



AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

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

DATE: Tuesday, January 15, 2019

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

- New Employee Introductions

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. Speaker cards are available from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern, introduce him/herself, and then proceed with his/her comment.

6. REPORTS

6.A. Reports by Staff

- Event Calendar
- Correspondence to and from the Board

6.B. Joint Powers Authority and Committee Reports

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 18, 2018

Recommended Action: Approve by Motion

7.B. Accept Regular and Recurring Report: Warrant List

Recommended Action: Accept by Motion

7.C. Approve Budget Increase to the Capital Improvement Program Two-Year Budget for Fiscal Years Ending 2018 and 2019 for the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court Project (CIP 16-A002), Approve Increase to the Local Wastewater Replacement Fund Capital Improvement Program Fund Limit for Fiscal Year Ending 2019, and Approve an Increase to the Construction Agreement Change Order Contingency for the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court Project (CIP 16-A002)

Recommended Action: Approve by Resolutions (3)

7.D. Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2019

Recommended Action: Approve by Motion

7.E. 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. 57-18

Recommended Action: Adopt by Resolution

8. BOARD BUSINESS

8.A. Consider Adoption of Resolution Declaring Dublin San Ramon Services District's Intent to Transition from an At-large to District-based System of Electing Directors, Outlining Specific Steps to Be Undertaken to Facilitate the Transition, and Specifying a Timeline within which the Necessary Actions Would Be Taken

Recommended Action: Adopt by Resolution

8.B. Accept the Rate Stabilization Funds Annual Report and Direct Transfers from the Regional Wastewater Operating Fund (Fund 300) to the Regional Wastewater RSF (Fund 305), from the Regional Wastewater RSF (Fund 305) to the Regional Wastewater Replacement Fund (Fund 310), and the Local Wastewater RSF (Fund 205) to the Local Wastewater Operating Fund (Fund 200)

Recommended Action: Accept and Direct by Motion

8.C. Receive Presentation on the Zone 7 Water Agency Water Supply Evaluation Update

Recommended Action: Receive Presentation

8.D. Approve Increase in Budgeted Full-Time Equivalent (FTE) Staffing

Recommended Action: Approve by Resolution

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

Recommended Action: Approve by Motion

8.F. Establish the 2019 Process and Schedule for Performance Assessments of General Manager and Confirm Process for Board Appointees General Counsel, Treasurer, and District Secretary

Recommended Action: Approve and Confirm by Motion

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

- 10.C. Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Potential Case

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**

December 18, 2018

1. **CALL TO ORDER**

A regular meeting of the Board of Directors was called to order at 6:06 p.m. by President Vonheeder-Leopold.

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

Boardmembers present at start of meeting:

President Georgean M. Vonheeder-Leopold, Vice President Madelyne A. (Maddi) Misheloff (teleconference location), Director Edward R. Duarte, Director Ann Marie Johnson and Director Richard M. Halket.

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

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

5. **PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m. No public comment was received.**

6. **REPORTS**

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

- Event Calendar – General Manager McIntyre reported on the following:
 - o Zone 7 Water Agency (Zone 7) will hold its Water Resources Committee meeting on Friday, December 21 at 10 a.m. and its Board meeting on Wednesday, January 16 at 6:30 p.m. to discuss its Water Supply Evaluation (WSE) Update.
 - o The Tri-Valley Water Liaison Committee meeting will be hosted by Zone 7 on January 23 at 4 p.m.
- Correspondence to and from the Board on an Item not on the Agenda – None

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

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

7. **CONSENT CALENDAR**

Director Halket MOVED for approval of the items on the Consent Calendar. Director Duarte SECONDED the MOTION, which CARRIED with FOUR AYES, and ONE ABSTENTION (Misheloff), per roll call vote.

- 7.A. Regular Meeting Minutes of December 4, 2018 – Approved
- 7.B. Accept the Following Regular and Recurring Reports: Warrant List – Approved

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

Engineering Services Manager Zavadil reviewed the item for the Board. She reported the following emergency activities must be accomplished to prevent further damage to the building: 1) remove carpet padding and glue to dry out moisture under and in the slab, and, 2) evaluate movement of the building's southeast section floor slab, extent of moisture in the foundation, and prevention of future vapor intrusion and mold growth. Delaying the work will increase the scale of damage, costs, and rehabilitation time. The District is insured through the California Sanitation Risk Management Authority (CSRMA) and is expected to soon provide approximately \$800,000 for recovery efforts. Recovery work by Restoration Management Company concluded on Friday. The Board and staff discussed the source of the flooding, identified to be a separation at a flange on an elbow section of the fire service line, and the resulting damage caused under and within the building.

Director Misheloff 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 Duarte SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

- 8.B. Selection of President and Vice President of the Board of Directors for 2019

General Manager McIntyre reviewed the item for the Board. President Vonheeder-Leopold opened the floor for nominations for the 2019 Board of Directors President and Vice President.

Director Halket MOVED to NOMINATE and ELECT Vice President Misheloff as the 2019 Board President and Director Duarte as the 2019 Board Vice President. Director Johnson SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

Director Johnson MOVED to CLOSE nominations. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

Director Duarte MOVED to ELECT Vice President Misheloff as the 2019 Board President and Director Duarte as the 2019 Board Vice President. Director Halket SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

Director Vonheeder-Leopold passed the gavel to Vice President Duarte who then presided over the remainder of the meeting on President Misheloff's behalf.

8.C. Adopt Revised Legislative Advocacy Policy and Rescind Resolution No. 48-14

Community Affairs Supervisor Sue Stephenson reviewed the item for the Board. Upon Board inquiry, General Manager McIntyre further advised that while the proposed revised policy would better guide staff to manage the ongoing, day-to-day legislative efforts, staff would continue to bring advocacy and controversial matters (matters the Board has not yet taken a position on) to the Board for its consideration. Staff will also continue to share legislative news with the Board per usual weekly updates and address any Boardmember concerns from those updates.

Director Halket MOVED to adopt Resolution No. 59-18 Revising the Legislative Advocacy Policy and Rescinding Resolution No. 48-14. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

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

General Manager McIntyre introduced the item to the Board. President Misheloff reviewed the proposed Committee structure and director assignments as further detailed in the matrix of suggested Committee assignments that Mr. McIntyre handed out to the Board. The proposal would split the various External Affairs Committee duties into separate Liaison Committees, providing more opportunity for all Boardmembers to interface with partner agencies, while maintaining at least one director in his/her existing JPA assignment, and would sunset the existing standing Committees due to little activity. The Board expressed its preliminary acceptance of the proposal. Mr. McIntyre reported the Board will take action on the item on January 15.

8.E. Receive Presentation on the Zone 7 Water Agency 2018 Water Supply Evaluation Update

Engineering Services Manager Zavadil reviewed the item for the Board. She explained the District is closely following progress of the Zone 7 Water Agency's (Zone 7) Water Supply Evaluation (WSE) Update as Zone 7 will be making key decisions on large short- and long-term water supply projects that will affect the District. She gave a presentation that provided an overview of the following: the Zone 7 Water Supply Reliability policy, DSRSD's Water Supply, Storage, Conveyance, Quality and Conservation policy, water supply reliability projects (California WaterFix, potable reuse, Sites Reservoir, Regional desalination, short- and long-term transfers) and the Los Vaqueros Expansion storage project, the total Zone 7 water demand forecast, preliminary water supply/storage project timelines, project evaluations, preliminary findings, cost estimates, Zone 7's WSE schedule, and risk model exceedance probability. Ms. Zavadil explained how costly it would be for the District and its ratepayers to pursue meeting its supply policy on its own, and stressed the importance for the local retail agencies and their wholesaler, Zone 7, to come to a consensus on local control, and diversification.

The Board and staff discussed various aspects of the presentation, noting that new Zone 7 General Manager Valerie Pryor supports supply diversification, that the public should be more informed about the need to pursue water supply projects, the potential costs associated with the California WaterFix (twin tunnels) project, and how the retail

agencies would be affected should future supply allocation reductions become necessary. Ms. Zavadil will present further updates to the Board as the Zone 7 WSE Update process progresses.

9. BOARDMEMBER ITEMS

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

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor Genzale. She reported she attended the Alameda County California Special Districts Association chapter meeting on December 12 at the Castro Valley Sanitation District, and the California Association of Sanitation Agencies Board of Directors teleconference meeting on December 17. She summarized the activities and discussions at the meetings.

Vice President Duarte submitted a written report to Executive Services Supervisor Genzale. He reported he attended the public hearing held by Central Contra Costa Sanitary District and DERWA on December 12 regarding a proposed wastewater diversion project. He also thanked Director Vonheeder-Leopold, on behalf of the Board and staff, for her leadership and presented her with an engraved plaque of appreciation for her fortitude and unwavering service as the District's 2018 Board President.

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

10. CLOSED SESSION

At 7:25 p.m. the Board went into 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

At 8:04 p.m. the Board came out of Closed Session. Vice President Duarte announced that there was no reportable action.

12. ADJOURNMENT

Vice President Duarte adjourned the meeting at 8:05 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	December 2018	Yes	February 2019
B	District Financial Statements ¹	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 ²	Annually – Fiscal Year	CA Government Code 53065.5	August 2018		August 2019
G	Utility Billing Adjustments ³	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	Presented as separate Board item	December 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

¹ Financial statement reporting changed from monthly to quarterly reporting.

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

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

apCkHistDesc

Printed on: 01/07/2019 7:04AM

Check History Description Listing

Dublin San Ramon Services District

Page: 1

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/10/2018	8137	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	612.92	612.92
12/10/2018	12102018	03718 HR SIMPLIFIED	IRS 125 2018 POS	212.50	212.50
12/10/2018	121018607	01098 BANK ONE NATIONWIDE RETIRE	NATIONAL DEFERRED COMPENSATION: PAYMENT	50,227.51	50,227.51
12/10/2018	1001209772	01111 CALPERS	DECEMBER 2018 - ER CODE 0740 (PERS)	209,118.55	209,118.55
12/10/2018	1001209776	01111 CALPERS	DECEMBER 2018 - ER CODE 7316 (NON-PERS)	2,085.49	2,085.49
12/10/2018	1001214998	00494 PERS	RETIREMENT: PAYMENT	98,460.58	98,460.58
12/11/2018	42361341	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	119,814.59	119,814.59
12/11/2018	786639168	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	30,741.11	30,741.11
12/13/2018	98984	02702 4712 ALLIED / AMS	LAB SUSPENDED CEILING	27.50	27.50
12/13/2018	98985	05958 ALLIANCE WELDING SUPPLIES	LIQUID NITROGEN RENTAL PERIOD 10-1 THRU	194.69	194.69
12/13/2018	98986	01076 ALSCO INC	FOD TOWEL & MAT SERVICE NOV '18	464.16	
			WWTP TOWEL & MAT SERVICE NOV '18	446.80	910.96
12/13/2018	98987	07647 ARGO CHEMICAL INC.	19% AQUEOUS AMMONIA FOR RES1A - ORDERED	491.63	491.63
12/13/2018	98988	00058 ARROWHEAD MOUNTAIN SPRIN	LAB BOTTLED WATER SERVICE NOV '18	46.29	46.29
12/13/2018	98989	00058 ARROWHEAD MOUNTAIN SPRIN	BOTTLED WATER BLDG T NOV '18	3.82	3.82
12/13/2018	98990	00622 AT&T	MANAGED INTERNET SERVICES 11/1/18 - 11/3	2,168.58	
			AT&T VIOP SERVICE CC 11/1/18 - 11/30/18	98.31	
			AT&T VIOP SERVICE DO 11/1/18 - 11/30/18	98.18	2,365.07
12/13/2018	98991	00091 & JUDSON BOLD, POLISNER, MA	MONTHLY LEGAL SERVICES - 11/2018	16,316.81	16,316.81
12/13/2018	98992	08447 CHEMTRADE CHEMICALS US LL	DERWA ALUMINUM SULFATE DEL 11-19-18 3938	3,459.44	3,459.44
12/13/2018	98993	02639 CITY OF SAN RAMON	16-S034 ENCROACHMENT PERMIT CIPP SECTION	1,440.00	1,440.00
12/13/2018	98994	00179 CONSOLIDATED PRINTERS INC.	GENERAL ELECTION 11 6 18 - COUNTY VOTER	1,436.23	

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			GENERAL ELECTION 11 6 18 - COUNTY VOTER	512.08	1,948.31
12/13/2018	98995	00229 DELL MARKETING LP	QTY (20) DELL OPTIPLEX 7050 DESKTOPS FOR	30,166.39	30,166.39
12/13/2018	98996	00241 DGS OFS SVC REVOLVING FUN	NATURAL GAS SERVICE @ WWTP - OCT 2018	32,509.34	32,509.34
12/13/2018	98997	04991 EISENBERG OLIVIERI & ASS. INC	LOCAL LIMITS REVIEW/REGIONAL WATER BOARD	4,592.69	4,592.69
12/13/2018	98998	05839 EUROFINS EATON ANALYTICAL I	LABORATORY TESTING	280.00	280.00
12/13/2018	98999	00307 FAIRWAY EQUIPMENT & SUPPLY	MATERIAL FOR TOTE RACK AT POLY PUMPS	1,892.05	1,892.05
12/13/2018	99000	02656 FASTENAL COMPANY	PPE: N95 RESPIRATORS	1,755.22	
			PPE: BLDG S PPE VENDING MACHINE	424.10	
			PPE: FOF PPE VENDING MACHINE RESTOCK	334.67	
			PPE: BLDG A PPE VENDING MMACHINE RESTOC	202.48	
			PPE: NITRILE GLOVES FOR CUSTOMER SERVIC	157.57	
			PPE: FOF PPE VENDING MACHINE RESTOCK	139.48	
			PPE: FOF PPE VENDING MACHINE RESTOCK	125.11	
			PPE: FOF PPE VENDING MACHINE RESTOCK	120.14	
			PPE: BLDG S PPE VENDING MACHINE RESTOCK	118.70	
			PPE: N95 RESPIRATORS	118.28	
			PPE: BLDG A PPE VENDING MACHINE RESTOCK	117.86	
			PPE: N95 RESPIRATORS - FOF PPE VENDING	113.61	
			PPE: N95 RESPIRATORS	62.31	
			PPE: FOF PPE VENDING MACHINE RESTOCK	18.29	3,807.82
12/13/2018	99001	07523 ID ARCHITECTURE	16-A004 T.O. 3 OCTOBER 2018	3,380.00	3,380.00
12/13/2018	99002	00578 INNOVYZE, INC.	INFOSEWER PRO AND INFOCARE (2,000 LINKS)	2,845.00	2,845.00
12/13/2018	99003	07481 J.N. ABBOTT DISTRIBUTOR, INC.	OIL FOR COGEN	4,163.95	4,163.95
12/13/2018	99004	01225 KAESER COMPRESSORS, INC	OIL FILTERS, & AIR FILTER CARTRIDGES, ET	1,212.77	1,212.77
12/13/2018	99005	03958 LIVERMORE AUTO GROUP	#74 FUEL PUMP AND PARTS	422.79	

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			#61 BRAKES	409.79	
			#61 DRIVESHAFT SERVICE KIT	29.41	861.99
12/13/2018	99006	07614 MAHLER CONSULTING SERVICE	DEV PROJECT INSPECTION SUPPORT OCT 16-31	13,975.00	13,975.00
12/13/2018	99007	00536 MC MASTER-CARR SUPPLY CO.	POLY PUMP PARTS	14.19	14.19
12/13/2018	99008	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 11/18/18	1,155.75	1,155.75
12/13/2018	99009	04796 NAPA AUTO PARTS	FLEET STOCK	29.50	29.50
12/13/2018	99010	03987 OLIN CHLOR ALKALI PRODUCTS	4892.000 SDG DELIVERED 11/23/18 12.5% SO	3,468.59	3,468.59
12/13/2018	99011	00620 P G & E	WWTP ELECTRICITY - NOV 2018	19,840.51	
			PUMP STATION R200A ELECTRICITY - NOV 201	2,183.19	
			DISTRICT OFFICE GAS SERVICE - NOV 2018	494.27	
			RESERVOIR R100 ELECTRICITY - DEC 2018	37.03	
			DO UTILITY BLDG. GAS SERVICE - NOV 2018	25.99	
			ALAMO TRUNK SEWER ELECTRICITY - NOV 2018	13.12	
			JOHNSON DRIVE STREETSCAPE ELEC - NOV 201	13.10	22,607.21
12/13/2018	99012	08356 PACE SUPPLY	BRASS BUSHINGS & NYLON SEINE TWINE	101.91	101.91
12/13/2018	99013	03173 BETH FREELAND PETTY CASH	PETTY CASH REIMBURSE WE 10/22/2018	190.93	190.93
12/13/2018	99014	00663 PLEASANTON GARBAGE SVC IN	WWTP GARBAGE SERVICE 10-26 THRU 11-25-18	6,547.04	
			GARBAGE SERVICE 10/26-11/25/18 FOD	570.47	7,117.51
12/13/2018	99015	05543 PREFERRED BENEFIT INSURAN	DECEMBER 2018 - DENTAL	23,395.80	23,395.80
12/13/2018	99016	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK DUBLIN KAISER ON 11/08/18	960.00	960.00
12/13/2018	99017	07727 PURE HEALTH SOLUTIONS, INC.	DO FILTERED WATER UNIT DEC '18	65.55	65.55
12/13/2018	99018	04105 R & B COMPANY	20 METER COUPLINGS & 24 ANGLE METER VALV	13,158.07	
			MISC REPAIR PARTS	2,163.15	
			3X2 BRASS HEX BUSHING (QTY 30)	802.99	16,124.21
12/13/2018	99019	04301 RESOURCE TRENDS, INC.	STANDARDS INITIATIVE - OCT 2018	4,712.00	4,712.00

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/13/2018	99020	02698 SHAMROCK OFFICE SOLUTIONS	FREIGHT FOR TONER - EQUIP# 10814	11.47	
			FREIGHT FOR TONER - EQUIP# 10813	11.47	
			FREIGHT FOR EXEC TONER - EQUIP# 10811	11.47	34.41
12/13/2018	99021	03618 SKILLSOFT	SKILLSOFT IT PRO ONLINE REFERENCE	662.00	662.00
12/13/2018	99022	00810 STUDIO BLUE REPROGRAPHICS	DOFLOOD DISTRICT OFFICE PLANS	11.48	11.48
12/13/2018	99023	08873 SUNSET DEVELOPMENT COMPA	DERWA ARV RELOC - BOLLINGER CANYON RD WI	9,220.00	9,220.00
12/13/2018	99024	06447 TYLER BUSINESS FORMS	2018 W-2S, 1095C AND 1099 - MISC FORMS A	402.77	402.77
12/13/2018	99025	00912 OCC SERVICES VALLEY CARE H	PRE-EMPLOYMENT PHYSICAL/DRUG SCREEN - BE	424.00	
			PRE-EMPLOYMENT PHYSICAL/DRUG SCREEN - J.	168.00	
			PRE-EMPLOYMENT PHYSICAL/DRUG SCREEN - GO	168.00	
			BLOOD BORNE PATHOGEN - HEP B VACCINATION	76.00	
			BLOOD BORNE PATHOGEN - HEP B COLLECTION	65.00	901.00
12/13/2018	99026	06004 VANGUARD CLEANING SYSTEM	BLDG A & S STRIPPED & WAXED FLOORS 11-11	3,035.00	3,035.00
12/13/2018	99027	00933 VWR INTERNATIONAL, INC.	STANDARD SOLUTIONS AND LAB SUPPLIES	596.94	
			GLOVES FOR WWTP OPERATORS	103.47	
			STANDARD SOLUTIONS AND LAB SUPPLIES	66.73	
			STANDARD SOLUTIONS AND LAB SUPPLIES	55.98	823.12
12/13/2018	99028	02884 WEST VALLEY CONSTRUCTION	18-W019 - RELEASE OF RETENTION	9,337.77	9,337.77
12/13/2018	99029	00957 WEST YOST & ASSOCIATES	17-P004 T.O. 1 10/6/18 TO 11/2/18	338,823.17	
			16-S001 TO NO. 2 PROF SVCS 10/6 TO 11/2	1,969.00	
			16-R014 TO OC-16 PROF SVCS 10/6 TO 11/2	1,551.50	342,343.67
12/13/2018	99030	03508 XYLEM WATER SOLUTIONS USA	DERWA UV SENSOR HOUSING AND UVI BOARDS	11,319.25	11,319.25
12/13/2018	99031	00987 ATTN: ACCOUNTING ZONE 7 WA	NOV. 2018 CONNECTION FEES	1,441,836.90	1,441,836.90
12/13/2018	99032	03460 ACCO ENGINEERED SYSTEMS II	DERWA MAINT AGREEMENT NOV '18	540.00	
			DERWA MAINT AGREEMENT OCT. '18	540.00	1,080.00

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12/13/2018	99033	07832 CAROL ATWOOD	ATWOOD REIMB EXP AT 2018 CALPERLA TRAINI	119.93	119.93
12/13/2018	99034	01013 BARRETT BUSINESS SERVICES	S. MONTAGUE: W/E 11/18/18 J. CHAMBERS JR.: W/E 11/18/18 B. GOMEZ: W/E 11/18/18 S. MONTAGUE: W/E 11/25/18 T. MAYO-CORALLO: W/E 11/18/18 H. BIRDSELL: W/E 11/18/18 B. GOMEZ: W/E 11/25/18 J. CHAMBERS JR: W/E 11/25/18 H. BIRDSELL: W/E 11/25/18 A. GEHMLICH: WE 11/18/18 A. GEHLMICH: WE 12/2/18 A. MARTINEZ: W/E 11/18/18	1,326.00 1,040.00 1,040.00 994.50 832.00 798.72 624.00 572.00 532.48 435.20 435.20 338.00	8,968.10
12/13/2018	99035	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 11/25/18 P. MULLEN: WE 11/18/18	697.41 581.18	1,278.59
12/13/2018	99036	07954 BENEFIT COORDINATORS CORP	12/18 - EE LIFE & DISABILITY INSURANCE P	11,011.70	11,011.70
12/13/2018	99037	00099 BUCKLES-SMITH ELECTRIC CO	ROCKWELL ASSURANCE INTEGRATED SUPPORT FO	18,195.33	18,195.33
12/13/2018	99038	03614 CAROLLO ENGINEERS INC.	16-R014 T.O. 1 OCTOBER 2018	32,019.50	32,019.50
12/13/2018	99039	04424 GRAYBAR ELECTRIC COMPANY	SWITCHES FOR PLANT LAB AREA LIGHTING UPG WIRE FOR NEW AERATION BASIN SOFT START	135.69 103.70	239.39
12/13/2018	99040	01242 INFO SEND, INC	INFOSEND	150.00	150.00
12/13/2018	99041	04594 MCCAMPBELL ANALYTICAL INC	SAMPLE ANALYSES	28.00	28.00
12/13/2018	99042	01078 STEFANIE OLSON	OLSON REIMB EXP AT ADVANCED EXCEL WORKSH	110.58	110.58
12/13/2018	99043	00805 SUE STEPHENSON	STEPHENSON REIMB EXP AT ACWA 11/27 - 11/	104.06	104.06
12/13/2018	99044	00762 TEST AMERICA LABORATORIES	SAMPLE ANALYSES	27.50	

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			SAMPLE ANALYSES	27.50	55.00
12/13/2018	99045	00843 THE COVELLO GROUP INC	16-R014 T.O. 1 9/25/18 - 10/25/18	16,540.50	
			18-P012 AND 17-P004 T.O. OC-11 9/28/18 -	7,345.00	
			16-P028 T.O. OC-10 9/28/18 - 10/25/18	2,388.75	
			16-S021 T.O. OC-8 9/28/18 - 10/25/18	245.00	26,519.25
12/13/2018	99046	05026 UNIVAR USA INC.	12.5% SODIUM HYPOCHLORITE FOR RES1A, ORD	573.56	573.56
12/13/2018	99047	05127 VISION SERVICE PLAN - CA (VSF)	DECEMBER 2018 - VISION	2,892.11	2,892.11
12/20/2018	99048	07632 138 REALTY COMPANY	REFUND FOR 5870 SHADOW HILL DR	230.87	230.87
12/20/2018	99049	00019 A-1 ENTERPRISES	LAWWMA MONTHLY STREET SWEEPING NOV '18	275.00	275.00
12/20/2018	99050	08271 AC GOLDT REALTY	REFUND FOR 8604 BRIARWOOD LN	202.10	202.10
12/20/2018	99051	08340 AIR FILTER SUPPLY, INC.	AIR FILTERS FOR PLANT EQUIPMENT	826.91	
			AIR FILTERS FOR PLANT EQUIPMENT	752.78	1,579.69
12/20/2018	99052	07554 AIRGAS USA, LLC	CYLINDER RENTAL NOV. '18	122.47	
			NITROGEN RENTAL	79.15	201.62
12/20/2018	99053	05958 ALLIANCE WELDING SUPPLIES	LIQUID NITROGEN - 2 ORDERED 4 RETURNED	516.14	
			LIQUID NITROGEN CYLINDERS	198.82	714.96
12/20/2018	99054	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FOR NOV. 2018 (EXTRA PI	493.14	493.14
12/20/2018	99056	00058 ARROWHEAD MOUNTAIN SPRING	LAWWMA BOTTLED WATER DISPENSER DEC '18	8.73	8.73
12/20/2018	99057	01568 ASBURY ENVIRONMENTAL SVCS	USED OIL	35.00	35.00
12/20/2018	99058	06211 ASSOCIATED SERVICES CO.	BEVERAGE SERVICE FOR OPS DEC '18	640.87	
			MONTHLY BEVERAGE DELIVERY SERVICE FOR DO	284.85	925.72
12/20/2018	99059	00622 AT&T	C3 - TELE SVCS 11/13/18 - 12/12/18	655.78	655.78
12/20/2018	99060	00622 AT&T	LAWWMA PHONE & DSL - DEC 2018	435.19	435.19
12/20/2018	99061	04042 BAY AREA NEWS GROUP	BAY AREA NEWS GRP - 12/4/18 HEARING -	288.00	288.00

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12/20/2018	99062	08684 BIOGAS ENGINEERING	16-P028 T.O. 1 NOVEMBER 2018	7,905.21	7,905.21
12/20/2018	99063	08894 MOLLY BOMMARITO	REFUND FOR 5600 AVELLINA DR	376.06	376.06
12/20/2018	99064	05997 BURLINGTON SAFETY LAB	LEATHER PROTECTORS FOR HIGH VOLTAGE GLOV	28.67	28.67
12/20/2018	99065	05404 CALIFORNIA FIRST AID & SAFET	WWTP: FIRST AID KIT RESTOCK	148.91	
			LAWWMA - FIRST AID KIT RESTOCK	52.88	
			DERWA BLDG R - FIRST AID KIT RESTOCK	52.44	254.23
12/20/2018	99066	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
12/20/2018	99067	00118 CALTEST ANALYTICAL LAB	SAMPLE ANALYSES	184.30	184.30
12/20/2018	99068	08447 CHEMTRADE CHEMICALS US LL	DERWA ALUMINUM SULFATE DELV 11-26-18 383	3,371.06	3,371.06
12/20/2018	99069	08896 RONG CHEN	REFUND FOR 1084 S MONARCH RD	124.84	124.84
12/20/2018	99070	08891 AMEE CHOI	REFUND FOR 6391 SUSSEX CT	47.13	47.13
12/20/2018	99071	00208 % ALLIANT INSURANCE SVCS, C	DEDUCTIBLE RECOVERY	3,371.80	3,371.80
12/20/2018	99072	00229 DELL MARKETING LP	QTY (10) DELL P2417H MONITORS FOR IT STO	2,381.50	2,381.50
12/20/2018	99073	00237 EBMUD MAIL REMITTANCE DER	DERWA - OCT. 2018	620,503.92	620,503.92
12/20/2018	99074	00307 FAIRWAY EQUIPMENT & SUPPLY	20 FT STAINLESS STEEL CHANNEL	348.09	
			WELD O LET FITTINGS FOR FLOW METERING	303.39	651.48
12/20/2018	99075	02656 FASTENAL COMPANY	PPE: BLDG S PPE VENDING MACHINE RESTOCK	249.69	
			PPE: FOF PPE VENDING MACHINE RESTOCK	234.02	
			PPE: BLDG S PPE VENDING MACHINE RESTOCK	176.62	
			PPE: BLDG A PPE VENDING MACHINE RESTOCK	99.95	
			PRIMARY #1 REPAIR PARTS	51.38	811.66
12/20/2018	99076	00314 FEDEX	OVERNIGHT EXPRESS SHIPPING CHARGES	8.99	8.99
12/20/2018	99077	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	392.66	392.66
12/20/2018	99078	00338 G3 ENGINEERING, INC.	REPLACEMENT FSL CAP WATER PUMP	29,277.87	29,277.87

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12/20/2018	99079	07137 GOODYEAR COMMERCIAL TIRE	TIRES FOR #514E	427.61	427.61
12/20/2018	99080	03149 HDS WHITE CAP CONST SUPPLY	MARKING PAINT & N95 RESPIRATORS	663.43	
			MARKING SPRAY (72) & HIGH POWER CARBON C	502.40	
			20V MAX LI-ION 4-1/2" CUT-OFF TOOL & WET	294.95	1,460.78
12/20/2018	99081	07367 HIGHTAIL	HIGHTAIL CLOUD DOCUMENT TRANSFER	1,600.02	1,600.02
12/20/2018	99082	07017 HYDROSCIENCE ENGINEERS, IN	CLEAN WATER PROGRAM ADMIN ASSISTANCE SVC	8,066.18	8,066.18
12/20/2018	99083	08888 GREGORY JA	REFUND FOR 6907 LANGMUIR LN	29.68	29.68
12/20/2018	99084	08841 JC CROSS CO.	PREAERATION BLOWER	1,741.30	1,741.30
12/20/2018	99085	00464 JWC ENVIRONMENTAL INC.	REBUILT GRINDER EQUIPMENT GALLERY	10,455.19	10,455.19
12/20/2018	99086	00468 CORP KAMAN INDUSTRIAL TECH	SEALS FOR AERATION MIXERS	360.45	
			REPLACEMENT BELTS FOR ACTIFLOW SAND PUMP	138.71	
			PRIMARY GALLERY FAN PARTS	84.99	
			PRIMARY GALLERY FAN PARTS	63.64	
			PRIMARY GALLERY FAN BELTS	18.86	666.65
12/20/2018	99087	04873 KIMBALL MIDWEST	ELECTRIC SHOP SUPPLIES	1,070.64	1,070.64
12/20/2018	99088	08889 CALVIN LAYMANC	REFUND FOR 7489 TAMARACK DR	21.37	21.37
12/20/2018	99089	07575 LENOVO	QTY (1) LENOVO X1 YOGA AND DOCK FOR TREP	2,207.37	2,207.37
12/20/2018	99090	08890 JUNXU LI	REFUND FOR 8112 MULBERRY PL	7,760.42	7,760.42
12/20/2018	99091	03958 LIVERMORE AUTO GROUP	VEHICLE #74 PARTS	12.80	12.80
12/20/2018	99092	07614 MAHLER CONSULTING SERVICE	DEVELOPMENT PROJECT INSPECTION NOV 16-30	8,240.00	8,240.00
12/20/2018	99093	02166 MAZE & ASSOCIATES	FYE2018 AUDIT - JUNE (WORK IN NOV)	2,278.00	
			LAWWMA AUDIT SVCS - JUNE 2018 FINAL	822.00	3,100.00
12/20/2018	99094	00536 MC MASTER-CARR SUPPLY CO.	MEDIA FOR SAND BLASTER - SHOP	302.03	302.03
12/20/2018	99095	07940 MCCARTHY BUILDING CO	REFUND FOR METER #1482733	985.66	985.66

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12/20/2018	99096	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 12/2/18	1,587.00	
			A. MCCAFFERY: WE 11/25/18	1,035.00	2,622.00
12/20/2018	99097	08559 MICHAEL BAKER INT'L. INC.	17-W003 T.O. 1 OCTOBER 2018	42,144.56	42,144.56
12/20/2018	99098	01650 MICROSOFT	QTY (5) MS SURFACE PRO TABLETS WITH ACCE	10,842.95	10,842.95
12/20/2018	99099	08892 AL MOSER	REFUND FOR 7986 SHANNON CT	126.41	126.41
12/20/2018	99100	04231 MSC INDUSTRIAL SUPPLY CO	FABRICATION SUPPLIES	832.78	
			THREADED ROD FOR STOCK	297.75	
			PARTS	288.99	
			DRAIN KING	87.03	1,506.55
12/20/2018	99101	08881 MURCO MANAGEMENT, INC.	16-A002 WIRING REPAIR/LIGHT POLES IN SHO	1,000.00	1,000.00
12/20/2018	99102	08887 RAMAMOORTHY NAMACHIVAYAI	REFUND FOR 7864 BRISTOL RD	112.49	112.49
12/20/2018	99103	04796 NAPA AUTO PARTS	STOCK ORDER: WIPER SOLVENT, BRAKLEEN	112.88	
			STOCK: ANTIFREEZE	105.80	
			606T BATTER KIT FOR BRAKE AWAY	62.26	
			#406G COOLANT	44.08	
			BELTS FOR EQUIPMENT GALLERY TUNNEL FAN	21.29	
			STOCK PARTS; DRUM BRAKE WASHERS	4.04	
			#74 VAPOR HOSE	3.90	354.25
12/20/2018	99104	06203 NAVEX GLOBAL, INC.	FRAUD HOTLINE/HELPLINE SYSTEM SUBSCRIPTI	3,076.61	3,076.61
12/20/2018	99105	04970 NCM ODOR CONTROL	20 2.4 NOZZLES - ODOR COUNTERACTANT SL-2	360.53	360.53
12/20/2018	99106	08621 DBA PACIFIC STAR CHEMICAL NI	CITRIC ACID; 40 UNITS 50# BAGS DELV. 10-	2,075.75	2,075.75
12/20/2018	99107	03987 OLIN CHLOR ALKALI PRODUCTS	12.5% SODIUM HYPOCHLORITE FOR WWTP OPERA	3,515.38	
			12.5% SODIUM HYPOCHLORITE FOR WWTP OPERA	3,489.86	
			WWTP 4906.000 SDG BACTICIDE DELV 11-28-1	3,478.51	10,483.75
12/20/2018	99108	00620 P G & E	MISC PUMP STNS; COMM CIR ELECTRICITY - N	15,758.05	

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			DISTRICT OFFICE ELECTRICITY - NOV 2018	4,408.86	
			PUMP STATION R200B ELECTRIC - DEC 2018	1,924.49	
			DO UTILITY BLDG. ELECTRICITY - NOV 2018	122.75	22,214.15
12/20/2018	99109	07946 SRAVAN PALADUGU	REFUND FOR 10842 MC PEAK LN	54.61	54.61
12/20/2018	99110	08895 JONATHAN PERRIN	REFUND FOR 4322 PANORAMA DR	170.18	170.18
12/20/2018	99111	04541 PLATINUM PIPELINE, INC.	REFUND FOR METER#78465822	49.45	49.45
12/20/2018	99112	04211 PLATT ELECTRIC SUPPLY	LAWWMA PS TRI-ANNUAL 2.4 KV PM SERVICE	15,662.00	
			BUILDING A LAB LED LIGHTING FIXTURES~	7,609.92	
			COGEN HEAT LOOP	1,942.40	25,214.32
12/20/2018	99113	01195 POWERSTRIDE BATTERY CO., IN	FLEET STOCK PARTS	79.84	79.84
12/20/2018	99114	07727 PURE HEALTH SOLUTIONS, INC.	FOF DEC '18 WATER UNIT	65.55	
			BLDG T DEC '18 WATER FILTERATION	65.55	131.10
12/20/2018	99115	04105 R & B COMPANY	MISC PARTS FOR DO FIRE PROTECTION	3,832.49	
			MISC REPAIR PARTS	3,387.68	
			MISC REPAIR PARTS	2,953.03	
			2 THDXTHD A2362-08LN MUELLER GATE VALVE	2,785.88	
			MISC REPAIR PARTS	1,640.06	
			8 POWERMAX COUPLING WIDE RANGE W/SS BOLT	830.29	
			4 FLG BASE 90 DI C110 *IMP*	480.70	
			MISC REPAIR PARTS	391.44	
			6X3'0 FLGXFLG DI SPOOL	267.66	
			REBUILD PARTS FOR ARI VALVES	213.04	
			MISC REPAIR PARTS	109.14	16,891.41
12/20/2018	99116	06444 RICHERT LUMBER	BLDG F RETAINING WALL	108.29	108.29
12/20/2018	99117	08901 BECKY RYAN	REFUND FOR 8449 DEERVALE RD- MISAPPLIED	1,525.75	1,525.75
12/20/2018	99118	04698 SAMPLE TRAPS, LLC	LAB SUPPLIES	117.99	

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			LAB SUPPLIES	59.00	176.99
12/20/2018	99119	01096 SHAPE INC	MIXED LIQUOR PUMPS	3,829.21	
			WAS PUMP INSPECTED AND REWIRE	921.00	4,750.21
12/20/2018	99120	08897 BRIAN SIMPLICIANO	REFUND FOR 2104 N DONOVAN WAY	16.56	16.56
12/20/2018	99121	02444 DEPT LA 1368 STAPLES ADVANT.	COPY PAPER, 2019 CALENDAR, NOTEPADS	72.35	72.35
12/20/2018	99122	08898 SHARLEE STEMMONS	REFUND FOR 3327 MIDDLEBROOK WAY	30.26	30.26
12/20/2018	99123	08899 SANKITHA SUBRAMANIAN	REFUND FOR 6325 MURDOCK WAY	40.71	40.71
12/20/2018	99124	00825 SWRCB - ATTN: ACCT OFFICE	ANNUAL PERMIT FEE: INDEX NO. 346345	93,290.00	
			FY 19 PERMIT (FAC ID 2 019129001)	20,000.00	
			ANNUAL PERMIT FEE: INDEX NO. 344266	16,347.00	
			ANNUAL PERMIT FEE: INDEX NO. 342421	12,259.00	
			ANNUAL PERMIT FEE: INDEX NO. 346835	2,268.00	144,164.00
12/20/2018	99125	00829 T & T VALVE & INSTRUMENTS IN	DAFT WEIR GATE REPLACEMENT	12,724.42	12,724.42
12/20/2018	99126	08722 TAYLOR MORRISON	REFUND FOR 3450 DUBLIN BLVD	90.15	90.15
12/20/2018	99127	08023 ATTN: TOM MAJIC THE BACKFLC	DSRSD BACKFLOW TESTING - 8 TESTS AND SUB	600.00	600.00
12/20/2018	99128	08900 RAVI THOTA	REFUND FOR 7610 BALMORAL WAY	20.00	20.00
12/20/2018	99129	08893 CHONG TIAN	REFUND FOR 7445 ROLLING HILLS CIR	132.38	132.38
12/20/2018	99130	00872 TRANSCAT	MISC ITEMS	515.62	515.62
12/20/2018	99131	02845 TYLER TECHNOLOGIES	EDEN SUPPORT - 2019 (MISC MODULES)	66,211.60	66,211.60
12/20/2018	99132	01806 U.S. BANK EQUIPMENT FINANCE	COPIER LEASE LAB/CUST SVC/ EXEC - 12/1/1	1,680.27	1,680.27
12/20/2018	99133	00903 UNITED RENTALS, INC.	6.9 BULK PROPANE FOR FORKLIFT	30.08	30.08
12/20/2018	99134	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
12/20/2018	99135	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	167.00	167.00

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12/20/2018	99136	06004 VANGUARD CLEANING SYSTEM	WWTP CLEANING SERVICE DEC '18 DO CLEANING SERVICE DEC '18 FOF CLEANING SERVICE DEC '18 LAWWMA JANITORIAL SERVICES DEC '18	3,045.00 2,675.00 1,895.00 275.00	7,890.00
12/20/2018	99137	00920 VASCO ROAD LANDFILL	GRIT/SEWER PICK-UP SERVICE NOV '18	634.55	634.55
12/20/2018	99138	08561 VERIZON CONNECT	GPS TRACKING SYSTEM NOV. 18	1,283.00	1,283.00
12/20/2018	99139	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 11/4/	4,717.29	4,717.29
12/20/2018	99140	00933 VWR INTERNATIONAL, INC.	STANDARD SOLUTIONS AND LAB SUPPLIES STANDARD SOLUTIONS AND LAB SUPPLIES STANDARD SOLUTIONS AND LAB SUPPLIES STANDARD SOLUTIONS AND LAB SUPPLIES	354.66 113.04 90.70 11.95	570.35
12/20/2018	99141	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES JANITORIAL SUPPLIES LIQUID TIDE	1,338.39 91.70 86.00	1,516.09
12/20/2018	99142	03536 U S BANK/ CORP PMT SYSTEMS	QTY (15) SURFACE DOCKS FOR FLOOD REPLACE #402G ENGINE PARTS 19-W002 ENCROACHMENT PERMIT 7051 DUBLIN 2 STAINLESS STEEL TABLES FOR PAX SYSTEM BOXES FOR DO FLOOD TABLES FOR FOD DUE TO DO FLOOD 2-DAY WATER TRTMT PLANT OP EXAM REVIEW - TABLES FOR FOD DUE TO DO FLOOD GVL - CASA WINTER CONFERENCE 2019 BREAKFAST FOR FOF AFTER DO FLOOD EMPLOYEE ACADEMY 11/15/18 - EXPENSE CWEA MTG D. GRIFFIN 11-19-18 HEADSETS FOR USE AT CITY OF DUBLIN FOR C	3,080.69 1,089.11 1,055.00 928.94 739.49 635.58 600.00 599.99 575.00 570.81 560.18 545.00 493.92	

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			CHIU - LEAGUE OF CA CITIES - CITY CLERKS	475.00	
			BOXES FOR DO FLOOD	469.83	
			RETIREMENT GIFT FOR NATALIE RUSSO	468.68	
			TABLES FOR FOF BECAUSE OF DO FLOOD	460.97	
			PART FOR REPAIR	448.92	
			SUPPLIES FOR FACILITIES	434.08	
			OFFICE SUPPLIES	417.77	
			QTY (10) IPHONE CHARGING CABLE/BLOCK FLO	415.20	
			SHELVING SUPPLIES FOR DO FILES	411.19	
			FIXTURES	408.75	
			BRUSHES FOR CLARIFIER #2	406.96	
			USB CABLES	402.52	
			3 X JABRA BLUETOOTH HEADSETS	395.19	
			CMSFO REGISTRATION FEE - MBAILEY	370.00	
			CHEN - 2018-2019 CALPELRA MEMBERSHIP FEE	350.00	
			RES1A PAX LEAK DETECTOR	349.32	
			BREAKFAST @ BLDG S AFTER THE DO FLOOD	337.98	
			CHEMICAL SPILL KITS - RES 1A (HAZMAT)	335.22	
			CHEMICAL SPILL KITS - RES 3B (HAZMAT)	335.22	
			CSDA - HOTEL - CHIU - 2018 BOARD SECRETA	324.08	
			CSDA - HOTEL - NARCISO - 2018 BOARD SECR	324.08	
			LAWWMA/SAMSORA	314.97	
			PORTABLE TOILET RENTAL 11/13/18-12/10/18	299.00	
			SUPPLIES FOR SHOP/PIPE RACK	298.02	
			PARTS	292.83	
			ONLINE JOB POSTING - WWTP OPERATOR I/II	285.00	
			J. CHALK CWEA CERTIFICATE & MEMBERSHIP R	280.00	
			PARTS FOR FOD MOVE	274.75	
			CLEARED CLOGGED 4" WASTE LINE FROM MENS	272.75	

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			MISC SUPPLIES	267.15	
			SCREEN REPAIR GALAXY S8 RUSS BAKER	262.19	
			ANNUAL EPA ID RENEWAL	252.50	
			LUNCH FOR JAIME AND TEAM BUILDING	250.62	
			OFFICE SUPPLIES	245.13	
			BLEVINS - CAPIO EMERGENCY COMMUNICATIONS	240.00	
			2 CABLES WITH FLY LEADS	238.17	
			TOOLS FOR LAB	233.01	
			DECALS FOR FLEET	229.95	
			D. GRIFFIN HOTEL STAY 11-4 THRU 11-5-18	208.34	
			T. JOHNSON SAFETY SHOES 11/05/18	200.00	
			A. CASTRO SAFETY SHOES	200.00	
			PRINTER/SCANNER FOR PLANNING AND PERMITT	196.64	
			ALUMINUM SIGN PANEL FOR DREDGE DIRECTOR	195.56	
			DO FLOOD REPLACEMENT SUPPLIES FOR ACCOUN	194.83	
			FOD MATERIAL TO ADD CIRCUITS TO KITCHEN/	194.29	
			WEIGHTS FOR STOCK	191.93	
			MANCHESTER GRAND HYATT ACWA CONF JUDY ZA	190.78	
			EMERGENCY SUPPLYS FOR DO FLOOD	188.56	
			R. ROBLES CWEA MEMBERSHIP RENEWAL (ASSOC	188.00	
			DIANE GRIFFIN CWEA MEMBERSHIP RENEWAL	188.00	
			ONLINE JOB POSTING - WWTP OPERATOR I/II	185.00	
			REPLACEMENT BATTERY	179.10	
			REFRESHMENTS FOR BACWA PRE-TREATMENT COM	177.83	
			#74 TOW	175.00	
			STAND FOR FACILITIES	175.00	
			M. MCGRATH CWEA CERT RENEWALS - CSM, GRA	174.00	
			OFFICE SUPPLIES FOR DO & ENGR 11 19 18	171.03	
			CORDS & CLEANERS FOR DO FLOOD	170.83	

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			MISC TOOLS	170.82	
			BAYWORK BUFFET 11-2018	169.87	
			SUBSCRIPTION 30 DAY - PHOTOS FOR 2018 CA	169.00	
			FIXTURES FOR SOUTHENDE OF BULDING S ON TH	166.93	
			LAB SUPPLIES	166.42	
			LAWWMA LOOP POWER ISOLATOR	164.18	
			SHOP SUPPLIES	161.11	
			CWEA-SFBS COLLECTION SYSTEM SAFETY WORKS	150.00	
			STEPHENSON - CASA COMMUNICATIONS COMMITT	146.40	
			STAPLES	142.00	
			SHELVING SUPPLIES FOR FOF WAREHOUSE - DO	134.92	
			BATTERY CHARGER	129.08	
			WWTP ANNUAL NEIGHBORHOOD MEETING	124.45	
			PPE: ERGONOMIC KEYBOARD R. BIAGTAN	121.26	
			MATERIAL FOR HYPO STORAGE RETAINING WALL	121.16	
			TWO PLAQUES FOR BOARD PRESIDENT LEAVING	120.13	
			DO FLOOD - OFFICE SUPPLIES	119.95	
			SPILL ABSORBANT MATS (HAZMAT) FOR RES1A	118.17	
			600T OIL CAPS FOR AXLES	117.86	
			HARVESTING PORTA POTTY	115.99	
			CORD COVERS (SAFETY /TRIP HAZARDS PROTEC	109.20	
			OFFICE SUPPLIES FOR DO 11/7/18	108.88	
			GROVE 521E PARTS	103.99	
			OFFICE SUPPLIES FOR LAB	103.85	
			REPLACE BROKEN KNIFE, BLUE TAPE, PORTABL	102.56	
			BAYWORK TRAINING BUFFET	102.39	
			LUNCH FOR JACKIE ZIPKIN PRESENTATION	101.42	
			EMPLOYEE ENGAGEMENT - HALLOWEEN 2018	100.00	
			LUNCH FOR JAIME AND TEAMBUILDING	100.00	

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			HOSE/NOZZLE & BAGS FOR CCTV TRUCK	99.33	
			OFFICE/LAB SUPPLIES	99.14	
			SUBSCRIPTION RENEWAL (3 YRS) - CHICAGO M	99.00	
			D. BONN CWEA RENEWAL	97.00	
			S. ROBERSON CWEA CERT RENEWAL - COLLECTI	97.00	
			ILOPEZ: MT-3 CERTIFICATE RENEWAL, EXP 12	97.00	
			TSTODDARD: E/I-3 CERTIFICATE RENEWAL, EX	97.00	
			KNEE PADS	95.31	
			FUEL FOR TRUCK #109	95.00	
			FUEL FOR VEHICLE #109	95.00	
			FUEL FOR TRUCK #110	95.00	
			DRONE BATTERY (B. DUENAS)	94.00	
			WORK PANTS FOR TODD	92.85	
			MDELA ROSA: MT-2 CERTIFICATE RENEWAL, EX	92.00	
			QTY (1) MICROSOFT SURFACE CHARGER FOR JU	87.39	
			E. PADILLA CWEA CSM-1 CERTIFICATE RENEWA	87.00	
			MISC SUPPLIES	86.98	
			POWER SUPPLY FOR COMPUTER	86.68	
			PAINT FOR INFLUENT PUMP	83.88	
			FUEL FOR TRUCK #109	83.56	
			WWTP GATE SIGN	80.85	
			FUEL FOR TRUCK #112	79.53	
			4 FM&OT DOWSING ROD COPPER	79.14	
			FR JEANS	78.93	
			LAB SUPPLIES	78.24	
			2 12' X 16' TARP	76.41	
			FUEL FOR VEHICLE #112	75.00	
			HARDWARE FOR PS3A PUMP #1	69.80	
			GASOLINE - DISTRICT POOL VEHICLE	69.45	

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			AMAZON ERGONOMIC KEYBOARD 5KV-00001	66.55	
			QTY (2) BELKIN IPHONE CHARGERS FOR TEMP	65.53	
			REFRESHMENTS FOR LAVWMA WET WEATHER MTG	65.45	
			STAPLES	63.93	
			SHRINK TUBE WIRE MARKER REFILLS	63.80	
			OFFICE SUPPLIES FOR ENG 10 25 18	62.93	
			OFFICE SUPPLIES FOR DO & EXEC 11 05 18	62.25	
			FUEL FOR VEHICLE #109	58.07	
			FUEL FOR VEHICLE #72	57.39	
			NICAD BATTERIES FOR LITHONIA	55.50	
			OFFICE CHAIR FOR LAB-DIANE	54.61	
			QTY (1) IPHONE CHARGE BASE AND (1) CABLE	51.31	
			ASSISTANT/ASSOCIATE CIVIL ENGINEER RECRU	50.23	
			FUEL FOR VEHICLE #112	50.00	
			WATER FOR MAINTENANCE PERSONAL. ALUMINUM	48.72	
			SHELVING SUPPLIES FOR DO FILES	48.66	
			PS3B WORK ORDER FOR BARRIER	46.45	
			DOOR STOPS	45.37	
			HR 2019 WALL CALENDARS WALMART	45.06	
			SUPPLIES FOR ROUNDS	43.39	
			OFFICE SUPPLIES VARIOUS	42.42	
			TIE DOWNS 4-PACK & TORQUE TIE DOWN 2-PAC	41.45	
			AMAZON ORBIT WIRELESS TRACKBALL MOUSE K7	41.18	
			SHOP SUPPLIES	38.71	
			NEVERKINK MAX 5/8-IN HOSE	38.22	
			WIRE MOLD PARTS TO MOVE PLUG IN LAB OFFI	37.52	
			WWTP NEIGHBORHOOD MEETING	36.39	
			SUPPLIES FOR STAN'S RETIREMENT GET-TOGET	35.87	
			FOF WAREHOUSE SHELVING SUPPLIES FOR DO F	35.75	

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			DIG SLUDGE PUMP REPAIR SUPPLIES	33.36	
			FUEL FOR TRUCK #112	32.95	
			FUEL FOR VEHICLE #29	32.54	
			COMPUTER CABLES FOR NEW MONITORS	31.96	
			COMPUTER CABLES FOR NEW MONITORS	31.80	
			HALLOWEEN PARTY POTLUCK 10/31/18 - EXPEN	31.69	
			STENCILING USS HOWARD ON THE FSL HARVEST	30.57	
			DONUTS FOR MONTHLY MEETING FOR MECH, EM,	30.00	
			GASOLINE - DISTRICT POOL VEHICLE	29.61	
			PRO SUBSCRIPTION (NOVEMBER 2018)	29.00	
			FONT FOR DIRECTOR PAT HOWARD SIGN	29.00	
			METAL CLIP BOARD/FORM HOLDER	28.94	
			ARMSTRONG GARDEN CENTER	28.37	
			PARKING DOWNTOWN OAKLAND DGS NATURAL GAS	28.00	
			ATTENDANT FEE FOR HOLIDAY LUNCHEON 12/5/	28.00	
			DO EMERGENCY MTG - FLOOD 11-12-18	27.98	
			GASOLINE - DISTRICT POOL VEHICLE	27.67	
			STUNT BOTTLE FOR DIRECTOR PAT HOWARD RET	27.29	
			PARTS FOR FOD MOVE	26.93	
			GASOLINE - DISTRICT POOL VEHICLE	26.34	
			BATTERIES FOR BOB B. FLASHLIGHT	26.15	
			FUEL FOR VEHICLE #126 FORD ESCAPE	25.43	
			MCINTYRE - ACWA 2018 FALL CONFERENCE TRA	25.24	
			FOR FSL MIXERS	25.03	
			FASTRAK REPLENISHMENT AMOUNT: NOV 2018	25.00	
			OFFICE MAX - DOFLOOD	22.93	
			BOOK - SEEING DIGITAL - A VISUAL GUIDE	21.84	
			QTY (1) IPHONE CAR CHARGER SIMMONS	21.84	
			PPE: RES3B & PS200A TUBS FOR PPE SUPPLI	21.59	

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			AARON CASTRO NAMEPLATE	20.76	
			QTY (1) 50' HDMI CABLE FOR BOARDROOM	20.73	
			SAFEWAY 11/08/18 - DSRSD/CCCSD MTG	19.97	
			SUPPLIES FOR LS1	19.34	
			HALLOWEEN PARTY & MISC SUPPLIES	19.22	
			OFFICE SUPPLIES - CALENDAR	18.02	
			BAYWORK TRAINING BUFFET 11-2018	17.20	
			MISC SUPPLIES	16.38	
			QTY (1) FOAM WRIST SUPPORT FOR AOMAR BAH	15.48	
			LAB CEILING	15.03	
			APPLE WORK REF BOOK CADILLAC DESERT - DA	14.99	
			STEPHENSON - ACWA BOARD MEETING 09/20/18	12.49	
			POWER SUPPLY FOR COMPUTER SPEAKERS	11.99	
			BOXES FOR LAB FILES	11.54	
			DOLLAR TREE - 11/20/18 BOD MTG TABLE COV	11.13	
			GROVE 522E PARTS	10.98	
			CSDA - BROWN ACT COMPLIANCE MANUAL 2018	10.00	
			PLASTIC STORAGE BOXES FOR TURNOUTS	9.46	
			HOME DEPOT	6.80	
			BOTTLED WATER FOR SMALL MEETINGS	3.70	
			HAD LAVWMA KEY MADE FOR ERVIN PERREIRA	3.27	
			SHELVING SUPPLIES FOR DO RECORDS	2.43	
			APPLE ICLOUD STORAGE FOR NOVEMBER - DAN	0.99	
			RETURN - AT-A-GLANCE WALL CALENDAR (WRON	-15.52	
			RETURNED HOSE FROM ORIGINAL INV 2562091	-81.91	36,859.12
12/20/2018	99143	03460 ACCO ENGINEERED SYSTEMS II	FY19 DIV53 BPO: HVAC REPAIRS: PLEATED FI	838.73	838.73
12/20/2018	99144	07832 CAROL ATWOOD	ATWOOD REIMB EXP FOR NOVEMBER 2018	45.02	45.02
12/20/2018	99145	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 12/2/18	1,278.58	1,278.58

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Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

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Date	Check #	Vendor	Description	Amount Paid	Check Total
12/20/2018	99146 01013	BARRETT BUSINESS SERVICES	J. CHAMBERS JR.: W/E 12/2/18 B GOMEZ: W/E 12/2/18 HEIDI BIRDSELL: W/E 12/2/18 M. ZAKLAN: WE 11/18/18 M. ZAKLAN: WE 12/2/18 M. ZAKLAN: WE 11/25/18 N. POON: WE 11/11/18 M. ZAKLAN: WE 11/11/18 A. GEHMLICH: WE 11/25/18 S. MONTAGUE: W/E 12/02/18 N. POON: WE 11/18/18	1,040.00 1,040.00 798.72 449.28 437.76 437.76 437.76 432.00 326.40 312.00 264.96	5,976.64
12/20/2018	99147 07915	JEFF CARSON	CARSON REIMB MILEAGE NOVEMBER 2018	68.13	68.13
12/20/2018	99148 00249	DLT SOLUTIONS LLC.	SOLARWINDS NETWORK PERFORMANCE MONITOR S	1,172.97	1,172.97
12/20/2018	99149 04691	INC. EQUIFAX INFORMATION SVI	EQUIFAX	410.54	410.54
12/20/2018	99150 03146	MICHELLE GALLARDO	GALLARDO REIMB EXP AT 2018 CALPERLA 12/4	107.91	107.91
12/20/2018	99151 00937	GRAINGER, INC.	PARTS FOR EPS1 PUMP MOTOR #5 RTD TERMINA STORAGE CART FOR SPARE PARTS/TOOL IN PO HEAT SHRINK TUBE FLOATS FOR LAVWMA BASIN 2 DEWATERING PUM REPLACEMENT FOR TORCH W/FAILED IGNITOR LETTERS FOR CONSTRUCTION METERS LETTERS FOR CONTRUCTION METERS LETTER IDENTIFICATION CARD LETTER IDENTIFICATION CARDS BATTERIES FOR MICRO FLASH LIGHT	698.18 558.78 365.49 114.50 48.42 29.24 29.24 29.24 29.24 10.59	1,912.92
12/20/2018	99152 01273	SIMONE GRASHUIS	GRASHUIS REIMB EXP AT NORCAL CONSORTIUM	19.62	19.62

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Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

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Date	Check #	Vendor	Description	Amount Paid	Check Total
12/20/2018	99153	04424 GRAYBAR ELECTRIC COMPANY	RESTOCK OF MISC CONSUMABLE PARTS TO INVE E-LIGHTS FOR LAB	1,094.12 590.16	
			3/8" S.S. SPRING NUTS FOR INFLUENT PUMP	551.87	
			1/2" SS SPRING NUTS FOR INFLUENT PUMP RE	485.63	
			SEAL TITE FITTINGS FOR GLYCOL CHILLER	419.06	
			CARBIDE HOLE-CUTTER KIT FOR ERVIN'S TRUC	346.63	
			OCAL CONDUIT FITTINGS FOR INFLUENT PUMP	233.56	
			ORANGE 3-PLACE SPLICES	27.90	3,748.93
12/20/2018	99154	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	58,389.01	
			ICMA 457 DEFERRED COMPENSATION: PAYMENT	40.00	58,429.01
12/20/2018	99155	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	1,885.57	1,885.57
12/20/2018	99156	01242 INFO SEND, INC	INFOSEND	310.85	310.85
12/20/2018	99157	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,676.63	4,676.63
12/20/2018	99158	07743 SAMANTHA KOEHLER	KOEHLER REIMB EXP AT 2018 CALPERLA 12/4	107.91	107.91
12/20/2018	99159	00485 KOFF & ASSOCIATES INC.	CLASSIFICATION STUDY - DRAFT CLASS DESCRIPTOR	520.00	520.00
12/20/2018	99160	04722 STEPHAN KOZANDA	KOZANDA CERT REIMB WWTP OPS GRADE 2	60.00	60.00
12/20/2018	99161	00491 ERIK KUEFNER	KUEFNER REIMB EXP FOR CWEA INSP GRADE 3	285.00	285.00
12/20/2018	99162	08903 ROPER MACARAEG	MACARAEG REIMB EXP FOR W/E 11/27/2018 -	29.73	29.73
12/20/2018	99163	01171 MCGUIRE & HESTER	ON-CALL WATER & SEWER REPAIRS: 10/01/18	181,374.00	181,374.00
12/20/2018	99164	07109 DANIEL MCINTYRE	MCINTYRE REIMB EXP FOR NOVEMBER 2018 EXP	57.22	57.22
12/20/2018	99165	02076 NORTHERN TOOL & EQUIPMENT	TOOLS & BLOWER FOR FACILITIES	763.99	763.99
12/20/2018	99166	01078 STEFANIE OLSON	OLSON REIMB EXP AT WATERUSE MEETING 12/0	9.00	9.00
12/20/2018	99167	01403 PRAXAIR DISTRIBUTION INC 186	ARGON GAS AND CYLINDER RENTAL	652.10	
			ARGON GAS AND CYLINDER RENTAL	77.73	729.83

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Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
12/20/2018	99168	08902 JOSHUA SANCHEZ	SANCHEZ REIMB EXP FOR WATER DIST. D1 CER	133.90	
			SANCHEZ RIEMB EXP FOR WATER DIST OPERATO	115.54	249.44
12/20/2018	99169	04243 VIRGILITO SEVILLA	SEVILLA REIMB EXP FOR SAFETY SHOES	166.05	166.05
12/20/2018	99170	02470 SHRED-IT USA LLC	SHREDDING SERVICE - DEC 2018 INVOICE	113.92	113.92
12/20/2018	99171	07290 V. W. HOUSEN & ASSOCIATES, INC	15-W017 T.O. OC-3 OCTOBER 2018	844.25	844.25
12/20/2018	99172	04694 VULCAN MATERIALS CO	16-A002 CUTBACK, SAND, AGGREGATE BASE MA	70.63	70.63
12/20/2018	99173	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - OCTOBER 2018	6,265.55	6,265.55
12/20/2018	99174	02880 WUNDERLICH-MALEC SYSTEMS	LAWMMA SLSS SCADA PLC UPGRADE - TO OC-3	5,270.00	5,270.00
12/20/2018	99175	03622 JUDY ZAVADIL	ZAVADIL REIMB EXP AT 2018 ACWA FALL CONF	96.14	96.14
12/24/2018	8139	05511 DISBURSEMENT UNIT CALIFORNIA	CHILD SUPPORT GARNISHMENT: PAYMENT	612.92	612.92
12/24/2018	1001225781	00494 PERS	RETIREMENT: PAYMENT	97,590.35	97,590.35
12/26/2018	13277426	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	118,320.73	118,320.73
12/26/2018	459811136	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	32,436.15	32,436.15
01/03/2019	99176	03460 ACCO ENGINEERED SYSTEMS II	MAINTENANCE AGREEMENT DEC '18	540.00	540.00
01/03/2019	99177	01013 BARRETT BUSINESS SERVICES	P. MULLEN: W/E 12/09/18	1,821.02	1,821.02
01/03/2019	99178	01013 BARRETT BUSINESS SERVICES	B. GOMEZ: W/E 12/9/18	1,040.00	
			J. CHAMBERS JR.: W/E 12/9/18	832.00	
			H. BIRDSELL: W/E 12/9/18	798.72	
			M. ZAKLAN: W/E 12/09/18	437.76	
			A. GEHMLICH: W/E 12/9/18	326.40	
			S. MONTAGUE: W/E 12/09/18	136.50	3,571.38
01/03/2019	99179	03614 CAROLLO ENGINEERS INC.	15-P018 T.O. OC-20 11/1/18 - 11/30/18	14,602.50	
			07-3203 T.O. 2 11/1/18 - 11/30/18	2,367.75	16,970.25
01/03/2019	99180	05524 HERMAN CHEN	CHEN REIMB EXP AT 2018 CALPERLA 12/4 - 1	882.45	882.45

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Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/03/2019	99181	07701 VIVIAN CHIU	CHIU REIMB EXP AT CITY CLERKS NEW LAW &	27.90	27.90
01/03/2019	99182	00937 GRAINGER, INC.	FILE CABINETS - JEFF'S OFFICE	1,291.99	
			TOOLS/LABELERS FOR ELECT CREW	1,066.77	
			CEILING TILES FOR DO	345.51	
			HARD HAT FLASHLIGHTS	191.95	
			10HP FSL CAP WATER PUMP OILER COIL	111.75	3,007.97
01/03/2019	99183	04424 GRAYBAR ELECTRIC COMPANY	ELECTRIC SHOP DRILL BITS	864.00	
			SHOP STOCK MATERIAL	217.71	
			DRILL BITS FOR ELECTRIC SHOP	76.80	
			EM SHOP STOCK MATERIAL	31.32	1,189.83
01/03/2019	99184	00362 GSE CONSTRUCTION CO., INC.	07-3203 - PP#15 OCTOBER 2018	130,544.65	
			15-W017 - PP #3 SEPT. - DEC. 2018	104,460.10	235,004.75
01/03/2019	99185	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	52,646.58	52,646.58
01/03/2019	99186	03039 LISA OLIVIERI	OLIVIERI REIMB EXP FOR CVRA MEETINGS FE	51.96	51.96
01/03/2019	99187	06964 RYAN PENDERGRAFT	PENDERGRAFT REIMB MILEAGE EXP FOR NOV. 2	18.31	18.31
01/03/2019	99188	08902 JOSHUA SANCHEZ	SANCHEZ REIMB EXP FOR BACTI SAMPLING SUP	21.04	21.04
01/03/2019	99189	00830 TAB PRODUCTS CO	FOLDERS FOR ACCOUNTING 12 13 18	63.41	63.41
01/03/2019	99190	00762 TEST AMERICA LABORATORIES	SAMPLE ANALYSES	107.50	
			SAMPLE ANALYSES	27.50	135.00
01/03/2019	99191	00843 THE COVELLO GROUP INC	16-R014 T.O. 1 10/26/18 - 11/22/18	11,107.50	
			18-P012 AND 17-P004 T.O. OC-11 10/26/18	2,892.50	
			16-P028 T.O. OC-10 10/26/18 - 11/22/18	1,852.50	15,852.50
01/03/2019	99192	05127 VISION SERVICE PLAN - CA (VSF)	JANUARY 2019 - VISION	2,833.18	2,833.18
01/03/2019	99193	04694 VULCAN MATERIALS CO	16-A002 CUTBACK, SAND, AGGREGATE BASE MA	95.70	
			16-A002 CUTBACK, SAND, AGGREGATE BASE MA	72.98	168.68

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/03/2019	99194	00008 ACME FIRE EXTINGUISHER	FOF FIRE EXTINGUISHERS	461.26	461.26
01/03/2019	99195	06552 SOLUTIONS INC. AMERICAN COI	AQUAHAWK PORTAL MONTHLY LICENSING & MAIN RW LICENSE WEEKLY REPORT - SETUP AND MON	2,421.00 1,550.00	3,971.00
01/03/2019	99196	06349 ARCSINE ENGINEERING	16-A005 T.O. 1 11/1/18 - 11/30/18 FOD SCADA PROGRAMMING CHANGES: SERVICES	4,069.95 1,541.65	5,611.60
01/03/2019	99197	00058 ARROWHEAD MOUNTAIN SPRING	FOF BOTTLED WATER SERVICE 11-17-18 THRU	8.74	8.74
01/03/2019	99198	05097 BATTERIES PLUS	3V LITHIUM COIN (2 PACK), 12 PACK 9V & N	73.95	73.95
01/03/2019	99199	07365 BILL'S ACE TRUCKBOX	FLOOR MATS FOR #127	130.49	130.49
01/03/2019	99200	08428 CAL ENGINEERING & GEOLOGY, DOFLOOD	T.O. OC-4 THROUGH 11/30/18	3,890.50	3,890.50
01/03/2019	99201	07138 CALIFORNIA WATER TECHNOLOGY	FERROUS CHLORIDE 41880.00 DELV. 12-3-18	5,508.77	5,508.77
01/03/2019	99202	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
01/03/2019	99203	00105 DEPT 34261 CAL-STEAM	1" PIPE TOOL EXTRACTOR FOR DAFT PUMP RUP	46.93	46.93
01/03/2019	99204	00136 CDW GOVERNMENT INC.	SINGLEWIRE MAINT RENEWAL 1/22/2019 TO 1/	1,299.00	1,299.00
01/03/2019	99205	01167 CITY OF DUBLIN	LANDSCAPE SERVICES FOR DSRSD - OCT 2018	14,712.09	14,712.09
01/03/2019	99206	08680 CRUMP & CO., INC (NORTH)	CHECK VALVE FOR PRESSURIZATION PUMP	2,415.53	2,415.53
01/03/2019	99207	00253 DOWNEY BRAND LLP	LAWWMA: ENVIRONMENTAL LAW COMPLIANCE THR	38.50	38.50
01/03/2019	99208	05324 DU-ALL SAFETY, LLC	ELECTRICAL SAFETY CONSULTING - NOV '18	2,320.00	2,320.00
01/03/2019	99209	06788 EBRCSA	P25 DIGITAL RADIOS ANNUAL OPERATING FEE	3,024.00	3,024.00
01/03/2019	99210	00297 ENVIRONMENTAL EXPRESS LTD	STANDARD SOLUTIONS AND LABORATORY SUPPLI	136.88	136.88
01/03/2019	99211	02656 FASTENAL COMPANY	SUPPLIES FOR BLDG A PPE VENDING MACHINE SUPPLIES FOR FOF PPE VENDING MACHINE HAND-DELIVERED WWTP 25-FORKLIFT TAGS FASTENERS FOR CHECK VALVE @ DAFT	195.57 78.46 46.65 41.01	

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			SUPPLIES: BLDG S VEND MACHINE	21.65	383.34
01/03/2019	99212	00314 FEDEX	OVERNIGHT SHIPPING 12-10-18	39.12	
			IT WARRANTY RETURN SHIPPING CHARGES 11/2	9.14	48.26
01/03/2019	99213	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	335.97	335.97
01/03/2019	99214	00368 HACH COMPANY	REPLACEMENT DOOR FOR DO PROBE TRANSMITTER	175.48	175.48
01/03/2019	99215	00382 HAVE AIR WILL TRAVEL, INC.	FLAT REPAIR BACKHOE	145.00	145.00
01/03/2019	99216	08475 HF & H CONSULTANTS, LLC	2018 REGIONAL CAPACITY RESERVE FEE STUDY	4,921.03	4,921.03
01/03/2019	99217	00394 HILTI, INC.	TOOLS FOR DO CEILING RENOVATION~	3,235.84	3,235.84
01/03/2019	99218	08779 HOWDEN ROOTS LLC	SPARE OIL COOLER FOR TURBLEX BLOWERS	4,290.25	4,290.25
01/03/2019	99219	07652 HUNT & SONS, INC.	FUEL 87 OCTANE	1,923.58	1,923.58
01/03/2019	99220	07844 ICE SAFETY SOLUTIONS INC.	CPR AND FIRST AID GROUP TRAINING	1,870.00	1,870.00
01/03/2019	99221	07523 ID ARCHITECTURE	16-A004 T.O. 3 NOVEMBER 2018	155.00	155.00
01/03/2019	99222	06931 IWATER, INC	2 ANNUAL MAINTENANCE FOR INFRAMAP STD. 0	416.66	416.66
01/03/2019	99223	07481 J.N. ABBOTT DISTRIBUTOR, INC.	COGEN OIL	4,602.27	4,602.27
01/03/2019	99224	06061 JACKSON LEWIS LLP	GENERAL LEGAL FEES (11/18)	1,120.00	1,120.00
01/03/2019	99225	07848 JARVIS, FAY & GIBSON, LLP	GENERAL COUNSEL SVCS - NOVEMBER 2018	7,507.50	7,507.50
01/03/2019	99226	00468 CORP KAMAN INDUSTRIAL TECH	SEALS FOR AERATION MIXERS	93.34	93.34
01/03/2019	99227	00536 MC MASTER-CARR SUPPLY CO.	SEALS FOR INFLUENT GATE HYDRAULICS	33.26	
			MF STRAINERS	28.07	61.33
01/03/2019	99228	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 12/09/18	1,311.00	1,311.00
01/03/2019	99229	04231 MSC INDUSTRIAL SUPPLY CO	REPLACEMENT TOOLS FOR MIKE'S CART	360.48	
			RAIN GEAR & SAFETY GLASSES	314.56	
			RAIN GEAR PPE	83.95	758.99

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/03/2019	99230	04796 NAPA AUTO PARTS	INFLUENT BLOWER FILTERS	120.61	
			STOCK: B/FLUID DOT	46.74	
			FLEET STOCK	41.93	209.28
01/03/2019	99231	03987 OLIN CHLOR ALKALI PRODUCTS	WWTP HYPO 4970.000 DELV 12-14-18	3,523.89	
			WWTP HYPO 4912.000 DELV 12-14-18	3,482.77	7,006.66
01/03/2019	99232	00620 P G & E	LAWWMA PS FEEDER A - DEC 2018	61,305.37	
			LAWWMA PS FEEDER B - DEC 2018	56,842.03	
			MISC PUMP STNS; RESERVOIRS; TO'S ELEC -	36,476.74	
			FSL AERATORS; LAB HVAC; FLEET - NOV 2018	1,503.60	
			DUBLIN LIFT STN (NEW LS1) ELECTRICITY -	172.69	
			RESERVOIR 3A ELECTRICITY - NOV 2018	43.83	156,344.26
01/03/2019	99233	08356 PACE SUPPLY	SUPPLIES FOR FLUSHING	227.23	227.23
01/03/2019	99234	08870 PACIFIC FILTRATION SYSTEMS II	15-P018 MSC CELLS	6,581.59	6,581.59
01/03/2019	99235	04211 PLATT ELECTRIC SUPPLY	LUG KIT FOR NEW AERATION BLOWER SOFT-STA	995.49	
			LAMPS FOR SHOP STOCK	742.90	
			PARTS FOR SOFT START BLOWER #2 REPLACEME	567.44	
			SUPPLIES	453.89	
			SUPPLIES	347.09	3,106.81
01/03/2019	99236	04211 PLATT ELECTRIC SUPPLY	07-3203 CABLING FOR INSTRUMENT RELOCATIO	595.90	595.90
01/03/2019	99237	01195 POWERSTRIDE BATTERY CO., IN	#73 BATTERY	75.66	75.66
01/03/2019	99238	05475 PRESIDIO SYSTEMS, INC.	SEDFIELD POOL PLASTER CCTV (PRE & POST	7,280.00	7,280.00
01/03/2019	99239	04105 R & B COMPANY	2 FEBCO LF825Y RPZ W/BV BACKFLOW	14,202.50	
			2 FLGXFLG CLOW F6102 RW GATE VALVE (QTY.	2,501.83	
			POLLARD RQALUM 3/4X1 QUICK KRIMP	311.36	
			POLLARD P67903 SONOSCOPE EXT (QTY. 10)	49.71	17,065.40

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/03/2019	99240	08682 RAFTELIS FINANCIAL CONSULTA	PROF SVCS 11/1/18-11/30/18-WATER RATE ST	8,945.00	8,945.00
01/03/2019	99241	05841 SABAH INTERNATIONAL, INC.	FIRE ALARM SYSTEM TROUBLE CALL BLDG D SM	704.63	704.63
01/03/2019	99242	08339 SAN FRANCISCO ELEVATOR INC	ELEV MAINT FOF & BLDG A & S DEC '18	325.00	325.00
01/03/2019	99243	04044 SCOTT VALLEY BANK	07-3203 PP#15 - OCTOBER 2018	6,872.35	6,872.35
01/03/2019	99244	02015 SHERWIN-WILLIAMS CO	PARTS FOR PAINT SPRAYER	207.58	
			PAINT SUPPLIES	202.84	410.42
01/03/2019	99245	04891 SSI AERATION INC.	9" DISC MEMBRANE AND GREASE	10,381.22	10,381.22
01/03/2019	99246	02444 DEPT LA 1368 STAPLES ADVANT.	OFFICE SUPPLIES	179.34	179.34
01/03/2019	99247	01806 U.S. BANK EQUIPMENT FINANCE	TRUSTEE FEE 11/01/18 - 10/31/19 (2011 SW	920.00	920.00
01/03/2019	99248	00903 UNITED RENTALS, INC.	DO CELINING CLEANING 12/14 THRU 12/16/18	754.74	754.74
01/03/2019	99249	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
01/03/2019	99250	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	175.07	175.07
01/03/2019	99251	00912 OCC SERVICES VALLEY CARE H	RESP EVAL AND AUDIOGRAM	146.00	
			DOT PHYSICAL	85.00	
			AUDIOGRAM	40.00	271.00
01/03/2019	99252	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT:DEC '18	463.69	463.69
01/03/2019	99253	00933 VWR INTERNATIONAL, INC.	STANDARD SOLUTIONS AND LAB SUPPLIES	86.62	86.62
01/03/2019	99254	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	216.97	216.97
01/03/2019	99255	05486 WECO INDUSTRIES	SEWER PARTS FOR FOD	470.44	470.44
01/03/2019	99256	00957 WEST YOST & ASSOCIATES	TO NO. OC-4: SSMP UPDATE 11/03/18 TO 11/	1,061.50	1,061.50
01/03/2019	99257	00987 ATTN: ACCOUNTING ZONE 7 WA	TREATED WATER SERVICE NOV '18	1,079,520.45	1,079,520.45
01/03/2019	35081525	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	282.92	282.92
01/03/2019	401853248	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00

Check History Description Listing

Dublin San Ramon Services District

From: 12/10/2018 To: 1/6/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
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287 checks in this report

Total Checks: 6,041,519.76



TITLE: Approve Budget Increase to the Capital Improvement Program Two-Year Budget for Fiscal Years Ending 2018 and 2019 for the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court Project (CIP 16-A002), Approve Increase to the Local Wastewater Replacement Fund Capital Improvement Program Fund Limit for Fiscal Year Ending 2019, and Approve an Increase to the Construction Agreement Change Order Contingency for the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court Project (CIP 16-A002)

RECOMMENDATION:

Staff recommends the Board of Directors approve, by three (3) separate Resolutions, the following actions:

1. A budget increase to the Capital Improvement Program Two-Year Budget for Fiscal Years Ending 2018 and 2019 to increase the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court (CIP 16-A002) budget by \$700,000, from \$1,953,000 to \$2,653,000;
2. An increase to the Local Wastewater Replacement (Fund 210) Capital Improvement Program (CIP) Fund Limit for Fiscal Year Ending (FYE) 2019, by \$448,000 from \$1,726,764 to \$2,174,764;
3. An increase to the construction change order contingency for the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court (CIP 16-A002) by 10%, from 15% to 25%.

SUMMARY:

The City of Dublin included a project to widen Dublin Boulevard and underground the overhead power lines from Sierra Court to Dublin Court in their current Capital Improvement Program. The District operates the Dublin Boulevard Lift Station 1 (LS1) within this stretch of Dublin Boulevard, and determined that the facility, along with other affected District utilities (water services, fire hydrants, meters, valves, backflow preventers, fiber optic conduit boxes, etc.) needed to be relocated to accommodate the planned widening. In preparation of the City's widening project, the Board awarded a construction contract to JMB Construction Inc. (JMB) on April 4, 2017 in the amount of \$987,500 to relocate LS1, under CIP Project 16-A002 – Facilities Relocation for Dublin Boulevard.

The first action staff is requesting is a \$700,000 increase to the project budget, from \$1,953,000 to \$2,653,000 due to:

- Unforeseen costs of relocating LS1 – Phase 2
- Unforeseen costs relocating existing utilities in Dublin Boulevard – Phase 3
- Increased costs for construction management and engineering services
- Miscellaneous administrative costs and Remaining items

The second action staff is requesting is an increase to the Local Wastewater Replacement Capital Improvement Fund (Fund 210) Fund Limit by \$448,000 from \$1,726,764 to \$2,174,764. This represents 64% of the total requested \$700,000 budget adjustment, which aligns with the project's fund split (64% Local Wastewater Replacement (Fund 210) Capital Improvement Fund, 36% Water Replacement (Fund 610) Capital Improvement Fund).

The third action staff is requesting is an increase to the construction change order contingency for the subject JMB contract, increasing the contingency by 10%, from 15% to 25% to cover the cost of the change orders incurred as a result of the unforeseen expenses listed above and described in more detail in the attached Staff Report.

For a full description please see attached Staff Report.

Originating Department: Engineering Services	Contact: R. Portugal	Legal Review: Not Required
Cost: \$700,000 Project Budget Increase	Funding Source: Local Wastewater Replacement (Fund 210) - 64% Water Replacement (Fund 610) - 36%	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolutions (3) <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		38 of 118

STAFF REPORT



District Board of Directors
January 15, 2019

APPROVE A BUDGET INCREASE FOR THE FACILITIES RELOCATION FOR DUBLIN BOULEVARD. WIDENING - SIERRA COURT TO DUBLIN COURT (CIP 16-A002), APPROVE AN INCREASE TO THE LOCAL WASTEWATER REPLACEMENT FUND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEAR ENDING 2019, AND APPROVE AN INCREASE TO THE CONSTRUCTION AGREEMENT CHANGE ORDER CONTINGENCY FOR THE FACILITIES RELOCATION FOR DUBLIN BOULEVARD. WIDENING - SIERRA COURT TO DUBLIN COURT (CIP 16-A002)

RECOMMENDATIONS

Staff recommends the Board of Directors approve, by three separate Resolutions, the following actions:

1. A budget increase to the Capital Improvement Program Two-Year Budget for Fiscal Years Ending 2018 and 2019 to increase the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court (CIP 16-A002) budget by \$700,000, from \$1,953,000 to \$2,653,000;
2. An increase to the Local Wastewater Replacement (Fund 210) Capital Improvement Program (CIP) Budget for Fiscal Year Ending (FYE) 2019, by \$448,000 from \$1,726,764 to \$2,174,764;
3. An increase to the construction change order contingency for the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court (CIP 16-A002) by 10%, from 15% to 25%.

BACKGROUND

The City of Dublin included a project to widen Dublin Boulevard and underground the overhead power lines from Sierra Court to Dublin Court in their current Capital Improvement Program. The District operates the Dublin Boulevard Lift Station 1 (LS1) within this stretch of Dublin Boulevard, and determined that the facility, along with other affected District utilities (water services, fire hydrants, meters, valves, backflow preventers, fiber optic conduit boxes, etc.) needed to be relocated to accommodate the planned widening. The widened road segment will improve traffic flow and provide enhanced pedestrian and bicycle safety features. Relocating LS1 also allows District personnel improved access to the facility for maintenance and operation.

In preparation of the City's widening project, the Board awarded a construction contract to JMB Construction Inc. (JMB) on April 4, 2017 in the amount of \$987,500 to relocate LS1. The widening project was structured in three phases, described below.

Phase	Description	Schedule	Status
1	City/Pacific Gas & Electric (PG&E) to replace existing aboveground utility poles with underground utilities	May 2017-Sept 2017	Complete
2	DSRSD to replace/relocate LS1	Sept 2017- Jan 2019	Complete
3	City to widen Dublin Boulevard, with various improvements (bicycle lanes, traffic signal upgrades, streetscape improvements) and relocate remaining District utilities	Aug 2018-May 2019	Ongoing

The relocation of LS1 was included as part of Phase 2 and Phase 3. District and City Staff worked very closely in order to avoid conflict. The primary focus was to minimize disruption to the public. For this reason, all Phase 3 work, including relocation of the District's utilities, were planned to be coordinated and constructed by the City's Contractor as utilizing the Tri-Valley Intergovernmental Reciprocal Services Agreement.

DISCUSSION

Project Budget Increase Request

Staff is requesting a \$700,000 increase to the project budget, from \$1,953,000 to \$2,653,000. The reasons for the requested increase are listed below, and detailed in the report.

- Unforeseen costs of relocating LS1 – Phase 2
- Unforeseen costs relocating existing utilities in Dublin Boulevard – Phase 3
- Increased costs for construction management and engineering services
- Miscellaneous Administrative Costs and Remaining Items

Unforeseen Costs of Relocating LS1 – Phase 2

Unforeseen costs of relocating LS1 were included in Construction Change Order No. 1 (CCO #1) to the District's contract with JMB, which are listed below.

1. Changes to the size of the hatches on the valve vault and wet well
2. Relocation of an existing fire hydrant on the new LS1 project site
3. Increasing the depth of the wet well and inlet pipeline due to a conflict with an existing utility
4. Removal of existing concrete at the location of the new control panel
5. Relocation of the PG&E service conduit
6. Installation of a 10 inch flap gate in the 10 inch over-flow pipeline in Dublin Boulevard
7. Installation of a sweep 90 degree fitting in the manhole on the pump discharge line
8. Removal of a bollard at the existing/removed control panel
9. Install a flap gate on the valve vault drain line
10. Install a recessed locking system on both the valve vault and wet well hatches
11. Install a new 1-inch service and backflow device to the LS1 site

The total CCO #1 amount for all changes related to the construction of the newly relocated LS1 is **\$120,619**.

Unforeseen Costs of Relocating Existing Utilities in Dublin Boulevard – Phase 3

Due to the unusually complex nature of construction activities in Phase 3, including the relocation of existing District utilities, such as water services, fire hydrants, meters, valves, backflow preventers, fiber optic conduit boxes, etc., this portion of Phase 3 work was diverted away from the City's contract and handled directly by the District. The unforeseen costs associated with Phase 3 work was incurred with two contractors, JMB, which had been contracted to relocate LS1, and the District's on-call underground repair contractor, McGuire & Hester. For the Phase 3 work outside of JMB's contract, the District sought quotes from two other contractors, but received only one additional quote. McGuire & Hester's quote was negotiated and staff believed it was reasonable.

Construction Change Order No. 2 (CCO #2) to the District's contract with JMB consists of four separate items and contains all changes related to the fire hydrant relocations, abandonment of an existing and unused

service at Sahara Market, and potholing to locate existing facilities. For each of these items, the water system had to be shut down to allow the work to proceed, and therefore, needed to be performed during the night.

The four specific items are as follows:

1. Investigation of existing 6-inch and 12-inch water mains in front of Harvey's Cleaners
 - Potholing to expose the valve and to determine the valve type
 - Recessing the trench plate covering at the valve per City Standards
 - Providing and installing a new 6-inch gate valve
 - Removing and replacing the fire hydrant and riser at the new location, including concrete thrust restranit at the hydrant riser
 - Finishing paving per City standards
2. Relocation of an existing fire hydrant near Minute Muffler
3. Removal of an existing, unused fire service and check valve at Sahara Market
4. Relocation of an existing fire hydrant near Dublin Glass

The total CCO #2 amount for all changes related to these facility relocations is **\$120,222**.

The District's on-call contractor, McGuire & Hester (M&H) performed the remaining Phase 3 work including replacing new water services to seven potable water meters, abandoning the water service to the former LS1 location, adjusting a water service at the empty lot near Tralee commercial properties, and locating a fiber optic conduit box that was inadvertently buried in this same commercial area.

For each of these items, the water system had to be shut down to allow the work to proceed, and therefore, needed to be performed at night. Furthermore, since this stretch of Dublin Boulevard is the original road built in the early 1960's and the as-built information that we have was not accurate, many differing field conditions including unmarked utilities, utility conflicts, concrete encasements, and water leaks around the water main were found, which required more hand-digging and contribute to delays and additional costs. M&H assumed seven days of work to complete the initial scope of work, but it actually took twenty-seven days.

Utility Location	Delay/Cost Overrun Description
Harvey's Cleaners	Trench plates were imbedded per City's direction of which caused additional excavation and asphalt replacement
Sahara Market	A conflicting unmarked utility was located on top and in line with the water main 2 ½ ft. deep. This caused additional hand digging and delays in trying to identify the utility. Trench plates were imbedded per City's direction, of which caused additional excavation and asphalt replacement.
Welding & Automotive Shops	An unknown water leak was encountered in trench line. Exploration was done along mainline to make sure that the asbestos cement pipe water main did not have a crack in line. The leak was finally discovered at bottom of service saddle connected to the main. Trench plates were imbedded per City's direction, of which caused additional excavation and asphalt replacement.

Zac's Café & Former LS1 Service	Additional concrete/slurry encasement along the DSRSD water main encountered. Concrete encasement found along the main, and at the sidewalk at the former LS1 location. Underground Service Alert (USA) marks on site depicted buried fiber optic lines running on top of the water main. A total of 17 feet was potholed to try and find the end of the concrete/slurry. Once the end was located, the existing water services could not be found. After multiple site meetings, contractor was directed to slowly chip out the concrete encasement. This tedious hand chipping and excavation greatly increased the working days. The size of this excavation was greatly increased due to the unknown concrete situation that was encountered. This caused additional excavation, shoring, plates, and asphalt restoration. Several trench plates were imbedded per City's direction, of which caused additional excavation and asphalt replacement.
Dublin Glass	A solid concrete encasement of the water service that supplied these two meters encountered. Instead of tying into the existing ~60 year old service feeds, the field direction was to excavate the existing 12-inch water main and replace an entire ~20-foot section of water main with new PVC pipe with an additional 12" gate valve. This greatly increased the estimated working days, including traffic control, excavated area, trench plates, shoring and asphalt replacement. Several trench plates were imbedded per City's direction, of which caused additional excavation and asphalt replacement
Dublin Sports Grounds	This location was believed to a shallow meter relocation where contractor would be able to extend the meter with a mechanical connection. After excavation, the main was 8-feet deep and another concrete encasement at the water service was found. An isolation valve nut was discovered to be broken off the valve stem, requiring a second attempt and a full main water main shut down to perform this relocation work.
Empty Lot Near Tralee	During excavation to realign the water service with future sidewalk area, a non-DSRSD fiber optic box was found to be in direct conflict. Contractor chased the 20-inch service at the empty lot to the east and relocated the service into a new meter box.
Buries Fiber Optic Conduit Box at Empty Lot Near Tralee	Contractor located and exposed a buried fiber optic conduit box within a DERWA easement. After DSRSD marked approximate location, contractor excavated along the line to find the buried box. It appears that the empty lot placed a good amount of dirt backfill which covered this box. This box was over the 36-inch DERWA backbone water main.

The total cost for the above mentioned work performed by McGuire & Hester is **\$386,174**.

Increased Costs for Construction Management and Engineering Services During Construction

The District's on-call engineering firm, Carollo Engineers, Inc. (Carollo), provided a proposal for construction management and engineering services during construction services for the LS1 relocation. Carollo identified clear tasks, roles, and responsibilities to provide the District with streamlined management approach to the construction phase of the LS1 relocation.

Carollo has requested additional funding to provide engineering services during construction, construction management and inspection services to include the delegated Phase 3 work of relocating/adjusting the District's water and sewer facilities, as detailed in the section above. Work on the water services and hydrant relocations had to be completed at night. The work also required system outages of the existing water distribution system that had to be coordinated with District staff and customers had to be notified of planned outages to complete the work. Full time inspection was provided on most of the work completed on the water system.

This additional work wasn't anticipated in Carollo's original scope and budget, and couldn't be completed within Carollo's original budget. In addition, one of Carollo's sub-consultants, Consolidated Engineering Labs, had to provide compaction testing of the roadway section including asphalt concrete at each location where work was completed on the water system in Dublin Boulevard. Based on the cost mentioned above, the amount of additional funding requested to complete the project is **\$45,000**.

Miscellaneous Administrative Costs and Minor Remaining Items

The costs associated with obtaining additional vehicle access easements at the new LS1 location (**\$10,000**), as well as those associated with the gate valve repair at the Dublin Sports Grounds (**\$5,000**) were not included in the original project budget. Finally, there are some minor remaining items, such as fiber optic box adjustments, potable water irrigation service abandonments, etc., which were not originally included in the project budget, but are required to complete the project (**\$13,000**).

Local Wastewater Replacement Fund Limit Increase

Staff is also requesting an increase to the Local Wastewater Replacement (Fund 210) CIP Budget for FYE 2019, by \$448,000 from \$1,726,764 to \$2,174,764. This represents 64 percent of the total requested budget adjustment, which aligns with the project's fund split (64 percent Local Wastewater Replacement (Fund 210) Capital Improvement Fund, 36% Water Replacement (Fund 610) Capital Improvement Fund).

Construction Change Order Contingency Increase

Staff is requesting an increase to the construction change order contingency for the associated project contract with JMB. The Board awarded the \$987,500 contract to JMB, with a 15% (or \$148,125) change order contingency in April 2017. The two construction change orders, which necessitate the requested increase, are detailed in the section above (reference CCO #1 and CCO #2 on Pages 2 and 3 of this report).

CCO #	Description	\$ Amount
1	Relocation of LS1	\$120,619
2	Utility Relocation - Dublin Boulevard	\$120,222
	Total:	\$240,841

A 25 percent change order contingency (or \$246,875) is requested to cover the change orders listed above, with a small amount (less than 1 percent) remaining for any additional minor changes.

The table below provides a summary of the project budget adjustment request.

Summary Table	
CCO # 1 - LS1 Changes (JMB Construction)	\$120,619
CCO #2 - Utility Relocation Changes (JMB Construction)	\$120,222
On-Call Contractor – Utility Relocation Changes (McGuire & Hester)	\$386,174
Construction Management/Engineering Services (Carollo)	\$45,000
Cost for Additional Vehicle Access Easement at New LS1	\$10,000
Gate Valve Repair for Dublin Sports Grounds	\$5,000
Remaining Items (Fiber Optic Box Adjustment, Potable Water Irrigation Service Abandonment, etc.)	\$13,000
Total:	\$700,015

RECOMMENDATION

Staff recommends the Board of Directors approve, by three separate Resolutions, the following actions:

1. A budget increase to the Capital Improvement Program Two-Year Budget for Fiscal Years Ending 2018 and 2019 to increase the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court (CIP 16-A002) budget by \$700,000, from \$1,953,000 to \$2,653,000;
2. An increase to the Local Wastewater Replacement (Fund 210) Capital Improvement Program (CIP) Budget for Fiscal Year Ending (FY) 2019, by \$448,000 from \$1,726,764 to \$2,174,764;
3. An increase to the construction change order contingency for the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court (CIP 16-A002) by 10 percent, from 15 percent to 25 percent.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN ADJUSTMENT TO THE CAPITAL IMPROVEMENT PROGRAM TWO-YEAR BUDGET FOR FISCAL YEARS ENDING 2018 AND 2019 TO INCREASE THE PROJECT BUDGET FOR THE FACILITIES RELOCATION FOR DUBLIN BOULEVARD WIDENING – SIERRA COURT TO DUBLIN COURT PROJECT (CIP 16-A002)

WHEREAS, the Board of Directors adopted the current Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2018 and 2019 on June 6, 2017, authorizing project and fund budgets for Fiscal Years Ending 2018 and 2019 to meet the District's capital infrastructure needs; and

WHEREAS, the CIP Budget included the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court Project (CIP 16-A002) (“Project”) with a budget of \$1,953,000; and

WHEREAS, the Project's first phase includes relocating Lift Station 1 (LS1) to accommodate the City of Dublin's Dublin Boulevard Widening project as well as safety concerns with the private property owned by Dublin Ventures Limited Partnership located at 6729 Dublin Boulevard, Dublin, CA; and

WHEREAS, the complex nature of the construction activities resulted in unforeseen costs of relocating LS1 and existing utilities in Dublin Boulevard and a need for additional third-party construction management and engineering services; and

WHEREAS, staff recommends revising the CIP Budget by increasing the Facilities Relocation for Dublin Boulevard Widening - Sierra Court to Dublin Court Project (CIP 16-A002) budget by \$700,000 from \$1,953,000 to \$2,653,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court Project (CIP 16-A002) budget increase from \$1,953,000 to \$2,653,000 is hereby approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2018 and 2019 in accordance with the project description sheet (Exhibit A).

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of January, 2019, and passed by the following vote:

AYES:

NOES:

ABSENT:

Madelyne A. Misheloff, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: WASTEWATER COLLECTION

Local Wastewater Replacement (Fund 210)

CIP No. 16-A002 Facilities Relocation for Dublin Blvd Widening - Sierra Court to Dublin Court

Funding Allocation: 64% 210 36% 610

Project Manager: Rudy Portugal

Status: Continuing Project

Project Summary:

This project will relocate water and sewer utilities to accommodate the widening of Dublin Blvd between Sierra Court and Dublin Court by the City of Dublin. Due to the complex construction activities and sequencing required for the widening of Dublin Blvd, this project will be completed in two parts. The first part is relocating the District's sewer Lift Station 1 prior to the City widening Dublin Blvd. This part is to be completed by the District's contractor between April 2017 and October 2017. The lift station is currently located in the sidewalk alongside Dublin Blvd. With the widening of Dublin Blvd, the lift station would be located in a travelled lane which would make access to the lift station hazardous for both District staff and the public. The second part is relocation of water and sewer facilities (e.g. water meters, services, backflow preventers, fire hydrants, etc.) to outside the proposed widened Dublin Blvd. This part also includes vertical adjustments of water valve and sewer manhole covers within Dublin Blvd. This part will be completed by the City's contractor performing the construction work of widening Dublin Blvd. This part is scheduled to be completed between September 2017 and December 2018. The District will reimburse the City for the portion of the cost to relocate the water and sewer facilities through the Tri-Valley Intergovernmental Reciprocal Services Agreement.

CEQA: Categorical Exemption [CEQA 15302(c) and 15061(b)(3)] - NOE filed 2/10/17

Reference: Tri-Valley Intergovernmental Reciprocal Services Agreement, 12/4/2014

Fund Allocation Basis: Ratio of sewer and water appurtenances affected.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
318,039	1,275,689	1,059,272	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost **\$2,653,000**

Current Adopted Budget **\$1,953,000**

Increase/(Decrease) **\$700,000**



RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN INCREASE TO THE LOCAL WASTEWATER REPLACEMENT (FUND 210) CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEAR ENDING 2019

WHEREAS, the Board of Directors adopted the current Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2018 and 2019 on June 6, 2017, authorizing project and fund budgets for Fiscal Years Ending (FYEs) 2018 and 2019 to meet the District's capital infrastructure needs; and

WHEREAS, the project expenditures for the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court Project (CIP 16-A002) were more than planned in FYE 2019; and

WHEREAS, the CIP Local Wastewater Replacement (Fund 210) budget approved for FYE 2019 will not be adequate to cover the estimated expenditures for the Local Wastewater Replacement projects in FYE 2019; and

WHEREAS, staff recommends an increase to the Local Wastewater Replacement (Fund 210) budget by \$448,000 from \$1,726,764 to \$2,174,764.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that an increase to the fund budget for the Local Wastewater Replacement (Fund 210) for FYE 2019 by \$448,000 from \$1,726,764 to \$2,174,764 is hereby approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2018 and 2019.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of January, 2019, and passed by the following vote:

AYES:

NOES:

ABSENT:

Madelyne A. Misheloff, President

ATTEST: _____
Nicole Genzale, District Secretary

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN INCREASE IN CONSTRUCTION CHANGE ORDER CONTINGENCY TO THE AGREEMENT WITH JMB CONSTRUCTION INC. FOR CONSTRUCTION OF FACILITIES RELOCATION FOR DUBLIN BOULEVARD WIDENING – SIERRA COURT TO DUBLIN COURT PROJECT (CIP 16-A002)

WHEREAS, on April 4, 2017, the Board awarded a construction contract to JMB Construction, Inc. for the Facilities Relocation for Dublin Boulevard Widening – Sierra Court to Dublin Court Project (CIP 16-A002) in the amount of \$987,500; and

WHEREAS, the Board approved a construction change order contingency of 15 percent of the total contract value, in the amount not to exceed \$148,125; and

WHEREAS, the complex nature of the construction activities resulted in unforeseen costs of relocating Lift Station 1 (LS1) and the existing District utilities, including fire hydrants, water services, meters, valves, fiber optic conduit boxes; and

WHEREAS, the work performed by JMB Construction, Inc. under construction change order exceeds the 15 percent construction change order contingency limit previously approved by the Board; and

WHEREAS, a 25 percent construction change order contingency, not to exceed \$246,875 is requested to cover the unforeseen costs of relocating Lift Station 1 (LS1) and existing District utilities, as well as any remaining items.

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

The General Manager is authorized to approve construction change order contingency for Facilities Relocation for Dublin Boulevard – Sierra Court to Dublin Court Project (CIP 16-A002) from 15 percent to 25 percent in the amount not to exceed \$246,875.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of January, 2019, and passed by the following vote:

AYES:

NOES:

ABSENT:

Madelyne A. Misheloff, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Approve Board Committees and Joint Powers Authority Assignments for Calendar Year 2019

RECOMMENDATION:

The Board President requests the Board of Directors approve, by Motion, the 2019 Committee structure, assignments and Mission Statements, and Joint Powers Authority (JPA) member assignments, as discussed at the December 18, 2018 Board meeting.

SUMMARY:

Each year the newly selected Board President presents a recommendation for Boardmember assignments to the various Board Committees and JPAs. On December 18, 2018, after the Board selected Director Madelyne Misheloff as the new Board President, she shared her ideas per a proposed matrix handed out to the Board. The Boardmembers considered her proposal and one change was requested to switch assignments between Director Halket and Director Vonheeder-Leopold for Zone 7 Water Agency and Tri-Valley Water Liaison Committees. The updated proposed 2019 Committee/JPA Assignments and Mission Statements are presented in Attachment 1 for the following Committees/JPAs:

- Five Liaison Committees (based on typical External Affairs Committee activities):
 - Tri-Valley Water Liaison
 - Zone 7 Water Agency Liaison
 - City of Pleasanton Liaison
 - City of Dublin Liaison
 - City of San Ramon/Central Contra Costa Sanitary District (Central San)
- DSRSD-EBMUD Recycled Water Authority (DERWA)
- Livermore-Amador Valley Water Management Agency (LAVWMA)

The External Affairs, Finance and Personnel, and Water Resources Committees would sunset, with related matters to be addressed on an ad hoc basis, if needed.

The Liaison Committees meet on dates coordinated with the other agencies. The JPAs meet per the pre-designated schedule by the JPAs, as indicated in Attachment 1.

Guidelines on the roles of Committees, Liaisons and JPAs can be found in Chapters 7 and 8 of the Guidelines for Conducting District Board Business policy (see excerpts in Attachment 2).

In accordance with regulation 18705.5 of the Fair Political Practices Commission, a Form 806 (Agency Report of Public Official Appointments) will be completed upon approval of formal Board Committee and JPA assignments.

Originating Department: Office of the General Manager	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 – 2019 Committee/JPA Assignments and Mission Statements Attachment 2 – Excerpts from Guidelines for Conducting District Business policy	51 of 118

2019 COMMITTEE/JPA ASSIGNMENTS AND MISSION STATEMENTS**LIAISON COMMITTEES (BASED ON TYPICAL EXTERNAL AFFAIRS COMMITTEE ACTIVITIES)**

TRI-VALLEY WATER LIAISON COMMITTEE	
Members:	Misheloff, Vonheeder-Leopold
Alternates:	Johnson (First); Duarte, Halket
Committee Mission:	The mission of the Tri-Valley Water Liaison Committee is to confer and coordinate multi-agency efforts and programs that focus on Tri-Valley water issues. The participating agencies are: DSRSD, Zone 7 Water Agency, California Water Services Company, and the cities of Dublin, Livermore, Pleasanton and San Ramon.
Type of Committee Meeting Schedule:	Liaison. Meetings are held quarterly when mutually agreed upon by the participating agencies.

CITY OF DUBLIN LIAISON COMMITTEE	
Members:	Misheloff, Vonheeder-Leopold
Alternates:	Halket (First); Duarte, Johnson
Committee Mission:	The mission of the City of Dublin Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with all of our customers in Dublin, including residents, businesses, schools (including Dublin Unified School District), and major institutional customers.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of Dublin. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies.

CITY OF PLEASANTON LIAISON COMMITTEE	
Members:	Halket, Johnson
Alternates:	Misheloff (First); Duarte, Vonheeder-Leopold
Committee Mission:	The mission of the City of Pleasanton Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with Pleasanton.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of Pleasanton. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies.

CITY OF SAN RAMON AND CENTRAL CONTRA COSTA SANITARY DISTRICT LIAISON COMMITTEE	
Members:	Duarte, Johnson
Alternates:	Vonheeder-Leopold (First); Halket, Misheloff
Committee Mission:	The mission of the City of San Ramon and Central Contra Costa Sanitary District Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with all of our customers in San Ramon, including residents, businesses, schools (including San Ramon Valley Unified School District), and major institutional customers.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of San Ramon and Central Contra Costa Sanitary District. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies.

ZONE 7 WATER AGENCY LIAISON COMMITTEE	
Members:	Duarte, Halket
Alternates:	Vonheeder-Leopold (First); Johnson, Misheloff
Committee Mission:	The mission of the Zone 7 Water Agency (Zone 7) Liaison Committee is to confer and coordinate programs that focus on the District's service from, relationship with, and communication with Zone 7.
Type of Committee Meeting Schedule:	Liaison. Liaison to Zone 7 Water Agency. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies.

JOINT POWERS AUTHORITIES

DERWA JPA	
Members:	Duarte, Vonheeder-Leopold
Alternates:	Misheloff (First); Halket, Johnson
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 2019: February 4*, March 25, May 20*, July 22, September 23, and November 25.

LAWVMA JPA	
Members:	Johnson, Misheloff
Alternates:	Duarte (First); Halket, Vonheeder-Leopold
JPA Mission:	The Livermore-Amador Valley Water Management Agency (LAVVMA) 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.

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

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)

- 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)⁴
- 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

⁴ 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: 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. 57-18

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 57-18.

SUMMARY:

Per Resolution No. 57-18, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated to reflect the title change of the Safety Officer classification to "Environmental Health and Safety Program Administrator". The position of Safety Officer has evolved over the years and now includes security, hazardous materials compliance, emergency preparation, and facility compliance, in addition to general workplace safety. Like the larger agencies and cities, the District is required to administer the same programs, and follow the same rules and laws. Additionally, our six lines of business (wastewater collections, wastewater treatment, recycled water treatment, recycled water distribution, potable water distribution, and power generation) have more safety requirements than some agencies that are larger than the District, where there may only be two or three of these business lines covered. Thus, accurately capturing and updating the requirements of the position and re-titling the job classification to Environmental Health and Safety Program Administrator is appropriate to attract applicants with environmental health and safety experience to apply for the position. Staff has met and conferred with representatives of the Professional Employees' Bargaining Unit (PEBU) on the proposed job title change and updates to the job duties.

The California Code of Regulations specify that compensation earnable is defined in statute and further clarified by the California Code of Regulations, Title 2, Section 570.5, and that salaries shall be "duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws." Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to CalPERS.

This pay schedule shall reflect salaries in place effective on December 17, 2018 and previously agreed to by the District in accordance with the various Memoranda of Understanding and the Personal Services Agreements.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		64 of 118

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 57-18

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

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

WHEREAS, by Resolution No. 57-18, the Board-adopted pay schedule was approved on December 4, 2018; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39), the Professional Employees' Bargaining Unit (PEBU), and the Mid-Management Employees' Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 18, 2017 through December 12, 2021; and

WHEREAS, the Confidential Employees' Bargaining Unit (CEBU) have met in good faith and agreed to labor contracts effective December 18, 2017 through April 30, 2022; and

WHEREAS, the Administrative Services Manager has a Personal Services Agreement in place effective September 26, 2016 and amended during a regularly-scheduled meeting on November 7, 2017; and

WHEREAS, the Engineering Services Manager has a Personal Services Agreement in place effective July 20, 2016 and amended during a regularly-scheduled meeting on November 7, 2017; and

WHEREAS, the Operations Manager has a Personal Services Agreement in place effective December 5, 2016 and amended during a regularly-scheduled meeting on November 7, 2017; and

WHEREAS, the General Manager has a Personal Services Agreement in place effective April 6, 2016 and amended during a regularly-scheduled meeting on December 4, 2018; and

WHEREAS, the District has revised the job title for the Safety Officer job classification to Environmental Health and Safety Program Administrator effective January 3, 2019 and the pay schedule has been updated accordingly; and

WHEREAS, the specific language of these labor contracts and personal services agreements establishes new base salaries effective the first day of the first pay period of Calendar Year 2019.

Res. No. _____

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

1. That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit A attached hereto and incorporated herein by reference, is approved and adopted, and Resolution No. 57-18 (attached as Exhibit B) is hereby rescinded.
2. The pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of January, 2019, and passed by the following vote:

AYES:

NOES:

ABSENT:

Madelyne A. Misheloff, President

ATTEST: _____

Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

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

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

Non-Exempt, Hourly Classifications				Exempt	Code	Effective Date	Resolution #	Monthly Salary					Hourly Pay Rate				
Job Classification	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E		
ACCOUNT CLERK I	H	cacck1	12/17/2018	59-17	5,018	5,271	5,532	5,811	6,100	28.9500	30.4096	31.9154	33.5250	35.1923			
ACCOUNT CLERK II	H	cacck2	12/17/2018	59-17	5,521	5,797	6,088	6,391	6,713	31.8519	33.4442	35.1231	36.8712	38.7288			
ACCOUNTANT I	H	pacct1	12/17/2018	51-17	7,689	8,073	8,478	8,901	9,345	44.3596	46.5750	48.9115	51.3519	53.9135			
ACCOUNTING TECHNICIAN I	H	cactc1	12/17/2018	59-17	6,121	6,429	6,752	7,089	7,442	35.3135	37.0904	38.9538	40.8981	42.9346			
ACCOUNTING TECHNICIAN II	H	cactc2	12/17/2018	59-17	6,733	7,069	7,424	7,796	8,185	38.8442	40.7827	42.8308	44.9769	47.2212			
ADMIN ASSISTANT I - CONFIDENTIAL	H	hadas1	12/17/2018	53-17	5,830	6,120	6,427	6,750	7,085	33.6346	35.3077	37.0788	38.9423	40.8750			
ADMIN ASSISTANT II - CONFIDENTIAL	H	hadas2	12/17/2018	53-17	6,409	6,729	7,066	7,421	7,792	36.9750	38.8212	40.7654	42.8135	44.9538			
ADMINISTRATIVE ANALYST I	H	padan1	12/17/2018	51-17	8,417	8,839	9,282	9,746	10,234	48.5596	50.9942	53.5500	56.2269	59.0423			
ADMINISTRATIVE ASSISTANT I	H	cadas1	12/17/2018	59-17	5,076	5,328	5,598	5,876	6,168	29.2846	30.7385	32.2962	33.9000	35.5846			
ADMINISTRATIVE ASSISTANT II	H	cadas2	12/17/2018	59-17	5,583	5,866	6,157	6,465	6,789	32.2096	33.8423	35.5212	37.2981	39.1673			
ADMINISTRATIVE TECHNICIAN	H	cadmtc	12/17/2018	59-17	6,560	6,889	7,233	7,595	7,975	37.8462	39.7442	41.7288	43.8173	46.0096			
ADMINISTRATIVE TECHNICIAN-CONFIDENTIAL	H	hadmtc	12/17/2018	53-17	6,833	7,174	7,531	7,909	8,305	39.4212	41.3885	43.4481	45.6288	47.9135			
CO-GENERATION SPECIALIST	H	ccogsp	12/17/2018	59-17	8,806	9,250	9,710	10,198	10,704	50.8038	53.3654	56.0192	58.8346	61.7538			
COMMUNICATIONS SPECIALIST I	H	pcoms1	12/17/2018	51-17	8,068	8,473	8,897	9,340	9,806	46.5462	48.8827	51.3288	53.8846	56.5731			
CONSTRUCTION INSPECTOR I	H	ccoin1	12/17/2018	59-17	7,538	7,913	8,309	8,726	9,159	43.4885	45.6519	47.9365	50.3423	52.8404			
CONSTRUCTION INSPECTOR II	H	ccoin2	12/17/2018	59-17	8,289	8,703	9,142	9,596	10,075	47.8212	50.2096	52.7423	55.3615	58.1250			
CUSTOMER FIELD REPRESENTATIVE I	H	ccfdr1	12/17/2018	59-17	5,709	5,995	6,297	6,610	6,940	32.9365	34.5865	36.3288	38.1346	40.0385			
CUSTOMER FIELD REPRESENTATIVE II	H	ccfdr2	12/17/2018	59-17	6,278	6,593	6,925	7,270	7,634	36.2192	38.0365	39.9519	41.9423	44.0423			
CUSTOMER SERVICES REPRESENTATIVE I	H	ccsrp1	12/17/2018	59-17	4,987	5,236	5,498	5,774	6,062	28.7712	30.2077	31.7192	33.3115	34.9731			
CUSTOMER SERVICES REPRESENTATIVE II	H	ccsrp2	12/17/2018	59-17	5,487	5,763	6,049	6,348	6,667	31.6558	33.2481	34.8981	36.6231	38.4635			
CUSTOMER SERVICES REPRESENTATIVE III	H	ccsrp3	12/17/2018	59-17	6,907	7,254	7,617	7,999	8,398	39.8481	41.8500	43.9442	46.1481	48.4500			
ELECTRICIAN I	H	celec1	12/17/2018	59-17	7,364	7,732	8,118	8,525	8,952	42.4846	44.6077	46.8346	49.1827	51.6462			
ELECTRICIAN II	H	celec2	12/17/2018	59-17	8,102	8,506	8,933	9,378	9,847	46.7423	49.0731	51.5365	54.1038	56.8096			
ENGINEERING TECHNICIAN / GIS SPECIALIST I	H	centc1	12/17/2018	59-17	6,900	7,247	7,609	7,989	8,387	39.8077	41.8096	43.8981	46.0904	48.3865			
ENGINEERING TECHNICIAN / GIS SPECIALIST II	H	centc2	12/17/2018	59-17	7,590	7,968	8,368	8,786	9,225	43.7885	45.9692	48.2769	50.6885	53.2212			
ENVIRONMENTAL CHEMIST I	H	pench1	12/17/2018	51-17	7,925	8,322	8,737	9,177	9,633	45.7212	48.0115	50.4058	52.9442	55.750			
ENVIRONMENTAL COMPLIANCE INSPECTOR I-CLEAN WATER	H	cecic1	12/17/2018	59-17	7,292	7,654	8,038	8,443	8,863	42.0692	44.1577	46.3731	48.7096	51.1327			
ENVIRONMENTAL COMPLIANCE INSPECTOR II-CLEAN WATER	H	cecic2	12/17/2018	59-17	8,025	8,422	8,844	9,288	9,749	46.2981	48.5885	51.0231	53.5846	56.2442			
ENVIRONMENTAL COMPLIANCE INSPECTOR I-PRETREATMENT	H	cecip1	12/17/2018	59-17	7,292	7,654	8,038	8,443	8,863	42.0692	44.1577	46.3731	48.7096	51.1327			
ENVIRONMENTAL COMPLIANCE INSPECTOR II-PRETREATMENT	H	cecip2	12/17/2018	59-17	8,025	8,422	8,844	9,288	9,749	46.2981	48.5885	51.0231	53.5846	56.2442			
FLEET MECHANIC	H	cfmech	12/17/2018	59-17	7,217	7,578	7,957	8,355	8,772	41.6365	43.7192	45.9058	48.2019	50.6077			
GIS ANALYST I	H	pgisa1	12/17/2018	51-17	8,889	9,333	9,800	10,290	10,803	51.2827	53.8442	56.5385	59.3654	62.3250			
HUMAN RESOURCES ANALYST I	H	hhran1	12/17/2018	53-17	8,488	8,912	9,357	9,826	10,317	48.9692	51.4154	53.9827	56.6885	59.5212			
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/17/2018	53-17	6,833	7,174	7,531	7,909	8,305	39.4212	41.3885	43.4481	45.6288	47.9135			
INFORMATION SYSTEMS TECHNICIAN I	H	cistc1	12/17/2018	59-17	6,577	6,905	7,252	7,614	7,996	37.9442	39.8365	41.8385	43.9269	46.1308			
INFORMATION SYSTEMS TECHNICIAN II	H	cistc2	12/17/2018	59-17	7,233	7,595	7,975	8,375	8,795	41.7288	43.8173	46.0096	48.3173	50.7404			
INFORMATION TECHNOLOGY ANALYST I	H	pitan1	12/17/2018	51-17	9,074	9,525	10,002	10,502	11,027	52.3500	54.9519	57.7038	60.5885	63.6173			
INSTRUMENTATION TECHNICIAN	H	cinstc	12/17/2018	59-17	8,281	8,697	9,129	9,588	10,067	47.7750	50.1750	52.6673	55.3154	58.0788			
JUNIOR ENGINEER	H	pjreng	12/17/2018	51-17	8,429	8,848	9,292	9,754	10,243	48.6288	51.0462	53.6077	56.2731	59.0942			
JUNIOR PLANNER	H	pjrpln	12/17/2018	51-17	7,937	8,333	8,748	9,187	9,645	45.7904	48.0750	50.4692	53.0019	55.6442			
LABORATORY TECHNICIAN	H	clabtc	12/17/2018	59-17	6,935	7,282	7,644	8,028	8,429	40.0096	42.0115	44.1000	46.3154	48.6288			
LABORER - TEMPORARY/RA	H	tlabor	6/5/2018	28-18	0	0	0	0	3,467	0.0000	0.0000	0.0000	0.0000	20.0000			
MAINTENANCE WORKER I	H	cmtwk1	12/17/2018	59-17	5,871	6,163	6,472	6,795	7,136	33.8712	35.5558	37.3385	39.2019	41.1692			
MAINTENANCE WORKER II	H	cmtwk2	12/17/2018	59-17	6,455	6,779	7,119	7,474	7,846	37.2404	39.1096	41.0712	43.1192	45.2654			
MECHANIC I	H	cmech1	12/17/2018	59-17	6,771	7,109	7,466	7,839	8,232	39.0635	41.0135	43.0731	45.2250	47.4923			
MECHANIC II	H	cmech2	12/17/2018	59-17	7,447	7,820	8,211	8,624	9,053	42.9635	45.1154	47.3712	49.7538	52.2288			

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

MECHANIC II-CRANE CERTIFIED	H	cmeccc	12/17/2018	59-17	7,635	8,018	8,417	8,839	9,282	44.0481	46.2577	48.5596	50.9942	53.5500
OPERATIONS CONTROL SYSTEM SPECIALIST	H	copcss	12/17/2018	59-17	8,839	9,282	9,745	10,234	10,744	50.9942	53.5500	56.2212	59.0423	61.9846
OPERATOR-IN-TRAINING	H	cwtpot	12/17/2018	59-17	5,774	6,062	6,365	6,684	7,017	33.3115	34.9731	36.7212	38.5615	40.4827
PROCESS LEAD WWTP OPERATOR IV	H	cwtppo4	12/17/2018	59-17	8,437	8,857	9,299	9,764	10,252	48.6750	51.0981	53.6481	56.3308	59.1462
PROCESS LEAD WWTP OPERATOR V	H	cwtppo5	12/17/2018	59-17	8,857	9,299	9,764	10,252	10,766	51.0981	53.6481	56.3308	59.1462	62.1115
SAFETY TECHNICIAN	H	csafte	12/17/2018	59-17	6,935	7,282	7,644	8,028	8,429	40.0096	42.0115	44.1000	46.3154	48.6288
SENIOR ACCOUNTING TECHNICIAN	H	csactc	12/17/2018	59-17	7,409	7,780	8,167	8,574	9,005	42.7442	44.8846	47.1173	49.4654	51.9519
SENIOR ELECTRICAL/ELECTRONIC TECHNICIAN	H	cseetc	12/17/2018	59-17	9,111	9,568	10,044	10,545	11,071	52.5635	55.2000	57.9462	60.8365	63.8712
SENIOR ELECTRICIAN	H	csselect	12/17/2018	59-17	8,912	9,357	9,825	10,317	10,832	51.4154	53.9827	56.6827	59.5212	62.4923
SENIOR ENGINEERING TECHNICIAN / GIS SPECIALIST	H	csentc	12/17/2018	59-17	8,347	8,766	9,202	9,667	10,147	48.1558	50.5731	53.0885	55.7712	58.5404
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	csreci	12/17/2018	59-17	8,826	9,265	9,728	10,213	10,726	50.9192	53.4519	56.1231	58.9212	61.8808
SENIOR INSTRUMENTATION/CONTROLS TECHNICIAN	H	csrictech	12/17/2018	59-17	9,721	10,208	10,718	11,256	11,819	56.0827	58.8923	61.8346	64.9385	68.1865
SENIOR MECHANIC	H	csrmec	12/17/2018	59-17	8,195	8,602	9,035	9,485	9,958	47.2788	49.6269	52.1250	54.7212	57.4500
SENIOR MECHANIC-CRANE CERTIFIED	H	csrmcc	12/17/2018	59-17	8,398	8,817	9,258	9,721	10,207	48.4500	50.8673	53.4115	56.0827	58.8865
SENIOR WWTP OPERATOR III	H	cswtpo	12/17/2018	59-17	8,033	8,437	8,857	9,299	9,764	46.3442	48.6750	51.0981	53.6481	56.3308
WASTEWATER TREATMENT PLANT OPERATOR I	H	cwtppo1	12/17/2018	59-17	6,642	6,971	7,320	7,685	8,069	38.3192	40.2173	42.2308	44.3365	46.5519
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtppo2	12/17/2018	59-17	7,302	7,669	8,051	8,453	8,878	42.1269	44.2442	46.4481	48.7673	51.2192
WATER/WASTEWATER SYSTEMS LEAD OPERATOR	H	cwwslo	12/17/2018	59-17	9,080	9,533	10,008	10,507	11,031	52.3846	54.9981	57.7385	60.6173	63.6404
WATER/WASTEWATER SYSTEMS OPERATOR III-ON CALL	H	cww3oc	12/17/2018	55-18	7,485	7,861	8,252	8,664	9,100	43.1827	45.3519	47.6077	49.9846	52.5000
WATER/WASTEWATER SYSTEMS OPERATOR IV-ON CALL	H	cww4oc	12/17/2018	59-17	8,235	8,644	9,080	9,533	10,008	47.5096	49.8692	52.3846	54.9981	57.7385
WATER/WASTEWATER SYSTEMS OPERATOR I	H	cwws01	12/17/2018	59-17	5,774	6,062	6,365	6,684	7,017	33.3115	34.9731	36.7212	38.5615	40.4827
WATER/WASTEWATER SYSTEMS OPERATOR II	H	cwws02	12/17/2018	59-17	6,642	6,971	7,320	7,685	8,069	38.3192	40.2173	42.2308	44.3365	46.5519
WATER/WASTEWATER SYSTEMS OPERATOR III	H	cwws03	12/17/2018	59-17	7,302	7,669	8,051	8,453	8,878	42.1269	44.2442	46.4481	48.7673	51.2192
WATER/WASTEWATER SYSTEMS OPERATOR IV	H	cwws04	12/17/2018	59-17	8,033	8,437	8,857	9,299	9,764	46.3442	48.6750	51.0981	53.6481	56.3308

Exempt Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pact2	12/17/2018	51-17	8,394	8,813	9,254	9,716	10,202	3874.15	4067.54	4271.08	4484.31	4708.62
ADMINISTRATIVE ANALYST II	S	padan2	12/17/2018	51-17	9,196	9,654	10,138	10,646	11,178	4244.31	4455.69	4679.08	4913.54	5159.08
ADMINISTRATIVE SERVICES MANAGER	S	asm	12/17/2018	54-17	0	0	0	0	19,089	0.00	0.00	0.00	0.00	8810.31
ASSISTANT ENGINEER	S	paseng	12/17/2018	51-17	9,207	9,668	10,149	10,658	11,189	4249.38	4462.15	4684.15	4919.08	5164.15
ASSISTANT PLANNER	S	paspln	12/17/2018	51-17	8,665	9,099	9,554	10,031	10,533	3999.23	4199.54	4409.54	4629.69	4861.38
ASSOCIATE CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	paesme	12/17/2018	51-17	10,490	11,015	11,563	12,142	12,750	4841.54	5083.85	5336.77	5604.00	5884.62
ASSOCIATE ENGINEER-SUPERVISORY	S	maengs	12/17/2018	52-17	11,174	11,732	12,319	12,935	13,583	5157.23	5414.77	5685.69	5970.00	6269.08
ASSOCIATE PLANNER	S	pasopl	12/17/2018	51-17	9,471	9,943	10,439	10,962	11,511	4371.23	4589.08	4818.00	5059.38	5312.77
BUYER	S	pbuyer	12/17/2018	51-17	7,913	8,308	8,725	9,158	9,618	3652.15	3834.46	4026.92	4226.77	4439.08
CLEAN WATER PROGRAMS SPECIALIST	S	pcwpsp	12/17/2018	51-17	9,454	9,928	10,422	10,944	11,488	4363.38	4582.15	4810.15	5051.08	5302.15
COMMUNICATIONS SPECIALIST II	S	pcoms2	12/17/2018	51-17	8,812	9,253	9,715	10,201	10,711	4067.08	4270.62	4483.85	4708.15	4943.54
COMMUNITY AFFAIRS SUPERVISOR	S	mcasup	12/17/2018	52-17	11,216	11,776	12,367	12,986	13,635	5176.62	5435.08	5707.85	5993.54	6293.08
CUSTOMER SERVICES SUPERVISOR	S	mcssup	12/17/2018	52-17	10,095	10,599	11,128	11,686	12,270	4659.23	4891.85	5136.00	5393.54	5663.08
ELECTRICAL AND INSTRUMENTATION SUPERVISOR	S	meisup	12/17/2018	52-17	9,983	10,483	11,006	11,557	12,137	4607.54	4838.31	5079.69	5334.00	5601.69
EMPLOYEE DEVELOPMENT SPECIALIST	S	peedsp	12/17/2018	51-17	9,280	9,744	10,230	10,743	11,279	4283.08	4497.23	4721.54	4958.31	5205.69
ENGINEERING SERVICES MANAGER	S	esm	12/17/2018	56-17	0	0	0	0	19,089	0.00	0.00	0.00	0.00	8810.31
ENVIRONMENTAL HEALTH AND SAFETY PROGRAM ADMINISTRATOR	S	pehspa	12/17/2018	51-17	9,772	10,260	10,773	11,312	11,876	4510.15	4735.38	4972.15	5220.92	5481.23
ENVIRONMENTAL SERVICES ADMINISTRATOR	S	mesadm	12/17/2018	52-17	13,389	14,056	14,759	15,497	16,273	6179.54	6487.38	6811.85	7152.46	7510.62
ENVIRONMENTAL CHEMIST II	S	pench2	12/17/2018	51-17	8,653	9,086	9,539	10,016	10,519	3993.69	4193.54	4402.62	4622.77	4854.92
EXECUTIVE SERVICES SUPERVISOR	S	messup	12/17/2018	52-17	11,968	12,566	13,195	13,852	14,546	5523.69	5799.69	6090.00	6393.23	6713.54
FINANCIAL ANALYST	S	pfinan	12/17/2018	51-17	9,518	9,994	10,494	11,019	11,568	4392.92	4612.62	4843.38	5085.69	5339.08
FINANCIAL SERVICES SUPERVISOR	S	mffsup	12/17/2018	52-17	13,087	13,741	14,427	15,150	15,906	6040.15	6342.00	6658.62	6992.31	7341.23
FINANCIAL SERVICES MANAGER -TEMPORARY/RA	S	tfsm	9/9/2017	46-17	0	0	0	0	15,600	0.00	0.00	0.00	0.00	7200.00

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

GENERAL MANAGER	S	gm	12/17/2018	56-18	0	0	0	0	24,167	0.00	0.00	0.00	0.00	11154.00
GIS ANALYST II	S	pgisa2	12/17/2018	51-17	9,714	10,200	10,709	11,244	11,807	4483.38	4707.69	4942.62	5189.54	5449.38
GRAPHIC DESIGNER	S	pgrptc	12/17/2018	51-17	8,812	9,253	9,715	10,201	10,711	4067.08	4270.62	4483.85	4708.15	4943.54
HUMAN RESOURCES ANALYST II	S	hhran2	12/17/2018	53-17	9,274	9,738	10,224	10,734	11,273	4280.31	4494.46	4718.77	4954.15	5202.92
HUMAN RESOURCES AND RISK SUPERVISOR	S	mhrsup	12/17/2018	52-17	12,117	12,723	13,359	14,026	14,728	5592.46	5872.15	6165.69	6473.54	6797.54
INFORMATION SERVICES SUPERVISOR	S	missup	12/17/2018	52-17	13,030	13,679	14,364	15,085	15,839	6013.85	6313.38	6629.54	6962.31	7310.31
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/17/2018	51-17	9,916	10,412	10,932	11,479	12,053	4576.62	4805.54	5045.54	5298.00	5562.92
LABORATORY SUPERVISOR	S	mlbsup	12/17/2018	52-17	11,253	11,814	12,406	13,025	13,678	5193.69	5452.62	5725.85	6011.54	6312.92
MECHANICAL SUPERVISOR	S	mmesup	12/17/2018	52-17	9,767	10,255	10,769	11,309	11,872	4507.85	4733.08	4970.31	5219.54	5479.38
OPERATIONS MANAGER	S	om	12/17/2018	55-17	0	0	0	0	19,089	0.00	0.00	0.00	0.00	8810.31
PRINCIPAL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	ppesme	12/17/2018	51-17	12,558	13,184	13,846	14,538	15,264	5796.00	6084.92	6390.46	6709.85	7044.92
PRINCIPAL ENGINEER-SUPERVISORY	S	mpreng	12/17/2018	52-17	13,523	14,198	14,907	15,654	16,437	6241.38	6552.92	6880.15	7224.92	7586.31
SENIOR CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	psesme	12/17/2018	51-17	11,474	12,047	12,649	13,281	13,946	5295.69	5560.15	5838.00	6129.69	6436.62
SENIOR ELECTRICAL ENGINEER-SUPERVISORY	S	msrees	12/17/2018	52-17	12,291	12,907	13,553	14,230	14,939	5672.77	5957.08	6255.23	6567.69	6894.92
SENIOR ENGINEER-SUPERVISORY	S	msengs	12/17/2018	52-17	12,291	12,907	13,553	14,230	14,939	5672.77	5957.08	6255.23	6567.69	6894.92
SENIOR ENVIRONMENTAL CHEMIST	S	psprech	12/17/2018	51-17	9,454	9,928	10,422	10,944	11,488	4363.38	4582.15	4810.15	5051.08	5302.15
SENIOR MECHANICAL ENGINEER-SUPERVISORY	S	msrmes	12/17/2018	52-17	12,291	12,907	13,553	14,230	14,939	5672.77	5957.08	6255.23	6567.69	6894.92
SENIOR PLANNER	S	psrpln	12/17/2018	51-17	10,351	10,870	11,412	11,982	12,582	4777.38	5016.92	5267.08	5530.15	5807.08
WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR	S	mwtpos	12/17/2018	52-17	13,389	14,056	14,759	15,497	16,273	6179.54	6487.38	6811.85	7152.46	7510.62
WATER/WASTEWATER SYSTEMS OPERATIONS & MAINTENANCE SUPERVISOR	S	mwwsom	12/17/2018	52-17	13,389	14,056	14,759	15,497	16,273	6179.54	6487.38	6811.85	7152.46	7510.62

RESOLUTION NO. 57-18

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 28-18

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

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

WHEREAS, by Resolution No. 28-18, the Board-adopted pay schedule was approved on June 5, 2018; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39), the Professional Employees' Bargaining Unit (PEBU), and the Mid-Management Employees' Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 18, 2017 through December 12, 2021; and

WHEREAS, the Confidential Employees' Bargaining Unit (CEBU) have met in good faith and agreed to labor contracts effective December 18, 2017 through April 30, 2022; and

WHEREAS, the Administrative Services Manager has a Personal Services Agreement in place effective September 26, 2016 and amended during a regularly scheduled meeting on November 7, 2017; and

WHEREAS, the Engineering Services Manager has a Personal Services Agreement in place effective July 20, 2016 and amended during a regularly scheduled meeting on November 7, 2017; and

WHEREAS, the Operations Manager has a Personal Services Agreement in place effective December 5, 2016 and amended during a regularly scheduled meeting on November 7, 2017; and

WHEREAS, the General Manager has a Personal Services Agreement in place effective April 6, 2016 and amended earlier this evening in this regularly scheduled meeting; and

WHEREAS, the specific language of these labor contracts and personal services agreements establishes new base salaries effective the first day of the first pay period of Calendar Year 2019.

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

1. That the attached pay schedule titled DSRSD Pay Schedule, set forth in Exhibit A attached hereto and incorporated herein by reference, is approved and adopted, and Resolution No. 28-18 (attached as Exhibit B) is hereby rescinded.

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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 4th day of December, 2018, and passed by the following vote:

AYES: 4 - Directors Richard M. Halket, Edward R. Duarte, D. L. (Pat) Howard
Georgean M. Vonheeder-Leopold

NOES: 0

ABSENT: 1-Director Madelyne A. Misheloff

ATTEST: Nicole Genzale
Nicole Genzale, District Secretary


Georgean M. Vonheeder-Leopold, President



TITLE: Consider Adoption of Resolution Declaring Dublin San Ramon Services District's Intent to Transition from an At-large to District-based System of Electing Directors, Outlining Specific Steps to Be Undertaken to Facilitate the Transition, and Specifying a Timeline within which the Necessary Actions Would Be Taken

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, a declaration of Dublin San Ramon Services District's intent to transition from an at-large election system to a district-based election system, outlining specific steps to be undertaken to facilitate the transition, and specifying a timeline within which the necessary actions would be taken.

SUMMARY:

Dublin San Ramon Services District currently utilizes an "at-large" election system whereby electors from the District service area choose each of the District's five Directors. A "district-based" election system is one where the District is divided into separate voting districts, each with one director who resides in the district and who is chosen by the electors residing in that particular district.

The District received a letter from Scott J. Rafferty, Attorney at Law, in Walnut Creek, California, on November 6, 2018 (Attachment 1) asserting that "racially polarized voting" is occurring in the San Ramon Valley, and that the District's at-large electoral system therefore violates the California Voting Rights Act of 2001 ("CVRA"). Mr. Rafferty's letter threatens litigation unless the District voluntarily transitions to district-based elections in time for the November 3, 2020 election.

The Board of Directors met in closed session on November 20, December 4, and December 18 to consider the threatened CVRA litigation and, after weighing the legal implications and potential costs of such litigation, directed staff to move forward with drafting a resolution of intention to transition from at-large to district-based elections. As recommended, four public hearings and an ordinance adoption will be scheduled. The process is anticipated to be completed by May 7. The attached staff report describes the background and process going forward in further detail.

Estimated costs associated with conducting this transitional process will be allocated to the District's Legislative budget (Division 10). These unanticipated expenses, as outlined in the attached staff report, may require a future budget adjustment.

Originating Department: Office of the General Manager	Contact: C. Nelson/N. Genzale	Legal Review: Yes
Cost: \$200,000 preliminary estimates	Funding Source: Legislative Budget (Division 10)	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Letter from Scott J. Rafferty dated November 5, 2018	72 of 118

STAFF REPORT



District Board of Directors
January 15, 2019

Consider Adoption of Resolution Declaring Dublin San Ramon Services District's Intent to Transition from an At-large to District-based System of Electing Directors, Outlining Specific Steps to Be Undertaken to Facilitate the Transition, and Specifying a Timeline within which the Necessary Actions Would Be Taken

BACKGROUND

Dublin San Ramon Services District currently has an "at-large" election system. Each of the District's five (5) Directors are elected by voters throughout the District's service area. Directors are each elected for a four-year term, and are divided into two classes, one with three members, whose respective terms expire in 2020, and the other with two members, whose respective terms expire in 2022.

The District received a demand letter from Scott J. Rafferty, Attorney at Law, on November 6, 2018, alleging "racially polarized voting" in the San Ramon Valley and threatening litigation if the District declines to voluntarily convert to district-based elections. "Racially polarized voting," as defined in the California Voting Rights Act of 2001 ("CVRA"), means voting in which there is a difference in the choice of candidates or other electoral choices that are preferred by voters of a protected class, and in the choice of candidates and electoral choices that are preferred by voters in the rest of the electorate (Elections Code Section 14026(e)). Specifically, the letter asserts that the District's at-large electoral system dilutes the ability of Asians, a protected class, to elect candidates of their choice or otherwise influence the outcome of the District's Board elections, and that, as a result, the District's at-large election system violates the CVRA.

The Board of Directors met in closed session on November 20, December 4, and December 18 to consider the threatened CVRA litigation and, after weighing the legal implications and potential costs of such litigation, directed staff to draft a resolution of intention to transition from at-large to district-based elections in order to take advantage of the "safe harbor" allowances under Elections Code Section 10010. The "safe harbor" allowances require the District to hold at least four public hearings within the allotted time frame to give the community an opportunity to weigh in on the composition of the districts and provide input regarding the content of the draft maps and proposed sequence of elections.

California Voting Rights Act

The CVRA was signed into law in 2002. The CVRA prohibits an at-large method of election that impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of an election. The law's intent is to expand protections against vote dilution over and above those provided by the Federal Voting Rights Act of 1965 ("FVRA"). The law was also motivated, in part, by the lack of success by plaintiffs in California in lawsuits brought under the FVRA challenging "at-large" electoral systems. The passage of the CVRA made it easier for plaintiffs to prevail in lawsuits against public entities that elected their members to its governing body through "at-large" elections. A plaintiff need only prove the existence of "racially polarized voting" to establish liability under the CVRA, although other factors are also relevant in determining liability. Proof of intent on the part of voters or elected officials to discriminate against a protected class is expressly not required.

As a result, agencies throughout California have increasingly been facing legal challenges to their "at-large" systems of electing city council and boardmembers. Almost all agencies that have received a legal challenge

settled claims out of court by agreeing to voluntarily shift to district-based elections. Those that have defended CVRA challenges in courts have ultimately either voluntarily adopted, or have been forced to adopt, district-based elections. The CVRA grants a prevailing plaintiff the right to recover reasonable attorneys' fees and expert witness fees. This has resulted in payment of huge amounts of money in attorneys' fees by agencies that have chosen to litigate the CVRA challenge. For example, in February 2015, the City of Santa Barbara reportedly paid \$900,000 in attorneys' fees and expert costs to settle its CVRA lawsuit. The City of Palmdale incurred expenses in excess of \$4,500,000 in its unsuccessful attempt to defend against a lawsuit brought under the CVRA. On the other hand, even if the agency was to prevail, it cannot recover either attorneys' fees or costs. Also, the agency would remain vulnerable to subsequent litigation brought under the CVRA by different plaintiffs. To date, staff is unaware of any agency that has prevailed in defending its "at-large" system of election against a claim filed by any individual or group under the CVRA.

On September 28, 2016, the Governor signed AB 350 into law.¹ This legislation attempts to provide a "safe harbor" from CVRA litigation for agencies that choose to voluntarily transition to a district-based election system. If an agency receives a demand letter, such as in DSRSD's case, the agency is given 45 days of protection from litigation to assess its situation. If within 45 days an agency adopts a resolution declaring the Board's intent to transition from at-large to district-based elections, outlining specific steps to be undertaken to facilitate the transition, and specifying a timeline within which the necessary actions would be taken, then a potential plaintiff is prohibited from filing a CVRA action for an additional 90-day period. Mr. Rafferty, counsel for the proposed plaintiff, has agreed in writing to extend the safe harbor period for an additional period of time such that the District may adopt a resolution by January 31, 2019 and still be within the safe harbor protections.

Under a recent amendment in the law, effective January 1, 2019, the parties may extend the 90-day period for an additional 90 days. Thus, the legislation provides time for the District to assess and implement a transition to a district-based system before a lawsuit may be filed. The legislation sets out a number of steps a district must take in the effort to assess and transition to a district-based election system, which are described in further detail below. Under AB 350, a district's liability is capped at \$30,000 if it follows this process after receiving a threat, and the plaintiff must show financial documentation that these costs were actually incurred.

DISCUSSION

Transition from At-large to District-based

Under AB 350, the District is required to hold at least four public hearings within the allotted 90-day "safe harbor" period. However, Mr. Rafferty, counsel for the proposed plaintiff, has agreed in writing to extend the safe harbor period for an additional period of time such that if the District adopts an ordinance transitioning to district-based elections beginning in 2020 by June 1, 2019, it will still be within the safe harbor protections. The first two public hearings will give the community an opportunity to weigh in on the composition of the districts. Subsequently, draft district maps will be drawn and two additional public hearings (hearings three and four) will be held for the public to provide input regarding the content of the draft maps and proposed sequence of elections. The maps must be published at least seven days before the third public hearing, and if the maps are modified after the third public hearing, then the modified maps must be published before the fourth public hearing.

At a subsequent Board meeting, the Board will introduce an ordinance that establishes DSRSD's district-based elections. Finally, at a fifth public hearing, the Board will consider adoption of an ordinance that establishes DSRSD's district-based elections. This process does not authorize the District to cut short or extend the terms of sitting Directors.

¹ Codified as Elections Code Section 10010 (effective January 1, 2017).

The District's General Counsel, Bold, Polisner, Maddow, Nelson & Judson, will assist the District in conducting the election transition process in concert with political and public affairs consultants Remcho Johansen & Purcell LLP (special legal counsel), and Wagaman Strategies (demography).

Process and Timing

Should the Board choose to adopt the resolution of intent to establish district-based elections, it will have the opportunity over the next four and a half months to determine how the boundaries of the districts are defined, and the timing and sequence of by-district elections. The proposed schedule of public meetings would be held on regularly scheduled Board meeting dates at the following locations throughout the District's service area to facilitate participation in this process by all of its customers:

Board Meeting	Actions	Date & Location
1	Public Hearing without maps to provide input on criteria to be used for drawing voting districts	February 5, 2019 Alcosta Senior & Community Center Garden View Room 9300 Alcosta Blvd., San Ramon
2	Public Hearing without maps to provide input on criteria to be used for drawing voting districts Board to provide direction to demographer on desired criteria to be used for drawing maps	February 19, 2019 The Wave Wave Community Room 4201 Central Parkway, Dublin
3	Public Hearing with maps produced by the demographer for consideration and feedback by the public and Board	March 19, 2019 Dougherty Station Community Center Front Row Theater 17011 Bollinger Canyon Road, San Ramon
4	Public Hearing with revised map(s) produced by the demographer for consideration and selection of one of the published maps and sequencing of voting districts	April 2, 2019 Shannon Community Center Ambrose Hall 11600 Shannon Avenue, Dublin
5	Introduce the ordinance to establish voting districts	April 16, 2019 Shannon Community Center Ambrose Hall 11600 Shannon Avenue, Dublin
6	Public Hearing to adopt the ordinance to establish voting districts on second reading	May 7, 2019 Shannon Community Center Ambrose Hall 11600 Shannon Avenue, Dublin

This schedule is subject to change by the General Manager, if necessary, for changing circumstances, provided that any changes must comply with the agreed upon safe harbor agreement with plaintiff and with the requirements of Elections Code Section 10010. The chart above displays the state mandated public hearings, should the Board proceed with establishing district-based elections. Staff will engage in additional public outreach, such as sending customer notifications, creating a page on the District's website that will include information on the District's district election process, and soliciting comments from the public.

FISCAL AND ADMINISTRATIVE IMPACTS

The fiscal and administrative impacts to adopt the resolution and to implement the procedures to transition from an at-large election system to a district-based election system within the safe harbor time period will include several dedicated hours from multiple staff and consultants. Anticipated costs include: staff time, General Counsel fees (up to \$25,000), special consultant fees for special legal counsel and demographer (up to \$75,000), and customer outreach campaigns (beginning with an initial campaign cost estimated up to \$20,000), exclusive of potential attorneys' fees to Mr. Rafferty that are limited to \$30,000. A preliminary estimate of the total amount necessary to complete this process, including the above anticipated costs, and others yet unknown, is estimated to be approximately \$200,000. These expenses, which were not anticipated when the budget was approved, will be charged to the District's Legislative budget (Division 10) and may require a future budget adjustment.

Should the District not adopt the resolution and not implement the procedures to transition from an at-large election system to a district-based election system within the safe harbor time period, the fiscal and administrative impacts could result in economic exposure of up to several hundreds of thousands of dollars.

RECOMMENDATION

Staff recommends the Board of Directors adopt a resolution declaring Dublin San Ramon Services District's intent to transition from an at-large election system to a district-based election system, outlining specific steps to be undertaken to facilitate the transition, and specifying a timeline within which the necessary actions would be taken.

SCOTT J. RAFFERTY
ATTORNEY AT LAW

November 5, 2018

VIA CERTIFIED MAIL

Hon. Greg Marvel, Clerk
Members of the Board of Education
c/o Superintendent Rick Schmitt (superintendent@srvusd.net)
San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, CA 94526

Ms. Renee Beck, City Clerk
Members of the City Council
City of San Ramon
7000 Bollinger Canyon Road
San Ramon CA 94583

Ms. Susan F. Brooks, District Clerk
Members of the Board of Directors
c/o William Ross, Esq. (wross@lawross.com)
San Ramon Valley Fire District
1500 Bollinger Canyon Road
San Ramon CA 94583

Mr. Daniel McIntire, General Manager (mcintyre@dsrsd.com)
Members of the Board of Directors
Dublin San Ramon Services District
7051 Dublin Boulevard
Dublin, CA 94568

Ms. Marie Sunseri, City Clerk (Msunseri@danville.ca.gov)
Members of the Town Council
Danville Town Office
510 La Gonda Way
Danville, CA 94526

Re: Petition to Comply with the California Voting Rights Act ("CVRA")

Dear Ms. Beck, Ms. Brooks, Mr. McIntire, Ms. Sunseri, and Elected Officials:

In 2001, the Legislature determined that the use of at-large elections (by cities and districts that are characterized by racially polarized voting) dilutes the influence of minority voting blocs. The CVRA created a private right of action to require the jurisdiction to elect its governing body from single-member districts. For example, Dublin Unified School District recently received a demand letter from the Southwestern Voter Registration Education Project, which led it to adopt districts.¹ On behalf the Bay Area Voting Rights Initiative (“BAVRI”), I give notice of our belief, supported by evi-

¹<https://www.dublin.k12.ca.us/cms/lib/CA01001424/Centricity/Domain/1/Shenkman%20Letter%20re%20CVRA.pdf>

Petition to Comply with CVRA on a Regional Basis, page 2

dence, that at-large voting dilutes minority electoral influence in the election of each of the legislative bodies in San Ramon Valley, thus violating [Elections Code Section 14047](#). Your councils and boards should consider this advice as an opportunity to engage the community in a collaborative process that avoids adversary litigation.

REGIONAL CONSIDERATION OF SINGLE-MEMBER CONSTITUENCIES

This may be the first proposal to consider and implement this reform on a regional basis. Doing so has both economies and synergies. Elections Code, Section 10010 permits an attorney to charge each jurisdiction up to \$30,000 for work performed in connection with the petition. Although I intend to represent the minority voters vigorously throughout the proceeding, unless there is litigation, the expense will likely be far below the cumulative limit. These fees are only a portion of costs that can be significant, especially for smaller jurisdictions. Despite the legislature's invitation to collaborate, jurisdictions often spend larger amounts to hire their own attorney and demographer. (Tiny Martinez budgeted \$60,000 for a defensive demographer and another \$45,000 for outside counsel, even though it only has 20,000 voters.²⁾ Perhaps more critically, explaining the process to constituents requires a substantial commitment by the council and board members themselves; they must conduct a series of public hearings. Coordinating these processes will both streamline public input and improve its quality. As detailed below, an integrated approach will treat the San Ramon Valley as a political ecosystem and improve the quality of its democracy for each jurisdiction.

In this petition, BAVRI represents members of the Asian community, which is concentrated in San Ramon, Dublin and in unincorporated areas near the border between Contra Costa and Alameda Counties. The most recent officials estimate for citizens of voting age (CVAP) come from census survey data that are based on observations that occurred between 2012 and 2016. Since that time, the Census Bureau has estimated an increase in the Asian share of the total population.

	Population	Asian Population	Adult citizen share
San Ramon	74365	45.6%	34.6%
Dublin (Alameda Cty portion of DSRSD)	54525	40.5%	30.5%
Danville town	43760	14.6%	12.2%
Norris Canyon Census Designated Place	1045	59.3%	58.9%
Camino Tassajara CDP	3455	48.6%	42.3%

² <http://www.cityofmartinez.org/civicax/filebank/blobdload.aspx?BlobID=16602#page=3>

Petition to Comply with CVRA on a Regional Basis, page 3

Blackhawk CDP	9470	24.0%	17.3%
Alamo CDP	16080	7.6%	6.9%
Diablo CDP	805	2.5%	2.9%
TOTAL	203505	33.5%	24.9%

Note: this does not include five additional precincts that are in either the school or fire district.

Subsequent sections of this letter discuss the right of the Asian community to an opportunity that is equal to that of the rest of the electorate to influence elections in favor of the candidates of its choice and why this entitles the community to district elections. The reform will increase opportunities for Asian candidates to run for local positions, and possibly to progress to higher office.

However, electing council and board members from actual neighborhoods has benefits for all residents. The legislature intended the low threshold for CVRA relief to create a strong presumption in favor of truly local elections, in part to counterbalance the effect of uniform legislation in a state as large and diverse as California. Although district elections are new to Contra Costa County, they are the norm in most of the state. In all of California, only one city (Irvine) with a larger population than San Ramon Valley Fire Protection District holds at-large elections.

The costs of running as a candidate in such large jurisdictions can be high. District elections can increase the candidate pool, by enabling grass-roots activists to run for office by knocking on neighbors' doors. Single-member constituencies makes your bodies more representative of localized communities of interest. Neighborhood board members are often more capable of generating support for parcel taxes and bonds.

These benefits are particularly important in the San Ramon Valley. In each of your jurisdictions, competition for office has not always been vigorous. Since none of the jurisdictions have term limits, the average age and tenure of its elected members is high. Few seek higher office. With the exception of Joan Buchanan's election to the Assembly in 2008, the region has been almost entirely represented by non-residents since Ellen Tauscher retired 20 years ago. Non-competitive at-large elections may explain why San Ramon Valley punches below its weight in county, state, and national politics.

The CVRA provides an opportunity to make organic changes to the electoral practices of a city or special district without the costs of a ballot question. [Elections Code, Section 10650](#) (special districts); [Government Code, Section 34886](#) (cities). Not only can a jurisdiction move from at-large to districted elections, but it can change the size of its board (within the relevant statutory limitations). It can add (or eliminate) an elected mayor, although this has not been required. School districts face the formality of applying to the State Board of Education for a waiver of the ballot question, but the

Petition to Comply with CVRA on a Regional Basis, page 4

State Board has granted at least 164 such waivers with little controversy. [Education Code, Section 5019\(a\) or 5020\(d\) \(voter approval required\); Section 33050 \(waiver\)](#)

STATUTORY REQUIREMENT FOR PROMPT CONSIDERATION

This petition has been filed on the eve of an election, so as to prevent this reform from becoming a partisan issue. The legal claim does not allege intentional discrimination and in no way relates to the merits of any individual incumbent or candidate. San Ramon will elect its first Asian council member tomorrow, since there are more vacancies than there are non-Asian candidates. This does not eliminate the need for a permanent reform or refute the legal predicate. Elections Code, Section 14028(a) limits the probative value of elections conducted after the petition is filed.

The timing of the petition also intends to make possible a negotiation to extend the demanding deadlines of the statute. Normally, the city or district must decide whether to adopt single member constituencies within 45 days, and then conduct at least five public hearings over a period of 90 days, in order to avail itself of a safe harbor from litigation (and to enjoy the \$30,000 fee cap).³ Under AB 350, passed in 2015, the fee cap is a quid pro quo for completing the entire process in 135 days or less (mid-March 2019). Prolonging this process generally increases the hours that I bill above the time that I can recover under the cap. However, I have accommodated jurisdictions that have shown a need to extend the deadline. Effective January 1, 2019, AB 2123 will limit any such extensions to three months and absolutely preclude agreements to defer implementation until after the census. While my client intends that your jurisdictions comply in the November 2020 election, we would consider negotiating an extended schedule for conducting the hearing and passing the required ordinance (or resolution), especially if you establish a joint redistricting commission (as proposed below).

The last regular meeting at which you can opt for the safe harbor is December 11, 2018 in the case of the city of San Ramon and San Ramon Valley Unified School District (SRVUSD), December 17, 2018 in the case of the San Ramon Valley Fire Protection

³ To preserve its safe harbor, the jurisdiction must declare an intention to move to district elections within 45 days. At this point, the city can have up to 90 more days to specify its plan. There must be a series of four public hearings, two before the city presents maps and two after. [Elections Code, Section 10010\(a\)](#). It is generally understood that the criteria correspond to those codified for population-based reapportionments and generally for municipalities: topography; geography; cohesiveness, contiguity, integrity, and compactness of territory; and community of interest. [Elections Code 22000\(a\); Government Code, Section 34884\(a\)\(1\) \[A.B. 278 \(2016\)\]](#). The mapping of districts, the sequence in which district members are elected, and other procedural change cannot have the effect of diminishing the ability of citizens of a race, color or language minority group to elect the candidates of their choice. [52 U.S.C. §10304\(b\)](#).

Petition to Comply with CVRA on a Regional Basis, page 5

District (SRVFPD), December 18, 2018, in the case of Dublin San Ramon Community Services District (DSRCSD), and December 20, 2018 in the case of town of Danville. I am happy to extend the initial deadline in light of the holidays, but any further extensions not agreed by those dates would be subject to the restrictions of AB 2123. Absent an extension, the safe harbor will expire between March 11 and March 20, 2019.

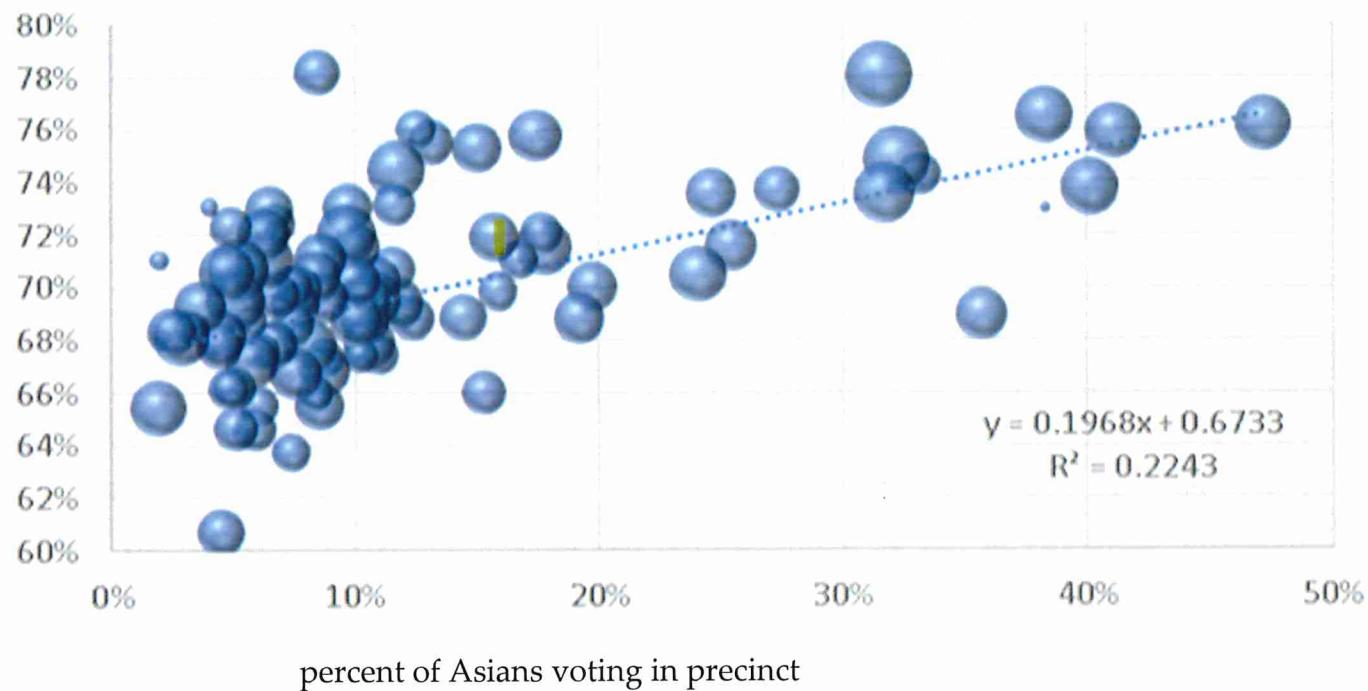
EXPLANATION OF RACIALLY POLARIZED VOTING

“The failure of minority candidates to be elected to office does not by itself establish the presence of racially polarized voting.” *Jagueri v. Palmdale*, (2014) [226 Cal. App. 4th 781](#). However, [Elections Code, Section 14028\(a\)](#) does require a showing of racially polarized voting. Racially polarized voting occurs when some candidates preferred by one race or language group receive a higher level of support from that group than from the electorate at-large.⁴ This differential is inferred by comparing the vote share in precincts in which different percentages of the voters belong to the race or group in question. Proof of intentional discrimination by voters or elected officials is not required. [Elections Code, Section 14028\(d\)](#). All that is necessary is to show that member of a race or language group vote differently than other voters. This can be demonstrated by examining ballot questions, as well as candidate races. African-American voters support criminal justice reforms more strongly than others. Latino voters support candidates and propositions that improve the treatment of immigrants. Asian voters support education more strongly than the rest of the electorate. It is almost self-evident that racial and ethnic groups vote differently, and the CVRA establishes no minimum threshold. Therefore, almost no jurisdiction contests the existence of racially polarized voting.

Consider two recent statewide ballot questions. In 2016, Senator Ricardo Lara sponsored Proposition 58, to repeal most elements of Proposition 227 (1998), which effectively banned bilingual education. The proposition passed overwhelmingly (74% yes) in most parts of the state, but by much small margins in most San Ramon Valley precincts without large numbers of Asian voters. The correlation is even stronger when Latino voters (coded as non-Asian in this chart) are considered in alliance with the Asian community.

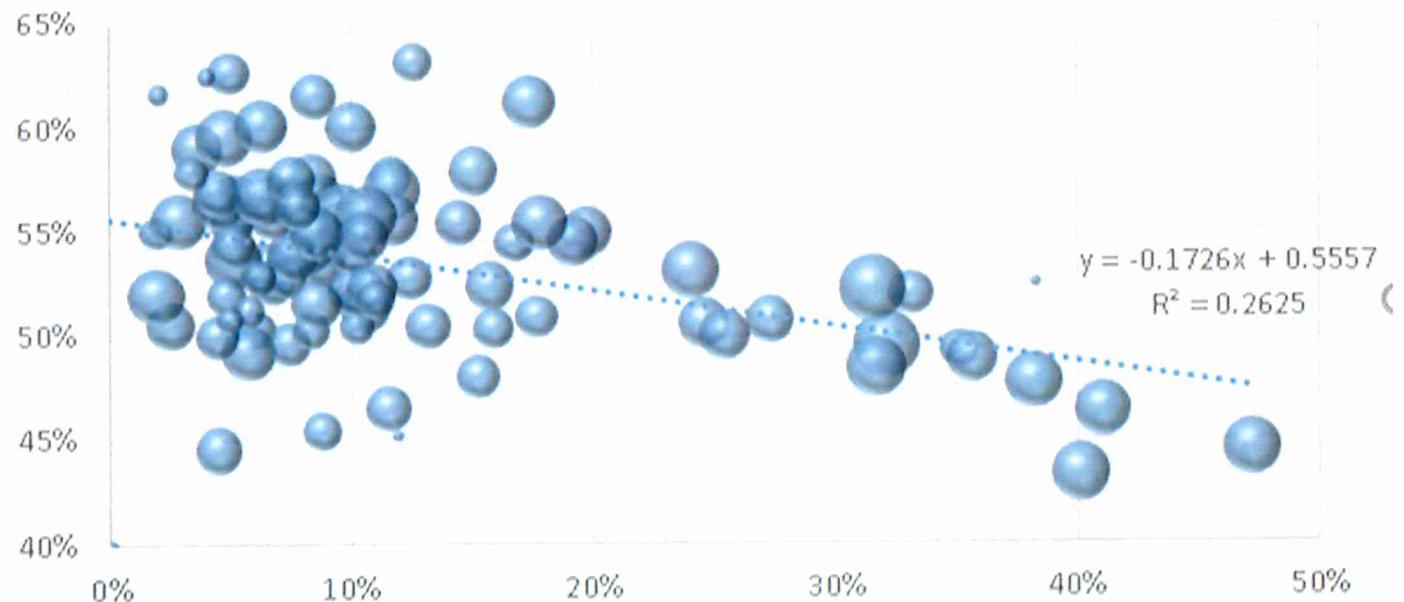
Support for Proposition 58 by San Ramon Valley Precincts

⁴ [Elections Code, Section 14026\(e\)](#): “a difference ... in the choice of candidates or other electoral choices that are preferred by voters in a protected class, and in the choice of candidates and electoral choices that are preferred by voters in the rest of the electorate.”



Proposition 64 on marijuana revealed that the Asian community was less enthusiastic than the rest of the electorate. The ecological regression of high-Asian precincts infers that a majority of Asian voters opposed the proposition.

Support for Proposition 64 by San Ramon Valley Precincts



Once racial polarization is established, it is probative, but not necessary, to show that minority candidates have been disproportionately unsuccessful in the at-large system. [Section 14028\(e\)](#). The federal Voting Rights Act does not prohibit at-large voting unless it is possible to create at least one district that has a majority of minority voters. However, the California Legislature has a much stronger preference for single member constituencies. Wherever there is racially polarization, the jurisdiction must create single member districts that attempt to increase the influence of minority voting blocs. The approval of voters or the concurrence of individual cities within the district is not required.

HISTORY AND IMPACT ON ELECTIONS IN SPECIFIC JURISDICTIONS

It is difficult to perform “endogenous” analyses (that rely on races for the specific jurisdiction) because there are few recent minority candidates, except for the city of San Ramon. To some extent, this may reflect the demoralization of the Asian voter, which depresses Asian turnout and affects up-ballot races. In large part, it reflects the high cost and campaign burden of campaigning in a large district in a low-profile race for a high-performing district. The result is a lack of authentic representation for all communities. Reform will open opportunities to minority candidates and to a new generation of public officials.

San Ramon Valley Unified School District

SRVUSD is the jewel in the crown of southern Contra Costa County. It is the reason so many families, especially Asian families, have chosen to live here. Of the approximately 24 districts in California with larger student enrollments, only six elect at-large. Two are in the Bay Area (San Francisco and Fremont). Fremont has an Asian majority student enrollment and an Asian board president. None of these districts has the A+ rating given SRVUSD by Niche. Irvine Unified is similar in size and performance, and voted unanimously to conduct its first district elections this fall.

District	county	students	population	size	niche ¹	Latino%	Black%	Asian%
San Francisco Unified	San Francisco	58,414	817,501	7 B+	33%	15%	6%	
Santa Ana Unified	Orange	53,131	258,097	5 C+	81%	1%	7%	
San Bernardino City Unified	San Bernardino	53,027	255,835	7 C-	60%	13%	4%	
San Juan Unified	Sacramento	49,114	322,820	5 B-	14%	5%	5%	
Fontana Unified	San Bernardino	39,470	178,493	5 C	75%	7%	4%	
Fremont Unified	Alameda	34,208	218,172	5 A-	15%	4%	51%	
San Ramon Valley Unified	Contra Costa			5 A+	7%	2%	27%	
Mt. Diablo Unified	Contra Costa	31,923	255,055	5 B-	24%	4%	12%	
IN TRANSITION								
West Contra Costa Unified	Contra Costa	30,596	240,308	5 C	32%	18%	19%	
Irvine Unified School District	Orange	31,392	195,423	5 A+	10%	6%	38%	

Petition to Comply with CVRA on a Regional Basis, page 8

The case for trustee area elections in SRVUSD is quite different than it has been in a nearby district that has resisted the reform. That district has serious performance and equity problems that may be ameliorated by giving the underrepresented community a voice on the Board. SRVUSD has no such challenges. But the incumbents have built a high level of performance into the administration of the District. That achievement is unlikely to be at risk if the reform results in turnover of long-term Board members.

No minority has ever been elected to the SRVUSD board. Only three of the last six elections have been contested. The current president was appointed in 2009 and relected in 2010 and 2014. The past president was elected in 2006. The clerk was appointed in lieu in 2008, won election and 2012, and faced no opposition in 2014. When a two-term incumbent resigned six months before this election, the Board appointed Susanna Ordway, an Asian. Trustee Ordway and two other incumbents faced no opposition.

Prior to the recent appointment, the average tenure was over 10 years. No non-incumbent had won election since 2010. Two current members were appointed to unfilled terms and continued as incumbents. A third incumbent joined the Board by seeking an open seat without opposition.

In 2010, 2012, and 2014, there were contested elections, with only one additional candidate. In 2010, there was an open seat. In the subsequent contests, the incumbents campaigned together and defeated the challenger, even in 2014, when the challenger outspent all the incumbents combined. Although each challenger was a non-Hispanic white male, the pattern demonstrates the hurdle that an Asian candidate would face challenging long-time incumbents in a high-performing school district.

By appointing Trustee Ordway, the Board may have intended to recognize the value of having a representative of the Asian community. This sets the stage for an elected representative, who can serve as authentic choice of the Asian community.

San Ramon Valley Fire Protection District

SRVFPD has not had a minority trustee in recent history. In 2012, three non-Hispanic white candidates defeated Gerardo Peniche. In most other respects, the electoral history of SRVFPD resembles that of the school district. Only three of the last six elections have been contested, and all other candidates have been non-Hispanic whites. Two incumbents are appointees.

Dublin-San Ramon Community Services District

Petition to Comply with CVRA on a Regional Basis, page 9

Since 2004, Edward Duarte is the only non-incumbent to be elected trustee. He is also the only non-minority and the only resident of Contra Costa County to serve on the Board. The two non-Hispanic white male incumbents were elected in 2004 and faced a contested election in 2012. The two non-Hispanic white female incumbents were appointed in 2009 and 2015 and faced contested elections the year following their appointment. All live in Dublin. All are non-Hispanic whites, who comprise a minority of only 41 percent of Dublin's population.

At-large elections are particularly unfair to Contra Costa County, which accounts for approximately 40 percent of the voters and population of this special district. In the event that an insufficient number of candidates apply, an appointment is made by the Alameda County Supervisors. [Elections Code, Section 10515\(c\)](#). The Board can fill vacancies that occur in advance of an election, but they apparently feel no need for representation that is geographically or ethnically balanced, since in the last decade, they have picked two non-Hispanic whites from Dublin.

City of San Ramon

Asians outnumber non-Hispanic whites within the city of San Ramon (45.6% v. 42.1%). Yet the mayor and city council members are all non-Hispanic white males, one of whom has served continuously for 20 years. The mayor is serving his third term, after having served three terms on the school board.

San Ramon twice defeated efforts to move its municipal elections to November of even years. It adopted this change shortly before the Legislature required all jurisdictions with low turnout to use statewide election dates.⁵ All of the incumbents were elected by virtue of these off-year elections, the most recent of which (in 2013) had a turnout of 24 percent. The council used a previous off-year election (with a turnout of 23%) to convert one of the council seats to a mayor elected at-large. In San Ramon's only even-year election to date (2016), two of the white male incumbents still defeated two female Asian challengers. In fact, each of the incumbents beat each of the challengers in every precinct. This is not necessarily surprising given the demoralization of Asian voters, the difficulty of recruiting support for an unprecedented challenge by young Asian candidates, and the high cost of campaigning on a city-wide basis. There is no implication that these candidates could not have been more successful had they been able to focus their campaign within their own neighborhood community.

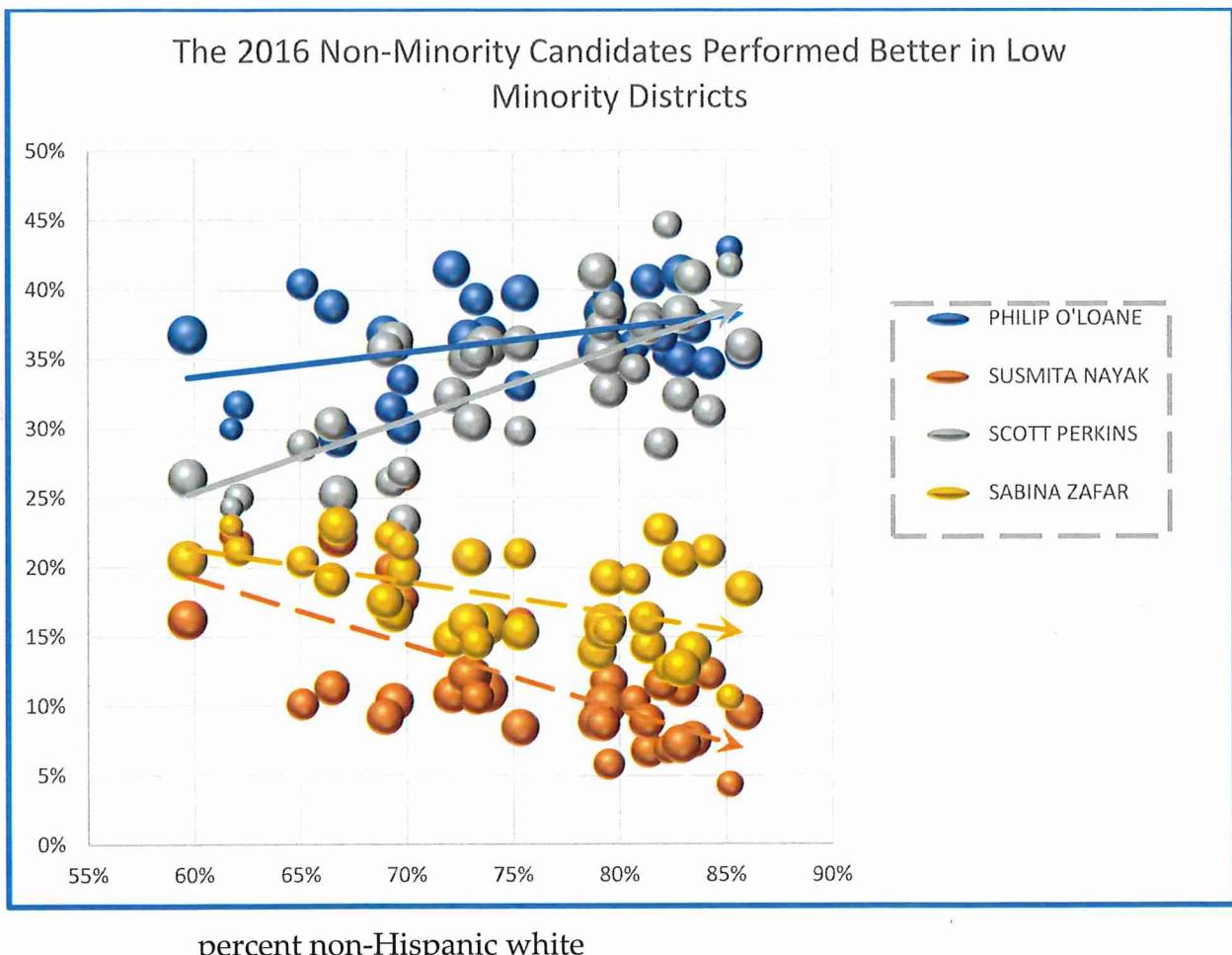
As the following chart shows, the Asian candidates fared significantly better in high-minority communities, while the white candidates gained their highest vote in precincts that had very few Asians or Latinos.

⁵ AB 415 (2015) added [Section 14050](#), et seq., the Voter Participation Rights Act.

Petition to Comply with CVRA on a Regional Basis, page 10

a turnout of 24 percent. The council used a previous off-year election (with a turnout of 23%) to convert one of the council seats to a mayor elected at-large. In San Ramon's only even-year election to date (2016), two of the white male incumbents still defeated two female Asian challengers. In fact, each of the incumbents beat each of the challengers in every precinct. This is not necessarily surprising given the demoralization of Asian voters, the difficulty of recruiting support for an unprecedented challenge by young Asian candidates, and the high cost of campaigning on a city-wide basis. There is no implication that these candidates could not have been more successful had they been able to focus their campaign within their own neighborhood community.

As the following chart shows, the Asian candidates fared significantly better in high-minority communities, while the white candidates gained their highest vote in precincts that had very few Asians or Latinos.



Town of Danville

Danville also has an all-white, non-Latino town council. Danville is not immune from racially polarized voting that is demonstrable throughout the San Ramon Valley and in most parts of California. However, there are some factors that would make Danville a lower priority on a standalone basis. Only 15% of total population is Asian; 7% Latino; and 2% black. Only about 20 percent of all adult citizens are minorities. This is no defense to CVRA litigation, and some attorneys have accepted cases against smaller jurisdictions or where minorities are small percentages of total population.⁶ These are not situations in which the high price of campaigning is a barrier to the entry of minority candidates.

	population	% Latino	% black	% Asian
Yucca Valley	20700	17%	6%	2%
Eureka	27191	10%	2%	6%
Twentynine Palms	25048	23%	9%	4%
Seal Beach	24168	13%	1%	9%

CVRA does not require that it be possible to create a district in which the protected group has a majority – or even a plurality large enough to guarantee influence. But the effectiveness of the remedy is a factor I consider in determining whether a case should be pursued. Asian community within Danville is concentrated in block groups in the East and South that could support an Asian minority district with a significantly higher share of adult citizens than was achieved in Martinez.

Ultimately, Danville is part of the larger political ecosystem of the San Ramon Valley. It has an opportunity to join in a regional reform at a substantially reduced cost. While it is not the primary focus of my clients' concerns, it should consider the possible benefits of districting to all its residents. It would be my intention to limit any bill presented to Danville to the incremental cost of supporting its process.

ADDITIONAL BENEFITS AND CONSIDERATIONS

Although my client shares the Legislature's desire not to defer districting until after the census results in 2021, the Legislature has also facilitated the creation of local independent redistricting commissions, which has become increasingly popular among citizens. A coordinated regional reform provides a basis for a joint or county-sponsored commission that provides an assurance of a districting process that is fair to

⁶ To cite the most extreme case, Desert Center Unified School District in Riverside County received a demand letter. It has a population of 163 adults, who may be liable for \$30,000 in attorneys' fees plus implementation costs.

Petition to Comply with CVRA on a Regional Basis, page 12

both incumbents and potential challengers. These commissions can be judicially approved in a consent order at the conclusion of a collaborative CVRA process under AB 350 or they can be established under the new statutory authority.

Although the Legislature has promoted collaboration, many jurisdictions feel compelled to retain their own demographer and defense counsel, as if litigation were inevitable. While my clients have directed me to achieve an effective remedy for the entire protected class of Asian voters, this is not inconsistent with a map and implementation schedule that is customized to meet local needs. If requested, I can provide map options to the specifications of any incumbent, provided that there is also an opportunity to present the option proposed by the Asian community. In one ongoing proceeding, the map proposed by the school district's own demographer, who has very extensive experience, was rejected by the County Committee on School District Organization in favor of one that emulated our initial map. Our subsequent revision is widely favored in the community. I believe that a collaborative effort can minimize costs for all jurisdictions.

CONCLUSION

While you may choose to portray this as a "threat of litigation," it is an effort to engage in a collaborative process to comply with the CVRA on a basis that will likely satisfy most of office-holders and constituents, including those who currently have reservations. This is not an attempt to displace incumbents, but rather to make a seat at the table for the Asian community and possibly for any other neighborhoods that have been chronically underrepresented. It is attempt to equalize the protected group's ability to promote its candidates of choice, who may or may not be genetically Asian, but who reflects their values and authentic preferences. But it is more critically an opportunity to make local government in the San Ramon Valley more truly representative, to revitalize the engagement of the community in jurisdictions whose elections have been neglected, and to create opportunities for a new generation of political leaders that is as diverse as the growing population of the Valley.

Sincerely,



Scott J. Rafferty

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT DECLARING ITS INTENT TO TRANSITION FROM AN AT-LARGE ELECTION SYSTEM TO A DISTRICT-BASED SYSTEM FOR ELECTING DIRECTORS, OUTLINING SPECIFIC STEPS TO BE UNDERTAKEN TO FACILITATE THE TRANSITION, AND SPECIFYING A TIMELINE WITHIN WHICH THE NECESSARY ACTIONS WOULD BE TAKEN

WHEREAS, Dublin San Ramon Services District ("District") is a Community Services District duly organized under the Community Services District Law of the State of California. The District's Board of Directors is comprised of five Directors currently elected in "at-large" elections, in which each Director is elected by the registered voters of the entire service area; and

WHEREAS, on November 6, 2018, the District received a letter from attorney Scott J. Rafferty on behalf of the Bay Area Voting Rights Initiative ("BAVRI"), asserting that the District's at-large election system for electing Directors violates the California Voting Rights Act of 2001 ("CVRA") and threatening litigation if the District does not voluntarily change to a district-based election system for electing Directors; and

WHEREAS, under California Elections Code Section 14028(a), a CVRA violation is established if it is shown that racially polarized voting occurs in elections in a particular jurisdiction. Under the CVRA, "racially polarized voting" means voting in which there is a difference in the choice of candidates or other electoral choices that are preferred by voters in a protected class, and in the choice of candidates and electoral choices that are preferred by voters in the rest of the electorate (Elections Code Section 14026(e)). The Elections Code provides a "safe harbor" whereby a jurisdiction can expeditiously change to a district-based election system by first passing a resolution of intent to transition to district-based elections and then, within 90 days thereafter, adopt an ordinance establishing district-based elections. If that procedure is followed, a jurisdiction can transition without the threat of litigation and cap its liability to plaintiffs and their attorney(s) at \$30,000 for reimbursement of costs in bringing the CVRA claim; and

WHEREAS, the District denies that its at-large system for electing its Directors violates the CVRA or any other provision of law and asserts the District's election system is legal in all respects and further denies any wrongdoing in connection with the manner in which it has conducted its elections. Despite the foregoing, the Board of Directors has determined that the public interest would be best served by transitioning to a district-based election system and avoiding the risks and costs of defending against a CVRA lawsuit; and

WHEREAS, Mr. Rafferty, on behalf of the client upon whose behalf he wrote the letter referenced in the second recital above, has agreed in writing, to an extension through January 31, 2019

Res. No. _____

of the 45-day “safe harbor” period specified in Elections Code Section 10010 within which the District may adopt a resolution of intent to transition from an at-large election system to a district-based election system for election of its Directors, thereby permitting the Board of Directors to adopt this resolution; and

WHEREAS, California Elections Code Section 10010 requires that a District that is changing from an at-large to district-based election do all the following before the Board of Directors votes to approve or defeat an ordinance establishing district-based elections:

1. Prior to drawing one or more draft maps of the proposed boundaries of the districts, the District shall hold at least two public hearings within 30 days of each other, at which the public is invited to provide input regarding the composition of the districts; and

2. After all draft maps are drawn, the District shall publish and make available for release at least one draft map and, if members of the Board of Directors will be elected in their districts at different times to provide for staggered terms of office, the potential sequence of the elections shall also be published. The District shall hold at least two additional hearings over a period of no more than 45 days, at which the public is invited to provide input regarding the content of the draft map or maps and the proposed sequence of elections. The first version of a draft map shall be published at least seven days before consideration at a hearing. If a draft map is revised at or following a hearing, it shall be published and made available to the public for at least seven days before being adopted; and

WHEREAS, Mr. Rafferty, on behalf of the client upon whose behalf he wrote the letter referenced in the second recital above, has agreed in writing, in accordance with Elections Code Section 10010, to an extension of the 90-day “safe harbor” period after adoption of this resolution, during which he and his client will not file a CVRA lawsuit against the District if the District adopts an ordinance establishing district-based elections at any time up to and including June 1, 2019; and

WHEREAS, the District has retained special legal counsel (who in turn have retained an experienced demographer) to assist the District with transitioning to a district-based election system; and

WHEREAS, the adoption of a district-based election system will not affect the term of any sitting Director, each of whom will serve out his/her current term.

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 hereby resolves to consider adoption, on or before June 1, 2019, of an ordinance to transition to a district-based election system, consisting of five districts, as authorized by

Res. No. _____

Government Code Section 10010, to be used in the District's next election in which three members of its Board of Directors are up for election, on November 3, 2020;

2. The Board hereby declares that this change in the method of electing members of the governing body is being proposed in furtherance of the purposes of the California Voting Rights Act of 2001;

3. Staff is directed to work with the District's special legal counsel, the demographer, and other appropriate consultants as needed, to provide a detailed analysis of the District's current demographics and any other information or data necessary to prepare a draft map that divides the District into voting districts in a manner consistent with the intent and purpose of the California Voting Rights Act and all other federal and state laws;

4. The tentative timeline, as set forth in Exhibit A, attached to and made a part of this resolution, for conducting a public process to solicit public input and testimony on proposed district-based maps before adopting any such map, is hereby approved;

5. The General Manager is hereby authorized to adjust the tentative timeline set forth in Exhibit A as necessary to facilitate public outreach while complying with the safe harbor deadlines (as extended), any further negotiated extension or tolling agreement(s), and Elections Code Section 10010; and

6. Staff is hereby directed to post information and conduct outreach to the public regarding the proposed transition to a district-based election system, including maps, notices, agendas, and other information, and to establish a means of electronic communication to answer questions from the public.

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 15th day of January, 2019, and passed by the following vote:

AYES:

NOES:

ABSENT:

Madelyne A. Misheloff, President

ATTEST: _____
Nicole Genzale, District Secretary

Exhibit A

Tentative Timeline

Board Meeting	Actions	Date & Location
1	Public Hearing without maps to provide input on criteria to be used for drawing voting districts	February 5, 2019 Alcosta Senior & Community Center Garden View Room 9300 Alcosta Blvd., San Ramon
2	Public Hearing without maps to provide input on criteria to be used for drawing voting districts Board to provide direction to demographer on desired criteria to be used for drawing maps	February 19, 2019 The Wave Wave Community Room 4201 Central Parkway, Dublin
3	Public Hearing with maps produced by the demographer for consideration and feedback by the public and Board	March 19, 2019 Dougherty Station Community Center Front Row Theater 17011 Bollinger Canyon Road, San Ramon
4	Public Hearing with revised map(s) produced by the demographer for consideration and selection of one of the published maps and sequencing of voting districts	April 2, 2019 Shannon Community Center Ambrose Hall 11600 Shannon Avenue, Dublin
5	Introduce the ordinance to establish voting districts	April 16, 2019 Shannon Community Center Ambrose Hall 11600 Shannon Avenue, Dublin
6	Public Hearing to adopt the ordinance to establish voting districts on second reading	May 7, 2019 Shannon Community Center Ambrose Hall 11600 Shannon Avenue, Dublin



TITLE: Accept the Rate Stabilization Funds Annual Report and Direct Transfers from the Regional Wastewater Operating Fund (Fund 300) to the Regional Wastewater RSF (Fund 305), from the Regional Wastewater RSF (Fund 305) to the Regional Wastewater Replacement Fund (Fund 310), and the Local Wastewater RSF (Fund 205) to the Local Wastewater Operating Fund (Fund 200)

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the Rate Stabilization Funds (RSF) Annual Report and direct the recommended fund transfers:

1. \$2,416,812 from the Regional Wastewater Operating Fund (Fund 300) to the Regional Wastewater RSF (Fund 305)
2. \$1,650,424 from the Regional Wastewater RSF (Fund 305) to the Regional Wastewater Replacement Fund (Fund 310)
3. \$445,218 from the Local Wastewater RSF (Fund 205) to the Local Wastewater Operating Fund (Fund 200)

SUMMARY:

The Financial Reserves policy requires the General Manager to report annually the results of the assessment of RSF reserves, either concurrently with or shortly after the completion of the financial statements for the previous fiscal year. The policy also authorizes the General Manager to make certain transfers to meet various criteria. The RSF Annual Report and the Financial Reserves policy outline the calculation used to determine when funds should be transferred between the Operating Fund and the RSF for each of the District's enterprises (Local Wastewater Collection, Regional Wastewater Treatment, and Water).

Attached for your review is the RSF Annual Report, in the form of a Staff Report, for fiscal year ending 2018.

Originating Department: Administrative Services	Contact: H. Chen	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Financial Reserves policy	

STAFF REPORT



District Board of Directors
January 15, 2019

Accept the Rate Stabilization Funds Annual Report and Direct Transfers from the Regional Wastewater Operating Fund (Fund 300) to the Regional Wastewater RSF (Fund 305), from the Regional Wastewater RSF (Fund 305) to the Regional Wastewater Replacement Fund (Fund 310), and the Local Wastewater RSF (Fund 205) to the Local Wastewater Operating Fund (Fund 200)

BACKGROUND

The District maintains an operating fund and a rate stabilization fund for each of its three enterprises (Local Wastewater, Regional Wastewater, and Water). In 2011, the Board of Directors adopted a Financial Reserves Policy. This policy is guidance for the funds on hand for the District's three enterprise funds (Local Wastewater, Regional Wastewater, and Water), and the District's three rate stabilization funds (Local Wastewater, Regional Wastewater, and Water).

The purpose of the operating reserve for each of the three enterprises is to ensure adequate cash is available when needed to pay the District's normal and recurring operating costs. For each of the enterprise funds, a "minimum reserve," a "target reserve," and a "maximum reserve" are established. For the Local Wastewater, Regional Wastewater, and Water operating funds, the various reserve amounts are calculated based on budgeted operating expenses for each operating fund. The reserve levels are as follows:

- Minimum operating reserve: Working capital is equal to two months of budgeted operating expenses
- Target operating reserve: Working capital is equal to four months of budgeted operating expenses
- Maximum operating reserve: Working capital is equal to six months of budgeted operating expenses

The purpose of the Rate Stabilization Fund (RSF) reserves for each of the three enterprises are to manage public funds to assure financial stability, including stability of revenues and the rates and charges related to each enterprise.

For each of the three rate stabilization funds (RSF), a "minimum reserve," a "target reserve," and a "maximum reserve" are established. The various reserve amounts are calculated based on budgeted operating expenses for each operating fund. The reserve levels are as follows:

- Minimum RSF reserve: Working capital is equal to two months of budgeted operating expenses
- Target RSF reserve: Working capital is equal to four months of budgeted operating expenses
- Maximum RSF reserve: The combined working capital for the operating fund and the RSF is equal to twelve months of budgeted operating expenses

The reserves policy further notes that the General Manager shall report annually to the Board of Directors on the status of each of these funds in meeting reserve targets. The reserves policy authorizes the General Manager to make certain transfers to meet various criteria. This annual report is made concurrently with, or shortly after the completion of the financial statements for the previous fiscal year, based on the audited fund balances as of the end of the prior fiscal year.

Staff has completed preparation of the financial statements for the fiscal year ending 2018 and the District's auditors (Maze and Associates) have completed their review of the financial statements.

DISCUSSION

Based on the Rate Stabilization Fund Analysis below, staff recommends the following transfers:

- 1. Transfer \$2,416,812 from the Regional Operating Fund (Fund 300) to the Regional Rate Stabilization Fund (Fund 305)** – The FYE18 ending working capital for the Regional Operating Fund (\$11,086,128) is above the policy maximum of six months. In accordance with the Financial Reserves policy, staff is recommending a transfer of the excess above six months (\$2,416,812) to the Regional RSF.
- 2. No transfer is proposed for the Water Operating Fund (Fund 600)** as the fund ended the fiscal year at 4.84 months of working capital which requires no further action.

The Financial Reserves policy states that if the combined working capital is greater than the policy maximum, the General Manager will make a recommendation to the Board of Directors as to how the funds should be used.

- 1. Transfer \$1,650,424 from the Regional Rate Stabilization Fund (Fund 305) to the Regional Replacement Fund (Fund 310)** – The combined ending working capital of the Regional Operating Fund and the Regional RSF (\$18,989,056) is above the policy maximum of twelve months. The General Manager recommends a transfer of the excess above twelve months (\$1,650,424) to the Regional Replacement fund.

It should be noted that the Financial Reserves policy establishes a minimum reserve for the replacement reserves as the sum of two times the average annual CIP expense and two year's average debt service. This assures that the replacement funds have sufficient funds on hand to pay for planned capital projects and meet debt service requirements. The policy does not set a target or maximum reserve. With the above transfer from the Regional Rate Stabilization Fund to the Regional Replacement Fund of \$1,650,424, the Regional Replacement Fund's ending balance after the transfer is \$20,977,975, which is \$11,349,521 higher than the policy minimum reserve of \$9,628,454.

Based on the Rate Stabilization Fund Analysis below, staff recommends the following transfer to bring the Local Wastewater Operating Fund closer to the policy target. This transfer is not authorized in the Financial Reserves Policy and requires specific Board consideration and direction.

- 1. Transfer \$445,218 from the Local Rate Stabilization Fund (Fund 205) to the Local Operating Fund (Fund 200)** - The FYE18 ending working capital for the Local Operating Fund (\$70,880) is below both the policy target of four months and the policy minimum of two months. Although the Financial Reserves policy limits transfers from the RSF fund to no more than 25% of the RSF balance, staff is recommending to transfer the entirety of the RSF working capital balance (\$445,218) to maintain financial stability of the Local operating fund. The proposed transfer will still result in both the Local Operating Fund and RSF to be below the policy minimum of two months (1.96 and 0.00 months respectively).

The District's Rate Policies and Guidelines policy (P400-16-1), directs consideration of a rate increase when Operating Fund reserves go below the policy minimum of two months. Local wastewater rates were reduced in 2008, with minimum increases through 2016. As discussed with the adoption of our 2018 and 2019 operating budget, this trend resulted in proposals to increase rates substantially over the 2018-2022 time period. In June 2017, the Board established higher Local Wastewater rates to bring

Local Operating Fund reserves to the policy target in incremental steps over the ensuing 5 years. As of June 30, 2018, our working capital of \$70,880 exceeded our projected ending working capital of \$60,822, but the transfer of the RSF balance will help the financial stability of the fund until the new rates can catch up and reverse the negative cash flow trends.

Rate Stabilization Fund Analysis

June 30, 2018

	200	300	600
	Local Wastewater	Regional Wastewater	Water
Operating Expense Budget (FYE 2018)	\$ 3,152,981	\$ 17,338,631	\$ 28,315,429
Target (4 months)	1,050,994	5,779,544	9,438,476
Target + Two Months (six months)	1,576,490	8,669,316	14,157,714
From Audited Financials:			
Current Assets	\$ 162,755	\$ 13,811,416	\$ 18,499,417
Less: Current Liabilities	91,875	2,725,288	7,083,769
Working Capital	70,880	11,086,128	11,415,648
Months of Working Capital (if between 4-6, no action)	0.27	7.67	4.84
Surplus to Transfer (excess of target + two months)	\$ -	\$ 2,416,812	\$ -
Funding Needed (if working capital is below 4)	\$ 980,114	None	None
Current Balance in RSF	\$ 445,218	\$ 7,902,928	\$ 13,676,067
Amount to Add	-	2,416,812	-
Amount to Subtract	445,218	-	-
New Balance in RSF	\$ -	\$ 10,319,740	\$ 13,676,067
Amount Over Six Months Working Capital	\$ -	1,650,424	\$ -
Total Between Enterprise and RSF	1.96	13.14	10.63

RECOMMENDATION

Staff recommends the Board of Directors accept, by Motion, the Rate Stabilization Funds (RSF) Annual Report and direct the recommended fund transfers:

1. \$2,416,812 from the Regional Wastewater Operating Fund (Fund 300) to the Regional Wastewater RSF (Fund 305)
2. \$1,650,424 from the Regional Wastewater RSF (Fund 305) to the Regional Wastewater Replacement Fund (Fund 310)
3. \$445,218 from the Local Wastewater RSF (Fund 205) to the Local Wastewater Operating Fund (Fund 200)



Dublin San Ramon Services District

Water, wastewater, recycled water

Policy

Policy No.: P400-15-1	Type of Policy: Finance
Policy Title: Financial Reserves	
Policy Description: Provides guidance for the prudent accumulation and management of designated reserves.	
Approval Date: 6/2/2015	Last Review Date: 2015
Approval Resolution No.: 40-15	Next Review Date: 2019
Rescinded Resolution No.: 73-14	Rescinded Resolution Date: 11/18/2014

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

To designate financial reserves in order to protect the District's investment in its various assets, satisfy its commitments under its numerous financial, regulatory and contractual obligations and to stabilize long-term rates for its customers.

Designated reserves are earmarked by the Board of Directors for purposes such as funding new capital facilities, construction, repair, replacement or refurbishment of existing facilities, rate stabilization, emergency and operating reserves. These funds can be utilized at the discretion of the District. The Board can change fund designations at any time. Designated reserves are different than restricted funds, which are used strictly to meet requirements established by creditors, grant agencies or law. Reserves held by a third-party as bond reserves or for pension obligations are examples of restricted reserves; the District has no discretion as to the use of these funds.

If the District is contractually obligated to hold additional reserves, the more stringent requirement takes precedence. In addition, if there is a declared emergency, the General Manager may utilize any unrestricted funds in accordance with the emergency purchasing policy.

To accomplish these objectives, the District shall adhere to the following:

Operating Reserves

Purpose: The purpose of Operating reserves (referred to as working capital) is to ensure adequate cash is available when needed to pay the District's normal and recurring operating costs.

Use of Funds: Funds are utilized throughout the year in order to meet the District's operating obligations.

Policy No.: P400-15-1

Policy Title: Financial Reserves

Target: Working capital equal to four months of budgeted operating expenses in each Operating Fund.

Minimum: Two months of budgeted operating expenses in each operating Fund. If reserves fall below this level, the District's Rate Policies and Guidelines outline additional steps that shall be followed.

Maximum: Six months of budgeted operating expenses in each Operating Fund. If reserves are above this level at fiscal year end, the excess funds shall be moved into the Enterprise's Rate Stabilization Fund.

Reporting: Working capital for each of the Enterprise's Operating Funds shall be reported in the District's monthly financial reports.

Rate Stabilization Fund Reserves

Purpose: The purpose of Rate Stabilization Fund (RSF) Reserves is to support the Board's strategic goal to manage public funds to assure financial stability, including stability of revenues and the rates and charges related to each Enterprise.

Over the course of time, the District will have years where there is a financial surplus above the working capital target for one or more of the District's Enterprises, and years when unexpected events may cause reserves to decrease below the target. The Rate Stabilization Fund allows the District to manage these different sets of circumstances.

Use of Funds: Each Enterprise's Rate Stabilization Reserves are assessed at fiscal year-end.

- If the Reserves in any Operating Fund has decreased below the working capital target, a transfer from the Rate Stabilization Fund to the corresponding Operating Fund of no more than one-quarter of the Rate Stabilization Fund's balance shall be made in an effort to bring the Operating Fund back to its working capital target.
- If any Enterprise Fund has exceeded its working capital target by an amount equal to an additional two months of working capital, the General Manager shall direct the Treasurer to transfer the excess working capital from the Enterprise Fund to the Rate Stabilization Fund for that Enterprise.
- The Board may also budget use of these funds for other purposes.

Target: Four months of the related Enterprise Fund's budgeted operating expenses.

Minimum: Two months of the related Enterprise Fund's budgeted operating expenses.

Maximum: If the combined total of the Operating and the corresponding RSF exceeds 12 months working capital, the General Manager will make a recommendation to the Board of Directors as to how the funds should be used.

Policy No.: P400-15-1

Policy Title: Financial Reserves

Reporting: The General Manager shall report annually to the Board of Directors on the results of the assessment.

Capital Asset Replacement & Improvement Reserves

Purpose: The purpose of Capital Asset Replacement & Improvement Reserves is to ensure that adequate funds are available to purchase new capital assets that benefit current ratepayers, to fund replacements, improvements and major refurbishments to existing capital assets and to provide two year's debt service for debt which the Board has allocated to this fund.

Use of Funds: Funds are utilized in accordance with the budget adopted by the Board of Directors.

Minimum: The minimum replacement reserve shall consist of the sum of the following components:

- 1) An amount based on the 15-year cost projections included in the District's Replacement Planning Model and the District's 10-year Capital Improvement Plan which is equal to two times the average annual expense; and
- 2) A debt reserve of two year's average debt service (or for any debt that has less than two years remaining, the entire remaining amount).

Revisions: It is the intent of the Board that this the Capital Asset and Replacement & Improvement reserve section of this policy be a "bridge policy" and that asset-management driven changes be made to the policy as the condition assessment of District assets and strategies for managing those assets become better understood.

Reporting: The General Manager shall report annually to the Board of Directors on the results of the assessment.

Capital Expansion Reserves

Purpose: The purpose of Capital Expansion Reserves is to minimize the need for ratepayers to pay for expansion debt by having sufficient reserves on hand to pay annual debt service on District bonds or loans for a two-year period.

Use of Funds: Funds are utilized in accordance with the budget adopted by the Board of Directors and applicable laws related to use of Capacity Reserve Fees.

Target: Two years of average debt service (or for any debt that has less than two years remaining, the entire remaining amount) charged to the Expansion Fund, plus two years of expansion project spending as projected in the District's most current two-year Capital Improvement budget.

Policy No.: P400-15-1**Policy Title:** Financial Reserves

Minimum: A minimum reserve consists the greater of the reserve for the debt service or the next two years of planned expansion projects.

Maximum: There is no maximum reserve in this fund; Capacity Reserve Fees may be accumulated and used for their intended purpose with no maximum reserve limitation.

Reporting: The General Manager shall report annually to the Board of Directors on the results of the assessment.



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

RECOMMENDATION:

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

SUMMARY:

The DSRSD Board received a presentation on the preliminary findings of the Zone 7 Water Supply Evaluation (WSE) Update at the December 18, 2018 meeting. Staff will provide a brief presentation on the draft findings of the WSE Update based on information presented to the Zone 7 Water Resources Committee on December 21.

As a foundational element in its water supply planning for the Tri-Valley, Zone 7 periodically completes a Water Supply Evaluation. The original WSE was completed in 2011 and updated in 2016. The 2016 WSE 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 WSE on an expedited schedule. Preliminary results were presented to the Zone 7 Board on November 14, 2018, and draft results will be presented to the Zone 7 Board on January 16, 2019. The project schedule shows a final Water Supply Evaluation Technical Memorandum will be presented to the Zone 7 Board on February 20, 2019. The WSE will be an important long-term planning document, which will be a useful reference for regional discussions about water supply options, water supply reliability, and water project funding. The WSE Update is on the proposed agenda for next meeting of the Tri-Valley Water Liaison Committee scheduled for January 23, 2019.

There are eleven (11) recommended water supply action items that were considered by the Zone 7 Water Resources Committee on December 21, and are planned to be presented to the Zone 7 Board for approval at its January 16 Board meeting. Many of these action items are consistent with DSRSD objectives. Among these items are continuing support for evaluating and developing a variety of water supply projects, such as a Regional Potable Reuse Project. A copy of the draft action items from the earlier Water Resources Committee is attached for reference.

Originating Department: Engineering Services	Contact: J. Zavadil	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input 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 – Zone 7 Water Supply Recommended Actions	

Zone 7 Water Supply Recommended Actions

To be considered by Zone 7 Board of Directors on January 16, 2019

1. Continue to support WaterFix
 - Restores reliability by safeguarding existing SWP supplies against Delta outages, climate change, and increased environmental restrictions
 - Protects "11,000 AFY of average supply
 - Low \$/ AF relative to other long-term projects
2. Continue to participate in Sites Reservoir for net yield of up to 10,000 AFY
 - Potential for large supply reliability benefits due to dry-year availability
 - Adds operational flexibility with access to both storage and supply
 - Complements CA WaterFix, which has higher yield during wet years
 - One of the lowest-cost water supply options
3. Continue to participate in Los Vaqueros Expansion
 - Adds significant operational flexibility to the system
 - Can store recovered water from Kern County during off-peak seasons, and deliver during peak summertime demand
 - Transfer Bethany Pipeline increases emergency conveyance options, providing redundancy, especially during Delta outages
4. Pursue short-term transfers of at least 5,000 AFY through 2030
 - Reduces short-term risk while other projects develop
5. Conduct technical studies to support selection of best potable reuse option

Potable reuse has a high unit cost and public acceptance challenges but offers a locally-controlled reliable supply

 - Continue to advance as an option while monitoring progress on other water supply options, long-term conservation, and potable reuse regulations
6. Continue to investigate brackish water desalination with other agencies
 - Desalination has a high unit cost and environmental challenges but offers a relatively local supply, reliable except in the most critically dry conditions
 - A regional project that pairs water supply with Los Vaqueros storage may be a viable option
7. Continue to pursue other water supply opportunities especially at the Bay Area regional level

8. Consider revising Zone 7's Reliability Policy
 - Difficult and very expensive to meet current policy
 - 10,000 AFY additional supply to meet 99% reliability policy goal in the near-term
 - Incorporate lessons from the drought
9. Complete a more comprehensive regional demand and water conservation program study over the next two years
10. Develop a regional plan for meeting the long-term conservation framework
11. Enhance public outreach program to engage the public on water supply reliability issues
 - Large investments will be required
 - Major changes to behavior, landscaping. etc. likely required from the public to meet conservation goals
 - Need meaningful input and support from the public



TITLE: Approve Increase in Budgeted Full-Time Equivalent (FTE) Staffing

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, an extension of the increase in the maximum full-time equivalent (FTE) staff positions through Fiscal Year 2021.

SUMMARY:

With the original Fiscal Year (FY) 2019 operating budget, the Board of Directors approved 121 full-time equivalent (FTE) positions. In March 2018, in anticipation of retirement of a key mid-manager in the Finance Division, the Board approved a temporary increase in the District's position count to 122 through FY 2019, to allow for the early hiring and training of the replacement Financial Services Supervisor. The retirement and replacement occurred as originally anticipated.

Staff proposes to extend the temporary increase in FTE count, using the extra position to meet near and intermediate-term staffing needs in the Engineering Department. Specifically, staff requests Board authorization to create a limited-term associate civil engineer position for up to two and a half years, to terminate no later than the end of Fiscal Year 2021.

The Engineering Department is experiencing disruptive staffing transitions. One engineer recently retired, two engineering staff have taken other positions, and another engineer is on extended medical leave. While staffing resources have diminished over the last three months, the Engineering Department's workload has increased with the emergency renovation (and potential remodel) of the District Office as a result of the November 11 flooding incident.

Even without the losses of staff and the emergency situation at the District Office, the Engineering Department was having difficulty with the timely delivery of needed capital projects. A number of rehabilitation and replacement projects have been postponed in the 10-Year Capital Improvement Program over the last three budget cycles. These include repairing old cast iron pipes within Camp Parks, lining segments of the Camp Parks sewer trunk line, and recoating a water reservoir. In addition to these deferred projects, the Operations Department has identified a significant number of small- and medium-scale projects at the Wastewater Treatment Plant that are not yet reflected in the 10-Year Capital Improvement Program, which need attention in the near-term.

In regards to expansion projects, the District is currently designing a long-overdue potable water reservoir for Zone 1 (replacement and expansion of Reservoir 10A). Moreover, with the recent pace of development a new tank in Zone 20 will be needed within the next year to meet the District's storage criteria. Lastly, should the Tri-Valley collectively (or the District individually) move forward with a potable reuse project, substantial effort will be required for facility planning, development of institutional agreements, piloting of treatment processes, design, and construction.

Thus, the addition of the limited position accomplishes two objectives: 1) provides additional staffing in the short term while the Engineering Department re-staffs and orients replacement staff, and 2) provides additional resources for a short period of time enabling the Capital Improvements Program Division to accelerate its delivery of capital projects arising from the needs of our Asset Management Program and serving new development.

The cost of the limited-term associate civil engineer position in FYE 2019 will be covered by unfilled FTE within the Engineering Department. However, the operating budget for Engineering Department staffing will need to be increased in the next two-year operating budget to fund the position. The Board will receive that funding request in May.

Originating Department: Office of the General Manager	Contact: D. McIntyre	Legal Review: Not Required
Cost: FY19 - \$94,000, FY20 & FY21 - \$225,000/year	Funding Source: Regional Wastewater Replacement (Fund 310), Water Replacement (Fund 610), Water Expansion (Fund 620)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	104 of 118	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN EXTENSION OF THE INCREASE OF MAXIMUM FULL-TIME EQUIVALENT STAFF POSITIONS

WHEREAS, the Board adopted a Strategic Plan (“Plan”) that recognizes that personnel are critical to supporting the mission of the District and provides direction to “Develop and maintain a highly qualified workforce to ensure a continuously high performing organization with sufficient resilience and redundancy to thrive in the face of staffing transitions”; and

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

WHEREAS, on March 6, 2018, the Board approved Resolution No. 13-18, authorizing an increase in the maximum number of FTE, allowing the addition of 1.0 limited-term FTE through July 1, 2019; and

WHEREAS, the Board finds that an extension of the temporary increase in the number of FTE through Fiscal Year 2021 would provide additional resources for a short period of time enabling the Engineering Department’s Capital Improvements Program Division to accelerate its delivery of capital projects arising from the needs of our Asset Management Program and serving new development; and

WHEREAS, the Board finds that to control costs the temporary increase in the number of FTE will be eliminated by June 30, 2021.

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

That the extension of the maximum number of full time equivalent (FTE) positions allowing the addition of 1.0 limited-term FTE through June 30, 2021, is hereby approved. At no time shall the number of regular and limited-term FTE positions exceed that shown in the table below without prior Board approval. Furthermore, the total of the salaries for regular positions as shown in the budget shall not be increased through conversion of limited-term positions to permanent positions without prior Board approval.

Position Type	FYE 2019
Regular FTE	121.00
Limited Term FTE	1.00
Total FTE Positions	122.00

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 15th day of January, 2019, and passed by the following vote:

AYES:

NOES:

ABSENT:

Madelyne A. Misheloff, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Approve Continuation of Emergency Action Procurement by General Manager for Repair of the 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 18, 2018.

SUMMARY:

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.

The District Office is closed for restoration and repair. Staff is requesting the Board of Directors find that there still exists a need for continuing the State of Emergency reflected by Board Resolution No. 53-18. Expedited action, including the emergency procurement of equipment, furnishings, services, supplies, and repairs, is necessary to bring about re-occupancy of the District Office by staff at the earliest opportunity, in order to restore normal operations and core services. Delay in restoration and repair will have an unacceptable adverse impact on the services provided by the District.

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 – Resolution No. 53-18	107 of 118

STAFF REPORT



District Board of Directors
January 15, 2019

Approve Continuation of Emergency Action Procurement by General Manager for Repair of the 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 (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 (Attachment 2), 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 adopted 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

All furnishings have been removed from the building and either disposed of or stored at the District's Field Operations Facility or at the contractor's storage facility. The carpet, vinyl wall paper, and sheet rock up to a height of 18 to 24 inches on all walls have been removed. The District's consultant and the insurance adjuster's construction estimator have agreed upon a plan to remove and replace a portion of the floor slab in the southeast section of the building to address voids and moisture under the slab. Staff is working with an architect to determine the scope and cost of potential additional renovations and facility systems updates. Staff is also working with the City of Dublin to determine whether the restoration can be completed by the City of Dublin's contractor for the Police Building under the Tri-Valley Reciprocal Services Agreement. Full restoration of the building, assuming a restoration to an "as-was" condition is estimated to take two to four months from the date of this report under accelerated contracting and repair procedures.

The District 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. In addition, staff is reviewing the cost to upgrade facility systems such as lighting and HVAC (heating, ventilation, and air conditioning).

In the meantime, staff is also looking into renting cubicles in the interim for the displaced staff at the Field Operations Facility to improve the working environment and maintain productivity.

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, drying operations, packing and storing of furnishings and equipment, partial repair of the fire service line, replacement of furnishings, and building restoration will be covered by insurance. The District will receive insurance payments at key milestones in the restoration. An advance of \$1,000,000 is anticipated shortly.

NEED FOR CONTINUING EMERGENCY

The District Office is closed until further notice. Displaced District Office staff have been assigned to the Regional Wastewater Treatment Facility, the Field Operations Facility, the utility building behind the District Office, and Dublin City Hall. District administrative operations and customer service have been hampered in the following ways:

- The Board's customary meeting place for Board meetings is unavailable for use, inconveniencing the public who might wish to attend Board meetings;
- Customer service functions related to "in-person" bill payment have been suspended, as the Field Operations Facility where the Customer Service Division has been temporarily relocated to cannot accommodate in-person payment of water and sewer bills. Thus, one form of payment (in person) is not available to the District's customers;
- There is minimal meeting space for staff for internal meetings, to meet with developer representatives and contractors, and to confer with other agency personnel;
- Work units in the Engineering Department, the Administrative Services Department, the Executive Services Division, and the Communications Division are located in inefficient and inconvenient locations at the Field Operations Facility, the Regional Wastewater Treatment Plant, and Dublin City Hall. The convenience of working in close proximity, with adequate work space, is hampered. Natural work efficiencies are degraded because of location of staff in scattered and inadequate work facilities.
- Many supervisory staff have lost use of their individual offices for confidential meetings pertaining to performance management, coaching, and recruiting.
- Through relocation of some District staff to the Field Operations Facility Training Room, space for large group training activities has been lost. Moreover, meeting space for regional meetings has been lost (neither the Boardroom nor the Field Operations Facility Training Room are available).

Based on the above consequences of the District Office being closed for restoration and repair, staff is requesting the Board of Directors find that there still exists a need for continuing the State of Emergency reflected by Board Resolution No. 53-18. Expedited action, including the emergency procurement of equipment, furnishings, services, supplies, and repairs, is necessary to bring about re-occupancy of the District Office by staff at the earliest opportunity, in order to restore normal operations and core services. Delay in restoration and repair will have an unacceptable adverse impact on the services provided by the District.

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 confirmed at the previous regularly scheduled meeting on December 18, 2018.

ATTACHMENTS:

1. Emergency Response Plan policy
2. Purchase policy



Policy

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

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: Establish the 2019 Process and Schedule for Performance Assessments of General Manager and Confirm Process for Board Appointees General Counsel, Treasurer, and District Secretary

RECOMMENDATION:

Staff recommends the Board of Directors take the following actions, by Motion:

1. Approve the process and schedule for the performance assessment for the General Manager for 2019, and
2. Confirm the biennial review process for the General Counsel and direct the next process for 2020, and
3. Confirm the delegation to the General Manager of the annual performance reviews of the Treasurer and District Secretary.

SUMMARY:

The Board of Directors is responsible for the appointment of four staff: the General Manager, the General Counsel, the District Treasurer, and the District Secretary. All other District positions are appointed by the General Manager in accordance with District policy.

The Board of Directors' adopted policy for "Guidelines for Conducting District Business" says in part that one of the duties of the Board is to:

"Appoint and evaluate the general manager, general counsel, treasurer, and district secretary (appointments and evaluations of the latter two positions are limited to the statutory duties prescribed by law for those offices.)"

General Manager Performance Evaluation Process: A proposed process for the performance evaluation for the General Manager for 2019 is shown in Attachment 1, to begin in September and conclude in October. This is similar to the process for 2017 and 2018.

General Counsel Performance Evaluation Process: By Board direction, the Board established a biennial review process for the General Counsel on August 15, 2017. The last performance evaluation was completed in 2018. Therefore the next biennial process would start in the spring of 2020. The General Manager typically prepares a first draft of the performance evaluation, and the Board finalizes and delivers this performance evaluation.

Treasurer Performance Evaluation Process: Concurrently with approval of the Personal Service Services Agreement for the Administrative Services Manager in 2016, the Board appointed Carol Atwood as the District Treasurer. The General Manager already completes an annual performance evaluation for the Administrative Services Manager. On January 3, 2017, the Board determined that completing a second performance evaluation focused on Treasurer duties was duplicative of the performance evaluation for the Administrative Services Manager, and delegated to the General Manager the responsibility for assessing the treasurer's performance on an annual basis.

District Secretary Performance Evaluation Process: The General Manager appointed Nicole Genzale as the Executive Services Supervisor in 2015. Shortly thereafter, the Board of Directors appointed Nicole Genzale to also serve as the District Secretary. The General Manager already completes an annual performance evaluation for the Executive Services Supervisor. On January 3, 2017, the Board determined that completing a second performance evaluation focused on District Secretary duties was duplicative of the performance evaluation for the Executive Services Supervisor, and delegated to the General Manager the responsibility for assessing the District Secretary's performance on an annual basis.

Originating Department: Office of the General Manager	Contact: D. McIntyre	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 – Board Appointee Performance Evaluation Process and Schedule for 2019	

**BOARD APPOINTEE PERFORMANCE EVALUATION
PROCESS AND SCHEDULE FOR 2019**

GENERAL MANAGER Period of 9/1/18 – 8/31/19		
Step	Description	Schedule
1.	The GM completes a self-evaluation for the period of 9/1/18 – 8/31/19 and transmits it to the Board.	September 3
2.	The Board meets to review and discuss the GM's self-evaluation and prepares its formal assessment (Closed Session).	September 17
3.	The Board meets to review DRAFT performance evaluation with General Counsel (scribe).	October 1
4.	The Board meets to discuss the performance evaluation with the GM (Closed Session).	October 15

GENERAL COUNSEL Biennial Review Period of 7/1/18 – 6/30/20		
Step	Description	Schedule
1.	Per Board direction on 8/15/17 performance evaluations now done biennially in even-numbered years. Next evaluation not until Spring of 2020.	March 2020
2.	Board considers BPMNJ Contract Amendment No. 11 to adjust billing for period of 7/1/20 – 6/30/22.	June 2020

TREASURER Period of 7/1/18 – 6/30/19		
Step	Description	Schedule
1.	Performance evaluation by Board suspended on January 3, 2017. Evaluation delegated to General Manager, as part of Administrative Services Manager annual process in Fall.	N/A

DISTRICT SECRETARY Period of 7/1/18 – 6/30/19		
Step	Description	Schedule
1.	Performance evaluation by Board suspended on January 3, 2017. Evaluation delegated to General Manager, as part of Executive Services Supervisor annual process in Fall.	N/A