



# AGENDA

## NOTICE OF REGULAR MEETING

**TIME:** 6 p.m.

**DATE:** Tuesday, December 18, 2018

### **Quorum will be present at:**

**PLACE:** Shannon Community Center, Ambrose Hall  
11600 Shannon Avenue, Dublin, CA 94568

### **Alternate teleconference location:**

**PLACE:** 11613 Alegre Drive, Dublin, CA 94568

**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, Johnson, 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

7.B. Joint Powers Authority and Committee Reports

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 December 4, 2018

**Recommended Action:** Approve by Motion

7.B. Accept Regular and Recurring Report: Warrant List  
**Recommended Action:** Accept by Motion

8. BOARD BUSINESS

8.A. Approve Continuation of Emergency Action Procurement by General Manager for Repair of District Office and Find that the Need for the District Office Flooding Emergency Still Exists  
**Recommended Action:** Approve by Motion

8.B. Selection of President and Vice President of the Board of Directors for 2019  
**Recommended Action:** Approve by Motions (2)

8.C. Adopt Revised Legislative Advocacy Policy and Rescind Resolution No. 48-14  
**Recommended Action:** Adopt Policy by Resolution

8.D. Discuss and Provide Direction on Board Committees and Joint Powers Authority Assignments for Calendar Year 2019  
**Recommended Action:** Discuss and Provide Direction

8.E. Receive Presentation on the Zone 7 Water Agency 2018 Water Supply Evaluation Update  
**Recommended Action:** Receive Presentation and Discuss

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 – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): One Potential Case

10.B. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: Dublin Unified School District

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 DSRSD Field Operations Facility at 7035 Commerce Circle, Pleasanton, 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**

**Item 7.A.**

**December 4, 2018**

**1. CALL TO ORDER**

A regular meeting of the Board of Directors was called to order at 6:03 p.m. by President Vonheeder-Leopold.

**2. PLEDGE TO THE FLAG**

**3. ROLL CALL**

Boardmembers present at start of meeting:

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

Vice President Madelyne A. (Maddi) Misheloff was absent.

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. CLOSED SESSION**

At 6:04 p.m. the Board went into Closed Session.

**4.A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6**

Agency Negotiator: Georangean Vonheeder-Leopold, Board Director

Carl P.A. Nelson, General Counsel

Unrepresented Employees: General Manager

General Manager McIntyre entered the closed session at 6:15.

**5. REPORT FROM CLOSED SESSION**

At 6:16 p.m. the Board came out of Closed Session. President Vonheeder-Leopold stated the Board's direction would become evident during the discussion of Item 10.A.

**6. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None**

**7. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:17 p.m. No public comment was received.**

**8. REPORTS**

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

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

- o A community open house meeting will be held Wednesday, December 12 from 5 to 7 p.m. at the Alcosta Senior and Community Center in San Ramon, to learn about a recycled water project with Contra Costa Central Sanitary District and EBMUD.

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- o A regular Board meeting will be held on Tuesday, December 18 at 6 p.m. and the swearing in of two DSRSD Boardmembers will be held beforehand at 5:30 p.m.
- o The January 1 Board meeting will be cancelled due to the New Year's Day holiday.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
No date	Letter	Assemblywoman Catharine Baker	Director Vonheeder-Leopold & Director-elect Johnson	Congratulations	N/A
11/14/18	Letter	Dublin Chamber of Commerce	Director-elect Johnson	Congratulations	N/A
11/30/18	Letter	Director John Coleman, East Bay Municipal Utility District	Director Vonheeder-Leopold & Director-elect Johnson	Congratulations	N/A
12/3/18	Email	Brian Ponce, Kent Recovery Services	Board of Directors	Liquid Alum Refund/Class Action	N/A

8.B. Joint Powers Authority and Committee Reports – None  
 Special LAVWMA – November 21, 2018  
 Special DERWA – November 26, 2018

President Vonheeder-Leopold invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meetings and made a few comments about some of the JPA activities.

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

9. CONSENT CALENDAR

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

9.A. Special Meeting Minutes of November 20, 2018 – Approved

9.B. Approve Director Attendance and Reimbursements for 2019 Meetings, Conferences, and Travel Expenses – Approved

9.C. Affirm No Changes to New/Revised Job Classification and Salary Policy – Approved

9.D. Approve the Salary Range for the New Water/Wastewater Systems Operator III – On-Call Classification and the Revised Water/Wastewater Systems Operator III/IV – On-Call Job Description – Approved – Resolution No. 55-18

10. BOARD BUSINESS

10.A. Authorize Execution of Amendment No. 3 to the Individual Agreement for Personal Services between Daniel B. McIntyre and Dublin San Ramon Services District

President Vonheeder-Leopold made the following verbal report: Before discussing Agenda Item 10.A, a provision of the Brown Act requires that the Board “orally report a summary of [the] recommendation for [] final action on the ... salary [and other] compensation ... of a local agency executive,” such as the General Manager. The recommendation is also summarized in the Summary & Recommendations for Agenda Item 10.A, and further details are available in the proposed Amendment to the Personal Services Agreement, which is included in the Agenda Packet. As is specified in the Summary & Recommendation, if the proposed Amendment is approved, the General Manager will receive a merit adjustment based on his performance review, and a cost-of-living adjustment. Thus, the recommendation is to increase the base salary for the General Manager by five percent (5%), including the cost-of-living adjustment, effective December 17, 2018.

General Counsel Nelson advised that the new base salary information, reflecting the approved increase of five percent, needs to be inserted on page 1 of the proposed Amendment No. 3, which is attached as exhibit A to the resolution.

Director Halket MOVED to adopt Resolution No. 56-18, Approving and Authorizing Execution of Amendment No. 3 to the Agreement for Personal Services between Daniel B. McIntyre and Dublin San Ramon Services District with the insertions of the new monthly base salary of \$24,167 and new annual base salary of \$290,004 on page 1 of Amendment No. 3, Article 1, Section 1 Base Salary, sub-section 1.1 Initial Base Salary. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Misheloff).

10.B. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 28-18

President Vonheeder-Leopold made the following verbal report: “The Legislature has added a provision to the Brown Act that requires that prior to taking final action on a salary schedule that includes local agency executives, which as defined includes the District’s General Manager and the District’s three Senior Managers, [t]he legislative body shall orally report a summary of [the] recommendation for ... final action on ... salary schedules ... of a local agency executive. The salary schedule that is before the Board in Item 10.B includes the increases in the respective salaries of the General Manager and the three Senior Managers as contained in their respective Personal Services Agreements as amended to date. The Board approved Amendment 3 to the General Manager’s Personal Services Agreement this evening, following an oral report, in Item 10.A. The Board approved the three Senior Managers Personal Services Agreements, following an oral report, on November 7, 2017; the respective salary adjustments for the Senior Managers which are reflected in the Pay Schedule are as described in that report, which appears in the minutes of the November 7, 2017 Board meeting.”

General Counsel Nelson advised that the new General Manager monthly base salary of \$24,167, as just approved in Item 10.A, as well as the related calculated biweekly pay rate amount, will need to be inserted on page 3 of exhibit A to the resolution (DSRSD Pay Schedule) in the cells showing “TBD” (eight lines down from the top of the schedule) prior to publication on the District’s website.

Director Halket MOVED to adopt Resolution No. 57-18, Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, with the new General Manager monthly base salary and bi-weekly pay rate amounts inserted, and Rescinding Resolution No. 28-

18. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Misheloff).

10.C. Establish Local and Regional Wastewater Capacity Reserve Fees and Rescind Resolution Nos. 27-10 and 28-10

Financial Services Supervisor Herman Chen reviewed the item for the Board, and revisited key points made during the full presentation of this item at the November 4 Board meeting. He reported that regional fees are going down per the cost of service study. He reported that no public comment had been received in response to the District's outreach efforts (local newspaper publication, DSRSD website, letters to interested parties, presentation to City of Pleasanton). He confirmed that fees will remain the same if no action is taken by the Board this evening. The Board and staff briefly discussed certain aspects of the study including dewatering, plant expansion, and LAVWMA wet weather storage. The Board agreed the community and City of Dublin will be grateful for this reduction in cost.

Director Howard MOVED to adopt Resolution No. 58-18, Establishing Local and Regional Wastewater Capacity Reserve Fees under Section 3.70.010.C of the District Code and Rescinding Resolution Nos. 27-10 and 28-10. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Misheloff).

10.D. Accept Basic Financial Statements for the Year Ended June 30, 2018 with Independent Auditor's Report and Memorandum on Internal Control and Required Communications for the Year Ended June 30, 2018

Administrative Services Manager Atwood reviewed the item for the Board and introduced Mr. David Alvey from Maze and Associates, the consultant who completed the annual audit. Mr. Alvey provided an overview of the District's statements and reported the District received a clean opinion which is the highest level of assurance that an agency can receive. He highlighted the District's unusual foresight and planning in setting aside \$12 million in assets, resulting in a favorable position regarding post-employment health care benefits. He stated there were no findings regarding internal controls (material weakness/significant deficiency/other matters) and that the audit went smoothly. He thanked the District's Finance staff for their assistance.

The Board was pleased with the report and acknowledged the District has had several years of great economic expansion, but should continue to exercise caution per lessons learned from the most recent recession.

Director Halket MOVED to Accept Basic Financial Statements for the Year Ended June 30, 2018 with Independent Auditor's Report and Memorandum on Internal Control and Required Communications for the Year Ended June 30, 2018. Director Howard SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Misheloff).

10.E. Approve Continuation of Emergency Action Procurement by General Manager for Repair of District Office and Find that the Need for the District Office Flooding Emergency Still Exists

Engineering Services Manager Zavadil reviewed the item for the Board. She recalled that the General Manager declared an emergency as the District's Emergency Manager due to the flooding of the District Office on November 11. She presented photographs showing the flood conditions,

ongoing equipment removal and demolition, mold damage, and the now totally empty District Office building. She reported staff has been working with consultant ID Architecture regarding possible interior materials replacements and renovations before staff moves back into the building. Feedback from the architect will be received likely before the holiday. She reported reconnaissance of damage and issues are still ongoing to determine extent of damage. There are concerns about areas of the floor floating up creating elevation anomalies and vapor transfer within the structure. She reported that the cause of the flood has been determined to be a separated flange in the fire service line allowing the water out. Staff is also holding weekly meetings with the insurance adjuster.

Director Duarte MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of District Office and Find that the Need for the District Office Flooding Emergency Still Exists. Director Halket the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Misheloff).

10.F. Approve Proclamation Honoring Board Director Dwight L. (Pat) Howard upon His Retirement

President Georgan Vonheeder-Leopold reviewed the item for the Board and presented retiring Director Howard, on behalf of the Board and staff, with an engraved plaque recognizing his "...devoted leadership to the community and steadiness in the face of the Great Recession and the Great Drought of 2014, and his dedication to expanding regional water recycling." General Manager McIntyre further announced that a ceremony to dedicate the District's dredge as the "USS Howard" in Director Howard's honor, followed by a congratulatory dinner, will be held in the near future.

Director Halket MOVED to Approve a Proclamation Honoring Board Director Dwight L. (Pat) Howard upon His Retirement. Director Duarte SECONDED the MOTION, which CARRIED with THREE AYES, ONE ABSTENTION (Howard), and ONE ABSENT (Misheloff).

11. BOARDMEMBER ITEMS

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

Director Howard thanked the public for the opportunity to serve on the DSRSD Board of Directors.

Director Halket stated that it has been a pleasure to work with Director Howard.

Director Duarte submitted a written report to Executive Services Supervisor Genzale. He reported he attended a public meeting hosted at East Bay Municipal Utility District's San Ramon maintenance on October 17 regarding recycled water pump station R3000 in the Dougherty Valley in San Ramon. He summarized the activities and discussions at the meeting.

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

12. CLOSED SESSION

At 7:04 p.m. the Board went into Closed Session.

12.A. Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): One Potential Case

Executive Services Supervisor Nicole Genzale left the closed session at 7:42 p.m.

12.B. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: Dublin Unified School District

13. 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 for Item 12.A. Pursuant to subdivision (2) of section 54957.1 approval was given to General Counsel to take appropriate action to defend the District in the litigation for Item 12.B.

14. ADJOURNMENT

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

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Accept Regular and Recurring Report: Warrant List

**RECOMMENDATION:**

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

**SUMMARY:**

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

The report presented this month for acceptance is noted below and is submitted as part of Attachment 1:

Ref item A: Warrant List

Originating Department: Administrative Services	Contact: H. Chen	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 to S&R– Summary of Regular and Recurring Reports	

## SUMMARY OF REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Warrant List	Monthly	Board Direction	November 2018	Yes	January 2019
B	District Financial Statements <sup>1</sup>	Quarterly	Board Direction	November 2018		February 2019
C	Low Income Assistance Program Report	Annually – Fiscal Year	Resolution 41-10	July 2018		July 2019
D	Strategic Work Plan Accomplishments Report	Annually – Fiscal Year	Resolution 24-17	August 2018		August 2019
E	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	July 2018		July 2019
F	Employee and Director Reimbursements greater than \$100 <sup>2</sup>	Annually – Fiscal Year	CA Government Code 53065.5	August 2018		August 2019
G	Utility Billing Adjustments <sup>3</sup>	Annually – Fiscal Year	Utility Billing Adjustment Policy	August 2018		August 2019
H	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	November 2017		January 2019
I	“No Net Change” Operating Budget Adjustments	As they occur but not more frequently than monthly	Board Direction Budget Accountability Policy (See table below)	November 2017		Before end of month after occurrence
J	Capital Outlay Budget Adjustments			July 2018		
K	Capital Project Budget Adjustments			October 2014		
L	Unexpected Asset Replacements			May 2018		

For the fiscal year ending 2019, the totals for these reports are as follows:

Category	YTD	This Meeting	Total
Capital Outlay Budget Adjustments	\$327,800	\$0	\$327,800
Capital Project Budget Adjustments	\$0	\$0	\$0
Unexpected Asset Replacements	\$0	\$0	\$0

<sup>1</sup> Financial statement reporting changed from monthly to quarterly reporting.

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

<sup>3</sup> Per the policy a report will be presented to the Board if total credits in preceding fiscal year exceeded \$25,000

apCkHistDesc

Printed on: 12/10/2018 11:18AM

## Check History Description Listing

Dublin San Ramon Services District

Page: 1

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/13/2018	11132018	03718 HR SIMPLIFIED	IRS 125 2018 POS	479.05	479.05
11/13/2018	35992024	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	125,808.01	125,808.01
11/13/2018	281385280	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	29,936.05	29,936.05
11/15/2018	98700	00710 AAI TERMITE & PEST CONTROL	DO PEST CONTROL AND RODEN SERVICE NOV '1	217.00	217.00
11/15/2018	98701	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 10/28/18	1,666.04	
			P. MULLEN: WE 10/21/18	1,627.29	3,293.33
11/15/2018	98702	01013 BARRETT BUSINESS SERVICES	B. GOMEZ: W/E 10/28/18	1,040.00	
			J. CHAMBERS JR: W/E 10/28/18	1,040.00	
			T. MAYO-CORALLO: W/E 10/21/18	832.00	
			T. MAYO-CORALLO: W/E 10/28/18	832.00	
			H. BIRDSELL: W/E 10/21/18	798.72	
			H. BIRDSELL: W/E 10/28/18	798.72	
			S. MONTAGUE: W/E 10/28/18	741.00	
			A. MARTINEZ: W/E 10/21/18	624.00	
			A. GEHMLICH: WE 10/21/18	435.20	
			A. GEHMLICH: WE 10/28/18	435.20	
			A. MARTINEZ: W/E 10/28/18	416.00	
			J. HAYES: WE 10/28/18	286.31	
			S. MONTAGUE: W/E 10/21/18	195.00	8,474.15
11/15/2018	98703	06176 BAY VALVE SERVICE & ENG'G LL	NEW MOTOR FOR ML/WAS GATE #1 ACTUATOR	2,155.97	2,155.97
11/15/2018	98704	07954 BENEFIT COORDINATORS CORP	11/18 - EE LIFE & DISABILITY INSURANCE P	11,177.51	11,177.51
11/15/2018	98705	07915 JEFF CARSON	CARSON REIMB MILEAGE OCTOBER 2018	68.56	68.56
11/15/2018	98706	04691 INC. EQUIFAX INFORMATION SVI	EQUIFAX	559.60	559.60
11/15/2018	98707	00937 GRAINGER, INC.	RES 3B SS TABLES FOR PAX SYSTEM	928.94	
			PORTABLE LABEL PRINTER	355.59	

## Check History Description Listing

Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			WORK CLOTHES	116.90	
			WRENCH SET	59.16	
			WEATHER STATION	55.53	
			MM PARTS	38.73	1,554.85
11/15/2018	98708	04424 GRAYBAR ELECTRIC COMPANY	DATA LOGGING VOLTAGE/CURRENT METER	465.04	
			SHOP STOCK MATERIAL	444.01	
			4DPDT RELAYS & SOCKETS FOR FUEL SKID PAN	88.44	997.49
11/15/2018	98709	07109 DANIEL MCINTYRE	MCINTYRE REIMB EXP FOR OCTOBER 2018 EXP	96.38	96.38
11/15/2018	98710	01403 PRAXAIR DISTRIBUTION INC 186	ARGON GAS AND CYLINDER RENTAL	77.73	77.73
11/15/2018	98711	00843 THE COVELLO GROUP INC	07-3203 T.O. OC-9 8/24/18 TO 9/27/18	32,158.50	
			16-R014 T.O. 1 8/24/18 TO 9/24/18	19,715.00	
			18-P012 AND 17-P004 T.O. OC-11 8/24/18 T	3,280.00	
			16-S021 T.O. OC-8 8/24/18 TO 9/27/18	1,799.00	
			16-P028 T.O. OC-10 8/24/18 TO 9/27/18	1,316.25	58,268.75
11/15/2018	98712	05026 UNIVAR USA INC.	FY19 - 12.5% SODIUM HYPOCHLORITE FOR FOD	629.28	
			12.5% SODIUM HYPOCHLORITE - RES1A 10/23/	443.56	1,072.84
11/15/2018	98713	07290 V. W. HOUSEN & ASSOCIATES, INC	16-R018 T.O. OC-5 SEPTEMBER 2018	17,167.04	
			15-W017 T.O. OC-3 SEPTEMBER 2018	659.25	17,826.29
11/15/2018	98714	05305 GEORGEAN VONHEEDER-LEOPOLD	VONHEEDER REIMB EXP AT 2018 CSDA 9/25 -	927.28	927.28
11/15/2018	98715	04694 VULCAN MATERIALS CO	BULK AGGREGATE MATERIALS FOR REPAIRS (6	3,397.78	
			BULK AGGREGATE MATERIALS FOR REPAIRS (2	1,150.60	
					4,548.38
11/15/2018	98716	01738 3T EQUIPMENT COMPANY INC.	HYDRAULIC OIL FOR VEHICLLE #110	1,962.47	1,962.47
11/15/2018	98717	01719 A & M PRINTING, INC.	BUSINESS CARDS FOR JEFF CARSON	161.77	161.77
11/15/2018	98718	00019 A-1 ENTERPRISES	LAWWMA STREET SWEEPING OCT '18	220.00	
			WWTP STREET SWEEPING OCT '18	170.00	
					390.00

## Check History Description Listing

Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/15/2018	98719	07554 AIRGAS USA, LLC	FORKLIFT PROPANE	202.51	202.51
11/15/2018	98720	07554 AIRGAS USA, LLC	CYLINDER RENTAL OCT '18	126.19	
			PROPANE & NITROGEN RENTAL CYLINDERS	81.49	207.68
11/15/2018	98721	01076 ALSCO INC	FOD TOWEL & MAT SERVICE OCT '18	116.04	116.04
11/15/2018	98722	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FOR OCT. 2018	379.77	379.77
11/15/2018	98723	00058 ARROWHEAD MOUNTAIN SPRING	LAWWMA BOTTLED WATER MACHINE OCT '18	8.73	8.73
11/15/2018	98724	00058 ARROWHEAD MOUNTAIN SPRING	BLDG T BOTTLED WATER SERVICE OCT '18	3.82	3.82
11/15/2018	98725	01568 ASBURY ENVIRONMENTAL SVCS	PAPER FILTERS, 55 GAL TOP DRUM	151.81	
			USED OIL/MIXED OILS	120.00	271.81
11/15/2018	98726	00622 AT&T	MANAGED INTERNET SERVICES 10/1/18 - 10/3	2,168.58	
			AT&T VIOP SERVICE DO 10/1/18 - 10/31/18	98.70	
			AT&T VIOP SERVICE CC 10/1/18 - 10/30/18	98.18	2,365.46
11/15/2018	98727	03813 AT&T CONFERENCING	16-A002 TELECONFERENCE SVCS OCT. 2018	16.55	16.55
11/15/2018	98728	08856 ANDREW AU	REFUND FOR 7415 LIMERICK AVE	213.92	213.92
11/15/2018	98729	03049 BABBITT BEARING CO, INC	SHAFT REAIR FOR EFFLUENT STRAINER	502.78	502.78
11/15/2018	98730	08807 BEECHER ENGINEERING, INC.	17-P004 T.O. 1 9/25/18 TO 10/24/18	2,340.00	2,340.00
11/15/2018	98731	00091 & JUDSON BOLD, POLISNER, MA	MONTHLY LEGAL SERVICES - 10/2018	8,717.00	8,717.00
11/15/2018	98732	07825 C & R TRUCKING INC.	HAULING VULCAN MATERIALS FOR REPAIRS	5,165.34	5,165.34
11/15/2018	98733	00107 CALCO FENCE, INC.	FENCING FOR FLEET SHOP	4,911.00	
			GATE FOR THE DLD-REPAIR	2,777.00	7,688.00
11/15/2018	98734	01266 CALIFORNIA HYDRONICS CORP	EAST INFLUENT SUMP PUMP	6,242.23	6,242.23
11/15/2018	98735	07138 CALIFORNIA WATER TECHNOLOGY	WWTP FERROUS 7.36164 DT DEL 10-26-18	5,533.31	5,533.31
11/15/2018	98736	08863 JULIE CARDENAS	REFUND FOR 4192 FOREST SPRINGS RD	82.00	82.00

## Check History Description Listing

Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/15/2018	98737	05166 CHEMICAL WASTE MANAGEMEN	DISPOSAL CHARGES FOR NON FRIABLE ASBESTO	187.23	187.23
11/15/2018	98738	08447 CHEMTRADE CHEMICALS US LL	DERWA ALUM SULFATE 3834.219 DELV 10-29-1	3,367.89	
			ALUM SULFATE 3798.285 DELV 10-22-18	3,336.33	
			ALUM SULFATE 3774.927 DELV 10-25-18	3,315.81	
			ALUM SULFATE 3749.773 DELV 10-18-18	3,293.71	13,313.74
11/15/2018	98739	01167 CITY OF DUBLIN	LANDSCAPE SERVICES FOR DSRSD - SEP 2018	11,164.09	
			ENCROACHMENT PERMIT: 7265 VILLAGE PKWY	808.00	
			ENCROACHMENT PERMIT: 8700 AUGUSTA COURT	596.00	
			ENCROACHMENT PERMIT: SUMMER GLEN DRIVE	596.00	13,164.09
11/15/2018	98740	00157 CITY OF PLEASANTON	SIGN FOR FRONT GATE @ WWTP	80.85	80.85
11/15/2018	98741	00192 CORROSION ENG'G ASSOCIATE	ANNUAL SURVEY OF THE CP SYSTEMS AT EACH	2,450.00	2,450.00
11/15/2018	98742	01633 CPS HUMAN RESOURCE SVCS	ACCOUNTING TECHNICIAN II RECRUITMENT TES	859.10	859.10
11/15/2018	98743	08399 CROSSPOINT GENERAL ENGINE	17-A007 FINAL RELEASE RETENTION (PO#0100	12,906.52	12,906.52
11/15/2018	98744	08680 CRUMP & CO., INC (NORTH)	CHECK VALVE SPARE PARTS FOR PSR200B	909.62	909.62
11/15/2018	98745	08858 CHANDRAMOHAN DHANDAPANI	REFUND FOR 8057 CROSSRIDGE RD	50.85	50.85
11/15/2018	98746	00277 ACCOUNTING/ASSIST TREASUR	LAWMA WATER BILL 9-6 TO 11-5-18 2400 LE	178.42	178.42
11/15/2018	98747	00280 ECOWATER SYSTEMS	6 OPS LAB WATER SOFTNER EXCH TANK SERVIC	217.00	
			2 MECH RO TANKS EXCH QTRLY NOV '18	21.00	238.00
11/15/2018	98748	04991 EISENBERG OLIVIERI & ASS. INC	LOCAL LIMITS REVIEW/REGIONAL WATER BOARD	1,272.12	1,272.12
11/15/2018	98749	00307 FAIRWAY EQUIPMENT & SUPPLY	HOLDING BASIN CANNON REPLACEMENTS	22,017.05	
			FABRICATION MATERIALS FOR PLANT REPAIRS	1,277.51	
			METAL FOR PLANT REPAIR & FABRICATION	233.14	
			CAPS FOR STOCK (CAM LOCK)	230.61	23,758.31
11/15/2018	98750	01949 GOODFELLOW BROS CALIFORN	RTND MTR #83987438	1,024.16	1,024.16

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Date	Check #	Vendor	Description	Amount Paid	Check Total
11/15/2018	98751	07137 GOODYEAR COMMERCIAL TIRE	509E TIRES	239.05	239.05
11/15/2018	98752	06759 GRATIA REALTY	REFUND FOR 4192 FOREST SPRINGS RD	116.48	116.48
11/15/2018	98753	00376 HARRINGTON INDUSTRIAL PLAS	FLUORIDE TRANSFER PUMPS FOR STOCK TURNOU	1,336.19	1,336.19
11/15/2018	98754	03149 HDS WHITE CAP CONST SUPPLY	PADLOCKS & MASTER LOCKS FOR TRUCK #29	1,031.56	
			GRIT FABRIC FOR THE DUMPSTER	344.14	
			FLUSHING SUPPLIES	258.43	
			FIRE HOSE NOZZLE & HYDRANT ADAPTER	65.96	1,700.09
11/15/2018	98755	06732 HIRERIGHT, INC.	EMPLOYMENT BACKGROUND SCREENING SERVICES	228.41	228.41
11/15/2018	98756	08864 SHIUYING HO	REFUND FOR 4513 PEACOCK CT	88.81	88.81
11/15/2018	98757	07523 ID ARCHITECTURE	16-A004 T.O. 3 SEPTEMBER 2018	1,518.22	1,518.22
11/15/2018	98758	00417 IDEXX DISTRIBUTION, INC	LAB CHEMICALS AND SUPPLIES	17.83	17.83
11/15/2018	98759	08862 MARIA JACKSON	REFUND FOR 7056 N MARIPOSA	50.69	50.69
11/15/2018	98760	08841 JC CROSS CO.	INFLUENT BLOWER BLDG D	1,732.82	1,732.82
11/15/2018	98761	01225 KAESER COMPRESSORS, INC	DERWA SIGMA AIR MGMT, SAM, INSALL ON THE	2,000.00	
			SERVICE REPAIR TO #2 AIR COMP @ LAVWMA P	317.00	
			DERWA SERVICE REPAIR TO #2 AIR COMP FOR	216.31	2,533.31
11/15/2018	98762	08865 BARDEEP KAUR	REFUND FOR 3726 CENTRAL PKWY	54.25	54.25
11/15/2018	98763	00474 KEN GRADY CO. INC.	CL2 ANALYZER FOR TURN OUTS	12,942.10	12,942.10
11/15/2018	98764	07193 LAI & ASSOCIATES	FIELD DENSITY TESTING - SUMMER GLEN DRIV	3,044.64	
			FIELD DENSITY TESTING - ARNOLD ROAD	1,942.38	
			FIELD DENSITY TESTING - 6928 SIERRA COUR	1,608.33	6,595.35
11/15/2018	98765	05257 LENNAR COMMUNITIES	REFUND FOR METER#65495600	951.57	951.57
11/15/2018	98766	08860 CHRISTINE LOCKLEAR	REFUND FOR 6543 TRALEE VILLAGE DR	47.13	47.13
11/15/2018	98767	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 10/21/18	507.50	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			M. ZAKLAN: WE 10/28/18	507.50	1,015.00
11/15/2018	98768	00536 MC MASTER-CARR SUPPLY CO.	PAX SYSTEM FITTING FOR RES 1A	58.52	58.52
11/15/2018	98769	08857 COLIN AND SUSAN MEAD	REFUND FOR 11631 REGIO CT	119.79	119.79
11/15/2018	98770	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 10/28/18	1,630.13	
			A. MCCAFFERY: 10/21/18	1,311.00	2,941.13
11/15/2018	98771	04231 MSC INDUSTRIAL SUPPLY CO	PPE: RES 3B CHEMICAL HANDLING PPE	1,753.68	
			SCREW EXTRACTORS	283.46	2,037.14
11/15/2018	98772	04796 NAPA AUTO PARTS	PARTS FOR VEHICLE #6	57.19	
			TOOLS FOR FLEET	33.74	
			#600T CRANK HANDLE	13.10	104.03
11/15/2018	98773	00591 NEOPOST USA INC.	NEOPOST STANDARD MAINTENANCE - 12/01/18	865.00	
			NEOPOST QUARTERLY FEE 11/22/18 - 2/21/19	260.81	1,125.81
11/15/2018	98774	03987 OLIN CHLOR ALKALI PRODUCTS	WWTP BACTICIDE 3256.68 DELIVERED 10-24-1	3,557.92	
			WWTP BACTICIDE 3211.25 DELIVERED 10-25-1	3,508.29	
			DERWA SODIUM HYPO 10 SDG DELIVERED 10-26	3,196.97	10,263.18
11/15/2018	98775	03987 OLIN CHLOR ALKALI PRODUCTS	BACTICIDE 10 SDG DELIVERED 10-30-18	3,487.02	3,487.02
11/15/2018	98776	00620 P G & E	DISTRICT OFFICE ELECTRICITY - OCT 2018	5,246.03	
			DISTRICT OFFICE GAS SERVICE - OCT 2018	456.19	
			DO UTILITY BLDG. ELECTRICITY - OCT 2018	102.35	
			RESERVOIR R100 ELECTRICITY - NOV 2018	40.77	
			DO UTILITY BLDG. GAS SERVICE - OCT 2018	13.89	5,859.23
11/15/2018	98777	08356 PACE SUPPLY	PIPE WRAP TAPE	50.01	
			RIDGID BASIN WRENCH FOR TRUCK 87	42.24	92.25
11/15/2018	98778	04211 PLATT ELECTRIC SUPPLY	POWER SUPPLY FOR PUMP STATIONS	779.40	
			ELECTRICAL SUPPLIES	524.40	

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			BUILDING Q BREAKER FOR PARTS WASHER	172.44	1,476.24
11/15/2018	98779	00663 PLEASANTON GARBAGE SVC IN	WWTP GARBAGE SERVICE 9-26 THRU 10-25-18	6,626.28	
			GARBAGE SERVICE 09/26-10/25/18 FOD	570.47	7,196.75
11/15/2018	98780	07727 PURE HEALTH SOLUTIONS, INC.	WWTP BLDG A & S FOR FILTERED WATER UNITS	131.10	
			DO FILTERED WATER MACHINE NOV '18	65.55	196.65
11/15/2018	98781	04105 R & B COMPANY	BPO - FY19 DIV51 REPAIR PARTS & FIRE HYD	1,250.91	1,250.91
11/15/2018	98782	08866 REALTY WORLD ACCLAIM	REFUND FOR 2129 CEDARWOOD LOOP	156.84	156.84
11/15/2018	98783	00708 RESTEK CORP - % FULTON BANI	LAB SUPPLIES AND CHEMICALS	97.19	97.19
11/15/2018	98784	06444 RICHERT LUMBER	RETAINING WALL BLDG F	488.77	488.77
11/15/2018	98785	02905 ROBERT A BOTHMAN INC	RTND MTR# 77822378	1,928.30	1,928.30
11/15/2018	98786	02698 SHAMROCK OFFICE SOLUTIONS	FREIGHT FOR EXEC TONER	11.47	11.47
11/15/2018	98787	02444 DEPT LA 1368 STAPLES ADVANT.	FY19 OFFICE SUPPLIES FOR WWTP & FOF	80.93	80.93
11/15/2018	98788	00810 STUDIO BLUE REPROGRAPHICS	DOCUMENT REPRODUCTION DIV 41	28.41	28.41
11/15/2018	98789	07420 SWENSON PROPERTY MANAGE	REFUND FOR 504 CROCUS HILL CT	189.61	189.61
11/15/2018	98790	00825 SWRCB - ATTN: ACCT OFFICE	RECYCLED WATER FEES 07/01/2017-6/30/2018	1,144.00	1,144.00
11/15/2018	98791	01552 TRI-VALLEY PROMOTIONAL PRO	MOOD PENCILS	860.16	860.16
11/15/2018	98792	08859 DAVID TWEED	REFUND FOR 7575 BRIGADOON WAY	58.31	58.31
11/15/2018	98793	00903 UNITED RENTALS, INC.	15-P018 TRENCH PLATES	7,827.16	
			PS3A RADIO ALIGNMENT	327.17	8,154.33
11/15/2018	98794	00912 OCC SERVICES VALLEY CARE H	M. GALLARDO - FIRST AID VISIT 10/16/18	340.00	340.00
11/15/2018	98795	06004 VANGUARD CLEANING SYSTEM:	WWTP CLEANING SERVICE NOV '18	3,045.00	
			DO CLEANING SERVICE NOV '18	2,675.00	
			FOD CLEANING SERVICE NOV '18	1,895.00	
			LAWWMA CLEANING SERVICE NOV '18	275.00	7,890.00

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11/15/2018	98796	00920 VASCO ROAD LANDFILL	WWTP SOLIDS/GRIT 10-15-18 THRU 10-31-18	709.16	709.16
11/15/2018	98797	08561 VERIZON CONNECT	GPS TRACKING SYSTEM OCT. 18	1,298.28	1,298.28
11/15/2018	98798	00933 VWR INTERNATIONAL, INC.	STANDARD SOLUTIONS AND LAB SUPPLIES	105.43	105.43
11/15/2018	98799	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	4,197.54	
			GENERAL SUPPLIES	2,057.13	
			JANITORIAL SUPPLIES	328.21	
			JANITORIAL SUPPLIES	220.30	6,803.18
11/15/2018	98800	00957 WEST YOST & ASSOCIATES	SSMP UPDATE 09/08/18 TO 10/05/18	6,601.25	6,601.25
11/15/2018	98801	08855 HAIYAN YANG	REFUND FOR 3015 MONTBRETIA WAY DEPOSIT	226.00	226.00
11/15/2018	98802	08861 ZHIPING YAO	REFUND FOR 7020 N MARIPOSA LN	80.43	80.43
11/15/2018	98803	00987 ATTN: ACCOUNTING ZONE 7 WA	OCT. 2018 CONNECTION FEES	2,831,368.50	2,831,368.50
11/19/2018	11192018	03718 HR SIMPLIFIED	IRS 125 2018 POS	1,021.10	1,021.10
11/20/2018	11202018	03718 HR SIMPLIFIED	IRS 125 2018 DCA/FSA	2,514.85	2,514.85
11/21/2018	98804	04074 MAURICE ATENDIDO	ATENDIDO REIMB EXP AT CWEA AUTOMATION WO	28.98	28.98
11/21/2018	98805	04424 GRAYBAR ELECTRIC COMPANY	WIRE PULLING LUBE	18.94	18.94
11/21/2018	98806	01123 JEREMY HENDRYX	HENDRYX REIMB EXP FOR SWRCBG GRADE 3 EXA	70.00	
			HENDRYX REIMB EXP FOR 2 DAY WATER TREATM	30.00	100.00
11/21/2018	98807	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,931.22	4,931.22
11/21/2018	98808	03653 LORI MARTIN	MARTIN REIMB EXP FOR 2018 HOLIDAY LUNCHE	517.90	517.90
11/21/2018	98809	04594 MCCAMPBELL ANALYTICAL INC	SAMPLE ANALYSES	856.80	
			SAMPLE ANALYSES	151.20	1,008.00
11/21/2018	98810	08871 MATHEW MCGRATH	MCGRATH REIMB EXP FOR 2 DAY WATER TREATM	25.85	25.85
11/21/2018	98811	08373 ALEXANDER ORTEGA	ORTEGA REIMB EXP FOR 2 DAY WATER TREATME	25.86	25.86

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11/21/2018	98812	02470 SHRED-IT USA LLC	SHREDDING SERVICE - NOV 2018 INVOICE	227.84	227.84
11/21/2018	98813	00805 SUE STEPHENSON	STEPHENSON REIMB EXP AT NOV. 2018 WOMENS	25.00	25.00
11/21/2018	98814	07290 V. W. HOUSEN & ASSOCIATES, INC	15-W017 T.O. OC-4 SEPTEMBER 2018	5,477.70	5,477.70
11/21/2018	98815	07510 ALL-CAL EQUIPMENT SERVICES	521E INSPECTION	812.50	812.50
11/21/2018	98817	00058 ARROWHEAD MOUNTAIN SPRINGS	LAB BOTTLED WATER SERVICE OCT '18	24.00	24.00
11/21/2018	98818	06211 ASSOCIATED SERVICES CO.	OPS-FOD-MAINT BEVERAGE SERVICE NOV '18	640.87	
			MONTHLY BEVERAGE DELIVERY SERVICE FOR DO	248.51	889.38
11/21/2018	98819	00622 AT&T	LAWWMA PS PHONE & DSL - NOV 2018	435.05	435.05
11/21/2018	98820	08684 BIOGAS ENGINEERING	16-P028 T.O. 1 OCTOBER 2018	14,879.72	14,879.72
11/21/2018	98821	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
11/21/2018	98822	00157 CITY OF PLEASANTON	FOD IRRIGATION WATER BILL 9-5-18 THRU 10	224.47	
			FOD WATER BILL 9-5-18 THRU 10-29-18	200.91	425.38
11/21/2018	98823	08513 D & M EMBROIDERY	DSRSD HATS FOR OPERATIONS STAFF	1,723.95	1,723.95
11/21/2018	98824	00307 FAIRWAY EQUIPMENT & SUPPLY	REPLACEMENT PUMP FOR PUMP STATION 2B (PS2	2,553.86	2,553.86
11/21/2018	98826	03900 GARTON TRACTOR INC	TRACTOR PICK-UP 9-28-18	525.97	525.97
11/21/2018	98828	03149 HDS WHITE CAP CONST SUPPLY	HARVEST SUPPLIES	83.32	83.32
11/21/2018	98829	08475 HF & H CONSULTANTS, LLC	2018 REGIONAL WW CAPACITY RESERVE-HF&H C	4,024.62	4,024.62
11/21/2018	98830	07848 JARVIS, FAY & GIBSON, LLP	GENERAL COUNSEL SVCS - OCTOBER 2018	4,225.00	4,225.00
11/21/2018	98831	04231 MSC INDUSTRIAL SUPPLY CO	LIFTING DEVICES TO REPLACE UNITS DAMAGED	902.16	902.16
11/21/2018	98832	04796 NAPA AUTO PARTS	#509E PARTS	82.23	
			PARTS FOR STOCK	46.30	128.53
11/21/2018	98833	08424 NORCAL MOLECULAR LLC	FULL CASE FOR PUMP COATINGS FOR PRESSUR	1,899.86	
			LAWWMA PS FEEDER A - NOV 2018	48,522.55	1,899.86

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			MISC PUMP STNS; COMM CIR ELECTRICITY - O	24,033.81	
			PUMP STATION R200B ELECTRIC - NOV 2018	5,099.22	
			FSL AERATORS; LAB HVAC; FLEET - OCT 2018	1,352.36	79,007.94
11/21/2018	98835	00649 PERKIN ELMER HEALTH SCIENC	INSTRUMENT SUPPLIES	571.59	571.59
11/21/2018	98836	02467 PETERSON POWER SYSTEMS IN	HEAD GASKETS AND PARTS	1,267.13	1,267.13
11/21/2018	98837	07727 PURE HEALTH SOLUTIONS, INC.	FOD FILTERED WATER MACHINE RENTAL NOV '1	65.55	
			BLDG T OPS WATER FILTRATION SERVICE NOV	65.55	131.10
11/21/2018	98838	04105 R & B COMPANY	16-A002 MATERIAL FOR WATER METER RELOCAT	4,485.81	4,485.81
11/21/2018	98839	08682 RAFTELIS FINANCIAL CONSULTA	PROF SVCS 9/1/18-9/30/18-WATER RATE STUD	4,407.50	4,407.50
11/21/2018	98840	07707 RICE LAKE WEIGHING SYSTEMS	MEASUREMENT SUPPLIES AND CALIBRATION	250.00	250.00
11/21/2018	98841	06345 RON DUPRATT FORD	VEHICLE #63 PARTS	3.41	3.41
11/21/2018	98842	02698 SHAMROCK OFFICE SOLUTIONS	RELOCATE 4 COPIERS FROM DO TO FOF DUE TO	495.00	495.00
11/21/2018	98843	00825 SWRCB - ATTN: ACCT OFFICE	ACL ORDER # R2-2018-1006 DSRSD - MILESTO	9,062.00	9,062.00
11/21/2018	98844	06650 TOKAY SOFTWARE	TOKAY BACKFLOW SOFTWARE SUPPORT PACKAGE	1,250.00	1,250.00
11/21/2018	98845	01806 U.S. BANK EQUIPMENT FINANCE	COPIER LEASE LAB/CUST SVC/ EXEC - 11/1/	1,680.27	1,680.27
11/21/2018	98846	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
11/21/2018	98847	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	207.40	207.40
11/21/2018	98848	00912 OCC SERVICES VALLEY CARE H	PRE-EMPLOYMENT PHYSICAL/DRUG SCREEN - SA	98.00	98.00
11/21/2018	98849	00928 VINCENT ELEC MOTOR CO., INC	MOTOR AT LAVWMA - RECONDITIONED~	11,868.68	11,868.68
11/21/2018	98850	08867 VIP SECURITY SPECIALIST INC.	DO FLOOD - DISTRICT OFFICE SECURITY SERV	6,030.00	6,030.00
11/21/2018	98851	00933 VWR INTERNATIONAL, INC.	STANDARD SOLUTIONS AND LAB SUPPLIES	232.33	
			STANDARD SOLUTIONS AND LAB SUPPLIES	90.70	
			STANDARD SOLUTIONS AND LAB SUPPLIES	41.12	364.15

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11/21/2018	98852	00957 WEST YOST & ASSOCIATES	17-P004 T.O. 1 9/8/18 - 10/5/18 16-S001 T.O. NO. 2 WW COLLECT SYS MASTER 16-R014 TO OC-16 PROF SVCS 9/8 TO 10/5 2	100,679.17 4,049.38 900.00	105,628.55
11/21/2018	98853	07621 WESTERN TRAFFIC SUPPLY, INC	24 DELINEATORS WITH "DSRSD" STENCILING	533.48	533.48
11/23/2018	6921510	00591 NEOPOST USA INC.	POSTAGE ADVANCE 11/23/2018	500.00	500.00
11/26/2018	8136	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	612.92	612.92
11/26/2018	11262018	03718 HR SIMPLIFIED	IRS 125 2018 POS	72.10	72.10
11/26/2018	807112618	01098 BANK ONE NATIONWIDE RETIRE	NATIONAL DEFERRED COMPENSATION: PAYMENT	52,113.08	52,113.08
11/26/2018	1001207000	00494 PERS	RETIREMENT: PAYMENT	99,711.93	99,711.93
11/27/2018	2923474	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	118,294.36	118,294.36
11/27/2018	974836544	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	29,103.78	29,103.78
11/29/2018	98854	02702 4712 ALLIED / AMS	MATERIALS FOR LAB SUSPENDED CEILING	426.75	426.75
11/29/2018	98855	06552 BILL SOLUTIONS INC. AMERICAN	AQUAHAWK PORTAL MONTHLY LICENSING & MAIN	2,421.00	2,421.00
11/29/2018	98856	01954 ANDERSON'S UNIFORMS	J. MAINES: UNIFORM ITEMS - 5 WORK SHIRT S. HALLIDAY: UNIFORM ITEMS - 5 WORK SHIR	205.12 140.66	345.78
11/29/2018	98857	00058 ARROWHEAD MOUNTAIN SPRIN	BOTTLED WATER FOD 10-17 THRU 11-16-18	61.66	61.66
11/29/2018	98858	01568 ASBURY ENVIRONMENTAL SVCS	USED OIL SERVICE CHARGE	35.00	35.00
11/29/2018	98859	06211 ASSOCIATED SERVICES CO.	OPS PAST DUE BEVERAGE SERVICE (JAN 18)	159.40	159.40
11/29/2018	98860	00622 AT&T	C3 - TELE SVCS 10/13/18 - 11/12/18	654.88	654.88
11/29/2018	98861	08256 C & L SUPPLY COMPANY	LUBERS FOR FSL MIXERS	687.98	687.98
11/29/2018	98862	08428 CAL ENGINEERING & GEOLOGY,	LAWWMA HOLDING BASINGS T.O. OC-3 OCTOBER	1,878.84	1,878.84
11/29/2018	98863	08447 CHEMTRADE CHEMICALS US LL	DERWA ALUM SULFATE 3871.951 DELV 11-5-18 DERWA ALUM SULFATE 3830.626 DEL. 11-9-18	3,401.03 3,364.74	6,765.77

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Date	Check #	Vendor	Description	Amount Paid	Check Total
11/29/2018	98864	00157 CITY OF PLEASANTON	WWTP WATER BILL 9-7-18 THRU 10-31-18	255.24	
			DERWA WATER BILL 9-5-18 THRU 10-29-18	163.08	
			LAWWMA WATER BILL 9-5-18 THRU 10-29-18	154.45	572.77
11/29/2018	98865	01633 CPS HUMAN RESOURCE SVCS	ACCOUNTANT I/II RECRUITMENT TEST MATERIA	1,463.38	1,463.38
11/29/2018	98866	01156 CWEA	KHAW - LAB ANALYST GRADE 2 CERT RENEWAL	92.00	92.00
11/29/2018	98867	08029 ATTN: TREASURY MANAGEMENT	16-R014 PP #20 OVERAA ESCROW ACCT	1,625.40	1,625.40
11/29/2018	98868	00314 FEDEX	OVERNIGHT SHIPPING SERVICE	85.08	85.08
11/29/2018	98869	00328 FRANK A. OLSEN CO.	07-3203 DIGESTER 3-WAY VALVES	65,632.60	65,632.60
11/29/2018	98870	03900 GARTON TRACTOR INC	RENTAL FOR HARVESTING TRACTOR SEP '18	6,069.63	6,069.63
11/29/2018	98871	00352 GOLDEN STATE FLOW MEASURE	20 3 H2 HYDRANT METER 1 CF W/ CONNECTION	29,598.01	29,598.01
11/29/2018	98872	00368 HACH COMPANY	STANDARD SOLUTIONS AND LAB SUPPLIES	564.08	
			STANDARD SOLUTIONS AND LAB SUPPLIES	161.13	
			CREDIT MEMO FOR ORIGINAL INVOICE 1114700	-330.43	394.78
11/29/2018	98873	07652 HUNT & SONS, INC.	OIL FOR #110	1,853.10	1,853.10
11/29/2018	98874	01249 MUNICIPAL CLERKS INTERNATI	IIMC GENZALE 2019 MEMBERSHIP	210.00	210.00
11/29/2018	98875	06061 JACKSON LEWIS LLP	GENERAL LEGAL FEES (10/18)	420.00	420.00
11/29/2018	98876	01225 KAESER COMPRESSORS, INC	DERWA OIL FILTERS	372.44	372.44
11/29/2018	98877	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 11/04/18	507.50	507.50
11/29/2018	98878	00536 MC MASTER-CARR SUPPLY CO.	ORINGS POLYMER PUMPS	46.25	
			ORINGS POLYMER PUMPS	19.47	65.72
11/29/2018	98879	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 11/4/18	1,017.75	1,017.75
11/29/2018	98880	06596 NATIONAL PLANT SERVICES, INC	16-S034 PP#1 7/20/18 - 10/31/18	146,688.93	146,688.93
11/29/2018	98881	03987 OLIN CHLOR ALKALI PRODUCTS	WWTP BACTICIDE 4908.000 SDG DELV 11-7-18	3,479.93	

## Check History Description Listing

Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			WWTP 4818.000 SDG DELV 11-7-18	3,416.12	6,896.05
11/29/2018	98882	00620 P G & E	LAWWMA PS FEEDER B - NOV 2018	57,202.70	
			LAWWMA PIPELINE & LIVERMORE LINE - NOV 2	460.69	
			DUBLIN LIFT STN (NEW LS1) ELECTRICITY -	193.01	57,856.40
11/29/2018	98883	04211 PLATT ELECTRIC SUPPLY	MCC-M2 LINE REACTORS	1,149.85	
			PARTS FOR BLDG D	561.49	
			24V INDICATOR LAMPS FOR MCC'S IN FIELD O	226.27	1,937.61
11/29/2018	98884	04105 R & B COMPANY	MISC REPAIR PARTS	1,168.98	
			REPLACEMENT HANDLE FOR VALVE PIPE WRAP F	274.22	
			MISC REPAIR PARTS	63.37	1,506.57
11/29/2018	98885	03115 R & S ERECTION OF CONCORD I	BI-PARTING SLIDE GATES @ DO	365.47	365.47
11/29/2018	98886	04165 SUZANNE RAMEY	REFUND FOR 1765 CAMPANULA DR	1,450.00	1,450.00
11/29/2018	98887	06345 RON DUPRATT FORD	2018 ESCAPE SE, FWD, OXFORD WHITE REPLAC	25,391.25	25,391.25
11/29/2018	98888	06861 SIGNA MECHANICAL	NEW THREE PHASE MOTOR ASSEMBLY	2,919.70	2,919.70
11/29/2018	98889	05781 THERMO ELECTRON NORTH AM	ICP-MS SERVICE CONTRACT 10/2018 - 10/201	13,119.00	
			NEBULIZER	-1,604.96	11,514.04
11/29/2018	98890	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT:NOV '18	881.71	881.71
11/29/2018	98891	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUIPMENT CHARGES 10/4/	4,346.50	4,346.50
11/29/2018	98892	00928 VINCENT ELEC MOTOR CO., INC	SCUM SKIMMER #2 MOTOR	748.43	748.43
11/29/2018	98893	07917 WATERISAC	WATER ISAC - 2019 DUES	3,149.00	3,149.00
11/29/2018	98894	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	637.80	637.80
11/29/2018	98895	00957 WEST YOST & ASSOCIATES	SSMP UPDATE 10/06/18 - 11/02/18	9,280.37	9,280.37
11/29/2018	98896	00710 AAI TERMITE & PEST CONTROL I	LAWWMA PEST CONTROL NOV '18	76.00	
			PEST CONTROL PS4 NOV '18	45.00	121.00

## Check History Description Listing

Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/29/2018	98897	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 11/04/18	1,084.86	1,084.86
11/29/2018	98898	01013 BARRETT BUSINESS SERVICES	J. CHAMBERS JR: W/E 11/4/18	1,040.00	
			B. GOMEZ: W/E 11/4/18	1,040.00	
			T. MAYO-CORALLO: W/E 11/4/18	851.50	
			H. BIRDSELL: W/E 11/4/18	798.72	
			S. MONTAGUE: W/E 11/04/18	663.00	
			A. MARTINEZ: W/E 11/4/18	624.00	
			A. GEHMLICH: WE 11/4/18	435.20	5,452.42
11/29/2018	98899	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP FOR INTERVIEW PANEL 10	100.00	100.00
11/29/2018	98900	00099 BUCKLES-SMITH ELECTRIC CO	EM MISC STOCK ITEMS	2,369.80	2,369.80
11/29/2018	98901	00103 C. OVERAA & CO.	16-R014 PP#20 SEPTEMBER 2018	30,852.60	30,852.60
11/29/2018	98902	03614 CAROLLO ENGINEERS INC.	07-3203 T.O. 2 OCTOBER 2018	14,238.46	14,238.46
11/29/2018	98903	06022 EDWARD DUARTE	DUARTE REIMB EXP TO CCSDA MEETING 10/15/	25.04	25.04
11/29/2018	98904	00937 GRAINGER, INC.	RESTOCK FOR BF TRAIN SLUDGE SCRAPERS: UN	130.85	130.85
11/29/2018	98905	04424 GRAYBAR ELECTRIC COMPANY	BUILDING D CHILLER REPLACEMENT MATERIAL	1,841.62	
			BUILDING D CHILLER REPLACEMENT MATERIAL	342.17	
			HOA SELECTOR SWITCHES FOR GLYCOL CHILLER	250.96	
			WIRE NUTS AND TAPE	170.09	
			REPLACEMENT LAMP FOR BLDG A WALL PACK	123.69	2,728.53
11/29/2018	98906	01242 INFO SEND, INC	INFOSEND	389.94	
			INFOSEND	173.20	563.14
11/29/2018	98907	00485 KOFF & ASSOCIATES INC.	CLASSIFICATION STUDY - EMPLOYEE INTERVIEW	5,590.00	5,590.00
11/29/2018	98908	04722 STEPHAN KOZANDA	KOZANDA REIMB EXP AT BAYWORK TRAINING 11	10.50	10.50
11/29/2018	98909	02076 NORTHERN TOOL & EQUIPMENT	SAFETY BOOTS	130.00	130.00
11/29/2018	98910	01078 STEFANIE OLSON	OLSON COMPUTER LOAN	787.07	787.07

## Check History Description Listing

Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/29/2018	98911	00642 JONATHAN PENAFLOR	PENAFLOR REIMB EXP FOR DO FLOOD RELOCATI	408.24	408.24
11/29/2018	98912	03733 SARA TOM	TOM REIMB EXP FOR DO FLOOD AND KOLODZIE	47.37	47.37
11/29/2018	98913	04694 VULCAN MATERIALS CO	16-A002 CUTBACK, SAND, AND AGGREGATE BAS	2,353.46	
			16-A002 CUTBACK, SAND, AND AGGREGATE BAS	1,286.12	
			16-A002 CUTBACK, SAND, AND AGGREGATE BAS	1,134.23	4,773.81
12/03/2018	13031837	00591 NEOPOST USA INC.	ANNUAL ACH MAINTENANCE FEE	50.00	50.00
12/03/2018	608120318	01098 BANK ONE NATIONWIDE RETIRE	NATIONAL DEFERRED COMPENSATION: PAYMENT	40.00	40.00
12/04/2018	1861768	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00
12/04/2018	12042018	00103 C. OVERAA & CO.	16-R014 PARTIAL RETENTION RELEASE	610,564.00	610,564.00
12/04/2018	75286207	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	264.52	264.52
12/06/2018	98914	03460 ACCO ENGINEERED SYSTEMS II	DO HVAC MAINTENANCE NOV '18	346.25	346.25
12/06/2018	98915	01385 DAVID BAILEY	BAILEY REIMB EXP AT PG&E CLASS 11/07/201	44.24	
			BAILEY REIMB EXP AT BAY WORKS CLASS 11/1	27.25	71.49
12/06/2018	98916	07499 MAYETTE BAILEY	BAILEY REIMB EXP FOR RUSSO RETIREMENT GI	66.23	66.23
12/06/2018	98917	01013 BARRETT BUSINESS SERVICES	B. GOMEZ: W/E 11/11/18	1,040.00	
			T. MAYO-CORALLO: W/E 11/11/18	832.00	
			J. CHAMBERS: W/E 11/11/18	832.00	
			H. BIRDSELL: W/E 11/11/18	798.72	
			S. MONTAGUE: W/E 11/11/18	780.00	
			A. MARTINEZ: W/E 11/11/18	624.00	
			A. GEHMLICH: WE 11/11/18	326.40	
			J. HAYES: WE 11/11/18	286.31	5,519.43
12/06/2018	98918	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 11/11/18	1,007.37	1,007.37
12/06/2018	98919	00103 C. OVERAA & CO.	16-R014 PP#21 OCTOBER 2018	116,832.16	116,832.16

## Check History Description Listing

Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/06/2018	98920	03614 CAROLLO ENGINEERS INC.	15-P018 T.O. OC-20 OCTOBER 2018	6,007.75	6,007.75
12/06/2018	98921	00258 DUBLIN SAN RAMON SERVICES	18-W019 BACTERIOLOGICAL SAMPLES	330.00	330.00
12/06/2018	98922	00937 GRAINGER, INC.	DIV53: LABEL TAPE FOR WWTP EQUIPMENT LA PPE: HIP WADERS - BARCELLOS & DELA ROSA CORD HANGER FOR CONTRACTOR TEMP POWER MISC PARTS	314.92 267.42 46.20 16.70	645.24
12/06/2018	98923	04424 GRAYBAR ELECTRIC COMPANY	FITTINGS FOR NEW CLYCOL CHILLER	1,246.76	1,246.76
12/06/2018	98924	00362 GSE CONSTRUCTION CO., INC.	07-3203 - PP#14 SEPTEMBER 2018	420,478.95	420,478.95
12/06/2018	98925	01242 INFO SEND, INC	INFOSEND	5,363.59	5,363.59
12/06/2018	98926	08121 INSITUFORM TECHNOLOGIES, L	16-S021- 12-P003 RELEASE OF RETENTION	274,143.13	274,143.13
12/06/2018	98927	03976 JMB CONSTRUCTION, INC	16-A002 PP #8 - MAY - SEPTEMBER 2018	53,876.87	53,876.87
12/06/2018	98928	04722 STEPHAN KOZANDA	KOZANDA REIMB SAFETY SHOE EXPENSE	116.91	116.91
12/06/2018	98929	03518 KEVIN LEWIS	LEWIS REIMB SAFETY SHOE EXPENSE	207.58	207.58
12/06/2018	98930	01416 MANCO	T.B. LAELS FOR NEW GLYCOL CHILLERS	30.81	30.81
12/06/2018	98931	07109 DANIEL MCINTYRE	MCINTYRE REIMB EXP AT ACWA NOV. 2018	388.13	388.13
12/06/2018	98932	03039 LISA OLIVIERI	OLIVIERI REIMB NOVEMBER 2018 MILEAGE	58.86	58.86
12/06/2018	98933	05026 UNIVAR USA INC.	12.5% SODIUM HYPOCHLORITE - RES1A 11/09/	536.42	536.42
12/06/2018	98934	01125 KAREN VADEN	REFUND FOR 11613 REGIO CT	261.03	261.03
12/06/2018	98935	07775 VANGARD CONCEPT OFFICES	LAB OFFICE FURNITURE LAB BASIC WALLS	10,614.94 3,316.54	13,931.48
12/06/2018	98936	01719 A & M PRINTING, INC.	A & M PRINTING	67.73	67.73
12/06/2018	98937	01954 ANDERSON'S UNIFORMS	ARC FLASH RTED SAFETY OVERALLS FOR BRIAN	332.92	332.92
12/06/2018	98938	06349 ARCSINE ENGINEERING	16-A005 T.O. 1 OCTOBER 2018	9,687.00	

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Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			PROFESSIONAL SERVICES FROM OCT 1-31, 201	750.00	10,437.00
12/06/2018	98939	05097 BATTERIES PLUS	REPLACEMENT BATTERIES FOR ALL RECTIFIERS	65.33	65.33
12/06/2018	98940	02576 BLACK & VEATCH CORPORATION	16-P028 AND 18-P010 T.O. 1 BILLING THRU	44,293.00	44,293.00
12/06/2018	98941	08398 CABANA DAVE'S CATERING	2018 HOLIDAY LUNCHEON 12/5/18 - BALANCE	2,145.93	2,145.93
12/06/2018	98942	07138 CALIFORNIA WATER TECHNOLOGY	WWTP FERROUS CHLORIDE 42,040 DELV 11-13-	5,466.62	5,466.62
12/06/2018	98943	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
12/06/2018	98944	00105 DEPT 34261 CAL-STEAM	TOILET VALVES FOR FOD	498.18	498.18
12/06/2018	98945	08447 CHEMTRADE CHEMICALS US LLC	DERWA ALUMINUM SULFATE DELV NOV '18	3,535.17	
			DERWA ALUMINUM SULFATE 3778.521 DEL 11-1	3,318.97	6,854.14
12/06/2018	98946	00014 GSA COUNTY OF ALAMEDA	FY 2019 FUELING - FOD/INSP/CFRS - OCTOBER	3,931.46	3,931.46
12/06/2018	98947	00253 DOWNEY BRAND LLP	LAWWMA: ENVIRONMENTAL LAW COMPLIANCE THR	115.50	115.50
12/06/2018	98948	05324 DU-ALL SAFETY, LLC	ELECTRICAL SAFETY PROGRAM UPDATE - PROGR	797.50	797.50
12/06/2018	98949	00280 ECOWATER SYSTEMS	OPS LAB SOFTENER ECOWATER TANK SERVICE 1	217.40	
			RO TANKS (QTY 2) EXCHANGED ON A QUARTERLY	21.00	238.40
12/06/2018	98950	08029 ATTN: TREASURY MANAGEMENT	16-R014 PP #21 OVERAA ESCROW ACCT	6,150.64	6,150.64
12/06/2018	98951	00307 FAIRWAY EQUIPMENT & SUPPLY	REPLACEMENT HOSE FOR SAND CYCLONES	188.31	188.31
12/06/2018	98952	02656 FASTENAL COMPANY	PPE: BUILDING S PPE VENDING MACHINE REPAIR	309.12	
			PARTS FOR DERWA	210.09	519.21
12/06/2018	98953	06640 GOLDEN GATE TRUCK CENTER	#110 CAMEL PARTS	10.46	10.46
12/06/2018	98954	00352 GOLDEN STATE FLOW MEASUREMENT	AMI TRANSPONDERS & ACCESSORIES	51,325.65	51,325.65
12/06/2018	98955	07137 GOODYEAR COMMERCIAL TIRE	#61 TIRES	403.45	403.45
12/06/2018	98956	03149 HDS WHITE CAP CONST SUPPLY	MISC REPAIR PARTS	1,100.05	
			RUST-OLEUM PAINT STRIPING WAND	163.85	1,263.90

## Check History Description Listing

Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/06/2018	98957	02718 OF NO. CALIFORNIA JENSEN INC	UPGRADED UVT MEETER FOR DERWA	13,983.32	13,983.32
12/06/2018	98958	08876 KIDS FOR THE BAY	ACL ORDER # R2-2018-1006 DSRSD - MILESTO	12,112.38	12,112.38
12/06/2018	98959	07614 MAHLER CONSULTING SERVICE	DEVELOPMENT PROJECT INSPECTION SUPPORT 1	13,395.00	13,395.00
12/06/2018	98960	00536 MC MASTER-CARR SUPPLY CO.	PARTS FOR CONSTRUCTION METER TRANSPONDER	372.77	372.77
12/06/2018	98961	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 11/11/18	1,311.00	1,311.00
12/06/2018	98962	04231 MSC INDUSTRIAL SUPPLY CO	PPE: CUT/PUNCTURE RESISTANT GLOVES	361.60	361.60
12/06/2018	98963	04796 NAPA AUTO PARTS	VEHICLE #113 FILTER	21.40	21.40
12/06/2018	98964	02109 ONE HOUR DELIVERY SERVICE,	16-A005 FOF ELECTRICAL IMPROVEMENTS - FI	112.00	112.00
12/06/2018	98965	00620 P G & E	MISC PUMP STNS; RESERVOIRS; TO'S ELEC - DEPARTING LOAD NON-BYPASSPABLE CHARGES - RESERVOIR 3A ELECTRICITY - OCT 2018 RESERVOIR R200 ELECTRICITY - NOV 2018	53,163.30 614.72 57.23 34.07	53,869.32
12/06/2018	98966	04211 PLATT ELECTRIC SUPPLY	SHOP STOCK LED LAMPS	680.00	680.00
12/06/2018	98967	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK - STERLIN WAY/JUNIPER WAY (BOU	1,377.60	1,377.60
12/06/2018	98968	07727 PURE HEALTH SOLUTIONS, INC.	WWTP BLDG A & BLDG S FILTERED WATER UNIT	131.10	131.10
12/06/2018	98969	04105 R & B COMPANY	BF13-777W-NL 2FIPXFLG METER STP (QTY 10) 10 DR14 PC3205 C900 PVC PIPE *CL200* (QT 16-A002 MATERIAL FOR WATER METER RELOCAT 16-A002 MATERIAL FOR WATER METER RELOCAT	3,812.83 714.50 126.07 111.54	4,764.94
12/06/2018	98970	08682 RAFTELIS FINANCIAL CONSULTA	2019 WATER RATE STUDY	1,375.00	1,375.00
12/06/2018	98971	06345 RON DUPRATT FORD	20VEHICLE #127 19 F250, 4X2, REG CAB/CHA	44,965.07	44,965.07
12/06/2018	98972	08339 SAN FRANCISCO ELEVATOR INC	FACILITY: ELEVATORS NOVEMBER MAINTENANC	325.00	325.00
12/06/2018	98973	04044 SCOTT VALLEY BANK	07-3203 PP#14 - SEPTEMBER 2018	22,132.05	22,132.05

## Check History Description Listing

Dublin San Ramon Services District

From: 11/12/2018 To: 12/9/2018

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Date	Check #	Vendor	Description	Amount Paid	Check Total
12/06/2018	98974	00829 T & T VALVE & INSTRUMENTS INC	REPLACEMENT CHECK VALVE FOR PS 300B - PU	1,622.87	1,622.87
12/06/2018	98975	00903 UNITED RENTALS, INC.	16.7 BULK PROPANE - FORKLIFT	72.79	72.79
12/06/2018	98976	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
12/06/2018	98977	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	207.40	207.40
12/06/2018	98978	00912 OCC SERVICES VALLEY CARE H	K. BAXTER - FIRST AID 11/01/18	294.00	
			R. FREITAS - FIRST AID VISIT 11/08/18	294.00	
			T. MILLISON - RESPIRATOR EVAL & AUDIO	146.00	
			M. MCGRATH - RESPIRATOR EVALUATION & AUD	146.00	
			I. LOPEZ - RESPIRATOR EVALUATION & AUDIO	146.00	
			J. SANCHEZ - RESPIRATOR EVALUATION & AUD	146.00	
			J. MILLER - AUDIOGRAM	40.00	
			T. STODDARD - AUDIOGRAM	40.00	1,252.00
12/06/2018	98979	00920 VASCO ROAD LANDFILL	SULFA TREAT - SPECIAL WASTE DISPOSAL FEE	632.16	
			ACTIVATED CARBON (SAG) - SPECIAL WASTE D	560.00	1,192.16
12/06/2018	98980	08867 VIP SECURITY SPECIALIST INC.	DO FLOOD - DISTRICT OFFICE SECURITY SERV	7,200.00	
			DO FLOOD - DISTRICT OFFICE SECURITY SERV	3,520.00	10,720.00
12/06/2018	98981	08132 WEST PACIFIC ELECTRIC COMP	RTND MTR# 63946800	1,537.16	1,537.16
12/06/2018	98982	03508 XYLEM WATER SOLUTIONS USA	DERWA UV SENSOR HOUSING AND UVI BOARDS	2,790.57	2,790.57
12/06/2018	98983	00987 ATTN: ACCOUNTING ZONE 7 WA	TREATED WATER SERVICE 10-1-18 THRU 10-31	1,217,438.65	1,217,438.65

298 checks in this report

Total Checks: 7,418,738.06



**TITLE:** Approve Continuation of Emergency Action Procurement by General Manager for Repair of District Office and Find that the Need for the District Office Flooding Emergency Still Exists

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, a continuation of the Emergency Action as declared in Board Resolution No. 53-18 and find that there exists a need for continuing the District Office flooding emergency which the Board last confirmed on December 4, 2018.

**SUMMARY:**

On Sunday, November 11, 2018, the District Office flooded due to a leak in the fire service line. After a passerby reported water exiting the building, DSRSD on-call staff arrived at the District Office around 2 p.m. The General Manager, as the District's Emergency Manager per the District's Emergency Response Plan policy (P300-16-2 – Attachment 1), immediately proclaimed a District State of Emergency to reduce potential further property damage due to water exposure and to minimize the time to restore core business operations. As the Emergency Manager, the General Manager is charged with managing all emergency operations and making decisions to allocate resources and expend funds as necessary to meet the needs of the emergency.

Per the District's Purchasing policy (P500-18-1 – Attachment 2) and in accordance with Public Contract Code Section 22050, in case of an emergency the General Manager may let contracts for any amount without giving notice for bids for repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes. On November 20, 2018, the Board of Directors approved Resolution No. 53-18 (Attachment 3) approving emergency action procurement by the General Manager for restoration of the District Office. Per the Public Contract Code, at every regularly scheduled meeting after the initial emergency action the Board is to review and determine by a four-fifths vote, that there is a need to continue the emergency action.

The District needs to continue the emergency action to: 1) remove carpet padding and glue to dry out moisture under and in the slab, and 2) evaluate the movement of the floor slab in the southeast section of the building and the extent of moisture under the slab to determine measures to assure the integrity of the foundation and prevent future vapor intrusion. It is imperative that moisture trapped in the building and slab be removed to avoid further damage that would result with the growth of mold. A delay in the work will increase the scale of damage, adding cost, and adding more time for the ultimate rehabilitation of the building. Moreover, all core business functions need to be restored at the District Office at the earliest opportunity for the convenience of the public, as well as the efficient and effective operation of the District's business.

Further detail is reflected in the attached staff report.

Originating Department: Engineering Services	Contact: J. Zavadil	Legal Review: No
Cost: \$373,100 (initial contracts issued to date)	Funding Source: Insurance Claim	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Emergency Response Plan policy (P300-16-2) Attachment 2 – Purchasing policy (P500-18-1) Attachment 3 – Resolution No. 53-18	30 of 66

# STAFF REPORT



District Board of Directors  
December 18, 2018

## **Approve Continuation of Emergency Action Procurement by General Manager for Repair of District Office and Find that the Need for the District Office Flooding Emergency Still Exists**

### **BACKGROUND**

On Sunday, November 11, 2018, the District Office flooded due to a leak in the fire service line. The General Manager, as the District's Emergency Manager per the District's Emergency Response Plan policy, immediately proclaimed a District State of Emergency to reduce potential further property damage due to water exposure and to minimize the time to restore core business operations. As the Emergency Manager, the General Manager is charged with managing all emergency operations and making decisions to allocate resources and expend funds as necessary to meet the needs of the emergency.

Per the District's Purchasing policy, in case of an emergency and in accordance with Public Contract Code Section 22050, the General Manager may let contracts for any amount without giving notice for bids for repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes. On November 20, 2018, the Board of Directors approved Resolution No. 53-18 approving emergency action procurement by the General Manager for restoration of the District Office. Per the Public Contract Code, at every regularly scheduled meeting after the initial emergency action the Board is to review and determine by a four-fifths vote, that there is a need to continue the emergency action.

### **DISCUSSION**

#### **RESTORATION UPDATE**

Staff has identified the source of the flooding to be a separation at a flange on an elbow section of the fire service line to the building. A new service fire line into the building has been constructed, and the existing fire service line will be abandoned.

Restoration Management Company (RMC) has removed all furnishings from the building and has either disposed of them or stored them at its storage facility or at the District's Field Operations Facility. All the items removed from the building have been catalogued as either disposed or stored. The vinyl wall paper and all the sheet rock up to a height of 24 inches, or more where warranted, have been removed. RMC has removed the carpet and is currently removing the carpet pad and glue to allow the slab to dry out.

Staff is working with a structural/geotechnical firm, California Engineering and Geology, and its subconsultant, Wiss, Janney, Elstner Associates Inc. (WJE) to determine the extent of moisture and voids under the slab and consider measures to prevent future vapor intrusion and assure the integrity of the foundation. They have conducted a level survey of the entire building and have taken core samples in the southeast section of the building and baseline core samples in the northwest section of the building. Full restoration of the building is estimated to take two to six months from the date of this report under accelerated contracting and repair procedures.

Staff has contracted with ID Architecture to provide recommendations on replacement carpet and furnishings as well as evaluate options and costs for a more comprehensive remodel to better meet the needs of current and future staff. Staff is also looking into renting cubicles in the interim for the displaced staff to improve the working environment and maintain productivity.

#### **NEED FOR CONTINUING EMERGENCY**

The District needs to continue the emergency to complete the work described above as expeditiously as possible. It is imperative that moisture trapped in the building and slab be removed to avoid further damage that would result with the growth of mold. A delay in the work will increase the scale of damage, adding cost, and adding more time for the ultimate rehabilitation of the building. Moreover, all core business functions need to be restored at the District Office at the earliest opportunity for the convenience of the public, as well as the efficient and effective operation of the District's business. For example, due to Board meeting relocation, video recordings of regular Board meetings, as approved by the Board in 2012, has been unavailable.

#### **RESTORATION COST AND REIMBURSEMENT**

DSRSD is insured through the California Sanitation Risk Management Authority (CSRMA). Staff has been working closely with the insurance adjuster and anticipates the cost of the initial clean-up, the drying operations, packing and storing of furnishings and equipment, and renovation. The insurance will not cover the cost to repair the fire service line, as the policy does not cover remediating the cause of the damage. The District will receive insurance payments at key milestones in the restoration.

## **RECOMMENDATION**

Staff recommends the Board of Directors approve, by Motion, a continuation of the State of Emergency as declared by Board Resolution No. 53-18 and find that there exists a need for continuing the District Office flooding emergency which the Board last onfirmed on December 4, 2018.



# Policy

<b>Policy No.:</b> P300-16-2	<b>Type of Policy:</b> Operations
<b>Policy Title:</b> Emergency Response Plan (ERP)	
<b>Policy Description:</b> Designation of District Emergency Manager and authorization to manage emergency operations	
<b>Approval Date:</b> 5/1/2012	<b>Last Review Date:</b> 2016
<b>Approval Resolution No.:</b> 14-12	<b>Next Review Date:</b> 2020
<b>Rescinded Resolution No.:</b> 2-06	<b>Rescinded Resolution Date:</b> 1/10/2006

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

The General Manager or successor is designated as the District's Emergency Manager who will direct District emergency response activities after natural or malevolent emergency events.

1. Under emergency conditions in which immediate action must be taken to protect lives and property, respond to emergencies, and to restore essential services for public health and safety, the Emergency Manager may proclaim a District State of Emergency and activate the Dublin San Ramon Services District Emergency Response Plan.

2. Upon activation of the District Emergency Response Plan, the Emergency Manager will direct and manage all emergency operations and make decisions to allocate resources and expend funds as necessary to meet the needs of the emergency.

3. During any state of emergency, the District's priorities will be to: (1) protect human life and health, (2) protect property, and, (3) protect the environment while at all times protecting the safety of our work force. After the state of emergency has been stabilized, DSRSD will take action to ensure its customers will have confidence in the water supply and in DSRSD.

4. The Board of Directors shall meet within ten (10) days of the Declaration of Emergency to proclaim by official Board resolution the Declaration of the District State of Emergency and to authorize continued emergency operations and recovery operations.

**Policy No.:** P300-16-2**Policy Title:** Emergency Response Plan (ERP)

5. The Declaration of the District State of Emergency shall remain in effect for fourteen (14) days from the date of Board resolution and shall be renewed by the Board of Directors every fourteen (14) days, unless terminated by the Emergency Manager and the Board of Directors.

6. The General Manager shall have the ongoing responsibility to ensure District compliance with evolving emergency response and preparedness legislation and regulation.

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

**Date Adopted:**

**May 1, 2012**

Reviewed by  
Committee or Board:

Date:

**Board**

**August 2, 2016**



# Policy

Policy No.: P500-18-1	Type of Policy: Purchasing
<b>Policy Title:</b> Purchasing	
<b>Policy Description:</b> Purchasing of Materials, Supplies, Services and Equipment	
Approval Date: 3/20/2018	Last Review Date: 2018
Approval Resolution No.: 18-18	Next Review Date: 2022
Rescinded Resolution No.: 13-17	Rescinded Resolution Date: 3/21/2017

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

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

### Purchasing Agent

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

1. Establish written purchasing guidelines and update them as needed, in conformance with the California Uniform Construction Cost Accounting Act (the Act), District Code Chapter 7.40, this policy, and applicable laws.
2. Negotiate and execute contracts, including purchase orders, work orders, task orders and agreements, within the authority outlined in the Act, District Code Chapter 7.40, and this policy.
3. Purchase or contract for supplies, services and equipment required by the District, in accordance with the Act, District Code Chapter 7.40, and this policy.

**Policy No.:** P500-18-1**Policy Title:** Purchasing**Purchasing Authority**

1. The Purchasing Agent, or designee is authorized to negotiate and execute all contracts including purchase orders, work orders, task orders and agreements, made in conformance with the purchasing guidelines up to \$175,000.
2. The Purchasing Agent or designee is authorized to negotiate and execute contracts in any amount for recurring, operational purchases such as:
  - Utility payments
  - Scheduled debt payments and related debt administration services
  - Chemical purchases
  - Payments to a District Joint Powers Agency within contractual agreements
  - Water purchase
  - Insurance payments
  - Retirement contributions
  - Payroll
  - Dougherty Valley Standby Charge District
3. In case of an emergency:
  - a. In accordance with Public Contract Code 22050 the General Manager may let contracts for any amount without giving notice for bids for repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes.
  - b. Any emergency action taken by the General Manager shall be reviewed by the Board of Directors no later than seven days after the action or at its next regularly scheduled meeting if that meeting will occur no later than fourteen day after the action.

**Credit Cards**

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

**Adjustment of Contracts**

For those contracts in excess of \$175,000 that were originally approved by the Board, the General Manager has the authority to make adjustments of up to \$175,000, unless additional authority is delegated in an approving resolution.

**Public Works Contracts**

The General Manager is authorized to award, and make associated decisions relating to, Public Works Contracts up to his purchasing authority of \$175,000 in accordance with the California Uniform

**Policy No.:** P500-18-1**Policy Title:** Purchasing

Construction Cost Accounting Act, District Code Chapter 7.40, and this policy. In addition, the General Manager is authorized to adjust Public Works Contracts in excess of \$175,000 that were originally approved by the Board, by a maximum adjustment of \$175,000, unless additional authority is delegated in an approving resolution. This delegation expressly encompasses related discretionary decisions such as the responsibility to accept one of two or more tied bids, to reject all bids, to require bid bonds, to utilize emergency procedure set forth in the Code, sole source findings, post award determinations regarding subcontractor substitutions, determining whether to waive irregularities, determining whether to accept or reject a bid protest, and making determinations regarding the substitution of a subcontractor claimed to have been inadvertently listed under the procedures set forth in Public Contract Code section 4107.5. However, in the case where a bid protest is filed, the General Manager shall refer approval of the Public Works contract to the Board of Directors.

RESOLUTION NO. 53-18

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING  
EMERGENCY ACTION PROCUREMENT BY THE GENERAL MANAGER FOR REPAIR OF THE DISTRICT OFFICE

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WHEREAS, on November 11, 2018, the District Office sustained major damage caused by a leak in the fire service line; and

WHEREAS, the District Emergency Response Plan policy (P300-16-2) designates the General Manager as the District's Emergency Manager, charged with managing all emergency operations and making decisions to allocate resources and expend funds as necessary to meet the needs of the emergency; and

WHEREAS, the General Manager declared a District State of Emergency on November 11, 2018, and has taken action to reduce potential further property damage due to water exposure and to minimize the time to restore core business operations; and

WHEREAS, as the District's Emergency Manager, in accordance with Public Contract Code Section 22050 and the District Purchasing policy (P500-18-1), the General Manager may let contracts for any amount without giving notice for bids for repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes; and

WHEREAS, the Purchasing policy, in accordance with Public Contract Code Section 22050, specifies that the Board of Directors must review any emergency action taken by the General Manager no later than seven days after the action or at its next regularly scheduled meeting if that meeting will occur no later than fourteen days after the action; and

WHEREAS, the General Manager has procured services as an emergency action to prevent further damage to, and restore the District Office.

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

1. The Board of Directors confirms the State of Emergency declared by the General Manager on November 11, 2018.
2. The emergency action procurement by the General Manager for the prevention of further damage to, and restoration of the District Office, as stated above, is hereby approved.
3. The General Manager is authorized to enter into contracts for continuing actions to

prevent further damage to, and continue the restoration of, the District Office building and furnishings under District emergency procedures and policies.

4. The General Manager is directed to report the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids at least at every regularly scheduled meeting until the District State of Emergency is terminated.

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 special meeting held on the 20th day of November, 2018, and passed by the following vote:

AYES: 4 - Edward R. Duarte, Madelyne A. Misheloff, Richard M. Halket,  
Georgean M. Vonheeder-Leopold

NOES: 0

ABSENT: 1 - D. L. (Pat) Howard

ATTEST: Nicole Genzale  
Nicole Genzale, District Secretary

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



**TITLE:** Selection of President and Vice President of the Board of Directors for 2019

**RECOMMENDATION:**

Staff recommends the Board of Directors select and approve, by two (2) separate Motions, first the President and then the Vice President of the Board, and that these appointments become effective immediately and run through the next selection of Board officers scheduled for December 2019.

**SUMMARY:**

Each year, typically at the first meeting in December, but in an election year at the first meeting after the new Board is seated, the Board elects from its members its President and Vice President for the ensuing term. The Board has adopted a policy on the election of its officers (Attachment 1). In accordance with that policy, Vice President Misheloff would be next in line for the office of President and Director Edward Duarte would be next in line for the office of Vice President. A summary of recent Board officers is also included for reference (Attachment 2).

Traditionally, the term for the officers begins immediately upon the Board's action in this matter and runs through the next selection of officers in December 2019.

Originating Department: Office of the General Manager	Contact: N. Genzale	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – Election and Rotation of Board Officers policy (P100-15-2)</b> <b>Attachment 2 – Listing of Recent Board Officers</b>	



# Policy

Policy No.	P100-15-2	Type of Policy:	Board Business
Policy Title:	Election and Rotation of Board Officers		
Policy Description:	Election of Board President and Vice President on District Board		

Approval Date:	4/7/2015	Last Review Date:	2015
Approval Resolution No.:	19-15	Next Review Date:	2019
Rescinded Resolution No.:	45-04	Rescinded Resolution Date:	8/17/2004

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

1. The election of Board officers, (President, Vice President), shall take place annually: The President shall be elected first, the Vice President second, each by separate motion.
2. The election of Board officers shall occur on:
  - a. In an election year, at the first regular Board Meeting after elected Boardmembers are sworn in.
  - b. In a non-election year, at the first regular Board meeting in December.
3. The President and Vice President must have been elected to the Board of Directors rather than appointed.
4. Eligibility for the office of President and Vice President occurs twelve (12) months following first election to the Board of Directors. (Assuming continuous service since first election.)
5. PRESIDENT:
  - a. The Vice President is the President-elect under normal rotation.
  - b. The elected member who has served the longest on the Board (in continuous service) without ever serving as President and who meets the requirements Nos. 3 and 4 above, shall rotate to the Presidency.
  - c. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President, and who meets the requirements Nos. 3 and 4 above, shall rotate to the Presidency.

**Policy No.** P100-15-2**Policy Title:** Election and Rotation of Board Officers**6. VICE PRESIDENT:**

- a. When the position of the President is filled the elected member next in line shall be rotated to the position of Vice President in accordance with criteria 6(b) and 6(c).
- b. The elected member of the Board of Directors who has served longest on the Board (in continuous service) without ever serving as President and who meets requirements Nos. 3 and 4 above, shall rotate to the Vice Presidency.
- c. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President, and who meets requirements Nos. 3 and 4 above, shall rotate to the Vice Presidency.

7. If no member meets criteria 3, 4, 5, or 3, 4, and 6, or if there are members whose eligibility criteria are the same, then succession shall be determined by which member has served longest on the Board (in continuous service). If a tie still exists, the elected member who received the greatest number of votes at their last election shall be given preference in the rotation.

**LISTING OF RECENT BOARD OFFICERS**

<b>Year</b>	<b>President</b>	<b>Vice President</b>
2018	Vonheeder-Leopold	Misheloff
2017	Halket	Vonheeder-Leopold
2016	Howard	Halket
2015	Duarte	Howard
2014	Vonheeder-Leopold	Duarte
2013	Benson	Vonheeder-Leopold
2012	Halket	Benson
2011	Howard	Halket
2010	Hansen	Howard
2009	Scannell	Hansen / Ford
2008	Halket	Scannell
2007	Howard	Halket
2006	Hansen	Howard



**TITLE:** Adopt Revised Legislative Advocacy Policy and Rescind Resolution No. 48-14

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, a revised Legislative Advocacy policy (renamed the Legislative and Regulatory Advocacy policy) and rescind Resolution No. 48-14.

**SUMMARY:**

It is the policy of the Board of Directors of the Dublin San Ramon Services District to take positions on legislative and regulatory issues and to engage in the local, regional, state, and federal policy process when time and resources allow. To guide staff in these efforts, the Board developed a policy. However, the policy was limited to legislative matters while the District also engages on regulatory issues. Also, the policy as written made it difficult to engage in a timely manner when a piece of legislation or a regulation needed a quick reaction. Lastly, the Board has recently added another formal element in policy guidance to staff, which is the Annual Legislative Platform adopted by the Board. The mandates of this new Annual Legislative Platform are now reflected in the proposed Legislative and Regulatory Advocacy policy.

Because DSRSD is relatively small, staff takes advantage of the District's membership in various trade organizations. These organizations make it easy for staff to also engage on issues of importance to the District by tracking legislative and regulatory issues, taking positions, and drafting comment letters.

There are many ways staff and/or Directors, can engage on legislative and regulative issues, including, but not limited to, the following:

- Send letters (print or electronic) to legislators, regulators, and others;
- Contact legislators or regulators directly (in person or via the phone);
- Offer direct testimony;
- Send an email to our engaged citizens encouraging them to participate;
- Send an email to our influential public encouraging them to participate;
- Draft an editorial for a local newspaper; and,
- Send a news release to our local community.

Upon reviewing the existing Legislative Advocacy policy, staff determined it was best to start fresh and simply write a Legislative and Regulatory Advocacy policy to reflect the most efficient and effective way to implement it. Attachment 1 is the marked-up version of the existing policy. The new Legislative and Regulatory Advocacy policy is presented as Exhibit A to the proposed resolution.

The key provision is that staff's work to advocate for various legislative and regulatory efforts will be guided by a prioritization process. In taking a position on an issue, staff will be guided by the Board's adopted policies, by the Board's Annual Legislative Platform, by the adopted operating and capital budgets of the District, and by the recommendations of trade associations of which DSRSD is a member (e.g., Association of California Water Agencies, California Association of Sanitation Agencies, and WateReuse). The issue must be of direct interest to the District's business.

Originating Department: Office of the General Manager	Contact: S. Stephenson	Legal Review: Yes
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up version of Legislative Advocacy policy	



# POLICY

## Dublin San Ramon Services District

Policy No.:	P100-14-6	Type of Policy:	Board Business
Policy Title:	Legislative <u>and Regulatory</u> Advocacy		
Policy Description:	Taking <u>P</u> ositions on <u>local, regional, state, and F</u> ederal <u>and State Legislation and City and County Ordinances</u> <u>legislation and regulations</u>		
Approval Date:	Nov 20, 2018 Aug 19, 2014	Last Review Date:	20142018
Approval Resolution No.:	48-14	Next Review Date:	20182020
Rescinded Resolution No.:	48-1455-03	Rescinded Resolution Date:	Aug 19, 2014 Nov 18, 2003

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

To take positions on legislative and regulatory issues that affect the District and to engage in the public policy process when time and resources allow. If legislative or regulatory issues do not affect the District, then the District will take no action unless a member of the Board asks staff to do so. To guide staff in these efforts, the Board developed a policy.

There are many ways staff and/or the Directors, can engage on legislative and regulative issues, including, but not limited to, the following:

- Send letters (print or electronic) to legislators, regulators, and others;
- Contact legislators or regulators directly (in person or via the phone);
- Offer direct testimony;
- Send an email to engaged citizens encouraging them to participate;
- Send an email to the District's influential public;
- Draft an editorial for a local newspaper; and,
- Send a news release to the local community.

Because DSRSD is relatively small, staff takes advantage of the District's membership in various organizations. These organizations track legislative and regulatory issues, take positions, and draft comment letters, making it easy for staff to also engage on issues of importance to the District.

Such organizations include, but are not limited to, the following:

- Association of California Water Agencies (ACWA)
- American Water Works Association (AWWA)
- California Association of Sanitation Agencies (CASA)
- California Product Stewardship Council (CPSC)
- California Special Districts Association (CSDA)
- WateReuse
- Water Education Foundation (WEF)

Staff may use other resources and sources of information to become aware of legislation and regulations which may impact the District.

To determine whether or not to advocate on an issue, staff uses the following criteria, in descending order of priority where the items at the top of the list overrule the items lower on the list.

**DSRSD Policies** – If the DSRSD Board of Directors adopts formal policies which have a direct bearing on the legislative and/or regulatory issue, then staff may advocate consistent with those adopted policies.

**DSRSD Budget** – If the DSRSD Board of Directors adopts a budget which has a direct bearing on the legislative and/or regulatory issue, then staff may advocate consistent with the budget.

**DSRSD's Legislative & Regulatory Platform** – If the DSRSD Board of Directors adopts an annual legislative platform which has a direct bearing on the legislative and/or regulatory issue, then staff may advocate consistent with the annual legislative platform.

**Member Associations** – If one of the organizations, in which the District is a member, asks the District to advocate consistent with the organization's position, staff may do so.

**Other** – If the General Manager deems a legislative or regulatory issue of importance, the General Manager may bring it to the attention of the President of the Board of Directors and the President will decide if the issue should be presented to the Board for discussion or if the GM can proceed with the advocacy.

**Boardmember Initiative** – If a legislative or regulatory item does not comply with any of the above criteria, a member of the Board may ask that it be brought before the Board to discuss and determine whether or not the District should advocate on the matter.

It is the policy of the District to take positions, when appropriate, on Legislation and furthermore, that the District's position on Legislation shall be developed in accordance with the procedures set forth below.

In furtherance of the above policy, the following process shall be used to determine when and how the District will take a position on Legislation:

1. The General Manager shall periodically review pending Legislation and assess its applicability to the District. The General Manager shall take advantage of the District's membership in CASA, ACWA, WaterReuse, CSDA, AWWA, WEF and the Chambers to become aware of Legislation which may be applicable to the District. The General Manager may also use other resources and sources of information to become aware of Legislation which may be applicable to the District.
2. The General Manager shall characterize applicable Legislation as either having direct and significant bearing on the District, being of only general interest and applicability to the District, or of having no interest or applicability to the District.
3. If Legislation has a direct and significant bearing on the District, the General Manager shall present the Legislation to the Board, along with a recommendation from the General Manager for the position to be taken by the District and for the manner in which the District will express that position.
4. If Legislation is of only general interest and applicability to the District, and a position has been taken on the legislation by one of the organizations in which the District is a member such as but not limited to CASA, ACWA, WaterReuse, etc. ("Member Organization") and that Member Organization requests that the District take action advocating its position, the General Manager may, in consideration of the need for the District to actually take a position on the Legislation given the District's interest, and in further consideration of available District resources, take the position advocated by the Member Organization on behalf of the District. If the General Manager does so, a summary of the actions taken and the correspondence sent in support of positions taken by a Member Organization shall be communicated to the Board of Directors as soon as practical.
5. If legislation has a direct and significant bearing on the District, the District's Board of Directors, in consideration of the General Manager's recommendation, shall determine the position to be taken by the District and the manner in which the District will express that position.
6. If, in the General Manager's opinion, it becomes necessary for the District to express its position on direct and significant Legislation, and if there is insufficient time for the procedures set forth herein to be followed, the General Manager shall draft a letter stating the District's position on the Legislation and circulate said letter to all Board Members requesting comment before the end of the ensuing business day. In the event that at least two Board Members object to the position proposed by the General Manager, a special meeting of the Board of Directors shall be scheduled to review the position proposed by the General Manager. In those very rare instances that the General Manager determines that it is critical for the District to take a position on Legislation and there is insufficient time in which to either circulate a draft letter as above and/or to schedule a special meeting of the Board as described herein, the General Manager is hereby authorized to state a position of the District that he/she believes to be in the overall best interests of the District after due consideration of input he or she may have received from any Board Member, and is hereby directed to notify all members of the Board of Directors of his or her actions as soon as practicable.
7. If the District takes a position on Legislation, it shall be one of the following positions which positions shall have the meaning described:

A. Support: ~~The Legislation, if passed, will have a direct, significant and positive effect on the District.~~

B. Support if Amended: ~~The Legislation, if amended to address specific shortcomings identified by the District, will have a direct, significant and positive effect on the District.~~

C. Neutral: ~~The Legislation does not have a direct, significant and positive or detrimental effect on the District. The District may identify its position as neutral if asked.~~

D. Oppose Unless Amended: ~~The Legislation, unless amended to address specific shortcomings identified by the District, will have a direct, significant and detrimental effect on the District.~~

E. Oppose: ~~The Legislation, if passed, will have a direct, significant and detrimental effect on the District.~~

8. ~~Allowable actions for expressing a position other than neutral include sending letters to legislators and others, contacting legislators, offering direct testimony, and/or similar efforts in support of the District's taken position.~~

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE LEGISLATIVE ADVOCACY POLICY AND RESCINDING RESOLUTION NO. 48-14

---

WHEREAS, on August 19, 2014, the Board adopted a revised Legislative Advocacy policy to conform with the newly revised Guidelines for Conducting District Business policy; and

WHEREAS, a significant amount of state and federal legislation and regulations, and a significant number of city and county ordinances, are proposed each year, some of which are applicable to the Dublin San Ramon Services District in carrying out its mission; and

WHEREAS, the District is a member of several organizations which monitor, review, and advocate positions on legislation related to the business of the District; and

WHEREAS, periodically, legislation is proposed which may either have direct and significant bearing on the District or be of only general interest and applicability to the District; and

WHEREAS, it is desirable to have a policy in place that sets forth how the District's position on legislation is to be determined and what that position entails; and

WHEREAS, it is in the best interest of the District to take a position on legislation in an effective and timely manner.

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

1. The revised Legislative Advocacy policy, renamed the Legislative and Regulatory Advocacy policy and attached as Exhibit "A," is hereby adopted; and

2. Resolution No. 48-14, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of December 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

---

Madelyne A. Misheloff, President

ATTEST: \_\_\_\_\_

Nicole Genzale, District Secretary



# Policy

<b>Policy No.:</b> <a href="#">Click here to enter text.</a>	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Legislative and Regulatory Advocacy	
<b>Policy Description:</b> Taking positions on local, regional, state, and federal legislation and regulations	
<b>Approval Date:</b> 12/18/2018	<b>Last Review Date:</b> 2018
<b>Approval Resolution No.:</b> <a href="#">Click here to enter text.</a>	<b>Next Review Date:</b> 2022
<b>Rescinded Resolution No.:</b> 48-14	<b>Rescinded Resolution Date:</b> 8/19/2014

It is the policy of the Board of Directors of Dublin San Ramon Services District to take positions on legislative and regulatory issues that affect the District and to engage in the public policy process when time and resources allow. If legislative or regulatory issues do not affect the District, then the District will take no action unless a member of the Board requests a Board discussion of an issue. To guide staff in these efforts, the Board developed this policy.

Staff takes advantage of the District's membership in various trade organizations. These organizations track legislative and regulatory issues, take positions, and draft comment letters, making it easy for staff to also engage on issues of importance to the District.

Such organizations include, but are not limited to, the following:

- Association of California Water Agencies (ACWA)
- American Water Works Association (AWWA)
- California Association of Sanitation Agencies (CASA)
- California Product Stewardship Council (CPSC)
- California Special Districts Association (CSDA)
- WateReuse
- Water Education Foundation (WEF)

Staff will use other resources and sources of information to become aware of legislation and regulations which may impact the District.

To determine whether or not to advocate on an issue, staff uses the following criteria, in order of priority.

1. **DSRSD Policies** – If the DSRSD Board of Directors adopts formal policies which have a direct bearing on the legislative and/or regulatory issue, then staff may advocate consistent with those adopted policies.

Policy No.:

Policy Title: Legislative and Regulatory Advocacy

2. **DSRSD's Legislative & Regulatory Platform** – If the DSRSD Board of Directors adopts an annual legislative platform which has a direct bearing on the legislative and/or regulatory issue, then staff may advocate consistent with the annual legislative platform.
3. **DSRSD Budget** – If the DSRSD Board of Directors adopts a budget which has a direct bearing on the legislative and/or regulatory issue, then staff may advocate consistent with the budget.
4. **Member Associations** – If one of the organizations, in which the District is a member, asks the District to advocate consistent with the organization's position, staff may do so.

If the General Manager deems a legislative or regulatory issue of importance and it is not encompassed by the above categories, the General Manager may bring it to the attention of the President of the Board of Directors and the President will decide if the issue rises to the level of requiring Board consideration. If the Board President determines that an issue does not warrant Board consideration, then the General Manager may advocate on the issue in the interest of the District.

If a legislative or regulatory item does not comply with any of the above criteria, a member of the Board may ask at a Board meeting that the issue be agendized for discussion at the next Board meeting, to discuss and determine whether or not the District should advocate on the matter.

RESOLUTION NO. 48-14

## RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING BOARD POLICY LEGISLATIVE ADVOCACY AND RESCINDING RESOLUTION NO. 55-03

WHEREAS, on July 1, 2014 the District Board of Directors adopted Resolution No. 38-16, thereby adopting revised Guidelines for Conducting District Business ("Guidelines"); and

WHEREAS, Resolution No. 38-16 authorized and directed the General Manager to propose formal revisions to those existing Board policies that are in conflict with the Guidelines; and

WHEREAS, current policy Legislative Advocacy, last revised by Resolution No. 55-03, contains provisions that are in conflict with the newly revised Guidelines.

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

1. The revised "Legislative Advocacy" policy, attached hereto as Exhibit "A" be adopted, and

2. Resolution No. 55-03 is hereby Rescinded and attached as Exhibit "B;" and

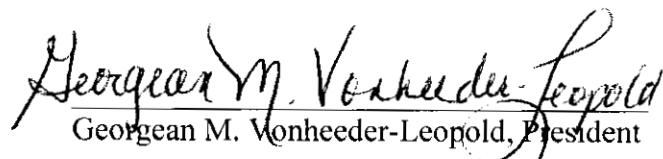
3. Authorizes the General Manager to make non-substantive editorial changes to the policy as that document is finalized for posting on the District's website.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 19th day of August 2014, and passed by the following vote:

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

NOES: 0

ABSENT: 0

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

ATTEST: Nancy G. Hatfield  
Nancy G. Hatfield, District Secretary



**TITLE:** Discuss and Provide Direction on Board Committees and Joint Powers Authority Assignments for Calendar Year 2019

**RECOMMENDATION:**

The Board President requests the Board of Directors discuss and provide direction on the 2019 Committee structure, assignments, and Mission Statements, and Joint Powers Authority (JPA) member assignments.

**SUMMARY:**

Each year, the Board selects a new Board President, and the newly selected Board President presents a recommendation for Boardmember assignments to the various Board Committees and JPAs. This item provides an opportunity for the new President to voice thoughts and receive input on the 2019 Committee/JPA Assignments and Mission Statements, scheduled for Board approval on January 15, 2019.

The 2018 Committee/JPA Assignments and Mission Statements are presented in Attachment 1 for the following Committees/JPAs:

- Water Resources
- Finance and Personnel
- External Affairs
- DSRSD-EBMUD Recycled Water Authority (DERWA)
- Livermore-Amador Valley Water Management Agency (LAVWMA)

To streamline administration, the Board Committees meet on an as-needed basis, typically on the afternoon of Board meeting dates, with the exact start time dependent on the complexity of the matter before the Committee. The JPAs meet per the pre-designated schedule by the JPAs, as indicated in Attachment 1.

Chapter 3 of the Guidelines for Conducting District Business policy provides criteria for Committee assignment. "There are no rules for assigning directors to committees. In past years, board presidents have used the following criteria as they develop their recommended committee assignments:

- Continuity
- Exposure to all areas of the district's business
- Area of director interest
- Developing working relationships among board members"

The guidelines also cover the use of Board Committees and JPAs in Chapters 7 and 8 (see excerpts in Attachment 2).

Originating Department: Executive Services	Contact: D. McIntyre	Legal Review: Not Required
Cost: \$146 per Boardmember per day of service	Funding Source: Administrative Overhead (Fund 900)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – 2018 Committee/JPA Assignments and Mission Statements Attachment 2 – Excerpts from Guidelines for Conducting District Business policy	53 of 66

**2018 COMMITTEE/JPA ASSIGNMENTS AND MISSION STATEMENTS**

<b>WATER RESOURCES COMMITTEE</b>	
Members:	Duarte, Howard
Alternates:	Halket (First); Misheloff, Vonheeder-Leopold
Committee Mission:	The mission of the Water Resources Committee is to provide policy level guidance for policies, programs, planning, projects, operations and regulatory compliance related to the District's water, recycled water and wastewater services. This will also include all matters related to water resource planning. The Committee's mission also includes representation of the District's interests with DERWA and LAVWMA. The Committee will recommend new policies or changes to policies that are related to its mission. In addition, the Committee shall review and guide other matters that from time to time may be referred to it by the Board of Directors. The Committee shall also represent the District's interest with stakeholders when those interests are directly aligned with the Committee's mission including, but not limited to, residents in the neighborhoods adjacent to the Wastewater Treatment Plant as may be required.
Type of Committee Meeting Schedule:	Deliberative. Committees meet, when needed, on the afternoon of Board meeting dates when possible.

<b>FINANCE AND PERSONNEL COMMITTEE</b>	
Members:	Halket, Misheloff
Alternates:	Vonheeder-Leopold (First); Duarte, Howard
Committee Mission:	The mission of the Financial and Personnel Committee is to provide policy level guidance related to programs that focus on the District's financial and personnel affairs. The Committee will recommend new policies, or changes to policies that are related to its mission. The Committee's mission also includes policy level review of auditing, budgeting, rate-setting, risk management, financial acquisitions, debt management and programs that focus on the District's personnel including labor relations, benefits and performance management. In addition, the Committee shall review and guide other matters that from time to time may be referred to it by the Board of Directors.
Type of Committee Meeting Schedule:	Deliberative. Committees meet, when needed, on the afternoon of Board meeting dates when possible.

## 2018 COMMITTEE/JPA ASSIGNMENTS AND MISSION STATEMENTS

EXTERNAL AFFAIRS COMMITTEE	
Members:	Halket, Vonheeder-Leopold
Alternates:	Misheloff (First); Duarte, Howard
Committee Mission:	The mission of the External Affairs Committee is to provide policy level guidance related to programs that focus on the District's service to, relationship with, and communication with all of our customers including residents, businesses, schools, and major institutional customers. The Committee's mission also encompasses programs that focus on the District's service to, relationship with, and communication with our "contract" customers including Zone 7, the City of Pleasanton and any multi-agency efforts. The Committee's mission also includes matters that require a focused District involvement on external matters such as legislation and regulation at the local, regional, state and federal levels, the subject of which is not specifically covered by the Charter of another Committee. Finally, the Committee will provide policy level guidance on all openness and transparency matters. The Committee will recommend new policies, or changes to policies that are related to its mission. In addition, the External Affairs Committee shall review and guide other matters that from time to time may be referred to it by the Board of Directors.
Type of Committee Meeting Schedule:	Deliberative and Liaison. Liaison to Cities of Dublin, San Ramon, Livermore, Pleasanton and school districts, includes Tri-Valley Water Retailers Policy Liaison/Roundtable. Committees meet, when needed, on the afternoon of Board meeting dates when possible. Liaisons meet when mutually agreed upon by the participating agencies.

DERWA JPA	
Members:	Howard, Vonheeder-Leopold
Alternates:	Duarte
JPA Mission:	The DSRSD-EBMUD Recycled Water Authority (DERWA) is a Joint Powers Authority that was formed in 1995 between DSRSD and EBMUD. DERWA's mission is to provide a safe, reliable, and consistent supply of recycled water, and to maximize the amount of recycled water delivered. The San Ramon Valley Recycled Water Program (SRVRWP) was created in 1995 and currently provides recycled water to customers in Dublin and San Ramon. Future phases will extend recycled water delivery to portions of Blackhawk and Danville.
Type of Body Meeting Schedule:	Legislative. Board meetings are normally scheduled for the fourth Monday of odd calendar months with exceptions*. The following meetings are scheduled for 2018: February 5*, March 26, May 21*, July 23, September 24, and November 26.

## 2018 COMMITTEE/JPA ASSIGNMENTS AND MISSION STATEMENTS

LAWVMA JPA	
Members:	Duarte, Misheloff
Alternates:	Howard
JPA Mission:	The Livermore-Amador Valley Water Management Agency (LAVWMA) is a Joint Powers Agency created in 1974 by the cities of Livermore and Pleasanton and the Dublin San Ramon Services District for the purpose of discharging their treated wastewater to San Francisco Bay. Operations began in September 1979 with expansions in 1983, 1987 and 2003 bringing it to its current maximum discharge capacity of 41.2 mgd. The wastewater is conveyed via a 16-mile pipeline from Pleasanton to San Leandro and enters the East Bay Dischargers Authority (EBDA) system for dechlorination and discharge through a deepwater outfall to the San Francisco Bay.
Type of Body Meeting Schedule:	Legislative. Board meetings are held quarterly on the third Wednesday of February, May, August, and November.

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## **TYPES OF COMMITTEES AND COMMITTEE COMMUNICATION**

### **Deliberative Committees**

A deliberative committee is one with a particular subject matter jurisdiction. The board establishes the committee's charter. The committee makes recommendations to the board upon matters within its scope. Currently, the External Affairs, Finance, Personnel, Water, and Wastewater Committees are deliberative committees. A deliberative committee may deliberate and recommend changes in district policy or direction but may not create or change policy or direction. Although they have commonly been called technical committees, a more precise description is deliberative committees because they permissibly perform some of the deliberative functions of the board, enabling the board to better focus on the policy questions raised by the particular matter.

### **Liaison Committees**

Liaison committees enable the board to receive information from other agencies and to convey the board's policy positions to those agencies. There are two types of liaison committees: *traditional liaison committees* (e.g., board committees that meet with a subset of the members of the legislative bodies of the City of Dublin, City of San Ramon, and Zone 7 Water Agency), and *de facto liaison committees* that represent the district on the board of the joint powers authorities (JPAs) with which the district is involved (e.g., DERWA and LAVWMA). Unless specifically charged by the board with doing so, liaison committees do not deliberate or recommend changes to district policy.

### **Communications from Committees**

To reduce the risk of communications that could result in impermissible deliberation or consensus building, there are ground rules for communicating between different committees (or their respective members) through either the board or the general manager. (Note: the board may only provide new policy direction to district staff or management via the general manager.)

Currently, the District has two types of Board committees, deliberative and liaison. Both are subject to the Brown Act. Although composed of only two members (less than a quorum), the committees are subject to the notice and open meeting provisions of the Brown Act, as they have a continuing subject matter jurisdiction.

*board and committee meetings and allowable discussions*

The Brown Act prohibits directors from conducting district business outside board or committee meetings. The normal definition of a meeting is the congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body. However, it is possible to develop a consensus among a majority of the board without a majority of members being physically present at the same time and place. Effective in 2009, the Legislature amended the Brown Act to state that “a majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, direct or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body” (*Government Code*, section 54952.2(b)(1)). The Brown Act does not impose an absolute prohibition on all discussion outside meetings that may involve a majority of directors. This additional clarification took effect in 2009: “Paragraph (1) shall not be construed as preventing an employee or official of a local agency from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body” (*Government Code*, section 54952.2(b)(2)).

There are three basic ways to comply with the Brown Act while employing committees to address matters that do not fall within the jurisdiction of any of the current deliberative committees. Each alternative employs a different strategy to guard against improper deliberations or the development of a collective consensus in violation of the Brown Act. This does not diminish the importance of following the procedures regarding communication between committees discussed below.

- The first alternative is to ensure that no two committees consider the same policy matters. This is the reason for developing a mission statement within the charter of each committee.

- The second alternative entails creating a new committee specific to a major topic of importance as a separate deliberative committee and carving out the subject matter of the new committee from the existing deliberative committees. This approach avoids the same issue being addressed serially in more than one deliberative committee, so that a majority of directors would not have deliberated on the same topic except at a board meeting. While this approach could sidestep many Brown Act issues, there may be practical difficulties in actually carrying it out, given possible interrelationships of the subject matter of a new committee with the traditional committees.
- The third alternative is to have a given subject handled in its entirety by the board and thereby avoid any separate committee deliberations. This has been the district's past practice for certain labor negotiations and broad policy-level issues (such as the district's position on groundwater injection).

## OPEN VERSUS CLOSED SESSION DISCUSSIONS

Board and committee meetings can have open as well as closed session topics for discussion.

### Open Session Discussions

The board and its committees transact the vast majority of the public's business in open session. Open sessions are those portions of the board or committee meetings that are open to the public and at which the public can address the board or committee and comment on any item of business being considered or on any matter within the board's subject matter jurisdiction or the committee's charter that is not on the agenda.

Directors should remember that any form of communication between or among committees has the potential to result in impermissible deliberation or consensus building outside noticed board meetings. The most reliable way to avoid improper communication is to transmit information between committees only through the board or through the general manager. Deliberative committees must avoid deliberating on the same subjects. It is the responsibility of the general manager to identify when this is happening, or could happen, and to take action.

Matters discussed in closed session are strictly confidential. Disclosure of information from a closed session may prejudicially impact district interests and can result in the possible censure by the board of a director who breaches the confidentiality requirement, or the issuance of an injunction against such conduct by a court.

To protect the confidentiality of information presented in closed session, staff will collect all written material distributed during the session at the end of the session.

### **Closed Session Discussions**

In general, the Brown Act directs the district to conduct all of its business in public. However, the board and its committees may also meet in closed session under a series of carefully defined exceptions to the Brown Act. Closed sessions are used when the public's interest could be adversely affected if the board's or committee's discussion took place in public. Closed sessions are used to give direction to district negotiators for labor contracts with district employees and for the acquisition or disposal of real property. The board and its committees may also meet in closed session to confer with general counsel regarding claims or threats of litigation, initiation of litigation, or to discuss actual litigation in which the district is involved. Finally, the board and its committees may meet in closed session when evaluating the performance of a public employee, when dealing with the hiring, dismissal, or discipline of a public employee; or with certain security matters.



### PROCESSING MATTERS THAT REQUIRE BOARD ACTION

Any matter requiring board action will be presented initially to the board for consideration without committee review or involvement unless it is specifically identified as a matter that may be initially considered by a committee. When so presented, the board may:

- Consider the matter and render an appropriate decision (approve, disapprove).
- By motion, refer the matter to a board committee for deliberation, asking that committee to formulate a recommendation (in such cases, the maker of the motion should be as specific as possible as to exactly what question is being referred to the committee).

If a matter is referred to committee by the board, it will be handled in accordance with the normal process for handling committee items.

Items on the Board agenda originate from a variety of sources: the General Manager, deliberative committees, Directors, and the public.

### MATTERS THAT MAY BE CONSIDERED INITIALLY BY A COMMITTEE

The following matters may be considered by a committee without a formal referral from the board:

Development of committee charters

- Rates and fees (finance or related committee)
- Labor relations matters (personnel or related committee)
- District budgetary issues within the charter of a committee
- District operational issues within the charter of a committee
- Informational items requested by the committee
- Issues that a committee may wish to preliminarily explore ahead of formal consideration
- Issues that staff may wish to preliminarily explore with an appropriate committee ahead of formal consideration

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## **ITEMS THAT ARE ALWAYS TO BE CONSIDERED BY THE BOARD WITHOUT COMMITTEE REVIEW**

Several types of items are always considered by the board without committee review, regardless of their origin, because they are routine or because it is proper or legally required that only the full board consider them. The following items are always placed on a board agenda without committee review.

### **Administrative Matters**

- Proclamations
- Warrant list
- Notifications (availability of ethics training, etc.)
- Board organizational matters (appointment of president or vice president)
- Appointment of committee

### **Board Oversight**

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- Performance evaluations (general manager, general counsel, treasurer, district secretary)
- Mandated reports (e.g., annual \$100 list of expenses, annual aged receivables report)
- Consideration of conference attendance/day of service payments to a director

### **Procedural Streamlining**

- Second reading of an ordinance
- Rejection of routine claims
- Acceptance of projects
- Acceptance of developer improvements
- Intention to levy assessments in existing assessment districts (mandated notification step in anticipation of formal action later)

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- Routine construction project awards (e.g., project approved, under budget, no bid irregularities, no contractor issues, no public concern)
- Items accomplished within previous direction given by board (e.g., labor MOUs that conform to negotiating direction, revisions to items as previously directed by board)
- Follow-up on action items previously presented in workshops for discussion

### District-Wide Matters

- Items with over-arching policy implications (e.g., budgeting, strategic planning)<sup>4</sup>
- Items spanning the adopted charter of two or more committees
- General informational items that keep the board current on a matter or allow members to discuss the implications of continuing with a previously agreed upon course of action
- Presentations requested by the board
- Actions required by law (e.g., consolidation of district elections, amending conflict of interest codes)

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### Matters to Protect the District's Interest

- Personnel appeals (that are before the board and on which the board must be unbiased and rule on the record before them)
- Environmental review documents where the administrative record must be developed in front of the entire board

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<sup>4</sup> Individual components may go to a committee whose charter covers that area.

## **PLACING AN ITEM ON AN AGENDA**

### **Items Originating from the General Manager**

Many items on the agenda originate with the general manager and district staff. The following types of items are typical:

- Matters on which policy direction from the board is required.
- Items with over-arching policy implications (e.g., labor negotiations, budgeting, strategic planning).
- Actions required by law (e.g., consolidation of district elections, amending a Conflict of Interest Code).
- Intermediate actions in the overall implementation of a board-approved project or program (e.g., awarding construction contracts, considering an environmental review document).
- Discretionary decisions for which authority has not been delegated to the general manager.
- Informational items to keep the board current on a matter or to allow them to discuss the implications of continuing on a previously agreed course of action.
- Items with critical timing.
- Proclamations honoring special events or individuals.

### **Items Originating from or of Interest to a Director**

A director may ask that a new item be placed on a future committee or board agenda during the board member Items portion of a board meeting or during the committee comments portion of a committee meeting. However, in such cases, the advance notice requirements of the Brown Act only allow the committee to decide to place such a matter on a future agenda; the matter cannot be discussed at the meeting at which it was first mentioned.

If the director originating an item wishes the item to be discussed by the committee or board when he/she brings it up, the director should contact the general manager to explain the issue so that the agenda can be properly prepared to allow discussion. The director who placed the item on the agenda is cited as the reference and is expected to lead the discussion.

For any matter referred to or being discussed by a committee, the committee shall report its findings back to the board and capture its deliberations in the notes prepared for the committee. If, after reviewing the notes prepared by the committee, a director wishes to have the matter discussed by the full board, he/she may state this request at a board meeting or notify the general manager. The general manager shall then notify the committee of the director's request and schedule the matter for discussion at the next reasonably available committee meeting. This process allows the committee to complete its work and respond to concerns raised. Following that committee meeting, the general manager shall place the matter on the board agenda for discussion at the next reasonably available board meeting.

### **Items Originating from the Public**

During the public comment portion of a board or committee meeting, members of the public may ask to have an item placed on a future board or committee agenda. If the board or committee desires to have the item placed on a future agenda, it will direct the general manager to do so through a properly seconded and approved motion. The committee or board may not discuss the matter brought up by the public at the same meeting at which it is first mentioned.



**TITLE:** Receive Presentation on the Zone 7 Water Agency 2018 Water Supply Evaluation Update

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on the Zone 7 Water Agency (Zone 7) 2018 Water Supply Evaluation Update.

**SUMMARY:**

As a foundational element in its water supply planning for the Tri-Valley, Zone 7 periodically completes a Water Supply Evaluation. The original Water Supply Evaluation was completed in 2011. This Water Supply Evaluation was last updated in 2016. The 2016 Update reviewed the benefits of the California WaterFix, a potable reuse project, and a regional desalination project on the long-term reliability of the Tri-Valley water supply. Other potential water supply projects that reduced risks to reliability were also evaluated.

Since that time, new information has become available on various water supply, transmission, and storage options that might be beneficial for the Tri-Valley's water reliability. For example, there is updated information on the long-term water supply from the State Water Project, the Tri-Valley's principal source of water supply. Secondly, the Los Vaqueros and Sites Reservoir projects have received Proposition 1 funding toward each project's public benefits; and the project partners, including Zone 7, have begun funding discussions. Thirdly, the agencies of the Tri-Valley have more detailed information on the feasibility of a Regional Potable Reuse project. In addition, Zone 7 is working with the four water retailers to update the projected water demands for the Tri-Valley in light of new long-term water conservation regulations.

Given the new information and pending required commitments for continued participation in the potential reservoir projects, Zone 7 has decided to update its Water Supply Evaluation on an expedited schedule. Preliminary results were presented to the Zone 7 Board on November 14. The project schedule shows a formal 2018 Update will be presented to the Zone 7 Board on February 20, 2019. With the accelerated schedule, all the agencies of the Tri-Valley will have access to an important long-term planning document early next year, which will be a useful reference for regional discussions about water supply options, water supply reliability, and water project funding.

It should be noted that the next meeting of the Tri-Valley Water Liaison Committee is scheduled for January 23, 2019.

Staff will give a summary presentation of publicly available information about the 2018 Water Supply Evaluation Update.

Originating Department: Office of the General Manager	Contact: D. McIntyre	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	66 of 66	