplement the findings of the initial sampling effort. This additional effort involved using a settling velocity column to confirm the settling velocity distribution developed by Black Dog, and to verify an analysis of the amount of grit could be theoretically removed, given the hydraulic conditions of a grit chamber. The design team also analyzed DSRSD historic grit disposal data to help verify the grit characterization results.

Secondly, during the preliminary design investigation, the design team learned that grease accumulates in the existing grit tanks, and this accumulation of grease adversely affects both the operation and performance of the tanks. The design team worked with DSRSD staff to identify potential causes and solutions to this problem.

These additional efforts were not anticipated, and were not included in the initial Scope of Services.

##### Subtask 1.6. Preliminary Design Report

Several preliminary design subtasks, in addition to Subtask 1.1, were impacted by the findings and decisions during preliminary design. Since the preliminary design effort culminated in the preparation of a preliminary design report, all additional efforts, except for those described under Subtask 1.1, are addressed under this subtask.

During the preliminary design, it was decided that an additional grit tank should be constructed and that an existing primary sedimentation tank should be demolished and reconstructed. These decisions required the design team to perform additional preliminary structural analysis, and increased the design team's effort to prepare conceptual drawings, prepare a preliminary construction schedule, and prepare a preliminary construction cost estimate.

#### Task 2. Final Design

Additional work that will be performed during the final design phase is described below. Subtask numbers and descriptions correspond to those in the initial Scope of Services.



## Task Order No. 2 To Agreement Dated July 11, 2017

### Design Of Primary Sedimentation Expansion And Improvements

### Scope of Services



#### Subtasks 2.1. 50% Design Submittal

#### Computational Fluid Dynamics (CFD) Modeling of Grit Tanks

As identified during preliminary design phase, the existing aerated grit tanks have less than optimal performance. To enhance existing aerated grit performance, CFD modeling will be performed on the existing aerated grit tanks. The CFD modeling results will identify the basis for poor performance and identify potential improvements. Potential improvements include, but are not limited to, baffles, modifications to tank inlets and/or outlets, and/or modifications to the aeration system.

In addition to the CFD results, language will be added to the specifications requiring the equipment vendors to verify the CFD findings developed during design.

This modeling effort was unanticipated, and should be completed during the 50% design completion process.

#### Field Test of Chemical Treatment Performance

DSRSD should have the ability to feed a chemical blend upstream of the primaries during the construction period to enhance suspended solids removal. Such a strategy will provide relief while basins are out of service during construction. Chemicals of interest include, but are not limited to:

- Metal salt coagulants: ferrous chloride or alum
- Polymers (might not be needed with ferrous chloride)

DSRSD has existing ferrous chloride chemical storage and feed facilities nearby the primaries (adjacent to Anaerobic Digester No. 3) that could be used to supply the coagulant. However, the new Actiflo process at the recycled water treatment facility will be in operation by mid-summer of 2018. It will contain a return flow that contains alum. There's concern that this alum would adversely impact the ferrous chloride performance and/or dosage that's required to enhance suspended solids removal.

To determine the optimal chemical dosing strategy for enhancing suspended solids removal during construction of the primary clarifier improvements, the design team will conduct jar testing on primary influent with various chemicals. The jar testing will be a two-step process conducted as follows:

- Step 1: determine the optimal polymer for DSRSD water characteristics. (Polymer might not be needed if ferrous chloride is the preferred coagulant.)
- Step 2: use the preferred polymer from Step 1 and performed jar tests on the following blends.
  - Ferrous chloride
  - Ferrous chloride/polymer blend
  - Alum/polymer blend
  - Ferrous/Alum/polymer blend that would mimic the Actiflo return alum dose

## Task Order No. 2 To Agreement Dated July 11, 2017

### Design Of Primary Sedimentation Expansion And Improvements

### Scope of Services



This effort was unanticipated and should be completed during the 50% design completion process. The testing is expected to take one week in the lab with two full-time engineers plus a couple days of oversight by senior engineers. It is assumed that this analysis can all be carried out in DSRSD's lab by the consulting team. DSRSD will provide the equipment and lab space to perform pH, turbidity, total suspended solids, and volatile suspended solids analysis.

#### Electrical Building H HVAC System

DSRSD wishes to replace the existing heat exchanger system that serves Electrical Building H with a new HVAC system. This design effort was not anticipated. The new system will be sized based on a heat load analysis which considers heat generation from walls, roof, windows, doors, and internal electrical equipment. The system will be either a split system or a packaged air conditioning system, and will recirculate room air and pull in filtered outside air. The new HVAC system will be designed to meet the Title 24 California Energy Code. The estimate of design effort assumes that the new HVAC equipment will be placed on top of the electrical building.

#### Design Drawings

Anticipated additional design drawings are listed in Table A-1. Drawings that are italicized are expected to be submitted with the 50% complete design documents. The 50% complete design submittal will also include an outline of all technical specifications, a plan for operations during construction, and identification of any significant changes to the construction cost estimate.

# Task Order No. 2 To Agreement Dated July 11, 2017

## Design Of Primary Sedimentation Expansion And Improvements

### Scope of Services



Table A-1. Anticipated Additional Design Drawings	
<b>Structural</b>	
	<i>Steel Typical Details 2</i>
	<i>Steel Typical Details 3</i>
	<i>Structural Demolition Top Plan</i>
	<i>Structural Demolition Bottom Plan</i>
	<i>Structural Demolition Sections 1</i>
	<i>Structural Demolition Sections 2</i>
	<i>New Grit Tank Plans</i>
	<i>New Grit Tank Details</i>
	<i>Sedimentation Basin Sections and Details</i>
<b>HVAC</b>	
	<i>Electrical Room HVAC Plan</i>
	<i>Electrical Room HVAC Section</i>
	<i>Electrical Room HVAC Details</i>
	<i>Electrical Room HVAC Equipment Schedules</i>
	<i>Title 24 Sheet 1</i>
	<i>Title 24 Sheet 2</i>
	<i>Title 24 Sheet 3</i>
<b>Mechanical</b>	
	<i>Grit Tank 4 Top and Bottom Mechanical Plans</i>
	<i>Grit Tank Mechanical Sections</i>
<b>Electrical</b>	
	<i>Area Classification - Top Plan</i>
	<i>Sedimentation Basin 5 Plan - Gallery Plan</i>
	<i>Grit Tank Plan - Gallery Plan</i>
	<i>Electrical Details II</i>
<b>Instrumentation</b>	
	<i>PLC Control Panel Power Distribution</i>
	<i>PLC TYP AI/AO Termination</i>
	<i>PLC TYP DI/DO Termination</i>

#### Subtasks 2.2. 90% Design Submittal, and 2.3. Final Design Submittal

The additional design drawings that aren't italicized in Table A-1 will be included in the 90% and 100% complete design submittals. Both submittals will include technical specifications, and updated construction cost estimates.

## Task Order No. 2 To Agreement Dated July 11, 2017

### Design Of Primary Sedimentation Expansion And Improvements

### Scope of Services



#### Task 3. Design Services During Bidding

This task will involve assisting DSRSD, as required during the bid phase of the Project. Increased complexity and equipment are expected to impact the following activities:

- Respond to bidder's inquiries during the bidding process
- Addenda that may be needed to document responses to bidder's inquiries
- Preparation of conformed design drawings and technical specifications

#### ESTIMATED ADDITIONAL DESIGN COST

Services will be performed on a time and materials basis in accordance with design team's standard rates at the time the services are performed. The estimated additional costs of these services are shown in Table A-2. West Yost will not exceed the total estimated cost without prior authorization from DSRSD.

Table A-2. Estimated Additional Design Cost by Task and Subtask			
Subtask No.		Description	Additional Cost (dollars)
Preliminary Design Task			
	1.1	Data Gathering, Testing, and Evaluation	15,039
	1.6	Preliminary Design Report	19,018
		Preliminary Design Subtotal	34,057
Final Design Task			
	2.1	50% Design Submittal	142,658
	2.2	90% Design Submittal	51,148
	2.3	Final Design Submittal	35,640
		Detailed Design Subtotal	229,446
Design Services During Bid Phase Task			
	3.2	Respond to Bidder's Inquiries	1,049
	3.3	Prepare Addenda	1,928
	3.5	Prepare Conformed Documents	1079
		Design Services During Bidding Subtotal	4,056
		TOTAL	\$267,559



**TITLE:** Approve Mid-Year Operating Budget Adjustments for Fiscal Years Ending 2018 and 2019

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, Mid-Year Operating Budget Adjustments for Fiscal Years Ending 2018 and 2019.

**SUMMARY:**

At the end of the first year in the District's two-year budget cycle, staff reviews the budget to determine if any material changes are needed. Staff has completed its review and is recommending several budget adjustments to the Board to respond to District operating needs. A summary of the budget adjustments and more detail on the individual funds are included in the Staff Report.

No revenue adjustments are proposed for FYE 2018 and FYE 2019.

With these changes, the projections for the operating funds at the end of FYE19 show a combined working capital (operating and rate stabilization) of 10.75 months for Regional Wastewater, 10.15 months for Water, and 1.67 months for Local Wastewater. Each fund is projected to end above its established working capital target with the exception of the combined Local Operating and Rate Stabilization fund, which is below the minimum target reserve as anticipated.

Originating Department: Administrative Services	Contact: C. Atwood	Legal Review: Not Required
Cost: FYE 2018 =(\$1,265,087.48) FYE 2019 = \$3,999,092.13	Funding Source: All funds	
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)	57 of 64	

# STAFF REPORT



BOARD OF DIRECTORS

June 5, 2018

## Approve Mid-Year Operating Budget Adjustments for Fiscal Years Ending 2018 and 2019

### BACKGROUND

At the end of the first year in the District's two-year budget cycle, staff reviews the revenues, expenditures and capital outlay budgets to determine if any changes are needed. This review was completed by all departments and staff is recommending the following budget expenditure and transfer adjustments to the Board to respond to District operating and capital outlay needs. No revenue adjustments are proposed for FYE 2018 and 2019.

### DISCUSSION

The mid-year budget adjustments proposed for the Board's consideration fall into four main categories:

- Carryover Budget Requests – Transfers FYE 2018 budget appropriations to FYE 2019 due to consultant or staff availability to complete a project in this current year.
- New Budget Requests – For both FYE 2018 and FYE 2019. These requests represent needs of the District that were not identified during the proposed two year budget approval process because of changes in circumstances.
- Capital Outlay Requests – These include both a carryover of funds from FYE 2018 to 2019, and new requests unforeseen during the budget approval process.
- Replacement Allocation Transfer Requests – For both FYE 2018 and FYE 2019. This request reduces the transfers from the Local Wastewater fund to the Local Wastewater Replacement fund by 50% for both fiscal years. This strategy is proposed to alleviate the financial stress on the Local fund until rate increases bring it back to a favorable financial position.

Summaries of the material adjustments in each of these categories has been presented below with details shown in Exhibit A to the Budget Amendment Resolution. In total, the mid-year adjustment proposes a net savings of \$1,265,087.48 and a net appropriation of \$3,999,092.13 in expenditures and transfers for FYE 2018 and FYE 2019, respectively.

#### ***Carryover Budget Requests –***

Staff is proposing to transfer \$192,000 of unspent professional services budgets from FYE 2018 to FYE 2019 to complete work that is in process or about to be started. This amount includes \$30,000 for the 457 Deferred Compensation provider/custodian review, \$47,000 for the local and regional capacity reserve fee study currently underway, and \$115,000 for an enhanced asset management replacement model and data build out. All three projects were approved with the two-year budget and are scheduled for completion in FYE 2019.

<b>Carryover Budget Requests</b>	<b>FY2018</b>	<b>FY2019</b>
457 Deferred Comp Plan – RFP for provider services	(30,000.00)	30,000.00
Enhanced WWTP Asset Management Replacement Model	(115,000.00)	115,000.00
Local/Regional Capacity Reserve Fee Study	(47,000.00)	47,000.00
<b>Total Carryover Budget Requests</b>	<b>(\$192,000.00)</b>	<b>\$192,000.00</b>

### ***New Budget Requests –***

FYE 2018 – For the current budget year, staff has identified \$1,049,390 in additional budget needs of the District. The majority of these dollar requests are due to increased professional services and overtime for emergency repairs (\$426,250), heightened development activity which necessitates an additional contract construction inspector (\$325,000), grit tank cleaning (\$80,000), increased OPEB costs as a result of investment returns (\$65,713), and other smaller requests (\$152,427). In addition, staff has identified \$650,000 in salary and benefit savings across all funds as a result of our current employee retirements, and anticipated operating savings of \$795,000, to offset these new requests.

FYE 2019 – For our upcoming budget year, there is a request for an additional \$1,154,148 of operating needs plus the \$3,350,000 LAVWMA early payoff of the EBDA debt. The operating requests include increased fees for our class and compensation study, water rate study and standard specifications study (\$256,050), landscape and facility improvements and maintenance (\$265,821), increased OPEB costs (\$43,256), additional contract construction inspector (\$350,000), and other smaller requests (\$239,000). Due to our advanced refunding of our water revenue bonds, we will be receiving the benefit of a reduction in our debt service costs of \$331,256. We expect to continue our staff turnover next year, but it is too soon to estimate any salary and benefit savings due to vacancies during recruitment efforts. Additional budget savings are anticipated when actual expenditures for FYE 2019 are finalized.

<b>O&amp;M New Budget Requests</b>	<b>FYE 2018</b>	<b>FYE 2019</b>
Advancement to LAVWMA to pay off EBDA debt		3,350,000.00
Debt Refunding Savings		(331,256.25)
Construction Inspector	325,000.00	350,000.00
Facilities Improvements	97,827.19	265,821.38
Chemical Increases	45,000.00	65,000.00
Miscellaneous	53,600.00	137,771.00
Emergency Repair/OT	426,250.00	36,250.00
OPEB - Retiree Medical & Dental	65,713.00	43,256.00
Studies & Specs	36,000.00	256,050.00
Salary Savings	(650,000.00)	0.00
Operational Savings	(795,000.00)	0.00
<b>Total O&amp;M</b>	<b>(\$395,609.81)</b>	<b>\$4,172,892.13</b>

### ***Capital Outlay Requests –***

There are three capital outlay requests (items over \$10,000) for the Board’s consideration. The first request involves our CCTV equipment and asks for a carryover budget request of \$109,577 from FYE 2018 to 2019 due to a delay in the purchase of needed equipment for our existing truck. Staff is then requesting an additional appropriation of \$115,422 to purchase and equip a second truck. This second vehicle, originally scheduled for FYE 2020, will be needed to augment our current vehicle, and is needed one year earlier than originally anticipated.

Staff is requesting one additional vehicle to accommodate the increase in staffing at Field Operations Facility (FOF) this past year (\$45,000) and one additional vehicle for the new electrician position (\$50,000).

<b>Capital Outlay Requests</b>	<b>FYE 2018</b>	<b>FYE 2019</b>
CCTV Equipment/Truck – Carryover budget request	(109,577.67)	109,577.67
CCTV Equipment/Truck - Additional Request		115,422.33
Ford F-150 for Additional FOF Staff		45,000.00
Ford F-250 for Senior Electrician		50,000.00
<b>Total Capital Outlay</b>	<b>(\$109,577.67)</b>	<b>\$320,000.00</b>

### ***Replacement Allocation Transfer Requests –***

As discussed with the two year budget process, rates for our Local Wastewater fund were increased substantially over the next five years to correct the negative cash flow trends and to provide an influx of capital replacement funding. This year, working capital dipped below Board policy levels and management corrected this by funding 50% of the proposed replacement allocation transfers from the Operating fund (fund 200) to the Replacement fund (fund 210). This proposed budget adjustment reflects this adjustment of \$283,950 in FYE 2018 and proposes a similar 50% reduction of \$342,900 in FYE 2019.

<b>Replacement Allocation Transfer Requests</b>	<b>FYE 2018</b>	<b>FYE 2019</b>
50% Reduction in Replacement Allocation Transfer Out	(283,950.00)	(342,900.00)
50% Reduction in Replacement Allocation Transfer In	(283,950.00)	(342,900.00)
<b>Total O&amp;M Budget Transfer Requests</b>	<b>(\$567,900.00)</b>	<b>(\$685,800.00)</b>



### ***Summary of Recommended Adjustments by Fund –***

The above mid-year budget recommendations result in the following adjustments for each fund.

<b>Appropriations &amp; Replacement Allocation Adjustments</b>	<b>FYE 2018</b>	<b>FYE 2019</b>
Fund 200 - Local Wastewater Operations	(343,859.73)	(327,966.36)
Fund 210 - Local Wastewater Replacement	(328,950.00)	(205,400.00)
Fund 220 - Local Wastewater Expansion	152,250.00	194,500.00
Fund 300 - Regional Wastewater Operations	(116,501.36)	341,883.31
Fund 310 - Regional Wastewater Replacement	0.00	30,000.00
Fund 320 - Regional Wastewater Expansion	(47,413.58)	3,385,000.00
Fund 600 - Water Operations	(553,357.54)	228,283.61
Fund 605 - Water RSF	15,000.00	23,163.00
Fund 610 - Water Replacement	(64,577.67)	152,500.00
Fund 620 - Water Expansion	196,750.00	(113,756.25)
Fund 900 - Administrative Cost Center	(240,140.60)	222,628.82
Fund 965 - OPEB	65,713.00	43,256.00
Fund 995 - DV Standby District	0.00	25,000.00
<b>Total Appropriations &amp; Replacement Allocation Adjustments</b>	<b>(1,265,087.48)</b>	<b>\$3,999,092.13</b>

With these changes, the projections for the operating funds at the end of FYE 2019 show a combined working capital (operating and rate stabilization) of 10.75 months for the Regional Wastewater fund, 10.15 months for the Water fund, and 1.67 months for the Local Wastewater fund. Each fund is projected to end above its established working capital target with the exception of the Local Operating and Rate Stabilization fund, falling below the minimum target reserve as anticipated. Staff will continue to monitor our Local fund revenue and expenditure trends while the fund self corrects over the next four years, through a program of Local Wastewater rate increases previously approved by the Board in June of 2017.

## **RECOMMENDATION**

Staff recommends the Board adopt a resolution approving the mid-year operating budget adjustments for fiscal years ending 2018 and 2019.

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING  
OPERATING BUDGET ADJUSTMENTS FOR FISCAL YEARS ENDING 2018 AND 2019

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

WHEREAS, staff has performed a mid-cycle review of the budget and is recommending administrative changes not anticipated when the budget was originally adopted in June 2017; and

WHEREAS, the proposed revised budget is supported by the General Manager and Administrative Services Manager.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the Budget Adjustments shown on Exhibit "A" for Fiscal Years Ending 2018 and 2019 are hereby approved and adopted.

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 5th day of June, 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Georgian M. Vonheeder-Leopold, President

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

Mid-Year Budget Adjustment Request

## Carryover Budget Transfer Requests

Fund	Div.	Description	FY2018 Proposed \$ Increase (Decrease)	FY2019 Proposed \$ Increase (Decrease)
220	31	Local/Regional Capacity Reserve Fee Study	(\$12,000.00)	\$12,000.00
300	41	Enhance WWTP Asset Management Replacement Model	(\$70,000.00)	\$70,000.00
300	41	Enhance WWTP Asset Management Replacement Model	(\$22,500.00)	\$22,500.00
320	31	Local/Regional Capacity Reserve Fee Study	(\$35,000.00)	\$35,000.00
900	22	457 Deferred Comp Plan – RFP for provider services	(\$30,000.00)	\$30,000.00
900	41	Enhance WWTP Asset Management Replacement Model	(\$22,500.00)	\$22,500.00
<b>Total Carryover Budget Transfer Requests</b>			<b>(\$192,000.00)</b>	<b>\$192,000.00</b>

## New Budget Requests

Fund	Div.	Description	FY2018 Proposed \$ Increase (Decrease)	FY2019 Proposed \$ Increase (Decrease)
200	51	Facilities Improvements	\$486.09	\$5,049.19
200	51	Chemicals	\$45,000.00	\$8,000.00
200	70	Facilities Improvements		\$1,884.45
200		Salary Savings	(\$105,395.82)	
<b>Total Fund 200</b>			<b>(\$59,909.73)</b>	<b>\$14,933.64</b>
220	42	Prof. Svcs.- Construction Inspector	\$146,250.00	\$157,500.00
220	42	Prof. Svcs.- Fee/Rate Studies & Standard Specs	\$18,000.00	\$25,000.00
<b>Total Fund 220</b>			<b>\$164,250.00</b>	<b>\$182,500.00</b>
300	50	SCWRB Connection Fee Permit	\$33,600.00	\$34,608.00
300	52	Facilities Improvements	\$40.49	\$17,196.56
300	52	Facilities Improvements-Building A		\$75,000.00
300	52	Facilities Improvements -Grit Tank Cleaning	\$80,000.00	
300	52	Chemicals		\$57,000.00
300	52	Overtime/Emergency OnCall Repair & Maintenance	\$70,000.00	
300	55	Facilities Improvements-Building A		\$25,000.00
300	55	Temporary Help-Lab		\$30,000.00
300	70	Facilities Improvements		\$10,578.75
300		Salary Savings	(\$132,641.85)	
300		Operational Savings	(\$75,000.00)	
<b>Total Fund 300</b>			<b>(\$24,001.36)</b>	<b>\$249,383.31</b>
320	70	Advance Payment for EBDA Debt		\$3,350,000.00
320		Salary Savings	(\$12,413.58)	
<b>Total Fund 320</b>			<b>(\$12,413.58)</b>	<b>\$3,350,000.00</b>
600	31	Prof. Svcs.- Fee/Rate Studies & Standard Specs		\$30,000.00
600	51	Facilities Improvements	\$14,941.21	\$61,584.66
600	51	Prof. Svcs.- Emergency OnCall Repair & Maintenance	\$320,000.00	
600	51	Prof. Svcs.- Fee/Rate Studies & Standard Specs		\$15,000.00
600	55	Facilities Improvements-Building A		\$25,000.00
600	55	Temporary Help-Lab		\$30,000.00
600	70	Prof. Svcs.- Emergency OnCall Repair & Maintenance	\$36,250.00	\$36,250.00
600	70	Facilities Improvements		\$30,448.95
600		Salary Savings	(\$399,548.75)	
600		Operational Savings	(\$525,000.00)	
<b>Total Fund 600</b>			<b>(\$553,357.54)</b>	<b>\$228,283.61</b>

605	70	Low Income Credit	\$15,000.00	\$23,163.00
		<b>Total Fund 605</b>	<b>\$15,000.00</b>	<b>\$23,163.00</b>
620	42	Prof. Svcs.- Construction Inspector	\$178,750.00	\$192,500.00
620	42	Prof. Svcs.- Fee/Rate Studies & Standard Specs	\$18,000.00	\$25,000.00
620	70	Debt Refunding Credit		(\$331,256.25)
		<b>Total Fund 620</b>	<b>\$196,750.00</b>	<b>(\$113,756.25)</b>
900	12	Miscellaneous	\$5,000.00	\$5,000.00
900	22	Miscellaneous		\$10,000.00
900	22	Prof. Svcs.- Fee/Rate Studies & Standard Specs-Class & Comp Study		\$25,000.00
900	22	Prof. Svcs.- Fee/Rate Studies & Standard Specs-Class & Comp Study		\$75,000.00
900	53	Facilities Improvements	\$2,359.40	\$6,990.97
900	56	Miscellaneous		\$5,000.00
900	56	Temporary Help-Chemical Consortium (BACC)		\$36,050.00
900	70	Facilities Improvements		\$7,087.85
900		Operational Savings	(\$195,000.00)	
		<b>Total Fund 900</b>	<b>(\$187,640.60)</b>	<b>\$170,128.82</b>
965	70	OPEB-Retiree Dental	\$7,032.64	\$4,543.43
965	70	OPEB-Retiree Medical	\$58,680.36	\$38,712.57
		<b>Total Fund 965</b>	<b>\$65,713.00</b>	<b>\$43,256.00</b>
995	70	Prof. Svcs.- Fee/Rate Studies & Standard Specs-Water Rate Study		\$10,000.00
995	70	Prof. Svcs.- Fee/Rate Studies & Standard Specs-Water Rate Study		\$15,000.00
		<b>Total Fund 995</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
		<b>Total O&amp;M New Budget Requests</b>	<b>(\$395,609.81)</b>	<b>\$4,172,892.13</b>
<b>CAPITAL OUTLAY- Carryover Transfer Requests</b>				
<b>Fund</b>	<b>Div.</b>	<b>Description</b>	<b>Proposed \$ Increase (Decrease)</b>	<b>Proposed \$ Increase (Decrease)</b>
210	51	CCTV Equipment/Truck - Carryover Transfer	(\$45,000.00)	\$45,000.00
610	51	CCTV Equipment/Truck - Carryover Transfer	(\$64,577.67)	\$64,577.67
		<b>Total Capital Outlay Budget Transfers Request</b>	<b>(\$109,577.67)</b>	<b>\$109,577.67</b>
<b>CAPITAL OUTLAY - New Budget Requests</b>				
<b>Fund</b>	<b>Div.</b>	<b>Description</b>	<b>Proposed \$ Increase (Decrease)</b>	<b>Proposed \$ Increase (Decrease)</b>
210	51	CCTV Equipment/Truck - Additional Request		\$90,000.00
610	51	CCTV Equipment/Truck - Additional Request		\$25,422.33
610	51	Ford F-150 for Additional FOF Staff		\$45,000.00
210	54	Ford F-250 for Senior Electrician		\$2,500.00
310	54	Ford F-250 for Senior Electrician		\$30,000.00
610	54	Ford F-250 for Senior Electrician		\$17,500.00
		<b>Total Capital Outlay New Requests</b>	<b>\$0.00</b>	<b>\$210,422.33</b>
<b>Replacement Allocation Transfer Requests</b>				
<b>Fund</b>	<b>Div.</b>	<b>Description</b>	<b>Proposed \$ Increase (Decrease)</b>	<b>Proposed \$ Increase (Decrease)</b>
200		50% Reduction in Replacement Allocation Transfer Out	(\$283,950.00)	(\$342,900.00)
210		50% Reduction in Replacement Allocation Transfer In	(\$283,950.00)	(\$342,900.00)
		<b>Total Capital Outlay Budget Transfers Request</b>	<b>(\$567,900.00)</b>	<b>(\$685,800.00)</b>
<b>Grand Total Capital Outlay &amp; O&amp;M Budget Adjustments</b>				
			<b>(\$1,265,087.48)</b>	<b>\$3,999,092.13</b>