



# AGENDA

## NOTICE OF REGULAR MEETING

**TIME:** 6 p.m.

**DATE:** Tuesday, November 19, 2019

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

**Our mission is to protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.**

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Duarte, Halket, Johnson, Misheloff, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

### 5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

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

### 6. REPORTS

- 6.A. Reports by Staff
  - Event Calendar
  - Correspondence to and from the Board
- 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 Adjourned Meeting Minutes of November 5, 2019 (Adjourned from October 15, 2019 Regular Meeting)  
**Recommended Action:** Approve by Motion
- 7.B. Approve Regular Meeting Minutes of November 5, 2019  
**Recommended Action:** Approve by Motion

7.C. Accept Regular and Recurring Reports: Warrant List, Treasurer's Report, and Quarterly Financial Reports  
**Recommended Action:** Accept by Motion

7.D. Award Construction Agreements to McGuire and Hester and West Valley Construction Company, Inc. for the On-Call Water System and Sewer System Repairs, Fiscal Years Ending 2020–2022 Project, and Authorize the General Manager to Exercise up to Two One-Year Option Terms to the Construction Agreements  
**Recommended Action:** Approve by Resolutions (2)

8. BOARD BUSINESS

8.A. 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.B. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists  
**Recommended Action:** Approve by Motion

8.C. Receive Presentation on Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021 and Provide Direction  
**Recommended Action:** Receive Presentation and Provide Direction

9. BOARD MEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors
- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

10. 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 AN ADJOURNED REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**ADJOURNED FROM OCTOBER 15, 2019 REGULAR MEETING**

**November 5, 2019**

**1. CALL TO ORDER**

An adjourned regular meeting of the Board of Directors was called to order at 5:51 p.m. by President Misheloff.

**2. PLEDGE TO THE FLAG**

**3. ROLL CALL**

**Boardmembers present at start of meeting:**

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

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

**4. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 5:51 p.m. No public comment was received.**

**5. BOARD BUSINESS**

**5.A. 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**

Director Halket MOVED to 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. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

**5.B. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists**

Operations Manager Carson reviewed the item for the Board. He reported the emergency repair work is approximately two weeks away from completion.

Director Vonheeder-Leopold MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists. Vice President Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

6. ADJOURNMENT

President Misheloff adjourned the meeting at 5:53 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary

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

**November 5, 2019**

**1. CALL TO ORDER**

A regular meeting of the Board of Directors was called to order at 6:01 p.m. by President Misheloff.

After the call to order, President Misheloff reported that an adjourned regular Board meeting was held earlier today, attended by President Misheloff, Vice President Duarte, Directors Halket, Johnson, and Vonheeder-Leopold. In accordance with DSRSD's Day of Service policy, no Director will receive any compensation or stipend for participating in more than one meeting on this date.

**2. PLEDGE TO THE FLAG**

**3. ROLL CALL**

Boardmembers present at start of meeting:

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

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

**4. SPECIAL ANNOUNCEMENTS/ACTIVITIES**

New Employee Introduction:

Laurent Nguyen, Laboratory Technician (Limited Term)

**5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m. No public comment was received.**

**6. REPORTS**

**6.A. Reports by Staff**

- Event Calendar – General Manager McIntyre reported on the following:
  - Tomorrow, he, Director Vonheeder-Leopold, and Engineering Services Manager Zavadil will attend the Zone 7 Water Agency Board Tour of the Sites Reservoir Project located on the west side of the Sacramento Valley.
- 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

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

- 7.A. Regular Meeting Minutes of October 15, 2019 – Approved
- 7.B. Adopt Revised Ticket Distribution Policy and Rescind Resolution No. 82-15 – Approved – Resolution No. 38-19
- 7.C. Approve Amendment to District's Conflict of Interest Code – Approved – Resolution No. 39-19

8. BOARD BUSINESS

- 8.A. 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

Vice President Duarte MOVED to 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. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.B. Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists

Director Halket MOVED to Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure Emergency Still Exists. Vice President Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.C. Second Reading: Adopt Ordinance Increasing the Directors' Rate of Compensation for Each Day of Service, Repealing Ordinance No. 312, and Rescinding Resolution Nos. 27-09 and 44-11

President Misheloff announced the item and solicited a Motion to Waive Reading of the Ordinance.

Director Halket MOVED to Waive Reading of the Ordinance. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

President Misheloff asked for the staff presentation. General Manager McIntyre reviewed the item for the Board.

President Misheloff asked for any public comments. There was no public comment received.

Director Vonheeder-Leopold MOVED to adopt Ordinance No. 346, Increasing the Rate of Compensation for Each Day of Service by a Director, Repealing Ordinance No. 312, and Rescinding Resolution Nos. 27-09 and 44-11. Director Johnson SECONDED the MOTION, which CARRIED with FIVE AYES.

8.D. Receive Presentation on Per- and Polyfluoroalkyl Substances (PFAS)

Laboratory Supervisor Diane Griffin and Water/Wastewater Systems Operations & Maintenance Supervisor Dan Martin reviewed the item and provided the Board a presentation and handout that highlighted and expanded upon the agenda item's key information: explanation of PFAS, sources of exposure and history of use, pollution issues, and pathways to drinking water, drinking water concerns, sample collection and testing methods, news and media interest, federal regulatory actions, California regulatory actions, health guidelines and monitoring, PFAS treatment technologies, and future direction from regulatory and local bodies.

The Board and staff discussed the following aspects of the presentation: California Health Guidelines as a precursor to establishing Maximum Contaminant Levels, the origin of PFAS from manufacturers, the Zone 7 Water Agency (Zone 7) wells and surface water monitoring results, PFAS detection methods, notification responsibilities, and potential lab and water system testing. Staff confirmed that Zone 7 is responsible to notify the retail agencies of PFAS concerns, however, there are no regulations in place yet regarding customer notifications. Staff reported the first point of impact in DSRSD's system would typically be at the customer connection at Zone 7 turnouts and that a distribution system testing protocol has not yet been established. The Board urged staff not to conduct PFAS testing since testing methods are currently undependable. Ms. Griffin confirmed that the District's lab would not perform such testing as it is not certified to do so. Operations Manager Carson also reported that the California Association of Sanitation Agencies has provided a letter stating it would like to see more scientific data in order to urgently establish regulations.

8.E. Receive Presentation on the Regional Wastewater Fund 10-Year Financial Planning Model

Financial Services Supervisor Herman Chen reviewed the item for the Board. He provided the Board a short presentation and handout that illustrated and expanded upon the Financial Planning Model (FPM) key assumptions, escalation factors, Regional Wastewater Enterprise and Regional Rate Stabilization (Funds 300/305) projections, FPM considerations, and potential 10-year risks described in the agenda item. He also reviewed projections for Water Enterprise and Water Rate Stabilization (Funds 600/605) through fiscal year ending 2029.

The Board and staff discussed the following aspects of the presentation: the anticipated refinancing of the LAVWMA (Livermore-Amador Valley Water Management Authority) debt in 2022 and the retirement of that debt which will save the District \$1.4 million a year beginning in 2032, the several District initiatives to annually reduce energy costs by up to \$1.6 million, and the 2022 regional rate study adjustment to implement a "catch-up" transfer prescribed in the Fifth Supplemental Agreement to Agreement for Wastewater Disposal Services between City of Pleasanton and DSRSD. The Board also

inquired about emergency budgeting. General Manager McIntyre explained that emergency funding (for circumstances such as the District Office flooding) are already included in the capital funding.

8.F. Review Draft Presentation of the State of DSRSD for Fiscal Year 2018-2019 and Provide Direction

Communications Specialist Lea Blevins reviewed the item for the Board.

The Board discussed the draft presentation and directed staff to remove the animation/effects from the slides, as well as remove the PFAS slide and replace it with a slide that captures various emerging issues that the District is concerned with, such as: response to recent power shutoffs, emergency storage for fire response, response to PFAS reports, ongoing construction/improvements at District facilities, and planning for the future. President Misheloff volunteered to give the presentation to the Dublin City Council on Tuesday, November 19.

8.G. Receive Report on Pacific Gas and Electric Company's Public Safety Power Shutoff Program

Operations Manager Carson reviewed the item for the Board. He then briefed the Board on measures taken to address the power shutoffs between Saturday, October 26 and Monday, October 28, which included topping off reservoirs and relocating equipment closer to areas of potential need. He described how operations staff reformulated wet weather planning to address power loss and lack of backup power for LAVWMA (Livermore Amador Valley Water Management Agency), and topped off water storage for DERWA (Dublin San Ramon Services District•East Bay Municipal Utility District Recycled Water Authority). Staff also prepared an announcement template for DERWA partner agencies to utilize for customer impact and conservation notifications.

Zone 7 Water Agency, the District's wholesaler, lost power to the Del Valle Water Treatment Plant, but used generators to prevent impact to DSRSD. DSRSD lost power at a few pump stations, but it did not create a significant impact to operations, though staff noted additional battery power is needed at key communication sites. Mr. Carson commended staff for their effective communications and responses. He reminded the Board that a capital project to improve emergency power at pump stations, and efforts to improve resource integration with other agencies, are currently underway.

The Board and staff discussed purchasing generators in bulk for cost savings. They also discussed the need for the Bay Area Air Quality Management District to modify its requirements for agencies relying on generators during emergencies. Staff is currently watching legislation and the efforts of California Association of Sanitation Agencies and Association of California Water Agencies to change current regulations.

9. BOARDMEMBER ITEMS

- Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the annual

Wastewater Treatment Plant Neighborhood meeting held Wednesday, October 24. She summarized the activities and discussions at the meeting.

Vice President Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the California Special Districts Association Contra Costa Chapter meeting held Monday, October 21 at the Central Contra Costa Collection System Operations facility in Walnut Creek. He summarized the activities and discussions at the meeting.

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

10. ADJOURNMENT

President Misheloff adjourned the meeting at 7:57 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Accept Regular and Recurring Reports: Warrant List, Treasurer's Report, and Quarterly Financial Reports

**RECOMMENDATION:**

Staff recommends the Board of Directors accept, by Motion, the regular and recurring reports: Warrant List, Treasurer's Report, and Quarterly Financial Reports.

**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 reports presented this month for acceptance are noted below and are submitted as part of Attachment 1:

**Attachment A:** Warrant List

For the period of 10/4/2019 to 11/8/2019, 466 accounts payable checks were issued totaling \$9,396,929.44.

**Attachment B:** Treasurer's Report

The Treasurer's Report as of September 30, 2019 reported a portfolio market value of \$197.2 million compared to a market value of \$200.2 million in the prior quarter (June 30, 2019). The yield to maturity (YTM) rate of 2.059% was lower compared to the prior quarter YTM rate of 2.142%. This decrease is consistent with current market trends.

All pooled investments are in compliance with the District's Investment policy (P400-18-4) and there is sufficient cash flow liquidity to meet the next six month's expenses. The portfolio market value in the prior fiscal year reported as of September 30, 2018 was \$168.8 million.

**Attachment C:** Quarterly Financial Reports

Per preliminary financial reports for the quarter ending September 30, 2019, the District has received 17.38% of budgeted revenues and expended 19.53% of budgeted operating expenses. Through the first quarter, capital expenditures are 0.79% of budget. Local Wastewater continues to be the only enterprise fund that is below policy minimum reserves. All District Replacement and Expansion funds are estimated to be above policy minimum reserves.

There are a few items to note compared to prior financial reports:

- Expenses across enterprise funds are higher due to Board direction to advance fund pension unfunded accrued liabilities (UAL).
- Expenses are higher in Regional Wastewater Enterprise (Fund 300) due to the City of Pleasanton 5th Supplemental Agreement "catch-up" transfers out of the fund (from the Regional Wastewater fund to the respective Pleasanton and DSRSD water funds).
- Revenues are higher in Water Enterprise (Fund 600) due to the City of Pleasanton 5th Supplemental Agreement "catch-up" transfer into the fund.
- Expenses are higher in Administrative Cost Center (Fund 900) due to unanticipated District Office Flood costs.
- Timing of invoices resulted in some expenses reflected in second quarter instead of first quarter or vice versa (in particular Zone 7 Water Agency water purchases and Dublin San Ramon Services District•East Bay Municipal Utility District Recycled Water Authority contributions).

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 – 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	October 2019	Yes	December 2019
B	Treasurer's Report	Quarterly	CA Government Code 53646	October 2019	Yes	January 2020
C	Quarterly Financial Reports <sup>1</sup>	Quarterly	Board Direction	May 2019	Yes	December 2019
D	Strategic Plan Progress Report <sup>2</sup>	Annually – Fiscal Year	Resolution 24-17	September 2019		September 2020
E	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	July 2019		July 2020
F	Employee and Director Reimbursements greater than \$100 <sup>3</sup>	Annually – Fiscal Year	CA Government Code 53065.5	September 2019		August 2020
G	Utility Billing Adjustments <sup>4</sup>	Annually – Fiscal Year	Utility Billing Adjustment Policy	Total FYE19 credits below \$25,000		August 2020
H	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	January 2019		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			April 2019		
L	Unexpected Asset Replacements			June 2019		

For the fiscal year ending 2020, the totals for these reports are as follows:

Category	YTD	This Meeting	Total
Capital Outlay Budget Adjustments	\$0	\$0	\$0
Capital Project Budget Adjustments	\$0	\$0	\$0
Unexpected Asset Replacements	\$45,218	\$0	\$45,218

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

<sup>2</sup> Presented to Board as separate agenda item.

<sup>3</sup> Reimbursements also reported monthly in the Warrant List (Item A).

<sup>4</sup> Per Utility Billing Adjustments policy, a report will be presented to the Board if total credits in any fiscal year exceed \$25,000.

apCkHistDesc

Printed on: 11/07/2019 11:32AM

## Check History Description Listing

Dublin San Ramon Services District

Page: 1

From: 10/4/2019 To: 11/8/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
10/10/2019	102130	03536 U S BANK/ CORP PMT SYSTEMS	TRAINING	1,902.50	
			POWER SUPPLIES FOR SCADA SWITCHES @ WWTP	1,293.92	
			DMC 2019 WATEREUSE CONFERENCE HOTEL	1,123.60	
			19-A005 DO SEWER LINE CAMERA CHECK	1,111.00	
			DROUGHT GARDEN BRICKS	1,021.49	
			MISHELOFF - CASA 2019 ANNUAL CONFERENCE	934.09	
			WIRE MARKERS FOR STOCK	925.08	
			SUROSO - LUCITY ANNUAL CONFERENCE 2019	900.00	
			MCINTYRE - CASA 2019 ANNUAL CONFERENCE L	876.09	
			RMADARANG: REGN FEE RE: ACT 2019	850.00	
			AJOHNSON: REG FEE RE: ACT 2019 ON 09/30-	850.00	
			24VDC POWER SUPPLY W/BATTERY BACK-UP FOR	827.28	
			BLDG A SEWER REPLACEMENT	789.00	
			REPLACEMENT HDS FOR WWTP CX-120 SAN	759.56	
			WATEREUSE ZAVADIL EMBASSY SUITES 9550889	680.76	
			SUROSO - FLIGHT FOR LUCITY CONFERENCE	662.50	
			RMADARANG: AIRFARE RE: LUCITY ACT 2019 O	662.48	
			AJOHNSON: AIRFARE RE: LUCITY ACT 2019 ON	662.48	
			FACILITY: VACUUMS FOR WWTP BLDG A & BLDG	655.48	
			PAINTING SUPPLIES FOR FACILITIES & MAINT	622.22	
			SUROSO - ADVANCE HOTEL PAYMENT FOR AWWA	568.85	
			EMPLOYEE ACADEMY 8/14/19 - EXPENSE	550.02	
			SINGLE MAGNET VALVE COVER REMOVER FOR CO	546.25	
			20-P012 SECURITY - (25) NO TRESPASSING S	529.04	
			AED PADS	512.38	
			VALDEZ APA REGISTRATION (YEAR-END / 2020	489.00	
			DIGESTER CLEANING MATERIAL	398.23	

## Check History Description Listing

Dublin San Ramon Services District

From: 10/4/2019 To: 11/8/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			OFFICE SUPPLIES	383.06	
			CWEA WODDLAND SAFETY AY REGISTRATION DEE	372.00	
			BUILDING N HINGES DOOR SWEEPS	357.58	
			PUG REGISTRATION J. CHING	350.00	
			2019 TRI-VALLEY MAYORS SUMMIT - SEVEN TI	345.59	
			IRDA INTERFACE FOR ABB CONTROLLER PROGRA	323.48	
			BLEVINS - CASA 2019 ANNUAL CONFERENCE -	320.16	
			UTILITY LINE LOCATING TRAINING FOR STEVE	315.00	
			SUROSO - FLIGHT FOR AWWA CONFERENCE OCTO	308.96	
			PORTABLE TOILET RENTAL 09/17/19 - 10/14/	299.00	
			SHAWN QUINLAN CWEA MEMBERSHIP RENEWAL	296.00	
			ASCE MEMBERSHIP RENEWAL FOR RUDY PORTUGA	295.00	
			STEPHENSON - ACWA NOMINATING COMMITTEE M	274.85	
			OFFICE SUPPLIES FOR DO ACCT ENGR 9 19 19	264.28	
			ERGO: NUMERIC KEYBOARD FOR CUSTOMER SERV	263.15	
			VALDEZ APA MEMBERSHIP-MAY 2019 RENEWAL	254.00	
			SUPPLIES FOR BLDG Q	250.23	
			GE MEETING 08/28/19 - EXPENSE	250.00	
			BLDG S URINAL INSTALL	247.09	
			NFPA LABELS FOR WWTP TANKS	239.09	
			YETI ROADIE 20 COOLER DESERT TAN	218.49	
			AMAZON - ACCT - HP HIGH YIELDTONER FOR A	216.89	
			ERGO: KEYBOARDS FOR K. PRUITT AND CUSTOM	210.83	
			OPS MISC TOOLS	207.15	
			COSTCO - GEN. EMP. MTG. 8 28 19 DO SUPPL	201.76	
			32 HOUR CONTINUING ED FOR ELECTRICIAN ST	200.00	
			HEARING PROTECTION SIGNS FOR VACTOR TRUC	199.75	
			A CASTRO WORK SHOES	199.00	
			SINZEE TRAN CWEA MEMBERSHIP RENEWAL	192.00	

## Check History Description Listing

Dublin San Ramon Services District

From: 10/4/2019 To: 11/8/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			E. GUTIERREZ CWEA MEMBERSHIP RENEWAL FOR	192.00	
			J. HENDRYX CWEA MEMBERSHIP RENEWAL FOR 2	192.00	
			B. LOHMAN CWEA MEMBERSHIP RENEWAL	192.00	
			EVAC SIGN FOR WWTP	190.49	
			BLDG S MEN'S BATHROOM & LOCKER ROOM	189.73	
			DUST COVER FOR EYE WASH STATION - WWTP	188.80	
			MISC SUPPLIES	179.41	
			PHOTOS FOR CS 3RD PARTY BILLING & DSRSD	179.00	
			FUEL FOR TRUCK 110	175.00	
			RMA SHIPPING	171.10	
			CHAINS FOR TREE CUTTING AT FSL	167.40	
			REPLACEMENT MEMORY FOR POWER NET SENSOR	164.15	
			SHOP SUPPLIES	163.22	
			OFFICE SUPPLIES	156.45	
			BUILDING S FLOORS-GRINDING WHEELS	156.14	
			FUEL FOR TRUCK 110	150.00	
			FUEL FOR TRUCK 110	150.00	
			FUEL FOR TRUCK 110	150.00	
			FUEL FOR TRUCK 110	150.00	
			OFFICE SUPPLIES	142.46	
			PRINTER INK FOR FACILITIES	140.89	
			JLANKFORD: REGN FEE RE: NORTHERN SAFETY	138.00	
			ILOPEZ: REGN FEE RE: NORTHERN SAFETY DAY	138.00	
			RFREITAS: REGN FEE RE: NORTHERN SAFETY D	138.00	
			JBAGAKIS: REGN FEE RE: NORTHERN SAFETY D	138.00	
			MBARCELLOS: REGN FEE RE: NORTHERN SAFETY	138.00	
			DHIGARES: REGN FEE RE: NORTHERN SAFETY D	138.00	
			MISC SUPPLIES	136.96	
			HACH CL2 ANALYZER PARTS	131.32	

## Check History Description Listing

Dublin San Ramon Services District

From: 10/4/2019 To: 11/8/2019

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			DRAIN CLEANER FOR PRESSURE WASHER	131.13	
			OFFICE SUPPLIES FOR HR DO EXEC 9 13 19	131.13	
			ANNUAL RENWAL: ISA MEMBERSHIP	130.00	
			BLDG S MEN'S BATHROOM	127.93	
			FUEL FOR TRUCK 110	125.00	
			PLASTIC PORTABLE TRAFFIC CONE BARRIER BA	124.48	
			FUEL FOR TRUCK 93	119.00	
			FUEL FOR TRUCK 93	112.00	
			O&M GOALS MEETING 9-3-19	111.96	
			OFFICE SUPPLIES	109.47	
			CONNECTORS FOR BENTLY NEVADA VIBRATION S	106.51	
			SUPPLIES FOR FORM WORK AT DAFT AIR COOLE	104.72	
			OFFICE SUPPLIES	103.06	
			OFFICE SUPPLIES FOR DO ACCT ENGR 9 3 19	102.34	
			LABEL TAPE CARTRIDGES FOR DYMO LABEL MAK	101.24	
			ERGO: DOCUMENT HOLDER FOR L. OLIVIERI	101.15	
			FUEL FOR TRUCK 110	100.69	
			FUEL FOR TRUCK 112	100.00	
			FUEL FOR TRUCK 112	100.00	
			B. LOHMAN CWEA E&I CERT RENEWAL	99.00	
			WELDING SUPPLIES	94.35	
			PLAN HOLDERS FOR INSPECTOR TRUCKS	89.67	
			OFFICE SUPPLIES: FOLDERS, PENS	88.31	
			OFFICE SUPPLIES	88.31	
			MONITOR STAND TO ENABLE USAGE OF STANDIN	87.39	
			VACCUM FOR CLEANING PLC CABINETS AT REMO	87.37	
			FUEL FOR TRUCK #29	86.27	
			TEAM BUILDING WELCOME LUNCH FOR LEVI IN	86.10	
			OFFICE SUPPLIES	85.98	

## Check History Description Listing

Dublin San Ramon Services District

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			LABEL MAKER FOR LAVWMA	85.74	
			8 BAGS OF LIME FOR DIGESTED SLUDGE	85.65	
			TRAINING FOR BASIC INSTRUMENTATION & CON	85.07	
			FUEL FOR TRUCK 29	84.01	
			COSTCO - GEN. EMP. MTG. 8 28 19 JONATHAN	76.81	
			OFFICE SUPPLIES FOR DO PI 9 6 19	76.60	
			BLDG A OVERHANG REBAR FOR BALLARDS	76.37	
			LAB LUNCH	75.86	
			FUEL FOR TRUCK 112	75.00	
			LAVWMA KEYS FOR MAINTENANCE GROUP	73.43	
			MISC SUPPLIES	72.69	
			PANELLING FOR BLDG A	72.45	
			NETWORK SOLUTIONS DSRSD.NET DNS RENEWAL	71.97	
			MISC SUPPLIES	71.30	
			FUEL FOR TRUCK 29	69.00	
			LAB TECH (LIMITED-TERM) RECRUITMENT APPR	67.20	
			APPRAISAL BOARD NAME PLATE INSERTS	67.13	
			HEAVY DUTY FUEL CARD/ID BADGE HOLDERS W/	65.52	
			REUSABLE ICE PACKS FOR SAMPLING COOLER	65.44	
			BLEVINS - CAPIO, SMARTPHONE VIDEO TRAINI	65.00	
			BLADE AND PARTS FOR WEED WACKER PLANT WO	62.61	
			CELL PHONE HEADSET	62.26	
			FUEL FOR TRUCK 128	61.60	
			AMAZON - SR MNGRS - (3) CULTURE BY DESIG	58.83	
			FUEL FOR TRUCK 112	56.29	
			FLASHLIGHTS	55.94	
			SCREWDRIVER SET FOR I&C STAFF	50.55	
			LOWES - GEN. EMP. MTG. 8 28 19 JONATHAN	49.13	
			2019 STATE OF THE DISTRICT 1 LUNCHEON 10	45.00	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			COLLINS TAXI - CLEVELAND AIRPORT 9/14/19	45.00	
			MCINTYRE - CASA 2019 CONFERENCE AIRPORT	44.27	
			GASOLINE - DISTRICT POOL VEHICLE	43.59	
			COLLINS TAXI - CLEVELAND AIRPORT 9/19/19	43.20	
			ANTI-FATIGUE MAT	41.90	
			2019 DUBLIN CHAMBER BBQ LUNCHEON - J CAR	40.00	
			AMAZON - ACCT - LED DESK LAMP FOR K BIAN	37.99	
			SPARE CONTROLLER BATTERY FOR VEHICLE #11	34.92	
			MISC BOOKS	34.35	
			PLANNER & PEN	34.17	
			CS FIELD REP SUPPLIES/TOOLS	33.58	
			WATEREUSE ZAVADIL BUSTERS BEACH HOUSE 09	33.02	
			PRO SUBSCRIPTION (SEPTEMBER 2019)	33.00	
			DOUGHNUTS FOR COMBINED MEETING 9-19-19	33.00	
			SCADA POWER PROTECTION & SIGN HOLDER FOR	32.98	
			REUSABLE ICE PACKS FOR SAMPLING 1 SET OF	32.72	
			STAND TO RE-USE FIXED OPS CONTROL SCREEN	30.58	
			PENDAFLEX FILE BOX	30.17	
			OFFICE SUPPLIES FOR KATE	28.12	
			TEST STRIPS FOR WWTP CHLORINE	25.98	
			DESK ORGANIZER FOR TROY	25.87	
			SAFEWAY - GEN. EMP. MTG. 8 28 19 MEGAN B	25.71	
			FORKLIFT INSPECTION BINDERS	25.20	
			HEAVY DUTY MULTIPURPOSE DOUBLE SIDED TAP	25.10	
			ID BADGE HOLDER	22.69	
			SUPPLIES FOR JETTER	22.18	
			LOCAL SCADA PRINTER INK CARTRIDGE	21.84	
			STREAMLIGHT FLASHLIGHT BATTERY	21.84	
			STEPHENSON - ACWA COMMUNICATIONS COMMITT	20.80	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			PUMP SPRAYERS BUILDING S LOCKER ROOM FLO	20.59	
			QTY (1) 10' USB CABLE MCINTYRE	20.20	
			AMAZON - GM - CULTURE BY DESIGN BOOK	19.61	
			ICE BAGS FOR ICE	18.99	
			ERGO: WRIST REST FOR CUSTOMER SERVICE	18.57	
			APPLE - GM - CULTURE BY DESIGN AUDIO BOO	17.99	
			SR. MECHANIC RECRUITMENT APPRAISAL BOARD	17.95	
			SR. MECHANIC RECRUITMENT APPRAISAL BOARD	17.65	
			SMART & FINAL - FULL MANAGEMENT MEETING	16.17	
			SUROSO - SHUTTLE FROM AIRPORT FOR AWWA A	16.16	
			DRINKS FOR EMERGENCY REPAIR CREW	15.87	
			HEARING PROTECTION SIGNS FOR VACTOR TRUC	15.14	
			HEARING PROTECTION SIGNS FOR VACTOR TRUC	15.14	
			BATTERIES	14.63	
			INK FOR FACILITIES PRINTER	14.19	
			ZAVADIL SHUTTLE FOR WATEREUSE SAN DIEGO	13.80	
			OFFICE SUPPLIES	12.99	
			QTY (1) PACKAGE OF RUBBER ISOLATORS FOR	12.98	
			WATEREUSE ZAVADIL BANKERS HILL SD AIRPOR	12.39	
			LAB TECH (LIMITED-TERM) APPRAISAL BOARD	11.58	
			AIR FRESHNERS FOR TRUCK 86	10.86	
			#507E	7.80	
			CELL PHONE ADAPTER	6.54	
			OFFICE SUPPLIES FOR DO 8 20 19 PT 2	6.22	
			QTY (1) MICRO USB CHARGING CABLE	5.46	
			PLUG FOR CHAINS SAW TREE CUTTING FSL	5.45	
			POLICE REPORT - HYDRANT DAMAGE ON MCPEAK	5.00	
			APPLE ICLOUD STORAGE FOR SEPTEMBER 2019	0.99	
			BLEVINS - CAPIO GOV 2.0 TECHNOLOGY AND P	-45.00	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			CREDIT FOR DOUBLE CHARGE FOR DONUTS	-52.00	40,410.90
10/10/2019	102131	01719 A & M PRINTING, INC.	BUSINESS CARDS - JASON MILLER	38.24	38.24
10/10/2019	102132	00019 A-1 ENTERPRISES	LAVWMA: WEEKLY STREET SWEEPING	394.00	394.00
10/10/2019	102133	09157 AHTNA ENVIRONMENTAL INC	MTR 84707244 RETURN	1,686.29	1,686.29
10/10/2019	102134	07554 AIRGAS USA, LLC	GASES FOR SHOP	618.18	618.18
10/10/2019	102135	09295 ALAMEDA COUNTY RADIO SERV	P25 EMERGENCY RADIO PROGRAMMING	375.00	375.00
10/10/2019	102136	01076 ALSCO INC	FOF TOWELS AND MATS SERVICE SEPT '19	842.24	842.24
10/10/2019	102137	01076 ALSCO INC	WWTP TOWELS AND MATS SERVICE SEPT '19	635.51	635.51
10/10/2019	102138	09003 AMERICAN METALS	FY20 BPO DIV53: STEEL PRODUCTS	763.67	763.67
10/10/2019	102139	00068 AMERICAN WATER WORKS ASS	AWWA 2019-20 DUES - PLEASE SEND ENTIRE F	4,141.00	4,141.00
10/10/2019	102140	09230 APEX SYSTEMS, LLC	P. BALINGIT: WE 9/8/19	1,314.56	1,314.56
10/10/2019	102141	06211 ASSOCIATED SERVICES CO.	HOT BEVERAGE SERVICE WWTP, MAINT & FOF O	535.55	535.55
10/10/2019	102142	03049 BABBITT BEARING CO, INC	REBUILT ROTOR FOR PRIMARY SLUDGE PUMPS	1,419.51	1,419.51
10/10/2019	102143	09058 BAY PACIFIC PIPELINES INC.	15-P018 PP#4 FOR 07/01/19-08/31/19	309,985.00	309,985.00
10/10/2019	102144	07825 C & R TRUCKING INC.	TRUCKING VULCAN MATERIALS TO FOF YARD 9/	1,999.80	1,999.80
10/10/2019	102145	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
10/10/2019	102146	08447 CHEMTRADE CHEMICALS US LL	3942.023 GAL ALUM SULFATE DELV. 9-13-19	3,277.82	
			3839.609 GAL ALUM SULFATE DELV 9-16-19	3,192.67	
			3837.813 GAL ALUM SULFATE DELV 9-20-19	3,191.16	
			3737.196 GAL ALUM SULFATE DELV 9-11-19	3,107.50	
			3735.399 GAL ALUM SULFATE 7-24-19	3,106.02	15,875.17
10/10/2019	102147	00014 GSA COUNTY OF ALAMEDA	FY 2019 FUELING - FOD/INSP/CFRS - AUGUST	3,055.07	3,055.07
10/10/2019	102148	00222 DATCO SERVICES CORP.	OCT/NOV/DEC 2019 - MONTHLY CHARGES	536.25	536.25

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10/10/2019	102149	00241 DGS OFS SVC REVOLVING FUN	NATURAL GAS SERVICE @ WWTP - AUG 2019	30,029.71	30,029.71
10/10/2019	102150	09220 ECLIPSE MAPPING AND GIS	EOS ARROW GOLD GNSS KIT	8,819.16	8,819.16
10/10/2019	102151	00307 FAIRWAY EQUIPMENT & SUPPLY	PLUMBING PARTS FOR STOCK	3,167.36	
			PLUMBING FOR PLANT AIR COMPRESSOR COOLIN	262.70	3,430.06
10/10/2019	102152	02656 FASTENAL COMPANY	PPE: BLDG A VENDING MACHINE RESTOCK	125.01	
			PPE: FOF VENDING MACHINE RESTOCK	11.38	
			PPE: BLDG S PPE VENDING MACHINE RESTOCK	10.28	146.67
10/10/2019	102153	09092 FIVE STAR STABLES	MTR 1576584 RETURNED	1,688.28	1,688.28
10/10/2019	102154	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
10/10/2019	102155	00352 GOLDEN STATE FLOW MEASURE	AMI SYSTEM ANNUAL MAINTENANCE & SOFTWARE	28,500.00	28,500.00
10/10/2019	102156	07137 GOODYEAR COMMERCIAL TIRE	WHEEL ALIGNMENT	125.00	125.00
10/10/2019	102157	03149 HDS WHITE CAP CONST SUPPLY	BARRIER AND POST FOR LAVWMA RECTIFIERS H	65.75	65.75
10/10/2019	102158	07652 HUNT & SONS, INC.	OIL FOR FLEET	594.78	594.78
10/10/2019	102159	07523 ID ARCHITECTURE	19-A005 T.O. OC-7 AUGUST DESIGN SERVICES	10,911.97	
			16-A004 T.O. 3 AUGUST DESIGN SERVICES	633.94	11,545.91
10/10/2019	102160	00425 INDUSTRIAL WIPER & SUPPLY IN	FY20 BPO DIV53: CLEANING RAGS	329.64	329.64
10/10/2019	102161	00464 JWC ENVIRONMENTAL INC.	WEST WASHER COMPACTOR	15,071.59	15,071.59
10/10/2019	102162	04231 MSC INDUSTRIAL SUPPLY CO	GRINDERS FOR TRUCKS 113 & 121	391.12	
			PAINT FOR STOCK	153.52	
			PAINT REMOVER	109.73	654.37
10/10/2019	102163	04796 NAPA AUTO PARTS	#410G FILTERS	72.97	
			MISC PARTS	49.97	
			OIL FOR PRESSURE WASHER	7.23	130.17
10/10/2019	102164	00584 NBS GOVT FINANCE GROUP	DV WATERSTANDBY CHARGE DISTRICT FY 2019/	14,594.52	14,594.52

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10/10/2019	102165	00620 P G & E	LAVWMA PIPELINE & LIVERMORE LINE - SEP 2	566.70	
			DEPARTING LOAD NON-BYPASSABLE CHARGES -	566.62	
			DUBLIN LIFT STN (NEW LS1) ELECTRICITY -	322.78	1,456.10
10/10/2019	102166	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK - BOULEVARD, ARNOLD AND DUBLIN	2,712.80	
			CCTV WORK FOR DEV PROJECTS - IRON HORSE	2,104.00	
			CCTV FOR DEV PROJECTS - THE BOULEVARD ON	960.00	5,776.80
10/10/2019	102167	08787 PSC INDUSTRIAL OUTSOURCINC	FY20 BPO DIV53: HOMELESS CAMP BIO-WASTE,	1,476.94	1,476.94
10/10/2019	102168	00058 READYREFRESH	BOTTLED WATER SERVICE FOR LAB 08/27/19 -	87.81	
			WWTP BOTTLED WATER SERVICE FOR 09/01/19	10.91	98.72
10/10/2019	102169	08646 SAUSAL CORPORATION	19-A005&16-A004-PP#1 FOR 08/26/19-08/31/	84,281.16	84,281.16
10/10/2019	102170	02698 SHAMROCK OFFICE SOLUTIONS	OVERAGE USAGE COLOR COPIES 04/01/19-06/3	4,958.33	4,958.33
10/10/2019	102171	02015 SHERWIN-WILLIAMS CO	BUILDING S FLOOR SUPPLIES	360.90	360.90
10/10/2019	102172	03175 TAP MASTER INC	SERVICE CALL FOR CHUCK E. CHEESE/AMADOR	2,280.00	2,280.00
10/10/2019	102173	05781 THERMO ELECTRON NORTH AM	LABORATORY SUPPLIES	781.80	781.80
10/10/2019	102174	00696 TRAVERSO'S WORK SHOE HQ	J. SANCHEZ SAFETY SHOES	176.97	176.97
10/10/2019	102175	07941 TRI POINTE HOMES INC	UB Refund Cst #00074516	1,000.00	1,000.00
10/10/2019	102176	00903 UNITED RENTALS, INC.	PROPANE FOR MAINT SHOP	203.13	203.13
10/10/2019	102177	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
10/10/2019	102178	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	175.07	175.07
10/10/2019	102179	04969 UTILITY TRAINING ACADEMY	UTILITY LINE LOCATING AND MARKING TRAINI	4,400.00	4,400.00
10/10/2019	102180	00912 OCC SERVICES VALLEY CARE H	FIRST AID VISIT - M. MCGRATH	425.50	
			PRE-EMPLOYMENT PHYSICAL - L. GOSS	382.00	
			RESP EVAL & AUDIOGRAM T. MILLISON	154.00	
			RESP. EVAL & AUDIOGRAM J. CHALK	154.00	

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			RESP EVAL - L. FULLER	106.00	
			DOT PHYSICAL - J. MILLER	100.00	1,321.50
10/10/2019	102181	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT SCREENINGS	585.31	585.31
10/10/2019	102182	06322 VSS INTERNATIONAL	UB Refund Cst #00083282	853.99	853.99
10/10/2019	102183	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	1,024.47	
			LABORATORY SUPPLIES AND CHEMICALS	141.96	
			LABORATORY SUPPLIES AND CHEMICALS	125.29	
			LABORATORY SUPPLIES AND CHEMICALS	85.93	
			LABORATORY SUPPLIES AND CHEMICALS	66.65	
			LABORATORY SUPPLIES AND CHEMICALS	56.66	
			LABORATORY SUPPLIES AND CHEMICALS	41.93	1,542.89
10/10/2019	102184	08423 WATERTALENT LLC	R. GAMBLE: WE 09/15/19	7,120.00	7,120.00
10/10/2019	102185	02884 WEST VALLEY CONSTRUCTION	15-W004 WORK ORDER 6/25/19 - 7/30/19	8,011.99	
			15-W004 WORK ORDER 6/25/19 - 7/30/19	777.38	8,789.37
10/10/2019	102186	03508 XYLEM WATER SOLUTIONS USA	20-W022 DERWA SFUV WIPERS HOLDERS	67,374.10	67,374.10
10/10/2019	102187	00987 ATTN: ACCOUNTING ZONE 7 WA	TREATED WATER SERVICE FOR AUG '19	1,430,381.53	
			SEPTEMBER 2019 CONNECTION FEES	1,362,309.90	2,792,691.43
10/10/2019	102188	07832 CAROL ATWOOD	C. ATWOOD MILEAGE REIM EXP FOR MARCH & A	65.13	65.13
10/10/2019	102189	01013 BARRETT BUSINESS SERVICES	K. YAN: W/E 9/15/19	1,383.20	
			M. JOHNSTON: W/E 9/15/19	1,077.30	
			K. BECK: W/E 9/15/19	1,064.00	
			T. AMARO: W/E 9/15/19	798.00	
			E. VILLIAMOR: W/E 9/15/19	784.70	
			M. ZAKLAN: WE 9/15/19	499.20	
			A. GEHMLICH: WE 9/15/19	486.40	
			N. POON: WE 9/15/19	102.40	6,195.20

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10/10/2019	102190	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 09/15/19	875.85	875.85
10/10/2019	102191	07954 BENEFIT COORDINATORS CORP	10/19 - EE LIFE & DISABILITY INSURANCE P	11,572.77	11,572.77
10/10/2019	102192	09331 CALIFORNIA BANK OF COMMERCIAL	19-A005&16-A004-PP#1 FOR 08/26/19-08/31/	4,457.17	4,457.17
10/10/2019	102193	03614 CAROLLO ENGINEERS INC.	16-R014 T.O. 1 8/1/19 TO 8/31/19 15-P018 T.O. OC-20 - JULY 2019	7,825.25 2,958.00	10,783.25
10/10/2019	102194	05875 BRETT CASTELLO	B. CASTELLO REIMB EXP @ LUCITY ACT 2019	315.08	315.08
10/10/2019	102195	00937 GRAINGER, INC.	PPE: KNEELING PAD & HELMET BANDS FORKLIFT INSPECTION BINDER LEASHES LAB FRIDGE BIOHAZARD LABEL	114.32 58.53 6.03	178.88
10/10/2019	102196	04424 GRAYBAR ELECTRIC COMPANY	IN-SERVICE METAL PLUG COVRS FOR WELD BAY	80.45	80.45
10/10/2019	102197	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	56,893.34	56,893.34
10/10/2019	102198	01242 INFOSEND, INC	INFOSEND UTILITY BILL & PD NOTICE PRINT	2,141.55	2,141.55
10/10/2019	102199	00473 KEMIRA WATER SOLUTIONS INC	8.44 CALCULATED DRY TONS DELV 9-15-19	8,220.07	8,220.07
10/10/2019	102200	00805 SUE STEPHENSON	S. STEPHENSON REIMB EXP @ ACWA BOD MTG 0	49.78	49.78
10/10/2019	102201	05026 UNIVAR USA INC.	4912.30 GL SOD HYPO DELV 9-17-19 4698.90 GL SOD HYPO DELV 9-15-19	3,607.49 3,450.77	7,058.26
10/10/2019	102202	07290 V. W. HOUSEN & ASSOCIATES, INC	15-W017 T.O. OC-4 7/1/19 THROUGH 7/31/19	3,223.68	3,223.68
10/10/2019	102203	07775 VANGARD CONCEPT OFFICES	WORKSTATION STORAGE (2 UNITS) FOR 6 MONT TRIP CHARGE - 2 WORKSTATIONS FOR 7035 CO	1,292.17 263.25	1,555.42
10/10/2019	102204	00957 WEST YOST & ASSOCIATES	17-P004 T.O. 3 7/1/19 TO 8/9/19	36,827.24	36,827.24
10/10/2019	1001412786	01111 CALPERS	OCTOBER 2019 - ER CODE 0740 (PERS)	226,440.87	226,440.87
10/10/2019	1001412788	01111 CALPERS	OCTOBER 2019 - ADMIN FEES ER CODE 0740 (	2,258.38	2,258.38
10/11/2019	2076	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	136,765.33	136,765.33

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10/11/2019	8177	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
10/11/2019	1001422768	00494 PERS	RETIREMENT: PAYMENT	104,311.22	104,311.22
10/15/2019	10152019	03718 HR SIMPLIFIED	IRS 125 09/14 - 10/10/19 POS/DCA/FSA	3,278.02	3,278.02
10/15/2019	576346560	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	30,831.58	30,831.58
10/15/2019	790001218	01676 BANK OF AMERICA	BANK ANALYSIS - SEPTEMBER 2019	491.02	491.02
10/17/2019	102205	03460 ACCO ENGINEERED SYSTEMS II	BLDG M AC NOT WORKING	1,350.00	1,350.00
10/17/2019	102206	00031 ALLIED FLUID PRODUCTS CORP	HOSES FOR FSL HARVESTING, 4W CONNECTIONS FERROUS PUMP KITS	3,182.66 338.98	3,521.64
10/17/2019	102207	01013 BARRETT BUSINESS SERVICES	K. YAN: W/E 9/22/19 T. AMARO: W/E 9/22/19 S. MONTAGUE: W/E 09/29/19 K. BECK: W/E 9/22/19 S. MONTAGUE: W/E 10/06/19 E. VILLAMOR: W/E 9/22/19 M. JOHNSTON: W/E 9/22/19 M. ZAKLAN: WE 09/22/19 A. GEHMLICH: WE 09/22/19	1,463.00 1,064.00 877.50 851.20 624.00 585.20 585.20 512.00 460.80	7,022.90
10/17/2019	102208	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 09/22/19	477.74	477.74
10/17/2019	102209	09331 CALIFORNIA BANK OF COMMER	19-A005&16-A004-PP#2 FOR 09/01/19-09/30/	14,477.45	14,477.45
10/17/2019	102210	07323 RENEE COLLINS	R. COLLINS REIMB EXP @ HYLAND CONFERENCE R. COLLINS REIMB EXP @ MISAC 2019 MONTER	1,468.53 773.99	2,242.52
10/17/2019	102211	03572 BONIFACIO DUENAS	B. DUENAS COMPUTER LOAN 10/17/2019	1,500.00	1,500.00
10/17/2019	102212	00937 GRAINGER, INC.	SLSS SAMPLE PUMP PRV TO REPAIR LAB DI WATER	616.06 104.00	720.06
10/17/2019	102213	04424 GRAYBAR ELECTRIC COMPANY	HEAT LOOP CTLR DIE PUNCH & SAFETY W/O IT	2,253.46	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			PARTS FOR PLANT DAFT AIR COMPRESSORS COO	1,349.85	
			DEAD FRONT FOR HEAT LOOP CONTROLLER	544.16	
			THERMAL OVERLOADS FOR SAMPLE PUMPS AT SL	106.01	4,253.48
10/17/2019	102214	06791 HYLAND SOFTWARE, INC.	HYLAND - PROFESSIONAL SERVICES 8/25/19 A	537.50	537.50
10/17/2019	102215	01115 AARON JOHNSON	A. JOHNSON REIMB EXP @ LUCIYT 2019 09/30	262.48	262.48
10/17/2019	102216	08903 ROPER MACARAEG	R. MACARAEG REIMB EXP FOR GAS 10/09/19	34.78	34.78
10/17/2019	102217	01171 MCGUIRE & HESTER	19-A006 W.O. DUBLIN BL. & DONLAN WY. REC	8,921.65	8,921.65
10/17/2019	102218	07109 DANIEL MCINTYRE	D. MCINTYRE REIMB EXP @ CASA 08/20/-23/1	375.24	
			D. MCINTYRE REIMB EXP @ WATEREUSE SYMPOS	252.99	628.23
10/17/2019	102219	01403 PRAXAIR DISTRIBUTION INC 186	LABORATORY SUPPLIES AND CHEMICALS	81.55	81.55
10/17/2019	102220	09372 IRENE SUROSO	I. SUROSO REIMB EXP @ LUCITY KANSAS CITY	812.53	812.53
10/17/2019	102221	00843 THE COVELLO GROUP INC	17-P004 T.O. 1 7/26/19 TO 8/22/19	36,353.30	
			15-P018 T.O. 3 7/26/19 TO 8/22/19	26,571.14	
			18-P010 T.O. OC-10 7/26/19 TO 8/22/19	1,852.50	64,776.94
10/17/2019	102222	05026 UNIVAR USA INC.	4901.00 GL SOD HYPO DELV 9-20-19	3,599.19	
			4849.50 GL SOD HYPO DELV 9-26-19	3,561.36	7,160.55
10/17/2019	102223	00957 WEST YOST & ASSOCIATES	17-P004 T.O. 3 10/10/19 TO 9/6/19	75,391.74	
			TO NO. 4 STANDARD SPECS UPDATE - PROF SE	2,787.00	78,178.74
10/17/2019	102224	00957 WEST YOST & ASSOCIATES	TO NO. 4 STANDARD SPECS UPDATE - 08/10 -	5,019.50	5,019.50
10/17/2019	102225	02880 WUNDERLICH-MALEC SYSTEMS	05-3103 TO NO. OC-2 FSL SCADA IIMPROVEME	21,196.04	
			05-3103 TO NO. OC-2 FSL SCADA IIMPROVEME	12,604.17	
			TO OC-3 LAVWMA SLSS SCADA PLC UPGRADE	9,141.45	42,941.66
10/17/2019	102226	01738 3T EQUIPMENT COMPANY INC.	LEADER HOSES	1,140.51	1,140.51
10/17/2019	102227	01719 A & M PRINTING, INC.	PRINTING - 2019 ANNUAL REPORT	987.97	987.97

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10/17/2019	102228	00009 ACWA	ACWA - 2020 ANNUAL AGENCY DUES	29,805.00	29,805.00
10/17/2019	102229	07554 AIRGAS USA, LLC	NITROGEN FOR FUEL SKID PURGING & WELDING	503.70	503.70
10/17/2019	102230	03597 ALAMEDA CTY ENVIRONMENTAL	HMBP FEE RES 3B	834.00	
			HMBP FEE RES 1A	834.00	1,668.00
10/17/2019	102231	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FOR SEPTEMBER 2019	751.67	751.67
10/17/2019	102232	01954 ANDERSON'S UNIFORMS	UNIFORM ITEMS FOR S. ANDERSON	717.86	717.86
10/17/2019	102233	09230 APEX SYSTEMS, LLC	P. BALINGIT: WE 09/15/19	1,622.66	1,622.66
10/17/2019	102234	06349 ARCSINE ENGINEERING	16-A005 T.O. 1 8/1/19 TO 8/31/19	338.80	338.80
10/17/2019	102235	06211 ASSOCIATED SERVICES CO.	MONTHLY BEVERAGE DELIVERY SERVICE FOR DO	405.77	405.77
10/17/2019	102236	00622 AT&T	MANAGED INTERNET SERVICES 09/01/19-09/3	2,164.63	
			AT&T VIOP SERVICE CC 09/01/19-09/30/19	127.78	
			AT&T VIOP SERVICE DO 09/01/19-09/30/19	100.65	2,393.06
10/17/2019	102237	08663 AWARDS NETWORK	SERVICE AWARDS - F. KELLY & D. LOPEZ	273.13	273.13
10/17/2019	102238	09317 ANOOP BANSAL	REFUND 4825 BOXWOOD WAY	86.31	86.31
10/17/2019	102239	01254 BAY AREA BARRICADE SVC, INC	TRAFFIC CONE HOLDERS	41.41	41.41
10/17/2019	102240	04042 BAY AREA NEWS GROUP	BAY AREA NEWS GROUP - HEARING HEALTH GOA	104.40	104.40
10/17/2019	102241	00091 & JUDSON BOLD, POLISNER, MA	MONTHLY LEGAL SERVICES - SEPTEMBER 2019	9,308.00	9,308.00
10/17/2019	102242	07825 C & R TRUCKING INC.	HAULING BULK MATERIAL FOR REPAIRS 9/24/1	2,699.50	2,699.50
10/17/2019	102243	00105 DEPT 34261 CAL-STEAM	PARTS FOR AIR OMPRESSOR COOLING REPIPE	171.80	
			BUILDING T BACKLFOW DRAIN	39.72	211.52
10/17/2019	102244	00118 CALTEST ANALYTICAL LAB	SUBCONTRACTED SAMPLE ANALYSES	184.30	184.30
10/17/2019	102245	09314 CENTURY 21 CORNERSTONE RE	REFUND 4497 ALEXANDER WAY	201.46	201.46
10/17/2019	102246	08447 CHEMTRADE CHEMICALS US LL	4306.759 GAL ALUM SULFATE DELV 9-23-19	3,581.10	3,581.10

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10/17/2019	102247	09330 RADHIK CHITALIA	REFUND 1813 NANCY LN	117.45	117.45
10/17/2019	102248	04820 COASTAL IGNITION & CONTROL	SPARK PLUGS FOR COGEN	874.81	874.81
10/17/2019	102249	08924 CRYSTAL COMMUNICATIONS	PORTABLE RADIO MICS	625.82	625.82
10/17/2019	102250	00214 CWEA	ONLINE JOB ADVERTISEMENT - LAB TECH RECR	290.00	290.00
10/17/2019	102251	01089 CWEA - NRTC	S. OLSON MEMBERSHIP RENEWAL CWEA ASSOCIA	192.00	192.00
10/17/2019	102252	09326 RYAN DAVIS	REFUND 6619 ADRE LN	122.12	122.12
10/17/2019	102253	09312 SUBBALAKSHMI DEVARAKONDA	REFUND 5998 GOFF CT	127.03	127.03
10/17/2019	102254	09201 DST CONTROLS	SCADA, DMZ, & CORP HISTORIANS UPGRADE &	1,040.00	1,040.00
10/17/2019	102255	09328 SHARON ENEA	REFUND 1189 LANGTON DR	123.03	123.03
10/17/2019	102256	00307 FAIRWAY EQUIPMENT & SUPPLY	FILTERS FOR 3W STRAINERS	2,538.85	2,538.85
10/17/2019	102257	00313 FASTSIGNS	NAME PLATES FOR AUSTIN CHO	26.22	26.22
10/17/2019	102258	00314 FEDEX	EXPRESS SHIPPING 10-7-19	85.33	85.33
10/17/2019	102259	00328 FRANK A. OLSEN CO.	NEW CHARGING VALVES FOR DIGESTERS #1 AND PLUG VALVES FOR DIGESTERS	5,725.92	5,725.92
					11,451.84
10/17/2019	102260	09299 GLEICHER LAW OFFICE, PC	PROFESSIONAL LEGAL SERVICES	7,262.50	7,262.50
10/17/2019	102261	09329 UPINDER SINGH GULATI	REFUND 1306 CEDARWOOD LOOP	123.66	123.66
10/17/2019	102262	00368 HACH COMPANY	SPADNS FLUORIDE ACCUVAC, PK/25 (QTY. 100	4,723.93	4,723.93
10/17/2019	102263	00252 COUNTY OF ALAMEDA HENRY C	2019-2020 PROP TAX 941-1300-1-19 - 1STA 2019-2020 PROP TAX 941-100-7-55 - 1ST AN	463.44	463.44
				172.28	172.28
					635.72
10/17/2019	102264	09323 MARGARITA HERNANDEZ	REFUND 3763 FINNIAN WAY	92.92	92.92
10/17/2019	102265	07207 HILL BROTHERS CHEMICAL CON	80.06 GAL AQUEOUS AMMONIA FOR PAX RES 1A	241.41	241.41
10/17/2019	102266	09320 CHOU HOI-TAUW	REFUND 5519 SUGARLOAF CT	81.90	81.90
10/17/2019	102267	09322 KENJI IKEGAMI	REFUND 2730 N KILBRIDE LN	117.28	117.28

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10/17/2019	102268	07086 INDUSTRIAL SERVICE	CO-GEN CATALYST CLEANING	1,345.00	1,345.00
10/17/2019	102269	06061 JACKSON LEWIS LLP	GENERAL LEGAL FEES (08/19)	3,443.00	
			GENERAL FEES (07/19)	105.00	3,548.00
10/17/2019	102270	02718 OF NO. CALIFORNIA JENSEN INS	UVT METERS FOR DERWA	14,421.00	14,421.00
10/17/2019	102271	09321 EDLYN JON	REFUND 2712 HIGHLAND MEADOWS CT	166.22	166.22
10/17/2019	102272	09308 RYANNE JOSLIN	REFUND 6987 ALLEGHENY DR	260.82	260.82
10/17/2019	102273	00468 CORP KAMAN INDUSTRIAL TECH	SUMP PUMP BEARING	202.12	202.12
10/17/2019	102274	09309 STEVE KAVROS	REFUND 8090 MARQUITA CT	134.31	134.31
10/17/2019	102275	02353 KELLY-MOORE PAINT CO., INC.	PAINT SUPPLIES FOR FIRE HYDRANTS	535.30	535.30
10/17/2019	102276	04873 KIMBALL MIDWEST	DRILL AND TAP CONSUMABLES	611.78	611.78
10/17/2019	102277	09316 MILLARD LEE	REFUND 4878 VIENTO CT	109.51	109.51
10/17/2019	102278	09311 WENDY LI	REFUND 9468 MARTINI CT	52.33	52.33
10/17/2019	102279	03958 LIVERMORE AUTO GROUP	TRUCK #123	248.19	248.19
10/17/2019	102280	09310 ERIK LOGAN	REFUND 7810 RIDGELINE DR	348.87	348.87
10/17/2019	102281	05407 MALLORY SAFETY & SUPPLY LLC	PPE: FALL PROTECTION SRL	1,928.65	1,928.65
10/17/2019	102282	08559 MICHAEL BAKER INT'L. INC.	17-W003 T.O. 1 7/29/19 THROUGH 9/1/19	9,893.86	9,893.86
10/17/2019	102283	09324 PYDIRAJU NALLI	REFUND 3398 PALERMO WAY	81.12	81.12
10/17/2019	102284	04796 NAPA AUTO PARTS	SHOP SUPPLIES	392.67	
			TOOLS FLEET	136.21	
			#77 FILTERS	80.30	
			#503 GREASE GUN & HOSE	25.43	
			#62 BELT	22.25	
			REFLECTORS FLEET SHOP CART #339	13.18	670.04

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10/17/2019	102285	09325 CARMON NEWBERRY	REFUND 6586 SIERRA LN	5.62	5.62
10/17/2019	102286	08424 NORCAL MOLECULAR LLC	WAS FY19-(INVOICE REC'D IN FY20)REPAIR M	11,099.97	11,099.97
10/17/2019	102287	09301 NRT RELOCATION, LLC	REFUND 4042 CHALK HILL WAY	190.19	
			REFUND 4042 CHALK HILL WAY	179.80	369.99
10/17/2019	102288	00620 P G & E	MISC PUMP STNS, RESERVOIRS, TO'S ELEC -	76,152.02	
			WWTP ELECTRICITY - SEP 2019	68,036.05	
			PUMP STATION R200A ELECTRICITY - SEP 201	4,302.73	
			DISTRICT OFFICE ELECTRICITY - SEP 2019	2,238.39	
			DO UTILITY BLDG ELECTRICITY - SEP 2019	168.13	
			RESERVOIR R100 DERWA TANK 1 - OCT 2019	42.41	
			RESERVOIR R200 ELECTRICITY - SEP 2019	40.68	
			ALAMO TRUNK SEWER ELECTRICITY - SEP 2019	17.23	
			DISTRICT OFFICE GAS SERVICE - SEP 2019	15.11	
			JOHNSON DRIVE STREETSCAPE ELEC - SEP 201	13.10	
			DO UTILITY BLDG GAS SERVICE - SEP 2019	12.61	151,038.46
10/17/2019	102289	08356 PACE SUPPLY	PARTS FOR TORY COURT REPAIR	758.83	
			PARTS	134.99	893.82
10/17/2019	102290	09098 PATRIOT PEST MANAGEMENT	FOF MONTHLY PEST CONTROL SERVICE AUG '19	145.00	
			FOF MONTHLY PEST CONTROL SERVICCE SEP '1	145.00	290.00
10/17/2019	102291	09226 PAVE-TECH INC	MTR 77822382 RETURN	1,828.28	1,828.28
10/17/2019	102292	09123 PEARSON PROPERTIES	REFUND 4225 TROLAN LANE	201.05	201.05
10/17/2019	102293	04211 PLATT ELECTRIC SUPPLY	RENEWAL PARTS: EATON BLANKS FOR MCC'S	1,196.22	1,196.22
10/17/2019	102294	00663 PLEASANTON GARBAGE SVC IN	GARBAGE SERVICE AND TRANSPORT OF SOLIDS/	4,372.04	4,372.04
10/17/2019	102295	01195 POWERSTRIDE BATTERY CO., IN	STOCK FOR FLEET	151.98	151.98
10/17/2019	102296	05475 PRESIDIO SYSTEMS, INC.	CCTV FOR DEV PROJECTS - BOULEVARD NH 16	2,400.00	

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			CCTV FOR DEV PROJECTS - BOULEVARD NH 8 T	1,765.80	4,165.80
10/17/2019	102297	09023 QUENCH USA, INC.	WWTP WATER FILTRATION SERVICE FOR OCT 20	131.10	131.10
10/17/2019	102298	04105 R & B COMPANY	MISC REPAIR PARTS	1,686.27	
			REPAIR PARTS	1,611.44	
			MISC REPAIR PARTS	764.75	4,062.46
10/17/2019	102299	00058 READYREFRESH	LAWMA BOTTLED WATER SERVICE - OCT 2019	8.73	8.73
10/17/2019	102300	09306 JIN RUICHEN	REFUND 8026 GALAXY WAY	144.18	144.18
10/17/2019	102301	05841 SABAH INTERNATIONAL, INC.	FOF FIRE ALARM SYSTEM INSPECTION	678.00	678.00
10/17/2019	102302	08646 SAUSAL CORPORATION	19-A005&16-A004-PP#2 FOR 09/01/19-09/30/	275,036.60	275,036.60
10/17/2019	102303	00774 SIEMENS INDUSTRY, INC	FLUORIDE TANK LEVEL TRANSMITTER FOR TO4	3,657.69	3,657.69
10/17/2019	102304	09307 STEVE AND SUE SIMS	REFUND 7643 CARLOW WAY	8.16	8.16
10/17/2019	102305	08451 SWAN ANALYTICAL USA INC.	REPLACEMENT TURBIDIMETER FOR MF AT DERWA	4,847.42	4,847.42
10/17/2019	102306	07420 SWENSON PROPERTY MANAGE	REFUND 2045 WATERMILL RD	175.97	175.97
10/17/2019	102307	08786 TECHNIQUE DATA SYSTEMS	RENEWAL 1 YEAR MAINTENANCE AGREEMENT - C	425.00	425.00
10/17/2019	102308	06650 TOKAY SOFTWARE	TOKAY WEB TEST REPORTS ENTERED AUG 2019	318.00	318.00
10/17/2019	102309	09367 TRAILERSPLUS LODI	ALLOCATED IMPROVEMENTS FROM SAFETY COMM	5,375.60	5,375.60
10/17/2019	102310	01470 TRI-VALLEY HOSE	SHOP TRUCK #55	72.12	72.12
10/17/2019	102311	08626 U.S. SAWS, INC.	SOLID EXTENSION WITH TWIST LOCK AND SHAF	399.96	399.96
10/17/2019	102312	06004 VANGUARD CLEANING SYSTEM	INCREASE WWTP FROM \$3045 TO \$3295 EFFECT	150.00	150.00
10/17/2019	102313	08561 VERIZON CONNECT	GPS TRACKING SYSTEM SEPTEMBER 2019	1,022.59	1,022.59
10/17/2019	102314	05201 VERTIV CORPORATION	BATTERY REPLACEMENT IN THE BLDG S UPS: E	4,339.13	4,339.13
10/17/2019	102315	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	399.01	
			LABORATORY SUPPLIES AND CHEMICALS	222.17	

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			LABORATORY SUPPLIES AND CHEMICALS	204.69	
			LABORATORY SUPPLIES AND CHEMICALS	18.91	844.78
10/17/2019	102316	09313 FANG WANG	REFUND 7786 SQUIRREL CREEK CIR	174.73	174.73
10/17/2019	102317	09327 XINLE WANG	REFUND 5047 IVYLEAF SPRINGS RD	164.46	164.46
10/17/2019	102318	04355 WASTEWATER SOLIDS MANAGE	DIGESTER AND GRIT TANK CLEANING	51,610.00	51,610.00
10/17/2019	102319	08423 WATERTALENT LLC	R. GAMBLE: WE 09/22/19	7,120.00	7,120.00
10/17/2019	102320	02884 WEST VALLEY CONSTRUCTION	19-A007 W.O. RAISING IRON TO GRADE CITIE	13,895.74	13,895.74
10/17/2019	102321	09318 TING ZHENG	REFUND 5762 AMBERGLEN CT	200.98	200.98
10/17/2019	102322	09319 TING ZHENG	REFUND 5762 AMBERGLEN CT	164.39	164.39
10/17/2019	102323	09315 JIAMEI ZHOU	REFUND 2985 VITTORIA LOOP	226.00	226.00
10/24/2019	102324	01719 A & M PRINTING, INC.	NEIGHBORHOOD MEETING POSTCARDS-1823 & 17	1,332.95	1,332.95
10/24/2019	102325	06959 A TASTEFUL AFFAIR	HOLIDAY LUNCHEON 12/10/19 - 50% REQUIRED	2,275.75	2,275.75
10/24/2019	102326	00021 AAF INTERNATIONAL	FILTERS FOR STOCK	1,625.19	1,625.19
10/24/2019	102327	07554 AIRGAS USA, LLC	CYLINDER RENTAL INVOICE SEPT '19	151.15	151.15
10/24/2019	102328	01568 ASBURY ENVIRONMENTAL SVCS	OILY RAGS P/U: HAZARDOUS MATERIAL REMOVA	216.81	216.81
10/24/2019	102329	00622 AT&T	C3 - TELE SVCS 09/13/19-10/12/19	708.55	708.55
10/24/2019	102330	00622 AT&T	LAWWMA PHONE & DSL - OCT 2019	577.47	577.47
10/24/2019	102331	09337 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/BLDG 6	1,525.17	1,525.17
10/24/2019	102332	09338 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/BLDG 9	1,295.23	1,295.23
10/24/2019	102333	09339 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/BLDG 4	1,291.18	1,291.18
10/24/2019	102334	09340 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/BLDG 8	1,323.58	1,323.58
10/24/2019	102335	09341 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/FL/BLDG 2	35.05	35.05
10/24/2019	102336	09342 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/FL/BLDG 3	35.05	35.05

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10/24/2019	102337	09343 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/FL/BLDG 4	35.05	35.05
10/24/2019	102338	09344 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/FL/BLDG 8	35.05	35.05
10/24/2019	102339	09345 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/BLDG 6/FL	35.05	35.05
10/24/2019	102340	09346 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/BLDG 7/FL	35.05	35.05
10/24/2019	102341	09347 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD/FL/BLDG 5	35.05	35.05
10/24/2019	102342	09348 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD FL BLDG 9	35.05	35.05
10/24/2019	102343	09349 AVANA DUBLIN STATION	REFUND FOR 6253 DOUGHERTY RD FL BLDG 1	35.05	35.05
10/24/2019	102344	01697 B & C TRUCK PARTS, INC	503E BACK HOE FILTERS	223.83	
			REFLECTORS FLEET SHOP	5.68	229.51
10/24/2019	102345	08684 BIOGAS ENGINEERING	16-P028 T.O. 1 9/30/19 SERVICES	960.00	960.00
10/24/2019	102346	02217 BSK ASSOCIATES INC.	SAMPLE ANALYSES	640.00	640.00
10/24/2019	102347	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
10/24/2019	102348	05410 CENTRAL CONTRA COSTA SANIT	ANNUAL SEWER SERVICE CHARGES FOR FY2019-	1,132.00	1,132.00
10/24/2019	102349	08447 CHEMTRADE CHEMICALS US LL	4033.656 ALUM SULFATE DELV 9-30-19	3,354.01	
			3730.009 ALUM SULFATE DELV 9/27/19	3,101.54	6,455.55
10/24/2019	102350	09352 SHARON CHEN	REFUND FOR 4170 KELTON ST	185.49	185.49
10/24/2019	102351	09158 CLAREMONT EAP	EE ASSISTANCE: NOVEMBER 2019 CHARGES	393.25	393.25
10/24/2019	102352	08926 CORT	DOFLOOD: FOF CUBICLE RENTAL SEPTEMBER 20	4,611.61	4,611.61
10/24/2019	102353	00206 CSDA	CALIFORNIA SPECIAL DISTRICT ASSOC - 2020	7,615.00	7,615.00
10/24/2019	102354	09076 D. W. NICHOLSON	SEPTEMBER BILLING: DUBLIN SRSD@DUBLIN S	65,899.06	
			SEPTEMBER BILLING DUBLIN SRSD@DUBLIN SDP	44,573.76	110,472.82
10/24/2019	102355	01986 DELL ONLINE	QTY (10) DELL P2419H 24" MONITORS FOR IT	2,105.21	2,105.21
10/24/2019	102356	00237 EBMUD MAIL REMITTANCE DER	DERWA BILLING - AUGUST 2019	585,614.85	

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			DERWA-WATER SYSTEM ACCT SVC FOR DERWA(PR	17,512.82	603,127.67
10/24/2019	102357	09333 EUROFINS TESTAMERICA PLEASE	STRUVITE TESTING 9-26-19	152.50	152.50
10/24/2019	102358	02656 FASTENAL COMPANY	*FY19 - S.S. BLTS/NUTS FOR NEW GENERATOR	2.95	2.95
10/24/2019	102359	09353 TED FORNOLES	REFUND FOR 5220 CHARLTON CT	9.26	9.26
10/24/2019	102360	02914 STATE OF CALIFORNIA FRANCHISE	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
10/24/2019	102361	09359 SAUGATA GHOSH	REFUND FOR 323 LANGTON CT	173.99	173.99
10/24/2019	102362	06640 GOLDEN GATE TRUCK CENTER	#110 DOOR HANDLE	15.95	15.95
10/24/2019	102363	09354 ELIZABETH GRANGER	REFUND FOR 2898 SOUTHWIND LN	147.58	147.58
10/24/2019	102364	09335 JORDAN GREEN	REFUND FOR 5338 CAMPUS DR	64.80	64.80
10/24/2019	102365	00368 HACH COMPANY	FY20 DIV54 BPO: ELECTRICAL SUPPLIES	317.44	317.44
10/24/2019	102366	00368 HACH COMPANY	LABORATORY SUPPLIES AND CHEMICALS	118.98	118.98
10/24/2019	102367	09378 HARVEST PROPERTIES	DP 18-296 REFUND FOR PERFORMANCE BOND	137,187.00	137,187.00
10/24/2019	102368	03149 HDS WHITE CAP CONST SUPPLY	CAULKING FOR BUILDING S MEN'S LOCKER ROO	232.78	232.78
10/24/2019	102369	00252 COUNTY OF ALAMEDA HENRY C	2019-2020 UNSECURED PROP TAX 941-2838-10	256.09	256.09
10/24/2019	102370	09373 PATRICIA HILST	Refund 10790 Sornoway Ln	697.35	697.35
10/24/2019	102371	06732 HIRERIGHT, INC.	EMPLOYMENT BACKGROUND SCREENING (LAB TEC	98.56	98.56
10/24/2019	102372	09355 JOHN GORDON HIRST	REFUND FOR 4488 MAZZONI TER	147.64	147.64
10/24/2019	102373	09334 WENDY HOBSON	REFUND FOR 11430 WINDING TRAIL LN	52.60	52.60
10/24/2019	102374	07017 HYDROSCIENCE ENGINEERS, INC	TO OC-3 CW PROGRAM ASSIST PROF SERVICES	5,332.13	5,332.13
10/24/2019	102375	07844 ICE SAFETY SOLUTIONS INC.	GRP TRAINING: FIRST AID & CPR	4,250.00	4,250.00
10/24/2019	102376	00417 IDEXX DISTRIBUTION, INC	LABORATORY SUPPLIES AND CHEMICALS	258.35	258.35
10/24/2019	102377	06074 INSIGHT PUBLIC SECTOR	2019 1 YR CISCO MAINTENANCE CONTRACT REN	47,983.98	47,983.98

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10/24/2019	102378	02803 INTELLITIME SYSTEMS CORP	ANNUAL SUPPORT 10/01/2019-09/30/2020	1,600.00	1,600.00
10/24/2019	102379	07848 JARVIS, FAY & GIBSON, LLP	GENERAL COUNSEL SVCS - SEPT. 2019	8,711.50	8,711.50
10/24/2019	102380	09362 XIAO JIN	REFUND FOR DEPOSIT FOR 1812 PERCY LN	226.00	226.00
10/24/2019	102381	00474 KEN GRADY CO. INC.	REPLACEMENT PARTS FOR THE WWTP CHLORINE	2,491.60	2,491.60
10/24/2019	102382	04873 KIMBALL MIDWEST	BROKEN BOLT EXTRACTOR KIT	130.01	130.01
10/24/2019	102383	09336 CHRISTOPHER LEE	REFUND FOR 5392 CAMPUS DR	82.15	82.15
10/24/2019	102384	09357 BOBBY MANIVONG	REFUND FOR 1000 APPLEWOOD DR	79.75	79.75
10/24/2019	102385	02166 MAZE & ASSOCIATES	FYE2019 AUDIT SERVICES AND AUP	14,074.00	
			LAWWMA AUDIT SVCS - JUNE 2019 (WORK IN S	5,084.00	19,158.00
10/24/2019	102386	00536 MC MASTER-CARR SUPPLY CO.	GASKETS FOR DIGESTER FEED VALVES	550.58	550.58
10/24/2019	102387	09356 MCCARTHY BUILDERS	REFUND FOR 100 DUBLIN BLVD KAISER CANCER	53.45	53.45
10/24/2019	102388	04231 MSC INDUSTRIAL SUPPLY CO	LUBRICATION AND CLEANING EQUIPMENT	555.74	
			AIR HAMMER FOR SLIDEGATE GROOVE CLEANING	254.36	810.10
10/24/2019	102389	09290 OMEGA ENVIRONMENTAL SERVI	19-A005 T.O. 1 BILLING THRU SEPTEMBER	4,590.00	4,590.00
10/24/2019	102390	00620 P G & E	FSL AERATORS; LAB HVAC; FLEET - SEP 2019	1,368.74	1,368.74
10/24/2019	102391	09098 PATRIOT PEST MANAGEMENT	WWTP MONTHLY PEST CONTROL SERVICE SEP '1	491.00	491.00
10/24/2019	102392	04211 PLATT ELECTRIC SUPPLY	DERWA EMERGENCY: PARTS & CABLES FOR NEW	1,582.53	
			MODBUS RTV COMM MODULE	286.98	
			FAN THERMOSTATS FOR BLDG K	76.46	1,945.97
10/24/2019	102393	00663 PLEASANTON GARBAGE SVC IN	WWTP SEPT '19 GARBAGE SERVICE AND TRANSP	4,401.60	4,401.60
10/24/2019	102394	07224 POSM SOFTWARE	POSM SUPPORT/UPGRADES - CCTV SOFTWARE SU	1,500.00	1,500.00
10/24/2019	102395	05543 PREFERRED BENEFIT INSURAN	OCTOBER 2019 - DENTAL	23,946.60	23,946.60
10/24/2019	102396	04105 R & B COMPANY	MISC REPAIR PARTS	636.38	

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			MISC REPAIR PARTS	359.16	
			MISC REPAIR PARTS	317.31	1,312.85
10/24/2019	102397	00058 READYREFRESH	FOF BOTTLED WATER SERVICE - OCT 2019	108.78	108.78
10/24/2019	102398	05841 SABAH INTERNATIONAL, INC.	WWTP FIRE ALARM SYSTEM INSPECTION	3,330.00	
			DERWA FIRE ALARM SYSTEM INSPECTION	486.00	3,816.00
10/24/2019	102399	01096 SHAPE INC	SLUDGE PUMP STATORS	3,612.30	3,612.30
10/24/2019	102400	00774 SIEMENS INDUSTRY, INC	DISTRICT OFFICE ENVIRONMENTAL CONTROLS S	3,744.02	3,744.02
10/24/2019	102401	08117 SOLVAY FLUORIDES, LLC	18,620 LBS HYDROFLUOSILICIC ACID (FLUORI	4,977.62	
			18,553.701 LBS HYDROFLUOSILICIC ACID (FL	4,959.90	9,937.52
10/24/2019	102402	09360 KIRAN SOMALWAR	REFUND FOR 2247 BRITANNIA DR	142.70	142.70
10/24/2019	102403	00800 STATE BOARD OF EQUALIZATIO	2019 3RD QTR USE TAX RETURN (1Q FY2020)	2,554.00	2,554.00
10/24/2019	102404	00810 STUDIO BLUE REPROGRAPHICS	16-A004 CONFORMED DOCUMENTS	638.58	
			19-W004 BID DOCUMENTS	307.08	945.66
10/24/2019	102405	09361 CHANDRA SUPANDI	REFUND FOR 2252 KEATS LN	147.80	147.80
10/24/2019	102406	06240 SWINERTON BUILDERS	19-A005 T.O.1 8/1/19 - 8/31/19	16,711.50	16,711.50
10/24/2019	102407	00829 T & T VALVE & INSTRUMENTS IN	15-P018 HB #2 GATE SUPPORT BRACKETS - S	1,862.33	1,862.33
10/24/2019	102408	05824 TJC AND ASSOCIATES, INC.	DERWA RWTF REPAIR T.O. 1 SERVICES THROUG	685.00	685.00
10/24/2019	102409	06650 TOKAY SOFTWARE	TOKAY WEB TEST ENTRIES SEPTEMBER 2019	486.00	486.00
10/24/2019	102410	09351 CHANG TU	REFUND FOR 2100 CARBONDALE CIR	169.77	169.77
10/24/2019	102411	01806 U.S. BANK EQUIPMENT FINANCE	COPIER LEASE LAB/CUST SVC/EXEC - 10/01/1	1,680.26	1,680.26
10/24/2019	102412	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
10/24/2019	102413	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	175.07	175.07
10/24/2019	102414	06004 VANGUARD CLEANING SYSTEM	JANITORIAL SERVICES FOR WWTP OCT '19 (IN	3,295.00	

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			JANITORIAL SERVICES FOR FOD	2,845.00	
			LAWWMA JANITORIAL SERVICES OCT '19	495.00	6,635.00
10/24/2019	102415	00920 VASCO ROAD LANDFILL	FY20 UNLOADING OF WWTP SOLIDS/GRIT SCREE	396.34	396.34
10/24/2019	102416	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	487.65	
			OPS SUPPLIES	216.41	
			LABORATORY SUPPLIES AND CHEMICALS	177.86	
			LABORATORY SUPPLIES AND CHEMICALS	28.16	910.08
10/24/2019	102417	08810 WATER RESEARCH FOUNDATI	WATER RESEARCH FOUNDATION UTILITY MEMBER	6,890.90	6,890.90
10/24/2019	102418	08423 WATERTALENT LLC	R. GAMBLE: WE 09/29/19	6,675.00	6,675.00
10/24/2019	102419	09350 LILIANNA WATT	REFUND FOR 3395 ZENITH AVE	93.99	93.99
10/24/2019	102420	09358 KELI YU	REFUND FOR 2502 GOLDENBAY AVE	120.56	120.56
10/24/2019	102421	00987 ATTN: ACCOUNTING ZONE 7 WA	COST TO PRODUCE GPQ - 2018 ADJUSTMENT 01	2,663.85	
			COST TO PRODUCE GPQ FOR 01/01/19 - 03/31	1,612.50	4,276.35
10/24/2019	102422	09040 ANDERSON PACIFIC ENGINEER	17-P004 - PP#6 09/01/19-09/30/19	406,054.68	406,054.68
10/24/2019	102423	06379 RUSSELL BAKER	R. BAKER REIMB EXP @ WATSONVILLE WASTEWA	47.56	47.56
10/24/2019	102424	01013 BARRETT BUSINESS SERVICES	K. YAN: W/E 9/29/19	1,443.05	
			J. RUTHRUFF: W/E 9/29/19	1,343.55	
			K. BECK: W/E 9/29/19	1,064.00	
			T. AMARO: W/E 9/29/19	1,064.00	
			A. SMITH: W/E 9/29/19	1,037.40	
			M. JOHNSTON: W/E 9/29/19	857.85	
			E. VILLAMOR: W/E 9/29/19	857.85	
			S. MONTAGUE: W/E 10/13/19	819.00	
			N. POON: WE 09/29/19	486.40	
			A. GEHMLICH: WE 09/29/19	384.00	
			M. ZAKLAN: WE 09/29/19	294.40	9,651.50

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10/24/2019	102425	01013 BARRETT BUSINESS SERVICES	P. MULLEN: W 09/29/19	358.30	358.30
10/24/2019	102426	03614 CAROLLO ENGINEERS INC.	07-3203 T.O. 2 9/1/19 TO 9/30/19	8,683.00	8,683.00
10/24/2019	102427	04691 INC. EQUIFAX INFORMATION SVI	FTC RED FLAG RULES ANNUAL COMPLIANCE	344.66	344.66
10/24/2019	102428	00937 GRAINGER, INC.	VACUUM PUMP OIL FOR CHILLERS	84.16	
			BATTERIES FOR SAMSARA WIRELESS DEVICES	3.58	87.74
10/24/2019	102429	06791 HYLAND SOFTWARE, INC.	HYLAND - PROFESSIONAL SERVICES 5/26/19 T	3,493.75	3,493.75
10/24/2019	102430	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	50,585.55	50,585.55
10/24/2019	102431	01242 INFOSEND, INC	INFOSEND UTILITY BILL & PD NOTICE PRINT	3,556.98	3,556.98
10/24/2019	102432	00439 IUE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,829.07	4,829.07
10/24/2019	102433	05026 UNIVAR USA INC.	4849.40 GL SOD HYPO DELV 9-30-19	3,561.30	
			4921.10 GL SOD HYPO DELV 10-1-19	3,307.96	
			4699.00 GL SOD HYPO DELV 9-27-19	3,158.67	10,027.93
10/24/2019	102434	05026 UNIVAR USA INC.	140 GAL FOD SODIUM HYPOCHLORITE 12.5%	457.88	
			100 GAL FOD SODIUM HYPOCHLORITE 12.5%	428.50	886.38
10/24/2019	102435	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - SEPT 2019	7,624.62	7,624.62
10/24/2019	102436	00957 WEST YOST & ASSOCIATES	16-R018 T.O. OC-13 9/7/19 TO 10/4/19	775.00	775.00
10/28/2019	8178	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
10/28/2019	1001432099	00494 PERS	RETIREMENT: PAYMENT	104,899.00	104,899.00
10/29/2019	203004566	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	132,599.92	132,599.92
10/29/2019	2048921024	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	31,200.82	31,200.82
10/31/2019	102437	01719 A & M PRINTING, INC.	BUSINESS CARDS - PETERSON	38.24	38.24
10/31/2019	102438	06928 AED SUPERSTORE	2 AED UNITS	3,161.70	3,161.70
10/31/2019	102439	00080 BAY AREA COATING INC.	DIGESTERS COATING AND LINING ASSESSMENT	3,600.00	3,600.00

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10/31/2019	102440	01289 BURLINGAME ENGINEERS INC	REPAIR PARTS FOR HYPO PUMP #3	1,258.54	1,258.54
10/31/2019	102441	00105 DEPT 34261 CAL-STEAM	MISC PLUMBING SUPPLIES - SAMPLES	449.77	449.77
10/31/2019	102442	09376 CASA BELLA	CASA BELLA - ANNUAL EE RECOG 2 22 2020 -	4,792.95	4,792.95
10/31/2019	102443	07519 CH2O INC.	LOOP WATER TREATMENT	520.83	520.83
10/31/2019	102444	08447 CHEMTRADE CHEMICALS US LL	3936.633 GAL ALUM SULFATE DELV 10-11-19	3,273.33	
			3875.544 ALUM SULFATE DELV 10-7-19	3,222.55	6,495.88
10/31/2019	102445	09201 DST CONTROLS	SCADA, DMZ, & CORP HISTORIANS UPGRADE &	3,640.00	3,640.00
10/31/2019	102446	06788 EBRCSA	EMERGENCY RADIO (EBRCSA)	3,240.00	3,240.00
10/31/2019	102447	02656 FASTENAL COMPANY	FASTENERS FOR DIGESTER FEED VALVES	389.68	
			PPE: BLDG S VENDING MACHING RESTOCK	229.14	
			PPE: BLDG A VEND MACHINE RESTOCK	221.83	
			*FY19 PPE: RESPIRATORS (N95) BLDG S	117.02	957.67
10/31/2019	102448	00314 FEDEX	EXPRESS SHIPPING: OCT '19	18.43	18.43
10/31/2019	102449	00352 GOLDEN STATE FLOW MEASUR	AMI TRANSPONDERS & ACCESSORIES	30,874.05	
			FY20 SENSUS METER EQUIPMENT	18,039.36	
			FY20 SENSUS METER EQUIPMENT	621.76	
			FY20 SENSUS METER EQUIPMENT	-529.86	
			FY20 SENSUS METER EQUIPMENT	-1,428.94	
			FY20 SENSUS METER EQUIPMENT	-1,599.04	
			FY20 SENSUS METER EQUIPMENT	-2,493.63	
			FY20 SENSUS METER EQUIPMENT	-19,320.86	24,162.84
10/31/2019	102450	07652 HUNT & SONS, INC.	FY20 DIV53 BPO FUEL SUPPLY & DELV SRVS P	7,601.41	7,601.41
10/31/2019	102451	00578 INNOVYZE, INC.	INFOMASTER DESKTOP SUITE FLOATING (UNLIM	12,240.00	
			INFOWATER SUITE FLOATING (UNLIMITED LINK	7,670.00	19,910.00
10/31/2019	102452	06074 INSIGHT PUBLIC SECTOR	2019 1 YR MICROSOFT MAINTENANCE CONTRACT	57,979.92	57,979.92

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10/31/2019	102453	06061 JACKSON LEWIS LLP	GENERAL LEGAL FEES (09/19)	980.00	980.00
10/31/2019	102454	04873 KIMBALL MIDWEST	SHOP STOCK MATERIAL	404.55	404.55
10/31/2019	102455	00486 APPARATUS REPAIR INC KOFFLE	FOR PRE-AERATION BLOWER	1,654.05	1,654.05
10/31/2019	102456	06048 LIBERTY AIR	CHILLER MAINTENANCE	2,000.00	2,000.00
10/31/2019	102457	05406 MAAS BROTHERS POWDER CO/	POWDER COATING FOR TRUCK T-55 FOR COMPRE	300.00	300.00
10/31/2019	102458	00536 MC MASTER-CARR SUPPLY CO.	TIMER-ACTIVATED COMPRESSED AIR DRAIN VAL	109.10	109.10
10/31/2019	102459	04231 MSC INDUSTRIAL SUPPLY CO	PPE: RESPIRATORS AND SAFETY GLASSES	403.22	
			RIVNUT TOOL	163.89	
			EMERGENCY EYEWASH TEST KIT	130.24	
			WWTP SIGNS	49.05	746.40
10/31/2019	102460	04796 NAPA AUTO PARTS	500E BATTERY	155.81	
			509E BATTERY CABLES	15.49	
			CREDIT FOR BATTERY - CORE DEPOSIT	-19.67	151.63
10/31/2019	102461	00620 P G & E	LAWWMA PS FEEDER B - OCT 2019	47,262.56	
			LAWWMA PS FEEDER A - OCT 2019	37,263.95	
			MISC PUMP STATIONS, COMMERCE CIR ELEC &	34,680.55	
			PUMP STATION R200B ELECTRIC - OCT 2019	8,933.39	
			RESERVOIR 3A ELECTRICITY - SEP 2019	64.92	128,205.37
10/31/2019	102462	04211 PLATT ELECTRIC SUPPLY	DERWA EMERGENCY	9,378.59	
			SHOP STOCK MATERIAL	663.37	
			PART FOR EM	251.43	10,293.39
10/31/2019	102463	00663 PLEASANTON GARBAGE SVC IN	FOF MONTHLY GARBAGE SERVICE - JULY 2019	588.15	
			FOF MONTHLY GARBAGE SERVICE - AUG 2019	588.15	
			FOF MONTHLY GARBAGE SERVICE - SEP 2019	588.15	
			FOF MONTHLY GARBAGE SERVICE - 05/26-06/2	570.47	2,334.92

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10/31/2019	102464	09023 QUENCH USA, INC.	WATER FILTRATION SERVICE (BLDG T, FOF &	196.65	196.65
10/31/2019	102465	07593 QUINCY COMPRESSOR	DERWA SAND FILTER MOISTURE REMOVAL UNIT	4,678.67	4,678.67
10/31/2019	102466	08339 SAN FRANCISCO ELEVATOR INC	OCT '19 ELEV MAINT: BLDG E & A & S & FOF	492.00	492.00
10/31/2019	102467	00751 SCBA SAFETY CHECK, INC.	CBA: ANNUAL TEST AND REFILL	549.08	549.08
10/31/2019	102468	02698 SHAMROCK OFFICE SOLUTIONS	OVERAGE USAGE COLOR COPIES FOR FY2020 07	3,988.93	
			FREIGHT FOR TONER - EQUIP#10810/SERIAL#C	11.47	
			FREIGHT FOR TONER - EQUIP#10811/SERIAL#C	11.47	4,011.87
10/31/2019	102469	08010 SLOAN SAKAI YEUNG & WONG L	LABOR RELATED LEGAL FEES (09/19)	497.18	497.18
10/31/2019	102470	06240 SWINERTON BUILDERS	19-A005 T.O. 1 9/1/19 - 9/30 SERVICES	39,538.57	39,538.57
10/31/2019	102471	06004 VANGUARD CLEANING SYSTEMS	EXTRA CLEANING: BLDG S MEN'S LOCKER ROOM	325.00	325.00
10/31/2019	102472	00920 VASCO ROAD LANDFILL	SAG MEDIA DISPOSAL	646.25	646.25
10/31/2019	102473	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	783.02	
			OPS SUPPLIES	368.25	
			LABORATORY SUPPLIES AND CHEMICALS	95.86	
			LABORATORY SUPPLIES AND CHEMICALS	61.84	1,308.97
10/31/2019	102474	08423 WATERTALENT LLC	R. GAMBLE: WE 10/06/19	6,675.00	6,675.00
10/31/2019	102475	02123 WESTECH ENGINEERING, INC.	GRIT CONES (SPARE)	2,505.61	2,505.61
10/31/2019	102476	00987 ATTN: ACCOUNTING ZONE 7 WA	SEPT'19 TREATED WATER SERVICE	1,356,532.85	1,356,532.85
10/31/2019	102477	03460 ACCO ENGINEERED SYSTEMS II	DERWA MAINTENANCE AGREEMENT SEPTEMBER '1	540.00	540.00
10/31/2019	102478	00031 ALLIED FLUID PRODUCTS CORP	MANWAY GASKET MATERIAL FOR FUEL SKID AND	1,152.09	1,152.09
10/31/2019	102479	01013 BARRETT BUSINESS SERVICES	M. JOHNSTON: W/E 10/06/19	1,443.05	
			K. YAN: W/E 10/6/19	1,443.05	
			J. RUTHRUFF: W/E 10/6/19	1,419.60	
			K. BECK: W/E 10/6/19	1,064.00	

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			T. AMARO: W/E 10/6/19	1,064.00	
			A. SMITH: W/E 10/6/19	1,064.00	
			S. MONTAGUE: W/E 10/20/19	780.00	
			A. GEHMLICH: WE 10/06/19	486.40	
			N. POON: WE 10/6/19	486.40	
			E. VILLAMOR: W/E 10/6/19	272.65	9,523.15
10/31/2019	102480	03614 CAROLLO ENGINEERS INC.	18-P002 TO OC-17 WWTP ELEC SYS STUDIES/D	32,942.25	32,942.25
10/31/2019	102481	06022 EDWARD DUARTE	DIRECTOR DUARTE REIMB EXP FOR MILEAGE TO	26.80	26.80
10/31/2019	102482	00937 GRAINGER, INC.	SAFETY GLASSES & TRUCK TOOL ACCESSORIES	82.79	82.79
10/31/2019	102483	04424 GRAYBAR ELECTRIC COMPANY	LADDERS TRUCK 120	320.85	
			LAMPS FOR FOF PARKING LOT	110.32	
			SHOP STOCK MATERIAL	56.23	487.40
10/31/2019	102484	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	40.00	40.00
10/31/2019	102485	09164 ANN MARIE JOHNSON	ANN MARIE JOHNSON MILEAGE REIMB EXP TO C	24.13	24.13
10/31/2019	102486	00485 KOFF & ASSOCIATES INC.	CLASSIFICATION STUDY - UB/CS DESK AUDIT	2,520.00	
			CLASSIFICATION STUDY	2,210.00	4,730.00
10/31/2019	102487	07493 MADELYNE MISHELOFF	M. MISHELOFF REIMB EXP @ CASA 08/20-23/1	184.23	184.23
10/31/2019	102488	01293 PK SAFETY SUPPLY	PPE: HIGH VISIBILITY TRAFFIC VESTS	590.00	590.00
10/31/2019	102489	01403 PRAXAIR DISTRIBUTION INC 186	GAS AND CYLINDER RENTAL	708.06	708.06
10/31/2019	102490	09402 SEAN SARGIOTTO	S. SARGIOTTO REIMB FOR SUMMBER BBQ/MTG 0	85.00	85.00
10/31/2019	102491	02470 SHRED-IT USA LLC	SHREDDING SERVICE - SERVICE DATE 10/03/1	121.89	121.89
10/31/2019	102492	05490 JESSIE VALDEZ	J. VALDEZ REIMB EXP @ APA 10/23/2019	139.23	139.23
10/31/2019	102493	05127 VISION SERVICE PLAN - CA (VSF)	NOVEMBER 2019 - VISION	2,938.44	2,938.44
10/31/2019	102494	00957 WEST YOST & ASSOCIATES	17-P004 T.O. 3 9/7/19 TO 10/4/19	32,850.80	

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			07-3203 T.O. OC-18 9/7/19 TO 10/4/19	6,772.48	39,623.28
11/04/2019	3327929	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	366.94	366.94
11/04/2019	2005659072	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00
11/07/2019	102495	07034 AOMAR BAHLOUL	A. BAHLOUL REIMB EXP @ MISAC 09/29/19-10	203.84	203.84
11/07/2019	102496	01013 BARRETT BUSINESS SERVICES	K. YAN: W/E 10/13/19	1,463.00	
			J. RUTHRUFF: W/E 10/13/19	1,419.60	
			AARON SMITH: W/E 10/13/19	1,064.00	
			K. BECK: W/E 10/13/19	1,064.00	
			T. AMARO: W/E 10/13/19	1,064.00	
			M. JOHNSTON: W/E 10/13/19	984.20	
			E. VILLAMOR: W/E 10/13/19	877.80	
			P. MULLEN: W 10/13/19	566.21	
			M. ZAKLAN: WE 10/13/19	537.60	
			A. GEHMLICH: WE 10/13/19	486.40	
			N. POON: WE 10/13/19	384.00	9,910.81
11/07/2019	102497	04688 KENNY BAXTER	K. BAXTER REIMB EXP FOR CWEA COLLECTION	185.00	185.00
11/07/2019	102498	07954 BENEFIT COORDINATORS CORP	11/19 - EE LIFE & DISABILITY INSURANCE P	11,573.10	11,573.10
11/07/2019	102499	03614 CAROLLO ENGINEERS INC.	16-R014 T.O. 1 9/1/19 TO 9/30/19	1,246.50	1,246.50
11/07/2019	102500	00937 GRAINGER, INC.	MAGLOCK FOR FOF SWING GATE	374.16	
			BALL END HEX KEY SET- REPLACE BROKEN	92.16	
			MAGNETIC LABELS FOR SHOP DRAWERS-BINS	70.00	
			MAGNETIC PRINTABLE LABELS FOR CABINETS	35.00	571.32
11/07/2019	102501	00937 GRAINGER, INC.	PPE: SAFETY GLASSES FOR MTCE SHOP	233.36	233.36
11/07/2019	102502	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	50,727.36	50,727.36
11/07/2019	102503	01242 INFOSEND, INC	INFOSEND UTILITY BILL & PD NOTICE PRINT	5,128.74	5,128.74

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Dublin San Ramon Services District

From: 10/4/2019

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Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
11/07/2019	102504	00473 KEMIRA WATER SOLUTIONS INC	8.17 CALCULATED DRY TONS FERROUS CHLORID	7,957.10	7,957.10
11/07/2019	102505	09287 JUSTIN LANKFORD	J. LANKFORD REIMB EXP @ CWEA N. SAFETY D	97.44	97.44
11/07/2019	102506	03643 GEMMA LATHI	G. LATHI REIMB EXP FOR OPERATION DEPT MT	44.89	44.89
11/07/2019	102507	05310 BILL LOHMAN	B. LOHMAN REIMB EXP @ CWEA N. SAFETY DAY	71.92	71.92
11/07/2019	102508	08851 ISIDRO LOPEZ	I. LOPEZ REIMB EXP @ CWEA N. SAFETY DAY	77.34	77.34
11/07/2019	102509	00525 RAQUEL MADARANG	K. MADARANG REIMB EXP @ LUCITY 2019 CONF	233.80	233.80
11/07/2019	102510	09039 KE NEWBERRY	K. BIAN NEWBERRY REIMB EXP @ CALPERS FOR	190.30	190.30
11/07/2019	102511	00843 THE COVELLO GROUP INC	16-P028 T.O. OC-10 8/23/19 TO 9/26/19	2,925.00	
			16-R014 T.O. 1 8/23/19 TO 9/26/19	1,075.00	4,000.00
11/07/2019	102512	05026 UNIVAR USA INC.	4701.70 GL SOD HYPO DELV 10-16-19	3,452.82	3,452.82
11/07/2019	102513	05026 UNIVAR USA INC.	120 GAL SODIUM HYPOCHLORITE 12.5%	443.18	443.18
11/07/2019	102514	00007 AA FIRE SYSTEMS, INC.	DIV53 PO: FIRE SPRINKLER TESTING & INSP	880.00	
			DIV53 PO: FIRE SPRINKLER TESTING & INSP	650.00	
			DIV53 PO: FIRE SPRINKLER TESTING & INSP	625.00	
			DIV53 PO: FIRE SPRINKLER TESTING & INSP	525.00	
			DERWA SPRINKLER INSPECTION	425.00	3,105.00
11/07/2019	102515	01076 ALSCO INC	FOF OCT '19 TOWELS AND MATS SERVICE	664.28	
			WWTP OCT '19 TOWELS AND MATS SERVICE	501.24	1,165.52
11/07/2019	102516	06552 SOLUTIONS INC. AMERICAN COI	AQUAHAWK CUSTOMER PORTAL MAINTENANCE 11/	2,421.00	2,421.00
11/07/2019	102517	01954 ANDERSON'S UNIFORMS	UNIFORM ITEMS FOR R. BAKER	217.13	217.13
11/07/2019	102518	06349 ARCSINE ENGINEERING	16-A005 T.O. 1 9/1/19 TO 9/30/19	1,132.00	1,132.00
11/07/2019	102519	06211 ASSOCIATED SERVICES CO.	COFFEE SERVICE FOR OPS (WWTP AND FOD)	640.87	640.87
11/07/2019	102520	06211 ASSOCIATED SERVICES CO.	MONTHLY BEVERAGE DELIVERY SERVICE FOR DO	405.77	405.77

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Dublin San Ramon Services District

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Date	Check #	Vendor	Description	Amount Paid	Check Total
11/07/2019	102521	04076 C/O EBMUD BACWA	BACWA: ASSOCIATION/ AFFILIATION CONTRIBU	25,614.00	25,614.00
11/07/2019	102522	09392 JONATHAN BAE	REFUND FOR 4805 CORNFLOWER ST	9.45	9.45
11/07/2019	102523	09382 WILLIAM BOORD	REFUND FOR 6950 DARIAN CT	220.81	220.81
11/07/2019	102524	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
11/07/2019	102525	00105 DEPT 34261 CAL-STEAM	MISC SUPPLIES	63.93	63.93
11/07/2019	102526	00118 CALTEST ANALYTICAL LAB	SUBCONTRACTED SAMPLE ANALYSES	323.95	323.95
11/07/2019	102527	08447 CHEMTRADE CHEMICALS US LL	3902.495 GAL ALUM SULFATE DELV 10-14-19	3,244.95	3,244.95
11/07/2019	102528	09391 JEN-RU CHEN	REFUND FOR 4705 S SPAGO DR	85.56	85.56
11/07/2019	102529	02639 CITY OF SAN RAMON	DIV53 PO: P25 COMPLIANT PORTABLE RADIOS	7,200.00	7,200.00
11/07/2019	102530	00237 EBMUD MAIL REMITTANCE DER	DERWA BILLING - SEPTEMBER 2019	96,880.94	
			DERWA-WATER SYSTEM ACCT SVC FOR DERWA(PR	17,012.44	113,893.38
11/07/2019	102531	00241 DGS OFS SVC REVOLVING FUN	NATURAL GAS SERVICE @ WWTP - SEP 2019	28,426.68	28,426.68
11/07/2019	102532	09384 AARON DRAGOMIR	REFUND FOR 8192 LOCUST PL S	188.67	188.67
11/07/2019	102533	09333 EUROFINS TESTAMERICA PLEAS	STRUVITE ANALYSIS	215.00	215.00
11/07/2019	102534	00307 FAIRWAY EQUIPMENT & SUPPLY	POLYMER SAMPLE PORT PARTS	598.25	
			EXPANSION JOINT FOR PS4B SURGE TANK	567.93	
			BENCH TOP COVER	329.87	
			20-P006 GASKET MATERIAL FOR MANNAYS (DIG	198.54	1,694.59
11/07/2019	102535	02656 FASTENAL COMPANY	PPE: BLDG A VENDING MACHINE RESTOCK	968.92	
			PPE: RESPIRATOR CARTRIDGES AND HAND WARM	811.61	
			PPE: BLDG S VENDING MACHINE RESTOCK	616.13	
			FASTENERS, TOOLS & SUPPLIES - METERS	452.70	
			PPE: FOF VENDING MACHINE RESTOCK	300.06	3,149.42
11/07/2019	102536	09383 KENNETH FERNANDES	REFUND FOR 8211 MULBERRY PL	181.37	181.37

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Dublin San Ramon Services District

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Date	Check #	Vendor	Description	Amount Paid	Check Total
11/07/2019	102537	09207 FJC MANAGEMENT INC.	PAYMENT ERROR NOT DSRSD CHECK - CK#4117	1,662.99	1,662.99
11/07/2019	102538	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
11/07/2019	102539	09385 MICHAEL GARCIA	REFUND FOR 5540 SPRINGVALE DR	70.44	70.44
11/07/2019	102540	03149 HDS WHITE CAP CONST SUPPLY	20-P006 JOINT SEALANT FOR DIGESTERS	655.39	655.39
11/07/2019	102541	09355 JOHN GORDON HIRST	REFUND FOR 4488 MAZZONI TER	70.44	70.44
11/07/2019	102542	07523 ID ARCHITECTURE	19-A005 T.O. OC-7 SEPTEMBER DESIGN SERVI	8,696.06	8,696.06
11/07/2019	102543	07481 J.N. ABBOTT DISTRIBUTOR, INC.	OIL FOR COGEN	4,623.68	4,623.68
11/07/2019	102544	09394 ZAZIRI KAKA	REFUND FOR 3502 ALDWYCH WAY	108.04	108.04
11/07/2019	102545	04231 MSC INDUSTRIAL SUPPLY CO	PPE: N95 RESPIRATORS FOR FIT-TESTING 20-P006 FERROUS INJECTOR PARTS PPE: SAFETY GLASSES W/FOAM SEAL WWTP	444.17 142.99 20.97	608.13
11/07/2019	102546	04796 NAPA AUTO PARTS	STOCK FOR FLEET	31.42	31.42
11/07/2019	102547	05364 ON-SITE HEALTH & SAFETY	RESPIRATOR FIT-TESTING SERVICES 10-16-19	1,017.00	1,017.00
11/07/2019	102548	00620 P G & E	DEPARTING LOAD NON-BYPASSABLE CHARGES - LAWWMA PIPELINE & LIVERMORE LINE - OCT 2 DUBLIN LIFT STN (NEW LS1) ELECTRICITY - RESERVOIR R200 ELECTRICITY - OCT 2019	566.62 439.81 249.05 37.56	1,293.04
11/07/2019	102549	09098 PATRIOT PEST MANAGEMENT	PEST CONTROL: MONTHLY SERVICE WWTP OCT 1 PEST CONTROL: MONTHLY SERVICE FOF 10-19	491.00 145.00	636.00
11/07/2019	102550	04211 PLATT ELECTRIC SUPPLY	THERMOSTATS	385.00	385.00
11/07/2019	102551	00663 PLEASANTON GARBAGE SVC IN	FOF MONTHLY GARBAGE SERVICE - 01/26-02/2 FOF MONTHLY GARBAGE SERVICE - 04/26-05/2	570.47 570.47	1,140.94
11/07/2019	102552	07644 PLEASANTON PROPERTY MANA	REFUND FOR 10791 INSPIRATION CIR	140.03	140.03
11/07/2019	102553	01195 POWERSTRIDE BATTERY CO., IN	STOCK ORDER: BATTERIES	249.80	249.80

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From: 10/4/2019

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Date	Check #	Vendor	Description	Amount Paid	Check Total
11/07/2019	102554	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK FOR CAMP PARKS ON 10/3/19	960.00	
			CCTV WORK FOR TRACT BOULEVARD 8365 NH 18	960.00	1,920.00
11/07/2019	102555	00058 READYREFRESH	BLDG T BOTTLED WATER SERVICE - OCT 2019	10.91	10.91
11/07/2019	102556	05841 SABAH INTERNATIONAL, INC.	CIP 16-P024 RWTF FIRE RISER REPAIR	1,675.00	1,675.00
11/07/2019	102557	09386 JOANN SALAZ	REFUND FOR 5787 HILLBROOK PL	239.00	239.00
11/07/2019	102558	02698 SHAMROCK OFFICE SOLUTIONS	FREIGHT FOR TONER - EQUIP#12521/SERIAL#C	11.47	
			FREIGHT FOR TONER - EQUIP#10811/SERIAL#C	11.47	22.94
11/07/2019	102559	06258 SIERRA PROPERTY MANAGEME	REFUND FOR 3035 HASTINGS WAY	209.54	209.54
11/07/2019	102560	09398 RANDY SINCLAIR	REFUND FOR 3306 GIOVANNI WAY	49.50	49.50
11/07/2019	102561	09393 PETER THAI	REFUND FOR 3672 SANDALFORD WAY	110.20	110.20
11/07/2019	102562	08023 ATTN: TOM MAJIC THE BACKFLC	TEST AND CERTIFY FOUR (4) DISTRICT BACKF	580.00	580.00
11/07/2019	102563	09387 BRIAN TONG	REFUND FOR 2500 VINTON AVE	27.63	27.63
11/07/2019	102564	09388 TRI POINTE HOMES	REFUND FOR 2626 DRYTOWN AVE	36.45	36.45
11/07/2019	102565	09389 TRI POINTE HOMES	REFUND FOR 4187 LOYALTON RD	34.03	34.03
11/07/2019	102566	09390 TRI POINTE HOMES	REFUND FOR 4263 LOYALTON RD	90.83	90.83
11/07/2019	102567	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
11/07/2019	102568	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	175.07	175.07
11/07/2019	102569	09380 UMESH VAIDYAMATH	REFUND FOR 1011 NANCY LN	123.50	123.50
11/07/2019	102570	09381 UMESH VAIDYAMATH	REFUND FOR 914 JOREE LN	117.71	117.71
11/07/2019	102571	09004 VALLEJO ELECTRIC MOTOR INC	REPAIR TO EPS2 PUMP 5 MOTOR	4,912.92	4,912.92
11/07/2019	102572	00912 OCC SERVICES VALLEY CARE H	PRE-EMPLOYMENT PHYSICAL - A. SMITH	168.00	
			RESPIRATOR EVAL AND AUDIO GRAM - V SEVIL	154.00	
			PRE-EMPLOYMENT PHYSICAL - L. NGUYEN	151.00	473.00

apCkHistDesc

Printed on: 11/07/2019 11:32AM

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Date	Check #	Vendor	Description	Amount Paid	Check Total
11/07/2019	102573	00920 VASCO ROAD LANDFILL	10-18 THRU 10-31-19 UNLOADING OF WWTP SO	961.46	961.46
11/07/2019	102574	04901 VEOLIA TECH SOLUTIONS VEOL	HAZWATE: LABPACK DISPOSAL	2,824.12	2,824.12
11/07/2019	102575	00933 VWR INTERNATIONAL, INC.	OPS SUPPLIES	561.08	
			LABORATORY SUPPLIES AND CHEMICALS	253.11	
			LABORATORY SUPPLIES AND CHEMICALS	213.95	
			CELL SAMPLE W/CAP	40.68	1,068.82
11/07/2019	102576	08423 WATERTALENT LLC	R. GAMBLE: WE 10/13/19	6,675.00	6,675.00
11/07/2019	102577	09379 KEN WONG	REFUND FOR 1837 HOLLYVIEW DR	268.47	268.47
11/08/2019	8180	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
11/08/2019	1001432103	01111 CALPERS	NOVEMBER 2019 - ER CODE 0740 (PERS)	223,577.36	223,577.36
11/08/2019	1001432105	01111 CALPERS	NOVEMBER 2019 - ADMIN FEES ER CODE 0740	2,258.38	2,258.38
11/08/2019	1001440120	00494 PERS	RETIREMENT: PAYMENT	104,635.41	104,635.41

466 checks in this report

Total Checks: 9,396,929.44

## Dublin San Ramon Services District

## Treasurer's Report - Portfolio Management Summary

As of: September 30, 2019

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	27,034,532.72	27,034,532.72	27,034,532.72	14.49%	100%	Yes	2.220%
Certificate of Deposit	8,500,000.00	8,659,119.51	8,500,000.00	4.56%	30%	Yes	2.725%
Corporate Bonds	24,286,000.00	24,740,515.87	24,189,397.37	13.02%	30%	Yes	2.629%
Federal Agency Callables	86,500,000.00	86,329,516.51	86,496,997.26	46.36%	100%	Yes	1.860%
LAIF - Operating	27,064,727.16	27,064,727.16	27,064,727.16	14.51%	\$50 million	Yes	2.320%
Municipals	13,195,000.00	13,393,100.75	13,193,912.79	7.07%	100%	Yes	2.591%
Money Market Funds	3,066.83	3,066.83	3,066.83	0.0016%	20%	Yes	1.900%
<b>Total Investments</b>	<b>\$ 186,583,326.71</b>	<b>\$ 187,224,579.35</b>	<b>\$ 186,482,634.13</b>	<b>100.00%</b>			<b>2.059%</b>
Bank of America	10,022,920.98	10,022,920.98	10,022,920.98				
<b>Total Cash &amp; Investments</b>	<b>\$ 196,606,247.69</b>	<b>\$ 197,247,500.33</b>	<b>\$ 196,505,555.11</b>				<b>2.059%</b>

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy of Dublin San Ramon Services District.

The investment program herein shown provides sufficient cash flow liquidity to meet the next four month's expenses.

Market values for investments other than CAMP and LAIF were provided by Wells Fargo Securities, LLC.

*Carol Atwood*

Carol Atwood, Treasurer

*11-8-2019*

Date

For comparison - prior month summary as of:

8/31/2019

Description	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	26,985,279.87	26,985,279.87	26,985,279.87	14.24%	100%	Yes	2.280%
Certificate of Deposit	8,500,000.00	8,657,065.19	8,500,000.00	4.48%	30%	Yes	2.725%
Corporate Bonds	24,286,000.00	24,799,288.76	24,176,540.96	12.81%	30%	Yes	2.629%
Federal Agency Callables	90,500,000.00	90,408,576.81	90,496,493.15	47.75%	100%	Yes	1.896%
LAIF - Operating	26,064,727.16	26,064,727.16	26,064,727.16	13.75%	\$50 million	Yes	2.320%
Municipals	13,195,000.00	13,438,443.65	13,193,912.79	6.96%	100%	Yes	2.591%
Money Market Funds	3,061.55	3,061.55	3,061.55	0.0016%	20%	Yes	1.990%
<b>Total Investments</b>	<b>\$ 189,534,068.58</b>	<b>\$ 190,356,442.99</b>	<b>\$ 189,420,015.48</b>	<b>100.00%</b>			<b>2.117%</b>
Bank of America	6,410,593.92	6,410,593.92	6,410,593.92				
<b>Total Cash &amp; Investments</b>	<b>\$ 195,944,662.50</b>	<b>\$ 196,767,036.91</b>	<b>\$ 195,830,609.40</b>				<b>2.117%</b>

Dublin San Ramon Services District  
 Treasurer's Report - Portfolio Management Detail  
 As of 9/30/2019

Description	CUSIP/Ticker	Transaction ID	Settlement Date	Face Amount/Shares	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	Days To Call/Maturity	Days To Maturity	Maturity Date	Accrued Interest
<b>Bank of America - Concentration</b>													
Bank of America MM	MM0000		04/30/2017	10,022,920.98	10,022,920.98	10,022,920.98	0.000	0.000	N/A	1	1	N/A	
<b>Sub Total / Average Bank of America - Concentration</b>				10,022,920.98	10,022,920.98	10,022,920.98	0.000	0.000		1	1		0.00
<b>CAMP</b>													
CAMP LGIP	LGIP6300		06/30/2011	27,034,532.72	27,034,532.72	27,034,532.72	2.220	2.220	N/A	1	1	N/A	
<b>Sub Total / Average CAMP</b>				27,034,532.72	27,034,532.72	27,034,532.72	2.220	2.220		1	1		0.00
<b>Certificate of Deposit</b>													
ALLY BANK 2.75 6/15/2020	02007GDD2	57803	06/14/2018	250,000.00	251,654.73	250,000.00	2.750	2.750		259	259	06/15/2020	2,034.25
AMEX NATIONAL BANK 3 6/14/2021	02589AJ1		06/12/2018	250,000.00	255,020.67	250,000.00	3.000	3.000		623	623	06/14/2021	2,260.27
BANK OF AMERICA 2.75 8/17/2020	06051VB70	3510	08/15/2018	250,000.00	252,079.87	250,000.00	2.750	2.750		322	322	08/17/2020	866.44
BANK OF BARODA 3.3 9/28/2023	06062R4E9	33681	09/28/2018	250,000.00	263,916.23	250,000.00	3.300	3.300		1,459	1,459	09/28/2023	45.21
BARCLAYS BANK 3.35 10/10/2023	06740KMG9	57203	10/10/2018	250,000.00	264,462.30	250,000.00	3.350	3.350		1,471	1,471	10/10/2023	3,969.52
BMW BANK 2.7 5/18/2020	05580AMU5	35141	05/18/2018	250,000.00	251,384.61	250,000.00	2.700	2.700		231	231	05/18/2020	2,496.58
Capital One 2 10/7/2019	14042RAN1	4297	10/07/2015	250,000.00	250,003.96	250,000.00	2.000	2.000		7	7	10/07/2019	2,410.96
Capital One USA 2 10/7/2019	140420WK2	33954	10/07/2015	250,000.00	250,005.43	250,000.00	2.000	2.000		7	7	10/07/2019	2,410.96
CITIBANK 2.7 5/11/2020	17312QL56	7213	05/11/2018	250,000.00	251,338.34	250,000.00	2.700	2.700		224	224	05/11/2020	2,626.03
COMENITY CAPITAL BANK 3.25 8/14/2023	20033AD37	57570	08/13/2018	250,000.00	263,115.83	250,000.00	3.250	3.250		1,414	1,414	08/14/2023	378.42
Continental Bank 2.1 7/26/2021	211163GW4	57571	01/26/2018	250,000.00	251,339.60	250,000.00	2.100	2.100		665	665	07/26/2021	949.32
COUNTRY BANK FOR SAVINGS 2.7 1/31/2022	222297CB7	23992	01/31/2019	250,000.00	255,120.12	250,000.00	2.700	2.700		854	854	01/31/2022	0.00
DISCOVER BANK 2.7 5/18/2020	254673PN0	5649	05/16/2018	250,000.00	251,384.86	250,000.00	2.700	2.700		231	231	05/18/2020	2,533.56
ENERBANK USA 2.65 5/20/2024-19	29278THB9	57293	05/20/2019	250,000.00	250,248.28	250,000.00	2.650	2.650	11/20/2019	51	1,694	05/20/2024	181.51
Goldman Sachs 1.95 10/7/2019	38148JQ79	33124	10/07/2015	250,000.00	250,001.55	250,000.00	1.950	1.950		7	7	10/07/2019	2,350.68
HSBC Bank USA NA 2.45 3/21/2022-19	40434YGK7	57890	03/21/2017	250,000.00	260,706.00	250,000.00	2.450	2.450	03/21/2020	173	903	03/21/2022	151.03
INDUS & COMM BANK 3.3 6/30/2023	45581EAX9	24387	08/30/2018	250,000.00	263,221.68	250,000.00	3.300	3.300		1,369	1,369	06/30/2023	0.00
IOWA STATE BANK 3.15 9/28/2023	46256YAY5	15947	09/28/2018	250,000.00	262,476.80	250,000.00	3.150	3.150		1,459	1,459	09/28/2023	43.15
Marlin Business Bank 2.2 1/19/2021	57116AQQ4	58267	01/18/2018	250,000.00	251,284.14	250,000.00	2.200	2.200		477	477	01/19/2021	1,115.07
MERRICK BANK 3.1 8/22/2022	59013J2N8	34519	08/21/2018	250,000.00	259,082.37	250,000.00	3.100	3.100		1,057	1,057	08/22/2022	191.10
Morgan Stanley Bank 2.5 1/18/2022	61747MG54	32992	01/18/2018	250,000.00	253,910.60	250,000.00	2.500	2.500		841	841	01/18/2022	1,267.12
MORGAN STANLEY BANK 2.75 6/15/2020	61760ALY3	34221	06/14/2018	250,000.00	251,654.73	250,000.00	2.750	2.750		259	259	06/15/2020	2,034.25
NBT BANK 2.6 2/1/2021	628779GC8	7230	01/30/2019	250,000.00	252,641.42	250,000.00	2.600	2.600		490	490	02/01/2021	1,104.11
NORTHWEST BANK 3.25 10/12/2023	66736ABN8	58752	10/12/2018	250,000.00	263,559.82	250,000.00	3.250	3.250		1,473	1,473	10/12/2023	400.68
Sallie Mae Bank/Salt Lake 2.35 3/22/2022	795450ZW8	58177	03/22/2017	250,000.00	253,289.42	250,000.00	2.350	2.350		904	904	03/22/2022	128.77
SEATTLE BANK 2.7 5/30/2024-19	8125BPJM6	35139	05/30/2019	250,000.00	250,277.66	250,000.00	2.700	2.700	11/30/2019	61	1,704	05/30/2024	2,274.66
SILVERGATE BANK 2.75 5/30/2024-19	828373GH7	27330	05/30/2019	250,000.00	250,358.25	250,000.00	2.750	2.750	11/30/2019	61	1,704	05/30/2024	0.00
STATE BANK OF INDIA NY 2.8 5/30/2024-19	856285QA2	33682	05/30/2019	250,000.00	250,316.99	250,000.00	2.800	2.800		1,704	1,704	05/30/2024	2,358.90
Synchrony Bank 2.25 2/3/2022	87165HQJ2	87165HQJ2	02/03/2017	250,000.00	252,550.36	250,000.00	2.250	2.250		857	857	02/03/2022	893.84
Third Federal Savings & Loan 2.5 1/31/2022	88413QBY3	30012	01/30/2018	250,000.00	253,968.46	250,000.00	2.500	2.500		854	854	01/31/2022	1,061.64
TOWNE BANK 2.7 5/26/2020	89214PBN8	35095	05/24/2018	250,000.00	251,438.11	250,000.00	2.700	2.700		239	239	05/26/2020	2,385.62
UBS BANK USA 2.8 6/15/2020	90348JCT5	57565	06/13/2018	250,000.00	251,746.18	250,000.00	2.800	2.800		259	259	06/15/2020	326.03
WELLS FARGO BANK 3.35 10/12/2023	949763UN4	3511	10/12/2018	250,000.00	262,123.72	250,000.00	3.350	3.350		1,473	1,473	10/12/2023	413.01
WEST TOWN BANK 3.25 9/28/2023	956310AH9	28151	09/28/2018	250,000.00	263,436.42	250,000.00	3.250	3.250		1,459	1,459	09/28/2023	44.52
<b>Sub Total / Average Certificate of Deposit</b>				8,500,000.00	8,659,119.51	8,500,000.00	2.725	2.725		685	852		41,707.21

Corporate Bonds												
APPLE INC 1.55 2/7/2020	037833AX8		06/01/2016	1,786,000.00	1,783,366.81	1,786,688.26	1.550	1.470		130	130	02/07/2020 3,921.76
BERKSHIRE HATHAWAY 3.75 8/15/2021	084670BC1		08/21/2019	3,000,000.00	3,093,685.77	3,000,000.00	3.750	1.750		685	685	08/15/2021 14,062.50
COSTCO COMPANIES 2.75 5/18/2024-20	22160KAL9		05/17/2019	3,500,000.00	3,626,481.01	3,500,000.00	2.750	2.527	05/17/2020	230	1,692	05/18/2024 35,291.67
EXXON MOBIL 2.726 3/1/2023-23	30231GAR3		05/14/2018	5,000,000.00	5,137,097.85	4,934,790.64	2.726	3.130	01/01/2023	1,189	1,248	03/01/2023 10,979.72
Johnson & Johnson 2.05 3/1/2023-23	478160BT02		11/09/2018	4,000,000.00	4,026,941.32	4,000,000.00	2.050	3.135	01/01/2023	1,189	1,248	03/01/2023 6,605.56
Johnson & Johnson 2.05 3/1/2023-23	478160BT0		03/16/2018	1,000,000.00	1,006,735.33	975,983.09	2.050	2.790	01/01/2023	1,189	1,248	03/01/2023 1,651.39
Microsoft 1.85 2/6/2020	594918BV5		03/16/2018	3,000,000.00	2,998,568.79	2,991,935.38	1.850	2.400		129	129	02/06/2020 8,325.00
TOYOTA MOTOR CREDIT CORP 2.625 1/10/2023-22	89233P7F7		02/14/2019	3,000,000.00	3,067,638.99	3,000,000.00	2.625	2.985	11/15/2022	1,142	1,198	01/10/2023 17,500.00
Sub Total / Average Corporate Bonds				24,286,000.00	24,740,515.87	24,189,397.37	2.510	2.629		774	1,016	98,337.60
Federal Agency												
FFCB 1.35 9/21/2020-17	3133EGVK8		09/21/2016	5,000,000.00	4,978,313.60	5,000,000.00	1.350	1.350		357	357	09/21/2020 1,687.50
FFCB 1.77 12/7/2020-17	3133EGR49		12/07/2016	4,500,000.00	4,498,993.04	4,500,000.00	1.770	1.770		434	434	12/07/2020 25,001.25
FFCB 2.1 9/26/2022-18	3133EHZK4		09/27/2017	5,000,000.00	5,000,245.90	4,996,997.26	2.100	2.121		1,092	1,092	09/26/2022 1,166.67
FFCB 2.4 6/19/2023-20	3133EKRJ7		06/19/2019	2,000,000.00	2,005,897.54	2,000,000.00	2.400	2.400	06/19/2020	263	1,358	06/19/2023 13,466.67
FFCB 3 3/25/2025	3133EKEH5		03/25/2019	5,000,000.00	5,020,279.10	5,000,000.00	3.000	3.000		2,003	2,003	03/25/2025 2,083.33
FHLB 1.4 5/18/2020-16	3130A7ZT5		05/18/2016	5,000,000.00	4,983,513.20	5,000,000.00	1.400	1.400		231	231	05/18/2020 25,666.67
FHLB 1.57 11/16/2021-18	3130AA2A5		11/16/2016	5,000,000.00	4,976,817.35	5,000,000.00	1.570	1.570		778	778	11/16/2021 29,219.44
FHLB 2 8/21/2024-20	3130AGWU5		08/21/2019	5,000,000.00	4,975,089.75	5,000,000.00	2.000	2.000	08/21/2020	326	1,787	08/21/2024 10,833.33
FHLB 2.05 3/12/2021-19	3130AH3E1		09/13/2019	5,000,000.00	5,000,330.50	5,000,000.00	2.050	2.050	12/12/2019	73	529	03/12/2021 5,125.00
FHLMC 1.4 7/27/2020-17	3134GATN4		10/27/2016	5,000,000.00	4,983,821.15	5,000,000.00	1.400	1.400	10/27/2019	27	301	07/27/2020 12,250.00
FHLMC 1.5 11/10/2020-17	3134GATD6		11/10/2016	5,000,000.00	4,981,270.20	5,000,000.00	1.500	1.500	11/10/2019	41	407	11/10/2020 29,166.67
FHLMC 1.5 8/26/2020-16	3134G9KA4		05/26/2016	5,000,000.00	4,975,664.05	5,000,000.00	1.500	1.500	11/26/2019	57	331	08/26/2020 7,083.33
FHLMC 2.15 1/26/2022-18	3134GAQ31		01/26/2017	4,000,000.00	4,001,198.68	4,000,000.00	2.150	2.150	10/26/2019	26	849	01/26/2022 15,288.89
FHLMC 2.55 6/17/2024-19	3134GTUG6		06/17/2019	6,000,000.00	6,003,528.60	6,000,000.00	2.550	2.550	12/17/2019	78	1,722	06/17/2024 43,775.00
FNMA 1.25 8/28/2020-17	3136G3Y58		08/30/2016	5,000,000.00	4,970,448.55	5,000,000.00	1.250	1.250		333	333	08/28/2020 5,555.56
FNMA 1.35 6/30/2020-17	3136G3SS5		06/30/2016	5,000,000.00	4,975,487.25	5,000,000.00	1.350	1.350		274	274	06/30/2020 16,875.00
FNMA 1.65 4/28/2021-16	3135GQJ87		04/28/2016	5,000,000.00	4,983,433.05	5,000,000.00	1.650	1.650	10/28/2019	28	576	04/28/2021 34,833.33
FNMA 2.7 2/14/2022-20	3136G4TU7		02/14/2019	5,000,000.00	5,015,185.00	5,000,000.00	2.700	2.700	02/14/2020	137	868	02/14/2022 17,250.00
Sub Total / Average Federal Agency				86,500,000.00	86,329,516.51	86,496,997.26	1.859	1.860		368	783	296,327.64
LAIF - Operating												
LAIF LGIP	LGIP1001		06/30/2011	27,064,727.16	27,064,727.16	27,064,727.16	2.320	2.320	N/A	1	1	N/A
Sub Total / Average LAIF - Operating				27,064,727.16	27,064,727.16	27,064,727.16	2.320	2.320		1	1	0.00
Money Market Fund												
Fidelity Treas Only Inst MM	31607A802		10/31/2018	3,066.83	3,066.83	3,066.83	1.900	1.900	N/A	1	1	N/A
Sub Total / Average Money Market Fund				3,066.83	3,066.83	3,066.83	1.900	1.900		1	1	0.00
Municipals												
CA DWR Power Supply 2.5/1/2022	13066YTZ		08/17/2018	2,000,000.00	2,012,440.00	2,000,000.00	2.000	2.750		944	944	05/01/2022 16,555.56
CA DWR Power Supply 2 5/1/2022	13066YTZ2		07/23/2018	3,130,000.00	3,149,468.60	3,130,000.00	2.000	2.800		944	944	05/01/2022 25,909.44
City of Los Angeles 3.11 9/1/2023	544351MP1		07/16/2018	2,000,000.00	2,094,680.00	2,000,000.00	3.110	3.115		1,432	1,432	09/01/2023 5,010.56
State of CA 1.8 4/1/2020	13063CSQ4		04/29/2015	2,000,000.00	1,999,860.00	2,001,717.09	1.800	1.710		184	184	04/01/2020 17,900.00
State of CA 2.5 10/1/2022	13063DDF2		01/11/2018	3,000,000.00	3,055,560.00	2,997,195.70	2.500	2.528		1,097	1,097	10/01/2022 37,291.67
TEXAS STATE GO REF BONDS 2.589 10/1/2021	882723PP8		01/08/2019	1,065,000.00	1,081,092.15	1,065,000.00	2.589	2.530		732	732	10/01/2021 13,709.83
Sub Total / Average Municipal				13,195,000.00	13,393,100.75	13,193,912.79	2.299	2.591		920	920	116,377.06
Total / Average				196,606,247.69	197,247,500.33	196,505,555.11	2.024	2.059		349	569	552,749.51

#### MARKET VALUES

##### TRACKER

MMF	3,066.83
CD	8,659,119.51
CORP BOND	24,740,515.87
FEDERAL AGENCIES	86,329,516.51
MUNICIPALS	13,393,100.75
Total Tracker	133,125,319.47
WFB Securities	133,122,252.64
WFB MMF	3,066.83
Variance	0.00

##### FACE VALUES

TRACKER	BANK	VARIANCE
BofA-Cash Worksheet	10,022,920.98	10,022,920.98
LAIF	27,064,727.16	27,064,727.16
CAMP	27,034,532.72	27,034,532.72
All other (WFB)	132,484,066.83	132,484,066.83
Total	196,606,247.69	196,606,247.69
	0.00	

##### Agency Bonds Face Value

FFCB	21,500,000.00	25%
FHLB	15,000,000.00	17%
FHLMC	30,000,000.00	35%
FNMA	20,000,000.00	23%
Total	86,500,000.00	100%



**September, 2019**

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**Quarterly Financial Reports**

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# Dublin San Ramon Services District

## Revenue Summary

September 2019

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	% of Budget Received	% Revenue Expected
<b>Service Charges</b>						
Local Sewer Operations	\$ 3,432,162	\$ 661,721	\$ 550,043	\$ 2,882,119	16.03%	19.28%
Regional Sewer Operations	\$ 22,047,514	\$ 2,755,939	\$ 3,397,396	\$ 18,650,118	15.41%	12.50%
Water Operations	\$ 33,781,383	\$ 4,222,673	\$ 4,208,430	\$ 29,572,953	12.46%	12.50%
	<b>\$ 59,261,058</b>	<b>\$ 7,640,333</b>	<b>\$ 8,155,869</b>	<b>\$ 51,105,189</b>	<b>13.76%</b>	<b>12.89%</b>
<b>Capacity Reserve Fees</b>						
Water Replacement	\$ 3,258,204	\$ 814,551	\$ 790,932	\$ 2,467,272	24.28%	25.00%
Water Expansion	\$ 7,374,818	\$ 1,843,704	\$ 1,668,443	\$ 5,706,375	22.62%	25.00%
Local Sewer Replacement	\$ 1,655,326	\$ 413,831	\$ 234,923	\$ 1,420,403	14.19%	25.00%
Local Sewer Expansion	\$ 50,492	\$ 12,623	\$ 7,166	\$ 43,326	14.19%	25.00%
Regional Sewer Replacement	\$ 3,128,684	\$ 782,171	\$ 483,578	\$ 2,645,106	15.46%	25.00%
Regional Sewer Expansion	\$ 8,803,510	\$ 2,200,877	\$ 1,357,511	\$ 7,445,998	15.42%	25.00%
	<b>\$ 24,271,033</b>	<b>\$ 6,067,758</b>	<b>\$ 4,542,553</b>	<b>\$ 19,728,480</b>	<b>18.72%</b>	<b>25.00%</b>
<b>Fees &amp; Permits</b>						
	<b>\$ 2,388,743</b>	<b>\$ 597,186</b>	<b>\$ 122,852</b>	<b>\$ 2,265,891</b>	<b>5.14%</b>	<b>25.00%</b>
<b>Interest</b>						
	<b>\$ 3,797,123</b>	<b>\$ 949,281</b>	<b>\$ 326,949</b>	<b>\$ 3,470,174</b>	<b>8.61%</b>	<b>25.00%</b>
<b>Other Income</b>						
Administrative Fees	\$ 880,000	\$ 220,000	\$ 367,569	\$ 512,431	41.77%	25.00%
DV Standby Assessment	\$ 1,717,012	\$ 429,253	\$ 429,253	\$ 1,287,759	25.00%	25.00%
Miscellaneous Revenue	\$ 996,243	\$ 249,061	\$ 254,428	\$ 741,814	25.54%	25.00%
Penalties	\$ 130,000	\$ 32,500	\$ 43,079	\$ 86,921	33.14%	25.00%
Property Taxes	\$ 640,437	\$ 160,109	\$ 168,920	\$ 471,517	26.38%	25.00%
Reimbursement of Costs	\$ 500	\$ 125	\$ 0	\$ 500	0.00%	25.00%
Rental Office Space	\$ 19,200	\$ 4,800	\$ 0	\$ 19,200	0.00%	25.00%
	<b>\$ 4,383,392</b>	<b>\$ 1,095,848</b>	<b>\$ 1,263,249</b>	<b>\$ 3,120,143</b>	<b>28.82%</b>	<b>25.00%</b>
	<b><u>\$ 94,101,350</u></b>	<b><u>\$ 16,350,406</u></b>	<b><u>\$ 14,411,473</u></b>	<b><u>\$ 79,689,877</u></b>	<b><u>15.31%</u></b>	<b><u>17.38%</u></b>

*Note: Interfund transfers and Contributions of Property are excluded from this report.*

**Dublin San Ramon Services District**  
**Working Capital Summary**  
**September 2019**

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**Enterprise Funds**

Fund	Dollars (\$)		In Months		
	YTD Actual	Budget	Target (Months)	Last Quarter	Current Quarter
Local Wastewater Enterprise	\$ 586,984	\$ 1,188,024	4	0.31	1.98
Regional Wastewater Enterprise	\$ 5,605,734	\$ 6,669,477	4	6.65	3.36
Water Enterprise	\$ 11,205,892	\$ 10,079,981	4	2.37	4.45

**Replacement Funds**

Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Wastewater Replacement	\$ 5,068,788	\$ 3,111,164	\$ 1,957,624
Regional Wastewater Replacement	\$ 32,855,114	\$ 12,533,228	\$ 20,321,886
Water Replacement	\$ 34,847,818	\$ 14,459,177	\$ 20,388,641

**Expansion Funds**

Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Wastewater Expansion	\$ 7,291,331	\$ 221,029	\$ 7,070,302
Regional Wastewater Expansion	\$ 52,626,866	\$ 13,401,072	\$ 39,225,794
Water Expansion	\$ 28,929,921	\$ 9,212,496	\$ 19,717,425

**Temporary Infrastructure Charge Status**

Revenue Type	In Dollars (\$)		
	Amount Collected	Amount Repaid	Net
Temporary Infrastructure Charge Status	\$ 8,206,030	\$ (5,212,358)	\$ 2,993,672

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**Dublin San Ramon Services District**

**Expense Summary by Fund**

September 2019

% of Year Completed = 25%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 2,736,801	\$ 684,200	\$ 584,838	\$ 2,151,963	21.37 %
205 - Local Rate Stabilization Fund	\$ 3,700	\$ 925	\$ 0	\$ 3,700	0.00 %
210 - Local Sewer Replacement	\$ 517,800	\$ 129,450	\$ 0	\$ 517,800	0.00 %
220 - Local Sewer Expansion	\$ 576,343	\$ 144,086	\$ 125,962	\$ 450,381	21.86 %
300 - Regional Sewer Operations	\$ 16,773,732	\$ 4,193,433	\$ 4,577,098	\$ 12,196,634	27.29 %
305 - Regional Rate Stabilization Fund	\$ 3,700	\$ 925	\$ 0	\$ 3,700	0.00 %
310 - Regional Sewer Replacement	\$ 1,240,000	\$ 310,000	\$ 89,173	\$ 1,150,827	7.19 %
320 - Regional Sewer Expansion	\$ 4,489,256	\$ 1,122,314	\$ 1,091,111	\$ 3,398,145	24.30 %
600 - Water Operations	\$ 27,956,935	\$ 6,989,234	\$ 3,750,782	\$ 24,206,154	13.42 %
605 - Water Rate Stabilization Fund	\$ 80,600	\$ 20,150	\$ 11,011	\$ 69,589	13.66 %
610 - Water Replacement	\$ 702,020	\$ 175,505	\$ 26,994	\$ 675,026	3.85 %
620 - Water Expansion	\$ 5,038,534	\$ 1,259,633	\$ 979,546	\$ 4,058,988	19.44 %
900 - Administrative Overhead	\$ 7,822,713	\$ 1,955,678	\$ 2,255,649	\$ 5,567,064	28.83 %
965 - Other Post Employment Benefits	\$ 988,919	\$ 247,230	\$ 313,342	\$ 675,577	31.69 %
995 - DV Standby Assessment	\$ 1,746,750	\$ 436,688	\$ 0	\$ 1,746,750	0.00 %
	<b>\$ 70,677,803</b>	<b>\$ 17,669,451</b>	<b>\$ 13,805,504</b>	<b>\$ 56,872,299</b>	<b>19.53 %</b>

Note: This report shows operating expenses prior to the Administrative Overhead fund's expenses being allocated to the other funds.

**Dublin San Ramon Services District****Expense Summary By Department**

September 2019

**% of Year Completed= 25%**

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
<b>Executive</b>	<b>\$2,810,193</b>	<b>\$702,548</b>	<b>\$539,449</b>	<b>\$ 2,270,745</b>	<b>19.20%</b>
<b>Financial Services</b>	<b>\$5,748,346</b>	<b>\$1,437,087</b>	<b>\$1,062,999</b>	<b>\$ 4,685,348</b>	<b>18.49%</b>
<b>Engineering</b>	<b>\$4,574,134</b>	<b>\$1,143,534</b>	<b>\$875,346</b>	<b>\$ 3,698,788</b>	<b>19.14%</b>
<b>Operations</b>	<b>\$20,715,428</b>	<b>\$5,178,857</b>	<b>\$4,266,357</b>	<b>\$ 16,449,072</b>	<b>20.60%</b>
<b>Non-Departmental</b>	<b>\$36,829,701</b>	<b>\$9,207,425</b>	<b>\$7,061,354</b>	<b>\$ 29,768,347</b>	<b>19.17%</b>
	<b><u>\$70,677,803</u></b>	<b><u>\$17,669,451</u></b>	<b><u>\$13,805,504</u></b>	<b><u>\$ 56,872,299</u></b>	<b><u>19.53%</u></b>

**Dublin San Ramon Services District**

**Expense Summary by Category**

**September 2019**

**% of Year Completed= 25%**

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
Personnel	\$26,617,914	\$6,654,479	\$6,502,355	\$ 20,115,560	24.43%
Materials and Supplies	\$20,084,779	\$5,021,195	\$2,728,750	\$ 17,356,029	13.59%
Contract Services	\$7,394,285	\$1,848,571	\$1,629,566	\$ 5,764,719	22.04%
Other Expenses	\$14,818,224	\$3,704,556	\$2,855,660	\$ 11,962,564	19.27%
Capital Outlay	\$1,762,600	\$440,650	\$89,173	\$ 1,673,427	5.06%
	<b><u>\$70,677,803</u></b>	<b><u>\$17,669,451</u></b>	<b><u>\$13,805,504</u></b>	<b><u>\$ 56,872,299</u></b>	<b><u>19.53%</u></b>

**Dublin San Ramon Services District**

**Capital Outlay by Division**  
**September 30, 2019**

**Capital Outlay - Identified**

<b>Div</b>	<b>Asset Description</b>	<b>Budget</b>	<b>Year To Date Actual</b>	<b>Dollars Remaining</b>	<b>Percent Used</b>
51	CCTV Truck Replacement	500,000	-		
51	Arrowboard Sign Trailer	17,500	-		
51	Ford Escape	30,000	-		
51	Leak Repair Vehicle	150,000	-	150,000	
51	Reach Truck	35,000	-	35,000	
<b>51 Total Field Operations</b>		<b>732,500</b>	<b>-</b>	<b>185,000</b>	<b>0.00%</b>
52	Utility/Service Carts (Qty 8)	77,000	43,165	33,835	
<b>52 Total Plant Operations</b>		<b>77,000</b>	<b>43,165</b>	<b>33,835</b>	<b>56.06%</b>
53	Spare RAS Pump For Secondary Clarifiers	16,000	-		
53	Vibration and Acoustic Monitoring Equipment	100,000	-	100,000	
53	Mechanical Bird Control	50,000	-	50,000	
53	Air Handler for Influent Pump Room	32,000	-	32,000	
53	Building "A" Sewer Line Replacement/Bursting	60,000	789	59,211	
53	D7 Tractor for Bio-Solids Harvesting	250,000	-	250,000	
53	Small Dump Truck	75,000	-	75,000	
53	District Office Server Room HVAC	30,000	-	30,000	
<b>53 Total Mechanical Maintenance</b>		<b>613,000</b>	<b>789</b>	<b>596,211</b>	<b>0.13%</b>
54	Instrumentation, Controls, & Electrical	90,100		90,100	
<b>54 Total Electrical Maintenance</b>		<b>90,100</b>	<b>-</b>	<b>90,100</b>	<b>0.00%</b>
55	Laboratory Equipment Replacement	250,000			
<b>55 Total Laboratory Operations</b>		<b>250,000</b>	<b>-</b>		
Budget Adjustment		-			
<b>Grand Total</b>		<b>\$1,762,600</b>	<b>\$ 43,954</b>	<b>\$905,146</b>	<b>2.49%</b>

**Unexpected Capital Outlay**

52 Chlorine Contact Tank East Drain Pump	\$ -	\$ 45,218	\$ (45,218)
<b>Total Unexpected Capital Outlay</b>	<b>\$ -</b>	<b>\$ 45,218</b>	<b>\$ (45,218)</b>
<b>Total All Capital Outlay</b>	<b>\$ 1,762,600</b>	<b>\$ 89,173</b>	<b>\$ 859,927</b>

<sup>(1)</sup> This was an error and adjusted in October financials.

# Capital Project Expense Summary Report

Dublin San Ramon Services District

September 30, 2019

Fund #		Budget	Year-to-date Expenditures	Balance	Prct Used
210	Local Wastewater Replacement	\$ 1,598,164	\$ 19,628	\$ 1,578,536	1.23%
220	Local Wastewater Expansion	\$ 39,285	\$ -	\$ 39,285	0.00%
310	Regional Wastewater Replacement	\$ 6,579,168	\$ 83,581	\$ 6,495,587	1.27%
320	Regional Wastewater Expansion	\$ 6,572,622	\$ -	\$ 6,572,622	0.00%
610	Water Replacement	\$ 7,149,017	\$ 95,109	\$ 7,053,908	1.33%
620	Water Expansion	\$ 3,040,330 (1)	\$ -	\$ 3,040,330	0.00%
<b>Grand Total</b>		<b>\$ 24,978,586</b>	<b>\$ 198,318</b>	<b>\$ 24,780,268</b>	<b>0.79%</b>

(1) 26% of the budget is for construction of DERWA Recycled Water Plant Ph2. When cost is billed to DERWA the revenue offsets CIP expense. DERWA bills DSRSD for their portion; and DSRSD portion is paid from the operating expense contribution to JPA. Budget in fund 620 CIP covers the operating expense contribution to JPA.

# September Budget Variance Report

Accounting Period: 3  
Accounting Year: 2020

Categories are flagged if Actual Expense % > Target Expense %  
(Target Expense % = (Period/12)\*100 + Tolerance %)

Expected Expense: 25.00%  
Tolerance Level: 4.00%  
Target Expense: 29.00%

## Division: 10. Legislative

	<u>2020 Adjusted Budget</u>	<u>YTD Expenditure</u>	<u>MTD Expenditure</u>	<u>% of YTD to Budget</u>	<u>Flag</u>
Employee Memberships & Certifications	0.00	0.00	0.00	- %	
Medical	25,104.00	6,084.00	2,028.00	24.24%	
Other Benefits	7,000.00	1,965.00	655.00	28.07%	
Retirement	3,500.00	591.57	235.81	16.90%	
Salaries	35,000.00	7,884.00	3,066.00	22.53%	
Salary / Benefit Credit	0.00	0.00	0.00	- %	
Training Costs	14,000.00	1,973.46	0.00	14.10%	
<b>1. Personnel</b>	<b>84,604.00</b>	<b>18,498.03</b>	<b>5,984.81</b>	<b>21.86%</b>	
Equipment Under \$10,000	0.00	0.00	0.00	- %	
Office Supplies/Services	2,800.00	46.98	0.00	1.68%	
<b>2. Materials and Supplies</b>	<b>2,800.00</b>	<b>46.98</b>	<b>0.00</b>	<b>1.68%</b>	
Advertising	0.00	0.00	0.00	- %	
Other Services	27,000.00	31,887.47	550.00	118.10%	FLAG
Professional Services	25,000.00	0.00	0.00	- %	
Telecommunication Services	0.00	0.00	0.00	- %	
<b>3. Contract Services</b>	<b>52,000.00</b>	<b>31,887.47</b>	<b>550.00</b>	<b>61.32%</b>	<b>FLAG</b>
Meetings	2,500.00	-40.61	122.96	-1.62%	
Permits, Licenses & District Mbrshps	0.00	0.00	0.00	- %	
Subscriptions & Publications	540.00	50.00	0.00	9.26%	
<b>4. Other</b>	<b>3,040.00</b>	<b>9.39</b>	<b>122.96</b>	<b>0.31%</b>	
Capital Outlay - Identified	0.00	0.00	0.00	- %	
Capital Outlay - Unidentified	0.00	0.00	0.00	- %	
<b>5. Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>- %</b>	
<b>10. Legislative Total</b>	<b>142,444.00</b>	<b>50,441.87</b>	<b>6,657.77</b>	<b>35.41%</b>	<b>FLAG</b>



**TITLE:** Award Construction Agreements to McGuire and Hester and West Valley Construction Company, Inc. for the On-Call Water System and Sewer System Repairs, Fiscal Years Ending 2020–2022 Project, and Authorize the General Manager to Exercise up to Two One-Year Option Terms to the Construction Agreements

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by two (2) separate Resolutions, the following actions:

1. Award a construction agreement for the On-Call Water System and Sewer System Repairs, Fiscal Years Ending (FY) 2020–2022 Project to McGuire and Hester for a base term of approximately seven months in an amount not to exceed \$1,850,000; and
2. Award a construction agreement for the On-Call Water System and Sewer System Repairs, FYE 2020–2022 Project to West Valley Construction Company, Inc. for a base term of approximately seven months in an amount not to exceed \$1,850,000; and
3. Authorize the General Manager to exercise up to two one-year option terms to each construction agreement, for a potential total contract term of two years and seven months, in an amount, per option term, not-to-exceed \$1,600,000, plus the sum of the unused budget amounts for the Valve and Blow-Off Replacement Project (CIP 19-W004) and operating budget for as-needed emergency repair from the previous fiscal year, for a total contract amount not to exceed \$5,050,000; and
4. Upon exercising an option term, authorize the General Manager to apply unused budget amounts remaining in the Valve and Blow-Off Replacement Project (CIP 19-W004) at the end of FYE 2020 and FYE 2021 for planned maintenance expenditures in the subsequent fiscal year; and
5. Upon exercising an option term, authorize the General Manager to apply unused budget amounts remaining in the operating budget for as-needed emergency repairs at end the of FYE 2020 and FYE 2021 for as-needed emergency repair expenditures in the subsequent fiscal year; and
6. Authorize the General Manager to approve the payment for services rendered by both contractors up to a total amount not to exceed the sum of the approved budget for the Valve and Blow-Off Replacement Project (CIP 19-W004) and the approved Operating Budget for as-needed emergency repair work.

**SUMMARY:**

The District requires the services of on-call water system and sewer system repair contractors for both planned maintenance and emergency repairs. Planned maintenance includes the programmatic replacement and/or rehabilitation of various components of the water distribution, recycled water distribution, and/or sewer collection system that are nearing the end of their useful life. Emergency repairs are required for unanticipated events and performed on an as-needed basis.

The On-Call Water System and Sewer System Repairs, FYE 2020–2022 Project is a multi-year construction contract that provides for both planned maintenance and as-needed emergency work necessary to maintain the District's existing water distribution, recycled water distribution, and sewer collection system infrastructure. Anticipated planned maintenance work for fiscal years ending 2020 through 2022 includes the replacement or rehabilitation of water and/or recycled water distribution pipeline valves, blow-off assemblies, fire hydrants, air valve assemblies, and other related infrastructure. Approved budgets for planned maintenance work and as-needed emergency repair work are included in the District's Capital Improvement Program Two-Year Budget for Fiscal Years 2020 and 2021 for the Valve and Blow-Off Replacement Project (CIP 19-W004), and the Operating Budget for Fiscal Years Ending 2020 and 2021, respectively.

Additional information on the recommended award of the construction contracts is provided in the staff report.

Originating Department: Engineering Services	Contact: J. Ching	Legal Review: Not Required
Cost: Not to exceed \$5,050,000 (\$1,850,000 for FYE 2020; \$1,600,000 for FYE 2021; \$1,600,000 for FYE 2022)	Funding Source: Water Replacement (Fund 610); Water Enterprise (Fund 600), Local Wastewater Enterprise (Fund 200)	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		60 of 112

# STAFF REPORT



District Board of Directors  
November 19, 2019

## **Award Construction Agreements to McGuire and Hester and West Valley Construction Company, Inc. for the On-Call Water System and Sewer System Repairs, Fiscal Years Ending 2020–2022 Project, and Authorize the General Manager to Exercise up to Two One-Year Option Terms to the Construction Agreements**

### **DISCUSSION**

The District requires the services of on-call water system and sewer system repair contractors for both planned maintenance and emergency repairs. Planned maintenance includes the programmatic replacement and/or rehabilitation of various components of the water distribution, recycled water distribution, and/or sewer collection system that are nearing the end of their useful life. Emergency repairs are required for unanticipated events and performed on an as-needed basis.

#### **Project Solicitation of Bids**

Staff initially advertised the On-Call Water System and Sewer System, Fiscal Years Ending (FYE) 2020–2022 Project (Project) for bids on May 30, 2019. After receiving no bids through the initial bid solicitation, contract documents were amended and advertised a second time on August 28, 2019. Once again, no bids were received. Per Public Contract Code Section 22038, if no bids are received though the formal bidding process, the District is permitted to perform the work through negotiated contract.

Staff consequently solicited proposals from a short list of contractors based on their experience, safety rating, and ability to meet the response schedule for both planned maintenance and emergency work requests. In response to this solicitation, McGuire and Hester and West Valley Construction Company, Inc. submitted proposals for the Project. Staff negotiated terms whereby planned maintenance and as-needed emergency repair work will be completed on a time and materials basis, and in accordance with each contractor's respective labor and equipment hourly rate schedule. Staff has reviewed each contractor's proposal and has determined that both contractors can meet the needs of the District.

Staff recommends awarding contracts to both contractors. Awarding contracts to at least two contractors provides added assurance that resources are available to complete both planned maintenance and emergency work requests, and potentially provides higher productivity rates to complete the work. The agreements between the District and each contractor are for a base term of approximately seven (7) months (i.e. base term to expire on June 30, 2020), with an option to extend the period of service for up to two one-year terms, at the sole option of the District. The contractor's billing rate structure in any subsequent option term will be escalated in accordance with the Engineering News-Record's Construction Cost Index 20-City Average.

#### **Award Amounts, Budget, and Expenditure Limits**

Staff recommends the Board award construction contracts for the Project to both McGuire and Hester and West Valley Construction Company, Inc., for a base term of approximately seven months in the amount of \$1,850,000 each, which is the sum of the available funding in FYE 2020 for the Valve and Blow-Off Replacement Project (CIP 19-W004) (\$1,000,000), and the Operating Budget for as-needed emergency repairs (\$850,000).

Option terms, if exercised, will be awarded in the amount of the annual approved budgets for the Valve and Blow-Off Replacement Project and the approved Operating Budgets for the applicable fiscal year, plus any budget amounts remaining from the previous fiscal year. Current available funding in FYE 2021 for the Valve and Blow-Off Replacement Project and the Operating Budget for as-needed emergency repairs is \$1,000,000 and \$600,000, respectively. The Capital Improvement Program (CIP) and Operating Budgets for FYE 2022, which will be developed as part of the next two-year budget process, is also expected to be \$1,000,000 and \$600,000, respectively. Assuming all option terms are exercised, the not-to-exceed contract amounts for FYE 2020, FYE 2021, and FYE 2022 are estimated to be \$1,850,000, \$1,600,000, and \$1,600,000, respectively, and exclusive of any carryover budgets remaining from the previous fiscal year, for a total not-to-exceed contract amount of \$5,050,000 over a potential contract period of two years and seven months.

Work will be apportioned to contractors based on the availability of their resources and the constraints of the annual approved budgets. Staff will monitor the allocation of work and the combined expenditures incurred by both contractors for planned maintenance work and as-needed emergency repair work, and will also be responsible for ensuring that total expenditures do not exceed the annual approved budgets for the Valve and Blow-Off Replacement Project and the approved Operating Budget for as-needed emergency repairs.

## **RECOMMENDATION**

Staff recommends the Board of Directors approve, by two (2) separate Resolutions, the following actions:

1. Award a construction agreement for the On-Call Water System and Sewer System Repairs, FYE 2020–2022 Project to McGuire and Hester for a base term of approximately seven months in an amount not to exceed \$1,850,000; and
2. Award a construction agreement for the On-Call Water System and Sewer System Repairs, FYE 2020–2022 Project to West Valley Construction Company, Inc. for a base term of approximately seven months in an amount not to exceed \$1,850,000; and
3. Authorize the General Manager to exercise up to two one-year option terms to each construction agreement, for a potential total contract term of two years and seven months, in an amount, per option term, not-to-exceed \$1,600,000, plus the sum of the unused budget amounts for the Valve and Blow-Off Replacement Project (CIP 19-W004) and operating budget for as-needed emergency repair from the previous fiscal year, for a total contract amount not to exceed \$5,050,000; and
4. Upon exercising an option term, authorize the General Manager to apply unused budget amounts remaining in the Valve and Blow-Off Replacement Project (CIP 19-W004) at the end of FYE 2020 and FYE 2021 for planned maintenance expenditures in the subsequent fiscal year; and
5. Upon exercising an option term, authorize the General Manager to apply unused budget amounts remaining in the operating budget for as-needed emergency repairs at end the of FYE 2020 and FYE 2021 for as-needed emergency repair expenditures in the subsequent fiscal year; and
6. Authorize the General Manager to approve the payment for services rendered by both contractors up to a total amount not to exceed the sum of the approved budget for the Valve and Blow-Off Replacement Project (CIP 19-W004) and the approved Operating Budget for as-needed emergency repair work.

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AGREEMENT WITH MCGUIRE AND HESTER FOR ON-CALL WATER SYSTEM AND SEWER REPAIRS, FISCAL YEARS ENDING 2020–2022 PROJECT

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WHEREAS, the Board of Directors adopted the Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2020 and 2021 (“CIP Budget”) and Operating Budget for Fiscal Years Ending 2020 and 2021 (“Operating Budget”) on July 2, 2019, authorizing project and fund budgets to meet the District’s capital infrastructure and operational needs, respectively; and

WHEREAS, the CIP Budget included the Valve and Blow-Off Replacement Project (CIP 19-W004) with an annual budget of \$1,000,000 per fiscal year for fiscal years ending 2020 and 2021 to facilitate planned maintenance work for the District’s water distribution, recycled water distribution, and sewer collection systems; and

WHEREAS, the Operating Budget included an annual budget of \$850,000 and \$600,000 for fiscal year ending 2020 and 2021, respectively, to facilitate as-needed emergency repairs for the District’s water distribution, recycled water distribution, and sewer collection systems; and

WHEREAS, the On-Call Water System and Sewer System Repairs, Fiscal Years Ending 2020–2022 Project (“Project”) will ensure the operational reliability of the District’s water distribution, recycled water distribution, and sewer collection systems by providing resources to implement planned maintenance and as-needed emergency repair work; and

WHEREAS, on May 30, 2019, the District Secretary advertised the Project for bids in accordance with the District’s Purchasing policy, and pursuant to said advertisement, no bids were received for the performance of said work; and

WHEREAS, on August 28, 2019, the District Secretary re-advertised the Project for bids in accordance with the District’s Purchasing policy, and pursuant to said advertisement, no bids were received for the performance of said work; and

WHEREAS, pursuant to Public Contract Code Section 22038, if no bids are received through the formal bidding process, the Project may be performed through negotiated contract; and

WHEREAS, the District negotiated contract terms to perform said work with McGuire and Hester; and

WHEREAS, it is the intention and desire of this Board to accept McGuire and Hester’s pricing schedule for services rendered, and award an agreement for a base term of approximately seven

months in the amount not to exceed \$1,850,000.

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, as follows:

1. That certain agreement titled "On-Call Water System and Sewer System Repairs, FYE 2020–2022" (Exhibit "A"), by and between Dublin San Ramon Services District, a California public agency, and McGuire and Hester is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto respectfully, said agreement for and on behalf of the Dublin San Ramon Services District.

2. The General Manager is authorized to exercise the option to extend the agreement for up to two one-year terms, for a potential total contract term of approximately two years and seven months, in an amount, per option term, not-to-exceed \$1,600,000, plus the sum of the unused budget amounts for the Valve and Blow-Off Replacement Project (CIP 19-W004) and Operating Budget for as-needed emergency repair from the previous fiscal year, for a total contract amount not to exceed \$5,050,000.

3. The General Manager, upon exercising an option term, is authorized to apply unused budget amounts remaining in the Valve and Blow-Off Replacement Project (CIP 19-W004) at the end of fiscal years ending 2020 and 2021 for planned maintenance expenditures in the subsequent fiscal year.

4. The General Manager, upon exercising an option term, is authorized to apply unused budget amounts remaining in the Operating Budget for as-needed emergency repairs at the end of fiscal years ending 2020 and 2021 for as-needed emergency repair expenditures in the subsequent fiscal year.

5. The General Manager is authorized to approve the payment for services rendered by McGuire and Hester, up to a total amount not to exceed the sum of the approved budget of the Valve and Blow-Off Replacement Project (CIP 19-W004), and the approved Operating Budget for as-needed emergency repair work.

\*\*\*\*\*

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 19th day of November, 2019, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Madelyne A. Misheloff, President

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

## SECTION 00500

**AGREEMENT FOR THE CONSTRUCTION OF**  
**ON-CALL WATER SYSTEM AND SEWER SYSTEM REPAIRS, FYE 2020-2022**

THIS AGREEMENT, made and concluded, in duplicate, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Dublin San Ramon Services District ("District"), Dublin, California, and McGuire and Hester, 9009 Railroad Avenue, Oakland, CA 94603, (510) 632-7676 ("Contractor").

## WITNESSETH:

1. That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the District, and under the conditions expressed in the two bonds, bearing even date with these presents, and hereunto annexed, the Contractor agrees with the District, at his/her own proper cost and expense, to do all the work and furnish all the materials necessary to construct and complete in good workmanlike and substantial manner the project entitled: **ON-CALL WATER SYSTEM AND SEWER SYSTEM REPAIRS, FYE 2020-2022** in strict conformity with the Contract Documents (collectively defined in Section 01090-2.0), prepared therefor, which said plans and specifications are hereby specially referred to and by said reference made a part hereof.
2. Now, therefore, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the Contractor hereby agrees to complete the work in accordance with the terms and conditions stipulated in the Contract Documents for the sum of **One Million Eight Hundred Fifty Thousand Dollars (\$1,850,000.00)** computed in accordance with Contractor's accepted proposal dated **November 13**, 20**19**, which accepted proposal is incorporated herein by reference thereto as if herein fully set forth. Compensation shall be based upon any lump sum pricing schedule items plus the hourly rates stated in the pricing schedule, multiplied by the actual quantities of work performed, plus the cost of any materials furnished. The further terms, conditions, and covenants of this Agreement are set forth in the Contract Documents, each of which is by this reference made a part hereof. Payments are to be made to the Contractor in accordance with the provisions of the Contract Documents in legally executed and regularly issued warrants of the District, drawn on the appropriate fund or funds as required by law and order of the District thereof.
3. The District hereby promises and agrees with the Contractor to employ, and does hereby employ, the Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.
4. The Contractor and any subcontractor performing or contracting any work shall comply with all applicable provisions of the California Labor Code for all workers, laborers and mechanics of all crafts, classifications or types, including, but not limited to the following:

(a) The Contractor shall comply with all applicable provisions of Section 1810 to 1815, inclusive, of the California Labor Code relating to working hours. The Contractor shall, as a penalty to the District, forfeit the sum of twenty-five dollars (\$25) for each worker employed in the execution of the Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, unless such worker receives compensation for all hours worked in excess of eight (8) hours at not less than 1-1/2 times the basic rate of pay.

(b) Pursuant to the provision of California Labor Code, Sections 1770 et. seq., the Contractor and any subcontractor under him shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor Code Section 1773.2, the Contractor is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the office of the District, which copies shall be made available to any interested party on request. The Contractor shall post a copy of said prevailing rate of per diem wages at each job site.

(c) As required by Section 1773.1 of the California Labor Code, the Contractor shall pay travel and subsistence payments to each worker needed to execute the Work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.

(d) To establish such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within ten (10) days after their execution and thereafter shall establish such travel and subsistence payments whenever filed thirty (30) days prior to the call for bids.

(e) The Contractor shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to the District, forfeit up to fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the Contract. The Contractor shall pay each worker an amount equal to the difference between the prevailing wage rates and the amount paid worker for each calendar day or portion thereof for which a worker was paid less than the prevailing wage rate.

(f) As required under the provisions of Section 1776 of the California Labor Code, Contractor and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Said payroll shall be certified and shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

(1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(2) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available for inspection or furnished upon request to the District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations.

(3) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available upon request by the public for inspection or for copies thereof; provided, however, that a request by the public shall be made through either the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to subparagraph 4(f)(2) herein, the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the Contractor, subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal offices of the Contractor.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division.

Each Contractor shall file a certified copy of the records, enumerated in Paragraph 4(f) with the entity that requested the records within ten (10) days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor awarded the Contract or performing the Contract shall not be marked or obliterated. The Contractor shall inform the District of the location of the records enumerated under Paragraph 4(f) including the street address, city and county, and shall, within five (5) working days, provide a notice of change of location and address. The Contractor shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects the Contractor must comply with this Paragraph 4(f). In the event that the Contractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or the District, forfeit twenty-five dollars (\$25.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. Responsibility for compliance with Paragraph 4(f) lies with the Contractor.

(g) The Contractor and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee administering the apprenticeship standards of the craft or trade in the area of the construction site for a certificate approving the Contractor or subcontractor under the apprenticeship standards for

the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code. The responsibility of compliance with California Labor Code Section 1777.5 during the performance of this Contract rests with the Contractor. Pursuant to California Labor Code Section 1777.7, in the event the Contractor willfully fails to comply with the provisions of California Labor Code Section 1777.5, the Contractor shall be denied the right to bid on any public works contract for up to three (3) years from the date noncompliance is determined and be assessed civil penalties.

(h) In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, the Contractor is required to secure the payment of compensation to its employees and for that purpose obtain and keep in effect adequate Workers' Compensation Insurance. If the Contractor, in the sole discretion of the District satisfies the District of the responsibility and capacity under the applicable Workers' Compensation Laws, if any, to act as self-insurer, the Contractor may so act, and in such case, the insurance required by this paragraph need not be provided.

The Contractor is advised of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions and have Employer's Liability Limits of \$1,000,000 per accident before commencing the performance of the Work of this Contract.

The Notice to Proceed with the Work under this Contract will not be issued, and the Contractor shall not commence work, until the Contractor submits written evidence that it has obtained full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the Work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation Insurance Laws. In accordance with the provisions of Section 1861 of the California Labor Code, the Contractor in signing this Agreement certifies to the District as true the following statement: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this Contract."

A subcontractor is not allowed to commence work on the project until verification of Workers' Compensation Insurance coverage has been obtained and verified by the Contractor and submitted to the District for its review and records.

(i) In accordance with the provisions of Section 1727 of the California Labor Code, the District, before making payment to the Contractor of money due under a contract for public works, shall withhold and retain therefrom all wages and penalties which have been forfeited pursuant to any stipulation in the Contract, and the terms of Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Standards Enforcement or by the District.

5. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this Agreement and the Bid Proposal of said Contractor, then this Agreement shall control, and nothing herein contained shall be considered as an acceptance of the said terms of said Proposal conflicting herewith.

6. The Contractor agrees to provide and maintain insurance coverage, and to indemnify and save harmless the parties named and in the manner set forth in Section 00800-2.0, **LIABILITY & INSURANCE**.

The duty of Contractor to indemnify and save harmless, as set forth herein, shall include a duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

7. The Contractor shall diligently prosecute the Work so that it shall be substantially completed within the time specified in Section 00800-1.1, Time Allowed for Completion.

8. Except as otherwise may be provided in other provisions of the Contract Documents, Contractor hereby expressly guarantees for one (1) full year from the date of the Substantial Completion of each Work Order under this Agreement and acceptance thereof by the District, to repair or replace any part of the Work performed hereunder which constitutes a defect resulting from the use of inferior or defective materials, equipment or workmanship. If, within said period, any repairs or replacements in connection with the Work are, in the opinion of the District, rendered necessary as the result of the use of inferior or defective materials, equipment or workmanship, Contractor agrees, upon receipt of notice from District, and without expense to District, to promptly repair or replace such material or workmanship and/or correct any and all defects therein. If Contractor, after such notice, fails to proceed promptly to comply with the terms of this guarantee, District may perform the work necessary to effectuate such correction and recover the cost thereof from the Contractor and/or its sureties.

In special circumstances where a particular item of work or equipment is placed in continuous service before Substantial Completion of the Work, the correction period for that item may start to run from an earlier date. This date shall be agreed upon by the Contractor and District on or before the item is placed in continuous service.

Any and all other special guarantees which may be applicable to definite parts of the Work under this Agreement shall be considered as an additional guarantee and shall not reduce or limit the guarantee as provided by Contractor pursuant to this paragraph during the first year of the life of such guarantee.

9. The Contractor shall provide, on the execution of this Agreement, a good and sufficient corporate surety bond in the penal sum of \$350,000.00, which bond shall be on the form provided by the District in Section 00610, **BOND OF FAITHFUL PERFORMANCE**, and be conditioned upon the faithful performance of all work required to be performed by the Contractor under this Agreement. Said bond shall be liable for any and all penalties and obligations which may be incurred by Contractor under this Agreement. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the Surety to the

District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

10. In addition to the bond required under Paragraph 9, hereof, Contractor shall furnish a good and sufficient corporate surety bond in the penal sum of \$350,000.00, which bond shall be on the form provided by the District in Section 00620, **PAYMENT BOND**, and conform strictly with the provisions of Chapter 7, Title 15, Part 4, Division 3, of the Civil Code of the State of California, and all amendments thereto. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate Surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the Surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

11. The Contractor may substitute securities for the amounts retained by the District to ensure performance of the work in accordance with the provisions of Section 22300 of the Public Contract Code.

12. Contractor covenants that Contractor is licensed in accordance with the provisions of the Contractors' License Law of California as provided in Section 00010, **NOTICE INVITING BIDS**.

13. The Contractor shall be provided the time period specified in Section 01340-2.0, **MATERIAL AND EQUIPMENT SUBSTITUTIONS**, for submission of data substantiating a request for a substitution of an "or equal" item.

14. As required by Section 6705 of the California Labor Code and in addition thereto, whenever work under the Contract involves the excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall submit in advance of excavations, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders of the Division of Industrial Safety in Title 8, Subchapter 4, Article 6, California Code of Regulations, the plan shall be prepared by a registered civil or structural engineer employed by the Contractor, and all costs therefore shall be included in the price named in the Contract for completion of the Work as set forth in the Contract Documents. Nothing in this Section shall be deemed to allow the use of a shoring, sloping, or other protective system less effective than that required by the Construction Safety Orders. Nothing in this Section shall be construed to impose tort liability on the District, nor any of its agents, consultants, or employees. The District's review of the Contractor's excavation plan is only for general conformance to the California Construction Safety Orders.

Prior to commencing any excavation, the Contractor shall designate in writing to the District the "competent person(s)" with the authority and responsibilities designated in the Construction Safety Orders.

15. In accordance with Section 7104 of the Public Contract Code, whenever any work involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, the

provisions of Section 00700-7.2, **Differing Site Conditions**, shall apply.

16. In accordance with Section 7103.5 of the Public Contract Code, the Contractor and subcontractors shall conform to the following requirements. In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchases of goods, materials or services pursuant to this Contract or the subcontract. Such assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

17. In accordance with Section 4552 of the Government Code, the Contractor shall conform to the following requirements. In submitting a Bid to the District, the Contractor offers and agrees that if the Bid is accepted, it will assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchase of goods, materials, or services by the Contractor for sale to the District pursuant to the Bid. Such assignment shall be made and become effective at the time the Authority tenders final payment to the Contractor.

18. Pursuant to Public Contract Code Section 7100, the acceptance by the Contractor of an undisputed payment made under the terms of the Contract shall operate as, and shall be, a release to the District, and their duly authorized agents, from all claim of and/or liability to the Contractor arising by virtue of the contract related to those amounts. Disputed contract claims in stated amounts may be specifically excluded by the Contractor from the operation of the release.

19. In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first set forth above.

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dublin San Ramon Services District

By: \_\_\_\_\_  
Daniel McIntyre, General Manager

ATTEST:

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

\*\*\* END OF SECTION \*\*\*

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AGREEMENT WITH WEST VALLEY CONSTRUCTION COMPANY, INC. FOR ON-CALL WATER SYSTEM AND SEWER SYSTEM REPAIRS, FISCAL YEARS ENDING 2020–2022 PROJECT

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WHEREAS, the Board of Directors adopted the Capital Improvement Program (CIP) Two-Year Budget for Fiscal Years Ending 2020 and 2021 (“CIP Budget”) and Operating Budget for Fiscal Years Ending 2020 and 2021 (“Operating Budget”) on July 2, 2019, authorizing project and fund budgets to meet the District’s capital infrastructure and operational needs, respectively; and

WHEREAS, the CIP Budget included the Valve and Blow-Off Replacement Project (CIP 19-W004) with an annual budget of \$1,000,000 per fiscal year for fiscal years ending 2020 and 2021 to facilitate planned maintenance work for the District’s water distribution, recycled water distribution, and sewer collection systems; and

WHEREAS, the Operating Budget included an annual budget of \$850,000 and \$600,000 for fiscal year ending 2020 and 2021, respectively, to facilitate as-needed emergency repairs for the District’s water distribution, recycled water distribution, and sewer collection systems; and

WHEREAS, the On-Call Water System and Sewer System Repairs, Fiscal Years Ending 2020–2022 Project (“Project”) will ensure the operational reliability of the District’s water distribution, recycled water distribution, and sewer collection systems by providing resources to implement planned maintenance and as-needed emergency repair work; and

WHEREAS, on May 30, 2019, the District Secretary advertised the Project for bids in accordance with the District’s Purchasing policy, and pursuant to said advertisement, no bids were received for the performance of said work; and

WHEREAS, on August 28, 2019, the District Secretary re-advertised the Project for bids in accordance with the District’s Purchasing policy, and pursuant to said advertisement, no bids were received for the performance of said work; and

WHEREAS, pursuant to Public Contract Code Section 22038, if no bids are received through the formal bidding process, the Project may be performed by negotiated contract; and

WHEREAS, the District negotiated contract terms to perform said work with West Valley Construction Company, Inc.; and

WHEREAS, it is the intention and desire of this Board to accept West Valley Construction Company, Inc.’s pricing schedule for services rendered, and award an agreement for a base term of

approximately seven months in the amount not to exceed \$1,850,000.

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, as follows:

1. That certain agreement titled "On-Call Water System and Sewer System Repairs, FYE 2020–2022" (Exhibit "A"), by and between Dublin San Ramon Services District, a California public agency, and West Valley Construction Company, Inc. is hereby approved, and the General Manager and District Secretary are hereby authorized and directed to execute, and to attest thereto respectfully, said agreement for and on behalf of the Dublin San Ramon Services District.

2. The General Manager is authorized to exercise the option to extend the agreement for up to two one-year terms, for a potential total contract term of approximately two years and seven months, in an amount, per option term, not-to-exceed \$1,600,000, plus the sum of the unused budget amounts for the Valve and Blow-Off Replacement Project (CIP 19-W004) and Operating Budget for as-needed emergency repair from the previous fiscal year, for a total contract amount not to exceed \$5,050,000.

3. The General Manager, upon exercising an option term, is authorized to apply unused budget amounts remaining in the Valve and Blow-Off Replacement Project (CIP 19-W004) at the end of fiscal years ending 2020 and 2021 for planned maintenance expenditures in the subsequent fiscal year.

4. The General Manager, upon exercising an option term, is authorized to apply unused budget amounts remaining in the Operating Budget for as-needed emergency repairs at the end of fiscal years ending 2020 and 2021 for as-needed emergency repair expenditures in the subsequent fiscal year.

5. The General Manager is authorized to approve the payment for services rendered by West Valley Construction Company, Inc., up to a total amount not to exceed the sum of the approved budget of the Valve and Blow-Off Replacement Project (CIP 19-W004), and the approved Operating Budget for as-needed emergency repair work.

\*\*\*\*\*

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 19th day of November, 2019, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Madelyne A. Misheloff, President

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

## SECTION 00500

## AGREEMENT FOR THE CONSTRUCTION OF

## ON-CALL WATER SYSTEM AND SEWER SYSTEM REPAIRS, FYE 2020-2022

THIS AGREEMENT, made and concluded, in duplicate, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Dublin San Ramon Services District ("District"), Dublin, California, and West Valley Construction Company, Inc., P.O. Box 5639, San Jose, CA 95150, (408) 371-5510 ("Contractor").

## WITNESSETH:

1. That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the District, and under the conditions expressed in the two bonds, bearing even date with these presents, and hereunto annexed, the Contractor agrees with the District, at his/her own proper cost and expense, to do all the work and furnish all the materials necessary to construct and complete in good workmanlike and substantial manner the project entitled: **ON-CALL WATER SYSTEM AND SEWER SYSTEM REPAIRS, FYE 2020-2022** in strict conformity with the Contract Documents (collectively defined in Section 01090-2.0), prepared therefor, which said plans and specifications are hereby specially referred to and by said reference made a part hereof.
2. Now, therefore, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the Contractor hereby agrees to complete the work in accordance with the terms and conditions stipulated in the Contract Documents for the sum of **One Million Eight Hundred Fifty Thousand Dollars (\$1,850,000.00)** computed in accordance with Contractor's accepted proposal dated **November 13, 2019**, which accepted proposal is incorporated herein by reference thereto as if herein fully set forth. Compensation shall be based upon any lump sum pricing schedule items plus the hourly rates stated in the pricing schedule, multiplied by the actual quantities of work performed, plus the cost of any materials furnished. The further terms, conditions, and covenants of this Agreement are set forth in the Contract Documents, each of which is by this reference made a part hereof. Payments are to be made to the Contractor in accordance with the provisions of the Contract Documents in legally executed and regularly issued warrants of the District, drawn on the appropriate fund or funds as required by law and order of the District thereof.
3. The District hereby promises and agrees with the Contractor to employ, and does hereby employ, the Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.
4. The Contractor and any subcontractor performing or contracting any work shall comply with all applicable provisions of the California Labor Code for all workers, laborers and mechanics of all crafts, classifications or types, including, but not limited to the following:

(a) The Contractor shall comply with all applicable provisions of Section 1810 to 1815, inclusive, of the California Labor Code relating to working hours. The Contractor shall, as a penalty to the District, forfeit the sum of twenty-five dollars (\$25) for each worker employed in the execution of the Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, unless such worker receives compensation for all hours worked in excess of eight (8) hours at not less than 1-1/2 times the basic rate of pay.

(b) Pursuant to the provision of California Labor Code, Sections 1770 et. seq., the Contractor and any subcontractor under him shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor Code Section 1773.2, the Contractor is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the office of the District, which copies shall be made available to any interested party on request. The Contractor shall post a copy of said prevailing rate of per diem wages at each job site.

(c) As required by Section 1773.1 of the California Labor Code, the Contractor shall pay travel and subsistence payments to each worker needed to execute the Work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.

(d) To establish such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within ten (10) days after their execution and thereafter shall establish such travel and subsistence payments whenever filed thirty (30) days prior to the call for bids.

(e) The Contractor shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to the District, forfeit up to fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the Contract. The Contractor shall pay each worker an amount equal to the difference between the prevailing wage rates and the amount paid worker for each calendar day or portion thereof for which a worker was paid less than the prevailing wage rate.

(f) As required under the provisions of Section 1776 of the California Labor Code, Contractor and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Said payroll shall be certified and shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

(1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(2) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available for inspection or furnished upon request to the District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations.

(3) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available upon request by the public for inspection or for copies thereof; provided, however, that a request by the public shall be made through either the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to subparagraph 4(f)(2) herein, the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the Contractor, subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal offices of the Contractor.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division.

Each Contractor shall file a certified copy of the records, enumerated in Paragraph 4(f) with the entity that requested the records within ten (10) days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor awarded the Contract or performing the Contract shall not be marked or obliterated. The Contractor shall inform the District of the location of the records enumerated under Paragraph 4(f) including the street address, city and county, and shall, within five (5) working days, provide a notice of change of location and address. The Contractor shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects the Contractor must comply with this Paragraph 4(f). In the event that the Contractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or the District, forfeit twenty-five dollars (\$25.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. Responsibility for compliance with Paragraph 4(f) lies with the Contractor.

(g) The Contractor and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee administering the apprenticeship standards of the craft or trade in the area of the construction site for a certificate approving the Contractor or subcontractor under the apprenticeship standards for

the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code. The responsibility of compliance with California Labor Code Section 1777.5 during the performance of this Contract rests with the Contractor. Pursuant to California Labor Code Section 1777.7, in the event the Contractor willfully fails to comply with the provisions of California Labor Code Section 1777.5, the Contractor shall be denied the right to bid on any public works contract for up to three (3) years from the date noncompliance is determined and be assessed civil penalties.

(h) In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, the Contractor is required to secure the payment of compensation to its employees and for that purpose obtain and keep in effect adequate Workers' Compensation Insurance. If the Contractor, in the sole discretion of the District satisfies the District of the responsibility and capacity under the applicable Workers' Compensation Laws, if any, to act as self-insurer, the Contractor may so act, and in such case, the insurance required by this paragraph need not be provided.

The Contractor is advised of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions and have Employer's Liability Limits of \$1,000,000 per accident before commencing the performance of the Work of this Contract.

The Notice to Proceed with the Work under this Contract will not be issued, and the Contractor shall not commence work, until the Contractor submits written evidence that it has obtained full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the Work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation Insurance Laws. In accordance with the provisions of Section 1861 of the California Labor Code, the Contractor in signing this Agreement certifies to the District as true the following statement: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this Contract."

A subcontractor is not allowed to commence work on the project until verification of Workers' Compensation Insurance coverage has been obtained and verified by the Contractor and submitted to the District for its review and records.

(i) In accordance with the provisions of Section 1727 of the California Labor Code, the District, before making payment to the Contractor of money due under a contract for public works, shall withhold and retain therefrom all wages and penalties which have been forfeited pursuant to any stipulation in the Contract, and the terms of Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Standards Enforcement or by the District.

5. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this Agreement and the Bid Proposal of said Contractor, then this Agreement shall control, and nothing herein contained shall be considered as an acceptance of the said terms of said Proposal conflicting herewith.

6. The Contractor agrees to provide and maintain insurance coverage, and to indemnify and save harmless the parties named and in the manner set forth in Section 00800-2.0, **LIABILITY & INSURANCE**.

The duty of Contractor to indemnify and save harmless, as set forth herein, shall include a duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

7. The Contractor shall diligently prosecute the Work so that it shall be substantially completed within the time specified in Section 00800-1.1, Time Allowed for Completion.

8. Except as otherwise may be provided in other provisions of the Contract Documents, Contractor hereby expressly guarantees for one (1) full year from the date of the Substantial Completion of each Work Order under this Agreement and acceptance thereof by the District, to repair or replace any part of the Work performed hereunder which constitutes a defect resulting from the use of inferior or defective materials, equipment or workmanship. If, within said period, any repairs or replacements in connection with the Work are, in the opinion of the District, rendered necessary as the result of the use of inferior or defective materials, equipment or workmanship, Contractor agrees, upon receipt of notice from District, and without expense to District, to promptly repair or replace such material or workmanship and/or correct any and all defects therein. If Contractor, after such notice, fails to proceed promptly to comply with the terms of this guarantee, District may perform the work necessary to effectuate such correction and recover the cost thereof from the Contractor and/or its sureties.

In special circumstances where a particular item of work or equipment is placed in continuous service before Substantial Completion of the Work, the correction period for that item may start to run from an earlier date. This date shall be agreed upon by the Contractor and District on or before the item is placed in continuous service.

Any and all other special guarantees which may be applicable to definite parts of the Work under this Agreement shall be considered as an additional guarantee and shall not reduce or limit the guarantee as provided by Contractor pursuant to this paragraph during the first year of the life of such guarantee.

9. The Contractor shall provide, on the execution of this Agreement, a good and sufficient corporate surety bond in the penal sum of \$350,000.00, which bond shall be on the form provided by the District in Section 00610, **BOND OF FAITHFUL PERFORMANCE**, and be conditioned upon the faithful performance of all work required to be performed by the Contractor under this Agreement. Said bond shall be liable for any and all penalties and obligations which may be incurred by Contractor under this Agreement. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the Surety to the

District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

10. In addition to the bond required under Paragraph 9, hereof, Contractor shall furnish a good and sufficient corporate surety bond in the penal sum of \$350,000.00, which bond shall be on the form provided by the District in Section 00620, **PAYMENT BOND**, and conform strictly with the provisions of Chapter 7, Title 15, Part 4, Division 3, of the Civil Code of the State of California, and all amendments thereto. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate Surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the Surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

11. The Contractor may substitute securities for the amounts retained by the District to ensure performance of the work in accordance with the provisions of Section 22300 of the Public Contract Code.

12. Contractor covenants that Contractor is licensed in accordance with the provisions of the Contractors' License Law of California as provided in Section 00010, **NOTICE INVITING BIDS**.

13. The Contractor shall be provided the time period specified in Section 01340-2.0, **MATERIAL AND EQUIPMENT SUBSTITUTIONS**, for submission of data substantiating a request for a substitution of an "or equal" item.

14. As required by Section 6705 of the California Labor Code and in addition thereto, whenever work under the Contract involves the excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall submit in advance of excavations, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders of the Division of Industrial Safety in Title 8, Subchapter 4, Article 6, California Code of Regulations, the plan shall be prepared by a registered civil or structural engineer employed by the Contractor, and all costs therefore shall be included in the price named in the Contract for completion of the Work as set forth in the Contract Documents. Nothing in this Section shall be deemed to allow the use of a shoring, sloping, or other protective system less effective than that required by the Construction Safety Orders. Nothing in this Section shall be construed to impose tort liability on the District, nor any of its agents, consultants, or employees. The District's review of the Contractor's excavation plan is only for general conformance to the California Construction Safety Orders.

Prior to commencing any excavation, the Contractor shall designate in writing to the District the "competent person(s)" with the authority and responsibilities designated in the Construction Safety Orders.

15. In accordance with Section 7104 of the Public Contract Code, whenever any work involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, the

provisions of Section 00700-7.2, **Differing Site Conditions**, shall apply.

16. In accordance with Section 7103.5 of the Public Contract Code, the Contractor and subcontractors shall conform to the following requirements. In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchases of goods, materials or services pursuant to this Contract or the subcontract. Such assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

17. In accordance with Section 4552 of the Government Code, the Contractor shall conform to the following requirements. In submitting a Bid to the District, the Contractor offers and agrees that if the Bid is accepted, it will assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchase of goods, materials, or services by the Contractor for sale to the District pursuant to the Bid. Such assignment shall be made and become effective at the time the Authority tenders final payment to the Contractor.

18. Pursuant to Public Contract Code Section 7100, the acceptance by the Contractor of an undisputed payment made under the terms of the Contract shall operate as, and shall be, a release to the District, and their duly authorized agents, from all claim of and/or liability to the Contractor arising by virtue of the contract related to those amounts. Disputed contract claims in stated amounts may be specifically excluded by the Contractor from the operation of the release.

19. In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first set forth above.

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dublin San Ramon Services District

By: \_\_\_\_\_  
Daniel McIntyre, General Manager

ATTEST:

---

Nicole Genzale, District Secretary

\*\*\* END OF SECTION \*\*\*



**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 November 5, 2019.

**SUMMARY:**

On November 11, 2018, the District Office flooded due to a leak in the building's 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.

Per the District's Purchasing policy, in case of an emergency and in accordance with Public Contract Code Section 22050, the General Manager may let contracts for any amount without giving notice for bids for repair or replacement of a public facility, and procure the necessary equipment, services, and supplies for those purposes. Resolution No. 53-18 was adopted by the Board of Directors on November 20, 2018, approving emergency action procurement by the General Manager for restoration of the District Office.

The District Office Renovation Project (CIP 19-A005), which is a part of the Capital Improvement Program (CIP), includes the restoration of the building, as well as, renovations for the District Office. The building restoration work will be reimbursed through an insurance claim, and the renovation work will be paid through CIP project budgets. A summary of the contracts entered under the emergency action is attached.

The District Office is closed until further notice. Displaced District Office staff are now assigned to the Field Operations Facility. 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;
- There is minimal meeting space for staff for internal meetings, to meet with developer representatives and contractors, and to confer with other agency personnel;
- Natural work efficiencies are degraded with District Office staff working in ad hoc workspaces at the Field Operations Facility;
- Many supervisory staff have lost use of their individual offices for confidential meetings pertaining to performance management, coaching, and recruiting; and
- Through relocation of staff to the Field Operations Facility Training Room, space for large group training activities has been lost.

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. Per the Public Contract Code, at every regularly scheduled meeting following the initial emergency action, the Board shall review and determine by a four-fifths vote, the need to continue the emergency action. Staff, therefore, recommends that the Board of Directors confirm the need to continue the State of Emergency.

Originating Department: Engineering Services	Contact: J. Ching	Legal Review: Not Required
Cost: \$0	Funding Source: Insurance Claim	
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 – Summary of Contracts	

**District Office Renovation  
Summary of Contracts**

<b>Vendor</b>	<b>Service/Contract Type</b>	<b>Contract Amount</b>
Restoration Management Company	Emergency Restoration, Contents Inventory and Storage	\$ 579,387.74
VIP Security	Building Security	\$ 16,750.00
Cal Engineering & Geology / HDR	Engineering Services for Concrete Slab Repair	\$ 91,328.28
Overaa Construction	Construction Services for Fire Riser and Concrete Slab Repair	\$ 224,374.46
ID Architecture	Architectural Design Services, Construction Management Services	\$ 148,305.00
Sausal Corporation	Design-Build Services	\$ 4,187,206.00
Swinerton Management and Consulting	Construction Management	\$ 413,858.00
Omega/RHP Environmental	Environmental/Abatement Monitoring	\$ 12,885.46
CORT Furniture	Office Furniture Rental	\$ 121,508.36
Total Contract Amount		\$ 5,795,603.30



**TITLE:** Approve Continuation of Emergency Action Procurement by General Manager for Repair of the Jeffrey G. Hansen Water Recycling Plant and Find that the Need for the Electrical Power Supply Failure 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. 16-19 and find that there exists a need for continuing the electrical power supply failure emergency at the Jeffrey G. Hansen Water Recycling Plant, which the Board last confirmed on November 5, 2019.

**SUMMARY:**

On Sunday, April 7, 2019, a catastrophic power supply failure occurred at the Jeffrey G. Hansen Water Recycling Plant due to a ground fault in the external electrical bus ducting connection the main transformer to switchgear in Building M (also known as west cable bus duct). This loss of power primarily affected the Effluent Pumps (EPS2), the Tertiary Influent Pumps (TIPS), the recycled water ballasted flocculation and sand filters, and supervisory control and data acquisition (SCADA) equipment in Building M, reducing production output from the water recycling plant by approximately 80 percent.

At a special Board meeting on April 16, 2019, the DERWA Board of Directors authorized emergency actions and expenditures necessary to make all repairs, up to \$1,000,000.

The Jeffrey G. Hansen Water Recycling Plant's east process units are being powered by the newly installed alternative power cables. The alternative power is powering two of the five distribution system pumps and the UV disinfection process. DSRSD staff has completed the demolition of the existing east bus duct. The equipment has been delivered, and the contractor and DSRSD staff have begun the installation of the new cable bus duct system and new breakers. Maintenance and testing services for Transformer 7 (east side power) will be scheduled later this month.

To date, District staff has logged 645.5 hours of labor for this emergency. Purchase orders in the amount of \$730,132 have been issued to date, of which \$511,187 have been spent. These will be DERWA costs allocated to the DERWA partners. Attachment 1 provides the cost summary in detail.

A four-fifths vote is necessary to extend the emergency.

Originating Department: Operations	Contact: J. Carson	Legal Review: Not Required
Cost: \$730,132 expenses + \$113,426 staff labor	Funding Source: Water Replacement (Fund 610)	
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 – Summary of Expenses to Date	87 of 112

## DERWA EMERGENCY - SUMMARY OF EXPENSES TO DATE - as of 11/11/2019

Attachment 1 to S&amp;R

VENDOR	DESCRIPTION	PO AMOUNT	PAID TO DATE
TJC AND ASSOCIATES, INC.	DERWA Recycled Water Treatment Facility Repair: Task Order No. 1 to Agreement dated 5/16/19 for Structural and Electrical Engineering Support for Emergency Bus Duct Replacement	\$17,846.50	\$13,680.54
TJC AND ASSOCIATES, INC.	DERWA Recycled Water Treatment Facility Repair: Task Order No. 3 to Agreement dated 5/16/19 for Electrical Engineering Review of New Equipment and Structural Review of New Cable Bus Support	\$12,000.00	\$0.00
PLATT ELECTRIC SUPPLY	DERWA EMERGENCY: PARTS & CABLES FOR NEW POWER FEEDS	\$10,961.12	\$10,961.12
HART HIGH-VOLTAGE	TESTING OF XFMER-6, REPLACEMENT OF THE MED VOLTAGE FUSES IN MVS-6A & B & OIL SAMPLE TESTING; TAX & FREIGHT NOT INCLUDED	\$4,854.60	\$4,854.60
D. W. NICHOLSON	DERWA EMERGENCY REPAIR: 06T001, 3200A CABLE-BUS SYSTEM INSTALLATION (WEST CABLE BUS)	\$100,217.00	\$84,673.52
D. W. NICHOLSON	REPLACE THE EXISTING BUS DUCT INTERCONNECT BETWN XFMER-7 AND DPN (EAST CABLE BUS)	\$213,496.00	\$44,573.76
D. W. NICHOLSON	INSTALL NEW DUCT BANK AND FEEDER FROM SWITCHGEAR SG-1 TO BLDG N	\$121,439.00	\$103,129.13
PETERSON POWER SYSTEMS INC	RENTAL GENERATOR FOR THE DERWA EMERGENCY	\$245,770.40	\$245,767.05
	<b>TOTALS</b>	<b>\$726,584.62</b>	<b>\$507,639.72</b>

In addition, invoices related to the DERWA emergency have been paid under existing blanket purchase orders.

VENDOR	DESCRIPTION	INVOICE AMOUNT	PAID TO DATE
PLATT ELECTRIC SUPPLY	DERWA EMERGENCY PARTS AND MATERIALS	\$1,492.02	\$1,492.02
AMERICAN METALS	DERWA EMERGENCY PARTS AND MATERIALS	\$199.02	\$199.02
MAAS BROTHERS POWDER COAT INC.	BLDG M EMERGENCY SWITCHGEAR PROJECT	\$250.00	\$250.00
RICHERT LUMBER	CRIBBING FOR EMERGENCY GENERATOR	\$415.03	\$415.03
GRAINGER, INC.	HEATER FOR OUTDOOR XFMER ENCLOSURE & INFARED INSPECTION WINDOW	\$1,191.27	\$1,191.27
	<b>TOTALS</b>	<b>\$3,547.34</b>	<b>\$3,547.34</b>
		<b>\$730,131.96</b>	<b>\$511,187.06</b>
		Total Cost to Date	Actual Spent
		(Not including labor)	

Staff labor hours logged in to date: 645.5 hours \$113,426.25

## LABOR HOURS

Employee	Position	Rate	Hours	Total
ATENDIDO, MAURICE	SENIOR ELECTRICAL ENGINEER-SUPERVISORY	\$244.86	22	\$5,386.92
BAKER, RUSSELL	SENIOR MECHANIC-CRANE CERTIFIED	\$179.16	1	\$179.16
CARSON, JEFFREY	OPERATIONS MANAGER	\$186.02	70	\$13,021.40
CASTRO, AARON	PROCESS LEAD OPERATOR IV	\$168.38	4	\$673.52
FREITAS, RONALD	FLEET MECHANIC	\$153.97	5	\$769.85
FULLER, LEVI	WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR	\$267.24	27.5	\$7,349.10
HENDRYX, JEREMY	WATER/WASTEWATER SYSTEMS OPERATOR IV	\$156.05	4	\$624.20
JOHNSON, BRIAN	ELECTRICIAN II	\$161.39	254	\$40,993.06
LANKFORD, JUSTIN	MECHANIC I	\$144.47	2	\$288.94
LEONARDO, DANIEL	WATER/WASTEWATER SYSTEMS LEAD OPERATOR	\$208.12	4	\$832.48
LOHMAN, WILLIAM	ELECTRICIAN II	\$161.39	2	\$322.78
LOPEZ, DANIEL	ASSOCIATE CIVIL ENGINEER - SUBJECT MATTER EXPERT	\$145.58	13	\$1,892.54
LOPEZ, ISIDRO	MECHANIC II	\$158.89	2	\$317.78
	WATER/WASTEWATER SYSTEMS OPERATIONS & MAINTENANCE SUPERVISOR			
MARTIN, DANIEL		\$260.08	3	\$780.24
PARIERA, ERVIN	SENIOR ELECTRICIAN	\$177.53	161	\$28,582.33
PETTINICHO, DAN	WATER/WASTEWATER SYSTEMS OPERATOR IV	\$156.05	4	\$624.20
PEZZONI, CHRISTOPHER	MECHANIC I	\$144.47	1.5	\$216.71
RAMOS, JOSE	ELECTRICIAN II	\$161.39	2	\$322.78
STODDARD, TODD	ELECTRICIAN II	\$161.39	63.5	\$10,248.27
<b>Grand Total</b>		<b>645.5</b>	<b>\$113,426.25</b>	



**TITLE:** Receive Presentation on Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021 and Provide Direction

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on the Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021 and provide direction.

**SUMMARY:**

Per Board request, the Public Affairs Strategic Communication Plan (Plan) (Attachment 1) outlines the District's planned communication efforts during fiscal years 2020 and 2021. There are four additional attachments that provide context and information about the implementation of the Plan as follows:

- Public Affairs Goals, Tactics, Messages, & Target Audience – This document details communication activities in Public Affairs' eight areas of responsibility: media relations, publications, community relations, special projects, legislative and regulatory relations, industry associations and partnerships, education program, and employee relations;
- Public Affairs Achievements & Awards – This document details achievements during fiscal years 2018 and 2019 and awards received from 2000 to 2016;
- Public Affairs Division Standards – This document details the standards that motivate the Public Affairs Division;
- DSRSD Standards – This document is the blueprint from which Public Affairs constructs documents, the website, and various communication outreach campaigns.

The cost of implementing the Plan is included in the Public Affairs Division 2020 and 2021 budgets.

This item was originally on the October 15, 2019 Board agenda, but was deferred by the Board to November 5, then later rescheduled for November 19.

Originating Department: Office of the General Manager	Contact: S. Stephenson	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 – Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021 Attachment 2 – Public Affairs Goals, Tactics, Messages, and Target Audience Attachment 3 – Public Affairs Achievements & Awards FYE2019/2020 Attachment 4 – Public Affairs Division Standards Attachment 5 – DSRSD Standards	89 of 112



## **Public Affairs Strategic Communication Plan for Fiscal Years 2020 and 2021**

### **Mission**

Inform and influence customers' beliefs and behaviors regarding using water wisely, keeping waterways clean, and valuing recycled water.

### **Vision**

Focused, clear, and transparent communications that create a common understanding, and build trust, community support, and engagement.

### **Branding**

Since 2008, the Public Affairs (PA) Division has been branding the Dublin San Ramon Services District (District) and reinforcing promises to the community. Early on, staff created a list of Districtwide standards that motivate how the District operates (Attachment 5, DSRSD Standards). These standards also guide how Public Affairs communicates about the District to its customers, sister agencies, elected officials, and general public. There are similar categories of information on the District's website (redesigned in 2014) to incorporate this District's branding structure under the main heading *Your Dollars at Work*, in the DSRSD Annual Report (first produced for fiscal year 2017 and every fiscal year thereafter), in the *State of DSRSD* presentations to the Tri-Valley sister agencies (initiated in 2018), and essentially in everything the District communicates. These categories are the District's key branding messages. Stories told under these headings reinforce the District's brand.

As a division, Public Affairs also has its own set of standards that motivate how its staff works (Attachment 4, Public Affairs Division Standards). For example, staff makes it easy for people to access critical information 24/7/365 by creating content for and maintaining the District's website, [www.dsrsd.com](http://www.dsrsd.com). Everything Public Affairs posts on the website or produces in print is reviewed and edited by at least one other individual to minimize typos and grammatical errors and to maximize clarity. Unless the topic is controversial, social media is not reviewed by another individual. The District treats its customers as shareholders, informing them in a timely and accurate manner. Public Affairs will continue communicating DSRSD's key branding messages in all the District's communications.

### **Influential Public**

In 2015, staff identified 50 people considered to be members of the District's influential public: community leaders in a position to influence decisions; individuals to whom the District looks for support; and local, regional, state, and federal elected officials and policy makers. Then staff began sending the influential public one to three brief emails monthly, entitled *DSRSDtoday*. The goal was to begin building relationships with community leaders and to make it easy for them to keep their fingers on DSRSD's pulse. Early in 2016, the District posted *DSRSDtoday* emails on its website so volunteers and self-selectors were able to sign up to receive them. The messages communicated via *DSRSDtoday* are policy-level issues and decisions, compelling events, interesting and meaningful information the District wants its influential public to know, and investments that enhance reliability, service and efficiency. Currently, 110 individuals receive *DSRSDtoday* and 35–55% open and read them regularly. During the next two years, Public Affairs staff will endeavor to increase the percent of influential public who open and read *DSRSDtoday* to 60% or greater.

## **Social Media**

The newest expansion of Public Affairs tactics has been the use of social media. It is the fastest way to reach the largest audience (and sometimes a very small, targeted audience) with the lowest cost. Social media makes it easy for the District's customers to engage with the District and elected officials on issues that concern them. Social media platforms enable residents to learn from the District and from one another. Social media enables conversations that enhance the democratic process. These are all very positive features of social media. However, the use of social media does have risks. Because people can be anonymous, they sometimes are hostile on social media sites. If information is inaccurate, staff corrects it with a brief statement and then direct people to the District's website for more details. Sometimes other customers correct misinformation about the District, which can be more powerful coming from a third party than from the District.

Prior to May 2018, the District did very minimal posting on social media platforms. The District had created a Facebook page for users of the Residential Recycled Water Fill Station in 2014, posted a few open positions on Twitter, and posted a few "we're working in your neighborhood" messages on Nextdoor.

In the summer of 2018, the District accelerated our communicating via social media. In fiscal year (FY) 2019, staff posted 99 times on Nextdoor which has 68,337 users (and growing) in the District's service area and the City of Pleasanton. Nextdoor is an ideal social media platform for the District because the District can target very small areas with its messages. It is the perfect platform for letting a neighborhood know when the District is working in its area. There are 103 neighborhoods in the District's service area. The City of Pleasanton is also included (because DSRSD treats Pleasanton's wastewater, the District wants the residents to know the pollution prevention messages and because they live near the Regional Wastewater Treatment Facility, the District wants to be a good neighbor and let them know about on-site construction and odors it may cause). This strategy can be a very targeted way to communicate. Subjects the District posted on Nextdoor included the following: updates to individual neighborhoods about flushing water lines to maintain water quality (which received the highest reach interest in the month of May, with up to 14% of area users viewing the post); sharing an ABC7 video link and information about Zone 7 Water Agency managing the Tri-Valley's groundwater basin (which sparked lively comments and 26 replies); and polling customers to select their favorite map of proposed election divisions (which had the highest reach in the month of March, 16% of 37,225 customers in the District's service area). The District received 438 "thanks" from Nextdoor users for information posted during FY 2019.

During the next two years, staff will grow the District's social media followers by 10% on Facebook, Twitter, and Nextdoor. The more followers the District has on social media, the more customers the District will be able to communicate with quickly in the event of an emergency.

## **Strategic Goals and Objectives**

Strategic communications are both internal and external, recognizing the relationships between planning, serving customers, making decisions in political environments, relating to the community, and investing.

The District's core values describe its commitment to provide value to its customers and the community as defined in the seventh edition of DSRSD's Strategic Plan FY 2019–2024. Many of these core values correlate with the District's key branding messages, which are as follows:

- Invest in a more diverse and sustainable water supply
- Provide sustainable, efficient, reliable, and secure services
- Protect public health and the environment
- Sustain financial stability and invest appropriately

- Plan well
- Provide high-quality customer service
- Be open and transparent
- Operate safely and prepare for an emergency

Public Affairs takes into account the District's strategic goals and core values when implementing its goals and objectives. Key goals of the Public Affairs staff, during the next two years, are as follows:

- Promote water resiliency and the need to invest in alternative sources of water in the Tri-Valley;
- Host our second Citizens Water Academy and generate candidates from election Divisions 1, 3, and 5, to run for the Board of Directors;
- Produce two issues of *Newsline*, a customer newsletter mailed to all residents (each issue will have a different theme such as water conservation, pollution prevention, value of recycled water, water supply resiliency, finances);
- Create a series of special events to celebrate staff's return to the District Office (an open house for customers, tours of the newly landscaped demonstration garden and restored office building, an / Spy game with the portico mural, and a Dublin Chamber of Commerce Mixer in April to coincide with the District's anniversary) so customers know the District Office is open again in Dublin;
- Produce the next two *State of DSRSD* PowerPoint presentations for the District's local sister agencies;
- Produce the fourth and fifth DSRSD Annual Reports;
- Explore software that will enable the District to text customers in the event of an emergency;
- Ensure DSRSD's website, [www.dsrsd.com](http://www.dsrsd.com), has the most current information and enhance *Your Dollars At Work* section; and
- Educate customers regarding their responsibility for water and sewer laterals.

A more detailed list of Public Affairs 2020 and 2021 goals is in a separate document: Attachment 2, Public Affairs Goals, Tactics, Messages, & Target Audience.

## **Budget**

Public Affairs budget is \$837,025.02 for FY 2020 and \$838,612.75 for FY 2021, of which 75% is labor and the remaining 25% is spent on printing, mailing, advertising, and marketing materials.

## **About the Public Affairs Division**

The Public Affairs Division consists of three and one-third individuals: a working manager, an advanced journey level graphic designer/photographer/videographer, a writer/social media specialist, and 37% of an administrative assistant. The Public Affairs Division encompasses eight areas of responsibility: (1) print and electronic publications; (2) community relations; (3) media relations; (4) legislative and regulatory relations; (5) industry associations and partnerships; (6) special projects; (7) education programs; and (8) employee communications. While the Public Affairs staff can do most anything, they cannot do everything at once. The Division's goals in Attachment 2, Public Affairs Goals, Objectives, Messages, & Target Audience, are listed in order of importance or priority. Items at the top will be achieved sooner than items at the bottom of the list, and some may shift to the following year or may not be achieved for some years, given limited resources and ever-shifting priorities.

## **Closing**

DSRSD has had a public affairs position since 2002. A few of the Public Affairs' successes include the following: produced every Proposition 218 Notice regarding rate changes (all resulted in very few protests); educated and influenced people to keep produce stickers out of the waste stream (75% reduction in produce stickers which reduced plant operators workload by 50% cleaning a temporary screen while engineering designed a permanent screening solution); influenced people to reduce their

water use by 24% during the extreme drought of 2014–2016; produced award-winning documents; influenced half the customer base to sign up for AquaHawk and track the customers' water use in near-real time (the most sign-ups in AquaHawk's history); and inspired residents to trash their wipes instead of flushing them. (For a detailed list of FY 2018 and FY 2019 achievements, see Attachment 3, Public Affairs Achievements and Awards).

## Public Affairs Goals, Tactics, Messages, & Target Audience

Goal	Tactic	Message(s)	Target Audience
MEDIA RELATIONS			
Prepare key staff as media spokespeople	Provide formal media training for key staff and elected officials	How to get a message across during an interview with a reporter	Customers
Communicate with residents via media	Produce news releases that are newsworthy and get published	Key branding messages	Residents in service area
Enhance key staff speaking skills for presentations to community groups	Provide media training for key staff	How to focus and deliver messages during a media interview	Key staff, Senior Managers, Boardmembers
Enhance DSRSD's presence on social media platforms and build a following in the event DSRSD needs to communicate critical information in an emergency	Post on the District's Facebook, Twitter, and Nextdoor social media platforms; comment on other local social media sites regarding water supply reliability	Key branding messages	Tri-Valley residents who use social media
Goal	Tactic	Message(s)	Target Audience
PUBLICATIONS			
Electronic Publications			
Make news and information about DSRSD available 24/7/365	Create new and maintain existing content on website, reinforcing District's brand, especially stories illustrating "Your Dollars At Work"	Key branding messages: protecting public health and environment; increasing savings; increasing efficiency; being fiscally responsible; and investing in the future	Residents, influential public, elected officials, sister agencies, employees
Produce <i>DSRSDtoday</i> as appropriate	Create 30-second read email, plus picture or graphic	Key branding messages	Influential public
Printed publications			
Produce Annual water quality report	Comply with regulatory requirements	Water is safe to drink; DSRSD protects public health and the environment	All drinking water customers
Produce Annual DSRSD Report	Create an annual summary of the previous year's achievements, budget in brief and strategic plan	Key branding messages	Influential public, sister agencies, employees

Produce <i>Newsline</i> , semi-annual newsletters	Produce a semi-annual newsletter (two times per year) mailed to all residents' homes	Each issue will focus on one topic: pollution prevention, water conservation, recycled water, Budget in Brief	Direct and indirect customers
Provide an easy, quick read for folks to understand the standards that motivate the District	Produce 11x17 (folded) overview of DSRSD and the standards that motivate staff	Key branding messages	Customers attending their first Board meeting, Citizens Water Academy attendees, employees, tour attendees
Goal	Tactic	Message(s)	Target Audience
COMMUNITY RELATIONS			
Substantively inform DSRSD's influential public so they support appropriate investment in a more reliable water supply	Send two to three <i>DSRSDtoday</i> emails about need for a more reliable water supply; General Manager's 5-minute pitch the at a Chamber Mixer hosted by DSRSD	Current water supply is unreliable; if we do nothing it will only get worse; we can solve this technically, it's just going to cost \$10–20/month increase/customer	Influential public, members of Dublin Chamber of Commerce
Build support for investments in Tri-Valley's water supply and establish DSRSD as a source of news and information about water issues in the Tri-Valley	Market DSRSD speakers to local community groups; have people pledge support for investments in water supply reliability	Water supply is unreliable, and getting worse; we can solve it; it will cost	Tri-Valley residents, commercial businesses, industries, institutions, local service clubs, Chambers of Commerce
Educate customers on responsibilities for water and sewer laterals	Produce a brief video on lateral responsibilities and collateral materials	Know your responsibilities, know how to care for your laterals; repairs and replacements can be costly	Homeowners
Educate customers on what goes on behind the fence at the Regional Wastewater Treatment Facility	Hold quarterly public tours of the Regional Wastewater Treatment Facility	DSRSD operators work 24/7/365 to protect public health and the environment	Regional Wastewater Treatment Facility neighbors, customers
Encourage wise water use	Partner with Zone 7 Water Agency and host a Water-Wise Gardening workshop annually	It's easy to plant a water-wise garden; it's affordable; handouts and online tools are available to help	Homeowners with lawns they would like to convert to more drought-tolerant landscapes

Incorporate a pollution prevention message into the restored District Office	Paint a mural on District Office portico ceiling	Protecting the Bay/ocean, home of Oscar the Otter	Residents, kids, sister agencies, all who visit the District Office
Prepare for WWTP open house (in a few years)	Plan signs for tours at Regional Wastewater Treatment Facility	How we treat wastewater and recycled water while protecting public health and the environment	Tour attendees, neighbors, customers, attendees at a future open house
Emergency Preparedness			
Work with IT and Emergency Preparedness Group to determine the best way to mass text customers in an emergency	Explore Daupler software's ability to do so in an emergency; test the system regularly, enable residents to self-select to receive text alerts regarding water emergencies	When preparing for an emergency remember your need for water and store enough to be self-sustaining for three to five days	Customers
Have basic information available on the website regarding emergency preparedness	Develop fact sheets, FAQs, video(s)	How to store water safely for an emergency; how to make a temporary toilet; how to find water in your home in an emergency	Residents
Goal	Tactic	Message(s)	Target Audience
SPECIAL PROJECTS			
Educate customers about DSRSD and inspire them to run for the DSRSD Board of Directors	Host our second Citizens Water Academy on May 20, June 3, and June 17, 2020	Increase public awareness, interest in serving on DSRSD's Board; develop basic understanding of value DSRSD contributes to community: where water comes from; how it's treated, monitored, and distributed; where wastewater goes and how DSRSD recovers resources from it, treats it, disposes of it safely; how DSRSD makes recycled water and its many uses; how DSRSD finances work; and how to be water-prepared for an emergency	Customers in Divisions 1, 3, and 5, (especially in Dougherty Valley and east Dublin)

Post information about the California Voting Rights Act and changing from at-large elections to by-division elections on the website and social media	Publicize new voting divisions in subsequent elections; engage customers via social media	Once every four years customers will select someone to represent them on the DSRSD Board of Directors	Election Customers in Divisions 1, 3, and 5 for 2020
Goal	Tactic	Message(s)	Target Audience
<b>LEGISLATIVE &amp; REGULATORY RELATIONS</b>			
Enable DSRSD to participate in legislative and regulatory issues of concern	Prepare a legislative advocacy program for the District's Board of Directors; draft support/oppose letters to electeds on issues important to the District	Specific regarding legislation	Board of Directors
Keep the DSRSD Board of Directors informed on legislative and regulatory issues that may affect the District	Contribute legislative and regulatory items to the weekly General Managers Report to the Board	Informational	Board of Directors
Enable all employees to be current and informed regarding legislative and regulatory issues that may affect the District	Maintain a Legislative & Regulatory Letter Log with links to letters on the intranet (Sharepoint)	Informational	Employees
Goal	Tactic	Message(s)	Target Audience
<b>INDUSTRY ASSOCIATIONS &amp; PARTNERSHIPS</b>			
Educate the community regarding need to invest in a more reliable and diverse water supply	Educate and inform community members so they accept necessary cost to achieve a more reliable water supply in the Tri Valley; develop supporting materials (PowerPoint presentation, policy brief, and a brief video) and present at Tri-Valley community organizations	Our water supply is unreliable and we need to act sooner, not later, to achieve reliability, diversity, and sustainability; it will cost \$15–30 more/month/customer to develop alternative sources of water	Tri-Valley Water Liaison partners, Tri-Valley residents

Association of California Water Agencies (ACWA)	Participate in a leadership capacity	Exchange creative water communication ideas, programs, publications; stay current on legislative and regulatory issues impacting the District	Residents
Utility Branding Network (UBN)	Brand the District so the customers accept rate changes, know and understand the value DSRSD brings to the community	DSRSD plans far into the future, protects public health and the environment, invests appropriately, manages finances soundly, increases efficiencies and savings	Residents
California Association of Sanitation Agencies (CASA)	Participate in this statewide water association	Exchange creative wastewater communication ideas, programs, publications; stay current on legislative and regulatory issues impacting the District	Residents
Tri-Valley Water Outreach Workgroup (WOW)	Participate in this regional wastewater association	Tri-Valley needs to develop alternative sources of water to be more reliable	Residents
WateReuse Communications Committee	Participate in this statewide recycled water association	Exchange creative recycled water communication ideas, programs, publications; stay current on legislative and regulatory issues impacting the District	Residents
Bay Area Communications Network (BACN), Regional Water PIO Group	Participate in association, sharing communication strategies and tactics	Exchange creative water communication ideas, programs, publications	Residents
California Association of Public Information Officers	Participate in association, sharing communication strategies and tactics	Exchange creative water communication ideas, programs, publications	Residents
Goal	Tactic	Message(s)	Target Audience
EDUCATION PROGRAM			
Reach students with pollution prevention, water conservation and recycled water branding messages	Distribute pencils and grade-level-appropriate activity booklets with key branding messages to 2nd, 3rd, and 5th graders the District serves	Even kids can conserve water and appreciate the value of giving water a second chance and recycling it	Students in 2nd, 3rd, and 5th grade
Generate interest in water careers	Inspire students to consider careers in water industry	Excellence in Water Research award at two county fairs	Students in 7th to 12th grades
Goal	Tactic	Message(s)	Target Audience
EMPLOYEE COMMUNICATIONS			

Educate employees regarding other's jobs at DSRSD and promote careers in water	Celebrate Water Professionals Appreciation Week and National Public Works Week by profiling a variety of positions at the District and post on the website and social media	Humanize the District, educate customers regarding knowledge, skills, and abilities needed to provide water, wastewater, recycled water service 24/7/365	Employees, potential employees, customers
Assist Human Resources with recruitments	Post brief employee bios on the website and social media	Knowledgeable, skilled employees work at DSRSD, protecting public health and the environment	Employees and potential employees
Keep retirees engaged as DSRSD ambassadors	Host a bi annual retiree brunch (send a letter and annual report, off years)	Updates on legislative and regulatory issues, DSRSD facilities, retirement benefits	DSRSD retirees
Attract new employees	Promote Bay Area Constortium Water Wasterwater Education	Working in water, wastewater, recycled water is a great career; it's portable; you're protecting public health and environment	Potential employees
Develop presentation skills of key staff for presentations within the District	Resume providing speakers training	How to enhance presentation, speaking skills	Staff who make presentations to the Board of Directors and who are in the District's Speakers Bureau
Inform employees about important District news	Post news releases and <i>DSRSDtoday</i> on the website, weekly General Manager Report to Board, General Manager Board report to employees, and legislative and regulatory letters on the intranet	Know issues of importance to the District	Employees

**Customers** pay DSRSD (on their property taxes or via water bill)      **Residents** live in DSRSD service area, but do not necessarily pay DSRSD (i.e., renters)

## Public Affairs Achievements & Awards

July 1, 2017 through June 30, 2019

### **MEDIA RELATIONS**

Media relations is still a valuable part of a communications tool kit, but very different from when Community Affairs Supervisor Sue Stephenson was a newspaper reporter in 1974 at daily newspaper, *The State Journal*, in Lansing, Michigan. It is also very different from when Ms. Stephenson started at the District in 2002 when there were three daily newspapers and two weekly newspapers serving the Tri-Valley. Today, the District gets most of its media coverage from the two weekly newspapers. There is one daily newspaper, but it closed its local bureau office in the Tri-Valley and rarely cover DSRSD events. However, earned media (articles published by traditional journalists in print and online newspapers) still accounts for ten to fifty times as many conversations as paid advertising and is often more trusted: potential consumers are far more influenced by people they trust, including real-world friends and journalists and bloggers whose voices and opinions they know and trust.

The biggest change in media relations involves social media, the most agile element of media relations. Social media allows the District to do the following: disseminate time-sensitive information as quickly as possible, especially in an emergency; increase DSRSD's ability to communicate information to and receive feedback and inquiries from members of the public; be open and transparent about the services the District provides; educate customers regarding regulatory and legislative issues of importance to the District; promote the District's achievements, activities, and significant events; and ensure accurate information is conveyed regarding controversial and sensitive incidents and issues. Social media is also the quickest, most cost effective means of reaching the most customers.

The Public Affairs Division staff strives to communicate real-time information, to continuously improve the District's communications, and to learn from the feedback received.

In fiscal year (FY) 2018 and FY 2019, Public Affairs staff responded to 26 media inquiries and produced 17 news releases that resulted in 37 news stories communicating the District's key branding messages. Staff also issued one joint opinion/editorial (with Central Contra Costa Sanitary District (Central San) and Contra Costa Water District) regarding "Imagine a Day Without Water," which was published by two media outlets.

In 2018, DSRSD published these news releases:

- Bacteria Detected in Water; Retests Show It's Clean, Safe to Drink
- Imagine a Day Without Water
- Recognizing the People Behind the Pipes
- District Achieves AA+ Rating from S&P Ratings
- DSRSD Refunds Debt, Saves \$9.84 Million
- Citizens Water Academy
- Contract Awarded to GSE Construction
- Digester Lid Installed

In 2019, DSRSD published these news releases:

- Election Filing Period
- Water-Wise Gardening Workshop

- Recycled Water Plant Expansion Complete
- Water Professionals Appreciation Week
- Election Decides Directors for Board
- District Office Closed due to Flooding
- Treatment Plant Jan 9 Tour
- Transitioning from At-Large to Area-Based Elections
- High Wastewater Flows in Rainy Months, April Tour
- Primary Treatment Project to Increase Efficiency

Public Affairs staff handled three mini-crises: (1) District Office flood and staff relocation to temporary Field Operations Facility - staff issued a news release and responded to media inquiries, posted information on the website (banner on homepage and dedicated web page with information updated regularly) and social media platforms, and created signage for the District Office's front, side and back doors, redirecting deliveries to the Field Operations Facility, redirecting contractors to our temporary permit counter at Dublin City Hall, and instructing customers to pay their bills via phone or online; (2) Bacteria detected in our water - staff issued a news release, posted information on the website and social media platforms; (3) Tuscany Drive water main break - Public Affairs staffed an information center near the pipe break, from 5:30 a.m. until 6 p.m., informing local residents why they had no water, updating the information regularly with their Homeowners Association President (who emailed updates to all the residents), and giving residents each a case of drinking water and 30-gallon jugs of water (the latter to flush toilets).

### **Social Media**

Social media allows the District to disseminate time-sensitive information as quickly as possible, especially in an emergency; increase DSRSD's ability to communicate information to and receive feedback and inquiries from members of the public; be open and transparent about the services we provide; educate customers regarding regulatory and legislative issues of importance to the water, wastewater, and recycled water industry and the District; promote the District's achievements, activities, and significant events; and ensure accurate information is conveyed regarding controversial and sensitive incidents and issues.

Staff posted news and information about the District 99 times on Nextdoor (68,337 users in DSRSD service area and City of Pleasanton), 107 times on Twitter (335 followers), and 73 times on Facebook after redesigning it to be a more all-encompassing platform about the District (500 people currently "like" our Facebook page), rather than its original narrow focus on the Residential Recycled Water Fill Station users (when 450 people "liked" the page).

## **PRINT AND ELECTRONIC PUBLICATIONS AND PRESENTATIONS**

### **Website**

DSRSD's website is available 24/7/365; it is quick and easy to update and user-friendly. Key DSRSD branding messages are built into the website's structure (especially the "Your Dollars at Work" section).

During FY 2019, staff created content for 20 new pages, including informational pages about algae blooms, California Voting Rights Act, construction/maintenance updates, and trimming sewer rehabilitation costs. In addition to the 20 new pages of content, staff posted 17 news releases and 20 *DSRSDtoday* emails on the website.

### **Presentations**

Making presentations to community groups is a way to communicate directly with DSRSD customers and receive feedback. It is unfiltered communication.

Staff produced three versions of the *State of DSRSD*: presented by DSRSD Boardmembers to City of San Ramon, Zone 7 Water Agency, and City of Dublin.

Staff produced four presentations for the General Manager: DSRSD Overview to Alameda County Special Districts Association; General Employees Meeting of October 10, 2018, Staffing Changes for DSRSD's Board of Directors, and PowerPoint Presentation Standards to Management

Staff helped produce Wastewater Treatment Plant Supervisor Levi Fuller's presentation at the Association of California Water Agencies (ACWA) conference regarding Bay Area Consortium for Water and Wastewater Education.

Staff enhanced Financial Services Supervisor Herman Chen's Wastewater Capacity Reserve Fees presentation to the DSRSD Board.

Staff made one external presentation, "Water-Wise Workshop regarding where our water comes from and how it gets to us" to attendees at the Water-Wise Workshop, and one internal presentation, "Water-Wise Workshop Results" to the Board of Directors.

In 2018, Public Affairs staff made 20 presentations to the Board of Directors: six regarding legislative issues (legislative platforms, water tax, water bonds); three proclamations (DSRSD's 65th Anniversary, Central San's 75th, ACWA Executive Director Tim Quinn's retirement); three events (Citizens Water Academy, Water Professionals Appreciation Week, and Water-Wise Gardening Workshop); eight other issues (ACWA and California Association of Sanitation Agencies scholarships, ACWA ballot, ACWA priority goals).

Staff produced one video regarding the importance of safety at DSRSD: General Manager video interview posted on the intranet (Sharepoint).

Staff contributed to a presentation made by Zone 7 Water Agency Director Sarah Palmer to the Livermore Women's Club titled *Tri-Valley Water*.

### **Printed Documents**

DSRSD documents are records of achievements, events, and issues of concern. Public Affairs staff is responsible for producing key District documents that go outside the organization and reinforce the DSRSD brand, and the DSRSD promise to the community.

Public Affairs staff produced six major publications: two Annual Water Quality Reports (working with the Laboratory and Technical Services Division, FY 2017 and FY 2018); two DSRSD Annual Reports (FY 2017 and FY 2018); two Recycled Water Use Annual Reports (working with Plant Operations Division).

Additionally, Public Affairs staff provided support to the Administrative Services Department on four other important documents: two Comprehensive Annual Financial Reports for FY 2017 and FY 2018 and designed and managed print and mailing of two Proposition 218 Notices regarding changes in DSRSD water rates and structure and Dougherty Valley customers accepted the changes.

Working with Human Resources Division, Public Affairs staff designed nine specific recruitment brochures, generic recruiting materials (career snapshots, Q&A's regarding "How to Apply" and a Wastewater Treatment Plant Salary Steps Pyramid), flyers, and postcards.

Other documents prepared by the Public Affairs Division included the Citizens Water Academy flyer; How to Run for DSRSD Board of Directors (working with the Executive Services Division) flyer; colorized materials for 3rd graders' *Water Hero* packets and created a new quiz; created *Grow Your Garden* flyer for Water-Wise Gardening Workshop; created two single-sheet versions of the *Strategic*

*Plan.* Staff edited two annual *Pollution Prevention Reports* (working with Clean Waters staff, FY 2017 and FY 2018). Public Affairs staff also assisted the Financial Services Division in producing the *Two-Year Budget*; shooting photos of all the divisions, providing other photos used throughout the document; and testing software to get the cleanest resolution.

Staff created 12 messages on the bottom of the bills (working with Utility Billing and Customer Services Division, July 1, 2017 through February 15, 2018).

Staff worked with the Plant Operations Division, creating and distributing four postcards: *\$6.7M Sewer Rehab on Village Parkway this Summer; Sewer Rate Increase; Short Term Stinky, Long-Term Improvement* notice of air filter pipe repair at the Regional Water Treatment Facility. In addition, staff worked with the Utility Billing and Customer Services Division and designed a postcard, *Alert, Your Account Shows Abnormally High Water Use*, which AquaHawk sent out to promote its free service.

Staff produced eight, two-sided bill inserts (a different message on each side of 1/3 of sheet inserted with our customers' bills):

Jul/Aug 2018	Budget in Brief and AquaHawk, consumption tracking theme is a new feature
Sep/Oct 2018	Drug take back and sewer lateral responsibility
Nov/Dec 2018	Fats, oils and grease and BACCWE and BAYWORK promoting water industry careers
Jan/Feb 2018	Citizens Water Academy and No drugs down the drain
Mar/Apr 2018	Conserve water by adjusting your sprinklers and Dublin's free drug drop
May/Jun 2018	Annual water quality report and Use a broom instead of a hose to conserve water
Mar/Apr 2019	Conserve water by adjusting your sprinklers and Dublin's free drug drop
May/Jun 2019	Annual water quality report and No wipes in pipes

Staff created a cover for Engineering's *Standard Procedures, Specifications and Drawings* binder.

Staff created a t-shirt design for the District's *Confined Space Rescue Team*.

## **COMMUNITY RELATIONS**

Good community relations includes a commitment to be a good neighbor, responsive to the concerns and welfare of those who we share the land. It means being forthright and open in all of the District's dealings with the community. It means seeking feedback and encouraging two-way communication with the community at large. And it means communicating decisions that impact the community in a timely and accurate manner. When the District's implements good community relations, it attracts and retains top employees, positions the District positively among customers, and improves the DSRSD brand.

Staff responded to 75 community inquiries. These are unusual inquiries beyond the hundreds of billing inquiries which the Utility Billing and Customer Services Division handles and include the following issues: a parent asking about the *Excellence in Water Research* awards at the county science fairs; a customer critical of the District's partnership with *Home Emergency Insurance Solutions* (insurance for sewer and water laterals); gentleman asking when the Residential Recycled Water program will start up again; a complaint about DSRSD's hard water; and a student seeking someone to interview about his/her career.

Staff assisted the Executive Services Division in implementing the California Voting Rights Act: secured four venues for the public meetings geographically spaced about DSRSD's service area; created the postcard "You Count, Here's Your Chance to Have a Say," informing customers that the District was transitioning from at-large to area-based elections; created 13 social media posts, including two surveys wherein customers selected their favorite area-based map (Scarlet Map); created a webpage updated after every public meeting; created poster-size maps of the potential divisions; and drafted one news release to the community and two *DSRSDtoday* emails to the District's influential public.

Staff partnered with Zone 7 Water Agency to host a Water-Wise Gardening Workshop at the Dublin Public Library. Fifty-one people attended and learned about sheet mulching and transitioning their lawns to attractive, sustainable, native plantings.

Staff promoted “Tri-Valley Water 101” presentation to local community groups.

Staff worked with the Engineering Department and partnered with Central San’s communications team and co-hosted the DERWA Pump Station Supplemental Supply neighborhood meeting in San Ramon. This partnership with Central San allows DSRSD to divert wastewater from Central San to DSRSD during long, hot, summer days so DSRSD can make more recycled water for irrigation in San Ramon. Staff created maps and diagrams for five posters – one for each information station. Public Affairs staff provided subject-matter experts for Q&A at three of the five stations. Fifteen people attended and learned about where the diversion would occur, how long the construction would last (very short), and when it might happen, among other things.

Public Affairs staff worked with Plant Operations staff to provide quarterly public tours of the wastewater treatment plant (WWTP) and the Regional Wastewater Treatment Facility (RWTF):

TOURS FY2018 & FY2019 (07/01/17 – 06/30/19)				
Date	Type	Name of Group	Number of Attendees	
			Students	Adults
07/12/2017	WWTP & RWTF	Quarterly Tour	0	9
<b>No Tours Due to RWTF &amp; WWTP Construction 08/2017 – 09/2018</b>				
10/17/2018	WWTP & RWTF	Quarterly WWTP Tour	0	11
01/9/2019	WWTP & RWTF	Quarterly WWTP Tour	0	22
02/6/2019	WWTP	Amador Valley High School	10	3
04/10/2019	WWTP & RWTF	Quarterly WWTP Tour	0	12
04/12/2019	WWTP & RWTF	Dublin High School Engineering Academy	40	4
05/3/2019	WWTP & RWTF	Camp Parks Military Guys	0	3
05/15/2019	WWTP & RWTF	Valley Christian School	33	8
		<b>TOTALS:</b>	<b>83</b>	<b>72</b>

Staff worked with the Engineering Department and issued construction notifications to residents and businesses via social media and referred them to more detailed information on DSRSD’s website regarding the following: spot sewer repairs; water pipe flushing; foul airline rehabilitation (postcard); fourth digester; expansion of the water recycling plant; and beginning of construction on the primary treatment process.

Staff publicized the City of Dublin’s drug collection event to our customers during Dublin Pride Week, highlighted the Field Operations Division during Public Works Week, and promoted the Water-Wise Gardening Workshop that DSRSD co-sponsored with Zone 7 Water Agency.

In FY 2018, Public Affairs staff sent out nine *DSRSDtoday* emails to the District's influential public:

Date	DSRSDtoday eMail Subject Line	Text Title
8/23/2017	DSRSD Opposes Water Tax Bill	SB623 Would Establish CA's First Water Tax
10/10/2017	Clean Water is Not an Accident	Water Professionals Appreciation Week
11/9/2017	Ozonation to Improve Water Quality	Board Affirms Support for Zone 7 Ozonation Project
11/27/2017	DSRSD Receives Clean Audit from Maze & Associates	"Highest Level of Assurance an Auditor Can Give"
12/4/2017	DSRSD Uses Reserve Funds for Wastewater Operations	Fund Transfer Keeps Working Capital on Target
12/6/2017	DSRSD Achieves AA+ Rating from S&P	Credit Rating Bumps Up Two Notches
12/28/2018	DSRSD Refunds Debt, Saves \$9.8 Million	Refinancing Lowers Interest Rates for 24 Years
1/8/2018	DSRSD Offers Citizens Water Academy	DSRSD Offers Citizens Water Academy
6/13/2018	Technical Study Says Potable Reuse Feasible in Tri-Valley	Potable Reuse Would Improve Water Supply Reliability

In FY 2019, staff sent out 11 *DSRSDtoday* emails to the District's influential public:

Date	eMail Subject Line	Text Title
7/16/2018	Candidate Filing Period Opens Today for DSRSD Directors	Candidate Filing Period Opens Today for DSRSD Directors
7/19/2018	Director Howard Retiring from Board	Voters Will Elect Two Directors in November
8/10/2018	DSRSD Candidate Filing Period Extended	Candidates for Board, 5 More Days to File
8/22/2018	Oppose Water Tax, Senate Bill 845	Please Call Your Legislators Today
9/5/2018	DSRSD Board Supports Proposition 3 Water Bond	\$8.9 Billion for CA Water Infrastructure
9/6/2018	Third Attempt at Water Tax Dies	Other Funds Available for Disadvantaged Communities
11/8/2018	Two Women Elected to DSRSD Board	An Incumbent and a First Timer
12/13/2018	San Ramon Pump Station Neighbors Learn About Wastewater Diversion Project	Central San Wastewater Could Become Irrigation Water for San Ramon
2/14/2019	DSRSD Transitioning from At-Large to Area-Based Elections	You Can Help Draw the Boundaries
3/4/2019	There's Still Time to Let Us Know What You Think	Now's the Time to Draw Election Boundaries
6/19/2019	Primary Treatment Process to be Expanded, Improved	\$19 Million Construction Project

## **SPECIAL PROJECTS**

Public Affairs staff worked with the senior management team and developed the Citizens Water Academy (participants met one evening each month for three months and listened to brief lectures, toured the WWTP, RWTF, a pump station, and a reservoir). The academy educated customers about the District and water issues and the need to support infrastructure and supply diversity and encouraged them to consider

running for the DSRSD Board of Directors and to sign up to receive email alerts regarding legislative and regulatory issues.

Staff worked with the General Manager and developed a one-night Candidate Briefing for individuals considering running for the DSRSD Board of Directors, providing them with an overview of the District and a brief description of the commitment to serve on the Board, and answering their questions.

Staff worked with the Executive Services Division to create DSRSD's 65th Anniversary celebration, *65 Reasons to Celebrate*; light breakfast for employees; prior to Board meeting, reception of light snacks, cake and punch for retirees, employees, and invited guests.

Staff worked with Engineering staff and celebrated construction completion of water recycling plant with tours of the expansion, brief speeches by DERWA Chair and DSRSD Director Pat Howard and Associate Engineer Robyn Mutobe (project manager), and purple and white personalized M & Ms. Seventy people attended.

Staff surveyed customers regarding best way to communicate with them in an emergency: text.

Staff celebrated National Public Works Week by profiling three Field Operations Division employees on the website, social media and internal communications.

Staff celebrated the first Water Professionals Appreciation Week with the following activities:

- Toured elected officials through the District's water/wastewater system: Senator Steve Glazer's Field Representative Shareen Ram, Congressman Eric Swalwell's Staff Assistant Allison Wong, Supervisor Scott Haggerty's Assistant Erica Trask, Zone 7 Water Agency Board President John Greci, and City of Pleasanton Director of Operations Kathleen Yurchak.
- Assemblywoman Catharine Baker and her assistant Leticia Garcia arrived after the tour, but sat and talked with senior staff for an hour about key legislative issues of concern and interest to the District.
- Sent out a news release recognizing the "People Behind the Pipes" who work 24/7 providing water, wastewater, and recycled water services to the community. This resulted in two news articles.
- Posted information on the website: a home page banner and details about the District's careers on the "Working Here" page.
- Sent out eight tweets about DSRSD careers.

Staff recognized *Imagine a Day Without Water* by posting on Facebook.

Staff worked with Engineering staff and dedicated the dredge as the *USS Howard* to honor retired Director Pat Howard; drafted a proclamation; photographed and videotaped Director Howard christening the dredge with a bottle of champagne; and posted the event on social media.

Staff worked with the Engineering Department and the Information Technology Services Division to upgrade Boardroom lighting, sound system and video recording so Board meetings can be streamed live and recorded and posted on-line for customers to view at their convenience. After the District Office was flooded, these upgrades were included in the District Office renovation efforts.

Staff researched and procured portable sound and microphone system for use at travelling Board meetings (due to the District Office flood) and special events; wrote a Standard Operating Procedure and drew diagram of set-up of the portable sound system.

Staff provided art direction of drone photography and videography for use in social media, recruiting, publications, and presentations (facilities, construction and repairs).

## **LEGISLATIVE AND REGULATORY RELATIONS**

As a government entity, it is critical for DSRSD to participate in regional, state, and federal legislative and regulatory issues that might impact the District. DSRSD staff relies heavily on ACWA, CASA, Consumer Product Safety Commission, California Special Districts Association, and WaterReuse for legislative and regulatory updates. During fiscal years 2018 and 2019, DSRSD monitored 33 legislative and regulatory issues: opposing the water tax, helping “Make water conservation a California way of life,” and working to establish label requirements and performance standards for wet wipes, among other issues. Of the 33 issues staff tracked, the District sent more than 250 letters to elected officials, regulators, and their staff.

Public Affairs staff began building a database of customers inclined to engage on legislative and regulatory issues on the District’s behalf. Currently, there are 15 individuals in this database. Our first use of this new database was when staff sent an email alert asking folks to engage regarding the state’s proposed water tax. Of the 11 Citizens Water Academy graduates who signed up to receive legislative/regulatory email alerts, two told the District they followed up and contacted their elected officials at the state level.

## **INDUSTRY ASSOCIATIONS AND PARTNERSHIPS**

Networking with other agencies in the water, wastewater, and recycled water industry generates ideas for new, innovative programs, shares materials of successful communication campaigns (e.g., wipes clog pipes), and helps agencies communicate consistently with the public (e.g., polyfluoroalkyl (PFAS) chemicals, Public Safety Power Shutoffs, water tax).

During fiscal years 2018 through 2019, Community Affairs Supervisor Sue Stephenson chaired six ACWA Communication Committee meetings, participated in 12 ACWA Board meetings and four ACWA Board workshops, and attended four ACWA conferences.

Staff participated in one CASA Communications Committee meeting and attended one CASA conference.

Staff participated in two WaterReuse Communications Committee meetings and attended one conference.

Staff participated in two CPSC conference calls and attended three Dublin Chamber of Commerce meetings, all the Tri-Valley Water Liaison Committee meetings, Water Outreach Workgroup meetings, and Tri-Valley Elected Women’s monthly luncheons.

## **EMPLOYEE COMMUNICATIONS**

To achieve District goals, it is imperative to inform and engage employees through regular and effective communications that are relevant, timely, and authentic. DSRSD ensures its employees are kept up to date with key information about the District, key projects and training by posting information on the intranet and internet, communicating via email and via face-to-face meetings. DSRSD management is responsible for ensuring that each employee fully understands the role he/she plays within his/her team and how it contributes to the achievement of the District’s overall goals and objectives.

Public Affairs staff posts news releases, *DSRSDtoday* emails, employee profiles, and other news and information about the District on the website. Public Affairs staff also posts legislative and regulatory letters on the intranet for all employees to view.

Staff hosted a retiree brunch, briefing, and tour, to keep 16 retirees informed regarding DSRSD achievements and legislative and regulatory issues impacting the District.

Staff worked with Human Resources Division and designed and updated the 2019 Employee Benefits Booklet (annually).

## **EDUCATION PROGRAM**

It is a best management practice for water agencies to educate the next generation regarding how to use water wisely, keep it clean and value recycling it.

Each year, staff distributes 1,600 activity booklets and pencils to 2nd graders about water conservation, 2,850 activity booklets and pencils to 5th graders about the value of recycled water. Staff also upgraded the Water Hero packet (regarding water conservation) with color and an additional quiz and sent 729 packets and pencils to 3rd graders.

Staff managed the 11 water/wastewater agencies *Excellence in Water Research* awards at the Contra Costa County Science and Engineering Fair.

Staff promoted the ACWA, CASA, and CSDA scholarships to DSRSD customers.

Staff promoted BACWWE through letters to career counselors and created pop-up banners for college/high school career fairs.

## **History of Public Affairs Awards (2000–2016)**

### **2016**

- **2016 Hermes Creative Award**, for direct mail advertising, AquaHawk postcard

### **2015**

- ACWA – **Huell Howser Best in Blue Award**, for DSRSD's innovative water conservation outreach program that influenced customers to reduce water use by 24%.

### **2009**

- CAPIO – **First Place, Award of Excellence**, “Newline Autumn 2009: District Finances in Brief, Fiscal Year 2010”

### **2007**

- CAPIO – **Bronze Award**, for “Pipeline”
- Mercury Excellence Awards – **Bronze Award**, for “Operating Budget in Brief”

### **2005**

- Graphic Design USA Magazine – **American Inhouse Design Awards**, for “Comprehensive Annual Financial Report,” “Newline,” and Poster Series
- CAPIO – **Award of Excellence**, for “Newline” (customer newsletter)
- CAPIO – **Award of Distinction**, for “Pipeline” (employee newsletter)
- The Communicator Awards – **Award of Distinction**, “Comprehensive Annual Financial Report”
- The Communicator Awards – **Honorable Mention**, for “Newline 2004: Fall/Winter”

### **2004**

- Communicator International Awards – **Print Media, Award of Distinction**, for outstanding work in the production of “The First Fifty Years: 1953 – 2003”
- Alameda County Fair – **Second Place** for promoting natural resources and conservation sciences, for invited exhibit
- MarCom Creative Awards – **Gold Finalist**, for honoring excellence in marketing and communication in “Pipeline Today: Because of You and Me”

### **2005, 2003, 2002, 2001 and 2000**

- Alameda County Fair exhibits on water – **First Place**, for exhibits

**Priority Outcomes**

- Secure support for important policy decisions, investments, and rate actions by creating compelling, high-quality investment proposals and agenda items to the Board
- Facilitate a balanced and productive policy-making dialogue
- Develop trust and support (a strong brand) with customers and community leaders
- Be the trusted source of information in the community on issues pertaining to water, wastewater, and recycled water

**Media Relations**

- Maintain strong relationships with members of the media
- Respond to media inquiries within one to six hours
- Produce news releases that are truly newsworthy

**Transparency**

- Make it easy for people to access critical information 24/7/365 by creating content for and maintaining the District's website, [www.dsrsd.com](http://www.dsrsd.com)
- Maintain transparency certificate

**Customer Service**

- Make it easy for customers to be substantively informed about important service issues
- Respond to customer inquiries within one to five days

**Legislative and Regulatory Relations**

- Develop strong relationships with industry peers and the regulatory community
- Develop and keep current a formal legislative platform

**Industry Associations and Partnerships**

- Coordinate with local water agencies on supply reliability and strategic communications
- Participate in statewide associations' communication efforts

## Business Values (Desired Brand Categorizations)

- Plan well
- Invest appropriately
- Provide reliable, high-quality water service
- Protect public and environmental health
- Provide exceptional customer service
- Constantly increase efficiency
- Manage finances soundly
- Maintain a highly effective workforce
- Comply with all legal and regulatory requirements
- Be open and transparent
- Manage District assets to achieve maximum value with minimum disruption of service

## Sound Planning

- Planning, activities, and proposed investment based on clearly defined organizational standards
- Anticipate future legal requirements/regulations
- Collaborate and cooperate with regional neighbor utilities on supply reliability and efficiency
- Participate in industry associations
- Proactive and transparent legislative agenda
- Maintain cooperative and collaborative relationships with regulators
- Produce strategic plan and update every year
- Plan for the long-term (10-year horizon on rate and fee studies - update at least every five years)
- Create biannual budgets – Operating and Capital Improvement Program (CIP)
- Update 10-year CIP Plan biannually
- Develop master plans – collection system, water, and treatment– with five-year cycles
- Annually review/update 25% of Board policies

## Appropriate Investment

- Investment/rates based on full cost of service and clearly defined standards
- Long-term view that appropriately funds capital improvement programs
- Adhere to DSRSD mission and Board objectives when making funding and strategic decisions
- Make compelling cases for capital investments and needed rate increases
- Build a strong brand, maintaining support and trust from policy makers and the community
- Build strong relationships with community leaders and the influential public
- Encourage meaningful public participation in the decision-making process

## Reliable, High-Quality Water Service

### **Water Supply**

- Provide a reliable water supply – extremely low risk of a sustained water shortage – for existing and future customers
- Maintain public confidence in supply reliability
- Provide a water supply resilient to climate change and Delta uncertainty
- Develop and maintain a diverse water portfolio
- Comply with state water-use efficiency mandates and local water-use efficiency goals
- Be a leader in ensuring regional supply reliability
- Advocate for regional reliability with Zone 7 Water Agency
- Implement recycled water to cost effectively address supply reliability and conservation goals
- Reduce demand for imported water
- Promote regional use of recycled water

### **Water Quality**

- Comply with the Safe Drinking Water Act
- Provide water quality satisfying to customers
- Provide uniform water quality
- Comply with recycled water quality regulations

### **Water Service Reliability**

- Provide safe, secure, and reliable service during normal and emergency conditions
- Deliver potable water via redundant systems
- Water system sized to meet fire demand
- Consider recycled water an uninterrupted supply
- Maintain a systematic asset management system
- Water and wastewater system maintenance program optimizes system reliability and costs
- Data-driven maintenance decision-making – asset type, life data, inspection results, etc.
- Promote the use of recycled water among existing and new customers

## Public and Environmental Health

- Comply with the Clean Water Act
- Provide adequate collection, treatment, and disposal capacity for existing, future customers
- Operate and maintain facilities to minimize impacts on the environment
- Maintain public and environmental health during earthquakes, storms, and power losses
- Minimize personal care products and emerging contaminants in source waters

- Maintain wet-weather capacity in compliance with regulatory requirements
- Plan and prepare for emergencies
- Minimize impacts to surrounding community related to odor, noise, lighting, and aesthetics
- Meet the odor needs of Wastewater Treatment Plant (WWTP) neighbors
- Assess odor conditions every three years
- Meet annually with WWTP neighbors
- Ensure that in-community assets blend in with the surroundings, or are invisible
- Manage biosolids to cost-effectively minimize risks to the public and the environment
- Comply with current, emerging regulations
- Listen to and consider community inputs regarding environmental concerns

## **Exceptional Customer Service**

- Make it easy for customers to pay a bill or get a problem solved
- Every customer service experience is a positive branding moment
- 24/7 customer support
- Phone call on-hold time minimized
- No busy signals on phone at any time
- Resolve customer problems on the first call
- Generationally sensitive service – automated and human interaction options for service
- Accurate bills and water use data
- Service order response – 90% by date
- Timely billing – 90% by deadline
- Remittance posted within 24 hours
- Collections – 90% by 120 days
- Satisfied customers, based on survey

## **Efficient**

- Culture of continuously improving efficiency
- Efficiency efforts reduce the cost to provide the current service level or standard
- Ensure that important documents are easily accessible for all business functions
- Comply with Records Retention Schedule policy
- Use 100% of digester gas to generate electricity
- Pursue alternative biosolids solutions

## **Sound Financial Management**

- Fair and equitable rates based on cost of service

- Finances resilient to economic downturns, changes in water demand, and natural disasters
- Maintain long-term financial and rate stability
- Ensure timely and reasonable access to credit
- Maintain AA credit rating
- Operating working capital – four months minimum based on operating budget
- CIP replacement working capital – Minimum two years of debt service and capital spending
- CIP expansion working capital – Minimum two years of debt service and capital spending
- Rate stabilization fund – four months of operating expenses based on budget
- Rates cover 120% of the water debt payment
- Rates cover 110% of the sewer debt payment
- Secure and grow alternative revenue sources
- Secure outside funding for recycled water projects

## **Legal and Regulatory Compliance**

- Efficiently and effectively meet all legal, contractual, and ethical obligations
- Safe Drinking Water Act
- Clean Water Act
- Brown Act
- Biannually review/update Conflict of Interest code
- Meet internal safety standards

## **Highly Effective Workforce**

- Appropriately trained and diverse
- Competitive compensation and benefits
- Provide for professional growth and development
- Provide a safe, collegial, non-hostile workplace
- Establish a welcoming and inclusive culture
- Encourage collaboration
- Plan for and execute succession, minimizing vacant position times
- Maintain positive employer-employee relations
- Communicate meaningfully with employees
- Promote careers in the water and wastewater fields

## **Transparency**

- Maintain transparency certification
- Make it easy to understand DSRSD roles, value, standards, proposed investments, and decisions
- Communicate public events and decision processes to the public using multiple channels

- Identify and emphasize motivations and organizational standards in communications
- Identify, maintain, and highlight key messages related to long-term planning, water reliability, efficiency, and water quality/public health
- Host public open houses for all critical issues (e.g., rates, major investments)
- Leverage community events where possible to provide information to the general public
- Maintain long-term relationships with the media
- Respond appropriately to negative publicity