



AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

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

DATE: Tuesday, March 3, 2020

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
 - New Employee Introductions

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

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

6. REPORTS

- 6.A. Reports by Staff
 - Event Calendar
 - Correspondence to and from the Board
- 6.B. Joint Powers Authority and Committee Reports
LAVWMA – February 19, 2020
- 6.C. Agenda Management (consider order of items)

7. CONSENT CALENDAR

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.

- 7.A. Approve Regular Meeting Minutes of February 4, 2020
Recommended Action: Approve by Motion

- 7.B. Accept Regular and Recurring Reports: Warrant List and Quarterly Financial Reports
Recommended Action: Accept by Motion

- 7.C. Approve Time Extension for City of Dublin Unused Sewer Capacity Program and Rescind Resolution No. 67-16
Recommended Action: Approve by Resolution
- 7.D. Affirm No Changes to District Election Dates Policy
Recommended Action: Approve by Motion
- 7.E. Rescind Confidentiality Policy (P700-15-2) and Resolution No. 68-07, Jury Duty and Court Witness Leave Policy (P700-15-5) and Resolution No. 75-07, Policy Changes Policy (P700-15-6) and Resolution No. 69-07, Smoking Policy (P700-15-9) and Resolution No. 73-07, Use of District Property, Vehicles and Equipment Policy (P700-15-10) and Resolution No. 71-07, and Use of Private Autos on District Business Policy (P700-15-11) and Resolution No. 60-07
Recommended Action: Rescind Policies by Resolutions (6)
- 7.F. Adopt Revised Prohibition Against Harassment, Discrimination and Retaliation Policy and Rescind Resolution No. 53-15
Recommended Action: Adopt Policy by Resolution
- 7.G. Approve Change of Location for Regular Meetings of the Board of Directors and Rescind Resolution No. 54-18
Recommended Action: Approve by Resolution
- 7.H. Award Technical Services Agreements to D.W. Nicholson Corporation and GSE Construction Company, Inc. for On-Call Mechanical Services (FYE 2020–2022) and Authorize the General Manager to Exercise up to Two Additional One-Year Terms to the Agreements
Recommended Action: Approve by Resolutions (2)
- 7.I. Approve Amendment to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021 to Add the District Office Accessibility Improvements Project (CIP 20-A029)
Recommended Action: Approve by Resolution

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. Receive Presentation on Actuarial Valuation of Other Post-Employment Benefit (OPEB) Programs Report and Provide Direction regarding California Employers' Retiree Benefit Trust (CERBT) Asset Allocation Strategies
Recommended Action: Receive Presentation and Provide Direction
- 8.C. Support Proposed DERWA (Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Authority) Operations and Maintenance Budget for Fiscal Year Ending 2021
Recommended Action: Approve by Motion
- 8.D. Discuss and Provide Direction on LAVWMA (Livermore-Amador Valley Water Management Agency) Operational Reporting and Financial Reporting
Recommended Action: Discuss 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 A REGULAR MEETING OF THE BOARD OF DIRECTORS**

February 4, 2020

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Edward R. Duarte, Director Richard M. Halket, and Director Georangean 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; Carl P.A. Nelson, Assistant General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

Vice President Ann Marie Johnson was absent. Director Madelyne A. (Maddi) Misheloff entered the meeting at 6:01 p.m., after the roll call was done.

4. CLOSED SESSION

At 6:02 p.m. the Board went into Closed Session. Assistant General Counsel announced that Mr. Morgan Biggerstaff, new attorney from Bold, Polisner, Maddow, Nelson & Judson, will join the closed sessions as an additional attendee.

4.A. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Agency Designated Representative: Daniel B. McIntyre, General Manager
Unrepresented Employee: Assistant General Manager

4.B. Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Agency Designated Representative: Carl P. A. Nelson, Assistant General Counsel
Unrepresented Employee: General Manager

5. REPORT FROM CLOSED SESSION

At 6:17 p.m. the Board came out of Closed Session. President Duarte announced that there was no reportable action.

6. SPECIAL ANNOUNCEMENTS/ACTIVITIES

General Manager McIntyre announced that Santa Clara Valley Water District will host a tour of its potable reuse facility in late March or early April. He requested that Boardmembers contact him if interested in attending.

7. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:19 p.m. No public comment was received.

8. REPORTS8.A. Reports by Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o The February 18 and March 17 Board meetings are being reviewed for possible cancellation.
 - o Staff is awaiting confirmation from the DSRSD/City of Pleasanton Liaison Committee representatives to schedule a meeting on either Wednesday, April 29 or Thursday, April 30.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
1/13/2020	Memorandum	Department of Parks & Recreation	Local Agencies	Eligibility Solicitation Questionnaire for Recreational Infrastructure Revenue Enhancement Grant Program	N/A

8.B. Joint Powers Authority and Committee Reports

Tri-Valley Water Liaison – January 22, 2020

President Duarte invited comments on recent Committee activities. Directors felt the available staff reports adequately covered the matters considered at the Committee meeting.

8.C. Agenda Management (consider order of items) – No changes were made.9. CONSENT CALENDAR

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

9.A. Approve Regular Meeting Minutes of January 7, 2020 – Approved

9.B. Approve Special Meeting Minutes of January 7, 2020 – Approved

9.C. Accept Regular and Recurring Reports: Warrant List and Treasurer's Report – Approved

9.D. Approve AT Dublin Project Supplemental Water Supply Assessment – Approved – Resolution No. 4-20

9.E. Approve Amendment to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021, and Authorize Execution of Task Order No. 2 with HydroScience Engineers, Inc. for Design Services for the Camp Parks Water Main – Cromwell Avenue, 12th Street, and Mitchell Drive Project (CIP 20-W024) – Approved – Resolution No. 5-20

9.F. Approve the Salary Range for the New Operations Compliance Supervisor Job Classification – Approved – Resolution No. 6-20

10. BOARD BUSINESS

10.A. Appoint Jan R. Lee as Assistant General Manager and Adopt Personal Services Agreement

President Duarte read the following statement: “Before discussing Agenda Item 10.A, a provision of the Brown Act requires that the Board “orally report a summary of [the] recommendation for final action on the ... salary [and other] compensation ... of a local agency executive,” such as the Assistant General Manager. The recommendation is also summarized in the Summary & Recommendation for Agenda Item 10.A, and further details are available in the proposed Personal Services Agreement, which is included in the Agenda Packet. As is specified in the Summary & Recommendation, if the proposed Personal Services Agreement is approved, the Assistant General Manager will receive a monthly salary of \$18,214 and annual salary of \$218,568, effective March 2, 2020. Thus, the recommendation is to approve the proposed base salary for the Assistant General Manager, effective March 2, 2020.”

Director Halket MOVED to adopt Resolution No. 7-20, Approving and Authorizing Execution of an Agreement for Personal Services between Jan R. Lee and Dublin San Ramon Services. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

Ms. Lee was present and introduced herself to the Board. The Board welcomed her to DSRSD.

10.B. 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

Engineering Services Manager Zavadil reviewed the item for the Board. She reported the move back to the District Office is being planned for the first half of March, but timing may be adjusted as needed.

President Duarte commended staff for a job well done while operating in temporary quarters and maintaining business in an abnormal state.

Director Vonheeder-Leopold 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 Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

10.C. Adopt Revised Social Media Policy and Rescind Resolution No. 27-12

Communications Specialist Lea Blevins reviewed the item for the Board. The Board agreed the revised policy effectively addressed the District’s current use of social media, and recommended that staff establish clear procedures for handling the media program.

Director Halket MOVED to adopt Resolution No. 8-20, Revising the Social Media Policy and Rescinding Resolution No. 27-12. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

10.D. Rescind No-Net-Demand Service Policy (P600-15-1) and Resolution No. 34-94

Engineering Services Manager Zavadil reviewed the item for the Board.

Director Vonheeder-Leopold MOVED to adopt Resolution No. 9-20, Rescinding the No-Net-Demand Service Policy and Rescinding Resolution No. 34-94. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

10.E. Approve and Adopt Sewer System Management Plan Five-Year Update

Water/Wastewater Systems Operations & Maintenance Supervisor Dan Martin reviewed the item for the Board. Operations Manager Carson also advised that upcoming significant regulatory changes will create more stringent sewer system waste discharge requirements and that the Sewer System Management Plan format will be restructured. The new requirements will be released in a few months.

Director Halket MOVED to adopt Resolution No. 10-20, Approving and Adopting a Sewer System Management Plan (SSMP) Five-Year Update. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

10.F. Approve Amendment to the Capital Improvement Program Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021 to Add the Dublin Boulevard Extension Water Facilities Project (CIP 20-W027) and the Dublin Boulevard Extension Sewer Facilities Project (CIP 20-S028)

Engineering Services Manager Zavadil reviewed the item for the Board. She also explained that by incorporating these two new projects into the Capital Improvement Program, there will be consistency between the District master plans, the CIP, and the upcoming Capacity Reserve Fee study.

The Board and staff discussed the current zoning, and possible future changes to zoning, for the Dublin Boulevard extension area, located between Fallon Road (Dublin) and Doolan Canyon Road (Livermore). Staff confirmed that the water and sewer lines to be built will reflect the District master plans and provide enough leeway to serve future development projects. There are no projects currently approved for this area.

Director Misheloff MOVED to adopt Resolution No. 11-20, Approving an Amendment to the Capital Improvement Program Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021 to Add the Dublin Boulevard Extension Water Facilities Project (CIP 20-W027) and the Dublin Boulevard Extension Sewer Facilities Project (CIP 20-S028). Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

10.G. Authorize Execution of Amendment No. 4 to the Individual Agreement for Personal Services between Daniel B. McIntyre and Dublin San Ramon Services District

President Duarte read the following statement: "Before discussing Agenda Item 10.G, a provision of the Brown Act requires that the Board "orally report a summary of [the] recommendation for final action on the ... salary [and other] compensation ... of a local agency

executive,” such as the General Manager. The recommendation is also summarized in the Summary & Recommendation for Agenda Item 10.G, and further details are available in the proposed Amendment to the Personal Services Agreement, which is included in the Agenda Packet. As is specified in the Summary & Recommendation, the recommendation is to provide an option for the General Manager to elect to sell back employee leave bank (ELB) leave of up to 160 hours in calendar year 2021, but to make no adjustment to his monthly base salary in calendar year 2020.”

Assistant General Counsel Nelson reviewed the item for the Board.

Director Halket MOVED to adopt Resolution No. 12-20, Approving and Authorizing Execution of Amendment No. 4 to the Agreement for Personal Services between Daniel B. McIntyre and Dublin San Ramon Services District. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

10.H. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 44-19

President Duarte read the following statement: “In 2016, the Legislature added a provision to the Brown Act that requires that prior to taking final action on a salary schedule that includes local agency executives, which as defined includes the District’s General Manager and the District’s Assistant General Manager, “[t]he legislative body shall orally report a summary of [the] recommendation for ... final action on ... salary schedules... of a local agency executive. The salary schedule that is before the Board in Item 10.H. includes the salary of the Assistant General Manager, and the salary of the General Manager. The Board approved the Personal Services Agreement for the Assistant General Manager as Item 10.A earlier this evening following an oral report, and approved Amendment No. 4 to the General Manager’s Personal Services Agreement as Item 10.G earlier this evening following an oral report.”

Director Vonheeder-Leopold MOVED to adopt Resolution No. 13-20, Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, and Rescinding Resolution No. 44-19. Director Misheloff SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Johnson).

11. BOARDMEMBER ITEMS

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

Director Vonheeder-Leopold submitted two written reports to Executive Services Supervisor/ District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association chapter meeting Wednesday, January 8 at the Alameda County Mosquito Abatement District in Hayward, and the California Association of Sanitation Agencies Winter Conference January 21–23 in Indian Wells. She summarized the activities and discussions at the meetings.

Director Misheloff submitted a written report to Executive Services Supervisor/ District Secretary Genzale. She reported that she attended the Tri-Valley Water Liaison Committee Wednesday, January 22 hosted by City of Pleasanton. She summarized the activities and discussions at the meeting.

Director Halket expressed his regrets for missing the upcoming Annual Employee Recognition Event to be held later this month and wished the staff well that evening.

President Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the Contra Costa Special Districts Association chapter meeting Monday, January 27 at the Central Contra Costa Sanitary District in Martinez. He summarized the activities and discussions at the meeting.

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

12. ADJOURNMENT

President Duarte adjourned the meeting at 7:11 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Accept Regular and Recurring Reports: Warrant List and Quarterly Financial Reports

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the regular and recurring reports: Warrant List 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:

Ref Item A: Warrant List

For the period of 1/9/2020 to 2/19/2020, 473 accounts payable checks were issued totaling \$11,717,015.48.

Ref Item C: Quarterly Financial Reports

Per preliminary financial reports for the second quarter of fiscal year ending (FYE) 2020, the District has received 41.79% of budgeted revenues and expended 40.41% of budgeted operating expenses. Through the second quarter, capital expenditures are 24.80% of budget. All District enterprise funds are above policy target reserves and all District replacement and expansion funds are above policy minimum reserves.

As of the second quarter, the following items were noted:

- Total service charge revenue (45% of budget) was higher than the 38% projection due to rebounding service demand.
- Total capacity reserve fee revenue (33% of budget) was lower than the 50% projection due to timing of development activity, which also affects fee and permit revenues.
- Expenditures to date are tracking below the 50th percentile in all funds except for:
 - The Regional Enterprise (Fund 300) – 52% of budget due to higher expenses in fuel, gas and electric, and other services and contributions to joint powers authority, and
 - The Other Post-Employment Benefit (Fund 965) – 56% of budget due to higher expenses in retiree medical and dental.
- The Local Wastewater Enterprise (Fund 200) is above policy target reserves because of cost savings in FYE 2019 and cost savings so far in the current year, and as a result of the Board's December direction to transfer funding from the Rate Stabilization fund to the Enterprise fund to stabilize the enterprise fund's condition.
- Division 10 – Legislative – is overbudget in the "Other Services" line item due to a payment to Scott J. Rafferty in regards to the California Voting Rights Act. This claim was not budgeted, and it is anticipated that the division will have ample savings in other areas to cover this expenditure.

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	February 2020	Yes	April 2020
B	Treasurer's Report	Quarterly	CA Government Code 53646	February 2020		April 2020
C	Quarterly Financial Reports ¹	Quarterly	Board Direction	November 2019	Yes	May 2020
D	Strategic Plan Progress Report ²	Annually – Fiscal Year	Resolution 24-17	September 2019		July 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 ³	Annually – Fiscal Year	CA Government Code 53065.5	September 2019		August 2020
G	Utility Billing Adjustments ⁴	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	December 2019		October 2020
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	\$250,000	\$0	\$250,000
Unexpected Asset Replacements	\$45,218	\$0	\$45,218

¹ Financial reporting changed from monthly to quarterly reporting.

² Presented to Board as separate agenda item.

³ Reimbursements also reported monthly in the Warrant List (Item A).

⁴ 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: 02/21/2020 1:38PM

Check History Description Listing

Dublin San Ramon Services District

Page: 1

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/09/2020	103064	01719 A & M PRINTING, INC.	TRIFOLD MULTI LANGUAGE SHUT OFF NOTICE	370.49	370.49
01/09/2020	103065	03872 ACSDA	2020 ACSDA ANNUAL DINNER - D. MCINTYRE	49.00	49.00
01/09/2020	103066	01180 ADS REPROGRAPHICS, INC.	159298 ADS PLOTTER SUPPLIES - 3 INK	153.05	153.05
01/09/2020	103067	09484 MURALI KRISHNA AELA	REFUND FOR 1550 THURLOW WAY	184.82	184.82
01/09/2020	103068	01076 ALSCO INC	FOF DEC '19 TOWELS AND MATS SERVICE	830.35	
			WWTP 12-19 TOWELS AND MATS SERVICE	626.55	1,456.90
01/09/2020	103069	06552 SOLUTIONS INC. AMERICAN COI	AQUAHAWK V12.06 STANDARD FOR JAN 2020	2,421.00	2,421.00
01/09/2020	103070	09003 AMERICAN METALS	MISC SUPPLIES	376.02	
			MISC PARTS	99.63	475.65
01/09/2020	103071	01954 ANDERSON'S UNIFORMS	UNIFORM ITEMS FOR L. GOSS	634.47	634.47
01/09/2020	103072	06211 ASSOCIATED SERVICES CO.	BEVERAGE SERVICE OPS DEC '19	640.87	640.87
01/09/2020	103073	06211 ASSOCIATED SERVICES CO.	MONTHLY BEVERAGE DELIVERY SERVICE FOR DO	236.39	236.39
01/09/2020	103074	00622 AT&T	C3 - TELE SVCS 11/13/19-12/12/19	435.07	435.07
01/09/2020	103075	09468 BAY LUXURY AUTOS INC	REFUND FOR 5510 SCARLETT DR/IRRIGATION	377.04	377.04
01/09/2020	103076	09476 BIT HOLDINGS SIXTY-THREE INC	REFUND FOR 4990 DUBLIN BLVD FL	53.45	53.45
01/09/2020	103077	02848 BROOKFIELD HOMES	REFUND FOR 5795 DUBLIN BLVD	11.00	11.00
01/09/2020	103078	09479 TUAN BUI	REFUND FOR 4944 IVYLEAF SPRINGS RD	60.36	60.36
01/09/2020	103079	07825 C & R TRUCKING INC.	HAULING BULK MATERIAL FOR REPAIRS - 5 LO	5,694.42	5,694.42
01/09/2020	103080	09488 VICTOR CHEN	REFUND FOR 726 CLIFTON CT	207.56	207.56
01/09/2020	103081	09432 CITY AUTO SUPPLY	#62 PARTS	111.12	
			#62 RO# 6585 PARTS	60.51	171.63
01/09/2020	103082	01167 CITY OF DUBLIN	LANDSCAPE SERVICES FOR DSRSD - SEPT 2019	11,164.09	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			LANDSCAPE SERVICES FOR DSRSD - OCT 2019	11,164.09	22,328.18
01/09/2020	103083	06184 CREDIT CONSULTING SVCS, INC	COLLECTION FEE, BASED ON 35% OF COLLECTE	237.96	237.96
01/09/2020	103084	00229 DELL MARKETING LP	WARRANTY EXTENSIONS SCADA SERVERS	3,737.30	3,737.30
01/09/2020	103085	09473 SUSAN DEMORRIS	REFUND FOR 4398 FITZWILLIAM ST	35.16	35.16
01/09/2020	103086	06215 EAST BAY LEADERSHIP COUNC	EBLC - 2019-20 MEMBERSHIP RENEWAL	2,500.00	2,500.00
01/09/2020	103087	00280 ECOWATER SYSTEMS	OPS LAB WATER SOFTNER EXCHANGE TANKS SER	217.20	
			RO TANKS (QTY 2) EXCHANGE ON A QTRLY BAS	21.00	238.20
01/09/2020	103088	07101 EDWARDS & SONS AUTOMOTIVE	LIFT REPAIR	1,245.86	1,245.86
01/09/2020	103089	00307 FAIRWAY EQUIPMENT & SUPPLY	STOCK SUPPLIES	1,100.87	
			CHILLER SYSTEM PLANT AIR	394.53	1,495.40
01/09/2020	103090	02656 FASTENAL COMPANY	PPE VENDING MACHINE FOF REFILL	320.59	
			1/2" X 4 1/4" TRUBOLT 304SS WEDGE ANCHOR	87.03	
			PPE VENDING MACHINE REFILL BLDG S	74.08	
			HARDWARE FOR WATER METERS	22.94	
			HEX NUTS (QTY. 25), FLAST WASHERS (QTY.	6.43	
			CREDIT FOR RETURNED ITEMS - ORIG INV #CA	-442.53	68.54
01/09/2020	103091	00314 FEDEX	EXPRESS SHIPMENT 12-4-19	14.78	14.78
01/09/2020	103092	09485 JAMES FORBES	REFUND FOR 2721 MOUNTAIN ASH LN	59.59	59.59
01/09/2020	103093	09487 SWATHY GANAPATHY	REFUND FOR 651 CARRINGTON CT	135.18	135.18
01/09/2020	103094	07137 GOODYEAR COMMERCIAL TIRE	#124 TIRES	892.45	
			#64 TIRES STOCK	403.58	1,296.03
01/09/2020	103095	06759 GRATIA REALTY	REFUND FOR 2309 KEATS LN	203.82	203.82
01/09/2020	103096	09467 HOLLYVALE RENTAL HOLDINGS,	REFUND FOR 11784 CASTLE CT	10.25	10.25
01/09/2020	103097	09469 WEIZHI HUANG	REFUND FOR 2067 CARBONDALE CIR	212.86	212.86

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/09/2020	103098	00417 IDEXX DISTRIBUTION, INC	LABORATORY SUPPLIES AND CHEMICALS	869.49	869.49
01/09/2020	103099	09465 SHARILYN JARRETT	REFUND FOR 6973 SPENCER CT	178.56	178.56
01/09/2020	103100	09470 DONGWOOK KIM	REFUND FOR 4555 MANGROVE DR	113.17	113.17
01/09/2020	103101	04873 KIMBALL MIDWEST	WIRING FERRULES	131.46	131.46
01/09/2020	103102	09483 NORMAN LIM	REFUND FOR 9704 BELLADONNA DR	24.03	24.03
01/09/2020	103103	09481 SHU MEI LIN	REFUND FOR 2709 PEMBERTON DR	167.81	167.81
01/09/2020	103104	03958 LIVERMORE AUTO GROUP	#124 AIR FILTER	63.71	63.71
01/09/2020	103105	05145 MOZINGO CONSTRUCTION INC	OVER PAID AFTER ACCT CLOSE	2,250.07	2,250.07
01/09/2020	103106	04231 MSC INDUSTRIAL SUPPLY CO	PVC PIPE	13.79	13.79
01/09/2020	103107	07726 MUNICIPAL RESOURCE GROUP,	SUPERVISORY COACHING SERVICES J. ZAVADIL	1,338.28	1,338.28
01/09/2020	103108	04796 NAPA AUTO PARTS	MISC AIR FILTERS, ETC	625.08	
			STOCK ORDER BRAKE CLEANER	130.58	
			COMPRESSION GAUGE	68.08	823.74
01/09/2020	103109	00620 P G & E	MISC PUMP STNS, RESERVOIRS, TO'S ELEC -	39,546.54	
			PUMP STATION R200A ELECTRICITY - DEC 201	1,700.08	
			RESERVOIR R200 ELECTRICITY - DEC 2019	38.71	
			ALAMO TRUNK SEWER ELECTRICITY - DEC 2019	15.95	41,301.28
01/09/2020	103110	08356 PACE SUPPLY	TOOLS FOR ON-CALL TRUCK - METER BOX LID	594.74	
			POLYWRAP BLACK	293.40	
			PARTS FOR VILLAGE PKWY REPAIR	76.20	964.34
01/09/2020	103111	09098 PATRIOT PEST MANAGEMENT	PEST CONTROL: MONTHLY SERVICE FOR FOF DE	145.00	145.00
01/09/2020	103112	04211 PLATT ELECTRIC SUPPLY	LOTO KIT FOR CREW	530.46	
			BUILDING C ACTUATOR PROJECT	283.92	814.38
01/09/2020	103113	05475 PRESIDIO SYSTEMS, INC.	CCTV WORK LEMBERT HILLS DUBLIN CA ON 10/	960.00	960.00

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/09/2020	103114	09491 PSI WATER TECHNOLOGIES	ASM, SAMPLE PUMP WITH 3/8 TUVE PRIMING C	3,836.68	3,836.68
01/09/2020	103115	04105 R & B COMPANY	1-1/2 COUPLG FLANGE/PVC PJ (QTY. 20) & 2	5,327.25	
			12 POWERMAX FLEX COUPLING W/ 304SS NUTS	3,714.50	
			POLLARD ORANGE HYDRANT "OOS" BAGS	1,843.59	
			FOD WAREHOUSE STOCK	586.13	
			12 SS 316 HEX BOLT & NUT KIT (QTY. 10)	529.86	12,001.33
01/09/2020	103116	06886 RALPH ANDERSEN & ASSOCIATE	AGM RECRUITMENT SERVICES	16,800.00	
			AGM RECRUITMENT SERVICES	8,400.00	25,200.00
01/09/2020	103117	00058 READYREFRESH	FOF BOTTLED WATER SERVICE - DEC 2019	72.82	
			LAB BOTTLED WATER SERVICE - DEC 2019	53.91	126.73
01/09/2020	103118	02308 RGW CONSTRUCTION INC	OVERPAYMENT AFTER CLOSED	560.59	560.59
01/09/2020	103119	06444 RICHERT LUMBER	SHOP UPGRADE	137.81	137.81
01/09/2020	103120	09474 KRISTA SANCHEZ	REFUND FOR 3359 ARALDI LN	75.48	75.48
01/09/2020	103121	05478 SCM CONSTRUCTION MGMT SEI	UB Refund Cst #00082414	1,079.88	1,079.88
01/09/2020	103122	09471 FENGQIN SHEN	REFUND FOR 2917 SOUTHWIND LN	84.00	84.00
01/09/2020	103123	02015 SHERWIN-WILLIAMS CO	BLDG A ROOM PAINT	194.41	194.41
01/09/2020	103124	09480 BIN SHIN	REFUND FOR 5095 ROWAN DR	196.03	196.03
01/09/2020	103125	09482 LYNNE SILVA	REFUND FOR 2905 LANGHORNE DR	141.00	141.00
01/09/2020	103126	00825 SWRCB - ATTN: ACCT OFFICE	WATER SYSTEM ANNUAL FEES FYE20	58,785.27	58,785.27
01/09/2020	103127	00825 SWRCB - ATTN: ACCT OFFICE	R. LAWRENCE WATER DISTRIBUTION OPERATOR	105.00	105.00
01/09/2020	103128	09105 TAYLOR MORRISON	REFUND FOR 3489 VERTEX WAY	84.83	
			REFUND FOR 7406 KENWOOD RD	65.62	
			REFUND FOR 7390 KENWOOD RD	58.60	
			REFUND FOR 7402 KENWOOD RD	58.60	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			REFUND FOR 7320 KENWOOD RD	58.10	
			REFUND FOR 3415 ZENITH AVE	29.73	
			REFUND FOR 3445 ZENITH AVE	29.73	
			REFUND FOR 3453 ZENITH AVE	29.73	414.94
01/09/2020	103129	09486 PREMA THEKKEK	REFUND FOR 3733 STONEHENGE WAY	632.59	632.59
01/09/2020	103130	09495 PREMALATHA THIRUNAVUKARA	UB Refund Cst #00057748	1,113.34	1,113.34
01/09/2020	103131	06650 TOKAY SOFTWARE	TOKAY WEB TEST REPORT TESTS ENTERED 11/2	155.00	155.00
01/09/2020	103132	02845 TYLER TECHNOLOGIES	EDEN SUPPORT - 2020 (MISC MODULES)	69,654.59	69,654.59
01/09/2020	103133	01806 U.S. BANK EQUIPMENT FINANCE	TRUSTEE FEE 11/01/19 - 10/31/20 (2011 SW	920.00	920.00
01/09/2020	103134	00903 UNITED RENTALS, INC.	EQUIPMENT TO TAKE DOWN DREDGING OPERATIO	754.32	754.32
01/09/2020	103135	00907 UNIVERSITY OF SOUTHERN CAL	USC MEMBERSHIP RENEWAL 2020	598.85	598.85
01/09/2020	103136	00912 OCC SERVICES VALLEY CARE H	FIRST AID VISIT - K. BAXTER	780.00	
			PRE-EMPLOYMENT PHYSICAL - J. GENTRY	382.00	
			DIV56: FY20 SAFETY MEDICAL EXAM SERVICE	100.00	
			DIV56: FY20 SAFETY MEDICAL EXAM SERVICE	100.00	
			DIV56: FY20 SAFETY MEDICAL EXAM SERVICE	100.00	1,462.00
01/09/2020	103137	00920 VASCO ROAD LANDFILL	DEC 24 - 31 UNLOADING OF WWTP SOLIDS/GRI	678.60	678.60
01/09/2020	103138	08561 VERIZON CONNECT	FY20 BPO DIV53: FLEET GPS TRACKING SYSTE	1,320.90	1,320.90
01/09/2020	103139	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	783.02	
			LABORATORY SUPPLIES AND CHEMICALS	272.85	1,055.87
01/09/2020	103140	09472 BOYU WANG	REFUND FOR 4270 FITZWILLIAM ST	249.18	249.18
01/09/2020	103141	09477 ROWLEY WARNER	REFUND FOR 5077 RASHELLE WAY	125.88	125.88
01/09/2020	103142	08423 WATERTALENT LLC	R. GAMBLE: WE 12/15/19	5,340.00	5,340.00
01/09/2020	103143	09475 WENDY CHEN PROPERTY MANA	REFUND FOR 3676 WHITWORTH DR	79.45	79.45

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/09/2020	103144	06839 WINDSOR PACIFIC PROP MGMT	REFUND FOR 316 MILTON CT	28.91	28.91
01/09/2020	103145	09416 TIE XU	REFUND FOR 5491 ASTERWOOD DR	61.21	61.21
01/09/2020	103146	09466 IVAN YEE	REFUND FOR 7668 AMARILLO RD	211.01	211.01
01/09/2020	103147	09478 SARITA YELDANDI	REFUND FOR 1110 ROSAMUND DR	197.62	197.62
01/09/2020	103148	05814 YORKE ENGINEERING LLC	16-A005 NOVEMBER 2019 DIV56 BPO: AIR BOARD PERMITTING/COMPLIA	384.00 870.00	1,254.00
01/09/2020	103149	00987 ATTN: ACCOUNTING ZONE 7 WA	DECEMBER 2019 CONNECTION FEES TREATED WATER SERVICE NOV '19	1,697,978.70 1,186,951.20	2,884,929.90
01/09/2020	103150	00031 ALLIED FLUID PRODUCTS CORP	MECHANICAL SEAL FOR LAVWMA PUMPS	1,778.28	1,778.28
01/09/2020	103151	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 12/15/19 J. RUTHRUFF: W/E 12/15/19 N. POON: WE 12/15/19 S. MONTAGUE: W/E 12/15/19 A. SMITH: W/E 12/15/19 M. ZAKLAN: WE 12/15/19 A. GEHMLICH: WE 12/15/19 K. BECK: W/E 12/15/19	1,472.14 929.50 870.40 780.00 638.40 592.00 486.40 212.80	5,981.64
01/09/2020	103152	06176 BAY VALVE SERVICE & ENG'G LL	FSL VALVE REPAIR	2,687.08	2,687.08
01/09/2020	103153	00249 DLT SOLUTIONS LLC.	SOLARWINDS NETWORK PERFORMANCE MONITOR S	1,208.66	1,208.66
01/09/2020	103154	00299 ENVIRONMENTAL RESOURCE AS	PROFICIENCY TESTING SAMPLE AND STANDARD	309.61	309.61
01/09/2020	103155	00937 GRAINGER, INC.	WWTP PARTS FOR XFMR'S PUMP FOR TURBIDITY INSTRUMENT, REPLACED SHOP PARTS	735.87 338.73 38.53	1,113.13
01/09/2020	103156	00937 GRAINGER, INC.	TOTE TRAY, 26.5" TOTE TRAY, 19.25" (QTY. 2)	179.23 151.56	330.79

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/09/2020	103157	04424 GRAYBAR ELECTRIC COMPANY	BUILDING A LED LIGHTING UPGRADE MATERIAL	441.11	
			SHOP STOCK MATERIAL	206.74	
			RESET RELAYS FOR NEW VIBRATION MONITORS	180.86	
			GFCI RECEPTACLE FOR NEW VIBRATION MONITO	69.30	
			BUILDING A LED LIGHTING UPGRADE MATERIAL	57.12	
			SHOP STOCK MATERIAL	16.72	971.85
01/09/2020	103158	06791 HYLAND SOFTWARE, INC.	HYLAND - PROFESSIONAL SERVICES 12/01/19	215.00	215.00
01/09/2020	103159	01242 INFOSEND, INC	DECEMBER STATEMENT	2,258.56	2,258.56
01/09/2020	103160	01171 MCGUIRE & HESTER	19-P001- PP#2 FROM 07/01/19-12/31/19	61,750.00	61,750.00
01/09/2020	103161	07109 DANIEL MCINTYRE	D. MCINTYRE MILEAGE REIMB EXP. FOR DEC.	14.44	14.44
01/09/2020	103162	00666 RUDY PORTUGAL	R. PORTUGAL MILEAGE REIMB @ USD TRAINING	40.60	40.60
01/09/2020	103163	00805 SUE STEPHENSON	S. STEPHENSON REIMB EXP FOR MEETINGS JUL	97.00	97.00
01/09/2020	103164	00843 THE COVELLO GROUP INC	15-P018 T.O. 3 10/25/19 TO 11/21/19	4,344.02	
			18-P010 T.O. OC-10 10/25/19 TO 11/21/19	2,242.50	
			19-P001 T.O. 4 10/25/19 TO 11/21/19	456.00	
			16-R014 T.O. 1 10/25/19 TO 11/21/19	430.00	7,472.52
01/09/2020	103165	05026 UNIVAR SOLUTIONS USA INC.	4798.10 GL SOD HYPO DELV 12-18-19	3,523.62	
			4496.70 GL SOD HYPO DELV 12-16-19	3,302.28	6,825.90
01/09/2020	103166	05127 VISION SERVICE PLAN - CA (VSF)	JANUARY 2020 - VISION	3,015.18	3,015.18
01/09/2020	103167	03831 JACLYN YEE	J. YEE REIMB EXP FOR GAS 01/07/20	40.98	40.98
01/10/2020	1001475306	01111 CALPERS	JANUARY 2020 - ER CODE 0740 (PERS)	227,355.81	227,355.81
01/10/2020	1001475308	01111 CALPERS	JANUARY 2020 - ADMIN FEES ER CODE 0740 (2,245.12	2,245.12
01/15/2020	790000870	01676 BANK OF AMERICA	BANK ANALYSIS - DECEMBER 2019	324.08	324.08
01/16/2020	103168	03536 U S BANK/ CORP PMT SYSTEMS	CHRISTMAS STUFF FOD	227.22	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			19-A005 REVISIONS/DEFERRED SUBMITTAL PER	221.00	
			SUPPLIES FOR SAMPLE TRUCKS	219.43	
			BUILDING A PAINT SUPPLIES	218.14	
			PUBLIC AFFAIRS TEAM BUILDING 12/2/19	217.85	
			CHRISTMAS STUFF FOR FOD	214.93	
			OFFICE SUPPLIES	212.08	
			J. GENTRY SAFETY BOOTS	207.56	
			D. MARTIN CWEA CERTIFICATE RENEWAL 19/20	205.00	
			CWEA MEMBERSHIP LAURENT NGUYEN	192.00	
			VALVE TOOLS	186.99	
			2019 HOLIDAY LUNCHEON 12/10/19 - DESSERT	184.24	
			QTY (1) LENOVO DOCKING STATION FOR PENAF	183.53	
			R. THOMPSON - BACKFLOW TESTER EXAM	180.00	
			TEAMBUILDING LUNCH 12/18/19	176.69	
			STUDY GUIDE	162.38	
			FUEL FOR TRUCK 109	150.00	
			FUEL FOR TRUCK 110	150.00	
			TOOL KIT	141.67	
			LIGHT FOR PLANT	137.07	
			REFRESHMENTS: DAN LOPEZ RETIREMENT	133.00	
			FUEL FOR TRUCK 110	125.00	
			FUEL FOR TRUCK 109	125.00	
			MODIFY POLYMER MIXER SHAFT	125.00	
			FUEL FOR TRUCK 109	121.64	
			FINANCE MEETING	120.00	
			THIS IS FOR A BREAKFAST FOR MAINT MECH &	117.52	
			THIS IS FOR A BREAKFAST FOR MAINTENANCE	117.51	
			ONLINE COURSE - MAINTAINING WATER QUALIT	115.00	
			GENERAL SUPPLIES WIRE WHEELS FOR STOCK	113.17	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			OFFICE SUPPLIES FOR DO 12 2 19	111.84	
			M BAILEY'S MEMBERSHIP	110.00	
			O&M MTG @ ATHENS BURGERS	108.98	
			MISHELOFF - ACWA 2019 CONFERENCE LODGING	235.13	
			PAINT FOR COGEN	243.08	
			OFFICE WINDOW SHADE	246.79	
			4 JOURNAL-DIARIES FOR OPS DEPT	248.60	
			LIGHT FOR PLANT	256.67	
			ACCESSORIES FOR SURFACE PRO 4	262.17	
			MATERIAL FOR BUILDING LIGHTING UPGRADE	269.80	
			PORTABLE TOILET RENTAL 12/10/19 - 01/06/	299.00	
			MASTER LOCKS & KEYS	304.72	
			OPS SUPPLIES - REORDERED	318.73	
			LIGHT DECORATION FOR WWTP FACILITIES	332.08	
			SUPPLIES FOR OPERATORS	339.04	
			BLDG N & R LABELS FOR SWITCHGEAR	359.20	
			FAN BEARINGS FOR SECONDARY BIO BED FANS	359.21	
			OFF-SITE MEETING, RECOGNITION TEAM BUILD	364.83	
			CARHARTT FR JEANS	386.71	
			CALENDARS	107.80	
			ONLINE SUBSCRIPTION RENEWAL (2 YEARS) 10	107.56	
			BUILDING A SUPPLIES	107.55	
			FUEL FOR TRUCK 110	106.51	
			PPE: RAINGEAR K. BAXTER	105.07	
			SUPPLIES FOR VILLAGE PKWY MAIN REPAIR	102.92	
			OFFICE SUPPLIES FOR DO ENGR 12 4 19	100.51	
			ANNUAL MEMBERSHIP FEE - NATIONAL ASSOC O	99.00	
			PEG BOARD FOR FACILITY SHOP AND HOOKS	95.65	
			TEAM RECOGNITION EVENT	94.03	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			CUSTOM MATS FOR PROCLAMATIONS	93.10	
			FUEL FOR TRUCK 110	92.68	
			FUEL FOR TRUCK 110	89.02	
			M. MCGRATH CWEA CERTIFICATE RENEWAL - PM	89.00	
			PLAQUE FOR OUTGOING PRESIDENT OF THE BOA	85.57	
			INVITATIONS FOR EMPLOYEE RECOGNITION EVE	83.36	
			BUILDING A SINK REPAIR	78.35	
			FUEL FOR TRUCK 112	77.00	
			MISC SUPPLIES	76.58	
			BATTERY FOR SCADA PROGRAMMING LAPTOP	76.46	
			HOLIDAY TREE FOR FOF	76.45	
			HOLIDAY TREE FOR WWTP	76.45	
			TARPS AND REPLACEMENT PHONE COVER FOR FA	75.91	
			FUEL FOR TRUCK 110	73.72	
			SUPPLIES FOR JEFF	73.08	
			FRAMES AND MATS FOR PROCLAMATIONS	72.89	
			PPE: N95 RESPIRATORS FOR FLEET	64.46	
			FOD MEN'S BATHROOM	64.38	
			FUEL FOR TRUCK 29	63.87	
			CALENDARS	63.48	
			OFFICE SUPPLIES	59.83	
			COPPER PIPE FOR DAFT AIR COMPRESSORS PLU	56.97	
			OFFICEWORLD - SUPPLIES FOR EXEC DO 12 17	56.72	
			PARTS FOR DYE GRINDER COVER	56.21	
			STUDY GUIDE	55.96	
			FUEL FOR TRUCK 29	54.14	
			AMAZON - DO PI - BLUE CERTIFICATE HOLDER	52.83	
			MCINTYRE - ACWA 2019 CONFERENCE AIRPORT	49.15	
			STANDARD FRAMES 16X22 FOR PROCLAMATIONS	49.15	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			GASOLINE - DISTRICT POOL VEHICLE	49.12	
			AGM APPRAISAL BOARD EXPENSE 12/16/19	48.67	
			DOOR LOCK FOR BLDG A	48.40	
			REFERENCE BOOKS - FOSTERING SUSTAINABILI	47.94	
			LABEL PRINTER REPLACEMENT LABELS	46.36	
			MISC SUPPLIES	45.40	
			M BAILEY'S PENINSULA CHAPTER MTG ON 12/0	45.00	
			CALENDARS	44.59	
			COGEN O2 SENSOR	42.14	
			FUEL FOR TRUCK 109	42.11	
			WIRELESS HEADSET FOR JEFF	41.52	
			BUILDING A SUPPLIES	40.34	
			COFFEE SUPPLIES	40.33	
			QTY (1) ONE YEAR MAINTENANCE RENEWAL FOR	39.95	
			CALENDAR	39.30	
			COMBINED MEETING ICE, IT, OPS, MECH, FO	39.00	
			FRAMES FOR PROCLAMATIONS	38.23	
			INVISIBLESHIELD GLASS SCREEN PROTECTOR F	38.21	
			GASOLINE - DISTRICT POOL VEHICLE	37.26	
			BUILDING S AHU-1 RETURN AIR TEMPERATURE	36.99	
			AMAZON - ACCT - (2) 4 INCH NAVY BLUE HEA	36.24	
			WWTP TREE DECORATIONS	35.88	
			FACILITY CLOCK BATTERIES	34.92	
			CUBICLE BOOKCASE FOR MANUALS/BOOKS TOOL	33.32	
			PRO SUBSCRIPTION (DECEMBER 2019)	33.00	
			SAFETY MEETING CAKE FOR JESSICA'S LAST M	32.99	
			AGM RECRUITMENT - APPRAISAL BOARD EXPEN	32.92	
			QTY (1) IPHONE CAR CHARGER TIM JOHNSON	32.76	
			OTTERBOX COMMUTER SERIES CASE - BLACK	32.76	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			AGM RECRUITMENT - APPRAISAL BOARD EXPEN	32.37	
			32 OZ SPRAYER BOTTLE (8), 5 GAL BUCKET	32.22	
			GASOLINE - DISTRICT POOL VEHICLE	31.96	
			LAB TECH RECRUITMENT APPRAISAL BOARD 12/	31.43	
			MISC SUPPLIES	30.92	
			RIBBON FOR HOLIDAY TREES	29.50	
			HOLIDAY PARTY BUCKETS FOR DRINKS	29.46	
			BUILDING A TRIM	29.34	
			DOLLY & CRIBBING FOR STAND FOR NEW VIBRA	26.68	
			MCINTYRE - ACWA 2019 FALL CONFERENCE TRA	26.42	
			REPLACEMENT PROGRAMMING LAPTOP BATTERY T	26.40	
			QTY (1) USB ETHERNET ADAPTER FOR AOMAR	26.15	
			NAMEPLATE (1) FOR ANN MARIE JOHNSON - VI	25.68	
			FASTRAK REPLENISHMENT AMT 12/18/19	25.00	
			KEYS FOR 411G & 406G	24.43	
			STANDARD FRAMES - 12X18 FOR PROCLAMATION	23.60	
			QTY (1) USB TO SERIAL ADAPTER CABLE FOR	22.02	
			CALENDAR	20.86	
			WALL MOUNT TO USE A SPARE, OLDER TV AS A	20.75	
			LAB TECH RECRUITMENT APPRAISAL BOARD 12/	20.41	
			PINE SOL	19.64	
			2020 PLANNER	19.61	
			STEPHENSON - 2019 ACWA FALL CONFERENCE -	18.46	
			ADMIN ASST II - CONFIDENTIAL APPRAISAL B	17.64	
			ADMIN ASST II - CONFIDENTIAL RECRUITMENT	17.49	
			CALENDARS	17.46	
			JEFF'S OFFICE SUPPLIES	17.43	
			UNDER CHARGE DIFFERENCE - COGEN PAINT	16.39	
			STEPHENSON - BAY AREA ONE WATER WORKSHOP	15.00	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			REFERENCE BOOKS (AUDIO)	14.95	
			JEFF AUDIBLE MEMBERSHIP	14.95	
			STEPHENSON - ACWA BOARD MEETING 11/22/19	13.52	
			BLUETOOTH DONGLE FOR LAPTOP	12.47	
			FAREWELL CARDS FOR J. RODRIGUEZ	9.81	
			LAB TECH RECRUITMENT APPRAISAL BOARD 12/	9.65	
			BATTERIES FOR ALIGNMENT TOOL	9.48	
			STEPHENSON - 2019 ACWA FALL CONFERENCE 1	9.38	
			AMAZON - DO - 100CT 1/2INCH BLACK COMB B	8.91	
			PARKING: WATER BOARD OFFICE OPERATOR CER	7.50	
			STEPHENSON - 2019 ACWA FALL CONFERENCE -	7.27	
			PAINT FOR USA'S	6.97	
			CLAMPS FOR BARBED WIRE INSTALL @ SAMPLE	6.60	
			POLICE REPORT D19-04127	5.00	
			POLICE REPORT- LIABILITY CLAIMS PROCESSI	5.00	
			QTY (1) SERIAL CABLE FOR TV TRUCK	3.58	
			LIQUID BLEACH	2.51	
			APPLE ICLOUD STORAGE FOR DECEMBER 2019 -	0.99	
			CREDIT FOR RETURN OF FRAME	-18.70	
			RETURN OF STANDARD FRAMES FOR PROCLAMATI	-23.60	
			CREDIT FOR FRAMES FOR PROCLAMATIONS RETU	-49.15	
			CREDIT FOR RETURN OF MATS AND FRAMES	-81.15	
			REFUND FOR RETURN	-185.70	
			AWWA REIMBURSEMENT	-198.00	
			REFUND FROM AMAZON - UNDELIVERABLE TO PL	-277.32	
			BLDG A IMPROVEMENTS COUNTER TOP	2,805.50	
			LMC TRUCK PARTS	2,362.74	
			HOLIDAY LUNCHEON 12/10/19 - BALANCE PAYM	2,069.16	
			16-A005 PERMIT APPLICATION #495496	2,020.00	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			QTY (1) LENOVO YOGA C940 15" FOR PENAFL	1,812.98	
			T. LEONARDO - BACKFLOW TESTER 40-HR COUR	1,150.00	
			SCADA ALARM DIALER SOFTWARE	990.00	
			FLOORING BLDG A SAFETY ROOM	988.75	
			C. ATWOOD - 2019 ANNUAL CALPELRA CONFERE	908.55	
			SIMMERSO - 2019 ANNUAL CALPELRA CONFERE	908.55	
			GALLARDO - 2019 ANNUAL CALPELRA CONFEREN	833.55	
			D. LEONARDO WATER DIST CERT TEST PREP, G	800.00	
			SUPPLIES & TOOLS FOR ON-CALL TRUCK	788.85	
			HEARING PROTECTION SIGNS	741.89	
			CABLE FOR INSULGARD COMMUNICATIONS	712.07	
			MCINTYRE - ACWA 2019 CONFERENCE LODGING	707.34	
			CARHARTT OUTERWAR JEANS	699.16	
			HOTEL STAY FOR N. GENZALE TO ATTEND CITY	594.54	
			HOTEL STAY FOR V. CHIU TO ATTEND CITY CL	594.54	
			SUPPLIES FOR VILLAGE PKWY & AMADOR VALLE	582.43	
			LIGHTS FOR PLANT	545.58	
			WATEREUSE CONFERENCE SPONSORSHIP FEES	500.00	
			STEPHENSON - ACWA 2019 FALL CONFERENCE L	489.83	
			BIAN - CSMFO 2020 ANNUAL CONFERENCE REGI	425.00	
			C. ATWOOD- CSMFO 2020 ANNUAL CONFERENCE	425.00	
			OFFICE SUPPLIES - KATE	420.92	
			OFFICE SUPPLIES FOR HR 12 3 19	407.35	
			OFFICE SUPPLIES FOR HR 12 17 19	407.35	
			STORAGE BINS FOR HOLIDAY DECOR	387.54	41,465.03
01/16/2020	103169	00256 ALLIANT INSURANCE, INC.	PUBLIC OFFICIAL BOND C. ATWOOD 2020 - 20	658.00	658.00
01/16/2020	103170	09230 APEX SYSTEMS, LLC	P. BALINGIT: WE 09/22/19	1,581.58	1,581.58
01/16/2020	103171	00622 AT&T	MANAGED INTERNET SERVICES 12/01/19-12/3	2,164.63	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			AT&T VIOP SERVICE DO 12/01/19-12/31/19	101.00	
			AT&T VIOP SERVICE CC 12/01/19-12/31/19	86.42	2,352.05
01/16/2020	103172	03000 CALIFORNIA-NEVADA SECTION- S OLS	OLSON - CROSS CONNECTION SPECIALIST CE	80.00	80.00
01/16/2020	103173	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
01/16/2020	103174	00118 CALTEST ANALYTICAL LAB	SUBCONTRACTED SAMPLE ANALYSES	184.30	184.30
01/16/2020	103175	09432 CITY AUTO SUPPLY	BELT VEHICLE #62	34.01	34.01
01/16/2020	103176	04723 CITY CLERKS ASSOCIATION OF	MEMBERSHIP RENEWAL FOR N. GENZALE - JAN-	80.00	
			MEMBERSHIP RENEWAL FOR V. CHIU - JAN-JUN	32.50	112.50
01/16/2020	103177	09158 CLAREMONT EAP	EE ASSISTANCE: FEBRUARY 2020 CHARGES	377.00	377.00
01/16/2020	103178	08904 COMMERCIAL PUMP & MECHAN	16-P030 EPS 1 PUMP REBUILD	36,373.72	
			16-P030 EPS 1 PUMP REBUILD	300.00	36,673.72
01/16/2020	103179	00208 % ALLIANT INSURANCE SVCS, C	POOLED LIABILITY PROGRAM RENEWAL 2020 (237,825.00	237,825.00
01/16/2020	103180	00222 DATCO SERVICES CORP.	JAN/FEB/MAR 2020 - MONTHLY CHARGES	614.25	614.25
01/16/2020	103181	00241 DGS OFS SVC REVOLVING FUN	NATURAL GAS SERVICE @ WWTP - NOV 2019	31,968.57	31,968.57
01/16/2020	103182	05495 EWING IRRIGATION & LANDSCAI	PLASTIC VALVE BOX PUMP - ONCALL TRUCK	128.94	128.94
01/16/2020	103183	00307 FAIRWAY EQUIPMENT & SUPPLY	17-P004 BYPASS PUMP INSTALLATION PARTS	1,105.77	1,105.77
01/16/2020	103184	00314 FEDEX	EXPRESS SHIPMENTS 12-23-19	13.94	13.94
01/16/2020	103185	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
01/16/2020	103186	03900 GARTON TRACTOR INC	FSL HARVEST 2019 TRACTOR RENTAL - 1 WEEK	798.54	798.54
01/16/2020	103187	00352 GOLDEN STATE FLOW MEASURE	CREATION OF CMEP FILE TO REPORT 4X/DAY	2,500.00	2,500.00
01/16/2020	103188	03149 HDS WHITE CAP CONST SUPPLY	USA MARKING PAINT	143.96	
			ROTARTY HAMMER DRILL BIT	11.13	155.09
01/16/2020	103189	05419 HYDRO ENGINEERING INC	INJECTOR PARTS (HARVESTING)	4,491.70	4,491.70

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/16/2020	103190	00468 CORP KAMAN INDUSTRIAL TECH	NEW BEARINGS FOR 25HP SLUDGE PUMP MOTOR	207.58	207.58
01/16/2020	103191	04873 KIMBALL MIDWEST	AUTOMATIC WIRE STRIPPER	33.24	33.24
01/16/2020	103192	09137 KOOLTRONIC, INC.	AIR CONDITION TO BE INSTALLED ON 52-S BA	4,899.38	4,899.38
01/16/2020	103193	07943 LABWORKS, LLC	LABWORKS ANNUAL SUPPORT JAN 1 - DEC 31 2	10,098.00	10,098.00
01/16/2020	103194	00509 LIEBERT CASSIDY WHITMORE	ANNUAL MEMBERSHIP - ERC (1/1/20 - 12/31/	2,615.00	2,615.00
01/16/2020	103195	08705 MADDAUS WATER MANAGEMEN	VALIDATION OF FY19 ANNUAL WATER LOSS AUD	6,265.00	6,265.00
01/16/2020	103196	00536 MC MASTER-CARR SUPPLY CO.	PIPE LABLES FOR PLANT AIR COMPRESSORS	62.56	62.56
01/16/2020	103197	08559 MICHAEL BAKER INT'L. INC.	17-W003 T.O. 1 11/4/19 THROUGH 12/1/19	315.00	315.00
01/16/2020	103198	03566 MITCH'S CERTIFIED CLASSES	R. THOMPSON - BACKFLOW 40-HR COURSE FEB S. OLSON - BACKFLOW TESTER 1-DAY REFRESH	1,150.00 350.00	1,500.00
01/16/2020	103199	09363 MURPHY INDUSTRIAL COATINGS	20-P006 RECOATING OF DIGESTER MIXERS #1	8,200.00	8,200.00
01/16/2020	103200	00620 P G & E	DEPARTING LOAD NON-BYPASSABLE CHARGES - DO UTILITY BLDG GAS SERVICE - DEC 2019 RESERVOIR R100 DERWA TANK 1 - JAN 2020 JOHNSON DRIVE STREETSCAPE ELEC - DEC 201 DISTRICT OFFICE GAS SERVICE - DEC 2019	566.62 114.76 35.65 11.78 8.11	736.92
01/16/2020	103201	08356 PACE SUPPLY	PARTS FOR WAREHOUSE STOCK PARTS FOR ON-CALL TRUCK PARTS FOR ALLENMORE COURT REPAIR PARTS FOR WAREHOUSE STOCK	815.55 620.98 152.40 27.24	1,616.17
01/16/2020	103202	00633 PARMA	GALLARDO - 2020 PARMA CONFERENCE REGISTR	600.00	600.00
01/16/2020	103203	04211 PLATT ELECTRIC SUPPLY	MISC PARTS TWO FLUKE 4-20MA AMMETERS JOKER WRENCHES FOR EM SHOP SHOP TOOLS	1,882.29 1,387.48 206.66 173.71	3,650.14

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/16/2020	103204	09023 QUENCH USA, INC.	WWTP WATER FILTRATION SERVICE (2 LOCATIO DO WATER FILTRATION SERVICE - DEC 2019	131.10 65.55	196.65
01/16/2020	103205	04105 R & B COMPANY	TOOLS & PARTS FOR ON-CALL TRUCK 6X12 HYD EXTENSION (QTY. 4), 6X18 HYD EX	1,326.97 883.61	2,210.58
01/16/2020	103206	03115 R & S ERECTION OF CONCORD I	FOD GATE REPAIR	231.20	231.20
01/16/2020	103207	00058 READYREFRESH	BLDG T BOTTLED WATER SERVICE - DEC 2019	10.91	10.91
01/16/2020	103208	02316 RECORDS CONTROL SERVICES	RECORDS RETENTION PROGRAM DESIGN AND IMP	1,297.12	1,297.12
01/16/2020	103209	06444 RICHERT LUMBER	MISC PARTS	47.17	47.17
01/16/2020	103210	08024 SAFETY COMPLIANCE MANAGEI	QUALITATIVE INDUSTRIAL HYGIENE ASSESSMEN	2,790.00	2,790.00
01/16/2020	103211	06348 SELECT CERT IRRIGATION ASSC	OLSON - IRRIGATION ASSOCIATION CERTIFICA	125.00	125.00
01/16/2020	103212	00810 STUDIO BLUE REPROGRAPHICS	19-W004 CONTRACT DOCUMENT	397.89	397.89
01/16/2020	103213	01016 THE BANK OF NEW YORK MELL	12/28/19 - 12/27/20 TRUSTEE FEE	1,750.00	1,750.00
01/16/2020	103214	09411 TRENCH PLATE RENTAL CO.	SHORING RENTAL FOR TURNOUT 2 REPAIR	1,365.75	1,365.75
01/16/2020	103215	05498 TRI VALLEY AUTO GLASS	FY20 BPO DIV53: VEHICLE AUTO GLASS REPAI	358.75	358.75
01/16/2020	103216	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
01/16/2020	103217	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	115.38	115.38
01/16/2020	103218	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 12/04/	4,367.53	4,367.53
01/16/2020	103219	08918 VORTEX INDUSTRIES, INC.	FOD REPAIRS WWTP REPAIRS	817.80 690.00	1,507.80
01/16/2020	103220	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS LABORATORY SUPPLIES AND CHEMICALS LABORATORY SUPPLIES AND CHEMICALS LABORATORY SUPPLIES AND CHEMICALS	139.53 62.43 46.49 14.93	263.38

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/16/2020	103221	08423 WATERTALENT LLC	R. GAMBLE: WE 12/22/19	5,963.00	5,963.00
01/16/2020	103222	03460 ACCO ENGINEERED SYSTEMS II	REPLACE FAN MOTOR ON JANITOR R	994.00	994.00
01/16/2020	103223	00031 ALLIED FLUID PRODUCTS CORP	GASKETS FOR DIGESTERS	66.08	66.08
01/16/2020	103224	07499 MAYETTE BAILEY	BAILEY TUITION REIMB 08/21/19-12/14/19	2,165.25	2,165.25
01/16/2020	103225	01013 BARRETT BUSINESS SERVICES	S. MONTAGUE: W/E 12/22/19	780.00	
			M. ZAKLAN: WE 12/22/19	656.00	
			A. SMITH: W/E 12/22/19	638.40	
			N. POON: WE 12/22/19	486.40	
			A. GEHMLICH: WE 12/22/19	486.40	
			J. RUTHRUFF: W/E 12/22/19	1,233.70	
			P. MULLEN: WE 12/22/19	905.93	5,186.83
01/16/2020	103226	07954 BENEFIT COORDINATORS CORP	1/20 - EE LIFE & DISABILITY INSURANCE PR	11,329.36	11,329.36
01/16/2020	103227	00103 C. OVERAA & CO.	16-R014 PP FOR CCO22	6,108.00	6,108.00
01/16/2020	103228	00319 ACCT # 217838-001 FISHER SCIE	LABORATORY SUPPLIES AND CHEMICALS	136.24	136.24
01/16/2020	103229	00937 GRAINGER, INC.	SPARE SUMP PUMP PS2A PS2B	496.28	
			PARTS FOR WWTP XFMR'S HEATER CIRCUITS &	424.82	
			FLEET COMPRESSOR DRAIN	256.17	1,177.27
01/16/2020	103230	04424 GRAYBAR ELECTRIC COMPANY	S/B DIN RAIL MOUNTED CIRCUIT BREAKER FOR	370.19	
			MINIATURE CIRCUIT BREAKER	20.20	390.39
01/16/2020	103231	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	57,839.83	57,839.83
01/16/2020	103232	08811 ISLE INC	ISLE TAG MEMBERSHIP OCTOBER 1 2019 - SEP	7,000.00	7,000.00
01/16/2020	103233	08851 ISIDRO LOPEZ	I. LOPEZ REIMB EXP FOR CDL RENEW FEE 01/	82.00	82.00
01/16/2020	103234	01078 STEFANIE OLSON	S. OLSON REIMB EXP @ BACWA MTG 12/20/19	35.20	35.20
01/16/2020	103235	07702 DAN PETTINICHO	D. PETTINICHO REIMB EXP FOR CERTIFICATI	200.00	200.00

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/16/2020	103236	00843 THE COVELLO GROUP INC	17-P004 T.O. 1 10/25/19 TO 11/21/19	57,524.97	57,524.97
01/16/2020	103237	00957 WEST YOST & ASSOCIATES	17-P004 T.O. 3 11/9/19 TO 12/6/19	9,798.92	9,798.92
01/16/2020	1162020	03718 HR SIMPLIFIED	IRS 125 11/16/19 - 12/06/19 POS/FSA/DCA	6,231.10	6,231.10
01/17/2020	8186	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
01/17/2020	1001484542	00494 PERS	RETIREMENT: PAYMENT	100,888.25	100,888.25
01/21/2020	17176269	00591 NEOPOST USA INC.	POSTAGE ADVANCE 01/21/20	500.00	500.00
01/21/2020	174762204	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	152,962.17	152,962.17
01/21/2020	740462528	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	30,378.94	30,378.94
01/23/2020	103238	00019 A-1 ENTERPRISES	LAWWMA: WEEKLY STREET SWEEPING	394.00	
			WWTP STREET SWEEPING	250.00	644.00
01/23/2020	103239	00991 ACCU STANDARD, INC.	LABORATORY SUPPLIES AND STANDARD SOLUTIO	217.12	217.12
01/23/2020	103240	07554 AIRGAS USA, LLC	FY20 BPO DIV53: WELDING SUPPLIES	205.69	205.69
01/23/2020	103241	08199 ALL CLEAN HAZARDOUS WASTE	DIV52 PO: REGULATED WASTE DISPOSAL	1,385.04	1,385.04
01/23/2020	103242	00622 AT&T	LAWWMA PHONE & DSL - JAN 2020	560.25	560.25
01/23/2020	103243	00116 CALIFORNIA WATER EFFICIENCY	2020 DUES FOR CALWEP & AWE	3,687.05	3,687.05
01/23/2020	103244	00157 CITY OF PLEASANTON	FOD IRRIGATION WATER BILL 11-6-19 - 1-2-	355.55	
			FOD WATER BILL 11-1-19 - 1-2-20	241.19	
			WWTP WATER BILL 11-1-19 - 1-2-20	234.22	
			DERWA WATER BILL 11-1-19 - 1-2-20	189.17	
			LAWWMA WATER BILL 11-1-19 - 1-2-20	161.09	1,181.22
01/23/2020	103245	04376 CONVERGINT TECHNOLOGIES L	DIV54 PO: SECURITY SOFTWARE LICENSES 12	1,182.38	1,182.38
01/23/2020	103246	05324 DU-ALL SAFETY, LLC	LOCKOUT TAGOUT & ELECTRICAL SAFETY TRAIN	3,697.50	3,697.50
01/23/2020	103247	00277 EAST BAY MUNICIPAL UTILITY DI	LAWWMA LEWELLING WTR & SWR 11/04/19 - 01	573.84	573.84

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/23/2020	103248	00307 FAIRWAY EQUIPMENT & SUPPLY	20-P006 SEALS FOR DIGESTER SIDE HATCH	437.54	437.54
01/23/2020	103249	02656 FASTENAL COMPANY	DIV56 BPO: MISC. SAFETY SUPPLIES & EQUI	148.30	148.30
01/23/2020	103250	00328 FRANK A. OLSEN CO.	CHECK VALVE FOR WATER PS 20B	2,928.54	2,928.54
01/23/2020	103251	00352 GOLDEN STATE FLOW MEASURE	HOUSING ASSEMBLIES	2,389.27	2,389.27
01/23/2020	103252	07137 GOODYEAR COMMERCIAL TIRE	FY20 BPO DIV53: TIRES	403.58	403.58
01/23/2020	103253	09059 HART HIGH-VOLTAGE	BI-ANNUAL MEDIUM VOLTAGE TRANSFORMER PM	17,095.00	17,095.00
01/23/2020	103254	06549 HATTON CRANE & RIGGING INC.	EPS2 PUMP 6 INSTALL DREDGE MOVE	1,915.30	1,915.30
01/23/2020	103255	03149 HDS WHITE CAP CONST SUPPLY	60LB BAG GREEN RAPID SET CONCRETE MIX	1,878.03	
			TROWEL, GROUT, BUCKET & FLOAT	116.47	
			KNEELING PAD	39.86	2,034.36
01/23/2020	103256	07017 HYDROSCIENCE ENGINEERS, IN	CLEAN WATER PROGRAM ADMIN ASSISTANCE THR	5,108.08	5,108.08
01/23/2020	103257	00468 CORP KAMAN INDUSTRIAL TECH	VIBRATION MONITORING	5,211.20	5,211.20
01/23/2020	103258	07193 LAI & ASSOCIATES	FIELD DENSITY TESTING - VILLAGE PKWY	1,606.32	
			FIELD DENSITY TESTING - 8504 & 8505 ARDM	991.26	2,597.58
01/23/2020	103259	03958 LIVERMORE AUTO GROUP	#124 KEY	192.03	192.03
01/23/2020	103260	00536 MC MASTER-CARR SUPPLY CO.	CAMLOCK KEYED LOCK FOR SHUNT BOX LAVWMA	22.62	22.62
01/23/2020	103261	04231 MSC INDUSTRIAL SUPPLY CO	AIR FITTINGS FOR SHOP	432.13	
			GENERAL SUPPLIES: DRUM OIL PUMP	109.84	541.97
01/23/2020	103262	07726 MUNICIPAL RESOURCE GROUP,	PROFESSIONAL SERVICES	4,729.68	4,729.68
01/23/2020	103263	00595 NEWARK ELECTRONICS	ADDITIONAL TERMINAL BLOCKS FOR VIBRATION	162.04	162.04
01/23/2020	103264	08424 NORCAL MOLECULAR LLC	MATLS FOR INFLUENT PUMP BASES COATING	1,647.50	1,647.50
01/23/2020	103265	00620 P G & E	LAVWMA PS FEEDER A - JAN 2020	88,762.70	
			WWTP ELECTRICITY - DEC 2019	22,744.28	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			MISC PUMP STATIONS, COMMERCE CIR ELEC & PUMP STATION R200B ELECTRIC - JAN 2020	20,537.63 1,975.16	
			FSL AERATORS; LAB HVAC; FLEET - DEC 2019	1,765.53	
			DISTRICT OFFICE ELECTRICITY - DEC 2019	1,631.72	
			LAWWMA PIPELINE & LIVERMORE LINE - JAN 2	593.63	
			DO UTILITY BLDG ELECTRICITY - DEC 2019	138.68	
			PLEASANTON RECYCLED WATER TURNOUT - JAN	33.02	138,182.35
01/23/2020	103266	08356 PACE SUPPLY	WIRE CUTTER, PIPE WRENCH, PENLIGHT, TREN	458.37	458.37
01/23/2020	103267	04211 PLATT ELECTRIC SUPPLY	BLDG STRANSFORMER	5,530.73	
			INFRARED WINDOWS USED FOR ENERGIZED ELEC	1,489.73	
			FY20 DIV54 BPO: ELECTRICAL SUPPLIES	671.72	7,692.18
01/23/2020	103268	04211 PLATT ELECTRIC SUPPLY	REPLT EXIT SIGNS FOR WWTP BLDGS~	2,799.53	2,799.53
01/23/2020	103269	00663 PLEASANTON GARBAGE SVC IN	DEC '19 WWTP GARBAGE SERVICE AND TRANSPO	4,453.74	
			FOF MONTHLY GARBAGE SERVICE - DEC 2019	588.15	5,041.89
01/23/2020	103270	09491 PSI WATER TECHNOLOGIES	SENSOR, MODBUS OUTPUT, TOTAL CHLORINE	1,273.86	1,273.86
01/23/2020	103271	04105 R & B COMPANY	SUPPLIES FOR BLOW OFF REPAIRS	11,580.50	11,580.50
01/23/2020	103272	00058 READYREFRESH	FOF BOTTLED WATER SERVICE - JAN 2020	10.91	10.91
01/23/2020	103273	00058 READYREFRESH	LAWWMA BOTTLED WATER SERVICE - JAN 2020	8.73	8.73
01/23/2020	103274	04698 SAMPLE TRAPS, LLC	LABORATORY SUPPLIES	97.01	97.01
01/23/2020	103275	08339 SAN FRANCISCO ELEVATOR INC	DIV53 PO: ELEVATOR ROUTINE MAINTENANCE	503.45	503.45
01/23/2020	103276	00754 SCP SCIENCE	LABORATORY SUPPLIES	448.47	448.47
01/23/2020	103277	00756 SECURITY ETC.	DO FIRE SYSTEM & BURG DETECTION QUARTERL	252.00	
			DO FIRE SYSTEM & BURG DET QUARTERLY	252.00	
			FOF FIRE SYSTEM	165.00	
			FOF FIRE SYSTEM QUARTERLY	165.00	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			BLDG A FIRE SYSTEM QUARTERLY	165.00	
			BLDG A FIRE SYSTEM QUARTERLY	165.00	
			DERWA BLDG R - FIRE SYSTEM QUARTERLY	165.00	
			DERWA BLDG R FIRE SYSTEM QUARTERLY	165.00	
			FOF BURG SYSTEM QUARTERLY	78.00	
			FOF BURG SYSTEM QUARTERLY	78.00	1,650.00
01/23/2020	103278	02444 DEPT LA 1368 STAPLES ADVANT.	FOF OFFICE SUPPLIES RESTOCK	157.29	
			COMPRESSED AIR 6-PACK	33.23	190.52
01/23/2020	103279	00810 STUDIO BLUE REPROGRAPHICS	19-W004 CONTRACT DOCUMENT	300.84	300.84
01/23/2020	103280	06650 TOKAY SOFTWARE	WEB TEST ANNUAL HOSTING FEE AND SOFTWARE	1,850.00	
			TOKAY WEB TEST REPORTS ENTERED 12/2019	93.00	1,943.00
01/23/2020	103281	09411 TRENCH PLATE RENTAL CO.	PICKUP FOR ITEMS FROM RENTAL #411108	236.25	236.25
01/23/2020	103282	01806 U.S. BANK EQUIPMENT FINANCE	COPIER LEASE LAB/CUST SVC/EXEC - 01/01/2	1,680.26	1,680.26
01/23/2020	103283	06004 VANGUARD CLEANING SYSTEM	JAN '20 WWTP MONTHLY JANITORIAL SERVICE	3,295.00	
			JAN '20 FOF MONTHLY JANITORIAL SERVICE	2,845.00	
			JAN '20 LAVWMA JANITORIAL SERVICES	495.00	6,635.00
01/23/2020	103284	00920 VASCO ROAD LANDFILL	FY20 UNLOADING OF WWTP SOLIDS/GRIT SCREE	792.22	792.22
01/23/2020	103285	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	76.67	
			VWR BOX GLASS DISP BENCH PK6	57.07	
			LABORATORY SUPPLIES AND CHEMICALS	36.78	170.52
01/23/2020	103286	07917 WATERISAC	WATER ISAC - 2020 DUES	3,149.00	3,149.00
01/23/2020	103287	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	2,394.42	2,394.42
01/23/2020	103288	00031 ALLIED FLUID PRODUCTS CORP	20-P006 SEALS FOR DIGESTER DOME HATCHES	1,374.95	1,374.95
01/23/2020	103289	01013 BARRETT BUSINESS SERVICES	J. RUTHRUFF: W/E 12/29/19	1,073.15	
			P. MULLEN: WE 12/29/19	956.01	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			A. SMITH: W/E 12/29/19	851.20	
			A. GEHMLICH: WE 12/29/19	486.40	
			M. ZAKLAN: WE 12/29/19	480.00	
			N. POON: WE 12/29/19	192.00	4,038.76
01/23/2020	103290	07915 JEFF CARSON	J. CARSON MILEAGE REIMB FOR DEC. 2019	138.27	
			J. CARSON MILEAGE REIMB FOR NOV. 2019	17.63	155.90
01/23/2020	103291	01623 EAST BAY DISCHARGERS AUTH	O&M ASSESSMENT - JANUARY 1, 2020 - 3RD	176,303.05	176,303.05
01/23/2020	103292	00937 GRAINGER, INC.	LIGHTS FOR FOF BATHROOMS	70.66	70.66
01/23/2020	103293	04424 GRAYBAR ELECTRIC COMPANY	RESET PUSH BUTTON FOR VIBRATION SENSORS	23.16	23.16
01/23/2020	103294	01242 INFOSEND, INC	NOVEMBER STATEMENT	358.25	358.25
01/23/2020	103295	08811 ISLE INC	WATER QUALITY SENSORS PROJECT NOV 2019-F	3,250.00	3,250.00
01/23/2020	103296	09294 TONY LEONARDO	T. LEONARDO REIMB EXP FOR BACKFLOW CERT.	733.02	733.02
01/23/2020	103297	08871 MATHEW MCGRATH	M. MCGRATH REIMB EXP FOR GRADE4 CERTIFIC	235.00	235.00
01/23/2020	103298	02470 SHRED-IT USA LLC	SHREDDING SERVICES - SVC DATE 12/20/19	121.89	121.89
01/23/2020	103299	05026 UNIVAR SOLUTIONS USA INC.	4909.60 GL SOD HYPO DELV 12/28/19	3,605.50	
			4797.90 GL DELV 12-27-19	3,523.48	7,128.98
01/23/2020	103300	05127 VISION SERVICE PLAN - CA (VSF	FEBRUARY 2020 - VISION	2,952.74	2,952.74
01/23/2020	103301	00957 WEST YOST & ASSOCIATES	TO NO. OC-4: SSMP UPDATE 12/07/19 - 01/0	1,320.45	1,320.45
01/24/2020	1242020	01016 THE BANK OF NEW YORK MELL	02/01/2020 2017 WATER DEBT PMT	726,143.98	726,143.98
01/30/2020	103302	09040 ANDERSON PACIFIC ENGINEERI	17-P004 - PP#9 12/01/19-12/31/19	349,973.87	349,973.87
01/30/2020	103303	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 01/05/20	659.44	
			M. ZAKLAN: W 01/05/20	512.00	
			A. GEHMLICH: WE 01/05/20	486.40	
			S. MONTAGUE: W/E 01/05/20	234.00	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			N. POON: WE 01/05/20	192.00	2,083.84
01/30/2020	103304	03614 CAROLLO ENGINEERS INC.	TRUNK SEWER WORK ON VILLAGE PKWY 10/1/19	2,278.04	2,278.04
01/30/2020	103305	04691 INC. EQUIFAX INFORMATION SVI	REGULATORY RECOVERY FEE & SECURITY MONITOR	314.48	
			REGULATORY RECOVERY FEE/SECURITY MONITOR	293.14	607.62
01/30/2020	103306	00937 GRAINGER, INC.	M8X1.25 MODIFIED BOTTOM TAP	17.68	17.68
01/30/2020	103307	04424 GRAYBAR ELECTRIC COMPANY	BUILDING A LIGHTING UPGRAD PROJECT	1,960.08	
			EM SHOP EXPANSION SUPPLIES	1,363.78	
			SHOP STOCK MATERIAL	478.93	
			LAVWMA PUMPS VIBRATION MONITORING PROJEC	69.30	
			SHOP STOCK MATERIAL	50.67	
			CREDIT MEMO - RGA (RETURN)	-57.12	3,865.64
01/30/2020	103308	00386 HDR ENGINEERING INC.	2019 WATER CAPACITY RESERVE FEE STUDY 11	17,644.95	17,644.95
01/30/2020	103309	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	60,196.83	
			ICMA 457 DEFERRED COMPENSATION: PAYMENT	40.00	60,236.83
01/30/2020	103310	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,660.20	4,660.20
01/30/2020	103311	00473 KEMIRA WATER SOLUTIONS INC	44,400 LB FERROUS CHLORIDE DELV 1-7-20	6,476.71	6,476.71
01/30/2020	103312	00485 KOFF & ASSOCIATES INC.	CLASSIFICATION STUDY - INFORMAL APPEAL P	130.00	130.00
01/30/2020	103313	04594 MCCAMPBELL ANALYTICAL INC	SUBCONTRACTED SAMPLE ANALYSES	918.80	
			SUBCONTRACTED SAMPLE ANALYSES	112.70	
			SUBCONTRACTED SAMPLE ANALYSES	81.85	1,113.35
01/30/2020	103314	05491 TODD MILLISON	T. MILLISON REIMB EXP FOR PREP CLASS FOR	850.00	850.00
01/30/2020	103315	05026 UNIVAR SOLUTIONS USA INC.	4997.50 SOD HYPO DELV 1-6-20	3,670.06	
			4700.20 SOD HYPO DELV 1-7-20	3,451.72	
			125 GAL - FOD SODIUM HYPOCHLORITE 12.5%	446.86	7,568.64
01/30/2020	103316	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - DEC. 2019	7,011.80	7,011.80

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/30/2020	103317	00957 WEST YOST & ASSOCIATES	17-P004 T.O. 3 12/7/19 TO 1/3/20	11,962.86	11,962.86
01/30/2020	103318	00021 AAF INTERNATIONAL	AIR FILTERS	468.52	468.52
01/30/2020	103319	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FOR DEC 2019	751.67	751.67
01/30/2020	103320	09428 APEX COMPANIES, LLC	DIV56 PO: ERGONOMIC CONSULTING SERVICES	650.00	650.00
01/30/2020	103321	06349 ARCSINE ENGINEERING	16-A005 T.O. 1 12/1/19 TO 12/31/19	3,098.95	3,098.95
01/30/2020	103322	00622 AT&T	C3 - TELE SVCS 12/13/19-01/12/20	427.58	427.58
01/30/2020	103323	08663 AWARDS NETWORK	RETIREMENT GIFT - M. JOHNSTON	546.25	
			EMPLOYEE SERVICE AWARD - L. FULLER	218.50	764.75
01/30/2020	103324	08684 BIOGAS ENGINEERING	16-P028 TO NO. 1 12/31/19	1,120.00	1,120.00
01/30/2020	103325	01289 BURLINGAME ENGINEERS INC	DERWA HYPO PUMP PARTS	964.66	964.66
01/30/2020	103326	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
01/30/2020	103327	00105 DEPT 34261 CAL-STEAM	SUPPLIES FOR WAREHOUSE STOCK	648.92	
			SUPPLIES FOR BO REPAIRS	536.40	
			PARTS FOR BO REPAIRS	504.44	1,689.76
01/30/2020	103328	08447 CHEMTRADE CHEMICALS US LL	4195.362 GAL ALUM SULFATE DELV 10-23-19	3,488.46	
			3915.072 GAL ALUM SULFATE DELV 10-18-19	3,255.41	
			3850.390 GAL ALUM SULFATE DELV 11-19-19	3,201.63	
			3836.016 GAL ALUM SULFATE DELV 11-5-19	3,189.67	
			3832.422 GAL ALUM SULFATE DELV 11-13-19	3,186.68	
			3742.586 GAL ALUM SULFATE DELV 10-28-19	3,111.98	19,433.83
01/30/2020	103329	03995 CORELOGIC SOLUTIONS, LLC	METROSCAN BILLING FOR MONTH OF NOVEMBER	324.58	324.58
01/30/2020	103330	00014 GSA COUNTY OF ALAMEDA	FUELING - FOD/INSP/CFRS FOR NOVEMBER 20	2,958.17	2,958.17
01/30/2020	103331	09076 D. W. NICHOLSON	BPO 54: ELECTRICAL MAINTENANCE SERVICES	19,030.00	
			DSRSD DPN CABLE BUS SYSTEM - FINAL PAYME	376.66	19,406.66

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/30/2020	103332	09502 ABHIJIT DESAI	REFUND FOR 166 AVALON CT	2,938.04	2,938.04
01/30/2020	103333	00307 FAIRWAY EQUIPMENT & SUPPLY	DERWA HYPO SYSTEM PARTS	477.46	477.46
01/30/2020	103334	02656 FASTENAL COMPANY	PARTS FOR BO REPAIRS	247.59	
			PARTS FOR VALVES - ROUND BEND U-BOLTS (Q	20.48	
			3/8" 18-8 STAINLESS STEEL HIGH COLLAR LO	6.83	
			CREDIT FOR RETURNED ITEMS SS HEX CAP SCR	-48.02	226.88
01/30/2020	103335	00314 FEDEX	EXPRESS MAILING SERVICE 1-16-20	9.90	9.90
01/30/2020	103336	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
01/30/2020	103337	00352 GOLDEN STATE FLOW MEASURE	REGISTER 6" SRH TRPL 1 CF - ICE (QTY. 1)	365.99	365.99
01/30/2020	103338	03149 HDS WHITE CAP CONST SUPPLY	2PK RETRO FIT LOCK KIT SADDLE CROSS BOX,	511.45	511.45
01/30/2020	103339	00417 IDEXX DISTRIBUTION, INC	LABORATORY SUPPLIES AND CHEMICALS	3,561.92	3,561.92
01/30/2020	103340	07848 JARVIS, FAY & GIBSON, LLP	GENERAL COUNSEL SVCS - DEC. 2019	1,260.00	1,260.00
01/30/2020	103341	01225 KAESER COMPRESSORS, INC	PLANT DAFT AIR COMPRESSOR #1	4,868.19	4,868.19
01/30/2020	103342	08358 LIGHTHOUSE DESIGN, INC.	17-W002 EWO #1 PRIVATE CONDUIT, SUBSTRUC	1,800.00	1,800.00
01/30/2020	103343	05406 MAAS BROTHERS POWDER CO/	WATER SAMPLE STATIONS / PRIMER + SKYWHIT	300.00	300.00
01/30/2020	103344	00536 MC MASTER-CARR SUPPLY CO.	DEAD BLOW HAMMER FOR PUMP ALIGNMENT	50.02	
			CAMLOCK KEYED FOR LAVWMA GATE	43.24	
			LATCH GUARDS FOR LAVWMA PUMP STATION BUI	41.93	
			3W STRAINER O'RINGS	35.58	
			PLANT AIR COMPRESSOR COOLING SYSTEM LABL	26.84	197.61
01/30/2020	103345	04231 MSC INDUSTRIAL SUPPLY CO	DECALS FOR SERVICE TRUCK CHORES	47.41	47.41
01/30/2020	103346	07726 MUNICIPAL RESOURCE GROUP,	PROFESSIONAL SERVICES	1,876.56	
			PROFESSIONAL SERVICES	1,676.56	3,553.12
01/30/2020	103347	04796 NAPA AUTO PARTS	505E - REMAN/ALTERNATOR	174.43	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			503E BACKHOE	141.54	
			#106	84.54	
			#86 & STOCK	26.77	
			LENS RENWAL KIT - FLEET	26.73	
			CREDIT FOR DEPOSIT	-42.06	411.95
01/30/2020	103348	00620 P G & E	LAWWMA PS FEEDER B - JAN 2020	60,170.10	
			DUBLIN LIFT STN (NEW LS1) ELECTRICITY -	219.85	60,389.95
01/30/2020	103349	00620 P G & E	DEPARTING LOAD NON-BYPASSABLE CHARGES -	566.62	
			RESERVOIR 3A ELECTRICITY - DEC 2019	51.46	618.08
01/30/2020	103350	08356 PACE SUPPLY	FOF WAREHOUSE STOCK SUPPLIES	5,921.35	
			4" FLG 90 ELL BASE BEND AC CL	4,011.93	
			PARTS FOR FOF WAREHOUSE STOCK	3,617.60	
			4 BOLT SET 316 S/S (QTY 172), FLANGED SP	2,759.66	
			FLANGED SPOOL, 4 IN X 1 FT, FLANGE, DUCT	1,872.55	
			FLANGED SPOOL, 4 IN X 2 FT, FLANGE, DUCT	1,565.44	
			ANODE MAGNESIUM HP BAGGED 32 LB (QTY. 10	1,551.35	
			POLYWRAP BLACK, 400' & PIPE WRAP 2"X100'	502.59	
			TOOLS FOR ON-CALL TRUCK	293.00	
			CREDIT FOR RETURNED ITEMS ORIG INV #1458	-1,829.94	20,265.53
01/30/2020	103351	04211 PLATT ELECTRIC SUPPLY	SHOP TOOLS	217.41	217.41
01/30/2020	103352	01195 POWERSTRIDE BATTERY CO., IN	G401 BATTERIES	347.01	347.01
01/30/2020	103353	09023 QUENCH USA, INC.	WATER FILTRATION SERVICE FOR FOF, BLDG T	196.65	
			DO WATER FILTRATION SERVICE - OCT 2019	65.55	262.20
01/30/2020	103354	04105 R & B COMPANY	CONC TRAFFIC VALVE BOX (QTY. 50), CI LID	3,395.49	
			8X20 SDR35 PVC SEWER PIPE GASKETED (QTY.	1,887.84	
			MEGALUG F/C900 *BOXED* 2008PSC (QTY. 25)	1,461.22	
			US SAWS US30298 BO BOP MAGNETIC LIFTING	860.34	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			32# MAG ANODE W/20' #10 AWG/THHN (QTY. 4)	852.15	
			CREDIT FOR RETURNED ITEMS ORIG INV #S190	-1,461.22	
			CREDIT MEMO FOR RETURNED ITEMS, ORIG INV	-2,441.74	4,554.08
01/30/2020	103355	02316 RECORDS CONTROL SERVICES	SOFTWARE CONFIGURATION/RECORDS REVIEW	1,146.80	1,146.80
01/30/2020	103356	08481 REXA, INC.	6 NEW ACTUATORS AND VALVES TO REPLACE TH	75,459.96	75,459.96
01/30/2020	103357	08646 SAUSAL CORPORATION	19-A005&16-A004-PP#4 FOR 12/01/19-12/31/	472,753.53	472,753.53
01/30/2020	103358	02698 SHAMROCK OFFICE SOLUTIONS	OVERAGE USAGE COLOR COPIES FOR FY2020 10 FREIGHT FOR TONER - EQUIP#10812/SERIAL#C	3,555.93 11.47	3,567.40
01/30/2020	103359	08010 SLOAN SAKAI YEUNG & WONG L	LABOR RELATED LEGAL FEES (12/19)	296.63	296.63
01/30/2020	103360	00786 SNAP-ON INDUSTRIAL	PARTS WASHER HEATERS	319.36	319.36
01/30/2020	103361	02444 DEPT LA 1368 STAPLES ADVANT.	PLANNER SUPPLIES ARC PLANNER SUPPLIES	53.28 10.25	63.53
01/30/2020	103362	00800 STATE BOARD OF EQUALIZATIOI	2019 4TH QRT USE TAX RETURN (2Q FY 2020)	958.00	958.00
01/30/2020	103363	06240 SWINERTON BUILDERS	19-A005 T.O. 1 12/1/19- 12/31/19	46,943.80	46,943.80
01/30/2020	103364	00903 UNITED RENTALS, INC.	PROPANE FOR FOF SHOP, GASKETS FOR METERS	28.98	28.98
01/30/2020	103365	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
01/30/2020	103366	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	115.38	115.38
01/30/2020	103367	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS LABORATORY SUPPLIES AND CHEMICALS	245.86 209.38 127.28 74.77 52.41 40.44 -230.44	519.70
01/30/2020	103368	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	1,138.81	1,138.81

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
01/30/2020	103369	05486 WECO INDUSTRIES	DYE TABLETS, 200 YELLOW/GREEN, 8 BOTTLES	772.95	772.95
01/30/2020	103370	00987 ATTN: ACCOUNTING ZONE 7 WA	TREATED WATER SERVICE 12-1-19 TO 12-31-1	1,017,582.82	1,017,582.82
02/03/2020	8187	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
02/03/2020	2032020	03718 HR SIMPLIFIED	IRS 125 01/15/20 - 02/03/20 POS/DCA/FSA	5,098.01	5,098.01
02/03/2020	1001492410	00494 PERS	RETIREMENT: PAYMENT	102,231.26	102,231.26
02/04/2020	62887549	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00
02/04/2020	550095479	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	153,756.85	153,756.85
02/04/2020	858953280	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	30,382.77	30,382.77
02/04/2020	2024816576	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	203.46	203.46
02/06/2020	103371	00031 ALLIED FLUID PRODUCTS CORP	20-P006 GASKETS FOR FLANGE COVERS DIGEST ACTIFLOW PUMP HOSE	427.31 391.82	819.13
02/06/2020	103372	07832 CAROL ATWOOD	C. ATWOOD REIMB EXP @ CSMFO 2020 01/29-3	106.00	106.00
02/06/2020	103373	01013 BARRETT BUSINESS SERVICES	P. MULLEN: WE 01/12/20 J. RUTHRUFF: W/E 1/12/20 M. ZAKLAN: WE 01/12/20 A. GEHMLICH: WE 01/12/20 N. POON: WE 01/12/20	1,512.83 912.60 624.00 486.40 294.40	3,830.23
02/06/2020	103374	08775 LEA BLEVINS	L. BLEVINS REIMB EXP @ CASA 2020 WINTER	124.00	124.00
02/06/2020	103375	07915 JEFF CARSON	J. CARSON REIMB EXP @ CASA 2020 WINTER 0 J. CARSON MILEAGE REIMB EXP FOR JAN 2020	285.52 96.74	382.26
02/06/2020	103376	00231 DELTA DIABLO SANITATION DIST	911/WRWC 2020 - MEMBERSHIP	2,713.45	2,713.45
02/06/2020	103377	00299 ENVIRONMENTAL RESOURCE A	PROFICIENCY TESTING SAMPLE AND STANDARD	940.73	940.73
02/06/2020	103378	03466 BETH FREELAND	B. FREELAND REIMB EXP FOR SUPPLIES - COF	197.13	197.13

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/06/2020	103379	03146 MICHELLE GALLARDO	M. GALLARDO REIMB EXP @ CSRMA 01/20-22/2	96.46	96.46
02/06/2020	103380	00937 GRAINGER, INC.	PARTS & SUPPLIES FOR BLOW OFF UPGRADES	593.91	
			HYDRATION PACKS FOR MAINT SHOP-SPORTS DR	224.44	
			MULTI-CABLE WIRE IDENTIFIER	98.33	
			MISC PARTS	82.66	
			METRIC TAPS & DRILL BITS	19.79	
			GROMMETS FOR VIBRATION SENSOR CABLE SUPP	11.55	
			PLUGS TO TAP FOR PUMP 8 & 10 SENSORS	6.24	1,036.92
02/06/2020	103381	04424 GRAYBAR ELECTRIC COMPANY	SHOP STOCK MATERIAL	159.08	
			BALLAST FOR BAR SCREEN LIGHT	120.90	
			SHOP STOCK MATERIAL	116.01	
			SHOP SUPPLIES	55.05	
			SHOP SUPPLIES	42.44	
			SMALL CABLE PULLING GRIP	22.82	
			CREDIT FOR PANDUIT COVER FOR VIBRATION S	-50.66	465.64
02/06/2020	103382	01242 INFOSEND, INC	ADDRESS CHANGE/STATEMENTS MAILED/EBP SER	2,151.04	2,151.04
02/06/2020	103383	01403 PRAXAIR DISTRIBUTION INC	186 GAS AND CYLINDER RENTAL	774.15	774.15
02/06/2020	103384	00805 SUE STEPHENSON	S. STEPHENSON REIMB EXP @ CASA 2020 WINT	124.00	124.00
02/06/2020	103385	05026 UNIVAR SOLUTIONS USA INC.	4898.60 GL SOD HYPO DELV 1-14-20	3,597.43	3,597.43
02/06/2020	103386	09434 ADVANCED MARKING SOLUTION	LASER ENGRAVER FOR MAINTENANCE 53 & 54	9,105.97	
			LASER ENGRAVER FOR MAINTENANCE	9,105.97	18,211.94
02/06/2020	103387	07554 AIRGAS USA, LLC	ELECTRODES FOR SMALL PORTABLE WELDER	30.15	30.15
02/06/2020	103388	05097 BATTERIES PLUS	GENERAL SUPPLIES	244.28	244.28
02/06/2020	103389	07825 C & R TRUCKING INC.	HAULING REPAIR MATERIALS TO FOF YARD 1/1	2,563.66	2,563.66
02/06/2020	103390	09432 CITY AUTO SUPPLY	#89	96.14	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			#122 REAR BRAKES	76.09	
			#89	31.38	203.61
02/06/2020	103391	02804 ATTN: FINANCE DEPARTMENT C	LAWWMA: HAZ MAT & WASTE (CUPA) FEES 3/1/	419.00	419.00
02/06/2020	103392	08926 CORT	DOFLOOD: FOF CUBICLE RENTAL DECEMBER 201	4,610.49	4,610.49
02/06/2020	103393	02529 DFM ASSOCIATES	2020 CALIFORNIA ELECTIONS CODE LOOSE LEA	56.84	56.84
02/06/2020	103394	00241 DGS OFS SVC REVOLVING FUN	NATURAL GAS SERVICE @ WWTP - DEC 2019	38,627.31	38,627.31
02/06/2020	103395	00280 ECOWATER SYSTEMS	OPS LAB WATER SOFTNER EXCHANGE TANKS SER	217.20	
			RO TANKS (QTY 2) EXCHANGE ON A QTRLY BAS	21.00	238.20
02/06/2020	103396	09422 ESL POWER SYSTEMS, INC.	PORTABLE GENERATOR FOR BLDG Q	5,577.92	5,577.92
02/06/2020	103397	02656 FASTENAL COMPANY	PPE VENDING MACHINE	1,178.45	
			*FY19 PPE VENDING MACHINE	660.60	
			PARTS FOR BO UPGRADES/REPAIRS	600.57	
			PPE VENDING MACHINE	232.78	
			PPE VENDING MACHINE	224.26	
			PART FOR SHOP	122.37	
			RETAINING SPRING & HOOKS FOR EXPORT PUMP	61.63	
			*FY19 PPE VENDING MACHINE	56.17	
			BOLTS FOR TRUCK 128	34.76	3,171.59
02/06/2020	103398	03149 HDS WHITE CAP CONST SUPPLY	BLACK PIPE WRAP, HARD HAD	269.32	269.32
02/06/2020	103399	07523 ID ARCHITECTURE	19-A005 T.O. OC-7 DECEMBER DESIGN SERVI	16,999.54	16,999.54
02/06/2020	103400	06061 JACKSON LEWIS LLP	GENERAL LEGAL FEES (12/19)	407.00	407.00
02/06/2020	103401	06341 KDW CONSTRUCTION	MTR 78228019 RETURNED	1,802.19	1,802.19
02/06/2020	103402	09535 BRIAN KELLMANN	REFUND FOR 4272 FITZWILLIAM ST	82.96	82.96
02/06/2020	103403	04873 KIMBALL MIDWEST	NEW CABLE SUPPORTS FOR NEW VIB SNESOR WI	51.57	51.57
02/06/2020	103404	05709 LESCURE COMPANY, INC.	ANNUAL UST MONITORING CERTIFICATION	5,000.00	5,000.00

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/06/2020	103405	00536 MC MASTER-CARR SUPPLY CO.	COGEN ORING FOR OIL FILTERS	129.07	129.07
02/06/2020	103406	04231 MSC INDUSTRIAL SUPPLY CO	CASTERS FOR UV MODULE RACK	167.55	
			DRILLING SUPPLIES & BRACKET TO SECURE BO	141.78	
			SHOP VAC FILTERS	97.76	407.09
02/06/2020	103407	04796 NAPA AUTO PARTS	FLEET STOCK	9.49	9.49
02/06/2020	103408	00589 NCL OF WISCONSIN, INC.	LABORATORY SUPPLIES AND STANDARD SOLUTIO	184.90	184.90
02/06/2020	103409	00595 NEWARK ELECTRONICS	ADAPTER FOR NEW VIBRATION SENSOR CABLE	19.01	19.01
02/06/2020	103410	00620 P G & E	MISC PUMP STNS, RESERVOIRS, TO'S ELEC -	34,324.68	
			RESERVOIR R200 ELECTRICITY - JAN 2020	38.03	34,362.71
02/06/2020	103411	08356 PACE SUPPLY	PARTS FOR FOD WAREHOUSE STOCK	9,024.05	
			PARTS FOR ARLINGTON REPAIR	3,221.03	
			PARTS FOR WAREHOUSE STOCK	1,057.61	
			CONCENTRIC REDUCER, 8 X 4 IN, MECHANICAL	983.25	
			FLANGED SPOOL, 4 IN X 4 FT, FLANGE, DUCT	655.50	
			SUPPLIES FOR ARLINGTON REPAIR	321.48	
			FLANGED SPOOL, 4 IN X 2 FT, FLANGE, DUCT	172.72	
			CAD WELDER #4 HORIZONTAL MOLD	117.99	
			4 PVC DWV THREADED PLUG (QTY. 40)	102.70	
			PCV PIPE 3X20 (QTY. 20), PVC COUPLING (Q	99.07	
			PVC PIPE, PVC COUPLING, PVC EXPANSION CO	75.50	
			1-PIECE BALL VALVE W/ HANDLE (QTY. 1), F	46.64	
			PVC PIPE, 2X20 (QTY. 20)	22.10	15,899.64
02/06/2020	103412	04211 PLATT ELECTRIC SUPPLY	SHOP STOCK	2,761.84	
			PART	671.72	
			TEMP POWER CABLE ADAPTERS	472.72	
			TERMINAL BLOCK COMPONENTS FOR VIBRATION	134.76	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			CREDIT FOR PART	-671.72	3,369.32
02/06/2020	103413	01195 POWERSTRIDE BATTERY CO., IN	#109 PARTS	277.68	277.68
02/06/2020	103414	05543 PREFERRED BENEFIT INSURANCE	FEBRUARY 2020 - DENTAL	23,818.00	23,818.00
02/06/2020	103415	04105 R & B COMPANY	METER WRENCH (QTY. 6), EXTENDED SOCKET S	875.77	875.77
02/06/2020	103416	00058 READYREFRESH	LAB BOTTLED WATER SERVICE - JAN 2020	64.07	64.07
02/06/2020	103417	06444 RICHERT LUMBER	SHOP REMODEL SUPPLIES	890.52	890.52
02/06/2020	103418	02125 SEEVER & SONS TIRE	#86 2 FRONT TIRES	400.30	400.30
02/06/2020	103419	02698 SHAMROCK OFFICE SOLUTIONS	FREIGHT FOR TONER - EQUIP#12521/SERIAL#C	11.47	
			FREIGHT FOR TONER - EQUIP#10813/SERIAL#C	11.47	22.94
02/06/2020	103420	08774 STONERIDGE CHRYSLER	#79	400.47	400.47
02/06/2020	103421	00810 STUDIO BLUE REPROGRAPHICS	17-W002 CONTRACT DOCUMENT	228.74	228.74
02/06/2020	103422	00825 SWRCB - ATTN: ACCT OFFICE	ED PADILLA WATER DISTRIBUTION OPERATOR D	140.00	140.00
02/06/2020	103423	00862 TIFCO INDUSTRIES	MISC SUPPLIES	2,609.66	2,609.66
02/06/2020	103424	07941 TRI POINTE HOMES INC	MTR 85635304 RETURN	1,299.21	1,299.21
02/06/2020	103425	00903 UNITED RENTALS, INC.	BULK 44.80 PROPANE REFILL	195.28	195.28
02/06/2020	103426	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	561.43	
			LABORATORY SUPPLIES AND CHEMICALS	491.71	1,053.14
02/06/2020	103427	00943 WATER EDUCATION FOUNDATION	WATER EDUCATION FOUNDATION - 2020 CONTRI	1,600.00	1,600.00
02/06/2020	103428	08423 WATERTALENT LLC	R. GAMBLE: WE 01/12/20	3,560.00	3,560.00
02/06/2020	103429	03508 XYLEM WATER SOLUTIONS USA	DERWA PLC CPU UPGRADE	22,119.18	
			REPLACEMENT HMI FOR THE SFUV SYSTEM	12,754.95	
			DERWA SFUV WIPER RAM AIR CYLINDER HARDWA	299.75	35,173.88
02/06/2020	103430	05814 YORKE ENGINEERING LLC	16-A005 DECEMBER 2019	435.75	435.75

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/10/2020	1001487296	01111 CALPERS	FEBRUARY 2020 - ER CODE 0740 (PERS)	228,665.13	228,665.13
02/10/2020	1001487298	01111 CALPERS	FEBRUARY 2020 - ER CODE 7316 (NON-PERS)	2,245.12	2,245.12
02/13/2020	103431	00031 ALLIED FLUID PRODUCTS CORP	SPARE FERROUS PUMP~	1,447.36	1,447.36
02/13/2020	103432	01013 BARRETT BUSINESS SERVICES	J. RUTHRUFF: W/E 1-19-20 P. MULLEN: WE 01/19/20 S. MONTAGUE: W/E 01/19/20 M. ZAKLAN: WE 01/19/20 N. POON: WE 01/19/20 A. GEHMLICH: WE 01/19/20 S. MONTAGUE: W/E 01/12/20	1,292.85 930.97 780.00 656.00 486.40 486.40 468.00	5,100.62
02/13/2020	103433	07954 BENEFIT COORDINATORS CORP	2/20 - EE LIFE & DISABILITY INSURANCE PR	11,265.94	11,265.94
02/13/2020	103434	00231 DELTA DIABLO SANITATION DIST	2020 CONTRA COSTA COUNTY SCIENCE & ENGIN	300.00	300.00
02/13/2020	103435	00937 GRAINGER, INC.	SHIM PADS FOR HEAT LOOP CONTROLLER	1.63	1.63
02/13/2020	103436	04424 GRAYBAR ELECTRIC COMPANY	SHOP STOCK MATERIAL	30.02	30.02
02/13/2020	103437	03853 ICMA	ICMA 457 DEFERRED COMPENSATION: PAYMENT	58,881.75	58,881.75
02/13/2020	103438	01242 INFOSEND, INC	STATEMENTS MAILED/EBP SERVICE/ADDRESS CH STATEMENTS MAILED/EPB SERVICE/ADRESS CHA STATEMENTS MAILED/EBP SERVICE/TRICLOSAN	5,441.26 3,462.31 3,420.47	12,324.04
02/13/2020	103439	00473 KEMIRA WATER SOLUTIONS INC	44,360 LB FERROUS CHLORIDE DELV 1-15-20	6,876.03	6,876.03
02/13/2020	103440	01171 MCGUIRE & HESTER	ON-CALL WATER & SEWER REPAIRS FOR NOV &	125,057.73	125,057.73
02/13/2020	103441	07109 DANIEL MCINTYRE	D. MCINTYRE MILEAGE REIMB FOR JAN. 2020	138.27	138.27
02/13/2020	103442	09019 LORRENE SALAZAR	L. SALAZAR REIMB EXP ACKNOWLEDGEMENT FEE	20.00	20.00
02/13/2020	103443	00843 THE COVELLO GROUP INC	19-P001 T.O. 4 11/22/19 TO 12/26/19 18-P010 TO OC-10 11/22/19 TO 12/26/19	3,489.50 2,437.50	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			15-P018 T.O. 3 1/22/19 TO 12/26/19	756.00	6,683.00
02/13/2020	103445	07290 V. W. HOUSEN & ASSOCIATES, IN	15-W017 T.O. OC-3 11/1/19 THOURGH 12/31/	3,400.00	3,400.00
02/13/2020	103446	00957 WEST YOST & ASSOCIATES	T.O. NO. 5 TO AGMT A17-15 - PFPA 134 AT	9,518.50	9,518.50
02/13/2020	103447	02880 WUNDERLICH-MALEC SYSTEMS	TO OC-3 LAVWMA SLSS SCADA PLC UPGRADE	6,930.00	6,930.00
02/13/2020	103448	03536 U S BANK/ CORP PMT SYSTEMS	PORTABLE TOILET RENTAL 01/07/20 - 02/03/ WIRE LABELS CWEA C. SANCHEZ CWEA RENEWAL MEMBERSHIP COLLINS - ASCE MEMBERSHIP AWWA SPRING CONFERENCE HOTEL DEPOSIT-D. ONLINE JOB POSTING FOR ASSISTANT/ASSOCIA LABELS FOR VIBRATION BACKBOARD FOR P.S. GFOA CONFERENCE FOR MAYETTE BAILEY C. SANCHEZ AWWA MEMBERSHIP RENEWAL HEAT RRACE FOR FERROUS CHLORIDE PIPING GALLARDO - CSRMA BOARD MTG. 01/20/20 - 0 2020 CA EMPLOYMENT LAW POSTERS BLEVINS - WATEREUSE CALIF 2020 ANNUAL CO STEPHENSON - WATEREUSE CALIF 2020 ANNUAL SAFETY EYE GLASSES FOR E. GUTIERREZ SAFETY SHOES FOR TROY & HEIDI - 7-12-19 RUBBER HOSES, SCOTCHBLUE, CAUTION TAPE, SERIAL CONVERTER FOR DPC/DPEC SEC 587-2 ONLINE JOB POSTING FOR ASSISTANT/ASSOCIA SAFETY BOOTS FOR M. BARCELLOS SIGN CLIPS FOR FACILITIES FENCING A. ORTEGA CWEA MEMBERSHIP RENEWAL 19/20 JASON MILLER CWEA MEMBERSHIP RENEWAL	299.00 298.69 296.00 295.00 291.33 290.00 287.45 286.60 286.00 284.81 283.46 262.15 250.00 250.00 250.00 241.42 200.90 200.27 200.00 200.00 194.36 192.00 192.00	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			CWEA TROY TO MEMBERSHIP RENEWAL	192.00	
			RRAMOS: MEMBERSHIP RENEWAL, EXP 01/21/20	192.00	
			TSTODDARD: MEMBERSHIP RENEWAL, EXP 01/31	192.00	
			CWEA ASSOCIATION MEMBERSHIP RENEWAL FOR PHOTOS FOR SEWER LATERAL AND WIPES POSTC	192.00	
			YEARLY SAFETY BOOTS FOR ISIDRO LOPEZ	179.00	
			PUG 2020 ANNUAL SEMINAR STEVE DELIGHT	175.59	
			PUG 2020 ANNUAL SEMINAR JASON CHING	175.00	
			J. SANCHEZ - SAFETY BOOTS	169.34	
			PRINTABLE ADHESIVE LABELS	165.06	
			2019 END OF YEAR RECOGNITION LUNCH FOR D	163.31	
			WALL FILE HOLDERS	157.63	
			TESTING RE-AGENT FOR CL2	153.13	
			MISC SUPPLIES FOR FOD TRUCKS & WAREHOUSE	152.52	
			SAFETY SHOES FOR J. HENDRYX	150.80	
			KEY COPIES FOR TOOLBOX LOCKS - WEATHERGU	150.00	
			FLIGHT FOR L. FULLER - WEF UTILITY MGMT	146.97	
			T. LEONARDO - HOTEL ROOM FOR BACKFLOW EX	146.14	
			LUNCH FOR EXECUTIVE ROUND TABLE 01 09 20	142.47	
			XMAS EVE BREAKFAST	141.87	
			VIDEO CAMERA EQUIPMENT - SMARTPHONE GIMB	140.93	
			FUEL FOR TRUCK #109	139.85	
			STUDY GUIDES	134.30	
			GARBAGE CANS (QTY. 4)	131.06	
			FUEL FOR TRUCK 110	125.00	
			FUEL FOR TRUCK 109	125.00	
			FUEL FOR TRUCK 110	125.00	
			FUEL FOR TRUCK 110	125.00	
			FUEL FOR TRUCK 110	124.23	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			FOOD FOR LAB CHRISTMAS LUNCH	123.18	
			WYPALL WIPERS	122.90	
			24V POWER SUPPLY FOR IFM ANALYZERS	122.52	
			OFFICE SUPPLIES FOR DO GENERAL	122.00	
			SMARTDRAW 1 YEAR SUBSCRIPTION - ONLINE E	119.40	
			SEVILLA, V. WATER REUSE WORKSHOP	106.08	
			FUEL FOR TRUCK 109	105.79	
			HYDRANT ADAPTER	101.33	
			NOTEBOOKS FOR PORTABLE EQUIPMENT	100.18	
			J. HENDRYX CWEA CERTIFICATE RENEWAL CSM	99.00	
			BLDG S SINK REPAIR PARTS	98.15	
			HERRERA, C. ERGONOMIC EQUIPMENT	97.23	
			CWEA CERTIFICATE RENEWAL CSM-1 FOR 2020-	89.00	
			BUILDING S DOORS	84.65	
			OFFICE SUPPLIES	82.93	
			MISC SUPPLIES	81.88	
			GALLARDO- CSRMA MEETINGS AIRFARE (RETURN	79.09	
			FERRULE CRIMPER & PRECISION PLIER SET	76.84	
			STEPHENSON & BLEVINS - CASA 2020 WINTER	74.94	
			BATTERY FOR SCADA PROGRAMMING LAPTOP	74.65	
			SHOP SUPPLIES	68.45	
			SUPERVISOR ADVISED ME TO GET A BETTER SW	65.54	
			BUILDING A SUPPLIES	65.02	
			WEBINAR-HOW TO COLLECT UNPAID BILLS: SB9	65.00	
			FLIGHT FOR J. CARSON - WEF UTILITY MGMT	63.98	
			TRAFFIC SAFETY SUPPLIES - SLOW DOWN SIGN	62.30	
			FUEL FOR TRUCK 112	61.10	
			2 MACHINE DUMPSTER WHEELS TO FIT SHAFTS	60.00	
			OFFICE SUPPLIES FOR DO ACCTG 10 10 20	58.95	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			OFFICE SUPPLIES FOR DO EXEC CUST SERV	58.09	
			SUPPLIES FOR USA'S	55.93	
			FUEL FOR TRUCK 110	54.89	
			KEY RACK FOR FACILITIES SHOP	54.52	
			DAIS NAMEPLATES FOR GENERAL COUNSEL - CO	51.35	
			OFFICE SUPPLIES-BATTERIES	50.62	
			NCCCO PRACTICAL TEST SITE PAYMENTS FOR C	50.00	
			BUILDING A & S DOORS	49.30	
			CABLE CONNECTORS FOR UV	47.12	
			SPECIAL FITTING FOR TESTING PRESSURE TRA	45.84	
			J CARSON 2020 SR STATE OF THE CITY	45.00	
			DMC 2020 SR STATE OF THE CITY	45.00	
			DMC PLEASANTON STATE OF THE CITY LUNCHEO	45.00	
			HERRERA, C. ERGONOMIC EQUIPMENT	43.47	
			FUEL FOR TRUCK 112	41.71	
			CABLES FOR SCADA COMPUTERS	41.27	
			FUEL FOR TRUCK 106	41.16	
			POR-15 45004 GLOSS BLACK RUS PREVENTATIV	40.42	
			WALL HANGERS	39.97	
			CABLE CONNECTORS FOR UV	38.08	
			INSPECTOR SUPPLIES - MEMORY CARDS FOR CA	37.65	
			CASE TO PROTECT EXPENSIVE METER & TOWEL	33.56	
			PRO SUBSCRIPTION (JANUARY 2020)	33.00	
			STOPS RUST GLOSS SUNBURST YELLOW (QTY. 7	32.65	
			SUPPLIES FOR LAVWMA WATER LINES	32.45	
			FACILITY ATTENDANT FOR EMPLOYEE EVENT	30.00	
			PID BOOTH BANNER	29.83	
			MAGNETIC PARTS TRAY FOR ORGANIZATION IN	28.53	
			LEADERSHIP LUNCH	27.47	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			OFFICE SUPPLIES	27.27	
			TIE-WRAP TENSION/CUTTER GUN	27.07	
			FRAMES TO DISPLAY PLANT DRAWINGS FOR EAS	26.50	
			BLEVINS - CASA 2020 WINTER CONFERENCE TR	26.10	
			AGM RECRUITMENT - INTERVIEWS EXPENSE	20.01	
			FLASH DRIVES FOR LINO FOR SCADA DATA TRA	19.63	
			ADMIN SERVICES MANAGEMENT MEETING ON 01/	19.55	
			MISC OFFICE SUPPLIES	18.98	
			J. CARSON DINNER-CASA WINTER CONF	16.80	
			ON-SITE AUMA ACTUATOR TRAINING FOR ELE M	2,500.00	
			3RD GRADE WATER HERO PACKETS - WC DEVICE	1,528.86	
			4" - 4-1/2" HOSE MONSTER	1,247.97	
			HOSE MONSTER 4", NH THREAD	1,247.97	
			FLOOR SCALE FOR MAINT	995.85	
			D. GRIFFIN AWWA REGISTRATION FOR WORKSHO	929.00	
			L. FULLER WEF 2020 UTILITY MANAGEMENT CO	869.00	
			53 GMC STEERING REPAIR	763.74	
			INSPECTOR FIELD TOOLS - 3 WATERPROOF CAM	750.39	
			CABLE FOR MVS1 INSULGARD	722.92	
			ENVIRONMENTAL ACCREDITATION FORUM FOR C.	700.00	
			REGISTRATION FOR CASA 2020 DC POLICY FOR	695.00	
			J. CARSON WEF 2020 UTILITY MGMT CONF 2-2	690.00	
			P3S 2020 FULL CONFERENCE - K. MOHAN	650.00	
			FULLER, L. WATEREUSE CALIFORNIA ANNUAL C	625.00	
			CASA 2020 WINTER CONFERENCE REGISTRATION	595.00	
			REGISTRATION FOR CASA 2020 WINTER CONFER	595.00	
			D. MCINTYRE REGISTRATION 2020 WATEREUSE	575.00	
			J. ZAVADIL - 2020 WATEREUSE CA ANNUAL CO	575.00	
			I. SUROSO - 2020 WATEREUSE CA ANNUAL CON	575.00	

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			ABBOTT RUBBER CO INC 15 FT. X 4-1/2 IN	570.25	
			4X15 FIRE HOSE	517.55	
			20-P006 THIEF HOLE GASKETS	513.16	
			OPERATOR SUPPLIES	501.48	
			ETHERNET SWITCHES FOR POWERNET UPGRADE	497.95	
			ONLINE JOB POSTING FOR ASSISTANT/ASSOCIA	495.00	
			HYDRANT ADAPTER, 4" CAMLOCK	487.59	
			FYE2019 CAFR AWARD APPLICATION	460.00	
			PRESCRIPTION SAFETY GLASSES	451.30	
			GALLARDO - CALGOVHR 2020 CONFERENCE REGI	449.00	
			AERATION MIXER PARTS	388.60	
			S. TOM - LYNDA.COM ONLINE CLASSES SUBSCR	359.88	
			WEATHERPROOF DOCUMENT HOLDERS FOR AIR BO	329.66	
			HOTEL STAY FOR GVL TO ATTEND CASA CONFER	328.21	
			OFFICE SUPPLIES	315.72	
			OFFICE SUPPLIES FOR EXEC - TONERS	301.37	
			QTY (1) BELKIN IPHONE USB CHARGING CABLE	16.38	
			MISC OFFICE SUPPLIES	15.22	
			AUDIBLE MEMBERSHIP	14.95	
			AMAZON - PI - A7 ENVELOPES 100 PACK	12.01	
			BLEVINS - TRANSPORTATION TO WATER SUPPLI	10.10	
			STEEL PURCHASED FOR VISE MOUNT ON GOLF C	10.00	
			METAL PRIMER	9.33	
			MOUSEPAD	4.92	
			AGM RECRUITMENT - INTERVIEWS EXPENSE	1.79	
			APPLE ICLOUD STORAGE FOR JANUARY 2020 -	0.99	
			REFUND FOR 4 PACK - 12" X 18" SAFETY SIG	-31.41	
			CREDIT FOR A RETURN; DIGITAL STUDY GUIDE	-55.96	
			OFFICE SUPPLIES FOR HR 12 17 19 - CREDIT	-407.35	38,669.90

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/13/2020	103449	01719 A & M PRINTING, INC.	DSRSD NOTECARD ENVELOPES	358.64	358.64
02/13/2020	103450	00019 A-1 ENTERPRISES	LAWWMA: WEEKLY STREET SWEEPING - JAN 202	492.50	492.50
02/13/2020	103451	00007 AA FIRE SYSTEMS, INC.	FIRE SPRINKLER BLDG S & T QUARTERLY INSP	390.00	
			FOF QUARTERLY FIRE SPRINKLER INSPECTION	225.00	
			DERWA FIRE SPRINKLER BLDG R QUARTERLY INS	225.00	
			FIRE SYSTEM BLDG A QUARTERLY INSPECTION	225.00	
			FIRE SPRINKLER DO QUARTERLY INSPECTION	225.00	1,290.00
02/13/2020	103452	08290 ADITI RAJU	2016 CCC SCIENCE & ENGINEERING FAIR: AWA	166.67	166.67
02/13/2020	103453	09549 ALAMEDA COUNTY WATER DIST	2020 ALAMEDA COUNTY SCIENCE & ENGINEERIN	300.00	300.00
02/13/2020	103454	01076 ALSCO INC	FOF JAN 20 TOWEL & MAT SERVICE	721.16	
			WWTP 1-20 TOWEL & MAT SERVICE	540.83	1,261.99
02/13/2020	103455	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FOR JAN. 2020	751.67	751.67
02/13/2020	103456	01954 ANDERSON'S UNIFORMS	UNIFORM ITEMS FOR C. PEZZONI	360.80	
			UNIFORM ITEMS FOR E. GUTIERREZ	191.35	
			UNIFORM ITEMS FOR DAIRIAN SILVA	149.53	
			UNIFORM ITEMS FOR D. PETTINICHO	106.16	807.84
02/13/2020	103457	09492 APPLEONE	D. POPE: WE 01/19/20	2,170.00	
			D. CRAIGHEAD: WE 01/19/20	697.50	2,867.50
02/13/2020	103458	08978 ARCHIVESOCIAL	SOCIAL MEDIA ARCHIVING SERVICES	2,388.00	2,388.00
02/13/2020	103459	01568 ASBURY ENVIRONMENTAL SVCS	2 OILY SOLIDS PER DRUM, 2 RECON DRUMS &	438.62	438.62
02/13/2020	103460	06211 ASSOCIATED SERVICES CO.	COFFEE SERVICE FOR OPS (WWTP AND FOD)	388.70	388.70
02/13/2020	103461	06211 ASSOCIATED SERVICES CO.	MONTHLY BEVERAGE DELIVERY SERVICE FOR DO	243.58	243.58
02/13/2020	103462	00622 AT&T	MANAGED INTERNET SERVICES 01/01/20-01/3	2,170.07	
			AT&T VIOP SERVICE DO 01/01/20-01/31/20	98.81	
			AT&T VIOP SERVICE CC 01/01/20-01/31/20	66.11	2,334.99

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/13/2020	103463	08530 VIJAY BALASUBRAMANIAN	REFUND FOR 2001 TARRAGON ROSE CT	19.10	19.10
02/13/2020	103464	00091 & JUDSON BOLD, POLISNER, MA	MONTHLY LEGAL SERVICES - DEC 2019	11,206.94	11,206.94
02/13/2020	103465	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
02/13/2020	103466	08752 ALEX CHEUNG	REFUND FOR 4351 GARDENIA ST	104.95	104.95
02/13/2020	103467	01156 CWEA	REG FEE RE: HANDS ON SEMINAR ON 10/17/18	200.00	200.00
02/13/2020	103468	00297 ENVIRONMENTAL EXPRESS LTD	LABORATORY SUPPLIES AND STANDARD SOLUTIO	271.75	271.75
02/13/2020	103469	00307 FAIRWAY EQUIPMENT & SUPPLY	20-P006 STAINLESS PLATE TO FABRICATE BLI	3,166.50	3,166.50
02/13/2020	103470	02656 FASTENAL COMPANY	PPE VENDING MACHINE	373.26	
			PPE VENDING MACHINE	293.87	
			PPE VENDING MACHINE	293.16	
			PPE VENDING MACHINE	288.86	
			PPE VENDING MACHINE	264.55	
			PPE VENDING MACHINE	256.06	
			PPE	67.04	
			BRAS HCS 1/2-13X175 (QTY. 24) - FOR METE	65.40	
			CREDIT FROM VENDOR - 6-22-18	-327.62	1,574.58
02/13/2020	103471	00314 FEDEX	EXPRESS MAILING 1-22-20	13.82	13.82
02/13/2020	103472	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
02/13/2020	103473	00352 GOLDEN STATE FLOW MEASURE	SENSUS E REG SRII JAN 2020	7,866.00	
			CREDIT MEMO FOR RETURNED METER PARTS & C	-2,139.00	5,727.00
02/13/2020	103474	00368 HACH COMPANY	REPAIR LAB PH METER	754.69	754.69
02/13/2020	103475	08888 GREGORY JA	REFUND FOR 6907 LANGMUIR LN	29.68	29.68
02/13/2020	103476	08862 MARIA JACKSON	REFUND FOR 7056 N MARIPOSA	50.69	50.69
02/13/2020	103477	08831 DALE JAMES	REFUND FOR 7561 HONEY CT	40.40	40.40

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/13/2020	103478	00468 CORP KAMAN INDUSTRIAL TECH	DAFT AIR HANDLER BEARINGS BELTS FOR STOCK BELTS FOR STOCK	549.19 57.97 57.40	664.56
02/13/2020	103479	06641 MANAGEMENT PARTNERS, INC.	20-A002 ERP CONVERSION 2019 - TASK ORDER PURCHASING PROCESS IMPROVEMENT 2019 PURCHASING PROCESS IMPROVEMENT 2019 - TA 20-A002 ERP CONVERSION 2019 - TASK ORDER	10,177.94 4,485.00 2,280.00 2,085.00	19,027.94
02/13/2020	103480	02166 MAZE & ASSOCIATES	FYE2019 AUDIT SVC - BASIC FINANCIAL STAT	1,008.00	1,008.00
02/13/2020	103481	04231 MSC INDUSTRIAL SUPPLY CO	CRANE FOR SUMP PUMP PLACEMENT AT THE ACT UV SYSTEM PARTS	3,167.18 32.78	3,199.96
02/13/2020	103482	00591 NEOPOST USA INC.	NEOPOST QUARTERLY FEE 2/22/20 - 5/21/20	260.81	260.81
02/13/2020	103483	00595 NEWARK ELECTRONICS	ADAPTERS FOR NEW VIBRATION SENSOR CABLES	74.89	74.89
02/13/2020	103484	08724 GE OU	REFUND FOR 4377 TABLE MOUNTAIN RD	76.89	76.89
02/13/2020	103485	00620 P G & E	WWTP ELECTRICITY - JAN 2020 PUMP STATION R200A ELECTRICITY - JAN 202 DO UTILITY BLDG GAS SERVICE - JAN 2020 RESERVOIR R100 DERWA TANK 1 - FEB 2020 ALAMO TRUNK SEWER ELECTRICITY - JAN 2020 JOHNSON DRIVE STREETSCAPE ELEC - JAN 202 DISTRICT OFFICE GAS SERVICE - JAN 2020	27,015.79 1,700.62 119.75 37.13 17.05 12.24 8.38	28,910.96
02/13/2020	103486	08356 PACE SUPPLY	REPAIR PARTS FOR FOF WAREHOUSE STOCK FLG DI SPOOL (QTY. 13) FLG REDUCER AC CL (QTY. 10) 1X100 CTS BLUE POTABLE WATER PIPE, 1-1/2 PCF 40 SOC X MIP ADAPTER (QTY. 50) RETURNED ITEMS FROM ORIG INV #145831724	2,201.39 1,988.35 1,638.75 412.29 41.28 -65.13	6,216.93

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/13/2020	103487	08643 RAMESH PARTHASARATHY	REFUND FOR 1006 AMARYLLIS CIR	101.71	101.71
02/13/2020	103488	05589 PHENOVA	PROFICIENCY TESTING SAMPLES	510.37	
			PROFICIENCY TESTING SAMPLES	94.23	604.60
02/13/2020	103489	04211 PLATT ELECTRIC SUPPLY	BUILDING Q POWER PROJECT	2,965.34	2,965.34
02/13/2020	103490	04105 R & B COMPANY	CONC TRAFFIC VALVE BOX & LIDS (72 EA.)	4,558.35	4,558.35
02/13/2020	103491	02905 ROBERT A BOTHMAN INC	RTND MTR# 78228008	1,886.61	1,886.61
02/13/2020	103492	08646 SAUSAL CORPORATION	19-A005&16-A004-PP#6 FOR 01/01/20-01/31/	864,527.38	864,527.38
02/13/2020	103493	08601 MAHESH SHAH	REFUND FOR 5025 ROYAL PINES WAY	26.00	26.00
02/13/2020	103494	08592 REBECCA SHEPHARD	REFUND FOR 8467 DEERVALE RD	60.04	60.04
02/13/2020	103495	00786 SNAP-ON INDUSTRIAL	FLEET SOFT FACE HAMMERS	166.08	166.08
02/13/2020	103496	08117 SOLVAY FLUORIDES, LLC	16,020 LB HYDROFLUOSILICIC ACID (FLUORID	4,282.57	4,282.57
02/13/2020	103497	08898 SHARLEE STEMMONS	REFUND FOR 3327 MIDDLEBROOK WAY	30.26	30.26
02/13/2020	103498	08725 HONG SUN	REFUND FOR 4359 TABLE MOUNTAIN RD	203.86	203.86
02/13/2020	103499	06855 TEICHERT CONSTRUCTION	MTR 83987438 RETURNED	1,506.24	1,506.24
02/13/2020	103500	08900 RAVI THOTA	REFUND FOR 7610 BALMORAL WAY	20.00	20.00
02/13/2020	103501	08360 TRUE BLUE AUTOMATION SERVI	REPAIR OF AN IQ ANALYZER FOR DPE	2,015.00	2,015.00
02/13/2020	103502	08626 U.S. SAWS, INC.	BO BOPPER - SGL MAGNET VALVE COVER REMOV	3,388.17	3,388.17
02/13/2020	103503	00903 UNITED RENTALS, INC.	BLDG A LOCKER ROOM REMODEL	551.72	
			PROPANE & PROPANE ACCESORIES	447.51	999.23
02/13/2020	103504	01222 IRS UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
02/13/2020	103505	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	115.38	115.38
02/13/2020	103506	00920 VASCO ROAD LANDFILL	FY20 UNLOADING OF WWTP SOLIDS/GRIT SCREE	779.66	779.66
02/13/2020	103507	08561 VERIZON CONNECT	FY20 BPO DIV53: FLEET GPS TRACKING SYSTE	1,320.90	1,320.90

Check History Description Listing

Dublin San Ramon Services District

From: 1/9/2020

To: 2/19/2020

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/13/2020	103508	00933 VWR INTERNATIONAL, INC.	LABORATORY SUPPLIES AND CHEMICALS	405.20	
			LABORATORY SUPPLIES AND CHEMICALS	57.06	462.26
02/13/2020	103509	08423 WATERTALENT LLC	R. GAMBLE: WE 01/19/20	6,675.00	6,675.00
02/13/2020	103510	08631 YUANYUAN XU	REFUND FOR 520 HYACINTHUS CT	133.30	133.30
02/13/2020	103511	08604 YUECHEN YANG	REFUND FOR 421 SILVERCROWN WAY	36.45	36.45
02/13/2020	103512	00987 ATTN: ACCOUNTING ZONE 7 WA	JANUARY 2020 CONNECTION FEES	1,561,949.00	
			DOUGHERTY VALLEY O&M COST SHARE 10/06/19	3,073.78	1,565,022.78
02/13/2020	2132020	03718 HR SIMPLIFIED	IRS 125 02/03/20 - 02/12/20 POS/DCA/FSA	6,882.68	6,882.68
02/14/2020	8188	05511 DISBURSEMENT UNIT CALIFORN	CHILD SUPPORT GARNISHMENT: PAYMENT	699.23	699.23
02/14/2020	1001502463	00494 PERS	RETIREMENT: PAYMENT	102,233.70	102,233.70
02/18/2020	25064768	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	155,573.98	155,573.98
02/18/2020	712618016	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	31,091.93	31,091.93
02/18/2020	790000533	01676 BANK OF AMERICA	BANK ACCOUNT ANALYSIS - JAN. 2020	956.94	956.94

473 checks in this report

Total Checks: 11,717,015.48



December 2019

Quarterly Financial Reports

Report Name	Page
Revenue Summary	1
Working Capital Summary	2
Expense Summary by Fund	3
Expense Summary by Department	4
Expense Summary by Category	5
Capital Outlay by Division	6
Capital Project Expense Summary	7
Legislative Division Expenses Report	8

Dublin San Ramon Services District

Revenue Summary

December 2019

Revenue Source	Budget	Budget to Date	YTD Actual	Amount Remaining	% of Budget Received	% Revenue Expected
Service Charges						
Local Sewer Operations	\$ 3,432,162	\$ 1,457,982	\$ 1,653,553	\$ 1,778,609	48.18%	42.48%
Regional Sewer Operations	\$ 22,047,514	\$ 8,267,818	\$ 9,870,565	\$ 12,176,949	44.77%	37.50%
Water Operations	\$ 33,781,383	\$ 12,668,019	\$ 15,254,642	\$ 18,526,741	45.16%	37.50%
	\$ 59,261,058	\$ 22,393,819	\$ 26,778,760	\$ 32,482,299	45.19%	37.79%
Capacity Reserve Fees						
Water Replacement	\$ 3,258,204	\$ 1,629,102	\$ 1,394,626	\$ 1,863,579	42.80%	50.00%
Water Expansion	\$ 7,374,818	\$ 3,687,409	\$ 3,033,050	\$ 4,341,767	41.13%	50.00%
Local Sewer Replacement	\$ 1,655,326	\$ 827,663	\$ 441,636	\$ 1,213,689	26.68%	50.00%
Local Sewer Expansion	\$ 50,492	\$ 25,246	\$ 13,471	\$ 37,021	26.68%	50.00%
Regional Sewer Replacement	\$ 3,128,684	\$ 1,564,342	\$ 843,050	\$ 2,285,633	26.95%	50.00%
Regional Sewer Expansion	\$ 8,803,510	\$ 4,401,755	\$ 2,366,706	\$ 6,436,803	26.88%	50.00%
	\$ 24,271,033	\$ 12,135,517	\$ 8,092,540	\$ 16,178,493	33.34%	50.00%
Fees & Permits						
	\$ 2,388,743	\$ 1,194,372	\$ 417,160	\$ 1,971,583	17.46%	50.00%
Interest						
	\$ 3,797,123	\$ 1,898,562	\$ 1,244,302	\$ 2,552,821	32.77%	50.00%
Other Income						
Administrative Fees	\$ 880,000	\$ 440,000	\$ 709,589	\$ 170,411	80.64%	50.00%
DV Standby Assessment	\$ 1,717,012	\$ 858,506	\$ 810,013	\$ 906,999	47.18%	50.00%
Miscellaneous Revenue	\$ 996,243	\$ 498,121	\$ 750,633	\$ 245,609	75.35%	50.00%
Penalties	\$ 130,000	\$ 65,000	\$ 96,103	\$ 33,897	73.93%	50.00%
Property Taxes	\$ 640,437	\$ 320,219	\$ 423,271	\$ 217,166	66.09%	50.00%
Reimbursement of Costs	\$ 500	\$ 250	\$ 100	\$ 400	20.00%	50.00%
Rental Office Space	\$ 19,200	\$ 9,600	\$ 0	\$ 19,200	0.00%	50.00%
	\$ 4,383,392	\$ 2,191,696	\$ 2,789,709	\$ 1,593,683	63.64%	50.00%
	<u>\$ 94,101,350</u>	<u>\$ 39,813,964</u>	<u>\$ 39,322,471</u>	<u>\$ 54,778,879</u>	<u>41.79%</u>	<u>42.31%</u>

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

Dublin San Ramon Services District
Working Capital Summary
December 2019

Enterprise Funds

Fund	Dollars (\$)		In Months		
	YTD Actual	Budget	Target (Months)	Last Quarter	Current Quarter
Local Wastewater Enterprise	\$ 1,378,614	\$ 1,188,024	4	1.98	4.64
Regional Wastewater Enterprise	\$ 8,519,349	\$ 6,669,477	4	3.36	5.11
Water Enterprise	\$ 13,507,829	\$ 10,079,981	4	4.45	5.36

Replacement Funds

Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Wastewater Replacement	\$ 5,368,253	\$ 3,111,164	\$ 2,257,089
Regional Wastewater Replacement	\$ 31,763,778	\$ 12,533,228	\$ 19,230,550
Water Replacement	\$ 34,776,439	\$ 14,459,177	\$ 20,317,262

Expansion Funds

Fund	In Dollars (\$)		
	Actual	Minimum	Above (Below)
Local Wastewater Expansion	\$ 5,850,330	\$ 221,029	\$ 5,629,301
Regional Wastewater Expansion	\$ 51,474,267	\$ 13,401,072	\$ 38,073,195
Water Expansion	\$ 30,302,887	\$ 9,212,496	\$ 21,090,391

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

Dublin San Ramon Services District

Expense Summary by Fund

December 2019

% of Year Completed = 50%

Expense Summary by Fund	Budget	Budget to Date	Year To Date Actual	Dollars Remaining	Percent Used
200 - Local Sewer Operations	\$ 2,736,801	\$ 1,368,401	\$ 1,022,974	\$ 1,713,827	37.38 %
205 - Local Rate Stabilization Fund	\$ 3,700	\$ 1,850	\$ 0	\$ 3,700	0.00 %
210 - Local Sewer Replacement	\$ 517,800	\$ 258,900	\$ 2,350	\$ 515,450	0.45 %
220 - Local Sewer Expansion	\$ 576,343	\$ 288,171	\$ 237,663	\$ 338,680	41.24 %
300 - Regional Sewer Operations	\$ 16,773,732	\$ 8,386,866	\$ 8,736,634	\$ 8,037,098	52.09 %
305 - Regional Rate Stabilization Fund	\$ 3,700	\$ 1,850	\$ 0	\$ 3,700	0.00 %
310 - Regional Sewer Replacement	\$ 1,240,000	\$ 620,000	\$ 94,993	\$ 1,145,007	7.66 %
320 - Regional Sewer Expansion	\$ 4,489,256	\$ 2,244,628	\$ 2,179,148	\$ 2,310,108	48.54 %
600 - Water Operations	\$ 27,956,935	\$ 13,978,468	\$ 10,922,705	\$ 17,034,230	39.07 %
605 - Water Rate Stabilization Fund	\$ 80,600	\$ 40,300	\$ 22,491	\$ 58,109	27.90 %
610 - Water Replacement	\$ 702,020	\$ 351,010	\$ 40,335	\$ 661,685	5.75 %
620 - Water Expansion	\$ 5,038,534	\$ 2,519,267	\$ 2,172,711	\$ 2,865,823	43.12 %
900 - Administrative Overhead	\$ 7,822,713	\$ 3,911,357	\$ 2,565,077	\$ 5,257,636	32.79 %
965 - Other Post Employment Benefits	\$ 988,919	\$ 494,460	\$ 550,880	\$ 438,039	55.71 %
995 - DV Standby Assessment	\$ 1,746,750	\$ 873,375	\$ 14,595	\$ 1,732,155	0.84 %
	\$ 70,677,803	\$ 35,338,901	\$ 28,562,555	\$ 42,115,248	40.41 %

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

December 2019

% of Year Completed = 50%

Expense Summary by Department	Budget	Budget To Date	Year To Date Actual	Dollars Remaining	Percentage Used
Executive	\$2,810,193	\$1,405,097	\$1,141,396	\$ 1,668,797	40.62%
Financial Services	\$5,748,346	\$2,874,173	\$2,371,149	\$ 3,377,197	41.25%
Engineering	\$4,574,134	\$2,287,067	\$1,913,820	\$ 2,660,314	41.84%
Operations	\$20,715,428	\$10,357,714	\$9,372,384	\$ 11,343,044	45.24%
Non-Departmental	\$36,829,701	\$18,414,850	\$13,763,805	\$ 23,065,896	37.37%
	<u>\$70,677,803</u>	<u>\$35,338,901</u>	<u>\$28,562,555</u>	<u>\$ 42,115,248</u>	<u>40.41%</u>

Dublin San Ramon Services District

Expense Summary by Category

December 2019

% of Year Completed = 50%

Expense Summary by Category	Budget	Budget to Date	Year to Date Actual	Budget Remaining	Percentage Used
Personnel	\$26,617,914	\$13,308,957	\$12,389,657	\$ 14,228,258	46.55%
Materials and Supplies	\$20,084,779	\$10,042,390	\$8,053,571	\$ 12,031,209	40.10%
Contract Services	\$7,394,285	\$3,697,143	\$1,334,905	\$ 6,059,380	18.05%
Other Expenses	\$14,818,224	\$7,409,112	\$6,696,039	\$ 8,122,185	45.19%
Capital Outlay	\$1,762,600	\$881,300	\$88,384	\$ 1,674,216	5.01%
	<u>\$70,677,803</u>	<u>\$35,338,901</u>	<u>\$28,562,555</u>	<u>\$ 42,115,248</u>	<u>40.41%</u>

Dublin San Ramon Services District

Capital Outlay by Division

December 31, 2019

Capital Outlay - Identified

Div	Asset Description	Budget	Year To Date Actual	Dollars Remaining	Percent Used
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	
51 Total Field Operations		732,500	-	185,000	0.00%
52	Utility/Service Carts (Qty 8)	77,000	43,165	33,835	
52 Total Plant Operations		77,000	43,165	33,835	56.06%
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	-	60,000	
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	
53 Total Mechanical Maintenance		613,000	-	597,000	0.00%
54	Instrumentation, Controls, & Electrical	90,100		90,100	
54 Total Electrical Maintenance		90,100	-	90,100	0.00%
55	Laboratory Equipment Replacement	250,000			
55 Total Laboratory Operations		250,000	-		
Budget Adjustment		-			
Grand Total		\$1,762,600	\$ 43,165	\$905,935	2.45%

Unexpected Capital Outlay

52 Chlorine Contact Tank East Drain Pump	\$ -	\$ 45,218	\$ (45,218)
Total Unexpected Capital Outlay	\$ -	\$ 45,218	\$ (45,218)
Total All Capital Outlay	\$ 1,762,600	\$ 88,384	\$ 860,716

Capital Project Expense Summary Report

Dublin San Ramon Services District

December 31, 2019

Fund #		Budget	Year-to-date Expenditures	Balance	Prct Used
210	Local Wastewater Replacement	\$ 1,598,164	\$ 199,842	\$ 1,398,322	12.50%
220	Local Wastewater Expansion	\$ 39,285	\$ 5,457	\$ 33,828	13.89%
310	Regional Wastewater Replacement	\$ 6,579,168	\$ 2,361,109	\$ 4,218,059	35.89%
320	Regional Wastewater Expansion	\$ 6,572,622	\$ 2,308,096	\$ 4,264,526	35.12%
610	Water Replacement	\$ 7,149,017	\$ 1,185,200	\$ 5,963,817	16.58%
620	Water Expansion	\$ 3,040,330	⁽¹⁾ \$ 134,064	\$ 2,906,266	4.41%
Grand Total		\$ 24,978,586	\$ 6,193,768	\$ 18,784,818	24.80%

(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.

December Budget Variance Report

Accounting Period: 6
Accounting Year: 2020

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

Expected Expense: 50.00%
Tolerance Level: 3.00%
Target Expense: 53.00%

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	12,168.00	2,028.00	48.47%	
Other Benefits	7,000.00	3,930.00	655.00	56.14%	FLAG
Retirement	3,500.00	1,086.14	149.97	31.03%	
Salaries	35,000.00	14,600.00	2,044.00	41.71%	
Salary / Benefit Credit	0.00	0.00	0.00	- %	
Training Costs	14,000.00	3,142.68	235.13	22.45%	
1. Personnel	84,604.00	34,926.82	5,112.10	41.28%	
Equipment Under \$10,000	0.00	0.00	0.00	- %	
Office Supplies/Services	2,800.00	268.76	215.62	9.60%	
2. Materials and Supplies	2,800.00	268.76	215.62	9.60%	
Advertising	0.00	0.00	0.00	- %	
Other Services	27,000.00	41,472.53	1,634.20	153.60%	FLAG
Professional Services	25,000.00	16,420.00	2,346.00	65.68%	FLAG
Telecommunication Services	0.00	0.00	0.00	- %	
3. Contract Services	52,000.00	57,892.53	3,980.20	111.33%	FLAG
Meetings	2,500.00	214.15	0.00	8.57%	
Permits, Licenses & District Mbrshps	0.00	0.00	0.00	- %	
Subscriptions & Publications	540.00	50.00	0.00	9.26%	
4. Other	3,040.00	264.15	0.00	8.69%	
Capital Outlay - Identified	0.00	0.00	0.00	- %	
Capital Outlay - Unidentified	0.00	0.00	0.00	- %	
5. Capital Outlay	0.00	0.00	0.00	- %	
10. Legislative Total	142,444.00	93,352.26	9,307.92	65.54%	FLAG



TITLE: Approve Time Extension for City of Dublin Unused Sewer Capacity Program and Rescind Resolution No. 67-16

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, an extension of the City of Dublin Unused Sewer Capacity Program from December 31, 2020 to June 30, 2025 and rescind Resolution No. 67-16.

SUMMARY:

In March 2010, the Board approved by Resolution No. 9-10 for the City of Dublin Unused Sewer Capacity Program (Program) to support and stimulate commercial growth. Under the Program, the City of Dublin (City) can transfer to Program participants 66.2 Dwelling Unit Equivalents (DUE) of sewer capacity owned by the City which have not been used for City facilities. In April 2010, at the request of the City, the Program was expanded to include residential units as approved by Board Resolution No. 14-10. The Board has extended the expiration date of the Program three times at the request of the City. The most recent extension was in 2016 under Resolution No. 67-16 extending the expiration date to December 31, 2020.

The City has had success with the Program, attracting restaurants and other businesses within the City to help offset initial startup costs. At this time, 62.64 of the 66.2 DUEs have been used and 3.56 DUEs remain unallocated. The City has requested that the Program be extended to June 30, 2025 (Attachment 1) so that it is consistent with other City incentive programs. The City believes the Program will be a beneficial resource in driving positive economic impact as it implements its Downtown Specific Plan.

Without a time extension granted by the Board, the Program sunsets on December 31, 2020.

Originating Department: Engineering Services	Contact: R. Pendergraft	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – December 31, 2019 Request Letter from City of Dublin	



December 31, 2019

Mr. Daniel McIntyre
General Manager
Dublin San Ramon Services District
7051 Dublin Boulevard
Dublin, CA 94568

RE: Time Extension to the Letter Agreement for Unused Sewer Capacity

Dear Dan,

The City of Dublin is requesting a time extension to the Letter Agreement between the City of Dublin and the Dublin San Ramon Services District relating to the allocation of the City's unused sewer capacity.

The City wishes to extend the time period from June 30, 2020 to June 30, 2025. The City has seen several recent successes in attracting new businesses to Dublin and believes that the Program will continue to be vitally important, particularly in the Downtown area, where the incentives can drive significant change, thus having a positive economic impact in Dublin.

On December 17, 2019, the Dublin City Council extended the other City economic development incentive programs to June 30, 2025, so extending the Letter Agreement end date to the same date would allow the City to approach the management of its incentive programs in a uniform manner.

For your reference, the District Board most recently extended the end date of the Letter Agreement to June 30, 2020 on October 18, 2016 (Resolution 67-16).

We would appreciate your consideration of this time extension to the Letter Agreement. Please feel free to contact Economic Development Director Hazel Wetherford at 925-452-2158 with any questions or concerns.

Sincerely,

Linda Smith
City Manager

City Council
925.833.6650
City Manager
925.833.6650
Community Development
925.833.6610
Economic Development
925.833.6650
Finance/IT
925.833.6640
Fire Prevention
925.833.6606
Human Resources
925.833.6605
Parks & Community Services
925.833.6645
Police
925.833.6670
Public Works
925.833.6630

100 Civic Plaza
Dublin, CA 94568
P 925.833.6650
F 925.833.6651
www.dublin.ca.gov

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING EXTENSION OF THE CITY OF DUBLIN UNUSED SEWER CAPACITY PROGRAM BY EXTENDING THE PROGRAM TERMINATION DATE IN RESOLUTION NO. 9-10 AND RESCINDING RESOLUTION NO. 67-16

WHEREAS, on March 2, 2010 the Board approved, by Resolution No. 9-10, the City of Dublin Unused Sewer Capacity Program ("Program") as an economic stimulus measure for commercial development; and

WHEREAS, on April 20, 2010 the Board approved, by Resolution No. 14-10, expanding the Program to include residential properties; and

WHEREAS, on November 15, 2011 the Board approved, by Resolution No. 66-11, extending the expiration of the Program to December 31, 2013; and

WHEREAS, on December 17, 2013 the Board approved, by Resolution No. 57-13, extending the expiration of the Program to December 31, 2016; and

WHEREAS, on October 18, 2016 the Board approved, by Resolution No. 67-16, extending the expiration of the Program to December 31, 2020; and

WHEREAS, the City of Dublin has seen recent successes in attracting new businesses to Dublin; and

WHEREAS, the Board recognizes that the Program continues to contribute towards the economic development within its service area; and

WHEREAS, the Program expires on December 31, 2020 unless extended by a Resolution of the Board of Directors; and

WHEREAS, the City of Dublin has requested the Program be extended to June 30, 2025; and

WHEREAS, the District desires to accommodate the City of Dublin's request to extend the Program to June 30, 2025.

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. In Section 1.e of Resolution No. 9-10, the date December 31, 2020 is hereby changed to June 30, 2025.

Res. No. _____

2. All dwelling unit equivalent (DUE) credits allocated by the City of Dublin under the Program pursuant to Resolution Nos. 66-11, 57-13, and 67-16, are hereby re-affirmed and ratified. Except to the extent required to implement the preceding sentence, Resolution No. 67-16, attached as Exhibit "A", is hereby rescinded effective upon the effective date of this resolution.

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary

RESOLUTION NO. 67-16

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING EXTENSION OF THE CITY OF DUBLIN UNUSED SEWER CAPACITY PROGRAM BY EXTENDING THE PROGRAM TERMINATION DATE IN RESOLUTION NO. 9-10 AND RESCINDING RESOLUTION NO. 57-13

WHEREAS, on March 2, 2010 the Board approved, by Resolution No. 9-10, the City of Dublin Unused Sewer Capacity Program (“Program”) as an economic stimulus measure for commercial development; and

WHEREAS, on April 20, 2010 the Board approved, by Resolution No. 14-10, expanding the Program to include residential properties; and

WHEREAS, on November 15, 2011 the Board approved, by Resolution No. 66-11, extending the expiration of the Program to December 31, 2013; and

WHEREAS, on December 17, 2013 the Board approved, by Resolution No. 57-13, extending the expiration of the Program to December 31, 2016; and

WHEREAS, the City of Dublin has seen recent successes in attracting new businesses to Dublin; and

WHEREAS, the Board recognizes that the Program continues to contribute towards the economic recovery within its service area; and

WHEREAS, the Program expires on December 31, 2016 unless extended by a Resolution of the Board of Directors; and

WHEREAS, the City of Dublin has requested the Program be extended to December 31, 2020; and

WHEREAS, the District desires to accommodate the City of Dublin’s request to extend the Program to December 31, 2020.

Res. No. 67-16

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:

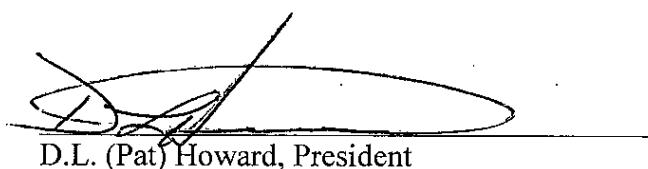
1. In Section 1.e of Resolution No. 9-10, the date December 31, 2013 is hereby changed to December 31, 2020.
2. All DUE credits allocated by the City of Dublin under the Program pursuant to Resolution No. 66-11 and 57-13 are hereby re-affirmed and ratified. Except to the extent required to implement the preceding sentence, Resolution No. 57-13 is hereby rescinded effective upon the effective date of this resolution, and attached as Exhibit A.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of October 2016, and passed by the following vote:

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

NOES: 0

ABSENT: 0



D.L. (Pat) Howard, President

ATTEST:

By:



Nicole Genzale, District Secretary



TITLE: Affirm No Changes to District Election Dates Policy

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, affirmation of no changes to the District Election Dates policy.

SUMMARY:

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy. Staff recently reviewed the District Election Dates policy (P100-16-1) and recommends no changes.

For convenience of the Board, a copy of the current policy, with updated review history, is attached. If affirmed, the policy will be calendared for review in 2024.

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



Dublin San Ramon Services District

Water, wastewater, recycled water

Policy

Policy No.:	P100-16-1	Type of Policy:	Board Business
Policy Title:	District Election Dates		
Policy Description:	Elections to be held same day as Statewide General Election		
Approval Date:	1/20/1987	Last Review Date:	20162020
Approval Resolution No.:	2-87	Next Review Date:	20202024
Rescinded Resolution No.:	N/A	Rescinded Resolution Date:	N/A

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

This Board does hereby require, pursuant to the provisions of California Elections Code Section 10404 that its elections of governing body members shall be held on the same day as the Statewide General Election to wit: on the first Tuesday after the first Monday of November in each even-numbered year, commencing with the year 1988.

The dates with respect to requirements for nominations, notices, canvass of votes, certification of election, and all other procedural requirements of the Elections Code for the election of governing body members of this District shall be, and hereby are ordered, consistent with corresponding dates and requirements pertaining to the Statewide General Election.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
January 20, 1987	
Reviewed by Committee or Board:	Date:
External Affairs	March 10, 2004
External Affairs	March 12, 2008
External Affairs	March 13, 2012
Board	May 17, 2016
Board	<u>March 3, 2020</u>



TITLE: Rescind Confidentiality Policy (P700-15-2) and Resolution No. 68-07, Jury Duty and Court Witness Leave Policy (P700-15-5) and Resolution No. 75-07, Policy Changes Policy (P700-15-6) and Resolution No. 69-07, Smoking Policy (P700-15-9) and Resolution No. 73-07, Use of District Property, Vehicles and Equipment Policy (P700-15-10) and Resolution No. 71-07, and Use of Private Autos on District Business Policy (P700-15-11) and Resolution No. 60-07

RECOMMENDATION:

Staff recommends the Board of Directors rescind, by six (6) separate Resolutions, the Confidentiality Policy (P700-15-2) and Resolution No. 68-07, Jury Duty and Court Witness Leave Policy (P700-15-5) and Resolution No. 75-07, Policy Changes Policy (P700-15-6) and Resolution No. 69-07, Smoking Policy (P700-15-9) and Resolution No. 73-07, Use of District Property, Vehicles and Equipment Policy (P700-15-10) and Resolution No. 71-07, and Use of Private Autos on District Business Policy (P700-15-11) and Resolution No. 60-07.

SUMMARY:

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy. Staff recently reviewed six (6) District policies in the personnel category and recommends rescinding the policies listed below:

- Confidentiality
- Jury Duty and Court Witness Leave
- Policy Changes
- Smoking
- Use of District Property, Vehicles and Equipment
- Use of Private Autos on District Business

The District's practice is that policies are put in place: (1) if a policy is mandated to be in place by the law, the District Code, its regulations or contracts into which the District has entered, or (2) at the sole prerogative of the Board. According to staff and legal review, these policies are not required by the first criteria. The attached staff report discusses this recommendation in greater detail.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Yes
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolutions (6) <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	74 of 291	

STAFF REPORT



District Board of Directors

March 3, 2020

Rescind Confidentiality Policy (P700-15-2) and Resolution No. 68-07, Jury Duty and Court Witness Leave Policy (P700-15-5) and Resolution No. 75-07, Policy Changes Policy (P700-15-6) and Resolution No. 69-07, Smoking Policy (P700-15-9) and Resolution No. 73-07, Use of District Property, Vehicles and Equipment Policy (P700-15-10) and Resolution No. 71-07, and Use of Private Autos on District Business Policy (P700-15-11) and Resolution No. 60-07

BACKGROUND

The District has sixty (60) Board policies covering a variety of areas, including Board Business, General, Operations, Finance, Purchasing, Service and Personnel. Staff with responsibility tied to these general categories are assigned to review and recommend updates and/or revisions as necessary to Board policies. All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy.

This staff report addresses six (6) personnel policies scheduled for review. Staff completed a review of each of these policies, and in some cases, policies underwent review by legal counsel to ensure the most up-to-date language and/or legal requirements were incorporated.

ANALYSIS

Staff has reviewed the following six (6) Board personnel policies and have made the recommendation to rescind all six:

Policy Number	Policy Title	Last Approval Date	Approval Resolution	Recommendation
P700-15-2	Confidentiality	12/18/2007	68-07	Rescind
P700-15-5	Jury Duty and Court Witness Leave	12/18/2007	75-07	Rescind
P700-15-6	Policy Changes	12/18/2007	69-07	Rescind
P700-15-9	Smoking	12/18/2007	73-07	Rescind
P700-15-10	Use of District Property, Vehicles and Equipment	12/18/2007	71-07	Rescind
P700-15-11	Use of Private Autos on District Business	12/18/2007	60-07	Rescind

Policies Reviewed for Rescission

The Board of Directors adopted these policies in December 2007. Since that time, they have not been updated or revised, only reviewed once every four years. The District's practice of creating Board personnel policies arises from either:

- (a) if a policy is mandated to be in place by the law, the District Code, its regulations or its contracts into which the District has entered, or
- (b) at the sole prerogative of the Board.

Thus, after further review, these policies are not required by the first criteria.

The District has existing personnel rules in place, issued by the General Manager, addressing matters of Confidentiality, Jury Duty and Court Witness Leave, Use of District Vehicles and Equipment, and Use of Private Autos on District Business (covered by the Travel/Training Expense Reimbursement Rule). Further, the District complies with established city ordinances in the cities of Dublin, Pleasanton, and San Ramon with respect to smoking activity. Maintaining a separate Smoking policy is redundant to these requirements.

Lastly, the Policy Changes policy states that the Board has the authority to make changes, additions, modifications or deletions to District Personnel policies at its sole discretion and that such changes are to be presented to employees within 30 days of implementation. The District complies with the requirements of the Meyers-Milias Brown Act (MMBA) with respect to its obligations to meet and confer on matters within the scope of bargaining through regular monthly labor and management meetings. Further, the Board Guidelines for Conducting District Business policy indicates the Board's governing authority to establish policies and procedures for District operations. Thus, the Policy Changes policy is redundant with both the District's current practice of meeting with recognized employee groups on a monthly basis to discuss such matters, as well as the Board Guidelines policy which reaffirms the Board right and authority to set policy for the District.

RECOMMENDATION

To streamline and simplify policy administration, staff recommends the Board rescind the following policies:

- Confidentiality
- Jury Duty and Court Witness Leave
- Policy Changes
- Smoking
- Use of District Property, Vehicles and Equipment
- Use of Private Autos on District Business

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE
CONFIDENTIALITY POLICY AND RESCINDING RESOLUTION NO. 68-07

WHEREAS, in 2007 the District adopted a Confidentiality policy to safeguard confidential information obtained in connection with employment at the District; and

WHEREAS, by recommendation of staff to rescind the policy based on General Counsel and Special Counsel review and recommendation that the policy is redundant with the Board's stated intention to comply with the law; and

WHEREAS, the requirement for the District to comply with state and federal law is administered by the General Manager in accordance with applicable Personnel Rules and Memoranda of Understanding

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

The Board of Directors hereby rescinds the Confidentiality policy, attached as Exhibit "A," and rescinds Resolution No. 68-07, attached as Exhibit "B."

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.:	P700-15-2	Type of Policy:	Personnel
Policy Title: Confidentiality			
Policy Description:	Protecting confidential information regarding the District; company information, its suppliers, customers, and employees.		
Approval Date:	12/18/2007	Last Review Date:	2015
Approval Resolution No.:	68-07	Next Review Date:	2019
Rescinded Resolution No.:	Rescinded Resolution Date: 2/18/1997		

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

In the course of employment, employees may have access to confidential information regarding the District, its suppliers, its customers or even fellow employees. Each employee shall be responsible for safeguarding confidential information obtained in connection with his or her employment.

Employees shall return all confidential information obtained during the course of employment to the District immediately upon separation of employment.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
December 18, 2007	
Reviewed by Committee or Board:	Date:
Personnel	May 5, 2011
Board	June 16, 2015

RESOLUTION NO. 68-07RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND ADOPTING CONFIDENTIALITY POLICY

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted District Personnel Policies establishing broad guidelines, statements of principles, values and intent to provide a basis for consistent decision making, resource allocation, and to assist in the making of present and future decisions related to maintaining a safe, efficient and effective workforce; and

WHEREAS, the District has updated, revised and reorganized the District Personnel Policies to best implement current best businesses practices and standards and ensure consistency with all current federal, state and local requirements; and

WHEREAS, the District Personnel Policies have not been comprehensively reviewed or revised for a period of ten years and the Board wishes to ensure that the District Personnel Policies are periodically reviewed and modified as appropriate to reflect changes in law and to improve administration; and

WHEREAS, the attached policy entitled Confidentiality declares Dublin San Ramon Services District's commitment to safeguard all confidential information obtained in connection with the business of the District; and

WHEREAS, the attached policy further declares the responsibility of each employee to act in accordance with this commitment.

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

Res. No. 68-07

(1) That the attached policy entitled Confidentiality, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and the General Manager is hereby authorized and directed to administer and implement said policies as set forth.

(2) That the Policy approved and adopted by this resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of December 2007, and passed by the following vote:

AYES: 5 - Directors Jeffrey G. Hansen, D.L. (Pat) Howard, Thomas W. Ford, Daniel J. Scannell, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

ATTEST: Nancy G. Hatfield

Nancy G. Hatfield, District Secretary

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE JURY DUTY AND COURT WITNESS LEAVE POLICY AND RESCINDING RESOLUTION NO. 75-07

WHEREAS, in 2007 the District adopted a Jury Duty and Court Witness Leave policy to declare the District's commitment to encourage and support employees called to jury duty service or as witnesses in court trials; and

WHEREAS, by recommendation of staff to rescind the policy after General Counsel and Special Counsel review and staff recommendation that the policy is redundant with the Board's stated intention to comply with the law; and

WHEREAS, the requirement for the District to comply with the law is administered by the General Manager in accordance with applicable Personnel Rules and Memoranda of Understanding

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

The Board of Directors hereby rescinds the Jury Duty and Court Witness Leave policy, attached as Exhibit "A," and rescinds Resolution No. 75-07, attached as Exhibit "B."

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.:	P700-15-5	Type of Policy:	Personnel
Policy Title: Jury Duty and Court Witness Leave			
Policy Description: Reasonable accommodation to employees called/required to serve as a juror or court witness related to District business.			
Approval Date:	12/18/2007	Last Review Date:	2015
Approval Resolution No.:	75-07	Next Review Date:	2019
Rescinded Resolution No.:	13-97	Rescinded Resolution Date:	2/18/1997

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

To provide paid leave to employees who are called to jury duty, required to serve as a juror, called as witnesses, or otherwise required to attend legal proceedings on behalf of the District in matters related to District business. Paid leave shall also be provided to employees called as witnesses in cases not involving the District and not brought by, or against, the employee.

When an employee desires to attend legal proceedings, including but not limited to, court appearances, trials, arbitrations, administrative hearings, and depositions, in any matter initiated by, or against, the employee, he/she must use any available paid leave including vacation, float holiday, administrative leave, leave bank or compensatory time. If the employee has exhausted his/her accrued paid leave as described above, the District may grant an unpaid leave of absence.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
December 18, 2007	
Reviewed by Committee or Board:	Date:
Personnel	May 5, 2011
Board	June 16, 2015

RESOLUTION NO. 75-07RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND ADOPTING JURY DUTY AND COURT WITNESS LEAVE POLICY

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted District Personnel Policies establishing broad guidelines, statements of principles, values and intent to provide a basis for consistent decision making, resource allocation, and to assist in the making of present and future decisions related to maintaining a safe, efficient and effective workforce; and

WHEREAS, the District has updated, revised and reorganized the District Personnel Policies to best implement current best businesses practices and standards and ensure consistency with all current federal, state and local requirements; and

WHEREAS, the District Personnel Policies have not been comprehensively reviewed or revised for a period of ten years and the Board wishes to ensure that the District Personnel Policies are periodically reviewed and modified as appropriate to reflect changes in law and to improve administration; and

WHEREAS, the attached policy entitled Jury Duty and Court Witness Leave, declares the District's commitment to encourage and support employees called to jury service or as witnesses in court trials; and

WHEREAS, the attached policy represents a best business practice and is consistent with the requirements of state law related to jury service.

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

Res. No. 75-07

Contra Costa, California, as follows:

(1) That the attached policy entitled Jury Duty and Court Witness Leave, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and the General Manager is hereby authorized and directed to administer and implement said policies as set forth.

(2) That the Policy approved and adopted by this resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of December 2007, and passed by the following vote:

AYES: 5 - Directors Jeffrey G. Hansen, D.L. (Pat) Howard, Thomas W. Ford, Daniel J. Scannell, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE
POLICY CHANGES POLICY AND RESCINDING RESOLUTION NO. 69-07

WHEREAS, in 2007 the District adopted a Policy Changes policy to declare that the Board of Directors, at its sole discretion, may change Personnel policies from time to time, and/or make additions, modifications or deletions and that such policy changes shall be communicated to staff within 30 calendar days; and

WHEREAS, by recommendation of staff to rescind the policy after General Counsel and Special Counsel review and staff recommendation that the policy is redundant with the existing District policies, specifically the Guidelines for Conducting District Business policy; and

WHEREAS, the requirement for the District to comply with matters within the scope of bargaining as defined by the Myer-Milias Brown Act (MMBA) is administered by the General Manager in accordance with applicable Personnel Rules and Memoranda of Understanding

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

The Board of Directors hereby rescinds the Policy Changes policy, attached as Exhibit "A," and rescinds Resolution No. 69-07, attached as Exhibit "B."

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy No.: P700-15-6	Type of Policy: Personnel
Policy Title: Policy Changes	
Policy Description: Making changes, additions, modifications or deletions to District Personnel policies.	
Approval Date: 12/18/2007	Last Review Date: 2015
Approval Resolution No.: 69-07	Next Review Date: 2019
Rescinded Resolution No.: 13-97	Rescinded Resolution Date: 2/18/1997

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

At the sole discretion of the Board of Directors, the District's Personnel policies may from time to time be changed, and/or additions, modifications, or deletions made. Any and all such changes in policy will be communicated to District employees and staff by the Human Resources Supervisor within 30 calendar days of the change, revision, modification or addition to the policy.

The District Secretary will maintain hard copies of all Personnel policies and make available copies of said policies to staff, employees, and the public on request.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
December 18, 2007	
Reviewed by Committee or Board:	Date:
Personnel	May 5, 2011
Board	June 16, 2015

RESOLUTION NO. 69-07RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND ADOPTING POLICY CHANGES POLICY

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted District Personnel Policies establishing broad guidelines, statements of principles, values and intent to provide a basis for consistent decision making, resource allocation, and to assist in the making of present and future decisions related to maintaining a safe, efficient and effective workforce; and

WHEREAS, the District has updated, revised and reorganized the District Personnel Policies to best implement current best businesses practices and standards and ensure consistency with all current federal, state and local requirements; and

WHEREAS, the District Personnel Policies have not been comprehensively reviewed or revised for a period of ten years and the Board wishes to ensure that the District Personnel Policies are periodically reviewed and modified as appropriate to reflect changes in law and to improve administration; and

WHEREAS, the attached policy entitled Policy Changes declares that at the sole discretion of the Board of Directors, the District's Personnel Policies may from time to time be changed, and/or additions, modifications, or deletions made; and

WHEREAS, the attached policy further declares that such changes, and/or additions, modifications, or deletions shall be communicated to staff within 30 calendar days.

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

(1) That the attached policy entitled Policy Changes, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and the General Manager is hereby authorized and directed to administer and implement said policies as set forth.

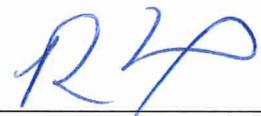
(2) That the Policy approved and adopted by this resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of December 2007, and passed by the following vote:

AYES: 5 - Directors Jeffrey G. Hansen, D.L. (Pat) Howard, Thomas W. Ford, Daniel J. Scannell, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE SMOKING POLICY AND RESCINDING RESOLUTION NO. 73-07

WHEREAS, in 2007 the District adopted a Smoking policy to declare the District's commitment to providing a healthy work environment for all regular, part-time, limited-term, interns, temporary, and contract employees, elected officials, and District customers by prohibiting smoking and the use of other tobacco products within and around District facilities and in District-owned vehicles; and

WHEREAS, by recommendation of staff to rescind the policy after General Counsel and Special Counsel review and staff recommendation that the policy is redundant with the Board's stated intention to comply with the law; and

WHEREAS, the requirement for the District to comply with the law is administered by the General Manager in accordance with applicable Personnel Rules and Memoranda of Understanding

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

The Board of Directors hereby rescinds the Smoking policy, attached as Exhibit "A," and rescinds Resolution No. 73-07, attached as Exhibit "B."

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.: P700-15-9	Type of Policy: Personnel
Policy Title: Smoking	
Policy Description: Prohibiting smoking and use of other tobacco products.	
Approval Date: 12/18/2007	Last Review Date: 2015
Approval Resolution No.: 73-07	Next Review Date: 2019
Rescinded Resolution No.: 13-97	Rescinded Resolution Date: 2/18/1997

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

The District prohibits smoking and the use of other tobacco products in all District facilities or within twenty (20) feet of a main exit, entrance, or operable window of a District facility. The District also prohibits smoking and the use of other tobacco products in all District-owned vehicles. Individuals who violate this rule may be subject to disciplinary action.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
December 18, 2007	
Reviewed by Committee or Board:	Date:
Personnel	May 5, 2011
Board	June 16, 2015

RESOLUTION NO. 73-07RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND ADOPTING SMOKING POLICY

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted District Personnel Policies establishing broad guidelines, statements of principles, values and intent to provide a basis for consistent decision making, resource allocation, and to assist in the making of present and future decisions related to maintaining a safe, efficient and effective workforce; and

WHEREAS, the District has updated, revised and reorganized the District Personnel Policies to best implement current best businesses practices and standards and ensure consistency with all current federal, state and local requirements; and

WHEREAS, the District Personnel Policies have not been comprehensively reviewed or revised for a period of ten years and the Board wishes to ensure that the District Personnel Policies are periodically reviewed and modified as appropriate to reflect changes in law and to improve administration; and

WHEREAS, the attached policy entitled Smoking Policy, declares the District's commitment to providing a healthy work environment for all regular, part-time, limited-term, interns, temporary, and contract employee, elected officials and District customers by prohibiting smoking and the use of other tobacco products within and around District facilities and in District owned vehicles; and

WHEREAS, the attached policy represents a best business practice and is consistent with the rules and regulations of public agencies and municipalities within the State and local area.

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

Res. No. 73-07

Contra Costa, California, as follows:

(1) That the attached policy entitled Smoking Policy, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and the General Manager is hereby authorized and directed to administer and implement said policies as set forth.

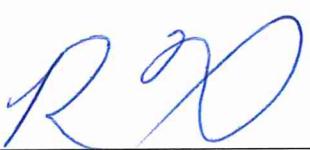
(2) That the Policy approved and adopted by this resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of December 2007, and passed by the following vote:

AYES: 5 - Directors Jeffrey G. Hansen, D.L. (Pat) Howard, Thomas W. Ford,
Daniel J. Scannell, Richard M. Halket

NOES: 0

ABSENT: 0


Richard M. Halket, President

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE USE OF DISTRICT PROPERTY, VEHICLES AND EQUIPMENT POLICY AND RESCINDING RESOLUTION NO. 71-07

WHEREAS, in 2007 the District adopted a Use of District Property, Vehicles and Equipment policy to declare the District's intention that District-owned property, vehicles and equipment are to be used for District business purposes only, subject to reasonable exceptions and exemptions as determined by the General Manager; and

WHEREAS, by recommendation of staff to rescind the policy after General Counsel and Special Counsel review and staff recommendation that the policy is redundant with existing Personnel Rules already implemented by the General Manager as a best business practice for efficient allocation of District resources in accordance with the Guidelines for Conducting District Business policy.

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

The Board of Directors hereby rescinds the Use of District Property, Vehicles and Equipment policy, attached as Exhibit "A," and rescinds Resolution No. 71-07, attached as Exhibit "B."

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.: P700-15-10	Type of Policy: Personnel
Policy Title: Use of District Property, Vehicles and Equipment	
Policy Description: Use of District property, vehicles and equipment for District business purposes only.	
Approval Date: 12/18/2007	Last Review Date: 2015
Approval Resolution No.: 71-07	Next Review Date: 2019
Rescinded Resolution No.: 13-97	Rescinded Resolution Date: 2/18/1997

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

District property, vehicles and equipment are to be used for District business purposes only. The General Manager shall promulgate detailed rules that may contain necessary exceptions and exemptions, including reasonable personal uses as deemed appropriate.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
December 18, 2007	
Reviewed by Committee or Board:	Date:
Personnel	May 5, 2011
Board	June 16, 2015

RESOLUTION NO. 71-07

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND ADOPTING USE OF DISTRICT PROPERTY, VEHICLES AND EQUIPMENT POLICY

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted District Personnel Policies establishing broad guidelines, statements of principles, values and intent to provide a basis for consistent decision making, resource allocation, and to assist in the making of present and future decisions related to maintaining a safe, efficient and effective workforce; and

WHEREAS, the District has updated, revised and reorganized the District Personnel Policies to best implement current best businesses practices and standards and ensure consistency with all current federal, state and local requirements; and

WHEREAS, the District Personnel Policies have not been comprehensively reviewed or revised for a period of ten years and the Board wishes to ensure that the District Personnel Policies are periodically reviewed and modified as appropriate to reflect changes in law and to improve administration; and

WHEREAS, the attached policy entitled Use of District Property, Vehicles and Equipment, declares the District's intention that District owned property, vehicles and equipment are to be used for District business purposes only, subject to reasonable exceptions and exemptions as determined by the General Manager; and

WHEREAS, the attached policy represents a best business practice that will provide a basis for efficient allocation of District resources.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE

Res. No. 71-07

DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the counties of Alameda and Contra Costa, California, as follows:

- (1) That the attached policy entitled Use of District Property, Vehicles and Equipment, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and the General Manager is hereby authorized and directed to administer and implement said policies as set forth.
- (2) That the Policy approved and adopted by this resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of December 2007, and passed by the following vote:

AYES: 5 - Directors Jeffrey G. Hansen, D.L. (Pat) Howard, Thomas W. Ford, Daniel J. Scannell, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT RESCINDING THE USE OF PRIVATE AUTOS ON DISTRICT BUSINESS POLICY AND RESCINDING RESOLUTION NO. 60-07

WHEREAS, in 2007 the District adopted a Use of Private Autos on District Business policy to provide guidance as to the use of private autos for District business; and

WHEREAS, by recommendation of staff to rescind the policy after General Counsel and Special Counsel review and staff recommendation that the policy is redundant with the District's existing Purchasing policy; and

WHEREAS, the requirement to set forth rules and guidelines to further implement District policies and to comply with state and federal laws is administered by the General Manager in accordance with applicable District policies, Personnel Rules and Memoranda of Understanding

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

The Board of Directors hereby rescinds the Use of Private Autos on District Business policy, attached as Exhibit "A," and rescinds Resolution No. 60-07, attached as Exhibit "B."

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy

Policy No.:	P700-15-11	Type of Policy:	Personnel
Policy Title: Use of Private Autos on District Business			
Policy Description:	Using private vehicles for District business under the condition that pool cars are not available.		
Approval Date:	12/18/2007	Last Review Date:	2015
Approval Resolution No.:	60-07	Next Review Date:	2019
Rescinded Resolution No.:	13-97	Rescinded Resolution Date:	2/18/1997

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

When reasonably available, employees shall use District pool cars before using a private vehicle for District business. When using a private vehicle, the employee shall be reimbursed at the mileage rate allowed under Federal IRS rules in effect at the time mileage is accrued.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
December 18, 2007	
Reviewed by Committee or Board:	Date:
Personnel	May 5, 2011
Board	June 16, 2015

RESOLUTION NO. 60-07

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND ADOPTING USE OF PRIVATE AUTOS ON DISTRICT BUSINESS POLICY

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted District Personnel Policies establishing broad guidelines, statements of principles, values and intent to provide a basis for consistent decision making, resource allocation, and to assist in the making of present and future decisions related to maintaining a safe, efficient and effective workforce; and

WHEREAS, the District has updated, revised and reorganized the District Personnel Policies to best implement current best businesses practices and standards and ensure consistency with all current federal, state and local requirements; and

WHEREAS, the District Personnel Policies have not been comprehensively reviewed or revised for a period of ten years and the Board wishes to ensure that the District Personnel Policies are periodically reviewed and modified as appropriate to reflect changes in law and to improve administration; and

WHEREAS, the attached policy entitled Use of Private Autos on District Business is intended to provide guidance as to the use of private autos for District business; and

WHEREAS, the attached policy represents good business practice and is consistent with federal and state law.

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

Res. No. 60-07

(1) That the attached policy entitled Use of Private Autos on District Business, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and the General Manager is hereby authorized and directed to administer and implement said policies as set forth.

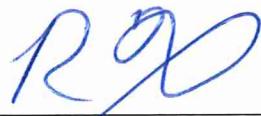
(2) That the Policy approved and adopted by this resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of December 2007, and passed by the following vote:

AYES: 5 - Directors Jeffrey G. Hansen, D.L. (Pat) Howard, Thomas W. Ford, Daniel J. Scannell, Richard M. Halket

NOES: 0

ABSENT: 0



Richard M. Halket, President

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



TITLE: Adopt Revised Prohibition Against Harassment, Discrimination and Retaliation Policy and Rescind Resolution No. 53-15

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the revised Prohibition Against Harassment, Discrimination and Retaliation policy and rescind Resolution No. 53-15.

SUMMARY:

All District policies are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy. Staff recently reviewed the Prohibition Against Harassment, Discrimination and Retaliation policy (P700-15-13). The policy is the Board's statement of its commitment to provide a work environment free of harassment, discrimination and retaliation. The policy was recently reviewed by legal counsel and is being recommended for revision to include recommended legal updates. The policy with the proposed edits is attached.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Yes
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Prohibition Against Harassment, Discrimination and Retaliation policy	101 of 291



Policy No.: <u>P700-15-13P700</u>	Type of Policy: Personnel
Policy Title: Prohibition Against Harassment, Discrimination and Retaliation	
Policy Description: Provide a work environment for all employees free of harassment, discrimination and retaliation.	
Approval Date: <u>6/16/2015</u> <u>3/2020</u>	Last Review Date: <u>2015</u> <u>2020</u>
Approval Resolution No.: <u>53-15</u>	Next Review Date: <u>2019</u> <u>2024</u>
Rescinded Resolution No.: <u>53-1153-15</u>	Rescinded Resolution Date: <u>9/20/2011</u> <u>6/16/2015</u>

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

The purpose of this policy of the Board of Directors of the Dublin San Ramon Services District is to provide a work environment for all employees free of harassment, discrimination and retaliation.

Dublin San Ramon Services District is committed to providing a work environment free of harassment, discrimination and retaliation. District policy prohibits harassment or, discrimination and/or retaliation against an applicant, employee, intern, contractor, volunteer, or elected or appointed official on the basis of the individual's perceived or actual race, religion, color, sex, gender, national origin, citizenship status, ancestry, physical or mental disability, medical condition (as defined by state law – cancer or genetic characteristics), genetic characteristic, marital status, pregnancy, breastfeeding, age, sexual orientation (including heterosexuality, homosexuality, and bisexuality), gender identity, gender expression, uniformed service member statusmilitary service, pregnancy, childbirth and related medical conditions, or any other basis protected by federal, state or local laws, or ordinances or regulations. District policy also prohibits retaliation against any individual who makes a good faith report of a potential violation of the District's policy against harassment or discrimination, who opposes practices prohibited by the District's policy against harassment or discrimination, or who participates in the investigation of any complaint alleging harassment discrimination or retaliation.

All such harassment, discrimination and/or retaliation may be found unlawful and is contrary to District policy.

The District will take remedial action reasonably calculated to end any harassing, discriminatory or retaliatory conduct. Any employee, intern, contractor, volunteer, or member of the public, or elected or appointed official determined by the District to be responsible for engaging in unlawful harassment, discrimination, retaliation or other such conduct contrary to District policy will be subject to appropriate remedial and/or disciplinary action, up to and including termination.

The District's Prohibition Against Harassment, Discrimination and Retaliation policy applies to all employees, interns, contractors, volunteers, members of the public, and elected and appointed officials.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy No.: P700-15-?

Policy Title: Title

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION POLICY AND RESCINDING RESOLUTION NO. 53-15

WHEREAS, the Prohibition Against Harassment, Discrimination and Retaliation policy is scheduled for review in calendar year 2020 in accordance with the District's Strategic Plan initiatives to evaluate and update Board policies every four years; and

WHEREAS, by Resolution No. 53-15 the Board approved a Prohibition Against Harassment, Discrimination, and Retaliation policy; and

WHEREAS, the Board now desires to exercise its authority to update the policy to comply with enacted requirements under California state law; and

WHEREAS, the Prohibition Against Harassment, Discrimination and Retaliation policy declares that Dublin San Ramon Services District is committed to providing a work environment free of harassment, discrimination, and retaliation.

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

1. That the revised Prohibition Against Harassment, Discrimination and Retaliation policy, attached as Exhibit "A," is hereby adopted, and Resolution No. 53-15, attached as Exhibit "B," is hereby rescinded.
2. The General Manager is hereby authorized and directed to administer and implement said policy as set forth.
3. That the revised policy adopted by this Resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy No.:	Type of Policy: Personnel
Policy Title: Prohibition Against Harassment, Discrimination and Retaliation	
Policy Description:	Provide a work environment for all employees free of harassment, discrimination and retaliation.
Approval Date: 3/3/2020	Last Review Date: 2020
Approval Resolution No.:	Next Review Date: 2024
Rescinded Resolution No.: 53-15	Rescinded Resolution Date: 6/16/2015

The purpose of this policy of the Board of Directors of the Dublin San Ramon Services District is to provide a work environment for all employees free of harassment, discrimination and retaliation.

Dublin San Ramon Services District is committed to providing a work environment free of harassment, discrimination and retaliation. District policy prohibits harassment or discrimination against an applicant, employee, intern, contractor, volunteer, or elected or appointed official on the basis of the individual's perceived or actual race, religion, color, sex, gender, national origin, citizenship status, ancestry, disability, medical condition (as defined by state law – cancer or genetic characteristics), genetic characteristic, marital status, age, sexual orientation (including heterosexuality, homosexuality, and bisexuality), gender identity, gender expression, military service, pregnancy, childbirth and related medical conditions, or any other basis protected by federal, state or local laws, or ordinances or regulations. District policy also prohibits retaliation against any individual who makes a good faith report of a potential violation of the District's policy against harassment or discrimination, who opposes practices prohibited by the District's policy against harassment or discrimination, or who participates in the investigation of any complaint alleging harassment discrimination or retaliation.

All such harassment, discrimination and/or retaliation is contrary to District policy.

The District will take remedial action reasonably calculated to end any harassing, discriminatory or retaliatory conduct. Any employee, intern, contractor, volunteer, or member of the public, or elected or appointed official determined by the District to be responsible for engaging in harassment, discrimination, retaliation or other such conduct contrary to District policy will be subject to appropriate remedial and/or disciplinary action, up to and including termination.

The District's Prohibition Against Harassment, Discrimination and Retaliation policy applies to all employees, interns, contractors, volunteers, members of the public, and elected and appointed officials.

The General Manager shall develop comprehensive rules in furtherance of this policy.

RESOLUTION NO. 53-15

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A REVISED PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION POLICY AND RESCINDING RESOLUTION NO. 53-11

WHEREAS, the Prohibition Against Harassment, Discrimination and Retaliation policy is scheduled for review in calendar year 2015 in accordance with the District's Strategic Plan Initiative 3.01.04 to evaluate and update 25% of Board policies annually; and

WHEREAS, by Resolution No. 53-11 the Board approved a Prohibition Against Harassment, Discrimination, and Retaliation policy; and

WHEREAS, the Board now desires to exercise its authority to update the policy to comply with newly enacted requirements under California state law; and

WHEREAS, the Prohibition Against Harassment, Discrimination and Retaliation policy declares that Dublin San Ramon Services District is committed to providing a work environment free of harassment and discrimination.

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

- (1) That the revised policy titled Prohibition Against Harassment, Discrimination and Retaliation, set forth in Exhibit "A" attached hereto and incorporated herein by reference is approved and adopted, and Resolution No. 53-11 is hereby rescinded and attached as Exhibit "B." The General Manager is hereby authorized and directed to administer and implement said policies as set forth.
- (2) That the policy approved and adopted by this Resolution shall be periodically reviewed by the Board of Directors, on a schedule to be determined by the General Manager, to ensure consistency with applicable laws and regulations and to ensure the efficient administration of the District's personnel system.

Res. No. 53-15

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, counties of Alameda and Contra Costa, at its regular meeting held on the 16th day of June 2015, and passed by the following vote:

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

NOES: 0

ABSENT: 0

Edward R. Duarte

Edward R. Duarte, President

ATTEST:

Nancy G. Hatfield
Nancy G. Hatfield, District Secretary



TITLE: Approve Change of Location for Regular Meetings of the Board of Directors and Rescind Resolution No. 54-18

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the establishment of a new location for regular Board meetings.

SUMMARY:

Per Resolution No. 54-18, the District holds its regular Board of Director meetings at the Shannon Community Center, Ambrose Hall, located at 11600 Shannon Avenue in Dublin on the first and third Tuesday of each month at 6 p.m., because DSRSD's District Office location was rendered unsafe to host Board meetings due to the discovery, on November 11, 2018, of a fire service line leaking and causing flooding, water damage, and an inoperable fire suppression system.

The City of Dublin graciously offered assistance by providing the Shannon Community Center, a location within DSRSD's jurisdiction, for the District to hold its Board and Joint Powers Authority meetings while the District Office underwent repairs. The District Office Renovation Project (CIP 19-A005) was added to the Capital Improvement Program to restore the building and renovate the District Office.

Construction and renovations of the District Office are near completion, and staff anticipates the move back and re-establishment of operations at the District Office to occur in March. The proposed resolution re-establishes the District Office Boardroom as the regular meeting location of the Board of Directors starting April 7, 2020.

Originating Department: Administrative Services	Contact: N. Genzale	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	109 of 291	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING THE TIME AND PLACE AT WHICH REGULAR MEETINGS OF THE BOARD OF DIRECTORS SHALL BE HELD AND RESCINDING RESOLUTION NO. 54-18

WHEREAS, the Dublin San Ramon Services District Board of Directors must hold regular meetings to conduct the business of the District; and

WHEREAS, the Board adopted Resolution No. 5-05 on February 15, 2005, which established the day, time, and location for regular meetings of the Board of Directors at on the first and third Tuesday of each calendar month at 6 p.m., in the District's Boardroom; and

WHEREAS, the Board adopted Resolution No. 54-18 on November 20, 2018, which rescinded Resolution No. 5-05 and established the day, time, and location for regular meetings of the Board of Directors at the Shannon Community Center, Ambrose Hall, 11600 Shannon Avenue in Dublin, a location within the District's jurisdiction, after the District Office, including the Boardroom where regular meetings were held, was rendered unsafe as a result of a fire service line leak beneath the building causing flooding, water damage, and an inoperable fire suppression system; and

WHEREAS, since the flood occurred, the District Office has undergone the necessary repairs and it is anticipated that the Boardroom will be declared safe and available to hold Board meetings again starting April 2020.

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 regular meetings of the Board of Directors shall be held monthly on the first and third Tuesday of each calendar month at 6 p.m., in the Boardroom of Dublin San Ramon Services District, located at 7051 Dublin Boulevard, Dublin, California commencing April 7, 2020, and continuing until this resolution is rescinded. Regularly scheduled meetings which fall on a District holiday shall be held the following Wednesday or on a day agreed upon by the Board of Directors.

2. That Resolution No. 54-18, attached as Exhibit "A," is hereby rescinded.

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING THE TIME AND PLACE AT WHICH REGULAR MEETINGS OF THE BOARD OF DIRECTORS SHALL BE HELD AND RESCINDING RESOLUTION NO. 5-05

WHEREAS, the Board adopted Resolution No. 5-05 on February 15, 2005, which established the day, time, and location for regular meetings of the Board of Directors; and

WHEREAS, the Dublin San Ramon Services District Board of Directors must hold regular meetings to conduct the business of the District; and

WHEREAS, the Board of Directors currently holds regular meetings in the District Office Boardroom on the first and third Tuesday of each month at 6 p.m.; and

WHEREAS, the Board of Directors desires to change the meeting location of regular meetings of the Board of Directors due to the District Office being rendered unsafe after a fire service line leaked beneath the building causing flooding, water damage, and an inoperable fire suppression system; and

WHEREAS, the City of Dublin has graciously provided the Shannon Community Center, Ambrose Hall, 11600 Shannon Avenue in Dublin, a location within the District's jurisdiction, to hold regular Board meetings until necessary repairs are completed and the District Office is declared safe to operate in.

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

That regular meetings of the Board of Directors shall be held monthly on the first and third Tuesday of each calendar month at 6 p.m., in the Ambrose Hall of the Shannon Community Center, within the jurisdiction of Dublin San Ramon Services District, located at 11600 Shannon Avenue, Dublin, California commencing November 20, 2018, and continuing until this resolution is rescinded. Regularly scheduled meetings which fall on a District holiday shall be held the following Wednesday or on a day agreed upon by the Board of Directors.

That Resolution No. 5-05 (Exhibit A) is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 20th day of November, 2018, and passed by the following vote:

AYES: 4 - ^{Directors} Richard M. Halket, Madelyn A. Misheloff, Edward R. Duarte, Georgean M. Vonheeder-Leopold

NOES: 0

^{Director}

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


Georgean M. Vonheeder-Leopold, President

ATTEST: 
Nicole Genzale, District Secretary



TITLE: Award Technical Services Agreements to D.W. Nicholson Corporation and GSE Construction Company, Inc. for On-Call Mechanical Services (FYE 2020–2022) and Authorize the General Manager to Exercise up to Two Additional One-Year Terms to the Agreements

RECOMMENDATION:

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

1. Award a technical services agreement for On-Call Mechanical Services (FYE 2020-2022) to D.W. Nicholson Corporation for a base term through July 2022 in an amount not to exceed \$300,000 per fiscal year; and
2. Award a technical services agreement for On-Call Mechanical Services (FYE 2020-2022) to GSE Construction Company, Inc. for a base term through June 2022 in an amount not to exceed \$300,000 per fiscal year; and
3. Authorize the General Manager to exercise up to two additional one-year terms to each agreement, for a potential total contract term through June 2024, in an amount not to exceed \$300,000 per fiscal year or \$1,500,000 total contract value; and
4. 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 contract values.

SUMMARY:

The District requires the services of on-call mechanical repair contractors for both planned maintenance and emergency repairs. Typical work to be performed includes general mechanical installation/repair, replacement of large meters, above ground piping modifications, pump installation, concrete work, major equipment repairs Dissolved Air Flotation Thickeners, clarifiers, barscreens, etc., Motor Control Center cabinet replacement, large valve replacement and other mechanical/millwright/electrical activities.

The On-Call Mechanical Services Agreement provides for both planned maintenance and as-needed emergency work necessary to maintain the District's existing wastewater treatment plant, water distribution pumping station, and recycled water distribution pumping station infrastructure. The district's mechanical and electrical maintenance staff can complete most of required repair work; however, there are maintenance activities that require specialized equipment or labor that is outside staff's expertise. This contract ensures that the District has a contractor to help when the need arises.

On December 4, 2019, staff sent a Request for Proposals to six firms. On January 7, 2020, D.W. Nicholson Corporation and GSE Construction Company, Inc. submitted proposals that met all contract requirements. Staff recommends awarding contracts to both contractors. Awarding contracts to two contractors provides added assurance that resources are available to complete both planned maintenance and emergency work requests, should concurrent projects arise, or if one contractor does not have crews available when assistance is requested.

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 Regional Wastewater Treatment Facility Replacement and Rehabilitation Program (CIP 00-P026), Water System Rehabilitation Program (CIP 00-W011), and the Operating Budget for Fiscal Years Ending 2020 and 2021, respectively.

Originating Department: Engineering Services	Contact: S. Delight	Legal Review: Not Required
Cost: Not to exceed \$300,000 each fiscal year	Funding Source: Regional Wastewater Replacement (Fund 310), Water Replacement (Fund 610)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolutions (2) <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	113 of 291	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A TECHNICAL SERVICES AGREEMENT WITH D.W. NICHOLSON CORPORATION FOR ON-CALL MECHANICAL SERVICES (FY2020-2022)

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

WHEREAS, the CIP Budget included the Regional Wastewater Treatment Facility Replacement and Rehabilitation Program (CIP 00-P026) with an annual budget of \$500,000 per year for fiscal years ending 2020 and 2021 to facilitate upgrades and improvements at the Regional Wastewater Treatment Facility that are not identified in the CIP Budget, but may be identified through the asset management program; and

WHEREAS, the CIP Budget included the Water System Replacement and Rehabilitation Program (CIP 00-W011) with an annual budget of \$300,000 per year for fiscal years ending 2020 and 2021 to facilitate upgrades and improvements at the Water and Recycled Water Distribution Facilities that are not identified in the CIP Budget, but may be identified through the asset management program; and

WHEREAS, the District requires the services of on-call contractors to ensure the operational reliability of the District's wastewater treatment plant, water distribution, and recycled water distribution systems by providing specialized equipment and labor to implement planned maintenance and as-needed emergency repair work; and

WHEREAS, on December 4, 2019, a Request for Proposals for On-Call Mechanical Services was advertised in accordance with the District's Purchasing policy, and pursuant to said advertisement, two proposals were received; and

WHEREAS, the proposal received from D.W. Nicholson Corporation meets all District requirements; and

WHEREAS, it is the intention and desire of this Board to award a technical services agreement to D.W. Nicholson Corporation for On-Call Mechanical Services in an amount not to exceed \$300,000 per fiscal year.

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:

Res. No. _____

1. That certain agreement titled "Technical Services Agreement for On-Call Mechanical Services (FYE 2020–2022)" (Exhibit "A"), by and between Dublin San Ramon Services District, a California public agency, and D.W. Nicholson Corporation 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 five years, in an amount, not to exceed \$300,000 per fiscal year, for a total contract amount not to exceed \$1,500,000.

3. The General Manager is authorized to approve the payment for services rendered by D.W. Nicolson Corporation, up to a total amount not to exceed the sum of \$1,500,000.

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



**Dublin San Ramon
Services District**
Water, wastewater, recycled water

Technical Services Agreement for On-Call Mechanical Services FYE 2020–2022

DUBLIN SAN RAMON SERVICES DISTRICT
Technical Services Agreement

Table of Contents

TECHNICAL SERVICES AGREEMENT	1
Section 1: The Agreement	1
Section 2: Time of Performance	1
Section 3: Payment	1
Section 4: Termination.....	2
 GENERAL AGREEMENT PROVISIONS	 1
1. Bonds	1
2. Insurance.....	1
3. Hold Harmless and Indemnification	3
4. Laws and Regulations.....	3
5. Permits and Licenses.....	3
6. Sales and Use Taxes	3
7. Patents and Copyrights	3
8. Termination.....	4
9. Waste Disposal.....	4
10. Additions, Deletions and Changes	4
11. Equal Opportunity Employer	5
12. Successors and Assigns	5
13. Subcontractors.....	5
14. Responsibility for the Work	5
15. Inconsistencies and Omissions	5
16. Inspection of Site(s)	5
17. Examination of Agreement.....	6
18. Waiver or Acquiescence	6
19. Liquidated Damages	6
20. Prevailing Wages.....	6
21. Safety	7
22. Differing Site Conditions	8
23. Retention	9
24. Dispute Resolution.....	10
25. Underground Work.....	10
26. Forms Included as Part of the Agreement	12
27. Warranty and Scheduled Maintenance	12

FORMS

- Designation of Subcontractors
- Certification of Drug-Free Workplace Requirements
- Certification of Proposers Experience and Qualifications
- Acknowledgement of Insurance & Bond Requirements
- Non-Collusion Affidavit
- Affidavit of Safety Compliance
- Bond of Faithful Performance
- Payment Bond
- Escrow Agreement for Security Deposits in Lieu of Retention
- General Liability Endorsement (Form A-1)
- Auto Liability Endorsement (Form B-1)

**DUBLIN SAN RAMON SERVICES DISTRICT
TECHNICAL SERVICES AGREEMENT**

THIS AGREEMENT for technical services is between **Dublin San Ramon Services District** ("District") and **D.W. Nicholson Corporation** ("Contractor"). Contractor's address is **24747 Clawitter Road, Hayward, CA 94545**, telephone **(510) 887-0900**, and fax number **(510) 783-9948**. Contractor is a [X] corporation, [] partnership, [] individual, having taxpayer's identification or Social Security number **94-0717674**, and professional license class and number **68847**.

Section 1: The Agreement.

District and Contractor agree that Contractor shall perform technical services for District on the terms and conditions herein set forth for On-Call Mechanical Services (FY 2020-2022). The following documents are attached hereto and are a part of this Agreement:

- Notice Inviting Proposals
- Instructions to Proposers
- Proposal Form
- Pricing Schedule
- Designation of Subcontractors
- Certification of Drug-Free Workplace Requirements
- Certification of Proposers Experience and Qualifications
- Acknowledgement of Insurance & Bond Requirements
- Non-Collusion Affidavit
- Affidavit of Safety Compliance
- Bond of Faithful Performance
- Payment Bond
- Escrow Agreement for Security Deposits in Lieu of Retention
- General Liability Endorsement (Form A-1)
- Auto Liability Endorsement (Form B-1)
- Summary of Work
- Measurement and Payment
- General Agreement Provisions

This Agreement, including said attachments, constitutes the entire agreement between the parties and supersedes any prior proposals, representations, or understandings. This Agreement may be modified only by a written amendment signed by each party.

Section 2: Time of Performance.

Unless otherwise stated in Summary of Work and Measurement and Payment, Contractor is authorized to commence performance of this Agreement upon its execution by the District and receipt of a Notice to Proceed from the District. The term of the initial contract will be from the date of its execution through June 30, 2022. The District reserves the right and the Contractor accepts the contract subject to such reservation, to extend the contract annually for two (2) one year contract extensions, in accordance with the procedures set forth in Section 01010-2.1, **Contract Terms and Duration** (i.e. through FYE 2022 (July 1, 2021 – June 30, 2022)).

Contractor shall complete all services requested by the District pursuant to this Agreement in accordance with the conditions of the General Agreement Provisions and the Specific Requirements.

Section 3: Payment.

Contractor shall, at convenient intervals not more frequently than monthly, submit itemized statements of services performed at the rates and charges in the Pricing Schedule. District shall pay for work satisfactorily

performed within thirty (30) days after receipt of a statement, less any retention withheld as specified in Summary of Work & Measurement and Payment. The total amount payable by District for Contractor's services pursuant to this Agreement shall not exceed **\$300,000** per fiscal year without the prior written approval of the District.

Section 4: Termination.

District may terminate this Agreement at any time by fifteen (15) days prior written notice to Contractor. Upon termination, District shall pay Contractor for all amounts due for service rendered up to the date of termination.

Dated: _____

DUBLIN SAN RAMON SERVICES DISTRICT

CONTRACTOR

By: _____

By: _____

Title: General Manager

Title: _____

Attest: _____

Nicole Genzale
District Secretary

GENERAL AGREEMENT PROVISIONS

1. Bonds

Unless excused by the District, the Contractor shall furnish, on forms provided by the District, a Payment Bond and a Bond of Faithful Performance, each of which shall be in an amount equal to one hundred percent (100%) of the total amount specified in Section 3 ("Payment") of this Agreement. The Bond of Faithful Performance is to secure the faithful performance of this Agreement, and the Payment Bond is to secure the payment of those to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any kind used or employed by the Contractor in performing the work. Said bonds shall be secured from a surety company satisfactory to District or shall comply with the minimum requirements specified in sections 995.610 through 995.660 of the California Code of Civil Procedure.

2. Insurance

Contractor shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Scope and Limit of Insurance:

- (a) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$5,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- (b) Automobile Liability: Insurance Services Office Form CA 0001 covering Code 1 (any auto) with limit no less than \$5,000,000 per accident for bodily injury and property damage.
- (c) Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.
- (d) Contractor's Pollution Legal Liability: and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

The insurance policies are to contain, or to be endorsed to contain, the following provisions:

- (a) Additional Insured Status: The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if a later revisions used).
- (b) Primary Coverage: For any claims related to this project, the Contractor's insurance coverage shall be primary insurance at least as broad as ISO CG 20 01 04 13 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- (c) Notice of Cancellation: Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the District.
- (d) Waiver of Subrogation: Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may require from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Contractor, its employees, agents and subcontractors.
- (e) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either: the Contractor shall cause the insurer to reduce or eliminate such self-insured retentions as respects the Districts, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District.
- (f) Acceptability of Insurers: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the District.
- (g) Verification of Coverage: Contractor shall furnish the District with original Certificates of Insurance including all required and amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to District before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- (h) Special Risks or Circumstances: The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

3. Hold Harmless and Indemnification

To the extent permitted by law, the Contractor shall hold harmless the District, its officers, agents and employees from, and indemnify and defend them against any liability, claim or loss for damage to any property or injury to or death of any person or persons in any case arising from or connected with the performance of this Agreement.

4. Laws and Regulations

The Contractor shall observe and comply with all Federal, State, and local laws, ordinances, codes, orders and regulations which in any manner affect those engaged or employed on the work, materials used in the work, or the conduct of the work. If any discrepancy or inconsistency should be discovered in this Agreement in relation to any such law, ordinance, code, order, or regulation, the Contractor shall report the same in writing to the District's Contract Administrator. The Contractor shall indemnify, hold harmless and defend the District, its officers, agents and employees, against all claims or liability arising from violation of any such law, ordinance, code, order, or regulation, whether by the Contractor, the Contractor's employees, or its subcontractors. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

The Contractor or subcontractor offers and agrees to assign to the District all rights, title and interest in, and 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, services or materials pursuant to this Agreement. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

5. Permits and Licenses

Unless otherwise provided, the Contractor shall obtain at his own expense all permits and licenses or property used in connection with the work, including all safety permits for excavations, tunneling, trenches, construction (building structure, scaffolding, or falsework) and demolition required by CAL/OSHA including but not limited to, the permits required by Labor Code Section 6500, and shall pay all taxes properly assessed against his/her equipment or property used in connection with the work. The Contractor shall possess a current and valid State of California Contractor's License/endorsement, and shall not employ any subcontractors that are not properly licensed in accordance with State law, or change any subcontractors listed in this Agreement without the consent of the District using the procedures set forth in Public Contract Code 4100 et. seq.

6. Sales and Use Taxes

The Contractor shall pay all sales and use taxes assessed by Federal, State, or local authorities on parts and materials furnished by the Contractor in the performance of the work.

7. Patents and Copyrights

The Contractor shall defend, indemnify, and save harmless the District, its officers, agents and employees against all claims or liability arising from the use of any patented or copyrighted design, device, material, or process used by Contractor or any subcontractors in the performance of the work.

8. Termination

If any or all services to be performed under this Agreement are abandoned by the Contractor, or if the District determines that the schedule of service is not being maintained, or that the Contractor is violating any of the conditions or provisions of this Agreement or failing to provide a consistently high level of service; and if the Contractor fails to remedy such default within three (3) days after receipt of written notice of such default, or, within three (3) days after receipt of District's written consent to such longer period to remedy such default, fails to provide satisfactory evidence that such default will be promptly corrected, the District may, at its sole election, choose to terminate any or all portions of this Agreement, or withhold any amounts otherwise due under this Agreement. Thereupon, the District will have the right to complete such service by whatever method the District deems expedient. Any additional expense for completing such service shall be chargeable to the Contractor.

Additionally, the District may, at its option, terminate this Agreement in whole or in part, at any time, by written fifteen (15) day notice thereof to the Contractor, whether or not the Contractor is in default. Upon such termination, the Contractor shall waive any claims for damages, including loss of anticipated profits on account thereof.

9. Waste Disposal

The Contractor shall properly transport and dispose of all waste, including hazardous wastes, generated by these activities. Copies of proper disposal documentation must be maintained by the Contractor and submitted to District on demand.

10. Additions, Deletions and Changes

The District reserves the right to add, delete, or change the scope of work under this Agreement and may do so upon giving written notice to the Contractor. To the extent possible, payment will be made at the unit price set forth in Pricing Schedule. If other changes cause an increase or a reduction in the costs of this Agreement, the parties shall attempt to negotiate an equitable adjustment based upon an acceptable lump sum proposal from the Contractor. Any agreed upon adjustment to the prices shall be incorporated in a written Change Order issued by the District, which shall be written so as to indicate an acceptance on the part of the Contractor as evidenced by its signature. By signature of the Change Order, the Contractor acknowledges that the adjustments to cost and time contained in the Change Order are in full satisfaction and accord, payment in full, and so waives any right to claim any further cost and time impacts at any time during and after completion of this Agreement for the changes encompassed by the Change Order.

If the parties cannot agree on a lump sum adjustment, the Contractor shall proceed to do the additional work on a "force account" or time and expense basis, that is, on an accounting of the Contractor's forces, materials, equipment, and other items of cost as required and used to do the work. For the work performed, payment will be made for the documented actual cost of the following:

- (a) Direct labor cost for workers, who are directly assigned to the force account work, including wages, fringe benefits, if any (as established by negotiated labor agreements or State prevailing wages), and a labor surcharge of thirty percent (30%) for all other fixed labor burdens such as workers' compensation and labor insurance, and labor taxes.
- (b) Material delivered and used on the designated work, including sales tax, if paid for by the Contractor or its subcontractor.
- (c) Equipment rental, for those days or hours during which the equipment is in actual use based on actual rental and transportation invoices.

A fixed fee not to exceed ten percent (10%) of the costs of Items (a), (b), and (c) above covering the cost of general supervision, overhead, profit, bond, insurance, and any other general expenses.

11. Equal Opportunity Employer

The District is committed to equal employment opportunities. The District encourages the consideration and utilization of minority and women-owned businesses.

12. Successors and Assigns

Contractor shall not assign, sell, sublet, or subcontract all or any portion of this Agreement or any personal interest herein or any property, real or personal, used hereunder, without the prior written consent of the District. No assignments by Contractor shall be effective until the assignee shall, in writing, agree to assume and fully perform all of the terms and provisions of this Agreement.

13. Subcontractors

Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the District. The persons engaged in the work, including employees of subcontractors and suppliers, will be considered employees of the Contractor. The Contractor will be responsible for their work and their work shall be subject to the provisions of this Agreement. The Contractor is fully responsible to the District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, just as the Contractor is fully responsible for the acts and omissions of persons directly employed by the Contractor.

14. Responsibility for the Work

Until completion and acceptance of the work, the Contractor shall have the charge and care of the work and of the materials to be used therein and shall bear the risk of injury, loss, or damage, to any part thereof from any other cause, whether or not arising from the non-execution of the work. The Contractor shall rebuild, repair, restore, and make good all injuries, losses, or damages to any portion of the work or the materials occasioned by any cause before its acceptance and shall bear the expense thereof, except for such injuries, losses, or damages as are directly and approximately caused by acts of the District.

15. Inconsistencies and Omissions

Where this Agreement describes portions of the work in general terms but not in complete detail, it is understood that only the best general practice is to prevail and that only materials and workmanship of the first quality are to be used. Unless otherwise specified, the Contractor shall furnish tools, equipment, and incidentals, and do all the work necessary to complete the work in a satisfactory and workmanlike manner.

Unless specifically noted otherwise, this Agreement and all Attachments are intended to be complementary and applicable to each other.

In resolving inconsistencies among two or more portions of this Agreement and/or the Attachments, the most stringent requirements shall apply.

16. Inspection of Site(s)

The information provided by the District is not intended to be a substitute for, or a supplement to, the independent verification by the Contractor to the extent such independent investigation of site conditions is deemed necessary or desirable by the Contractor. The Contractor is required to satisfy itself, by personal examination of the site(s) of the work or by such other means as they may prefer, of the location and of the

actual conditions at the site(s) of work. If, during the course of its examination, the Contractor finds facts or conditions which appear to be in conflict with the letter or spirit of this Agreement, bidding/proposal documents, the Contractor shall report the conflict in writing, to the District's Contract Administrator, within a reasonable time before submitting its bid/proposal.

The submission of a bid/proposal shall constitute conclusive evidence that, if awarded this Agreement, the Contractor is relying on its own examination of the site(s) of the work, including existing facilities and conditions to be encountered on and in the vicinity of the site(s).

17. Examination of Agreement

The Contractor shall thoroughly examine and be familiar with this Agreement before submitting its proposal. Any inconsistencies or omissions found in this Agreement and/or Attachments shall be reported to the District's Contract Administrator, who will clarify discrepancies or omissions, in writing, within a reasonable time.

The submission of a bid/proposal shall constitute an acknowledgment, upon which the District may rely, that the Contractor has thoroughly examined and is familiar with this Agreement, with the character, quality and scope of the work to be constructed under this Agreement, including the quality and quantity of the materials and services to be furnished, and all other requirements of this Agreement. The Contractor's failure or neglect to examine and become familiar with this Agreement, shall in no way relieve it from any obligation with respect to its proposal or to this Agreement, and no claim for additional compensation will be allowed which is based upon a lack of knowledge or misinterpretation of any portion of this Agreement.

18. Waiver or Acquiescence

No action or failure to act by the District's Contract Administrator or anyone else acting for the District shall constitute a waiver of any right or duty afforded under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

19. Liquidated Damages

It is agreed by the parties to this Agreement that time is of the essence in the completion of this work, and that in case all the work called for under this Agreement, or such portion thereof as may be designated by the District's Contract Administrator, is not completed before the date specified in Section 2 ("Time of Performance") of this Agreement or such earlier date as may be specified by the District's Contract Administrator, or each District facility affected by the work is not restored to full service within the period specified by the District's Contract Administrator for that facility, damage will be sustained by the District. As it is impracticable to determine the actual delay damage; it is, therefore, agreed that the Contractor shall pay liquidated damages to the District in the amount set forth in Section 2 of this Agreement. Contractor further agrees that if such liquidated damages are not promptly paid, the District may deduct the amount thereof from any moneys due, or that may become due, the Contractor under this Agreement.

20. Prevailing Wages

If any personnel of Contractor or any subcontractor of any tier performs work under this Agreement for which prevailing wages are required to be paid as determined by the Director of the Department of Industrial Relations, Consultant or such subcontractor shall pay the prevailing wage for such work and shall comply with all applicable provisions of the California Labor Code Section relating to public works (Section 1720 and following).

21. Safety

To protect the public's safety as well as the safety of their employees, the District's employees, and all persons at or on the site(s) of work, the Contractor and its subcontractors shall take all measures required to comply with all applicable Federal, State, County, and local laws, ordinances, codes, and regulations, including but not limited to, providing protection barriers and barricades, and signs. The Contractor shall be solely and completely responsible for performing all work under this Agreement so as to protect the safety of all persons and property at or near any site(s) of the work. The Contractor shall continually and diligently inspect all work, materials and equipment to discover, and shall be solely responsible for discovery and correction of, such conditions which might cause bodily harm to persons or damage to property. These requirements shall apply twenty-four (24) hours per day continuously during the term of this Agreement and shall not be limited to normal working hours. The District shall not be responsible in any way for the methods selected by the Contractor in discharging its exclusive responsibility for safety of its work hereunder.

The Contractor shall perform all work in a fire-safe manner. He shall supply and maintain on the site adequate fire-fighting equipment capable of extinguishing incipient fires. The Contractor shall comply with applicable Federal, local, and State fire-prevention regulations, or, if these regulations do not apply, applicable parts of the National Fire Prevention Standards for Safeguarding Building Construction Operations (NFPA No. 241).

In the event of any spill or other release to the environment of any regulated chemical in any physical form that occurs on or immediately adjacent to the site(s) and arises from work under this Agreement, the Contractor shall immediately notify the District. The Contractor shall be responsible for all costs that result from any chemical spill or other release caused by the Contractor including, but not limited to containment, control, and disposal, and any fines or other damages lawfully assessed against the Contractor or the District.

The Contractor shall cooperate fully with District personnel while working within the scope of this Agreement.

The Contractor shall support a drug-and-alcohol free workplace. The unlawful use, possession, or distribution of a controlled substance within the site(s) of any work will not be tolerated. Employees of Contractor and subcontractors are prohibited from being under the influence of alcohol within the site(s) of any work. The Contractor shall be responsible for initiating, maintaining, and supervising safety and anti-substance abuse programs in connection with the work.

If the work to be performed under this contract involves confined space work, the Contractor shall prepare confined space operating and rescue procedures fully complying with the applicable provisions of Section 5158, Title 8, California Code of Regulations and shall submit the procedures to the District. The Contractor shall be fully responsible for the adequacy of the procedures. The District shall neither review nor accept the procedures, and the sole purpose of submitting the procedures is to advise the District that such procedures have been prepared.

To the extent required by Labor Code Section 6401.7, Contractor shall establish, implement, and maintain a written injury prevention program, and shall take all actions necessary to comply with all provisions thereof before proceeding with any work under this Agreement, including but not limited to furnishing and maintaining all safety equipment, test equipment, and safety apparel applicable to the work, enforcing the use of such equipment by its employees and the employees of any of its subcontractors, and furnishing all items necessary for giving first aid and other medical treatment to anyone injured at any site(s) of work, and shall provide for the immediate removal of such person to a hospital or a doctor's care.

If death or serious injuries or illness, or serious damages are caused, the accident or illness shall be reported immediately by telephone or messenger to the District. In addition, the Contractor must promptly report in writing to the District, all accidents whatsoever arising out of, or in connection with, the performance of the work whether on, or adjacent to, the site(s), giving full details and statements of witnesses. The Contractor shall

make all reports as are, or may be, required by any authority having jurisdiction, and permit all safety inspections of the work being performed under this Agreement. If a claim is made by anyone against the Contractor or any subcontractor on account of any accident, the Contractor shall promptly report the facts in writing to the District, giving full details of the claim.

22. Differing Site Conditions

Pursuant to Public Contract Code Section 7104, the Contractor shall promptly, and before such conditions are disturbed, notify the District, in writing, of any:

- (a) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
- (b) Subsurface or latent physical conditions at the site differing from those indicated.
- (c) Unknown physical conditions at the site of any unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Agreement.

In addition to giving written notice as described above upon encountering material that the Contractor believes may be "hazardous waste" as defined above, Contractor also shall immediately stop all work to any area affected by said material, if continuing work may present a substantial danger to persons or property exposed to the materials in connection with any work at the site. These obligations pertaining to "hazardous waste" shall apply only to such "hazardous waste" not shown or indicated in this Agreement documents to be within the scope of work.

The District, or the Contractor, if the District so directs in its sole discretion, shall promptly investigate the conditions, determine the necessity to retain a qualified expert to evaluate such hazardous condition, and/or to take corrective action, if necessary, and if the District finds that the conditions do materially differ, or do involve hazardous waste, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work, the District shall cause to be issued a change order.

Contractor shall not be required to resume work in connection with such hazardous condition identified in this Agreement documents, or in any such affected area until after District has obtained any required permits related thereto and delivered to Contractor special written notice: (i) specifying that such condition and any affected area is or has been rendered safe for the resumption of work, or (ii) specifying any special conditions under which such work may be resumed safely.

In the event that a dispute arises between the District and the Contractor whether the conditions materially differ, or involve hazardous waste (other than that shown or indicated in the Agreement documents), or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by this Agreement, but shall proceed with all work to be performed under this Agreement provided that, if after receipt of the special written notice described above in this paragraph 22, Contractor does not agree to resume such work based upon a reasonable belief that it is unsafe to do so, or does not agree to resume such work under the special conditions specified in said special written notice, the District may at its sole election order the portion of the work affected by said hazardous waste to be deleted from the work, and the District may thereupon have the portion of the work so deleted performed by District's own forces or by separate Agreement(s). The Contractor shall retain any and all rights provided either by Agreement or by law which pertain to the resolution of disputes and protests between the contracting parties.

No claim of the Contractor under this clause (or otherwise under this Agreement) shall be allowed unless the Contractor has given written notice of its intention to make claim (which shall be labeled "Notice of Potential Claim") before beginning any work that it contends is not required under this Agreement, or in within five (5) days of receipt of a decision of the District rejecting the Contractor's request for additional compensation or a time extension. Such Notice of Potential Claim shall state the circumstances and the reasons for the claim, but need not state the amount.

It is agreed that unless such notice is properly given, the Contractor shall not recover costs incurred by it as a result of the alleged extra work, changed work, or other situation which, had proper notice been given, would have given rise to a right for additional compensation. The Contractor should understand that timely notice of potential claim is of great importance to the District, and is not merely a formality. Such notice allows the District to consider preventative action, to monitor the Contractor's increased costs resulting from the situation, to marshal facts, and to plan its affairs.

In addition, the Contractor shall keep accurate records of its costs, and shall submit to the District on a weekly basis, a daily summary of the hours and classification of equipment and labor utilized on the disputed work, as well as a summary of any materials or any specialized services which are used and for which compensation is being sought. Within thirty (30) days after incurring the last cost for work for which the Contractor contends it is due additional compensation, the Contractor shall submit to the District, as best it is able, its costs itemized in detail incurred for the claimed matter.

Should either party to this Agreement bring legal action against the other, the case shall be handled in the California county where the work is being performed.

The Contractor shall cooperate with forces engaged in sampling, investigation, and clean-up work pertaining to hazardous waste (whether or not said hazardous waste is shown or indicated in the Agreement documents) and shall conduct its operations in such a manner as to avoid any unnecessary delay or hindrance to the work being performed by such forces.

The District shall not be responsible for any such materials brought to the site by the Contractor, subcontractors, suppliers, or anyone else for whom the Contractor is responsible.

23. Retention

As specified in Public Contract Code Section 9203, District will deduct and retain five percent (5%) from each progress payment, if any, and will retain such amounts in accordance therewith as part security for the satisfactory and timely completion of the work until release thereof is required under Public Contract Code Section 7109.

In addition to the amount which the District may otherwise retain under this Agreement, the District may withhold a sufficient amount or amounts of any payment or payments otherwise due the Contractor, as in its judgment may be necessary to cover just claims against the Contractor or any subcontractor for labor or materials furnished for the performance of this Agreement, damage to the District or a third party, and any costs or penalties imposed because of the failure of the Contractor or any subcontractor to comply with environmental, labor, employee safety, or any other regulatory requirements. When the above reasons for withholding are resolved, payment may be made to the Contractor for amounts withheld less any District incurred expenses.

- (a) Pursuant to Public Contract Code Section 22300, for moneys earned by the Contractor and withheld by the District to ensure the performance of this Agreement or otherwise as provided above, the Contractor may, at their option, choose to substitute securities, meeting the requirements of said Section 22300. In the event the Contractor wishes to choose this option, the Contractor shall enter

into an escrow agreement with the District and the escrow agent, a qualified bank to be acceptable to the District, in the form of the agreement included in the project specifications. The costs of such escrow shall be paid by the Contractor. The securities to be deposited in said escrow account shall be equivalent, in fair market value, to the amount to be withheld as performance retention. The securities shall be held in accordance with the provisions of Public Contract Code Section 22300, and the implementing agreement.

- (b) Contractor shall have the obligation of ensuring that such securities deposited are sufficient so as to maintain, in total fair market value, an amount equal to the cash amount of the sums to be withheld under this Agreement. If, upon written notice from the District, or from the appropriate escrow agent, indicating that the fair market value of the securities has dropped below the dollar amount of moneys to be withheld by the District to ensure performance, Contractor shall, within five (5) days of the date of such notice, post additional securities as necessary to ensure that the total fair market value of all such securities held by the District, or in escrow, is equivalent to the amount of money to be withheld by the District under this Agreement.
- (c) If Contractor wishes to exercise this option, it shall, at the request of any subcontractor performing more than five percent (5%) of the Contractor's total bid/proposal price, make this same option available to the subcontractor regarding any moneys withheld in retention by the Contractor, and if the Contractor elects to receive interest on any moneys withheld in retention by the District, then the subcontractor shall receive the identical rate of interest on any retention moneys withheld from the subcontractor by the Contractor. In addition, if Contractor wishes to exercise its option to substitute securities, it shall give notice in writing to District, and shall thereafter execute an escrow agreement in the form entitled **ESCROW AGREEMENT FOR SECURITY DEPOSITS IN LIEU OF RETENTION**.

24. Dispute Resolution

Under Public Contract Code Section 20104, where claims cannot be resolved between the parties, claims for Three Hundred Seventy-Five Thousand Dollars (\$375,000) or less shall be resolved pursuant to the provisions of that code section.

Unless this Agreement provides otherwise, all claims, counterclaims, disputes, and other matters in question between the District and the Contractor that are not resolved between the District and the Contractor, and are not governed by Public Contract Code 20104, shall be decided by a court of competent jurisdiction unless arbitration is mutually agreeable to both parties. Should either party to this Agreement bring legal action against the other, the case shall be handled in the California county where the work is being performed.

25. Underground Work

The following provisions will govern any underground work under this Agreement.

- (a) For each excavation five (5) feet or more in depth, Contractor shall provide shoring, bracing, sloping, or make other provisions in accordance with Labor Code Section 6705, to protect workers from hazard of caving ground during such excavation. In addition, the Contractor shall submit, sufficiently in advance of excavation to permit review by the District, detailed plans showing the design of the provisions to be made for worker protection from hazard of caving ground during such excavation. If such plans vary from the shoring system standards set forth in the Construction Safety Orders in Title 8, California Code of Regulations, the plans shall be prepared and signed by a registered civil or structural engineer. Shoring, bracing, sloping, or other protective system shall not be less effective than required by the California Construction Safety Orders, and shall be accepted by the District before excavation may begin. The Contractor shall designate in writing to the District's Construction Administrator the "competent person" with the authority and responsibilities designed in the

Construction Safety Orders. By submitting its plan, the Contractor warrants that its actions pursuant thereto shall not impose tort liability on the District, its consultants, and their respective employees, agents.

- (b) As required under Government Code Sections 4216 to 4216.9, the Contractor shall notify the appropriate regional notification center of all excavations. The Contractor shall contact Underground Service Alert at 1-800-642-2444 for the location of underground facilities. At least two (2) days before performing any excavation work, the Contractor shall request the owners of underground facilities to mark or otherwise indicate the location thereof. Contractor shall furnish to the Construction Administrator written documentation of its contact(s) with Underground Service Alert and of its contact(s) with such owners requesting them to mark or otherwise indicate the location of their respective facilities.
- (c) It shall be the Contractor's responsibility to determine the exact location and depth of all underground facilities, including service connections, which have been marked by the respective owners, and which Contractor believes may affect or be affected by Contractor's operations. The Contractor assumes responsibility for the removal, relocation, or protection of existing underground facilities wherein said facilities are correctly marked and/or delineated with reasonable accuracy on District's plans, and other underground facilities apparent from visual inspection of the site or which can be inferred from the presence of other visible facilities such as buildings, meters, junction boxes, etc., on or adjacent to the construction site. The Contractor shall coordinate with the owner of underground facilities for the rearrangement thereof. Full compensation for such work shall be considered as included in the price specified in Section 3 ("Payment") of this Agreement. Temporary or permanent relocation or alteration of underground facilities desired by the Contractor for its own convenience shall be the Contractor's responsibility and it shall make arrangements and bear all costs.
- (d) The Contractor shall immediately notify the District and the owner of any underground facility that it has damaged. The Contractor shall be responsible for the cost of repairing and/or relocating damaged utility mains and other underground facilities correctly marked and/or delineated with reasonable accuracy on District's plans, and other facilities apparent from visual inspection of the site or which can be inferred from the presence of other visible facilities. In the event that underground facilities are found that are not shown in the District's plans or are found to exist in a substantially different location than shown in the District's plans, the Contractor shall immediately: (1) notify the District in writing of the existence of said facilities; and (2) take steps to ascertain the exact location thereof prior to doing any further work that may damage such facilities. The Contractor shall be entitled to compensation for the costs of locating, repairing damage not due to the failure of the Contractor to exercise reasonable care, and removing or relocating facilities other than those for which the Contractor is the responsible party under the preceding paragraph.
- (e) The right is reserved to the District and the owners of underground facilities or their authorized agents to enter upon the work area for the purpose of making such changes as are necessary for the rearrangement of their facilities or for making necessary connections or repairs thereto. The Contractor shall cooperate with such forces so as to allow the respective owners sufficient time to relocate their underground facilities. Except where the owner of a damaged underground facility or installation has advised that it intends to repair the damage through its own forces or forces that it will retain or has retained, Contractor shall, within twenty four (24) hours of receipt from the District of notice to commence correction of damage, notify the District, in writing, if Contractor intends to repair the damage. The Contractor's failure to provide timely written notification that it intends to repair the damage shall be deemed its agreement that the District may repair the damage at Contractor's expense without further notice and without prejudice to any other remedy available to District.

26. Forms Included as Part of the Agreement

- (a) Designation of Subcontractors (submitted with bid)
- (b) Certification of Drug-Free Workplace Requirements (submitted with bid)
- (c) Certification of Proposers Experience and Qualifications (submitted with bid)
- (d) Acknowledgement of Insurance & Bond Requirements (submitted with bid)
- (e) Non-Collusion Affidavit (submitted with bid)
- (f) Affidavit of Safety Compliance (submitted with bid)
- (g) Bond of Faithful Performance
- (h) Payment Bond
- (i) Escrow Agreement for Security Deposits in Lieu of Retention
- (j) General Liability Endorsement (Form A-1)
- (k) Auto Liability Endorsement (Form B-1)

The Proposed Subcontractor's Form, General Liability Endorsement and Auto Liability Endorsement shall be completed and submitted with this Agreement. The Contractor will be required to complete and submit the Bond of Faithful Performance, Payment Bond, and Workers' Compensation Insurance Certificate within ten (10) days of award of this Agreement, and before any work starts under the terms of this Agreement.

27. Warranty and Scheduled Maintenance

The Contractor hereby agrees to make, at its own expense, all repairs or replacements necessitated by defects in materials or workmanship, in those components provided, installed, replaced and/or modified by the Contractor, and pay for any damage to other works resulting from such defects, which becomes evident within one(1) year(s) after the date of acceptance of installation work, or within such longer period of time as may be prescribed by law or by the terms of any applicable special guarantee required by this Agreement. This warranty shall include all parts and labor and the performance of all manufacturers' recommended maintenance. This in no way shall limit, amend or reduce any manufacturer's warranty. The Contractor further assumes responsibility for a similar guarantee for all work and materials provided by subcontractors. This warranty shall not apply to existing equipment that was not modified or significantly adjusted so as to change its operation. The Contractor also agrees to indemnify, defend and hold the District harmless from liability of any kind arising from damage due to covered defects.

Prior to the final acceptance of installation work, the Contractor shall provide phone numbers for around-the-clock notification of the need for emergency service repairs, a schedule showing specific dates for routine maintenance service calls, and shall execute and submit a completed Warranty Form in the format approved by the District.

The Contractor shall respond within two (2) hours of District's emergency service call and shall provide on-site troubleshooting services within twenty-four (24) hours after receipt of notice from the District, and promptly make all repairs arising out of defective materials, workmanship, or equipment. In the event that a service response does not occur within two (2) hours, or troubleshooting services are not on-site twenty-four (24) hours, or diligent efforts are not made to effect repairs, the District will notify the Contractor (by email, phone, voice mail, and fax if no representative is available) of its intent to secure another service provider. Thereafter, the District is authorized to make such repairs, and the Contractor and his Surety shall be liable for the cost thereof. In case of emergency, where, in the opinion of the District, delay could cause serious loss or damage, repairs may be made without notice being sent to the Contractor, and the expense in connection therewith shall be charged to the Contractor, and his Surety shall be liable for the cost thereof.

The Contractor shall direct all of its equipment suppliers and/or manufacturers to promptly provide to it and to the District any and all information concerning product defects or other problems and shall promptly forward to the District any such information received, whether before, during, or after the warranty period.

Prior to the expiration of the warranty period, the District reserves the right to hold a meeting and require the attendance of the Contractor. The purpose of the meeting is to review warranties, bonds, and maintenance requirements, and determine required repair or replacement of defective items.

***** END OF ATTACHMENT *****

FORMS

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A TECHNICAL SERVICES AGREEMENT WITH GSE CONSTRUCTION COMPANY, INC. FOR ON-CALL MECHANICAL SERVICES (FY2020–2022)

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

WHEREAS, the CIP Budget included the Regional Wastewater Treatment Facility Replacement and Rehabilitation Program (CIP 00-P026) with an annual budget of \$500,000 per year for fiscal years ending 2020 and 2021 to facilitate upgrades and improvements at the Regional Wastewater Treatment Facility that are not identified in the CIP Budget, but may be identified through the asset management program; and

WHEREAS, the CIP Budget included the Water System Replacement and Rehabilitation Program (CIP 00-W011) with an annual budget of \$300,000 per year for fiscal years ending 2020 and 2021 to facilitate upgrades and improvements at the Water and Recycled Water Distribution Facilities that are not identified in the CIP Budget, but may be identified through the asset management program; and

WHEREAS, the District requires the services of on-call contractors to ensure the operational reliability of the District’s wastewater treatment plant, water distribution, and recycled water distribution systems by providing specialized equipment and labor to implement planned maintenance and as-needed emergency repair work; and

WHEREAS, on December 4, 2019, a Request for Proposals for On-Call Mechanical Services was advertised in accordance with the District’s Purchasing policy, and pursuant to said advertisement, two proposals were received; and

WHEREAS, the proposal received from GSE Construction Company, Inc. meets all District requirements; and

WHEREAS, it is the intention and desire of this Board to award a technical services agreement to GSE Construction Company, Inc. for On-Call Mechanical Services in an amount not to exceed \$300,000 per fiscal year.

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:

Res. No. _____

1. That certain agreement titled "Technical Services Agreement for On-Call Mechanical Services (FYE 2020–2022)" (Exhibit "A"), by and between Dublin San Ramon Services District, a California public agency, and GSE 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 five years, in an amount, not to exceed \$300,000 per fiscal year, for a total contract amount not to exceed \$1,500,000.

3. The General Manager is authorized to approve the payment for services rendered by GSE Construction Company, Inc., up to a total amount not to exceed the sum of \$1,500,000.

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



**Dublin San Ramon
Services District**
Water, wastewater, recycled water

Technical Services Agreement for On-Call Mechanical Services FYE 2020–2022

DUBLIN SAN RAMON SERVICES DISTRICT
Technical Services Agreement

Table of Contents

TECHNICAL SERVICES AGREEMENT	1
Section 1: The Agreement	1
Section 2: Time of Performance	1
Section 3: Payment	1
Section 4: Termination.....	2
 GENERAL AGREEMENT PROVISIONS	 1
1. Bonds	1
2. Insurance.....	1
3. Hold Harmless and Indemnification	3
4. Laws and Regulations.....	3
5. Permits and Licenses.....	3
6. Sales and Use Taxes	3
7. Patents and Copyrights	3
8. Termination.....	4
9. Waste Disposal.....	4
10. Additions, Deletions and Changes	4
11. Equal Opportunity Employer	5
12. Successors and Assigns	5
13. Subcontractors.....	5
14. Responsibility for the Work	5
15. Inconsistencies and Omissions	5
16. Inspection of Site(s)	5
17. Examination of Agreement.....	6
18. Waiver or Acquiescence	6
19. Liquidated Damages	6
20. Prevailing Wages.....	6
21. Safety	7
22. Differing Site Conditions	8
23. Retention	9
24. Dispute Resolution.....	10
25. Underground Work.....	10
26. Forms Included as Part of the Agreement	12
27. Warranty and Scheduled Maintenance	12

FORMS

- Designation of Subcontractors
- Certification of Drug-Free Workplace Requirements
- Certification of Proposers Experience and Qualifications
- Acknowledgement of Insurance & Bond Requirements
- Non-Collusion Affidavit
- Affidavit of Safety Compliance
- Bond of Faithful Performance
- Payment Bond
- Escrow Agreement for Security Deposits in Lieu of Retention
- General Liability Endorsement (Form A-1)
- Auto Liability Endorsement (Form B-1)

**DUBLIN SAN RAMON SERVICES DISTRICT
TECHNICAL SERVICES AGREEMENT**

THIS AGREEMENT for technical services is between **Dublin San Ramon Services District** ("District") and **GSE Construction Company, Inc.** ("Contractor"). Contractor's address is **7633 Southfront Road, Suite 160, Livermore, CA 94551**, telephone **(925) 447-0292**, and fax number **(925) 447-0962**. Contractor is a [X] corporation, [] partnership, [] individual, having taxpayer's identification or Social Security number **94-2667247**, and professional license class and number **401498**.

Section 1: The Agreement.

District and Contractor agree that Contractor shall perform technical services for District on the terms and conditions herein set forth for On-Call Construction Repair – Mechanical Services (FY 2020-2022). The following documents are attached hereto and are a part of this Agreement:

- Notice Inviting Proposals
- Instructions to Proposers
- Proposal Form
- Pricing Schedule
- Designation of Subcontractors
- Certification of Drug-Free Workplace Requirements
- Certification of Proposers Experience and Qualifications
- Acknowledgement of Insurance & Bond Requirements
- Non-Collusion Affidavit
- Affidavit of Safety Compliance
- Bond of Faithful Performance
- Payment Bond
- Escrow Agreement for Security Deposits in Lieu of Retention
- General Liability Endorsement (Form A-1)
- Auto Liability Endorsement (Form B-1)
- Summary of Work
- Measurement and Payment
- General Agreement Provisions

This Agreement, including said attachments, constitutes the entire agreement between the parties and supersedes any prior proposals, representations, or understandings. This Agreement may be modified only by a written amendment signed by each party.

Section 2: Time of Performance.

Unless otherwise stated in Summary of Work and Measurement and Payment, Contractor is authorized to commence performance of this Agreement upon its execution by the District and receipt of a Notice to Proceed from the District. The term of the initial contract will be from the date of its execution through June 30, 2022. The District reserves the right and the Contractor accepts the contract subject to such reservation, to extend the contract annually for two (2) one year contract extensions, in accordance with the procedures set forth in Section 01010-2.1, **Contract Terms and Duration** (i.e. through FYE 2022 (July 1, 2021 – June 30, 2022)).

Contractor shall complete all services requested by the District pursuant to this Agreement in accordance with the conditions of the General Agreement Provisions and the Specific Requirements.

Section 3: Payment.

Contractor shall, at convenient intervals not more frequently than monthly, submit itemized statements of services performed at the rates and charges in the Pricing Schedule. District shall pay for work satisfactorily

performed within thirty (30) days after receipt of a statement, less any retention withheld as specified in Summary of Work & Measurement and Payment. The total amount payable by District for Contractor's services pursuant to this Agreement shall not exceed **\$300,000** per fiscal year without the prior written approval of the District.

Section 4: Termination.

District may terminate this Agreement at any time by fifteen (15) days prior written notice to Contractor. Upon termination, District shall pay Contractor for all amounts due for service rendered up to the date of termination.

Dated: _____

DUBLIN SAN RAMON SERVICES DISTRICT

CONTRACTOR

By: _____

By: _____

Title: General Manager

Title: _____

Attest: _____

Nicole Genzale
District Secretary

GENERAL AGREEMENT PROVISIONS

1. Bonds

Unless excused by the District, the Contractor shall furnish, on forms provided by the District, a Payment Bond and a Bond of Faithful Performance, each of which shall be in an amount equal to one hundred percent (100%) of the total amount specified in Section 3 ("Payment") of this Agreement. The Bond of Faithful Performance is to secure the faithful performance of this Agreement, and the Payment Bond is to secure the payment of those to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any kind used or employed by the Contractor in performing the work. Said bonds shall be secured from a surety company satisfactory to District or shall comply with the minimum requirements specified in sections 995.610 through 995.660 of the California Code of Civil Procedure.

2. Insurance

Contractor shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Scope and Limit of Insurance:

- (a) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$5,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- (b) Automobile Liability: Insurance Services Office Form CA 0001 covering Code 1 (any auto) with limit no less than \$5,000,000 per accident for bodily injury and property damage.
- (c) Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.
- (d) Contractor's Pollution Legal Liability: and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

The insurance policies are to contain, or to be endorsed to contain, the following provisions:

- (a) Additional Insured Status: The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if a later revisions used).
- (b) Primary Coverage: For any claims related to this project, the Contractor's insurance coverage shall be primary insurance at least as broad as ISO CG 20 01 04 13 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- (c) Notice of Cancellation: Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the District.
- (d) Waiver of Subrogation: Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may require from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Contractor, its employees, agents and subcontractors.
- (e) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either: the Contractor shall cause the insurer to reduce or eliminate such self-insured retentions as respects the Districts, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District.
- (f) Acceptability of Insurers: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the District.
- (g) Verification of Coverage: Contractor shall furnish the District with original Certificates of Insurance including all required and amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to District before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- (h) Special Risks or Circumstances: The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

3. Hold Harmless and Indemnification

To the extent permitted by law, the Contractor shall hold harmless the District, its officers, agents and employees from, and indemnify and defend them against any liability, claim or loss for damage to any property or injury to or death of any person or persons in any case arising from or connected with the performance of this Agreement.

4. Laws and Regulations

The Contractor shall observe and comply with all Federal, State, and local laws, ordinances, codes, orders and regulations which in any manner affect those engaged or employed on the work, materials used in the work, or the conduct of the work. If any discrepancy or inconsistency should be discovered in this Agreement in relation to any such law, ordinance, code, order, or regulation, the Contractor shall report the same in writing to the District's Contract Administrator. The Contractor shall indemnify, hold harmless and defend the District, its officers, agents and employees, against all claims or liability arising from violation of any such law, ordinance, code, order, or regulation, whether by the Contractor, the Contractor's employees, or its subcontractors. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

The Contractor or subcontractor offers and agrees to assign to the District all rights, title and interest in, and 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, services or materials pursuant to this Agreement. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

5. Permits and Licenses

Unless otherwise provided, the Contractor shall obtain at his own expense all permits and licenses or property used in connection with the work, including all safety permits for excavations, tunneling, trenches, construction (building structure, scaffolding, or falsework) and demolition required by CAL/OSHA including but not limited to, the permits required by Labor Code Section 6500, and shall pay all taxes properly assessed against his/her equipment or property used in connection with the work. The Contractor shall possess a current and valid State of California Contractor's License/endorsement, and shall not employ any subcontractors that are not properly licensed in accordance with State law, or change any subcontractors listed in this Agreement without the consent of the District using the procedures set forth in Public Contract Code 4100 et. seq.

6. Sales and Use Taxes

The Contractor shall pay all sales and use taxes assessed by Federal, State, or local authorities on parts and materials furnished by the Contractor in the performance of the work.

7. Patents and Copyrights

The Contractor shall defend, indemnify, and save harmless the District, its officers, agents and employees against all claims or liability arising from the use of any patented or copyrighted design, device, material, or process used by Contractor or any subcontractors in the performance of the work.

8. Termination

If any or all services to be performed under this Agreement are abandoned by the Contractor, or if the District determines that the schedule of service is not being maintained, or that the Contractor is violating any of the conditions or provisions of this Agreement or failing to provide a consistently high level of service; and if the Contractor fails to remedy such default within three (3) days after receipt of written notice of such default, or, within three (3) days after receipt of District's written consent to such longer period to remedy such default, fails to provide satisfactory evidence that such default will be promptly corrected, the District may, at its sole election, choose to terminate any or all portions of this Agreement, or withhold any amounts otherwise due under this Agreement. Thereupon, the District will have the right to complete such service by whatever method the District deems expedient. Any additional expense for completing such service shall be chargeable to the Contractor.

Additionally, the District may, at its option, terminate this Agreement in whole or in part, at any time, by written fifteen (15) day notice thereof to the Contractor, whether or not the Contractor is in default. Upon such termination, the Contractor shall waive any claims for damages, including loss of anticipated profits on account thereof.

9. Waste Disposal

The Contractor shall properly transport and dispose of all waste, including hazardous wastes, generated by these activities. Copies of proper disposal documentation must be maintained by the Contractor and submitted to District on demand.

10. Additions, Deletions and Changes

The District reserves the right to add, delete, or change the scope of work under this Agreement and may do so upon giving written notice to the Contractor. To the extent possible, payment will be made at the unit price set forth in Pricing Schedule. If other changes cause an increase or a reduction in the costs of this Agreement, the parties shall attempt to negotiate an equitable adjustment based upon an acceptable lump sum proposal from the Contractor. Any agreed upon adjustment to the prices shall be incorporated in a written Change Order issued by the District, which shall be written so as to indicate an acceptance on the part of the Contractor as evidenced by its signature. By signature of the Change Order, the Contractor acknowledges that the adjustments to cost and time contained in the Change Order are in full satisfaction and accord, payment in full, and so waives any right to claim any further cost and time impacts at any time during and after completion of this Agreement for the changes encompassed by the Change Order.

If the parties cannot agree on a lump sum adjustment, the Contractor shall proceed to do the additional work on a "force account" or time and expense basis, that is, on an accounting of the Contractor's forces, materials, equipment, and other items of cost as required and used to do the work. For the work performed, payment will be made for the documented actual cost of the following:

- (a) Direct labor cost for workers, who are directly assigned to the force account work, including wages, fringe benefits, if any (as established by negotiated labor agreements or State prevailing wages), and a labor surcharge of thirty percent (30%) for all other fixed labor burdens such as workers' compensation and labor insurance, and labor taxes.
- (b) Material delivered and used on the designated work, including sales tax, if paid for by the Contractor or its subcontractor.
- (c) Equipment rental, for those days or hours during which the equipment is in actual use based on actual rental and transportation invoices.

A fixed fee not to exceed ten percent (10%) of the costs of Items (a), (b), and (c) above covering the cost of general supervision, overhead, profit, bond, insurance, and any other general expenses.

11. Equal Opportunity Employer

The District is committed to equal employment opportunities. The District encourages the consideration and utilization of minority and women-owned businesses.

12. Successors and Assigns

Contractor shall not assign, sell, sublet, or subcontract all or any portion of this Agreement or any personal interest herein or any property, real or personal, used hereunder, without the prior written consent of the District. No assignments by Contractor shall be effective until the assignee shall, in writing, agree to assume and fully perform all of the terms and provisions of this Agreement.

13. Subcontractors

Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the District. The persons engaged in the work, including employees of subcontractors and suppliers, will be considered employees of the Contractor. The Contractor will be responsible for their work and their work shall be subject to the provisions of this Agreement. The Contractor is fully responsible to the District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, just as the Contractor is fully responsible for the acts and omissions of persons directly employed by the Contractor.

14. Responsibility for the Work

Until completion and acceptance of the work, the Contractor shall have the charge and care of the work and of the materials to be used therein and shall bear the risk of injury, loss, or damage, to any part thereof from any other cause, whether or not arising from the non-execution of the work. The Contractor shall rebuild, repair, restore, and make good all injuries, losses, or damages to any portion of the work or the materials occasioned by any cause before its acceptance and shall bear the expense thereof, except for such injuries, losses, or damages as are directly and approximately caused by acts of the District.

15. Inconsistencies and Omissions

Where this Agreement describes portions of the work in general terms but not in complete detail, it is understood that only the best general practice is to prevail and that only materials and workmanship of the first quality are to be used. Unless otherwise specified, the Contractor shall furnish tools, equipment, and incidentals, and do all the work necessary to complete the work in a satisfactory and workmanlike manner.

Unless specifically noted otherwise, this Agreement and all Attachments are intended to be complementary and applicable to each other.

In resolving inconsistencies among two or more portions of this Agreement and/or the Attachments, the most stringent requirements shall apply.

16. Inspection of Site(s)

The information provided by the District is not intended to be a substitute for, or a supplement to, the independent verification by the Contractor to the extent such independent investigation of site conditions is deemed necessary or desirable by the Contractor. The Contractor is required to satisfy itself, by personal examination of the site(s) of the work or by such other means as they may prefer, of the location and of the

actual conditions at the site(s) of work. If, during the course of its examination, the Contractor finds facts or conditions which appear to be in conflict with the letter or spirit of this Agreement, bidding/proposal documents, the Contractor shall report the conflict in writing, to the District's Contract Administrator, within a reasonable time before submitting its bid/proposal.

The submission of a bid/proposal shall constitute conclusive evidence that, if awarded this Agreement, the Contractor is relying on its own examination of the site(s) of the work, including existing facilities and conditions to be encountered on and in the vicinity of the site(s).

17. Examination of Agreement

The Contractor shall thoroughly examine and be familiar with this Agreement before submitting its proposal. Any inconsistencies or omissions found in this Agreement and/or Attachments shall be reported to the District's Contract Administrator, who will clarify discrepancies or omissions, in writing, within a reasonable time.

The submission of a bid/proposal shall constitute an acknowledgment, upon which the District may rely, that the Contractor has thoroughly examined and is familiar with this Agreement, with the character, quality and scope of the work to be constructed under this Agreement, including the quality and quantity of the materials and services to be furnished, and all other requirements of this Agreement. The Contractor's failure or neglect to examine and become familiar with this Agreement, shall in no way relieve it from any obligation with respect to its proposal or to this Agreement, and no claim for additional compensation will be allowed which is based upon a lack of knowledge or misinterpretation of any portion of this Agreement.

18. Waiver or Acquiescence

No action or failure to act by the District's Contract Administrator or anyone else acting for the District shall constitute a waiver of any right or duty afforded under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

19. Liquidated Damages

It is agreed by the parties to this Agreement that time is of the essence in the completion of this work, and that in case all the work called for under this Agreement, or such portion thereof as may be designated by the District's Contract Administrator, is not completed before the date specified in Section 2 ("Time of Performance") of this Agreement or such earlier date as may be specified by the District's Contract Administrator, or each District facility affected by the work is not restored to full service within the period specified by the District's Contract Administrator for that facility, damage will be sustained by the District. As it is impracticable to determine the actual delay damage; it is, therefore, agreed that the Contractor shall pay liquidated damages to the District in the amount set forth in Section 2 of this Agreement. Contractor further agrees that if such liquidated damages are not promptly paid, the District may deduct the amount thereof from any moneys due, or that may become due, the Contractor under this Agreement.

20. Prevailing Wages

If any personnel of Contractor or any subcontractor of any tier performs work under this Agreement for which prevailing wages are required to be paid as determined by the Director of the Department of Industrial Relations, Consultant or such subcontractor shall pay the prevailing wage for such work and shall comply with all applicable provisions of the California Labor Code Section relating to public works (Section 1720 and following).

21. Safety

To protect the public's safety as well as the safety of their employees, the District's employees, and all persons at or on the site(s) of work, the Contractor and its subcontractors shall take all measures required to comply with all applicable Federal, State, County, and local laws, ordinances, codes, and regulations, including but not limited to, providing protection barriers and barricades, and signs. The Contractor shall be solely and completely responsible for performing all work under this Agreement so as to protect the safety of all persons and property at or near any site(s) of the work. The Contractor shall continually and diligently inspect all work, materials and equipment to discover, and shall be solely responsible for discovery and correction of, such conditions which might cause bodily harm to persons or damage to property. These requirements shall apply twenty-four (24) hours per day continuously during the term of this Agreement and shall not be limited to normal working hours. The District shall not be responsible in any way for the methods selected by the Contractor in discharging its exclusive responsibility for safety of its work hereunder.

The Contractor shall perform all work in a fire-safe manner. He shall supply and maintain on the site adequate fire-fighting equipment capable of extinguishing incipient fires. The Contractor shall comply with applicable Federal, local, and State fire-prevention regulations, or, if these regulations do not apply, applicable parts of the National Fire Prevention Standards for Safeguarding Building Construction Operations (NFPA No. 241).

In the event of any spill or other release to the environment of any regulated chemical in any physical form that occurs on or immediately adjacent to the site(s) and arises from work under this Agreement, the Contractor shall immediately notify the District. The Contractor shall be responsible for all costs that result from any chemical spill or other release caused by the Contractor including, but not limited to containment, control, and disposal, and any fines or other damages lawfully assessed against the Contractor or the District.

The Contractor shall cooperate fully with District personnel while working within the scope of this Agreement.

The Contractor shall support a drug-and-alcohol free workplace. The unlawful use, possession, or distribution of a controlled substance within the site(s) of any work will not be tolerated. Employees of Contractor and subcontractors are prohibited from being under the influence of alcohol within the site(s) of any work. The Contractor shall be responsible for initiating, maintaining, and supervising safety and anti-substance abuse programs in connection with the work.

If the work to be performed under this contract involves confined space work, the Contractor shall prepare confined space operating and rescue procedures fully complying with the applicable provisions of Section 5158, Title 8, California Code of Regulations and shall submit the procedures to the District. The Contractor shall be fully responsible for the adequacy of the procedures. The District shall neither review nor accept the procedures, and the sole purpose of submitting the procedures is to advise the District that such procedures have been prepared.

To the extent required by Labor Code Section 6401.7, Contractor shall establish, implement, and maintain a written injury prevention program, and shall take all actions necessary to comply with all provisions thereof before proceeding with any work under this Agreement, including but not limited to furnishing and maintaining all safety equipment, test equipment, and safety apparel applicable to the work, enforcing the use of such equipment by its employees and the employees of any of its subcontractors, and furnishing all items necessary for giving first aid and other medical treatment to anyone injured at any site(s) of work, and shall provide for the immediate removal of such person to a hospital or a doctor's care.

If death or serious injuries or illness, or serious damages are caused, the accident or illness shall be reported immediately by telephone or messenger to the District. In addition, the Contractor must promptly report in writing to the District, all accidents whatsoever arising out of, or in connection with, the performance of the work whether on, or adjacent to, the site(s), giving full details and statements of witnesses. The Contractor shall

make all reports as are, or may be, required by any authority having jurisdiction, and permit all safety inspections of the work being performed under this Agreement. If a claim is made by anyone against the Contractor or any subcontractor on account of any accident, the Contractor shall promptly report the facts in writing to the District, giving full details of the claim.

22. Differing Site Conditions

Pursuant to Public Contract Code Section 7104, the Contractor shall promptly, and before such conditions are disturbed, notify the District, in writing, of any:

- (a) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
- (b) Subsurface or latent physical conditions at the site differing from those indicated.
- (c) Unknown physical conditions at the site of any unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Agreement.

In addition to giving written notice as described above upon encountering material that the Contractor believes may be "hazardous waste" as defined above, Contractor also shall immediately stop all work to any area affected by said material, if continuing work may present a substantial danger to persons or property exposed to the materials in connection with any work at the site. These obligations pertaining to "hazardous waste" shall apply only to such "hazardous waste" not shown or indicated in this Agreement documents to be within the scope of work.

The District, or the Contractor, if the District so directs in its sole discretion, shall promptly investigate the conditions, determine the necessity to retain a qualified expert to evaluate such hazardous condition, and/or to take corrective action, if necessary, and if the District finds that the conditions do materially differ, or do involve hazardous waste, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work, the District shall cause to be issued a change order.

Contractor shall not be required to resume work in connection with such hazardous condition identified in this Agreement documents, or in any such affected area until after District has obtained any required permits related thereto and delivered to Contractor special written notice: (i) specifying that such condition and any affected area is or has been rendered safe for the resumption of work, or (ii) specifying any special conditions under which such work may be resumed safely.

In the event that a dispute arises between the District and the Contractor whether the conditions materially differ, or involve hazardous waste (other than that shown or indicated in the Agreement documents), or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by this Agreement, but shall proceed with all work to be performed under this Agreement provided that, if after receipt of the special written notice described above in this paragraph 22, Contractor does not agree to resume such work based upon a reasonable belief that it is unsafe to do so, or does not agree to resume such work under the special conditions specified in said special written notice, the District may at its sole election order the portion of the work affected by said hazardous waste to be deleted from the work, and the District may thereupon have the portion of the work so deleted performed by District's own forces or by separate Agreement(s). The Contractor shall retain any and all rights provided either by Agreement or by law which pertain to the resolution of disputes and protests between the contracting parties.

No claim of the Contractor under this clause (or otherwise under this Agreement) shall be allowed unless the Contractor has given written notice of its intention to make claim (which shall be labeled "Notice of Potential Claim") before beginning any work that it contends is not required under this Agreement, or in within five (5) days of receipt of a decision of the District rejecting the Contractor's request for additional compensation or a time extension. Such Notice of Potential Claim shall state the circumstances and the reasons for the claim, but need not state the amount.

It is agreed that unless such notice is properly given, the Contractor shall not recover costs incurred by it as a result of the alleged extra work, changed work, or other situation which, had proper notice been given, would have given rise to a right for additional compensation. The Contractor should understand that timely notice of potential claim is of great importance to the District, and is not merely a formality. Such notice allows the District to consider preventative action, to monitor the Contractor's increased costs resulting from the situation, to marshal facts, and to plan its affairs.

In addition, the Contractor shall keep accurate records of its costs, and shall submit to the District on a weekly basis, a daily summary of the hours and classification of equipment and labor utilized on the disputed work, as well as a summary of any materials or any specialized services which are used and for which compensation is being sought. Within thirty (30) days after incurring the last cost for work for which the Contractor contends it is due additional compensation, the Contractor shall submit to the District, as best it is able, its costs itemized in detail incurred for the claimed matter.

Should either party to this Agreement bring legal action against the other, the case shall be handled in the California county where the work is being performed.

The Contractor shall cooperate with forces engaged in sampling, investigation, and clean-up work pertaining to hazardous waste (whether or not said hazardous waste is shown or indicated in the Agreement documents) and shall conduct its operations in such a manner as to avoid any unnecessary delay or hindrance to the work being performed by such forces.

The District shall not be responsible for any such materials brought to the site by the Contractor, subcontractors, suppliers, or anyone else for whom the Contractor is responsible.

23. Retention

As specified in Public Contract Code Section 9203, District will deduct and retain five percent (5%) from each progress payment, if any, and will retain such amounts in accordance therewith as part security for the satisfactory and timely completion of the work until release thereof is required under Public Contract Code Section 7109.

In addition to the amount which the District may otherwise retain under this Agreement, the District may withhold a sufficient amount or amounts of any payment or payments otherwise due the Contractor, as in its judgment may be necessary to cover just claims against the Contractor or any subcontractor for labor or materials furnished for the performance of this Agreement, damage to the District or a third party, and any costs or penalties imposed because of the failure of the Contractor or any subcontractor to comply with environmental, labor, employee safety, or any other regulatory requirements. When the above reasons for withholding are resolved, payment may be made to the Contractor for amounts withheld less any District incurred expenses.

- (a) Pursuant to Public Contract Code Section 22300, for moneys earned by the Contractor and withheld by the District to ensure the performance of this Agreement or otherwise as provided above, the Contractor may, at their option, choose to substitute securities, meeting the requirements of said Section 22300. In the event the Contractor wishes to choose this option, the Contractor shall enter

into an escrow agreement with the District and the escrow agent, a qualified bank to be acceptable to the District, in the form of the agreement included in the project specifications. The costs of such escrow shall be paid by the Contractor. The securities to be deposited in said escrow account shall be equivalent, in fair market value, to the amount to be withheld as performance retention. The securities shall be held in accordance with the provisions of Public Contract Code Section 22300, and the implementing agreement.

- (b) Contractor shall have the obligation of ensuring that such securities deposited are sufficient so as to maintain, in total fair market value, an amount equal to the cash amount of the sums to be withheld under this Agreement. If, upon written notice from the District, or from the appropriate escrow agent, indicating that the fair market value of the securities has dropped below the dollar amount of moneys to be withheld by the District to ensure performance, Contractor shall, within five (5) days of the date of such notice, post additional securities as necessary to ensure that the total fair market value of all such securities held by the District, or in escrow, is equivalent to the amount of money to be withheld by the District under this Agreement.
- (c) If Contractor wishes to exercise this option, it shall, at the request of any subcontractor performing more than five percent (5%) of the Contractor's total bid/proposal price, make this same option available to the subcontractor regarding any moneys withheld in retention by the Contractor, and if the Contractor elects to receive interest on any moneys withheld in retention by the District, then the subcontractor shall receive the identical rate of interest on any retention moneys withheld from the subcontractor by the Contractor. In addition, if Contractor wishes to exercise its option to substitute securities, it shall give notice in writing to District, and shall thereafter execute an escrow agreement in the form entitled **ESCROW AGREEMENT FOR SECURITY DEPOSITS IN LIEU OF RETENTION**.

24. Dispute Resolution

Under Public Contract Code Section 20104, where claims cannot be resolved between the parties, claims for Three Hundred Seventy-Five Thousand Dollars (\$375,000) or less shall be resolved pursuant to the provisions of that code section.

Unless this Agreement provides otherwise, all claims, counterclaims, disputes, and other matters in question between the District and the Contractor that are not resolved between the District and the Contractor, and are not governed by Public Contract Code 20104, shall be decided by a court of competent jurisdiction unless arbitration is mutually agreeable to both parties. Should either party to this Agreement bring legal action against the other, the case shall be handled in the California county where the work is being performed.

25. Underground Work

The following provisions will govern any underground work under this Agreement.

- (a) For each excavation five (5) feet or more in depth, Contractor shall provide shoring, bracing, sloping, or make other provisions in accordance with Labor Code Section 6705, to protect workers from hazard of caving ground during such excavation. In addition, the Contractor shall submit, sufficiently in advance of excavation to permit review by the District, detailed plans showing the design of the provisions to be made for worker protection from hazard of caving ground during such excavation. If such plans vary from the shoring system standards set forth in the Construction Safety Orders in Title 8, California Code of Regulations, the plans shall be prepared and signed by a registered civil or structural engineer. Shoring, bracing, sloping, or other protective system shall not be less effective than required by the California Construction Safety Orders, and shall be accepted by the District before excavation may begin. The Contractor shall designate in writing to the District's Construction Administrator the "competent person" with the authority and responsibilities designed in the

Construction Safety Orders. By submitting its plan, the Contractor warrants that its actions pursuant thereto shall not impose tort liability on the District, its consultants, and their respective employees, agents.

- (b) As required under Government Code Sections 4216 to 4216.9, the Contractor shall notify the appropriate regional notification center of all excavations. The Contractor shall contact Underground Service Alert at 1-800-642-2444 for the location of underground facilities. At least two (2) days before performing any excavation work, the Contractor shall request the owners of underground facilities to mark or otherwise indicate the location thereof. Contractor shall furnish to the Construction Administrator written documentation of its contact(s) with Underground Service Alert and of its contact(s) with such owners requesting them to mark or otherwise indicate the location of their respective facilities.
- (c) It shall be the Contractor's responsibility to determine the exact location and depth of all underground facilities, including service connections, which have been marked by the respective owners, and which Contractor believes may affect or be affected by Contractor's operations. The Contractor assumes responsibility for the removal, relocation, or protection of existing underground facilities wherein said facilities are correctly marked and/or delineated with reasonable accuracy on District's plans, and other underground facilities apparent from visual inspection of the site or which can be inferred from the presence of other visible facilities such as buildings, meters, junction boxes, etc., on or adjacent to the construction site. The Contractor shall coordinate with the owner of underground facilities for the rearrangement thereof. Full compensation for such work shall be considered as included in the price specified in Section 3 ("Payment") of this Agreement. Temporary or permanent relocation or alteration of underground facilities desired by the Contractor for its own convenience shall be the Contractor's responsibility and it shall make arrangements and bear all costs.
- (d) The Contractor shall immediately notify the District and the owner of any underground facility that it has damaged. The Contractor shall be responsible for the cost of repairing and/or relocating damaged utility mains and other underground facilities correctly marked and/or delineated with reasonable accuracy on District's plans, and other facilities apparent from visual inspection of the site or which can be inferred from the presence of other visible facilities. In the event that underground facilities are found that are not shown in the District's plans or are found to exist in a substantially different location than shown in the District's plans, the Contractor shall immediately: (1) notify the District in writing of the existence of said facilities; and (2) take steps to ascertain the exact location thereof prior to doing any further work that may damage such facilities. The Contractor shall be entitled to compensation for the costs of locating, repairing damage not due to the failure of the Contractor to exercise reasonable care, and removing or relocating facilities other than those for which the Contractor is the responsible party under the preceding paragraph.
- (e) The right is reserved to the District and the owners of underground facilities or their authorized agents to enter upon the work area for the purpose of making such changes as are necessary for the rearrangement of their facilities or for making necessary connections or repairs thereto. The Contractor shall cooperate with such forces so as to allow the respective owners sufficient time to relocate their underground facilities. Except where the owner of a damaged underground facility or installation has advised that it intends to repair the damage through its own forces or forces that it will retain or has retained, Contractor shall, within twenty four (24) hours of receipt from the District of notice to commence correction of damage, notify the District, in writing, if Contractor intends to repair the damage. The Contractor's failure to provide timely written notification that it intends to repair the damage shall be deemed its agreement that the District may repair the damage at Contractor's expense without further notice and without prejudice to any other remedy available to District.

26. Forms Included as Part of the Agreement

- (a) Designation of Subcontractors (submitted with bid)
- (b) Certification of Drug-Free Workplace Requirements (submitted with bid)
- (c) Certification of Proposers Experience and Qualifications (submitted with bid)
- (d) Acknowledgement of Insurance & Bond Requirements (submitted with bid)
- (e) Non-Collusion Affidavit (submitted with bid)
- (f) Affidavit of Safety Compliance (submitted with bid)
- (g) Bond of Faithful Performance
- (h) Payment Bond
- (i) Escrow Agreement for Security Deposits in Lieu of Retention
- (j) General Liability Endorsement (Form A-1)
- (k) Auto Liability Endorsement (Form B-1)

The Proposed Subcontractor's Form, General Liability Endorsement and Auto Liability Endorsement shall be completed and submitted with this Agreement. The Contractor will be required to complete and submit the Bond of Faithful Performance, Payment Bond, and Workers' Compensation Insurance Certificate within ten (10) days of award of this Agreement, and before any work starts under the terms of this Agreement.

27. Warranty and Scheduled Maintenance

The Contractor hereby agrees to make, at its own expense, all repairs or replacements necessitated by defects in materials or workmanship, in those components provided, installed, replaced and/or modified by the Contractor, and pay for any damage to other works resulting from such defects, which becomes evident within one(1) year(s) after the date of acceptance of installation work, or within such longer period of time as may be prescribed by law or by the terms of any applicable special guarantee required by this Agreement. This warranty shall include all parts and labor and the performance of all manufacturers' recommended maintenance. This in no way shall limit, amend or reduce any manufacturer's warranty. The Contractor further assumes responsibility for a similar guarantee for all work and materials provided by subcontractors. This warranty shall not apply to existing equipment that was not modified or significantly adjusted so as to change its operation. The Contractor also agrees to indemnify, defend and hold the District harmless from liability of any kind arising from damage due to covered defects.

Prior to the final acceptance of installation work, the Contractor shall provide phone numbers for around-the-clock notification of the need for emergency service repairs, a schedule showing specific dates for routine maintenance service calls, and shall execute and submit a completed Warranty Form in the format approved by the District.

The Contractor shall respond within two (2) hours of District's emergency service call and shall provide on-site troubleshooting services within twenty-four (24) hours after receipt of notice from the District, and promptly make all repairs arising out of defective materials, workmanship, or equipment. In the event that a service response does not occur within two (2) hours, or troubleshooting services are not on-site twenty-four (24) hours, or diligent efforts are not made to effect repairs, the District will notify the Contractor (by email, phone, voice mail, and fax if no representative is available) of its intent to secure another service provider. Thereafter, the District is authorized to make such repairs, and the Contractor and his Surety shall be liable for the cost thereof. In case of emergency, where, in the opinion of the District, delay could cause serious loss or damage, repairs may be made without notice being sent to the Contractor, and the expense in connection therewith shall be charged to the Contractor, and his Surety shall be liable for the cost thereof.

The Contractor shall direct all of its equipment suppliers and/or manufacturers to promptly provide to it and to the District any and all information concerning product defects or other problems and shall promptly forward to the District any such information received, whether before, during, or after the warranty period.

Prior to the expiration of the warranty period, the District reserves the right to hold a meeting and require the attendance of the Contractor. The purpose of the meeting is to review warranties, bonds, and maintenance requirements, and determine required repair or replacement of defective items.

***** END OF ATTACHMENT *****

FORMS



TITLE: Approve Amendment to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2020 through 2029 and Two-Year Budget for Fiscal Years 2020 and 2021 to Add the District Office Accessibility Improvements Project (CIP 20-A029)

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, an amendment to the Capital Improvement Program (CIP) Ten-Year Plan (CIP Plan) for Fiscal Years 2020 through 2029 and Two-Year Budget (CIP Budget) for Fiscal Years 2020 and 2021 to add the District Office Accessibility Improvements Project (CIP 20-A029).

SUMMARY:

The District Office Renovation Project includes accessibility improvements and path of travel upgrades for the interior portions of the District Office building and the provision of accessible parking stalls required by the Americans with Disabilities Act (ADA) for the building's west parking lot. As requested by the City of Dublin, the District retained a Certified Access Specialist (CASP) to perform an accessibility survey of the portions of the District Office not affected by the current renovation project. The survey identifies a number of accessibility deficiencies at the exterior of the building, including the need for ADA-compliant parking stalls and ramps for the east parking lot, path of travel upgrades from employee parking lots and public sidewalks to building entrances, and general accessibility improvements for employee assembly areas. A plan to address the deficiencies is required for the District to obtain an occupancy permit from the City of Dublin.

Staff requests that the Board approve adding the District Office Accessibility Improvements Project (Project) to the CIP Plan and increase the respective CIP Budget. The Project will facilitate the repair, reconstruction, and/or installation of exterior improvements recommended in the District Office Accessibility Survey dated January 20, 2020. The project will be programmatically phased over multiple years; improvements are currently planned in fiscal year ending (FYE) 2022, FYE 2025 and FYE 2028.

The total estimated project cost is \$500,000 with funding split based on the same allocation as employee costs, 53% Regional Wastewater Replacement (Fund 310), 37% Water Replacement (Fund 610), and 10% Local Wastewater Replacement (Fund 210), as the building is used by the employees to conduct District business. Anticipated expenditures for FYE 2021 is estimated at \$50,000.

Exhibit A to the resolution presents the project description sheet.

Originating Department: Engineering Services	Contact: J. Ching	Legal Review: Not Required
Cost: \$500,000	Funding Source: Regional Wastewater Replacement (Fund 310) – 53% Water Replacement (Fund 610) – 37% Local Wastewater Replacement (Fund 210) – 10%	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – District Office Accessibility Survey, January 20, 2020	156 of 291

CAL Accessibility

01-20-2020

CASp Inspection Report

7051 Dublin Blvd.
Dublin, CA 94568

Bassam Altwal CASp # 109





**Bill Douglas
Ida Idarchitecture
6700 Koll Center Parkway Suite 110
Pleasanton, CA 94566**

Re: 7051 Dunlin Blvd.
Dublin, CA 94568

Status: Inspected by a CASp

Dear Mr. Douglas,

Thank you for asking Cal Accessibility to perform the CIR report for your project @ 7717 Edgewater Dr.

Code History: The ANZI 117.1 of 1961 was the standard to implement the access requirements. In California, in 1971, Health and Safety Code 19959 was passed that required all alterations, repairs and additions be accessible. In 1982, The California Building Code T24 went into effect replacing the 1961

ANSI standards. Since then, codes have seen multiple changes since, determination of readily achievable depends on the date of the last construction or modification done to the location.

The facilities obligation to comply with the access codes depends on its construction date and alteration history.

Each item that represents a barrier according to the current California building Codes and the ADA is mentioned in this report with related photo attached.

Thank you,

Bassam Altwal
Assoc. AIA, CASp, CASI, AAAEA
Certified Access Specialist # 109

How to read the report:

Each page of the report represents a barrier per the American with Disabilities Act. Each page title will be the part of building or site where the barrier is located. The barrier page consists of 7 columns:

1. Location: This is the location reference number used by the inspector to catalog barriers for ease of reference when report is discussed. This item is related to Cal Accessibility data.
2. Cost: Estimated cost of potential solution (*cost can differ based on solution adopted. Cost is an estimate based on our best guess and cannot be an exact science due to multiple factors including solution approach, final cost might differ from estimated cost.*) (*cost is not included at this time*)
3. Issue/ Barrier: Description of the barrier in question.
4. Existing Condition: The description of the As Is condition, findings or measurements observed during the survey.
5. Scheduled Work Date: This is the schedule where we suggest the barrier fixing should be completed by. (not included due to legal action)
The date is divided into 4 categories:
 1. Stage one: 1-3 months from date of report issue
 2. Stage two: 3-6 months from date of report issue
 3. Stage three: 6-12 months from date of report issue
 4. Stage four: 12-18 months from date of report issue
6. Notes: Our comments which can be the description of the barrier, removal solution/s, or any comments related to barrier removal.

In addition, each page contains a few pictures of the barrier and existing condition, possible sketches of typical solution/s and /or any other information relating to the barrier or findings.

Abbreviations:

ABA: Architectural barrier act.
AFF: Above finishing floor
CBC: California Building Code
lbs: Pounds
NA: Not Available
Qty: Quantity
SF: Square foot
WC: Water Closet (toilet)

ADA: American with Disabilities Act
ANSI: American National Standard institute
Fig.: Figure
LF: Linear foot
o.c.: On Center
REF: Reference
tbd: To be determined
Typ.: Typical, Repeats often in different locations

ADAAG: ADA Accessibility Guidelines
CL: Center Line
ISA: International Symbol of accessibility
NAR: No Action Required
POT: Path of Travel
sec.: Seconds
UFAS: Uniform Federal Accessibility Standards

NOTICE TO PRIVATE PROPERTY OWNER/TENANT

YOU ARE ADVISED TO KEEP IN YOUR RECORDS ANY WRITTEN INSPECTION REPORT AND ANY OTHER DOCUMENTATION CONCERNING YOUR PROPERTY SITE THAT IS GIVEN TO YOU BY A CERTIFIED ACCESS SPECIALIST.

IF YOU BECOME A DEFENDANT IN A LAWSUIT THAT INCLUDES A CLAIM CONCERNING A SITE INSPECTED BY A CERTIFIED ACCESS SPECIALIST, YOU MAY BE ENTITLED TO A STAY (TEMPORARY STOPPAGE) OF THE CLAIM AND AN EARLY EVALUATION CONFERENCE.

IN ORDER TO REQUEST THE STAY AND EARLY EVALUATION CONFERENCE, YOU WILL NEED TO VERIFY THAT A CERTIFIED ACCESS SPECIALIST HAS INSPECTED THE SITE THAT IS SUBJECT OF THE CLAIM. YOU WILL ALSO BE REQUIRED TO PROVIDE THE COURT AND THE PLAINTIFF WITH THE COPY OF A WRITTEN INSPECTION REPORT BY THE CERTIFIED ACCESS SPECIALIST, AS SET FORTH IN CIVIL CODE SECTION 55.54. THE APPLICATION FORM AND INFORMATION ON HOW TO REQUEST A STAY AND EARLY EVALUATION CONFERENCE MAY BE OBTAINED AT:

<http://www.courtinfo.ca.gov/selfhelp/>.

YOU ARE ENTITLED TO REQUEST, FROM A CERTIFIED ACCESS SPECIALIST WHO HAS CONDUCTED AN INSPECTION FOR YOUR PROPERTY, A WRITTEN INSPECTION REPORT AND OTHER DOCUMENTATION AS SET FORTH IN CIVIL CODE SECTION 55.53. YOU ARE ALSO ENTITLED TO REQUEST THE ISSUANCE OF A DISABILITY ACCESS INSPECTION CERTIFICATE, WHICH YOU MAY POST ON YOUR PROPERTY.

**(Stay: a temporary stoppage of the claim).*

***(Early Evaluation Conference: judge ordered conference between parties to resolve the issues or claim).*

Disclosure

The ADA and California's Title 24 access requirements are complex and pervasive and contain many concepts and terms of art which have yet to be fully explained by the promulgating authorities, tested by actual experience, or defined in the courts with respect to particular factual situations. The Client acknowledges that Cal Accessibility has made no claim, express or implied, that, in performing the requested scope of services, it will be able to identify every barrier to individuals with disabilities which would not be allowed in new construction under the ADA. Cal Accessibility may also render opinions that are not identical to those which may be rendered by every authority having jurisdiction over the project. Further, Client acknowledges that, as between Client and Cal Accessibility, Client is solely responsible for non-discrimination under the ADA and other applicable laws and that civil lawsuits under the ADA and California law (frivolous or otherwise) remain possible regardless of the rarity or types of barriers, if any, that are designed or built. Consequently, Cal Accessibility does not assume any liability for non-compliant conditions designed and/or constructed by other project team members.

This report does not (and can not) indemnify you from every possible interpretation of these codes or any future access lawsuit brought by a party that disagrees with these opinions or is just wrong with their allegations. As the ADA is not an absolute standard, Cal Accessibility cannot guarantee that compliance with our recommendation will protect the user for all liability for ADA issues.

Index:

Description	<i>Pages 7</i>
Van Parking at East Lot	<i>Pages 8-14</i>
Regular Parking at East Lot	<i>Pages 15-17</i>
Path of Travel at East Lot/Garden	<i>Pages 18-28</i>
Ramp from Bus Stop	<i>Pages 29-34</i>
Path from West Parking to Front Entrance	<i>Pages 35-37</i>
West Parking Visitor	<i>Pages 38-41</i>
Exit Path at Back of Building	<i>Pages 42</i>
Back Patio Area	<i>Pages 43</i>
Side Patio Area	<i>Pages 44-47</i>

Description:

Title II building currently under remodel. Single story, year finished construction is 1993.



Van Parking at East Lot (22 Stalls)

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.4	The accessible parking spaces are NOT arranged such that persons parked in the accessible spaces can avoid walking behind parked cars other than their own.	Must roll behind parked cars to reach garden path.	Stage 3	Rearrange parking spaces so that persons with disabilities are not compelled to wheel or walk behind parked cars other than their own. Pedestrian ways that are accessible to persons with disabilities shall be provided from each such parking space to related facilities, including curb cuts or ramps, as needed.



Van Parking at East Lot (22 Stalls)

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.5		The accessible parking spaces are NOT located on the shortest accessible route to an accessible entrance.	Does not.	Stage 3	If parking is serving the building then parking is not on short route, if parking is serving garden area then SEE 2.4.



Van Parking at East Lot (22 Stalls)

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.7		The accessible parking spaces do NOT have a 9 ft. minimum width for each parking space.	8'-9' when measured from a curb.	Stage 3	Rearrange parking spaces. When more than one space is provided, two spaces can be provided within a 23-ft.-wide (7010 mm) area lined to provide a 9-ft. (2743 mm) parking area on each side of a 5-ft. (8-ft. for van) loading and unloading access aisle.



Van Parking at East Lot (22 Stalls)

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.12		The accessible parking spaces surface slopes EXCEED 1:50 or 2% in all directions.	2.9%	Stage 2	Rearrange or resurface the accessible parking spaces and adjacent parking aisles such that surface slopes shall be the minimum possible and shall not exceed 1 unit vertical to 50 units horizontal (2% slope) in any direction.



Van Parking at East Lot (22 Stalls)

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.13	The access aisle surface slopes EXCEED 1:50 or 2% in all directions.	3.6% and 3.1%	Stage 3	Accessible parking aisle surface slopes shall be the minimum possible and shall not exceed 1 unit vertical to 50 units horizontal (2% slope) in any direction.



Van Parking at East Lot (22 Stalls)

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.27		There is NO detectable warning on the boundary of the area where the walk/ramp adjoins or crosses a vehicular way and the walks are not separated by a curb, railing, or other element.	Placed on wrong side.	Stage 2	SEE 1.18



Page left empty

CONFIDENTIAL

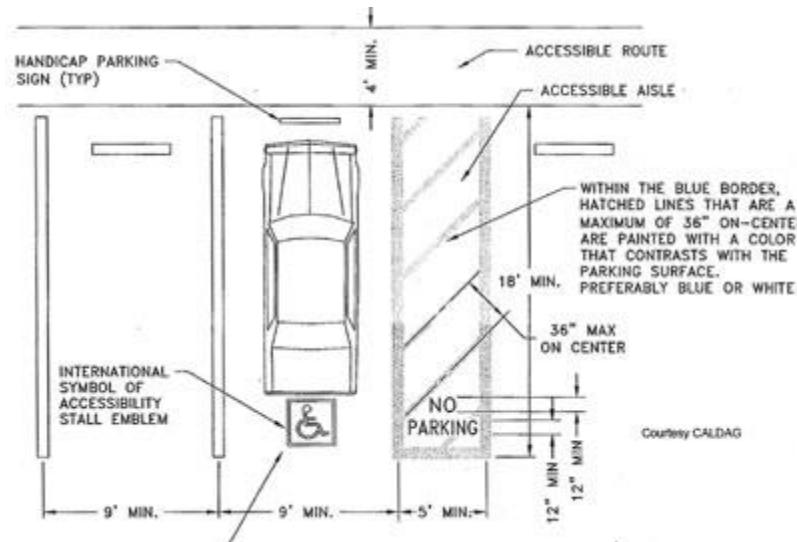
Regular Parking at East Lot

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.4		The accessible parking spaces are NOT arranged such that persons parked in the accessible spaces can avoid walking behind parked cars other than their own.	Does not.	Stage 3	Rearrange parking spaces so that persons with disabilities are not compelled to wheel or walk behind parked cars other than their own. Pedestrian ways that are accessible to persons with disabilities shall be provided from each such parking space to related facilities, including curb cuts or ramps, as needed.



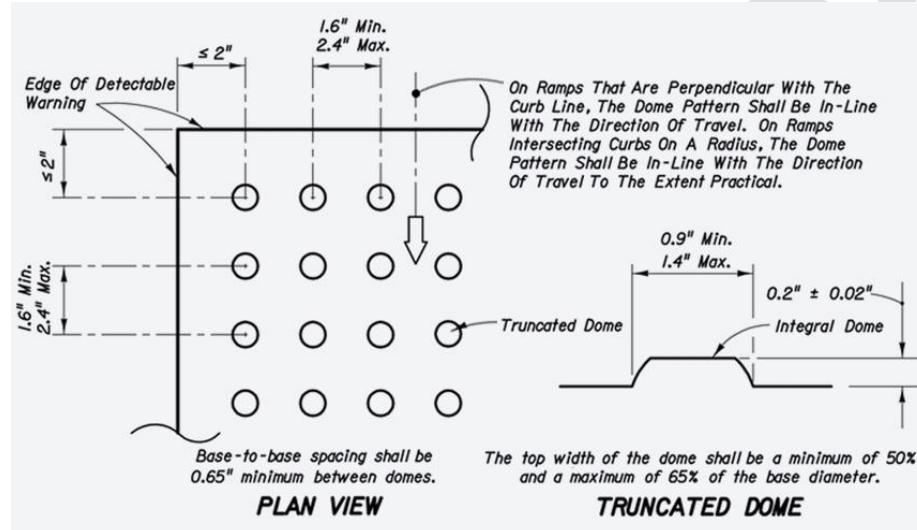
Regular Parking at East Lot

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.22	The words "NO PARKING" are NOT painted in white on the ground within each access aisle.	Faded.	Stage 3	The words "NO PARKING" shall be painted on the ground within each 5-ft. (or 8-ft.) loading and unloading access aisle. This notice shall be painted in white letters no less than 12 in. (305 mm) high and located such that it is visible to traffic enforcement officials.



Regular Parking at East Lot

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.27	<p>There is NO detectable warning on the boundary of the area where the walk/ramp adjoins or crosses a vehicular way and the walks are not separated by a curb, railing, or other element.</p>	NA	Stage 3	<p>If a walk crosses or adjoins a vehicular way, and the walking surfaces are not separated by curbs, railings, or other elements between the pedestrian and vehicular areas, the boundary between the areas shall be defined by a continuous detectable warning 36 in. (914 mm) wide, Item 8(a). Suggested Solution: when parking and path are striped, install truncated domes where path crosses a vehicle way.</p>



Path of Travel at East Lot/Garden

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.0		<p>There is NOT an exterior accessible route (48 in. wide with no vertical changes greater than $\frac{1}{4}$ in.) from the public right-of-way to an accessible entry and other accessible site elements (including parking space aisles, public telephones, drinking fountains, fueling dispensers, air/water units, paper towel/squeegee dispensers, exterior cashier window, and vending machines).</p>	<p>Path to garden is blocked by parking stall.</p>	Stage 3	<p>At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones and public streets or sidewalks to the accessible building entrance they serve. Provide at least a 48-in. path of travel from parking area to main building entrances.</p> <p>When, because of right-of-way restrictions, natural barriers or other existing conditions, the enforcing agency (building department) determines that compliance with the 48 in. (1219 mm) clear sidewalk width requirement would create an unreasonable hardship, the clear width may be reduced to 36 in. (914 mm).</p>



Path of Travel at East Lot/Garden

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.0A		<p>There is NOT an exterior accessible route (48 in. wide with no vertical changes greater than $\frac{1}{4}$ in.) from the public right-of-way to an accessible entry and other accessible site elements (including parking space aisles, public telephones, drinking fountains, fueling dispensers, air/water units, paper towel/squeegee dispensers, exterior cashier window, and vending machines).</p>	<p>N/A from regular parking to "anywhere"</p>	Stage 3	<p>At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones and public streets or sidewalks to the accessible building entrance they serve. Provide at least a 48-in. path of travel from parking area to main building entrances.</p> <p>When, because of right-of-way restrictions, natural barriers or other existing conditions, the enforcing agency (building department) determines that compliance with the 48 in. (1219 mm) clear sidewalk width requirement would create an unreasonable hardship, the clear width may be reduced to 36 in. (914 mm).</p>



Path of Travel at East Lot/Garden

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.0B		<p>There is NOT an exterior accessible route (48 in. wide with no vertical changes greater than $\frac{1}{4}$ in.) from the public right-of-way to an accessible entry and other accessible site elements (including parking space aisles, public telephones, drinking fountains, fueling dispensers, air/water units, paper towel/squeegee dispensers, exterior cashier window, and vending machines).</p>	<p>No path to bench area.</p>	<p>Stage 3</p>	<p>At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones and public streets or sidewalks to the accessible building entrance they serve. Provide at least a 48-in. path of travel from parking area to main building entrances.</p> <p>When, because of right-of-way restrictions, natural barriers or other existing conditions, the enforcing agency (building department) determines that compliance with the 48 in. (1219 mm) clear sidewalk width requirement would create an unreasonable hardship, the clear width may be reduced to 36 in. (914 mm).</p>



Path of Travel at East Lot/Garden

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.0C		<p>There is NOT an exterior accessible route (48 in. wide with no vertical changes greater than $\frac{1}{4}$ in.) from the public right-of-way to an accessible entry and other accessible site elements (including parking space aisles, public telephones, drinking fountains, fueling dispensers, air/water units, paper towel/squeegee dispensers, exterior cashier window, and vending machines).</p>	<p>No path to dog waste bag.</p>	Stage 3	<p>At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones and public streets or sidewalks to the accessible building entrance they serve. Provide at least a 48-in. path of travel from parking area to main building entrances.</p> <p>When, because of right-of-way restrictions, natural barriers or other existing conditions, the enforcing agency (building department) determines that compliance with the 48 in. (1219 mm) clear sidewalk width requirement would create an unreasonable hardship, the clear width may be reduced to 36 in. (914 mm).</p>



Path of Travel at East Lot/Garden

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.4	The cross slope of the accessible route is GREATER than 1:50 or 2%.	3.3% Around fountain.	Stage 3	Surface cross slopes shall not exceed $\frac{1}{4}$ in. (6 mm) per ft.



Path of Travel at East Lot/Garden

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.4A		The cross slope of the accessible route is GREATER than 1:50 or 2%.	5.5% to employee entrance.	Stage 3	Surface cross slopes shall not exceed $\frac{1}{4}$ in. (6 mm) per ft.



Path of Travel at East Lot/Garden

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.5		The direction-of-travel slope of the accessible route is GREATER than 1:20 or 5%.	9.4% to employee entrance.	Stage 3	Any walk with a slope exceeding one unit vertical to 20 units horizontal (5% gradient) in the direction of travel, shall be modified to comply with the provisions of Section 1133B.5. A ramp should be created or the walking surface demolished and cast again to provide a less than 5% gradient in the direction of travel.



Path of Travel at East Lot/Garden

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.7	The accessible route has abrupt vertical changes in level GREATER than $\frac{1}{4}$ in.	Brick pathway	Stage 3	There are items repeat all over brick pathway.

Path of Travel at East Lot/Garden

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.9	The accessible route has horizontal gaps GREATER than $\frac{1}{2}$ in.	Typical	Stage 3	There are items repeat all over brick pathway.



Path of Travel at East Lot/Garden

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.18		There is NO detachable warning on the boundary of the area where the walk/ramp adjoins or crosses a vehicular way and the walks are not separated by a curb, railing, or other element.	Misleading location.	Stage 3	Truncated domes should be separating from a hazardous vehicle way.



Path of Travel at East Lot/Garden

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.18A		There is NO detachable warning on the boundary of the area where the walk/ramp adjoins or crosses a vehicular way and the walks are not separated by a curb, railing, or other element.	N/A from van parking to sidewalk. (to separate from vehicle way)	Stage 3	If a walk crosses or adjoins a vehicular way, and the walking surfaces are not separated by curbs, railings, or other elements between the pedestrian areas and vehicular areas, the boundary between the areas shall be defined by a continuous detectable warning 36 in. (914 mm) wide,



Cal Accessibility ID: 10000000000000000000000000000000



Path of Travel at East Lot/Garden

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
22.4		There are NOT at least 5% of the seating positions accessible.	Chess table not accessible.	Stage 3	Provide at least 5% (or 1 in 20) wheel chair seating areas adjacent to or overlapping a path of travel. Tables should be marked with the symbol of accessibility and integrated with the general seating to allow for a reasonable selection of seating and to avoid having one area highlighted as the area for persons with disabilities. Provide tables with knee spaces at least 27 in. (686 mm) high, 30 in. (762 mm) wide, and 19 in. (483 mm) deep

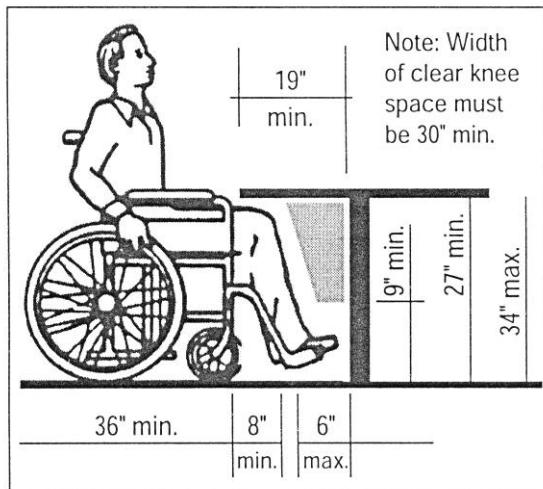
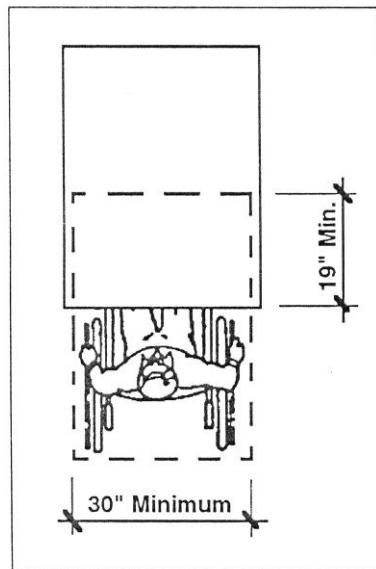


TABLE SEATING



Ramp from Bus Stop

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.9	The accessible route has horizontal gaps GREATER than $\frac{1}{2}$ in.	Area 1.4" expansion joints TYP.	Stage 3	Ground and floor surfaces along accessible routes and in accessible rooms and spaces—including floors, walks, ramps, stairs, and curb ramps—shall be stable, firm, and slip resistant; gaps shall be no greater than $\frac{1}{2}$ in. (12.7 mm) wide in one direction.



Ramp from Bus Stop

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
4.11		The top landing is NOT sloped at 2% or less in every direction.	2.5%	Stage 3	Level ramp landings shall be provided at the top and bottom of each ramp. Doors in any position shall not reduce the minimum dimension of the landing to less than 42 in. (1067 mm). Landings shall be level.



Ramp from Bus Stop

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
4.12		The intermediate landing is NOT sloped at 2% or less in every direction.	Intermediate landing 3%.	Stage 3	Bottom landings at a change of direction in excess of 30 degrees shall be at least 72 in. (1829 mm) long in the direction of the ramp run to accommodate the handrail extension.



Ramp from Bus Stop

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
4.13		The bottom landing is NOT sloped at 2% or less in every direction.	2.9% (also sidewalk cross slope).	Stage 3	Level ramp landings shall be provided at the top and bottom of each ramp. Doors in any position shall not reduce the minimum dimension of the landing to less than 42 in. (1067 mm). Landings shall be level. Suggested Solution; demolish an area by the width of the ramp and 72" long and re cast with a slope of 2% max. in all directions.



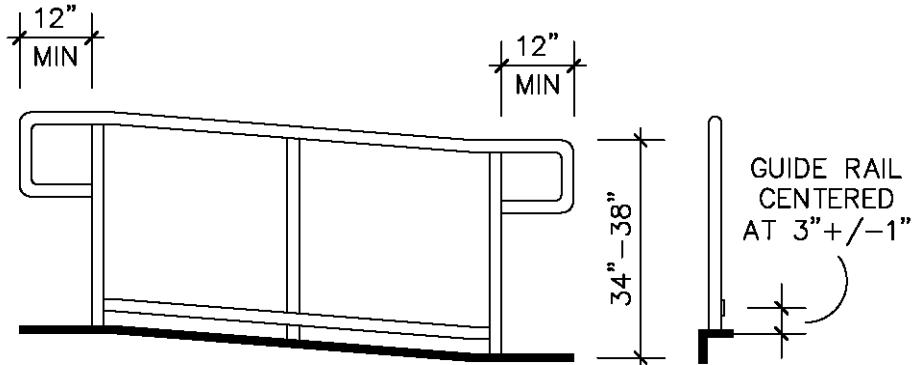
Ramp from Bus Stop

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
4.15		The ramp or landing with an edge drop-off does NOT have a curb at least 2 in. high, a wall, or a wheel guide rail centered 3 in. ± 1 in. above the surface of the ramp.	4 $\frac{1}{2}$ " Center.	Stage 3	A guide curb at least 2 in. high (51 mm) shall be provided at each side of the ramp, or a wheel guide rail shall be provided, centered 3 in. (76 mm) ± 1 in. (25 mm) above the surface of the ramp.



Ramp from Bus Stop

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
4.20		Handrail does NOT extend at least 12 in. beyond the top and bottom of each ramp segment.	Does not at intermediate	Stage 3	Flag landing.



Path from West Parking to Front Entrance

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.7		The accessible route has abrupt vertical changes in level GREATER than $\frac{1}{4}$ in.	At expansion joint by building end.	Stage 3	Vertical changes in level up to $\frac{1}{4}$ in. (6.4 mm) are allowed without edge treatment. Changes in level between $\frac{1}{4}$ in. (6.4 mm) and $\frac{1}{2}$ in. (12.7 mm) shall be beveled with a slope no greater than 1:2. Changes in level greater than $\frac{1}{2}$ in. (12.7 mm) shall be corrected .



Path from West Parking to Front Entrance

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.9		The accessible route has horizontal gaps GREATER than $\frac{1}{2}$ in.	Expansion joints.	Stage 3	Ground and floor surfaces along accessible routes and in accessible rooms and spaces—including floors, walks, ramps, stairs, and curb ramps—shall be stable, firm, and slip resistant; gaps shall be no greater than $\frac{1}{2}$ in. (12.7 mm) wide in one direction.



Path from West Parking to Front Entrance

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.9.1		Walk drops more than 4" inches without any edge protection.	5"	Stage 3	Abrupt changes in level, except between a walk or sidewalk and an adjacent street or driveway, exceeding 4 inches (102 mm) in a vertical dimension, such as at planters or fountains located in or adjacent to walks, sidewalks or other pedestrian ways, shall be identified by curbs projecting at least 6 inches (152 mm) in height above the walk or sidewalk surface to warn the blind of a potential drop off.. suggested solution: install railing



West Parking Visitor

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.3		There is NO phone number or address posted that indicates where the towed vehicles can be claimed.	Information is not vestibule and sign not reflectorized. Language of sign is not current standards	Stage 3	Blank spaces are to be filled in with appropriate information as a permanent part of the sign; the towing company phone number must be included.



West Parking Visitor

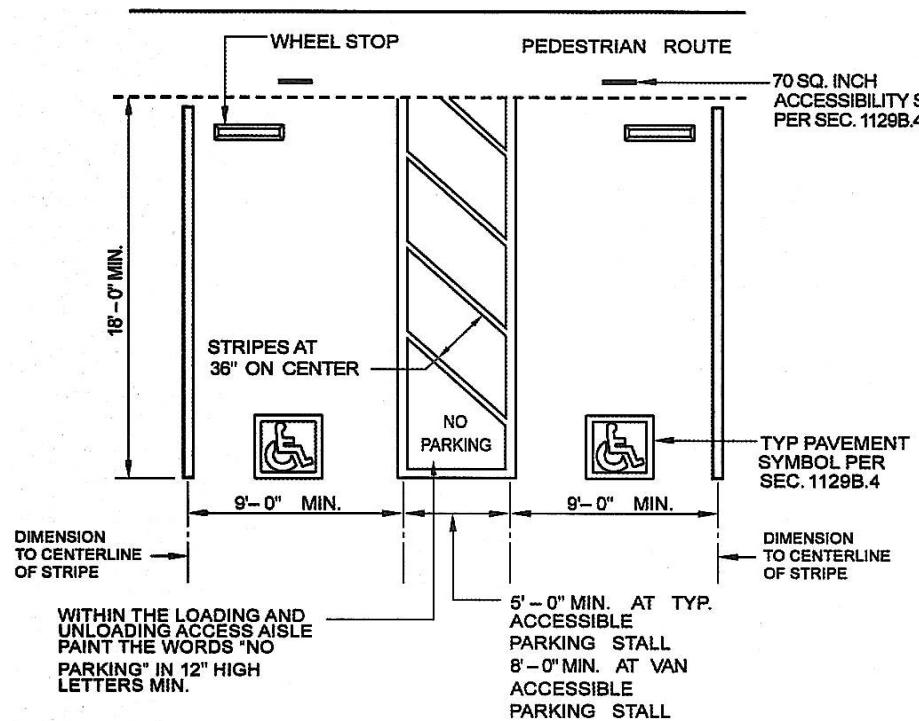
Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.16		There is NO directional and informational signage along exterior route of travel.	N/A to front entrance.	Stage 3	Install ADA-compliant directional signage to accessible areas (including the pool) at every primary public entrance and at every major junction where the accessible route of travel diverges from the regular circulation path. Along or leading to an accessible route of travel, entrance, or facility, there shall be a sign displaying the International Symbol of Accessibility. Signs shall indicate the direction to accessible building entrances and facilities, and shall comply with the requirements of the code.



a

West Parking Visitor

Location			Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
2.1			The correct number of standard accessible and van accessible parking is NOT provided.	N/A (22 stalls)	Stage 3	Provide 1 ADA van accessible.



Exit Path at Back of Building

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.0		There is NOT an exterior accessible route (48 in. wide with no vertical changes greater than 1/4 in.) from the public right-of-way to an accessible entry and other accessible site elements (including parking space aisles, public telephones, drinking fountains, fueling dispensers, air/water units, paper towel/squeegee dispensers, exterior cashier window, and vending machines).	35 1/2"	Stage 3	<p>At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones and public streets or sidewalks to the accessible building entrance they serve. Provide at least a 48-in. path of travel from parking area to main building entrances.</p> <p>When, because of right-of-way restrictions, natural barriers or other existing conditions, the enforcing agency (building department) determines that compliance with the 48 in. (1219 mm) clear sidewalk width requirement would create an unreasonable hardship, the clear width may be reduced to 36 in. (914 mm).</p>



Back Patio Door Landing

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
12.10		The landing on the pull side is NOT sloped 2% or less in every direction.	3.9%	Stage 3	The floor or ground area within the required clearances shall be level and clear. The level area shall have a length in the direction of door swing of at least 60 in. (1524 mm) and a length opposite the direction of door swing of 48 in. (1219 mm), as measured at right angles to the plane of the door in its closed position.



Side Patio Area

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
1.0		There is NOT an exterior accessible route (48 in. wide with no vertical changes greater than $\frac{1}{4}$ in.) from the public right-of-way to an accessible entry and other accessible site elements (including parking space aisles, public telephones, drinking fountains, fueling dispensers, air/water units, paper towel/squeegee dispensers, exterior cashier window, and vending machines).	N/A to gazebo.	Stage 3	<p>At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones and public streets or sidewalks to the accessible building entrance they serve. Provide at least a 48-in. path of travel from parking area to main building entrances.</p> <p>When, because of right-of-way restrictions, natural barriers or other existing conditions, the enforcing agency (building department) determines that compliance with the 48 in. (1219 mm) clear sidewalk width requirement would create an unreasonable hardship, the clear width may be reduced to 36 in. (914 mm).</p>



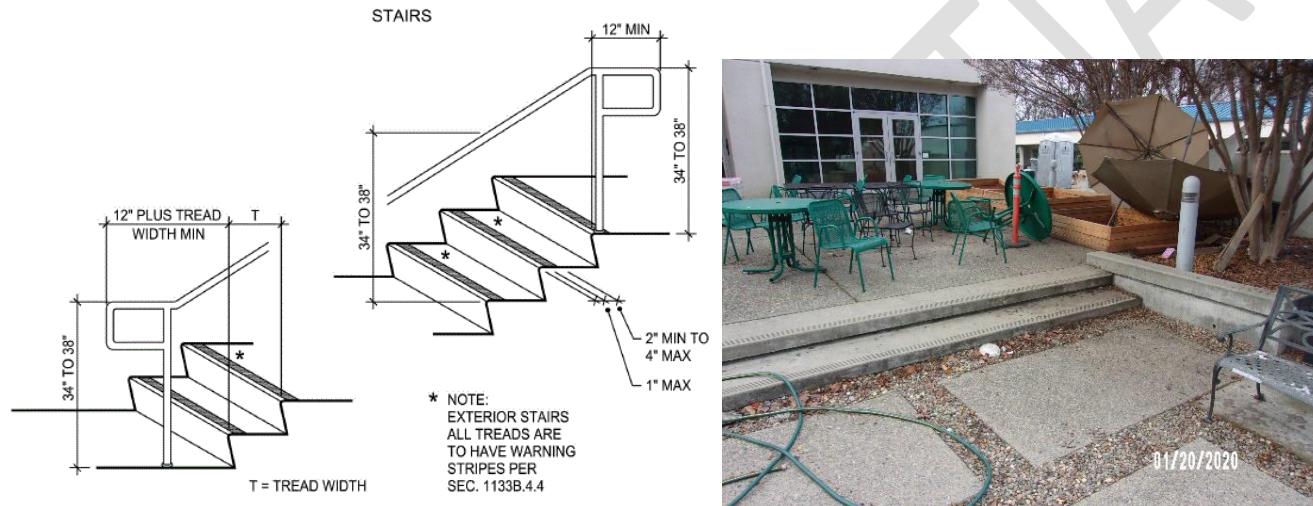
Side Patio Area

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
12.10	The landing on the pull side is NOT sloped 2% or less in every direction.	2.6% at door.	Stage 3	The floor or ground area within the required clearances shall be level and clear. The level area shall have a length in the direction of door swing of at least 60 in. (1524 mm) and a length opposite the direction of door swing of 48 in. (1219 mm), as measured at right angles to the plane of the door in its closed position.



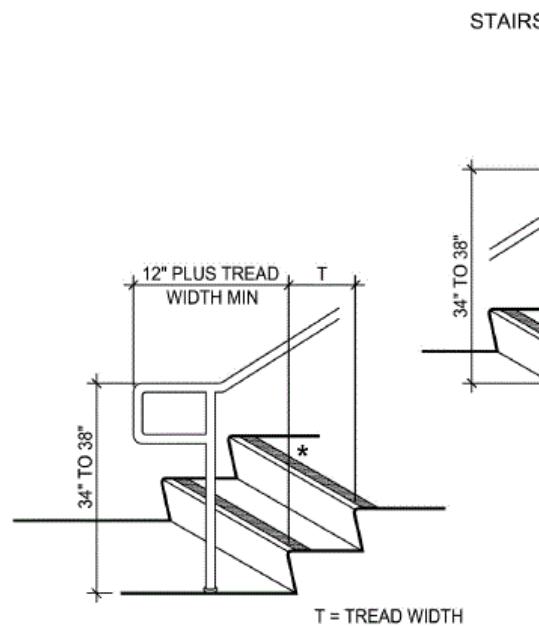
Side Patio Area

Location	Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
30.2	Handrails are NOT on both sides of the steps.	N/A	Stage 3	Stairways shall have handrails on each side. Handrails shall be continuous along both sides of a stairway.



Side Patio Area

Location		Issue/Barrier	Existing Condition	Scheduled Work Date	Notes
30.17		<p>The upper approach and all treads of <u>exterior</u> stairs are NOT marked by a stripe of clearly contrasting color that is 2 in. to 4 in. wide and placed parallel to, and no more than 1 in. from, the nose of the step or upper approach.</p>	Are not.	Stage 3	<p>Striping on the upper approach and all treads shall be marked by a strip of clearly contrasting color at least 2 in. (w51 mm) wide and placed parallel to and not more than 1 in. (25.4 mm) from the nose of the step or landing to alert the visually impaired. The strip shall be of a material that is at least as slip resistant as the other treads of the stair. A painted strip shall be acceptable. Suggested solution: install strips by the diagram below on all treads.</p>



RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM TEN-YEAR PLAN FOR FISCAL YEARS 2020 THROUGH 2029 AND TWO-YEAR BUDGET FOR FISCAL YEARS 2020 AND 2021 TO ADD THE DISTRICT OFFICE ACCESSIBILITY IMPROVEMENTS PROJECT (CIP 20-A029)

WHEREAS, the Board of Directors approved the District's Capital Improvement Program ("CIP") Ten-Year Plan for Fiscal Years 2020 through 2029 ("CIP Plan") on July 2, 2019 to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors adopted the current CIP Two-Year Budget for Fiscal Years 2020 and 2021 ("CIP Budget") on July 2, 2019, authorizing fund budgets to meet the District's capital infrastructure needs; and

WHEREAS, District staff recommends revising the CIP Plan and CIP Budget by adding the District Office Accessibility Improvements Project (CIP 20-A029); and

WHEREAS, the Project funding allocation would be proportional to employee costs, 53% Regional Wastewater Replacement (Fund 310), 37% Water Replacement (Fund 610), and 10% Local Wastewater Replacement (Fund 210), as the building is used by the employees to conduct District business.

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

1. The District Office Accessibility Improvements Project (CIP 20-A029) is hereby added into the CIP Plan and the CIP Budget in accordance with the project description sheet attached as Exhibit "A".
2. The Regional Wastewater Replacement (Fund 310) fund limit for fiscal year ending 2021 is increased by \$26,500.
3. The Water Replacement (Fund 610) fund limit for fiscal year ending 2021 is increased by \$18,500.
4. The Local Wastewater Replacement (Fund 210) fund limit for fiscal year ending 2021 is increased by \$5,000.

* * * * *

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 3rd day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD CIP 10-Year Plan for FYEs 2020 through 2029**CATEGORY: GENERAL****Regional Wastewater Replacement (Fund 310)****CIP No. 20-A029 District Office Accessibility Improvements****Funding Allocation:** 53% **310** 37% **610** 10% **210****Project Manager:** Jason Ching**Status:** New Project**Project Summary:**

The project will incorporate accessibility improvements and path of travel upgrades for the District Office. The scope of work will be in accordance with the recommendations specified in the accessibility inspection survey report dated January 20, 2020 (Cal Accessibility). The scope of work includes accessibility improvements for the east parking lot (ADA accessible stalls, ramps), path of travel upgrades within the drought garden, path of travel upgrades for the pathway leading from the bus stop to the Main Lobby, path of travel upgrades for pathway leading from the north parking lot to the engineering area, and accessibility improvements for the patio area immediately outside the kitchen/lunch room. The project will be phased over multiple years, as proposed in the schedule below.

CEQA: Categorical Exemption [CEQA Guideline 15301, 15302, 15304]**Reference:** n/a

Fund Allocation Basis: Fund split is based on the same allocation as employee costs, as the building is used by employees to conduct District business

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	Future
0	0	50,000	150,000	0	0	150,000	0	0	150,000	0	0

Total Estimated Project Cost **\$500,000**Current Adopted Budget **\$0**Increase/(Decrease) **\$500,000**



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 February 4, 2020.

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**

Vendor	Service/Contract Type	Contract Amount
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	\$ 170,350.00
Sausal Corporation	Design-Build Services	\$ 4,354,271.00
Swinerton Management and Consulting	Construction Management	\$ 413,858.00
Omega/RHP Environmental	Environmental/Abatement Monitoring	\$ 12,885.46
CORT Furniture	Office Furniture Rental (FOF)	\$ 121,508.36
Sam Clar Office Furniture	New Office Furniture	\$ 427,212.65
Total Contract Amount		\$ 6,411,925.95



TITLE: Review Presentation on Actuarial Valuation of Other Post-Employment Benefit (OPEB) Programs Report and Provide Direction regarding California Employers' Retiree Benefit Trust (CERBT) Asset Allocation Strategies

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the Actuarial Valuation of Other Post-Employment Benefits Programs as of June 30, 2019 and direct staff to continue Asset Allocation Strategy 2 offered by the California Employers' Retiree Benefit Trust (CERBT) Program.

SUMMARY:

The District currently provides a retiree health insurance program for eligible employees. This retiree health insurance program is also referred to as "Other Post-Employment Benefits" (OPEB). In 2008, the DSRSD Board of Directors authorized entering into an agreement with California Public Employees' Retirement System to participate in the CERBT Program. CERBT is an irrevocable trust fund that administers and invests funds contributed by the District to cover OPEB costs through three Asset Allocation Strategies. In 2017, due to a funded ratio greater than 90%, the Board directed staff to move to the more moderate Asset Allocation Strategy 2 (from Asset Allocation Strategy 1).

The District retained MacLeod Watts to prepare the biennial actuarial valuation report for OPEB. The valuation report is based on data as of June 30, 2019 and determines Actuarially Determined Contributions (ADC) for the next two fiscal years (fiscal years ending (FY) 2020 and 2021). Macleod Watts has calculated the funded ratio under each of the three CERBT Asset Allocation Strategies and associated ADC for FYE2020 below:

CERBT Strategy	1	2	3
Discount Rate/Assumed Trust Return	6.95%	6.35%	5.60%
Actuarial Accrued Liability (AAL), 6/30/2019	21,483,829	23,114,814	25,442,890
Less: Actuarial Value of Assets	27,172,167	27,172,167	27,172,167
Unfunded (Surplus) Actuarial Accrued Liability, 6/30/2019	(5,688,338)	(4,057,353)	(1,729,277)
Funded Ratio: Assets as Percentage of AAL	126%	118%	107%
Total ADC for FYE 2020	\$ 632,822	\$ 865,816	\$ 1,179,678

All three strategies result in a funded ratio greater than 100%. Based on maintaining the District's prior moderate approach, staff is recommending that the District continue CERBT Asset Allocation Strategy 2 for the upcoming two-year valuation period and fund the ADC for FYE2020 and FYE2021 as shown in pages 14 and 15 of the attached draft Actuarial Valuation of OPEB Programs as of June 30, 2019 report. Staff will evaluate the District budget for OPEB expenses based on Board direction and will recommend budget adjustments if needed. A more detailed overview of the program and staff recommendations is contained in the attached staff report.

Originating Department: Administrative Services	Contact: K. Bian & H. Chen	Legal Review: Not Required
Cost: \$865,816 (ADC based on CERBT Asset Allocation Strategy 2)	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		209 of 291

STAFF REPORT



District Board of Directors
March 3, 2020

Review Presentation on Actuarial Valuation of Other Post-Employment Benefit (OPEB) Programs Report and Provide Direction regarding California Employers' Retiree Benefit Trust (CERBT) Asset Allocation Strategies

BACKGROUND

The District currently provides a retiree health insurance program for eligible employees. Eligible employees are those with at least 10 years of CalPERS service, and at least 5 years of service with DSRSD. This retiree health insurance program is also referred to as "Other Post Employment Benefits" (OPEB). Prior to 2008, the District met the obligations of this program on a "pay as you go" basis. The disadvantage of a "pay as you go" program is that large long-term liabilities could be built up over time. To address the long-term financial challenges of funding the ongoing OPEB program, the District could set aside funds in advance to address future program costs.

In 2008, the DSRSD Board of Directors authorized entering into an agreement with CalPERS to participate in the California Employers' Retiree Benefit Trust Program (CERBT). CERBT administers an irrevocable trust fund that invests contributions to fund Other Post-Employment Benefits (OPEB) costs. CERBT provides participants three Asset Allocation Strategies to invest contributions. The District transferred \$9.1 million as the initial contribution to CERBT. The District has made annual contributions to CERBT based on required actuarial valuation reports that are prepared biennially by an actuary.

DISCUSSION

The District retained MacLeod Watts to prepare the biennial actuarial valuation report for OPEB. The valuation report is based on data as of June 30, 2019 and determines Actuarially Determined Contributions (ADC) for the next two fiscal years (fiscal years ending (FYE) 2020 and 2021). The previous actuarial valuation report was prepared as of July 1, 2017 and calculated the District's funded ratio to be 93.30% based on CERBT Strategy 2.

A few notable assumptions from the 2019 valuation:

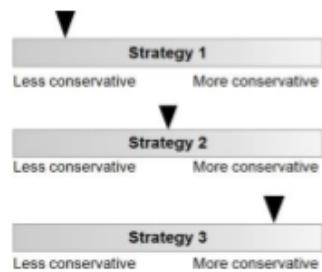
- The anticipated discount rate by CERBT for strategy 2 is 7.01%. MacLeod Watts recommended a more conservative long-term rate of return (discount rate) of 6.35%. This discount rate is slightly lower than the 6.50% rate used in the last valuation.
- The valuation determined that the District's funded ratio was 117.60% as of June 30, 2019, which is an increase of 24.30% from 93.30% in the last valuation in 2018.

Following is a summary of the investment allocation for each of the three CERBT strategies and a sliding scale that indicates the risk/volatility of each strategy.

CERBT Strategy Risk Levels

CalPERS offers employers the choice of one of three investment strategies. Risk levels among strategies vary, depending upon the target asset class allocations. Generally, equities carry more risk than fixed income securities.

Asset Class Target Allocations	Strategy 1	Strategy 2	Strategy 3
Global Equity	59%	40%	22%
Fixed Income	25%	43%	49%
Treasury Inflation-Protected Securities	5%	5%	16%
Real Estate Investment Trusts	8%	8%	8%
Commodities	3%	4%	5%



Below is a summary of the return on investments (net of expenses) for each CERBT strategy since inception (note that each strategy has a different inception date):

Performance as of October 31, 2019						
Strategy	Fiscal YTD	1 year	3 year	5 year	Since Inception	Inception
1	6.93%	21.61%	9.66%	6.75%	5.21%	6/1/2007
2	5.86%	19.02%	8.50%	5.96%	7.62%	10/1/2011
3	4.68%	16.10%	7.06%	4.99%	5.86%	1/1/2012

Since entering into the agreement with CERBT in 2008, the District had elected to have the funds invested under Strategy 1. Strategy 1 is the most aggressive strategy due to the percentage of equity versus fixed investments in the portfolio. In 2017, due to a funded ratio (the ratio of the Actuarial Value of Assets divided by the Actuarial Accrued Liability) greater than 90%, the Board directed staff to move to the more moderate Asset Allocation Strategy 2. Based on the last CERBT update (February 2019), the District has made contributions totaling \$15.2 million, gained investment earnings of \$10.6 million on investments, and paid \$184,854 in administrative expenses. The average annualized internal rate of return is 5.85%. As of June 30, 2019, the actuarial value of assets in CERBT was \$27.2 million.

The anticipated investment returns (strategies) directly impact the calculation of the actuarial accrued liability and the annual Actuarially Determined Contributions, so it is important to understand the impact of the investment strategy selected. The higher the potential return, the lower the annual required contribution. However, the higher risk strategy can also produce increased volatility and the losses in a down market can be greater in more aggressive strategies. Macleod Watts has calculated the funded ratio under each of the three CERBT Strategies and associated ADC for FYE20 below:

CERBT Strategy	1	2	3
Discount Rate/Assumed Trust Return	6.95%	6.35%	5.60%
Actuarial Accrued Liability (AAL), 6/30/2019	21,483,829	23,114,814	25,442,890
Less: Actuarial Value of Assets	27,172,167	27,172,167	27,172,167
Unfunded (Surplus) Actuarial Accrued Liability, 6/30/2019	(5,688,338)	(4,057,353)	(1,729,277)
Funded Ratio: Assets as Percentage of AAL	126%	118%	107%
Total ADC for FYE 2020	\$ 632,822	\$ 865,816	\$ 1,179,678

All three strategies result in a funded ratio greater than 100%. The District has historically fully funded annual contributions to CERBT with the long-term goal of reaching and maintaining a 100% funded ratio. As a result of the District's past diligence, only the Normal Cost (which is the cost of OPEB benefits attributable to the active employees' current year of service) will be required for the next two fiscal years. For FYE 2020, the District budgeted \$1.5 million for OPEB costs (\$1.3M normal cost and \$250K unfunded actuarially accrued liability). OPEB costs have been reduced to \$865K and \$897K for FYE 2020 and FYE 2021, respectively.

As noted above, the District's funded ratio (the ratio of the Actuarial Value of Assets divided by the Actuarial Accrued Liability) at June 30, 2019 is 117.60%. Although the original funding goal of 100% has been exceeded, staff is recommending that the District remain in CERBT Strategy 2. Remaining in Strategy 2 allows the District to maintain its current moderate approach with balance between growing funds (Strategy 1) and capital preservation (Strategy 3).

RECOMMENDATION

Staff is recommending that the District continue CERBT Strategy 2 for the upcoming two-year valuation period and fund the ADC for FYE20 and FYE21 as shown in page 14 and 15 of the attached draft Actuarial Valuation of OPEB Programs as of June 30, 2019 report. Staff will evaluate the District budget for OPEB expenses based on Board direction and will recommend budget adjustments if needed.

ATTACHMENT

- Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2019

MacLeod Watts

February 11, 2020

Ms. Carol Atwood
Administrative Services Manager
Dublin San Ramon Services District
7051 Dublin Blvd.
Dublin, CA 84568

Re: June 30, 2019 Biennial Actuarial Valuation &
Calculation of Actuarially Determined Contributions and Funding Contributions

Dear Ms. Atwood:

We are pleased to enclose our report providing the results of the June 30, 2019 biennial actuarial valuation of other post-employment benefit (OPEB) liabilities for the Dublin San Ramon Services District (the District). The report's text describes our analysis and assumptions in detail.

The primary purposes of this report are to:

1. Remeasure plan liabilities as of June 30, 2019, and reconcile plan liabilities to those in the District's prior 2017 valuation;
2. Develop Actuarially Determined Contributions for FYE 2020, 2021, and 2022 (estimate) to be reported in the District's financial statements in compliance with GASB 75;
3. Develop annual amounts to be contributed to the plan trust for fiscal years ending June 30, 2020, 2021 and 2022 (estimated) in accordance with the District's prefunding strategy; and
4. Provide a report to be submitted to the California Employers' Retiree Benefit Trust (CERBT) to satisfy filing requirements for the trust.

The District's current OPEB funding policy anticipates contributing 100% or more of the ADC each year. We assumed OPEB trust assets remain in CERBT Asset Allocation Strategy 2 and that the future long-term rate of return on trust assets will be 6.35%. We based our valuation on employee data and plan information provided by the District, including the most recent bargaining agreements and PEMHCA resolutions on file with CalPERS. Please review Section K to ensure that we have summarized the plan's benefit provisions correctly. Note that separate reports will be provided for satisfying the District's financial reporting requirements under GASB 75.

We appreciate the opportunity to work on this analysis and acknowledge the efforts of the District employees who provided valuable information and assistance to enable us to perform this valuation. Please let us know if we can be of further assistance.

Sincerely,


J. Kevin Watts, FSA, FCA, MAAA
Principal & Consulting Actuary



Dublin San Ramon Services District

Actuarial Valuation of Other
Post- Employment Benefit Programs
As of June 30, 2019
Development of OPEB Contribution Levels

Submitted February 2020

MacLeod Watts

Table of Contents

A. Executive Summary	1
B. OPEB Obligations of the District	3
C. Funding Policy	4
D. Discussion of Valuation Results as of June 30, 2019	6
E. Reconciling OPEB Liabilities as of June 30, 2019 to Liabilities as Of July 1, 2017.....	9
G. Choosing the Valuation Discount Rate.....	16
H. Projected Benefit Payments	17
I. Historical Funding Information	18
J. Summary of Employee Data	19
K. Summary of Retiree Benefit Provisions	21
L. Summary of Actuarial Methods and Assumptions.....	25
M. Certification	32
Appendix 1: Breakout of Explicit Valuation Results by Group	33
Appendix 2: Funding OPEB Liabilities	35
Appendix 3: MacLeod Watts Age Rating Methodology	38
Appendix 4: MacLeod Watts Mortality Projection Methodology	39
Glossary.....	40



A. Executive Summary

This report presents the results of the June 30, 2019 actuarial valuation of the Dublin San Ramon Services District (the District) other post-employment benefit (OPEB) program. The primary purposes of this valuation are to re-measure the OPEB liabilities of the District and develop contribution levels for the funding of these benefits. OPEB information relevant to reporting in the District's financial statements will be provided in a separate report.

This report reflects the valuation of two distinct types of OPEB liability:

- An “explicit subsidy” exists when the employer contributes directly toward retiree healthcare premiums. In this program, benefits include a monthly subsidy toward medical and dental premiums for eligible retirees.
- An “implicit subsidy” exists when the premiums charged for retiree coverage are lower than the expected retiree claims for that coverage. The District’s OPEB program includes implicit subsidy liabilities for retiree medical coverage prior to coverage under Medicare.

Trust assets are currently invested in the CERBT with Asset Allocation Strategy 2. The Actuarially Determined Contributions (ADC) in this report are developed using methodologies in line with practices recommended by the California Actuarial Advisory Panel¹ reflecting the District’s intent to contribute 100% or more of the ADC each year. With the District’s approval, this valuation was prepared using a 6.35% discount rate, slightly lower than the 6.50% rate used in the prior valuation. Please recognize that use of this rate is an assumption and is not a guarantee of future investment performance. See Section G for a discussion of the development of this discount rate.

Exhibits presented in this report apply the results of this June 30, 2019 valuation to develop the Actuarially Determined Contributions for the District’s fiscal years ending June 30, 2020 and 2021. The ADC is calculated as the sum of the current year’s Normal Cost plus amortization of the Unfunded Actuarial Accrued Liability (currently in a surplus position) over 30 years, adjusted with interest to fiscal year end.

The Actuarial Accrued Liability and Plan Assets as of June 30, 2019 are shown below:

Subsidy	Explicit	Implicit	Total
Discount Rate	6.35%	6.35%	6.35%
Actuarial Accrued Liability	\$ 19,701,848	\$ 3,412,966	\$ 23,114,814
Actuarial Value of Assets			27,172,167
Unfunded Actuarial Accrued Liability			(4,057,353)
Funded Ratio			117.6%

The liabilities shown in the report reflect assumptions regarding continued future employment, rates of retirement and survival, and elections by future retirees to elect coverage for themselves and their dependents. Please note that this valuation has been prepared on a closed group basis; no provision is generally made for new employees until the valuation date following their employment.

¹ “Actuarial Funding Policies and Practices for Public Pension and OPEB Plans”, November 2015. Model practice for plans in a surplus position (i.e. negative unfunded actuarial accrued liability) is to amortize the surplus over 30 years.



Executive Summary

(Concluded)

The Actuarially Determined Contribution for the fiscal years ending June 30, 2020 and June 30, 2021 are shown below. Detailed ADC results are shown in Section F and historical funding information is provided in Section I. Current valuation results are compared to the prior valuation in Section E.

Fiscal Year End	6/30/2020			6/30/2021		
	Explicit	Implicit	Total	Explicit	Implicit	Total
Subsidy						
Actuarially Determined Contribution (ADC)	\$ 468,203	\$ 397,613	\$ 865,816	\$ 492,386	\$ 405,538	\$ 897,924
Expected employer paid benefits for retirees	701,109	-	701,109	800,682	-	800,682
Current year's implicit subsidy credit	-	235,963	235,963	-	256,326	256,326
Expected contribution to OPEB trust	(232,906)	161,650	(71,256)	(308,296)	149,212	(159,084)
Total Expected OPEB Contributions	\$ 468,203	\$ 397,613	\$ 865,816	\$ 492,386	\$ 405,538	\$ 897,924

An actuarial valuation is a complex, long-term projection and to the extent that actual experience is not what we assumed future results will be different. Future differences may arise for many reasons, including but not limited to the following:

- A significant change in the number of covered or eligible plan members;
- A significant deviation from assumed future medical premium rates;
- A change in the subsidy provided by the District toward retiree medical premiums;
- Longer life expectancies of retirees;
- Significant changes in expected retiree healthcare claims by age, relative to healthcare claims for active employees and their dependents; and/or
- Higher or lower returns on plan assets or contribution levels other than were assumed.

Details of our valuation process are provided on the following pages. Key terms used in the report are described briefly in Section C and in the Glossary. We want to point out that certain actuarial terms used for plan funding have parallel terms with different names when used for GASB 75 reporting. This can be confusing when comparing results from an actuarial report providing funding information compared to one prepared for accounting purposes.

The next actuarial valuation is scheduled to be prepared as of June 30, 2021. If there are any significant changes in the employee data, benefits provided or the funding policy, please contact us to discuss whether an earlier valuation is appropriate.

Important Notices

This report is intended to be used only to present the actuarial information relating to the District's other postemployment benefits and to provide the annual contribution information with respect to the District's current OPEB funding policy. The results of this report may not be appropriate for other purposes, including financial reporting purposes under GASB 75, where other assumptions, methodology and/or actuarial standards of practice may be required or more suitable. Some issues in this report may involve analysis of applicable law or regulations. The District should consult counsel on these matters; MacLeod Watts does not practice law and does not intend anything in this report to constitute legal advice.



B. OPEB Obligations of the District

The District provides continuation of medical, dental and vision coverage to its retiring employees. These benefits may create one or more of the following types of OPEB liabilities:

- **Explicit subsidy liabilities:** A direct employer payment toward the cost of OPEB benefits is referred to as an “explicit subsidy”. The District contributes directly toward retiree premiums as described in Section K. These benefits are included in this valuation. Note that Senate Amendment to H.R. 1865, Further Consolidated Appropriations Act, 2020 repealed the Affordable Care Act’s (ACA) 40% excise tax on high-cost coverage so the tax is no longer reflected in these liabilities.
- **Implicit subsidy liabilities:** An “implicit subsidy” exists when the premiums charged for retiree coverage are lower than the expected retiree claims for that coverage. Employees are covered by the CalPERS medical program, where the same monthly premiums are charged for active employees and for pre- Medicare retirees. In addition to whatever portion of retiree premiums are paid directly by the District, we value the difference between projected retiree claims and the premiums projected to be charged for retiree coverage. To develop this difference with respect to medical coverage, we followed the methodology outlined in Section A and described further in Appendix 3: MacLeod Watts Age Rating Methodology.

CalPERS charges different monthly premiums for Medicare-eligible members. CalPERS has confirmed that only the claims experience of these Medicare eligible members is considered in setting Medicare-eligible premium rates. Therefore, there is no implicit subsidy of premiums for these retired members by active employees and our analysis suggests that Supplemental Medicare premium structure is adequate to cover the expected claims of these retirees.

Finally, we believe no implicit subsidy exists with respect to dental or vision coverage made available to retirees, or that it is insignificant.

Additional background on what benefits are considered as OPEB is found in Appendix 2.



C. Funding Policy

Actuarially Determined Contributions and District Funding Policy

The Actuarially Determined Contribution (ADC) consists of two basic components, which have been adjusted with interest to the District's fiscal year end:

- The amounts attributed to service performed in the current fiscal year (the normal cost) and
- Amortization of the unfunded actuarial accrued liability (UAAL).

The ADC developed in this report includes amortization of the surplus AAL over an open 30-year period. Amortization payments are determined on a level percent of pay basis.

The District's funding policy is to contribute 100% or more of the ADC each year. The amounts calculated for the fiscal years ending June 30, 2020, June 30, 2021 and June 30, 2022 are shown in Section F.

Paying Down the UAAL

Once an entity decides to prefund, a decision must be made about how to pay for benefits already earned that have not yet been funded (the UAAL). This is most often, though not always, handled through structured amortization payments. The period and method chosen for amortizing this unfunded liability can significantly affect the Actuarially Determined Contribution.

Much like paying off a mortgage, choosing a longer amortization period to pay off the UAAL means initial payments will be smaller, but the payments will be required for a longer period. In general, the longer the amortization period, the less time investments will work toward helping reduce required contribution levels. If the UAAL is negative (i.e. a surplus exists), then the relationship is reversed, and longer amortization periods result in payments that are higher.

There are several ways the amortization payment can be determined. The most common methods are calculating the amortization payment as a level dollar amount or as a level percentage of payroll. The District's current amortization approach is stated above.

Funding of the Implicit Subsidy

The implicit subsidy liability created when expected retiree medical claims exceed the retiree premiums was described earlier in Section B. In practical terms, when the District pays the premiums for active employees each year, their premiums include an amount expected to be transferred to cover the portion of the retirees' claims not covered by their premiums. This transfer represents the current year's implicit subsidy and is illustrated in the example below.

Hypothetical Illustration Of Implicit Subsidy Recognition	For Active Employees	For Retired Employees	Total
Annual Agency Contribution Toward Premiums	\$ 1,617,000	\$ 701,000	\$ 2,318,000
Current Year's Implicit Subsidy Adjustment	\$ (236,000)	\$ 236,000	\$ -
Adjusted contributions reported in Financial Stmt's	\$ 1,381,000	\$ 937,000	\$ 2,318,000



Funding Policy

(Concluded)

While total District contributions paid toward active and retired employee healthcare premiums in this example are the same, by shifting the recognition of the current year's implicit subsidy from actives to retirees, this amount may be recognized as a contribution toward OPEB. Please see the Expected Employer Contributions in Section F for the estimated implicit subsidy amounts which should be applied to offset against the ADC for the years shown.

Some agencies prefer to prefund the total OPEB liability; others prefer to prefund only the explicit (direct) subsidy portion of the liability. Some possible options include:

- Prefunding 100% of the ADC relating to both the explicit subsidy and implicit subsidy liabilities. *Exhibits in this report reflect our assumption that the District will follow this approach.*
- A funding policy which provides for the agency to prefund only the explicit subsidy liability, but not prefund implicit subsidy liability.
- Ad hoc contributions not specifically determined on an actuarial basis designed to fund the total OPEB liability over a reasonable and finite period of time.

Bear in mind, however, that the level of OPEB prefunding will impact whether or not the expected trust rate of return may be used as the discount rate to determine the liability under GASB 75. We are available to review funding options further with the District.

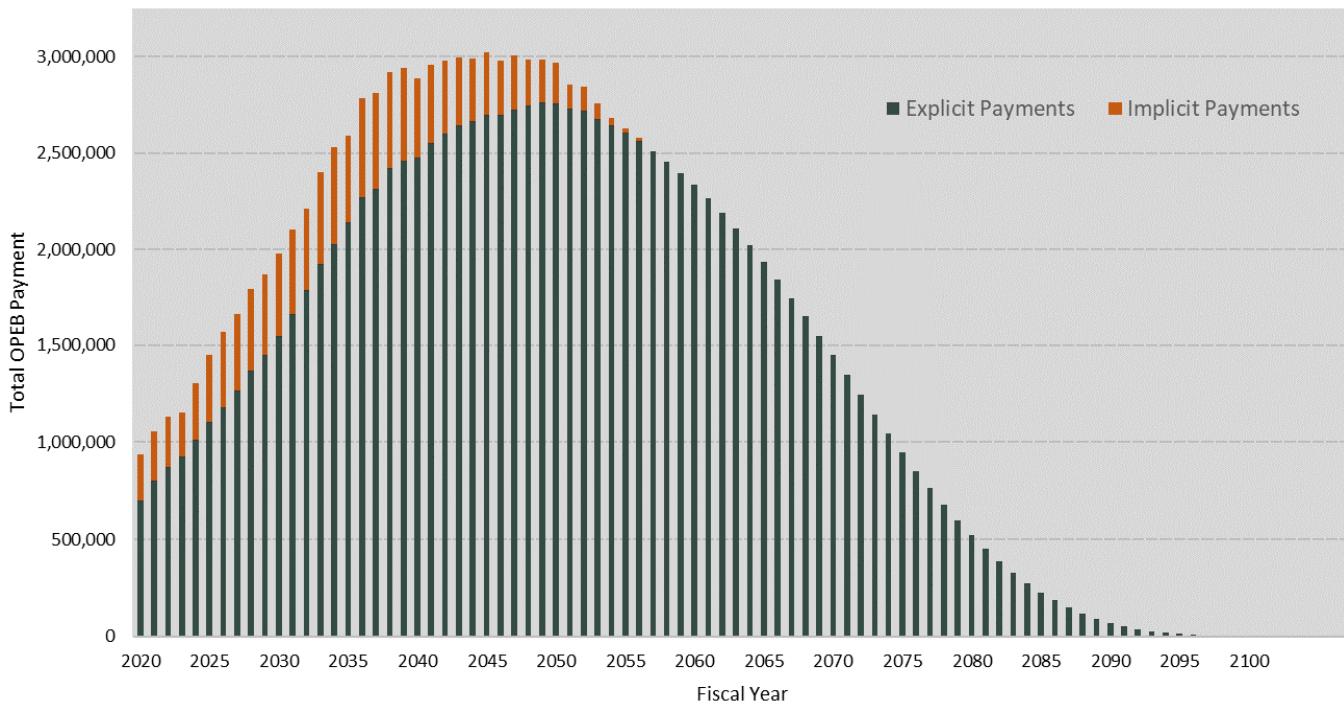


D. Discussion of Valuation Results as of June 30, 2019

This valuation is based on employee census data and benefits initially submitted to us by the District in November 2019 and clarified in various related communications. A summary of the employee data is provided in Section J and a summary of the benefits provided under the Plan is provided in Section K. While individual employee records have been reviewed to verify that they are reasonable in various respects, the data has not been audited and we have otherwise relied on the District as to its accuracy. The valuation was performed in accordance with the actuarial methods and assumptions described in Section L.

Recalculation of the District's OPEB liability starts by projecting all future benefits to be paid to retirees and current employees expected to receive future benefits. From the plan data provided by the District, and utilizing all the assumptions about future participant elections, mortality, etc., the actuary provides a very long-term projection of expected future payments. A snapshot of the valuation's projected payments appears below.

OPEB Payments
Projected to be Paid During Retirement to Current Employees and Retirees



As shown in the chart, expected OPEB payments to retirees and current employees expected to retiree in the future are expected to steadily increase from roughly \$937,000 in 2019-2020 to just over \$3 million in 2045 and then steadily decline thereafter. Note that this long-term projection does not anticipate entry of future employees. These payments (in table form) are shown in Section H.

Next, the projection of future OPEB payments is translated into a present value as of the valuation date using the plan's discount rate of 6.35%. The Present Value of Projected Benefits represents the value as of June 30, 2019 of all future benefit payments for retirees and current employees expected to retire and receive benefits. As of June 30, 2019, the present value of projected benefits is \$31,326,121. In other words, if the trust held \$31,326,121, and if all actuarial assumptions about the future were exactly realized, then the trust could pay all plan benefits of current plan members. Note



Discussion of Valuation Results as of June 30, 2019

(Continued)

that no assets would be available for new employees hired as current employees terminate and retire. The benefits of future employees are not considered in the valuation and future funding contributions would still be required for their benefits.

The next step in the valuation is to split the Present Value of Projected Benefits into 1) the value of benefits already earned by prior service of current employees and retirees and 2) the value of benefits expected to be earned by future service of current employees. Using the Entry Age Normal attribution method, the value of benefits deemed earned by prior service as of June 30, 2019, is \$23,114,814. We call this value the Actuarial Accrued Liability (in actuarial terminology) or Total OPEB Liability (in GASB terminology).

Benefits deemed earned by service of active employees in a single year is called the “normal cost” or “service cost” of benefits. The present value of all future normal costs is \$8,211,307 and equals the present value of all future benefits less the value of benefits earned by prior service. This represents the value of OPEB benefits expected to be earned by future service of current employees.

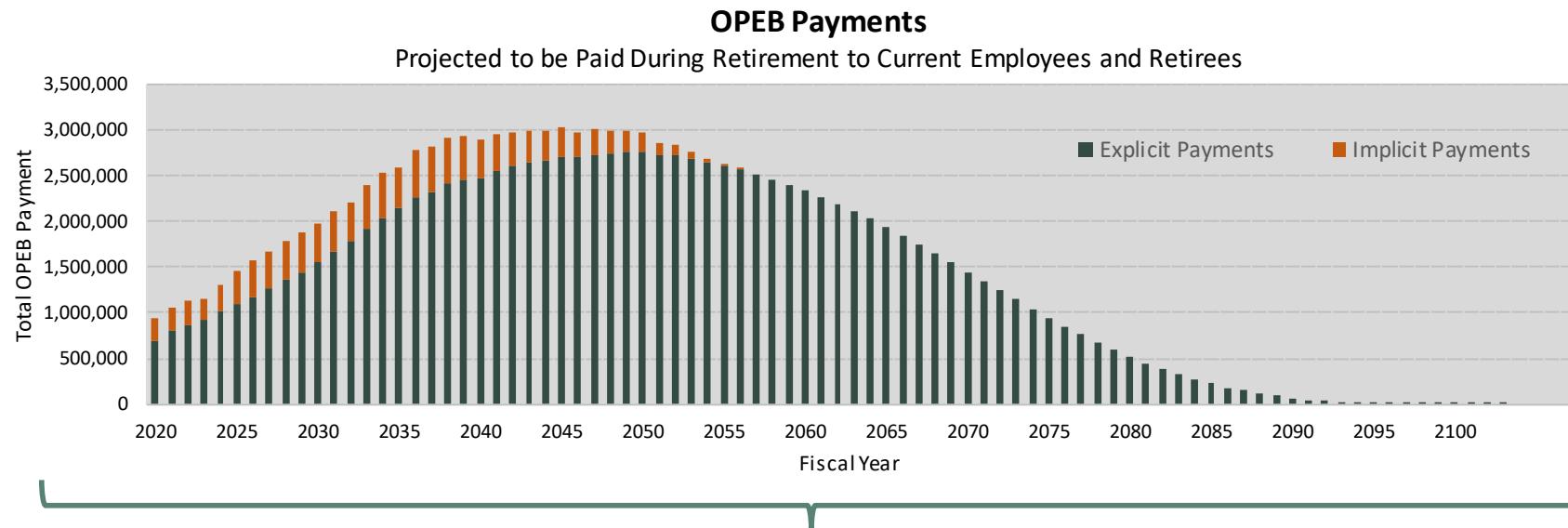
The District has committed to making regular contributions to a trust in order to prefund plan benefits. Prior trust contributions and earnings have accumulated so that, as of June 30, 2019, the market value of assets is \$27,172,167. In comparison to the Present Value of Future OPEB Benefits (i.e. \$31,326,121), the trust is about 87% funded. However, the funded status of a plan is generally viewed relative to benefits that have been earned by service up to the valuation date. When compared to the Actuarial Accrued Liability, current assets are about 118% of liabilities. In other words, trust assets as of June 30, 2019 cover all expected benefits earned by prior service plus a part, but not all, of OPEB benefits that are expected to be earned by future service of current employees. We can represent the June 30, 2019, valuation pictorially as shown on the following page.

The Unfunded Actuarial Accrued Liability (actuarial terminology) or Net OPEB Liability (GASB terminology) is currently in a surplus position because current assets exceed the liability for benefits earned by prior service. Future contributions by the District will prefund the remaining part of OPEB benefits that will be earned by future service of current employees. Since these projections are based on numerous assumptions that almost certainly will not be exactly realized, any plan gains or losses caused when plan assumptions that are not realized will also increase or decrease future contributions. See Section F. for contribution information for fiscal years 2020, 2021 and 2022 (estimated) based on this June 30, 2019 valuation.

The following section reconciles the unfunded actuarial accrued liability from July 1, 2017, with the unfunded actuarial accrued liability measured as of June 30, 2019.



Discussion of Valuation Results as of June 30, 2019
(Concluded)



Present Value of Future OPEB Benefits = \$31,326,121 <i>Present value as of the measurement date of all future benefits projected to be paid to current and former employees</i>	
Actuarial Accrued Liability = \$23,114,814 <i>Present value of all benefits deemed earned by employees and retirees as of the measurement date</i>	Future Earned Benefits = \$8,211,307 <i>Present value of benefits expected to be earned by future service of current employees</i>
Market Value of Assets = \$27,172,167 <i>Value of trust assets set aside to pay future benefits</i>	

Unfunded Accrued Liability (Surplus) = (\$4,057,353)
Excess of Actuarial Accrued Liability over Assets



E. Reconciling OPEB Liabilities as of June 30, 2019 to Liabilities as Of July 1, 2017

The following chart compares the results of the June 30, 2019 valuation of OPEB liabilities to the results of the July 1, 2017 valuation.

Funding Policy Valuation date	Prefunding Basis					
	7/1/2017			6/30/2019		
Subsidy	Explicit	Implicit	Total	Explicit	Implicit	Total
Discount rate	6.50%	6.50%	6.50%	6.35%	6.35%	6.35%
Number of Covered Employees						
Actives	106	106	106	114	114	114
Retirees	78	29	78	94	32	94
Total Participants	184	135	184	208	146	208
Actuarial Present Value of Projected Benefits						
Actives	\$ 16,425,329	\$ 4,393,576	\$ 20,818,905	\$ 16,540,052	\$ 4,020,665	\$ 20,560,717
Retirees	10,362,176	1,108,752	11,470,928	9,756,510	1,008,894	10,765,404
Total APVPB	26,787,505	5,502,328	32,289,833	26,296,562	5,029,559	31,326,121
Actuarial Accrued Liability (AAL)						
Actives	10,795,420	2,824,701	13,620,121	9,945,338	2,404,072	12,349,410
Retirees	10,362,176	1,108,752	11,470,928	9,756,510	1,008,894	10,765,404
Total AAL	21,157,596	3,933,453	25,091,049	19,701,848	3,412,966	23,114,814
Actuarial Value of Assets			23,337,748			27,172,167
Unfunded AAL (UAAL)			1,753,301			(4,057,353)
Normal Cost	791,342	229,162	1,020,504	808,823	199,681	1,008,504
Percent funded			93.0%			117.6%
Reported covered payroll			12,531,924			14,287,090
UAAL as percent of payroll			14.0%			-28.4%

The chart shows that the Actuarial Accrued Liability decreased over the two-year period by almost \$2 million and assets increased by almost \$4 million. The unfunded actuarial liability decreased by roughly \$5.8 million and the plan is now in a surplus position.



Reconciling OPEB Liabilities as of June 30, 2019 to Liabilities as of July 1, 2017
(Continued)

Given the long-term nature of the District's plan, any set of prior assumptions is unlikely to ever be exactly realized. Therefore, it's helpful to review the cause of changes in the plan's funded status. The chart below provides a detailed reconciliation of all changes in liability between the 2017 valuation and the 2019 valuation.

Description	Actuarial Accrued Liability (AAL)			Assets			Unfunded Actuarial Accrued Liability (UAAL)		
	2017 Expected	Deviation	2019 Valuation	2017 Expected	Deviation	2019 Valuation	2017 Expected	Deviation	2019 Valuation
July 1, 2017 Biennial Valuation¹ (uses 6.5% discount rate)	25,091,049			23,337,748			1,753,301		
<i>Changes During 2017-2018:</i>									
Adjustment to asset value ²				22,760	22,760		(22,760)	(22,760)	
Normal Cost ³	1,020,504		1,020,504				1,020,504		1,020,504
Interest Cost ⁴	1,661,164		1,661,164				1,661,164		1,661,164
Expected investment earnings ⁵				1,480,867	39,484	1,520,351	(1,480,867)	(39,484)	(1,520,351)
Net investment earnings higher than expected ⁶					317,284	317,284		(317,284)	(317,284)
Contributions by DSRSD				1,212,732		1,212,732	(1,212,732)		(1,212,732)
Benefit payments	(1,110,367)		(1,110,367)	(1,110,367)		(1,110,367)	-		-
As of July 1, 2018 Interim Valuation (uses 6.5% discount rate)	26,662,350	-	26,662,350	24,920,980	379,528	25,300,508	1,741,370	(379,528)	1,361,842
<i>Changes During 2018-2019:</i>									
Normal Cost ³	1,053,670		1,053,670				1,053,670		1,053,670
Interest Cost ⁴	1,764,023		1,764,023				1,764,023		1,764,023
Expected investment earnings				1,582,346	64,947	1,647,293	(1,582,346)	(64,947)	(1,647,293)
Net investment earnings higher than expected ⁶					126,931	126,931	-	(126,931)	(126,931)
Contributions by DSRSD				1,251,832		1,251,832	(1,251,832)		(1,251,832)
Benefit payments	(1,154,397)		(1,154,397)	(1,154,397)		(1,154,397)	-		-
Plan experience different than expected ⁷		(4,001,696)	(4,001,696)					(4,001,696)	(4,001,696)
Assumption changes ⁸		(1,209,136)	(1,209,136)					(1,209,136)	(1,209,136)
July 1, 2019 Biennial Valuation (uses 6.35% discount rate)	28,325,646	(5,210,832)	23,114,814	26,600,761	571,406	27,172,167	1,724,885	(5,782,238)	(4,057,353)
<i>Change in UAAL Over 2 Year Period</i>							(28,416)	(5,782,238)	(5,810,654)

Notes: 1) See page 6 of the 2017 valuation report; 2) Adjustment to match June 30, 2017 CERBT audited asset value; 3) Normal cost is the value of benefits earned by active employees during the year. GASB refers to normal cost as "service cost"; 4) Interest cost is the interest charge on plan liabilities during the year; 5) Deviation in expected investment earnings is due to a difference in assumed timing of DSRSD contributions; 6) Net investment earnings higher than expected is reduced by actual administrative and other expenses; 7) About 3/4ths of this gain is due to premium increases since the 2017 valuation less than expected. The remaining 1/3rd is due to demographic changes, elections of retiring employees, and participation more favorable than assumed; 8) Change in discount rate, demographic assumptions, medical trend, mortality improvement, and assumed participation rates.



Reconciling OPEB Liabilities as of June 30, 2019 to Liabilities as Of July 1, 2017 (Concluded)

As the chart on the preceding page indicates, the plan's unfunded actuarial accrued liability was projected to decrease by \$28,416 over the two-year period 2017-2019. The actual decrease was \$5,810,654, a deviation of \$5,782,238. The components of the deviation can be roughly categorized as follow:

- 52% of the decrease was due to premium increases lower than expected
- 17% of the decrease was due to other plan experience including terminations, retirements, and participation elections different than assumed
- 21% of the decrease was due to changes in assumptions that lowered plan liabilities
- 10% of the decrease was due to investment performance better than expected

The plan's unfunded actuarial accrued liability as of June 30, 2019 is (\$4,057,353) indicating plan assets currently exceed the actuarial accrued liability on the valuation date. Some of the unfunded liability is carried over from 2017 and some is new based on deviations in plan performance as described above. A breakdown of the plan's unfunded liability amortization bases is shown below.

Remaining 2017 Amortization Base	\$ 1,724,885
2019 Amortization Base Due to Investment Gains	(571,406)
2019 Amortization Base Due to Plan Experience	(4,001,696)
<u>2019 Amortization Base Due to Assumption Changes</u>	<u>(1,209,136)</u>
July 1 2019 Unfunded (Surplus) Actuarial Accrued Liability	<u>\$ (4,057,353)</u>

There were several assumption changes implemented as of June 30, 2019. The changes and their impact to the Actuarial Accrued Liability are listed below.

Discount Rate reduced from 6.5% to 6.35%	\$ 429,249
Population assumptions changed to reflect CalPERS 2017 experience study	(300,397)
Assumed participation rates for Tier 2 employees were reduced	(748,563)
Assumed spouse coverage was reduced from 76.5% to 70%	(454,114)
Repeal of ACA's Excise Tax	(135,311)
Total Increase (Decrease) in AAL Due to Assumption Changes	<u>\$ (1,209,136)</u>

F. Calculation of Actuarially Determined Contributions

Important background information about the funding of OPEB liabilities can be found in Appendix 2. Note that the purpose of this valuation is to remeasure plan liabilities and develop trust contributions in accordance with the District's funding policy. Liabilities and expense used for reporting in the District's financial statements in accordance with GASB Statement 75 will be presented in separate report(s) each year.

The results of our June 30, 2019 valuation of OPEB liabilities for the District were discussed in Sections B & C. This section uses the valuation information to develop the actuarially determined contribution (ADC) for the fiscal years ending June 30, 2020 and June 30, 2021. We have also included an estimate of the ADC for the fiscal year ending June 30, 2022.

The development of the ADC reflects the assumption that the District will contribute 100% of the ADC each year and will take reimbursement from the trust for retiree benefit payment amounts in excess of the ADC. *Note that the reimbursement amount requested from the trust should be determined based on actual, not expected, retiree benefits paid.*

The District will be credited with contributions toward meeting the ADC for each of the following:

1. Direct payments to insurers toward retiree premiums;
2. Each year's implicit subsidy payment; and
3. Contributions to, or reimbursements from, the OPEB trust.

The counts of active employees and retirees shown in Section J are the same as the counts of active and retired employees on the valuation date. While we do not adjust these counts between valuation dates, the liabilities and costs developed in the valuation anticipate the likelihood that some active employees may leave employment forfeiting benefits, some may retire and elect benefits, and coverage for some of the retired employees may cease. However, because this valuation has been prepared on a closed group basis, no potential future employees are explicitly included. We will incorporate any new employees hired after June 30, 2019, in the next valuation in the same way we included new employees hired after July 2017 in this June 2019 valuation.

Amortization Bases

The unfunded actuarial accrued liability (UAAL) represents the value of benefits earned by retirees and current employees in excess of trust assets. As discussed in the prior section, the District's UAAL is negative indicating a surplus position. Normally, in the determination of funding contributions each amortization base is amortized over a fixed period and serves to increase or decrease plan contributions. However, because the District's trust is now in a surplus position, and with the District's permission, we will consolidate the amortization bases into one surplus base equal to the July 1, 2019 surplus amount of \$4,057,353. The ADC developed in this report will amortize the surplus amount over a 30-year period, level percent basis. This treatment is consistent with the model practice for trust surplus recommended by the California Actuarial Advisory Panel².

² See "Actuarial Funding Policies and Practices for Public Pension and OPEB Plans", November 2015, California Actuarial Advisory Panel.



Calculation of Actuarially Determined Contributions

(Continued)

Development of ADC and Estimated Trust Contributions

The tables below show the development of the ADC and expected employer trust contribution for the District's fiscal years ending June 30, 2020, 2021, and 2022 (estimated). The actual fiscal year 2022 contributions will be determined in the June 30, 2021 valuation.

Funding Policy		Prefunding Basis		
Valuation date		6/30/2019		
Fiscal Year Ending		6/30/2020		
Subsidy	Explicit	Implicit	Total	
Expected long-term return on assets	6.35%	6.35%	6.35%	
Discount rate	6.35%	6.35%	6.35%	
Number of Covered Employees				
Actives	114	114	114	
Retirees	94	32	94	
Total Participants	208	146	208	
Actuarial Present Value of Projected Benefits				
Actives	\$ 16,540,052	\$ 4,020,665	\$ 20,560,717	
Retirees	9,756,510	1,008,894	10,765,404	
Total APVBP	26,296,562	5,029,559	31,326,121	
Actuarial Accrued Liability (AAL)				
Actives	9,945,338	2,404,072	12,349,410	
Retirees	9,756,510	1,008,894	10,765,404	
Total AAL	19,701,848	3,412,966	23,114,814	
Actuarial Value of Assets	27,172,167	-	27,172,167	
Unfunded AAL (UAAL)	(7,470,319)	3,412,966	(4,057,353)	
UAAL Amortization method	Level % of Pay	Level % of Pay	Level % of Pay	
Initial amortization period (in years)	30	30	30	
Remaining amortization period (years)	30	30	30	
Amortization Factor	19.5932	19.5932	19.5932	
Actuarially Determined Contribution (ADC)				
Normal Cost	\$ 808,823	\$ 199,681	\$ 1,008,504	
Amortization of UAAL	(381,270)	174,191	(207,079)	
Interest to fiscal year end	27,150	23,741	50,891	
Administrative Expenses			13,500	
Total ADC	468,203	397,613	865,816	
Expected Employer OPEB Contributions				
Estimated payments on behalf of retirees	\$ 701,109	\$ -	\$ 701,109	
Estimated current year's implicit subsidy	-	235,963	235,963	
Estimated contribution to OPEB trust	(232,906)	161,650	(71,256)	
Total Expected Employer Contribution	468,203	397,613	865,816	



Calculation of Actuarially Determined Contributions

(Continued)

Funding Policy		Prefunding Basis		
Valuation date		6/30/2019		
Fiscal Year Ending		6/30/2021		
Subsidy		Explicit	Implicit	Total
Expected long-term return on assets		6.35%	6.35%	6.35%
Discount rate		6.35%	6.35%	6.35%
Number of Covered Employees				
Actives		114	114	114
Retirees		94	32	94
Total Participants		208	146	208
Actuarial Present Value of Projected Benefits				
Actives	\$ 17,536,598	\$ 4,255,146	\$ 21,791,744	
Retirees	9,706,426	850,335	10,556,761	
Total APVPB	27,243,024	5,105,481	32,348,505	
Actuarial Accrued Liability (AAL)				
Actives	11,383,303	2,748,260	14,131,563	
Retirees	9,706,426	850,335	10,556,761	
Total AAL	21,089,729	3,598,595	24,688,324	
Actuarial Value of Assets	28,643,370	166,782	28,810,152	
Unfunded AAL (UAAL)	(7,553,641)	3,431,813	(4,121,828)	
UAAL Amortization method		Level % of Pay	Level % of Pay	Level % of Pay
Initial amortization period (in years)	30	30	30	
Remaining amortization period (years)	30	30	30	
Amortization Factor	19.5932	19.5932	19.5932	
Actuarially Determined Contribution (ADC)				
Normal Cost	\$ 835,110	\$ 206,171	\$ 1,041,281	
Amortization of UAAL	(385,523)	175,153	(210,370)	
Interest to fiscal year end	28,549	24,214	52,763	
Administrative Expenses			14,250	
Total ADC	492,386	405,538	897,924	
Expected Employer OPEB Contributions				
Estimated payments on behalf of retirees	\$ 800,682	\$ -	\$ 800,682	
Estimated current year's implicit subsidy	-	256,326	256,326	
Estimated contribution to OPEB trust	(308,296)	149,212	(159,084)	
Total Expected Employer Contribution	492,386	405,538	897,924	



Calculation of Actuarially Determined Contributions

(Concluded)

Funding Policy		Prefunding Basis		
Valuation date		6/30/2019		
Fiscal Year Ending		6/30/2022		
Subsidy		Explicit	Implicit	Total
Expected long-term return on assets		6.35%	6.35%	6.35%
Discount rate		6.35%	6.35%	6.35%
Number of Covered Employees				
Actives		114	114	114
Retirees		94	32	94
Total Participants		208	146	208
Actuarial Present Value of Projected Benefits				
Actives	\$ 18,528,823	\$ 4,473,293	\$ 23,002,116	
Retirees	9,618,030	691,922	10,309,952	
Total APVPB	28,146,853	5,165,215	33,312,068	
Actuarial Accrued Liability (AAL)				
Actives	12,872,933	3,089,982	15,962,915	
Retirees	9,618,030	691,922	10,309,952	
Total AAL	22,490,963	3,781,904	26,272,867	
Actuarial Value of Assets	30,129,437	331,322	30,460,759	
Unfunded AAL (UAAL)	(7,638,474)	3,450,582	(4,187,892)	
UAAL Amortization method		Level % of Pay	Level % of Pay	Level % of Pay
Initial amortization period (in years)	30	30	30	
Remaining amortization period (years)	30	30	30	
Amortization Factor	19.5932	19.5932	19.5932	
Actuarially Determined Contribution (ADC)				
Normal Cost	\$ 862,251	\$ 212,872	\$ 1,075,123	
Amortization of UAAL	(389,853)	176,111	(213,742)	
Interest to fiscal year end	29,997	24,700	54,697	
Administrative Expenses			15,250	
Total ADC	517,395	413,933	931,328	
Expected Employer OPEB Contributions				
Estimated payments on behalf of retirees	\$ 872,703	\$ -	\$ 872,703	
Estimated current year's implicit subsidy	-	259,311	259,311	
Estimated contribution to OPEB trust	(355,308)	154,622	(200,686)	
Total Expected Employer Contribution	517,395	413,933	931,328	



G. Choosing the Valuation Discount Rate

The expected long-term return on trust assets was derived from information published by CalPERS. CalPERS determined its returns using a building-block method and best-estimate ranges of expected future real rates of return for each major asset class (expected returns, net of OPEB plan investment expense and inflation). The target allocation and best estimates of geometric real rates of return published by CalPERS for each major class are summarized in the following table:

CERBT Strategy 2		Years 1-10			Years 11+		
Major Asset Classification	Target Allocation	General Inflation Rate Assumption	1-10 Year Expected Real Rate of Return*	Compound Return Yrs 1-10	General Inflation Rate Assumption	11+ Year Expected Real Rate of Return*	Compound Return Years 11+
Global Equity	40%	2.00%	4.80%	6.80%	2.92%	5.98%	8.90%
Fixed Income	43%	2.00%	1.10%	3.10%	2.92%	2.62%	5.54%
Global Real Estate(REITs)	8%	2.00%	3.20%	5.50%	2.92%	5.00%	7.92%
Treasury Inflation Protected Securities	5%	2.00%	0.25%	2.25%	2.92%	1.46%	4.38%
Commodities	4%	2.00%	1.50%	3.50%	2.92%	2.87%	5.79%
Volatility	9.24%	weighted		5.22%	weighted		7.49%

*Real rates of return come from a geometric representation of returns that assume a general inflation rate of 2.00%.

Currently, CalPERS' expected returns are split for years 1-10 and years 11 and thereafter. To derive the expected return specific to the District, we projected plan benefits in each future year. Then applying the plan specific benefit payments to CalPERS' bifurcated return expectations, we determined the single equivalent long-term rate of return to be 6.35%. The valuation discount rate is then set equal to the long-term return expected to be earned by the trust. This methodology is consistent with the "level cost actuarial methodology" recommended by the California Actuarial Advisory Panel. Level cost funding "... is characterized by economic assumptions based on the long term expected experience of the plan ... in contrast to a 'market based actuarial methodology' where economic assumptions are based on current market observations..."³

³ See "Actuarial Funding Policies and Practices for Public Pension and OPEB Plans", November 2015, California Actuarial Advisory Panel.



H. Projected Benefit Payments

The following is an estimate of other post-employment benefits to be paid on behalf of current retirees and current employees expected to retire from the District. Expected annual benefits have been projected using the actuarial assumptions outlined in Section L. These benefits are represented graphically in the first 15 years of the chart shown on page 6.

These projections do not include any benefits expected to be paid on behalf of current active employees *prior to* retirement, nor do they include any benefits for potential *future employees* (i.e., those who might be hired in future years).

Fiscal Year Ending June 30	Projected Annual Benefit Payments						
	Explicit Subsidy			Implicit Subsidy			Total
	Current Retirees	Future Retirees	Total	Current Retirees	Future Retirees	Total	
2020	\$ 649,016	\$ 52,093	\$ 701,109	\$ 215,773	\$ 20,190	\$ 235,963	\$ 937,072
2021	683,067	117,615	800,682	205,873	50,453	256,326	1,057,008
2022	691,430	181,273	872,703	182,479	76,832	259,311	1,132,014
2023	671,251	253,433	924,684	114,439	114,155	228,594	1,153,278
2024	673,366	338,653	1,012,019	126,644	166,169	292,813	1,304,832
2025	680,606	423,315	1,103,921	118,257	227,930	346,187	1,450,108
2026	676,135	503,211	1,179,346	109,040	280,235	389,275	1,568,621
2027	676,920	588,057	1,264,977	85,517	314,156	399,673	1,664,650
2028	690,229	681,820	1,372,049	57,248	365,244	422,492	1,794,541
2029	675,504	773,654	1,449,158	14,519	408,563	423,082	1,872,240
2030	685,903	864,101	1,550,004	12,877	416,754	429,631	1,979,635
2031	701,440	960,671	1,662,111	14,675	429,924	444,599	2,106,710
2032	707,735	1,084,336	1,792,071	-	418,712	418,712	2,210,783
2033	720,112	1,207,915	1,928,027	-	475,240	475,240	2,403,267
2034	730,606	1,299,268	2,029,874	-	499,709	499,709	2,529,583

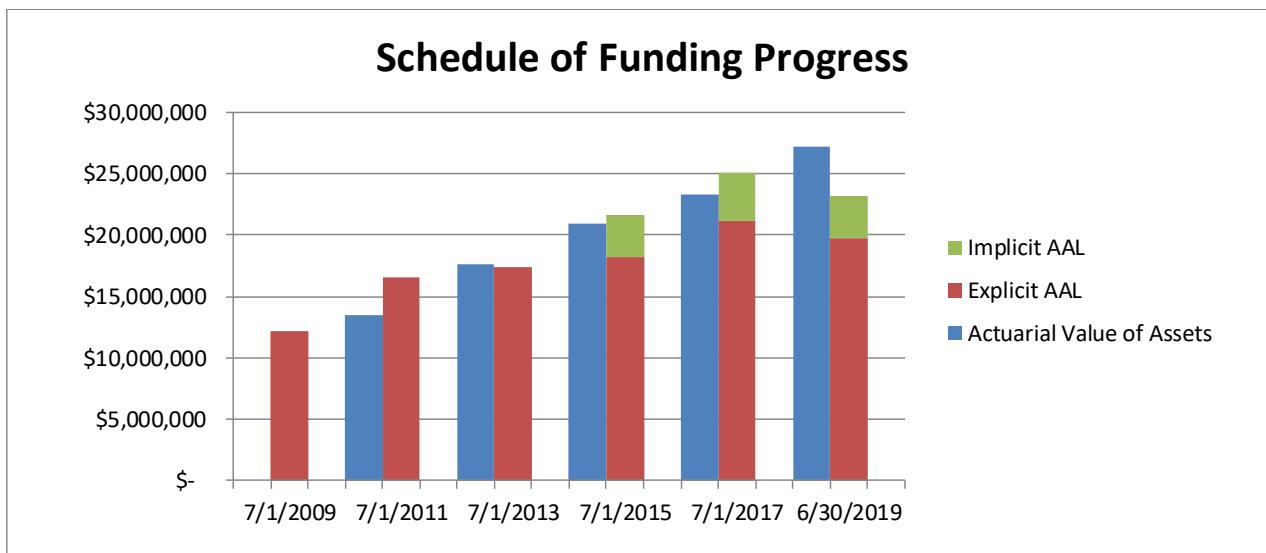
The amounts shown in the Explicit Subsidy section reflect the expected payment by the District toward retiree medical premiums in each of the years shown. The amounts are shown separately, and in total, for those retired on the valuation date ("current retirees") and those expected to retire after the valuation date ("future retirees").

The amounts shown in the Implicit Subsidy section reflect the expected excess of retiree medical (and prescription drug) claims over the premiums expected to be charged during the year for retirees' coverage. These amounts are also shown separately and in total for those currently retired on the valuation date and for those expected to retire in the future.

I. Historical Funding Information

In this section, we provide a review of key components of valuation results from 2009 through 2019.

Schedule of Funding Progress									
Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (b)	Unfunded Actuarial Accrued Liability (b-a)			Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)	
			Actuarial Accrued Liability (b-a)	Funded Ratio (a/b)	Covered Payroll (c)			UAAL as a Percentage of Covered Payroll ((b-a)/c)	Discount Rate
7/1/2009	\$ -	\$ 12,177,427	\$ 12,177,427	0.0%	\$ 10,995,921	110.7%	7.75%		
7/1/2011	\$ 13,422,427	\$ 16,524,031	\$ 3,101,604	81.2%	\$ 10,795,530	28.7%	7.61%		
7/1/2013	\$ 17,609,101	\$ 17,356,805	\$ (252,296)	101.5%	\$ 11,865,168	-2.1%	7.61%		
7/1/2015	\$ 20,917,103	\$ 21,658,172	\$ 741,069	96.6%	\$ 11,599,764	6.4%	7.28%		
7/1/2017	\$ 23,337,748	\$ 25,091,049	\$ 1,753,301	93.0%	\$ 12,531,924	14.0%	6.50%		
6/30/2019	\$ 27,172,167	\$ 23,114,814	\$ (4,057,353)	117.6%	\$ 14,287,090	-28.4%	6.35%		



Significant changes during this period include:

- *July 2011:* Discount rate decreased from 7.75% to 7.61%; healthcare trend increased; added costs for children to age 26; and updated assumptions for mortality, termination, and retirement
- *July 2013:* Increase in assumed healthcare trend, increase in mortality projection, increase due to change in benefits for classified employees hired prior to June 1, 2006
- *July 2015:* 1st time recognition of implicit subsidy liability; discount rate decreased from 7.61% to 7.28%; decreased assumption for spouse coverage for future retirees; lower than projected medical premiums.
- *July 2017:* Discount rate decreased from 7.28% to 6.5%; increase in assumed healthcare trend; increases partially offset by favorable plan experience (lower than projected medical premiums).
- *June 2019:* Discount rate decreased from 6.50% to 6.35%; decreased election assumption, decreased assumption for spouse coverage for future retirees; lower than projected medical premiums; elimination of excise tax



J. Summary of Employee Data

Active members: The District reported 114 active members in the data provided to us for the June 2019 valuation. Of these, 95 active employees were currently enrolled in the medical program and 19 employees were waiving coverage.

Current Age	Years of Service						Total	Percent
	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 & Up		
Under 25							0	0%
25 to 29							0	0%
30 to 34	2	9	1				12	11%
35 to 39	4	4	2				10	9%
40 to 44	5	8	1	4	2		20	18%
45 to 49	3	8	5	4	6	1	27	24%
50 to 54		3	2	9	5	2	21	18%
55 to 59	1	1	2	8	4	1	17	15%
60 to 64		1		2	2		5	4%
65 to 69					1	1	2	2%
70 & Up							0	0%
Total	15	34	13	27	20	5	114	100%
Percent	13%	30%	11%	24%	18%	4%	100%	

Valuation	July 2017	June 2019
Average Attained Age for Actives	50.3	47.8
Average Years of Service	10.4	8.6

Retirees: There were also 89 retired employees and 7 surviving spouses receiving benefits under this program on the valuation date. Their ages are summarized in the chart below.

Retirees by Age		
Current Age	Number	Percent
Below 50	0	0%
50 to 54	1	1%
55 to 59	13	14%
60 to 64	18	19%
65 to 69	25	26%
70 to 74	15	16%
75 to 79	11	11%
80 & up	13	14%
Total	96	100%
Average Age:		
On 6/30/2019	69.3	
At retirement	58.6	

Summary of Plan Member Counts: GASB 75 requires the employer to report specific plan member counts. The chart below shows these counts as of the June 30, 2019 valuation date.

Summary of Plan Member Counts	
Number of active plan members	114
Number of inactive plan members currently receiving benefits	96
Number of inactive plan members entitled to but not receiving benefits	0*

* We are not aware of any retirees who are eligible but not currently enrolled.



Summary of Employee Data

(Continued)

The chart below reconciles the number of actives and retirees included in the July 1, 2017 valuation of the District plan with those included in the June 30, 2019 valuation:

Reconciliation of District Plan Members Between Valuation Dates						
Status	Covered Actives	Waiving Actives	Covered Retirees	Dental Only Retirees	Covered Surviving Spouses	Total
Number reported as of July 1, 2017	79	27	69	5	4	184
New employees	27	7	-	-	-	34
Separated employees	(3)	(5)	-	-	-	(8)
New retiree, elected coverage	(15)	-	15	-	-	0
New retiree, waiving coverage	(1)	(2)	-	3	-	0
Previously covered, now waiving	-	-	-	-	-	0
Previously waiving, now covered	8	(8)	1	(1)	-	0
Deceased	-	-	(3)	-	1	(2)
Data corrections	-	-	-	-	2	2
Number reported as of June 30, 2019	95	19	82	7	7	210

Overall, the number of active plan members increased by 8, from 106 to 114, representing a 7.5% increase in active employees included in the valuation. The number of covered retirees increased by 18, from 78 to 96.

The next two charts summarize the numbers of Tier 1 and Tier 2 members. The first shows the numbers of active and retired in each tier. Two retirees in Tier 1 and two retirees in Tier 2 are waiving medical coverage through the District but are enrolled for dental coverage. There is also one retiree in Tier 1 who is enrolled in the medical coverage but waiving dental coverage.

Participants by Tier			
Group	Actives	Retirees	Total
Tier 1	7	39	46
Tier 2	107	57	164
Total	114	96	210

This second chart shows the counts of Tier 1 and Tier 2 employees and retirees for each of 6 employment groups.

Participants by Group and Tier								
Tier	Board	Classified	Confidential	General Manager	Middle Mgmt	Professional	Senior Mgmt	Total
Tier 1	5	31	1	0	4	2	3	46
Tier 2	1	100	4	1	20	29	9	164
Total	6	131	5	1	24	31	12	210



K. Summary of Retiree Benefit Provisions

OPEB provided: The District reported the following OPEB: retiree medical and dental plan coverage.

Access to coverage: Medical coverage is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital Care Act (PEMHCA). This coverage requires the employee to satisfy the requirements for retirement under CalPERS: either (a) attainment of age 50 (age 52, if a miscellaneous employee new to PERS on or after January 1, 2013) with 5 years of State or public agency service or (b) an approved disability retirement. The employee must begin his or her *pension* benefit within 120 days of terminating employment with the District⁴ to be eligible to continue medical coverage through the District and be entitled to the employer subsidy described below.

If an eligible employee is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement or during any future open enrollment period. Coverage may be continued at the retiree's option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage.

Benefits provided: As a condition of participation in the CalPERS medical program, the District is obligated to contribute toward the cost of retiree medical coverage for the retiree's lifetime or until coverage is discontinued.⁵ A surviving spouse and other eligible dependents may also be entitled to a District contribution.

The District currently maintains two different types of resolutions with CalPERS defining the level of the District's contribution. The resolutions apply to those eligible for coverage (as described above) based on an employee's hire date and employment group as shown in this chart.

Group	Change Date
Confidential	9/24/2007
Classified	6/1/2006
Mid Management	8/7/2007
Professional	3/1/2004
Senior Management	3/1/2004
General Management	11/21/2017
Board Members	7/18/2008

Retirees hired before the change dates (Tier 1 retirees) are covered by an 'equal contribution method' resolution, i.e., the District contributes the same amount for retirees as is contributed for similarly situated active employee coverage.

For Tier 1 retirees, the District contributes *the lesser of*:

- 100% of the medical premiums for employees and their eligible covered dependents; and
- The Maximum Contribution.

The Maximum Contribution for each year is the prior year's Maximum Contribution, plus 50% of the difference between the current year's Kaiser Bay Area premiums for the applicable coverage level (i.e., Single, Two-Party, or Family) and the prior year's Maximum Contribution. The Maximum Contribution will never be less than the prior year's Maximum Contribution.

⁴ Employees covered by the PEMHCA Vesting Resolution who work at least 20 years for the District are not subject to the requirement to begin their pension benefit within 120 days of leaving District employment.

⁵ The exception is where an employee retires under CalPERS from the District and is covered by a PEMHCA Vesting Resolution (referred to in this report as a Tier 2 employee) but where the retiree does not work a minimum of 5 years for the District and/or has less than 10 years of CalPERS membership.



Summary of Retiree Benefit Provisions

(Continued)

Tier 1 retiree medical benefits – continued:

The Maximum Contributions for Tier 1 members for 2020 are shown in the chart below:

Tier 1 Monthly Caps by Coverage Level			
Year	Ee Only	Ee + 1	Family
2020	\$ 780	\$ 1,560	\$ 2,028

Retirees hired on or after the change dates (Tier 2 retirees) are covered by PEMHCA ‘vesting’ resolutions. Under these resolutions, the District’s contribution toward retiree medical benefits is determined as *the lesser of*:

- 100% of the medical plan premiums for the retiree and any eligible dependents; and
- The vesting formula maximum benefits (“100/90” caps) *multiplied by* the vested percent, based on the retiree’s years of CalPERS service. The vesting formula (Tier 2) caps and the vested percentages are shown in the two charts to the right.

Tier 2 Monthly Caps by Coverage Level			
Year	Ee Only	Ee + 1	Family
2020	\$ 767	\$ 1,461	\$ 1,868

Years of Qualifying Service	Vested Percent	Years of Qualifying Service	Vested Percent
Less than 10	0%	15	75%
10	50%	16	80%
11	55%	17	85%
12	60%	18	90%
13	65%	19	95%
14	70%	20 or more	100%

- Unlike retirees hired prior to the change date, those covered by the vesting resolution who complete at least 20 years of service with the District are entitled to these subsidized medical benefits even if terminating employment prior to reaching age 50. Employees meeting this 20 year of District service threshold need not begin their pension benefit within 120 days of ending their employment with the District.
- Employees hired prior to the change dates may make a one-time irrevocable election to be covered by the vesting resolution in lieu of the equal contribution resolution.

Retiree Dental Benefits Provided: The District covers 100% of the dental premiums for retirees hired prior to July 1, 2014. The 2020 monthly dental plan premium rates for active and retired employees are shown here:

Monthly Dental Premiums			
Year	Single	Two Party	Family
2020	\$ 55.00	\$ 99.70	\$ 160.90



Summary of Retiree Benefit Provisions

(Continued)

Current premium rates: The 2020 CalPERS monthly medical plan rates in the Region 1 rate group are shown in the table below. If different rates apply where the member resides outside of this area, those rates are reflected in the valuation, but not listed here. The CalPERS administration fee is assumed to be expensed each year and has not been projected as an OPEB liability in this valuation.

Region 1 2020 Health Plan Rates						
Plan	Actives and Pre-Med Retirees			Medicare Eligible Retirees		
	Ee Only	Ee & 1	Ee & 2+	Ee Only	Ee & 1	Ee & 2+
Anthem EPO Del Norte	861.18	1,722.36	2,239.07	<i>Not Available</i>		
Anthem Select HMO	868.98	1,737.96	2,259.35	388.15	776.30	1,297.69
Anthem Traditional HMO	1,184.84	2,369.68	3,080.58	388.15	776.30	1,487.20
Blue Shield Access+ HMO & Blue	1,127.77	2,255.54	2,932.20	<i>Not Available</i>		
Blue Shield Trio	833.00	1,666.00	2,165.80	<i>Not Available</i>		
Health Net SmartCare	1,000.52	2,001.04	2,601.35	<i>Not Available</i>		
Kaiser HMO	768.49	1,536.98	1,998.07	339.43	678.86	1,139.95
PERS Choice PPO	861.18	1,722.36	2,239.07	351.39	702.78	1,219.49
PERS Select PPO	520.29	1,040.58	1,352.75	351.39	702.78	1,014.95
PERSCare PPO	1,133.14	2,266.28	2,946.16	384.78	769.56	1,449.44
PORAC Region 1	774.00	1,699.00	2,199.00	513.00	1,022.00	1,522.00
UnitedHealthcare HMO	899.94	1,799.88	2,339.84	327.03	654.06	1,194.02
Western Health Advantage HMO	731.96	1,463.92	1,903.10	<i>Not Available</i>		

General CalPERS Annuitant Eligibility Provisions:

The content below is drawn from Summary of the Current Substantive Plan Provisions of the State of California OPEB Valuation as of June 30, 2018, issued May 2019, to the State Controller from Gabriel Roeder & Smith. It is provided here as a brief summary of general annuitant and survivor coverage.

Health Care Coverage

Retired Employees

A member is eligible to enroll in a CalPERS health plan if he or she retires within 120 days of separation from employment and receives a monthly retirement allowance. If the member meets this requirement, he or she may continue his or her enrollment at retirement, enroll within 60 days of retirement, or enroll during any Open Enrollment period. If a member is currently enrolled in a CalPERS health plan and wants to continue enrollment into retirement, the employee will notify CalPERS and the member's coverage will continue into retirement.

Eligibility Exceptions: Certain family members are not eligible for CalPERS health benefits:

- Children age 26 or older
- Children's spouses
- Former spouses
- Disabled children over age 26 never enrolled or were deleted from coverage
- Grandparents
- Parents
- Children of former spouses
- Other relatives



Summary of Retiree Benefit Provisions (Concluded)

Coordination with Medicare

CalPERS retired members who qualify for premium-free Part A, either on their own or through a spouse (current, former, or deceased), must sign up for Part B as soon as they qualify for Part A. A member must then enroll in a CalPERS sponsored Medicare plan. The CalPERS-sponsored Medicare plan will pay for costs not paid by Medicare, by coordinating benefits.

Survivors of an Annuitant

If a CalPERS annuitant satisfied the requirement to retire within 120 days of separation, the survivor may be eligible to enroll within 60 days of the annuitant's death or during any future Open Enrollment period. Note: A survivor cannot add any new dependents; only dependents that were enrolled or eligible to enroll at the time of the member's death qualify for benefits.

Surviving registered domestic partners who are receiving a monthly annuity as a surviving beneficiary of a deceased employee or annuitant on or after January 1, 2002, are eligible to continue coverage if currently enrolled, enroll within 60 days of the domestic partner's death, or enroll during any future Open Enrollment period.

Surviving enrolled family members who do not qualify to continue their current coverage are eligible for continuation coverage under COBRA.



L. Summary of Actuarial Methods and Assumptions

Valuation Date	June 30, 2019
Measurement Date	Last day of prior fiscal year (June 30, 2019)
Funding Method	Entry Age Normal Cost, level percent of pay
Asset Valuation Method	Market value of assets
Trust Admin fees	Estimated to be \$13,500, \$14,250, and \$15,250 in 2020, 2021 and 2022 respectively
Long Term Return on Assets	6.35% as of June 30, 2019 6.50% as of June 30, 2017 (prior funding valuation date) These rates are net of plan investment expenses.
Discount Rates	6.35% as of June 30, 2019 6.50% as of June 30, 2017 (prior funding valuation date)
Participants Valued	Only current active employees and retired participants and covered dependents are valued. No future entrants are considered in this valuation.
Salary Increase	3.25% per year; since benefits do not depend on salary, this is used only to allocate the cost of benefits between service years
Assumed Wage inflation	3.0% per year; used to determine amortization payments for developing the Actuarially Determined Contributions
General Inflation Rate	2.50% per year
<p><i>Demographic actuarial assumptions used in this valuation are based on the 2017 experience study of the California Public Employees Retirement System using data from 1997 to 2015, except for a different basis used to project future mortality improvements. Rates for selected age and service are shown below and on the following pages. The representative mortality rates were the published CalPERS rates, adjusted to back out 15 years of Scale MP 2016 to central year 2015, then projected as described below.</i></p>	
Mortality Improvement	MacLeod Watts Scale 2018 applied generationally from 2015 (see Appendix 4)

Summary of Actuarial Methods and Assumptions

(Continued)

Mortality Before Retirement
(before improvement applied)

CalPERS Public Agency Miscellaneous Non- Industrial Deaths		
Age	Male	Female
15	0.00019	0.00004
20	0.00027	0.00008
30	0.00044	0.00018
40	0.00070	0.00040
50	0.00135	0.00090
60	0.00288	0.00182
70	0.00693	0.00438
80	0.01909	0.01080

Mortality After Retirement
(before improvement applied)

Healthy Lives		
CalPERS Public Agency Miscellaneous, Police & Fire Post Retirement Mortality		
Age	Male	Female
40	0.00070	0.00040
50	0.00431	0.00390
60	0.00758	0.00524
70	0.01490	0.01044
80	0.04577	0.03459
90	0.14801	0.11315
100	0.35053	0.30412
110	1.00000	1.00000

Disabled Miscellaneous

Disabled Miscellaneous		
CalPERS Public Agency Disabled Miscellaneous Post-Retirement Mortality		
Age	Male	Female
20	0.00027	0.00008
30	0.00044	0.00018
40	0.00070	0.00040
50	0.01371	0.01221
60	0.02447	0.01545
70	0.03737	0.02462
80	0.07218	0.05338
90	0.16585	0.14826

Termination Rates

These rates reflect the assumed probability that an employee will leave the District in the next 12 months for reasons other than a service or disability retirement or death.

Miscellaneous Employees: Sum of Vested Terminated & Refund Rates From CalPERS Experience Study Report Issued December 2017						
Attained Age	Years of Service					
	0	3	5	10	15	20
15	0.1812	0.0000	0.0000	0.0000	0.0000	0.0000
20	0.1742	0.1193	0.0654	0.0000	0.0000	0.0000
25	0.1674	0.1125	0.0634	0.0433	0.0000	0.0000
30	0.1606	0.1055	0.0615	0.0416	0.0262	0.0000
35	0.1537	0.0987	0.0567	0.0399	0.0252	0.0184
40	0.1468	0.0919	0.0519	0.0375	0.0243	0.0176
45	0.1400	0.0849	0.0480	0.0351	0.0216	0.0168



Summary of Actuarial Methods and Assumptions

(Continued)

Service Retirement Rates

The following miscellaneous retirement formulas apply:

If hired prior to 1/1/2013 or with prior PERS service: 2.7% @ 55
If hired on or after 1/1/2013, PEPRA: 2% @ 62

Sample rates of assumed future retirements applicable to each of these retirement benefit formulas are shown in tables below. Each rate reflects the probability that an employee with that age and service will take a service retirement in the next 12 months.

Miscellaneous Employees: 2.7% at 55 formula						
From CalPERS Experience Study Report Issued December 2017						
Current Age	Years of Service					
	5	10	15	20	25	30
50	0.0030	0.0100	0.0160	0.0340	0.0330	0.0450
55	0.0330	0.0550	0.0780	0.1130	0.1560	0.2340
60	0.0600	0.0860	0.1120	0.1500	0.1820	0.2380
65	0.1400	0.1740	0.2080	0.2540	0.3060	0.3890
70	0.1500	0.1810	0.2120	0.2430	0.2910	0.3500
75 & over	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

Miscellaneous "PEPRA" Employees: 2% at 62 formula						
From CalPERS Experience Study Report Issued December 2017						
Current Age	Years of Service					
	5	10	15	20	25	30
50	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
55	0.0100	0.0190	0.0280	0.0360	0.0610	0.0960
60	0.0310	0.0510	0.0710	0.0910	0.1110	0.1380
65	0.1080	0.1410	0.1730	0.2060	0.2390	0.3000
70	0.1200	0.1560	0.1930	0.2290	0.2650	0.3330
75 & over	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

Disability Retirement Rates

CalPERS Public Agency Miscellaneous Disability From Dec 2017 Experience Study Report		
Age	Male	Female
20	0.00017	0.00010
25	0.00017	0.00010
30	0.00019	0.00024
35	0.00039	0.00071
40	0.00102	0.00135
45	0.00151	0.00188
50	0.00158	0.00199
55	0.00158	0.00149
60	0.00153	0.00105



Summary of Actuarial Methods and Assumptions

(Continued)

Healthcare Trend

Medical plan premiums and claims costs by age are assumed to increase once each year. Increases over the prior year's levels are assumed to be effective on the dates shown below:

Effective January 1	Premium Increase	Effective January 1	Premium Increase
2020	Actual	2023	5.50%
2021	6.50%	2024	5.00%
2022	6.00%	2025 & later	5.00%

Dental rates are assumed to increase annually by 4.5%.

Benefit Cap Trend

Tier 1 employees: Prior year benefit caps are increased by 50% of the annual increase in Kaiser premiums. Benefit caps are not allowed to fall year over year. Kaiser premiums are increased by the Healthcare Trend.

Tier 2 employees: Benefits are capped by the 100/90 PEMHCA formula which are assumed to increase by the Healthcare Trend.

Participation Rate

Active Tier 1 employees: 100% of eligible employees are assumed to elect medical coverage in retirement, whether or not they are currently enrolled in medical or dental coverage through the District. Those currently enrolled are assumed to remain in the current plan selected; those not yet enrolled are assumed to elect coverage in the Kaiser Bay Area region plan.

Active Tier 2 employees: The percentage of eligible employees assumed to elect medical coverage is shown in the chart below. Those currently enrolled are assumed to remain in the current plan selected; those not yet participating are assumed to elect coverage in the Kaiser Bay Area region plan.

Years of Service	% Assumed to Elect	Years of Service	% Assumed to Elect
Less than 10	10%	15	88%
10	75%	16	90%
11	78%	17	93%
12	80%	18	95%
13	83%	19	98%
14	85%	20+	100%

Retired participants: Existing medical plan elections are assumed to be maintained until the retiree's death.

Summary of Actuarial Methods and Assumptions

(Continued)

Spouse Coverage

Active employees: 70% are assumed to elect coverage for their spouse in retirement. Surviving spouses are assumed to retain coverage until their death. Husbands are assumed to be 3 years older than their wives.

Retired participants: Existing elections for spouse coverage are assumed to be maintained until the spouse's death. Actual spouse ages are used, where known; if not, husbands are assumed to be 3 years older than their wives.

Spouse gender is assumed to be the opposite of the employee.

Dependent Coverage

An existing election for coverage of dependent children is assumed to continue until the youngest child is age 26.

Medicare Eligibility

Absent contrary data, all individuals are assumed to be eligible for Medicare Parts A and B at age 65.

Development of Age-related Medical Premiums

Actual premium rates for retirees and their spouses were adjusted to an age-related basis by applying medical claim cost factors developed from the data presented in the report, "Health Care Costs – From Birth to Death", sponsored by the Society of Actuaries. A description of the use of claims cost curves can be found in MacLeod Watts's Age Rating Methodology provided in Appendix 3 to this report.

Representative claims costs derived from the dataset provided by CalPERS for retirees not currently covered or not expected to be eligible for Medicare are shown on page 30. The monthly baseline premium costs were set equal to the active employee-only premiums shown on page 23.

All current and future Medicare-eligible retirees are assumed to be covered by plans that are rated based solely on the experience of Medicare retirees and these premium rates are assumed to be sufficient to cover Medicare retiree claims over the long term. Therefore, no implicit subsidy is calculated for Medicare-eligible retirees.



Summary of Actuarial Methods and Assumptions

(Continued)

Development of Age-related
Medical Premiums

Expected Monthly Claims by Medical Plan for Selected Ages													
Region	Medical Plan	Male					Female						
		50	53	56	59	62	50	53	56	59	62		
Region 1	Anthem Select HMO	\$ 864	\$ 1,019	\$ 1,184	\$ 1,357	\$ 1,543	\$ 1,071	\$ 1,176	\$ 1,266	\$ 1,368	\$ 1,508		
Region 1	Anthem Traditional HMO	1,145	1,350	1,568	1,797	2,043	1,419	1,558	1,677	1,812	1,998		
Region 1	Health Net SmartCare	725	855	993	1,138	1,293	898	986	1,062	1,147	1,265		
Region 1	Kaiser HMO	763	900	1,045	1,198	1,362	946	1,039	1,118	1,208	1,331		
Region 1	PERS Choice PPO	773	912	1,059	1,214	1,380	958	1,052	1,132	1,224	1,349		
Region 1	PERS Select PPO	543	640	744	852	969	673	739	795	859	947		
Region 1	PERSCare PPO	960	1,132	1,315	1,507	1,714	1,190	1,307	1,406	1,520	1,675		
Region 1	UnitedHealthcare HMO	757	893	1,037	1,188	1,351	938	1,030	1,109	1,198	1,321		
Region 1	Western Health Advantage HMO	684	807	937	1,074	1,221	848	931	1,002	1,083	1,194		
Region 2	PERSCare PPO	767	905	1,051	1,205	1,369	951	1,044	1,124	1,214	1,339		
Region 2	UnitedHealthcare HMO	710	837	973	1,115	1,267	880	966	1,040	1,124	1,239		
Region 3	Kaiser HMO	675	796	924	1,059	1,204	836	919	988	1,068	1,177		
OOS	Kaiser HMO	601	709	824	944	1,073	745	818	881	952	1,049		
OOS	PERS Choice PPO	455	536	623	714	812	564	619	666	720	794		
OOS	PERSCare PPO	549	648	752	862	980	681	747	804	869	958		



Summary of Actuarial Methods and Assumptions (Continued)

Changes Since the Prior Valuation:

Long term return on trust assets and discount rate	Changed from 6.50% as of June 30, 2018 to 6.35% as of June 30, 2019
Demographic assumptions	Assumed rates of retirement, termination and mortality were updated to be consistent with 2017 experience study of the California Public Employees Retirement System using data from 1997 to 2015.
Mortality improvement	Projection of future improvement in mortality rates was updated, applying MacLeod Watts Scale 2018 from 2015 forward, rather than MacLeod Watts Scale 2017, from 2008 forward, on a fully generational basis.
Participation rates	Participation rates were decreased for Tier 2 retirees, from 100% to a graded scale based on years of service, reaching 100% at 20+ years.
Spouse coverage	Spouse coverage for future retirees was decreased from 76.5% to 70%.
Excise tax	The ACA's excise tax was repealed in December 2019 and is no longer reflected in the plan's liability.



M. Certification

The purpose of this report is to provide actuarial information and potential contribution levels in conformity with the Dublin San Ramon Services District (the District) funding policy for the District's other post-employment benefits. the District is not required to contribute the contributions developed in this report and we make no representation that the District will in fact fund the OPEB trust at any particular level.

In preparing this report we relied without audit on information provided by the District. This information includes, but is not limited to, plan provisions, census data, and financial information. We summarized the benefits in this report and our calculations were based on our understanding of the benefits as described herein. A limited review of this data was performed, and we found the information to be reasonably consistent. The accuracy of this report is dependent on this information and if any of the information we relied on is incomplete or inaccurate, then the results reported herein will be different from any report relying on more accurate information.

We consider the actuarial assumptions and methods used herein to be individually reasonable taking into account reasonable expectations of plan experience and the funding methodology adopted by the District. Expected returns used to develop the valuation discount rate were provided by CERBT. The results, and the assumptions on which they depend, provide an estimate of the plan's financial condition at one point in time. Future actuarial results may be significantly different due to a variety of reasons including, but not limited to, demographic and economic assumptions differing from future plan experience, changes in plan provisions, changes in applicable law, or changes in the value of plan benefits relative to other alternatives available to plan members.

Alternative assumptions may also be reasonable; however, demonstrating the range of potential plan funding patterns based on alternative assumptions was beyond the scope of our assignment. Results based on other assumptions or funding strategies may be materially different and present materially different funding patterns.

This report is prepared solely for the use and benefit of the District and may not be provided to third parties without prior written consent of MacLeod Watts. Exceptions: the District may provide copies of this report to their professional accounting and legal advisors who are subject to a duty of confidentiality, to CERBT, and to any party if required by law or court order. No part of this report should be used as the basis for any representations or warranties in any contract or agreement without the written consent of MacLeod Watts.

The undersigned actuaries are unaware of any relationship that might impair the objectivity of this work. Nothing within this report is intended to be a substitute for qualified legal or accounting counsel. Both actuaries are members of the American Academy of Actuaries and meet the qualification standards for rendering this opinion.

Signed: February 11, 2020



J. Kevin Watts, FSA, FCA, MAAA



Catherine L. MacLeod, FSA, FCA, EA, MAAA



Appendix 1: Breakout of Explicit Valuation Results by Group

The charts on the following page develop the Actuarially Determined Contributions for explicit medical and dental benefits for the fiscal year ending June 30, 2020. Results are shown for the following 7 groups:

- Confidential
- Classified
- Mid-Management
- Professional
- Board
- Senior Management
- General Management

For the purpose of this group breakout, the total \$27,172,167 value of assets has been allocated to the explicit subsidy liability.



Appendix 1
(Concluded)

Approach	Confidential	Classified	Mid Mgmt	Professional	Sr Mgmt	General Mgmt	Board	Total
	Explicit - Prefunding Basis							
	6/30/2020	6/30/2020	6/30/2020	6/30/2020	6/30/2020	6/30/2020	6/30/2020	6/30/2020
For fiscal year ending								
Discount Rate	6.35%	6.35%	6.35%	6.35%	6.35%	6.35%	6.35%	6.35%
Amortization method	Level % of Pay	Level % of Pay	Level % of Pay	Level % of Pay	Level % of Pay	Level % of Pay	Level % of Pay	Level % of Pay
Remaining amortization period (in years)	30	30	30	30	30	30	30	30
Number of Covered Employees								
Actives	4	72	11	23	3	1	-	114
Retirees	1	58	13	8	9	-	5	94
Total Participants	5	130	24	31	12	1	5	208
Actuarial Present Value of Projected Benefits								
Actives	\$ 537,805	\$ 10,781,837	\$ 1,761,282	\$ 3,118,953	\$ 292,236	\$ 47,939	\$ -	\$ 16,540,052
Retirees	15,490	5,182,045	1,837,556	1,210,487	1,336,714	-	174,218	9,756,510
Total APVPB	553,295	15,963,882	3,598,838	4,329,440	1,628,950	47,939	174,218	26,296,562
Actuarial Accrued Liability								
Actives	341,244	6,482,518	1,166,275	1,769,803	158,485	27,013	-	9,945,338
Retirees	15,490	5,182,045	1,837,556	1,210,487	1,336,714	-	174,218	9,756,510
Total AAL	356,734	11,664,563	3,003,831	2,980,290	1,495,199	27,013	174,218	19,701,848
Actuarial Value of Assets	491,996	16,087,398	4,142,789	4,110,322	2,062,131	37,255	240,276	27,172,167
Unfunded Actuarial Accrued Liability	(135,262)	(4,422,835)	(1,138,958)	(1,130,032)	(566,932)	(10,242)	(66,058)	(7,470,319)
Amortization Factor	19.5932	19.5932	19.5932	19.5932	19.5932	19.5932	19.5932	19.5932
Annual Required Contribution (ARC)								
Normal Cost	22,754	533,316	77,817	150,424	19,704	4,808	-	808,823
Amortization of UAAL	(6,904)	(225,732)	(58,130)	(57,675)	(28,935)	(523)	(3,371)	(381,270)
Interest to 6/30	1,006	19,532	1,250	5,890	(586)	272	(214)	27,150
Administrative Expenses	244	7,993	2,058	2,042	1,025	19	119	13,500
ARC at Fiscal Year End	17,100	335,109	22,995	100,681	(8,792)	4,576	(3,466)	468,203
Calculation of Expected Contribution								
Estimated payments on behalf of retirees	3,650	388,274	118,890	85,029	90,377	-	14,889	701,109
Estimated contribution to OPEB trust	13,450	(53,165)	(95,895)	15,652	(99,169)	4,576	(18,355)	(232,906)
Total Expected Employer Contribution	17,100	335,109	22,995	100,681	(8,792)	4,576	(3,466)	468,203



Appendix 2: Funding OPEB Liabilities

General Types of OPEB

Post-employment benefits other than pensions (OPEB) comprise a part of compensation that employers offer for services received. The most common OPEB are medical, prescription drug, dental, vision, and/or life insurance coverage. Other OPEB may include outside group legal, long-term care, or disability benefits outside of a pension plan. OPEB does not generally include COBRA, vacation, sick leave (unless converted to defined benefit OPEB), or other direct retiree payments.

A direct employer payment toward the cost of OPEB benefits is referred to as an “explicit subsidy”. In addition, if claims experience of employees and retirees are pooled when determining premiums, the retirees pay a premium based on a pool of members that, on average, are younger and generally healthier. For certain types of coverage, such as medical insurance, this pooling of claims experience results in the higher premiums paid for active employees than would be paid absent retiree coverage and lower premiums paid for retiree coverage than would be paid if the active employees were not pooled with retirees. The blending of premiums, then, results in an “implicit subsidy” of retiree premiums by active employee premiums. Actuarial Standards of Practice generally require any implicit subsidy be valued as an OPEB liability.

This chart shows the sources of funds needed to cover expected medical claims for pre-Medicare retirees.

Expected retiree claims		
Premium charged for retiree coverage		Covered by higher active premiums
Retiree portion of premium	Agency portion of premium	
	Explicit subsidy	Implicit subsidy

Actuarially Determined Contributions and the District Funding Policy

The Actuarially Determined Contribution (ADC) consists of two components, which have been adjusted with interest to the District’s fiscal year end:

- The amounts attributed to service performed in the current fiscal year (the normal cost) and
- Amortization of the unfunded actuarial accrued liability (UAAL).

Amortization payments may use a variety of methods and time-periods to amortize each unfunded liability base. Guidance on choosing amortization periods and methods for amortization was provided by the California Actuarial Advisory Panel⁶.

Paying Down the UAAL

Once an entity decides to prefund, a decision must be made about how to pay for benefits related to service to date that have not yet been funded (the UAAL). This is most often, though not always, handled through structured amortization payments. The period and method chosen for amortizing this unfunded liability can significantly affect the Actuarially Determined Contribution. Recommendations for the treatment of the unfunded liability is provided by the California Actuarial Advisory Panel⁷.

⁶ See “Actuarial Funding Policies and Practices for Public Pension and OPEB Plans”, November 2015, California Actuarial Advisory Panel. This approach is consistent with the panel’s model practice.



Funding OPEB Liabilities

(Continued)

Funding of the Implicit Subsidy

In practical terms, when the District pays the premiums for active employees each year, their premiums include an amount expected to be transferred to cover the portion of the retirees' claims not covered by their premiums. This transfer represents the current year's implicit subsidy and is illustrated in the example below.

Hypothetical Illustration Of Implicit Subsidy Recognition	For Active Employees	For Retired Employees	Total
Annual Agency Contribution Toward Premiums	\$ 5,500,000	\$ 2,500,000	\$ 8,000,000
Current Year's Implicit Subsidy Adjustment	\$ (500,000)	\$ 500,000	\$ -
Adjusted contributions reported in Financial Stmt's	\$ 5,000,000	\$ 3,000,000	\$ 8,000,000

Please see Section F. for the implicit subsidy amounts which should be credited toward meeting the ADC for the years shown.

Factors Impacting the Selection of a Cost Allocation Method

The ultimate real cost of an employee benefit plan is the value of all benefits and other expenses of the plan over its lifetime. These expenditures are dependent only on the terms of the plan and the administrative arrangements adopted, and as such are not affected by the actuarial funding method. The actuarial funding method attempts to spread recognition of these expected costs on a level basis over the life of the plan, and as such sets the "incidence of cost". Methods that produce higher initial annual (prefunding) costs will produce lower annual costs later. Conversely, methods that produce lower initial costs will produce higher annual costs later relative to the other methods.

While the goal is to match recognition of retiree medical expense with the periods during which the benefit is earned, cost allocation methods differ because they focus on different financial measures in attempting to level the incidence of cost. Appropriate selection of a cost allocation method for funding purposes contributes to creating intergenerational equity between generations of taxpayers.

We believe it is most appropriate for the plan sponsor to adopt a theory of funding and consistently apply the best cost allocation method representing that theory. This valuation was prepared using the entry age normal cost method with normal cost determined on a level percent of pay basis. The entry age normal cost method is the only cost allocation method permitted for financial reporting purposes under GASB 75.

Factors Affecting the Selection of Assumptions

Special considerations apply to the selection of actuarial funding methods and assumptions for the District. The "demographic" actuarial assumptions used in this report were chosen, for the most part, to be the same as the actuarial assumptions used for the most recent actuarial valuations of the retirement plans covering the District employees. Other assumptions, such as healthcare trend, age related healthcare claims, retiree participation rates and spouse/dependent coverage, were selected based on demonstrated plan experience and/or our best estimate of expected future experience. We will continue to gather information and monitor these assumptions for future valuations, as more experience develops.



Funding OPEB Liabilities

(Concluded)

In selecting an appropriate discount rate for funding the plan, it is most common to use the expected long-term yield on investments likely to be deployed to pay the benefits. Other strategies could include using a long-term debt rate to calculate contribution levels even if the District hopes their long-term investment strategy will yield higher returns. In this way, required contributions may be reduced *if* those higher returns are realized, but only *as* they are actually realized. If higher returns are not realized to the degree expected, then the difference between the debt rate and the actual earnings rate acts as a safety margin so that larger contributions than planned are less likely to occur.



Appendix 3: MacLeod Watts Age Rating Methodology

Both accounting standards (e.g., GASB 75) and actuarial standards (e.g., ASOP 6) require that expected retiree claims, not just premiums paid, be reflected in most situations where an actuary is calculating retiree healthcare liabilities. Unfortunately, the actuary is often required to perform these calculations without any underlying claims information. In most situations, the information is not available, but even when available, the information may not be credible due to the size of the group being considered.

Actuaries have developed methodologies to approximate healthcare claims from the premiums being paid by the plan sponsor. Any methodology requires adopting certain assumptions and using general studies of healthcare costs as substitutes when there is a lack of credible claims information for the specific plan being reviewed.

Premiums paid by sponsors are often uniform for all employee and retiree ages and genders, with a drop in premiums for those participants who are Medicare-eligible. While the total premiums are expected to pay for the total claims for the insured group, on average, the premiums charged would not be sufficient to pay for the claims of older insureds and would be expected to exceed the expected claims of younger insureds. An age-rating methodology takes the typically uniform premiums paid by plan sponsors and spreads the total premium dollars to each age and gender intended to better approximate what the insurer might be expecting in actual claims costs at each age and gender.

The process of translating premiums into expected claims by age and gender generally follows the steps below.

1. *Obtain or Develop Relative Medical Claims Costs by Age, Gender, or other categories that are deemed significant.* For example, a claims cost curve might show that, if a 50 year old male has \$1 in claims, then on average a 50 year old female has claims of \$1.25, a 30 year male has claims of \$0.40, and an 8 year old female has claims of \$0.20. The claims cost curve provides such relative costs for each age, gender, or any other significant factor the curve might have been developed to reflect. Section L provides the source of information used to develop such a curve and shows sample relative claims costs developed for the plan under consideration.
2. *Obtain a census of participants, their chosen medical coverage, and the premium charged for their coverage.* An attempt is made to find the group of participants that the insurer considered in setting the premiums they charge for coverage. That group includes the participant and any covered spouses and children. When information about dependents is unavailable, assumptions must be made about spouse age and the number and age of children represented in the population. These assumptions are provided in Section L.
3. *Spread the total premium paid by the group to each covered participant or dependent based on expected claims.* The medical claims cost curve is used to spread the total premium dollars paid by the group to each participant reflecting their age, gender, or other relevant category. After this step, the actuary has a schedule of expected claims costs for each age and gender for the current premium year. It is these claims costs that are projected into the future by medical cost inflation assumptions when valuing expected future retiree claims.

The methodology described above is dependent on the data and methodologies used in whatever study might be used to develop claims cost curves for any given plan sponsor. These methodologies and assumptions can be found in the referenced paper cited as a source in the valuation report.



Appendix 4: MacLeod Watts Mortality Projection Methodology

Actuarial standards of practice (e.g., ASOP 35, Selection of Demographic and Other Noneconomic Assumptions for Measuring Pension Obligations, and ASOP 6, Measuring Retiree Group Benefits Obligations) indicate that the actuary should reflect the effect of mortality improvement (i.e., longer life expectancies in the future), both before and after the measurement date. The development of credible mortality improvement rates requires the analysis of large quantities of data over long periods of time. Because it would be extremely difficult for an individual actuary or firm to acquire and process such extensive amounts of data, actuaries typically rely on large studies published periodically by organizations such as the Society of Actuaries or Social Security Administration.

As noted in a recent actuarial study on mortality improvement, key principles in developing a credible mortality improvement model would include the following:

- (1) Short-term mortality improvement rates should be based on recent experience.
- (2) Long-term mortality improvement rates should be based on expert opinion.
- (3) Short-term mortality improvement rates should blend smoothly into the assumed long-term rates over an appropriate transition period.

The **MacLeod Watts Scale 2018** was developed from a blending of data and methodologies found in two published sources: (1) the Society of Actuaries Mortality Improvement Scale MP-2017 Report, published in October 2017 and (2) the demographic assumptions used in the 2017 Annual Report of the Board of Trustees of the Federal Old-Age and Survivors Insurance and Federal Disability Insurance Trust Funds, published July 2017.

MacLeod Watts Scale 2018 is a two-dimensional mortality improvement scale reflecting both age and year of mortality improvement. The underlying base scale is Scale MP-2017 which has two segments: (1) historical improvement rates for the period 1951-2013 and (2) an estimate of future mortality improvement for years 2014-2016 using the Scale MP-2017 methodology but utilizing the assumptions obtained from Scale MP-2015. The MacLeod Watts scale then transitions from the 2016 improvement rate to the Social Security Administration (SSA) Intermediate Scale linearly over the 10-year period 2017-2026. After this transition period, the MacLeod Watts Scale uses the constant mortality improvement rate from the SSA Intermediate Scale from 2026-2040. The SSA's Intermediate Scale has a final step down in 2041 which is reflected in the MacLeod Watts scale for years 2041 and thereafter. Over the ages 95 to 115, the SSA improvement rate is graded to zero.

Scale MP-2017 can be found at the SOA website and the projection scales used in the 2017 Social Security Administrations Trustees Report at the Social Security Administration website.

Glossary

Actuarial Accrued Liability (AAL) – Total dollars required to fund all plan benefits attributable to service rendered as of the valuation date for current plan members and vested prior plan members; see “Actuarial Present Value”.

Actuarial Funding Method – A procedure which calculates the actuarial present value of plan benefits and expenses, and allocates these expenses to time periods, typically as a normal cost and an actuarial accrued liability.

Actuarial Present Value Projected Benefits (APVPB) – The amount presently required to fund all projected plan benefits in the future, it is determined by discounting the future payments by an appropriate interest rate and the probability of nonpayment.

Actuarial Value of Assets – The actuarial value of assets is the value used by the actuary to offset the AAL for valuation purposes. The actuarial value of assets may be the market value of assets or may be based on a methodology designed to smooth out short-term fluctuations in market values.

Actuarially Determined Contribution (ADC) – A contribution level determined by an actuary that is sufficient, assuming all assumptions are realized, to (1) fully fund new employee’s expected benefits by their expected retirement date(s), (2) pay off over a sufficiently short period any unfunded liabilities current as of the date funding commences, and (3) adequately fund the trust so that the trust can meet benefit payment obligations.

CalPERS – Many state governments maintain a public employee retirement system; CalPERS is the California program, covering all eligible state government employees as well as other employees of other governments within California who have elected to join the system.

Defined Benefit (DB) – A pension or OPEB plan which defines the monthly income or other benefit which the plan member receives at or after separation from employment.

Defined Contribution (DC) – A pension or OPEB plan which establishes an individual account for each member and specifies how contributions to each active member’s account are determined and the terms of distribution of the account after separation from employment.

Discount Rate – The rate of return that could be earned on an investment in the financial markets; typically, the discount rate is based on the expected long-term yield of investments used to finance the benefits. The discount rate is used to adjust the dollar value of future projected benefits into a present value equivalent as of the valuation date.

Entry Age Normal Cost (EANC) – An actuarial funding method where, for each individual, the actuarial present value of benefits is evenly spread over the individual’s projected earnings or service from entry age to the last age at which benefits can be paid.

Excise Tax – The Affordable Care Act created a 40% excise tax on the value of “employer sponsored coverage” that exceeds certain thresholds. This tax was repealed in December 2019.

Explicit Subsidy – The projected dollar value of future retiree healthcare costs expected to be paid directly by the Employer, e.g., the Employer’s payment of all or a portion of the monthly retiree premium billed by the insurer for the retiree’s coverage.



Glossary

(Continued)

Funding Policy Contribution (FPC)— The contributions determined in accordance with the entity's adopted funding policy. The FPC may range from "pay-go" (i.e. only paying benefits as they come due), to prefunding all projected liabilities expected for current and former employees. An entity's FPC may be: (1) less than the Actuarially Determined Contribution (ADC) indicating that the entity has chosen not to prefund part of the liabilities reflected in the ADC; (2) more than the ADC indicating that the entity wants to prefund benefits faster than a typical ADC; or (3) based on contributions equal to 100% of an ADC, indicating that the entity desires to prefund over the period indicated by the ADC.

Government Accounting Standards Board (GASB) – A private, not-for-profit organization which develops generally accepted accounting principles (GAAP) for U.S. state and local governments; like FASB, it is part of the Financial Accounting Foundation (FAF), which funds each organization and selects the members of each board

Health Care Trend – The assumed rate(s) of increase in future dollar values of premiums or healthcare claims, attributable to increases in the cost of healthcare; contributing factors include medical inflation, frequency or extent of utilization of services and technological developments.

Implicit Subsidy – The projected difference between future retiree claims and the premiums to be charged for retiree coverage; this difference results when the claims experience of active and retired employees are pooled together and a 'blended' group premium rate is charged for both actives and retirees; a portion of the active employee premiums subsidizes the retiree premiums.

Non-Industrial Disability (NID) – Unless specifically contracted by the individual Agency, PAM employees are assumed to be subject to only non-industrial disabilities.

Normal Cost – Total dollar value of benefits expected to be earned by plan members in the current year, as assigned by the chosen funding method; also called current service cost.

Other Post-Employment Benefits (OPEB) – Post-employment benefits other than pension benefits, most commonly healthcare benefits but also including life insurance if provided separately from a pension plan.

Pay-As-You-Go (PAYGO) – Contributions to the plan are made at about the same time and in about the same amount as benefit payments and expenses coming due.

PEMHCA – The Public Employees' Medical and Hospital Care Act, established by the California legislature in 1961, provides community-rated medical benefits to participating public employers. Among its extensive regulations are the requirements that a contracting Agency contribute toward medical insurance premiums for retired annuitants and that a contracting Agency file a resolution, adopted by its governing body, with the CalPERS Board establishing any new contribution.

Plan Assets – The value of cash and investments considered as 'belonging' to the plan and permitted to be used to offset the AAL for valuation purposes. To be considered a plan asset, (a) the assets should be segregated and restricted in a trust or similar arrangement, (b) employer contributions to the trust should be irrevocable, (c) the assets should be dedicated to providing benefits to retirees and their beneficiaries, and (d) that the assets should be legally protected from creditors of the employer and/or plan administrator. See also "Actuarial Value of Assets".

Public Agency Miscellaneous (PAM) – Non-safety public employees.



Glossary
(Concluded)

Select and Ultimate – Actuarial assumptions which contemplate rates which differ by year initially (the select period) and then stabilize at a constant long-term rate (the ultimate rate).

Unfunded Actuarial Accrued Liability (UAAL) – The excess of the actuarial accrued liability over the actuarial value of plan assets.

Vesting – As defined by the plan, requirements which when met make a plan benefit nonforfeitable on separation of service before retirement eligibility.





TITLE: Support Proposed DERWA (Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Authority) Operations and Maintenance Budget for Fiscal Year Ending 2021

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, the District's support of the proposed Fiscal Year Ending (FY) 2021 budget for the operations and maintenance of the Jeffrey G. Hansen Water Recycling Plant.

SUMMARY:

DERWA is a Joint Powers Authority between DSRSD and EBMUD that created the San Ramon Valley Recycled Water Program to provide recycled water supply for irrigation in the San Ramon Valley. In 2014, the recycled water program included City of Pleasanton. As the contract operator for the program's Jeffrey G. Hansen Water Recycling Plant, the District prepares and submits to DERWA an annual operating and maintenance (O&M) budget. To coincide with the District's two-year budget cycle, the District previously submitted in February 2019 its proposed DERWA O&M budgets for fiscal years ending (FYEs) 2020 and 2021. There are no significant changes in the proposed FYE 2021 O&M budget of \$3,127,233 that would produce recycled water at a rate of approximately \$581 per acre-foot with projected customer demand of 5,380 acre-feet. The region is presently experiencing low precipitation during the wet season, similar to 2015, and if the trend continues, operating costs may be impacted because demands are already starting to develop off-season.

In non-O&M items, the District is proposing to add two capital outlay purchases in FYE 2021 including a \$25,000 vactor truck to clean under the drains of the sand filters and \$20,000 to build the sand storage building enclosure for ultraviolet and weather protection.

The DERWA Board is anticipated to consider approval of the FYE 2021 budget at its March 23 DERWA Board meeting. DERWA is directed by four boardmembers, two from DSRSD and two from EBMUD. The current DSRSD representatives are Director Ed Duarte and Director Georange Vonheeder-Leopold (DERWA Vice Chair), and they would be directed to support the budget in accordance with the Board's decision.

Originating Department: Operations	Contact: J. Carson	Legal Review: Not Required
Cost: \$3,127,233 DERWA Budget	Funding Source: DERWA Operating Funds	
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 – Proposed DERWA Budget for FYE 2021	



February 24, 2020

Mr. John Rossi
DERWA Authority Manager
7051 Dublin Blvd.
Dublin, CA 94568

Subject: Proposed DERWA Operations & Maintenance Budget for Fiscal Year Ending 6/30/2021 (FYE 2021)

Dear John:

As you know, DSRSD previously submitted, on February 26, 2019, proposed budgets for the operations and maintenance (O&M) of the DERWA facilities for the Fiscal Years Ending 2020 and 2021 to coincide with the District's two-year budget cycle. There have been no significant changes, outside of the DERWA plant electrical emergency, over the past year, as far as impacting the O&M budget for FYE 2021, so for your reference, attached please find a copy of the O&M proposed budget for FYE 2021. Our region is presently experiencing low precipitation during the wet season, similar to 2015, and if the trend continues, operating costs may be impacted because demands are already starting to develop off-season.

The total proposed O&M budget for FYE 2021 is \$3,127,233 including labor, chemicals, utilities, materials, supplies, laboratory analysis, and contractual services. This amount will provide recycled water to EBMUD, DSRSD and Pleasanton customers at a rate of approximately \$581 per acre-foot, based on demand projections of 5,380 acre-feet for the fiscal year.

Attachment 7 from the original 2019 proposal shows the proposed FYE 2021 budget in detail. The expenses are separated by treatment (\$2,582,909 or \$480 per acre-foot) and distribution (\$544,324 or \$101 per acre-foot). There is \$21,000 special non-recurring expenses for FYE 2021. Attachment 3 from the original 2019 proposal shows the man-hour estimates prepared for the labor portion of the proposed FYE 2021 budget. The FYE 2021 budget estimates a total of 6,494 billable hours of labor that will be necessary to operate and maintain the DERWA system during FYE 2021. For budgeting purposes, the burden labor rates assumed 2.75% CPI increase in salaries effective January 1, 2020 and another 2.75% effective January 1, 2021.

Attachment 8 from the original 2019 proposal shows the projected recycled water demand expected during FYE 2021. The total recycled water demand during this period is predicted to be about 5,380 acre-feet, or 1,753 million gallons. Of this amount, approximately 1,548 million gallons will be produced by the sand filtration system and approximately 204 million gallons by the microfiltration system. The microfiltration system is normally used when the season demand falls below about 2.0 MGD which

usually occurs about mid-November until late March or early April, except when demand exceeds 9.0 MGD in the summer.

The proposed O&M budget include the following noteworthy items:

- Labor – Estimated labor hours are based on burden labor rates, per established practice, which are adjusted annually. The total labor hours projected for FYE 2021 is almost identical to the FYE 2020 budget except for the additional 74 hours added for the wipers and sensors replacement. The labor may increase due to the overtime use to bring the plant online sooner because of unusually warm weather. The demand is looking similar to 2015.
 - Field Operations distributions increased repairs/ storage balance management/leak response due to new Water Board regulations on RW entering storm drain basins. More spills from recycled water line breaks have occurred than usual and were reported to the Water Board as required.
 - Jeffrey G. Hansen Water Recycling Plant additional regulatory tasks for Plant Operations. The new regulatory requirements account for roughly 227 additional hours a month to perform duties such as: ICA/Control Enclosure, UV Channel components, ICA/Control Enclosure HMI, UV Channel weir gate, UV modules wiping system (check for leakage/replace all wiper rings), UV modules sensor wipers (check cleaning function of sensor brushes), UV modules quartz sleeves (check quartz sleeves for ingress of water), UV modules lamps (replace all UV lamps at 14,000 hrs), Sensor-Mode sensor wipes (replace all sensor cleaning brushes (every 10,000 hours), UV system all (check for corrosion and damages). The above info is an example of the additional and/or more hours required by the Water Board to maintain compliance with the permit.
 - A 21% increase in assets for Mechanical/Electrical/Instrumentation/Automation maintenance.
- Additional periodically occurring maintenance is covered in this budget due to the Water Recycling Plant reaching the 14 year mark, triggering half-life maintenance tasks. The Water Recycling Plant's duty cycle has increased due to the demand and some of these larger maintenance items include the following:
 - Mechanical – The sand filter rehabilitation has one (1) remaining unit left. Also the air lifts for all the sand filters need replacement per lifecycle guidelines. The No.4 unit was just reconditioned and No. 5 is planned for this coming budget. The air lifts for units 1-3 are failing separately due to the increased duty on the process. More spare parts are needed and replacement of these items is occurring faster than previous years of lower throughput flow. The air lifts are almost complete and staff is preparing for the sand filter No. 5 rehab.
 - Electrical – The UV lamp rehabilitation has increased and the UV wiper system rehabilitation is budgeted for FY 2020-2021. UPS upgrades are also included in this budget cycle as part of asset replacement program. Additional instrumentation replacements are included due to the end of their useful life (ability to track with acceptable variances in signal). The UPS upgrades have not started and the instrumentation upgrades are 80% complete.

February 24, 2020

Page 3 of 3

- SFUV Wiper Arm system is 14 years old and the wiper system has been rebuilt twice during the service life. The SFUV wiper system replacement is a CIP item and DSRSD staff plans on installing the units. After this replacement takes place, the upkeep cost will roughly be 10% a year of the total cost. This project is 10% complete and in progress. As mentioned above, OT may be needed to place the unit back online sooner due to demands starting early as seen in 2015.
- Support – The RWF ACTIFLO process improvement has a startup/first year technical support need to ensure optimal performance is met.
- Chemicals to process recycled water: Alum and polymer usage is projected to stay the same for FYE 2021. The ACTIFLO process was commissioned in 2018 and staff is continuing to research the process optimization to improve efficiency.

DSRSD staff is available at your convenience to discuss the proposed operating and maintenance budgets.

Sincerely,



Jeff Carson
Operations Manager

\gzl

Enclosures

cc: Dan McIntyre, DSRSD General Manager
Judy Zavadil, DSRSD District Engineer/Engineering Services Manager
Carol Atwood, DSRSD Administrative Services Manager
Virgil Sevilla, DSRSD Temporary Operations Supervisor
Maurice Atendido, DSRSD Electrical & Instrumentation Supervisor
Shawn Quinlan, DSRSD Maintenance Supervisor
Diane Griffin, DSRSD Laboratory Supervisor
Levi Fuller, DSRSD Temporary Field Operations Supervisor
Gemma Lathi, DSRSD Administrative Analyst - Operations

*From the original 2/26/2019 proposal for 2-year budget FYEs 2020 and 2021

Attachment 7

DERWA OPERATIONS BUDGET FOR FISCAL YEAR 2019-2021

Summary:	<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	<u>Non-Recurring</u>
LABOR	\$1,127,463	\$744,189	\$383,274	
MATERIALS & SUPPLIES	\$1,818,220	\$1,685,470	\$132,750	\$18,000
CONTRACTUAL SERVICES	\$181,550	\$153,250	\$28,300	\$3,000
	\$3,127,233	\$2,582,909	\$544,324	\$21,000
Assumptions:	<u>Total</u>	<u>SF-UV</u>	<u>MF-UV</u>	
Days of operation =	365	200	165	
Annual acre feet =	5,380	4,561	602	
Annual million gallons =	1,753	1,486	196	
Unit Costs:				
Cost/AF =	\$581		\$480	\$101
Cost/MG=	\$1,784		\$1,474	\$311

Detailed Breakdown:

	<u>Hours</u>	<u>Est. Rate</u>	<u>Labor</u>	<u>Treatment</u>	<u>Distribution</u>
<u>LABOR</u>					
DIVISION 50 - Ops Admin					
Assoc Civil Eng SME	0	\$142	\$0	\$0	\$0
Subtotal	0		\$0	\$0	\$0
DIVISION 51 - Field Operations					
WWSO IV	836	\$163	\$135,889	\$135,889	
Supervisor	200	\$271	\$54,181	\$54,181	
Subtotal	1,036		\$190,070	\$0	\$190,070
DIVISION 52 - Treatment Plant					
Process Lead Operator V	94	\$184	\$17,274	\$17,274	
Senior WWTP Operator	3,230	\$167	\$539,549	\$539,549	
Operator II	9	\$138	\$1,242	\$1,242	
Supervisor	63	\$278	\$17,453	\$17,453	
Subtotal	3,396		\$575,519	\$575,519	\$0
DIVISION 53 - Mechanical					
Senior Mechanic	120	\$182	\$21,845	\$16,384	\$5,461
Mechanic II	580	\$166	\$95,992	\$30,718	\$65,275
Supervisor	60	\$217	\$13,022	\$4,167	\$8,855
Subtotal	760		\$130,860	\$51,269	\$79,591
DIVISION 54 - Electrical					
Sr Instrument/Controls Tech	78	\$202	\$15,742	\$7,871	\$7,871
OP Control Sys Spec	234	\$183	\$42,918	\$10,729	\$32,188
Instrument Tech	234	\$172	\$40,217	\$20,109	\$20,109
Senior Electrician	78	\$185	\$14,424	\$7,212	\$7,212
Electrician II	234	\$168	\$39,337	\$29,503	\$9,834
Supervisor	104	\$207	\$21,549	\$10,774	\$10,774
Subtotal	962		\$174,187	\$86,198	\$87,989
DIVISION 56 - Safety					
Safety Officer	40	\$121	\$4,822	\$4,822	
Subtotal	40		\$4,822		
DIVISION 40 - Engineering					
Senior Civil Engineer-Sup	80	\$218	\$17,405	\$10,443	\$6,962
Principal Engineer-Sup AM	40	\$256	\$10,257	\$6,154	\$4,103
Engineering Tech II-AM	100	\$144	\$14,390	\$8,634	\$5,756
Admin Technician-AM	80	\$124	\$9,953	\$5,972	\$3,981
Subtotal	300		\$52,005	\$31,203	\$20,802
Total Billable Labor	6,494		\$1,127,463	\$744,189	\$383,274

Note: FYE 2021 estimated labor rates includes 2.75% CPI increase effective January 1 of each 2020 and 2021 calendar years per DSRSD Bargaining MOU

DERWA OPERATIONS BUDGET FOR FISCAL YEAR 2019-2021

MATERIALS & SUPPLIES	Total	Treatment	Distribution	Non-Recurring
Operations Supplies				
Sand	\$10,000	\$10,000	\$0	
Aluminum Sulfate	\$300,000	\$300,000	\$0	
Polymer	\$50,000	\$50,000	\$0	
Sodium Hypochlorite	\$34,500	\$32,000	\$2,500	
Memclean	\$5,000	\$5,000	\$0	
Citric Acid	\$5,000	\$5,000	\$0	
UV Bulbs	\$60,000	\$60,000	\$0	
UV Wipers/Sensors	\$36,500	\$36,500	\$0	
UV Wiperarms	\$10,000	\$10,000	\$0	
SF cell rehabilitation	\$50,000	\$50,000	\$0	
Electricity	\$892,500	\$787,500	\$105,000	
Backwash Waste	\$50,000	\$50,000	\$0	
Water (Pleasanton bills)	\$900	\$900	\$0	
Supplies/Expenses (misc)	\$2,500	\$2,000	\$500	
Subtotal	\$1,506,900	\$1,398,900	\$108,000	\$0
Mechanical Supplies				
Metering pumps	\$14,000	\$14,000	\$0	
Gauges/valves & airlift assemblies	\$49,000	\$49,000	\$0	
Pump repair parts	\$18,000	\$0	\$18,000	
Compressor parts	\$5,000	\$5,000	\$0	
HVAC maintenance	\$7,500	\$7,500	\$0	
Wiper system rehabilitation (moved to capital outlay)	\$0	\$0	\$0	
Subtotal	\$93,500	\$75,500	\$18,000	\$0
Electrical Supplies				
Metering parts	\$7,500	\$7,500	\$0	
Analyzer parts	\$3,000	\$3,000	\$0	
21 KV equipment	\$1,500	\$1,500	\$0	
Motor/VFD parts	\$2,250	\$2,250	\$0	
Motor repairs	\$11,000	\$8,000	\$3,000	
UV ballast replacements	\$33,420	\$33,420	\$0	
Corrective Parts	\$10,500	\$7,500	\$3,000	
Major Project Parts	\$5,250	\$4,500	\$750	
*LED area and exterior lighting upgrades (FY21 est \$18,000)	\$18,000	\$18,000	\$0	\$18,000
Subtotal	\$92,420	\$85,670	\$6,750	\$18,000
Laboratory Services/Analysis				
Compliance Testing	\$75,900	\$75,900	\$0	
Salt Mgmt Plan sampling/analysis	\$17,000	\$17,000	\$0	
Operational Support Testing	\$32,500	\$32,500	\$0	
Subtotal	\$125,400	\$125,400	\$0	\$0
Total Materials & Supplies	\$1,818,220	\$1,685,470	\$132,750	\$18,000
CONTRACTUAL SERVICES				
Sub-surface Repairs, as needed	\$15,000	\$0	\$15,000	
IHT Pipeline CP Survey and AC Mitigation Study, annual	\$8,800	\$0	\$8,800	
21 KV transformer testing, annual	\$2,000	\$2,000	\$0	
21KV Tri-Annual PM Service (due FY21, est \$3,000)	\$3,000	\$3,000	\$0	\$3,000
480V Annual PM Service	\$20,000	\$20,000	\$0	
Repair services, as needed	\$10,000	\$10,000	\$0	
MF Service Contract, annual	\$13,750	\$13,750	\$0	
SCADA Software Support, annual	\$18,000	\$16,000	\$2,000	
PLC Support, annual	\$17,500	\$17,500	\$0	
Reservoir Cleaning R100/R200 (every 3-4 years, next 2023)	\$0	\$0	\$0	
Actiflo optimization technical support	\$7,000	\$7,000	\$0	
SFUV Service Contract, annual	\$28,000	\$28,000	\$0	
Professional Services, misc	\$5,000	\$2,500	\$2,500	
Wedeco preventative maintenance	\$33,500	\$33,500	\$0	
Total Contractual Services	\$181,550	\$153,250	\$28,300	\$3,000
TOTAL O&M BUDGET (LABOR, MATERIALS & SERVICES)	\$3,127,233	\$2,582,909	\$544,324	\$21,000

*From the original 2/26/2019 proposal for 2-year budget FYEs 2020 and 2021

Attachment 3

DERWA LABOR ESTIMATING

FYE 2020 FYE 2021

PERSONNEL

<u>Division 51 - Field Operations (Distribution)</u>		1036	1036
WWSO IV	1 hour per day for rounds	480	480
WWSO IV	Chlorinating reservoirs, occasional as needed	16	16
WWSO IV	Annual fill and drain procedure	60	60
WWSO IV	Valve exercising & ARV inspections	150	150
WWSO IV	USA's - 2 hours per week	130	130
Supervisor	Supervising staff activities, inspecting work, dealing with problems	200	200
<u>Division 52 - Treatment Plant Operations (Production)</u>		3322	3396
Senior Operator	BF/SF/UV 3.8 hr per shift or 7 hr per day for 7.5 mos	2340	2340
Senior Operator	Membrane plant 1.3 hr per shift or 4 hr per day for 4.5 mos	480	550
Process Lead Operator V	Troubleshooting problems	83	85
Senior Operator	UV lamp and wiper maintenance/replacement, annual	324	324
Supervisor	Supervising staff activities, inspecting work, dealing with problems	61	63
Senior Operator	New Actiflo process training and overtime	16	16
Process Lead Operator V	New Actiflo process training and overtime	9	9
Operator II	New Actiflo process training and overtime	9	9
<u>Division 53 - Mechanical Maintenance</u>		760	760
Mechanic II	PM's	180	180
Mechanic II	Sand plant 8 hr per week for 8 mos	256	256
Mechanic II	Membrane plant 2 hr per week for 5 mos	40	40
Mechanic II	Pump station/reservoir maint 2 hr per week	104	104
Senior Mechanic	Troubleshooting problems	120	120
Supervisor	Supervising staff activities, inspecting work, dealing with problems	60	60
<u>Division 54 - Electrical & Instrumentation Maintenance</u>		962	962
Instrument Tech	RW Treatment Plant & Transmission Instruments 3.5 hours/week	234	234
OP Control Sys Spec	RW Treatment Plant & Transmission SCADA system 3.5 hours/week	234	234
Sr Instrument/Controls Tech	Instrument replacement and SCADA troubleshooting 0.75 hours/week	78	78
Electrician	RW Treatment Plant 2 hours/week	234	234
Senior Electrician	Electrical troubleshooting .75 hours/week	78	78
Supervisor	Supervising staff activities, dealing with problems 1.5 hours/week	104	104
<u>Division 56 - Safety</u>		40	40
Safety Officer/Tech	Inspecting misc DERWA facilities	40	40
<u>Division 40 - Engineering</u>		300	300
Senior Civil Engineer	Assistance with engineering, maintenance, and bidding issues	80	80
Principal Engineer	Asset Management: 60% distribution, 40% treatment	40	40
Engineering Tech II	Asset Management: 60% distribution, 40% treatment	100	100
Admin Technician	Asset Management: 60% distribution, 40% treatment	80	80
TOTAL		6420	6494

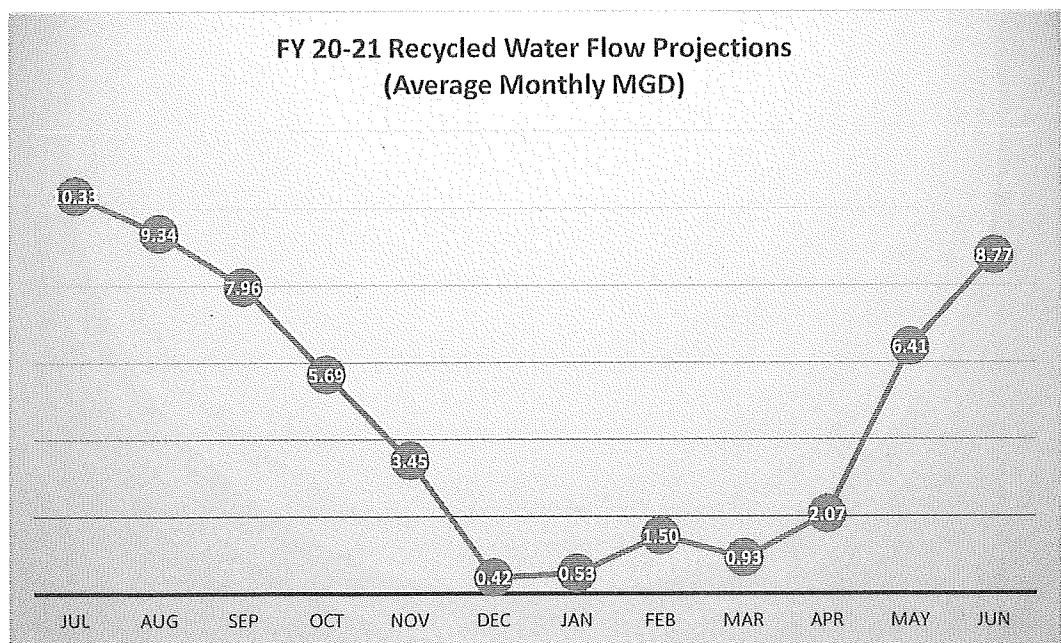
*From the original 2/26/2019 proposal for 2-year budget FYEs 2020 and 2021

DUBLIN SAN RAMON SERVICES DISTRICT
DERWA Budget for Fiscal Year 2019-2020
Attachment 8

Estimated Recycled Water Demand Totals for Fiscal Year 2020-2021

		Production		Recycled Water Demand				
Year	Month	SF-UV (MG)	MF-UV (MG)	Average MGD	Peak MGD	MG	AF	Peaking Factor
2020	JUL	320.20	0.00	10.33	12.68	320.20	982.74	1.23
2020	AUG	289.62	0.00	9.34	11.83	289.62	888.86	1.27
2020	SEP	238.86	0.00	7.96	11.52	238.86	733.09	1.45
2020	OCT	176.28	0.00	5.69	8.18	176.28	541.03	1.44
2020	NOV	0.00	103.65	3.45	6.11	103.65	318.10	1.77
2020	DEC	0.00	13.03	0.42	0.68	13.03	39.98	1.61
2021	JAN	0.00	16.49	0.53	1.53	16.49	50.62	2.88
2021	FEB	0.00	41.99	1.50	2.31	41.99	128.87	1.54
2021	MAR	0.00	28.83	0.93	4.61	28.83	88.49	4.95
2021	APR	62.09	0.00	2.07	5.09	62.09	190.55	2.46
2021	MAY	198.60	0.00	6.41	9.42	198.60	609.51	1.47
2021	JUN	263.18	0.00	8.77	11.19	263.18	807.73	1.28
AVG TOTAL		1,548.83	203.98	4.78		1,752.82	5,379.56	1.94
MIN		0.00	0.00	0.42	0.68	13.03	39.98	1.23
MAX		320.20	103.65	10.33	12.68	320.20	982.74	4.95

Notes: The flows shown for the current calendar year are projections based on projected increase for 2020 (4.84%) and 2021 (3.08%) per "2017-2021 DERWA Five-Year Projected Average Recycled Water Demand" from "EBMUD Recycled Water Flow Projections Letter to DSRSD, dated 03282017" from Mike Tognolini.





TITLE: Discuss and Provide Direction on LAVWMA (Livermore-Amador Valley Water Management Agency) Operational Reporting and Financial Reporting

RECOMMENDATION:

Staff recommends the Board of Directors discuss LAVWMA operational reporting and financial reporting and provide direction.

SUMMARY:

DSRSD, the City of Pleasanton, and the City of Livermore are the parties to the Livermore-Amador Valley Water Management Agency (LAVWMA), a joint powers authority. The LAVWMA Board of Directors is composed of two elected officials from each of the three agencies and appoints an Authority Manager, who manages the day-to-day operations of LAVWMA on a part-time basis. DSRSD operates the LAVWMA facilities on behalf of the joint powers authority. Additionally, DSRSD serves as the LAVWMA Treasurer, providing financial services to LAVWMA on a contract basis.

As part of its responsibilities to LAVWMA, DSRSD provides quarterly reports on LAVWMA operations and LAVWMA finances. Staff will give an overview of the types of reports DSRSD provides for LAVWMA, and will brief the Board on possible modifications to DSRSD's reporting procedures.

For illustrative purposes, a copy of the LAVWMA Quarterly Report of Operations for the 2nd quarter of fiscal year 2019-2020 is attached for reference. This report was considered and accepted by the LAVWMA Board at its February 19, 2020 Board meeting.

Originating Department: Office of the General Manager	Contact: D. McIntyre	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – LAVWMA Quarterly Report of Operations, 2nd Quarter, FY 2019–2020	

LAVWMA

QUARTERLY REPORT OF OPERATIONS

2nd Quarter, FY 2019-2020

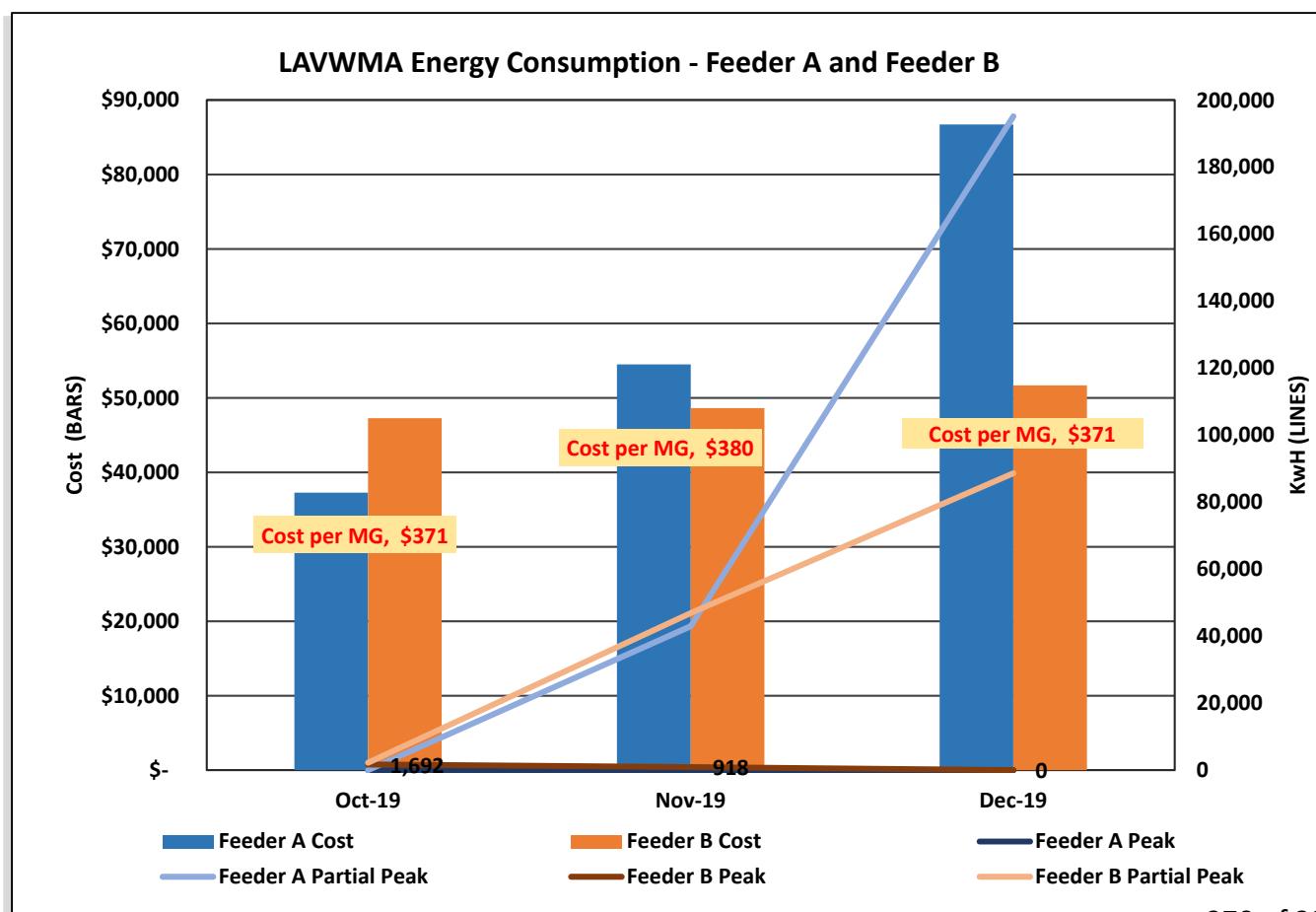
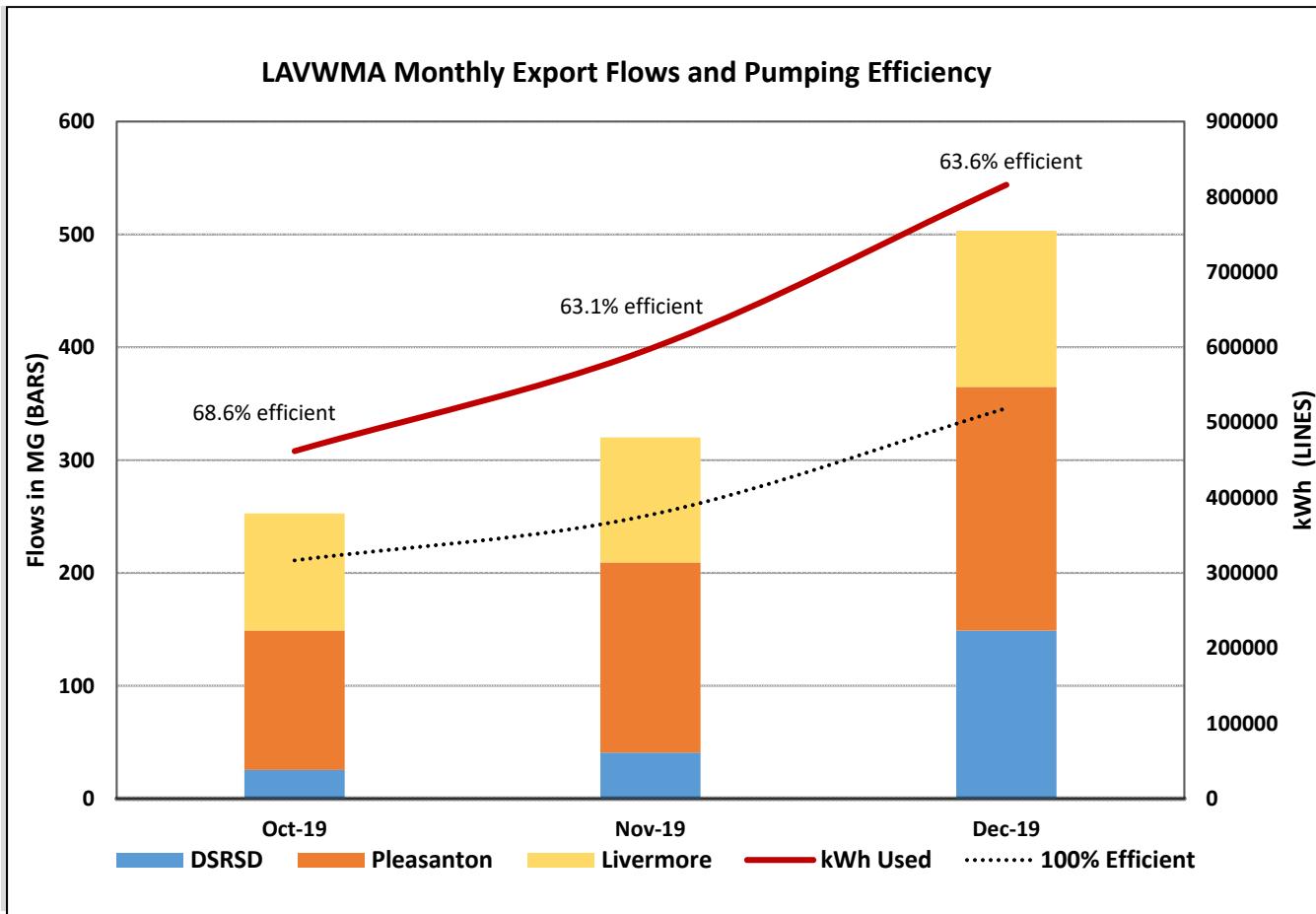


**Dublin San Ramon
Services District**
Water, wastewater, recycled water

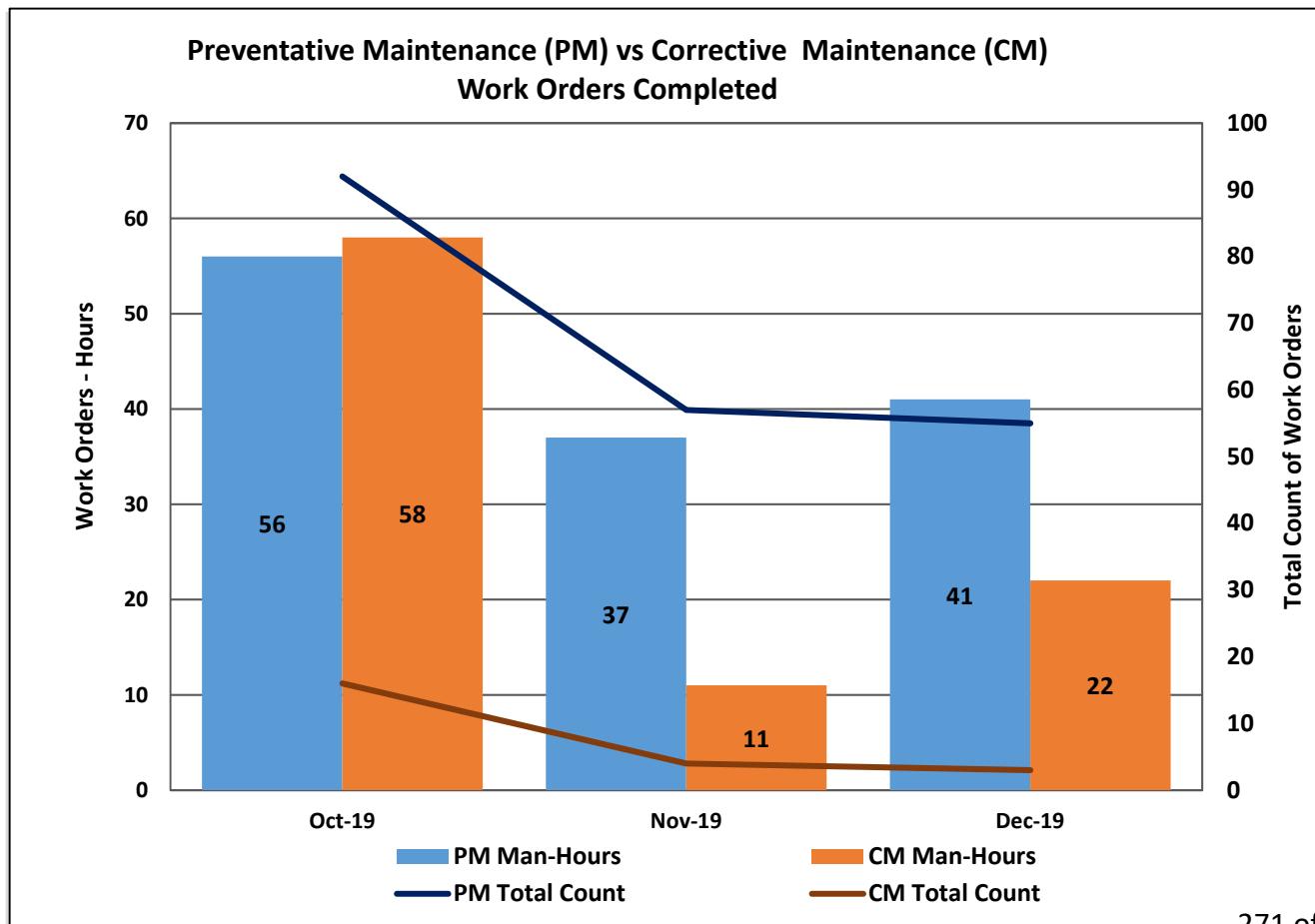
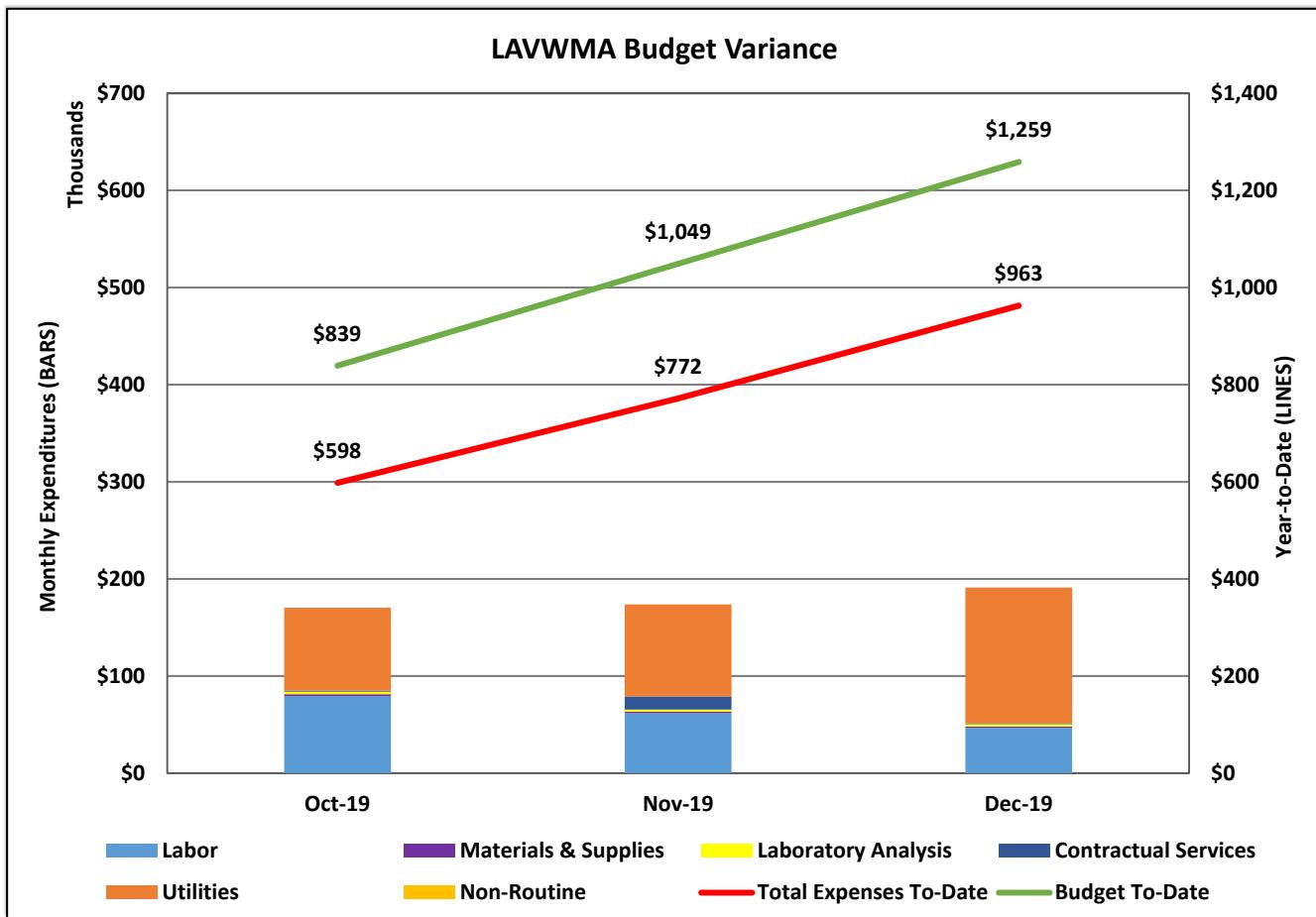
This page is intentionally blank.

QUARTERLY REPORT OF OPERATIONS
LAVWMA PUMPING AND CONVEYANCE SYSTEM
2nd Quarter FY 2019-2020: October to December 2019

<u>TABLE OF CONTENTS</u>	<u>Page</u>
Quarter at a Glance.....	2 – 3
Executive Summary.....	4 – 5
<i>Tables:</i>	
1 – Electric Usage, Efficiency and Cost.....	6
2 – Pump Run Time Hours.....	7
3 – Monthly Average Storage Basin Levels and Volume.....	8
4 – Monthly Export Flow	9
5 – Labor Effort, Expenditures, and Budget Utilization	10
6 – O&M Expenditures and Budget Utilization.....	11
7 – O&M Expenditures and Budget Utilization for Livermore Sole Use Facilities	12
8 – Detailed YTD O&M Budget Comparison to Actual Expenses	13 – 14
9 – San Leandro Sample Station Microbiological Results	15
10 – EBDA Monthly Reports	16 – 18
11 – Langelier Saturation Index Report (LAVWMA, DSRSD, Livermore)	19 – 21
12 – LAVWMA Routine and Emergency Contact Information.....	22



LAVWMA FYE 2020 SECOND QUARTER AT A GLANCE



QUARTERLY REPORT OF OPERATIONS
LAVWMA PUMPING AND CONVEYANCE SYSTEM
2nd Quarter FY 2019-2020: October to December 2019

1. EXECUTIVE SUMMARY

The Livermore-Amador Valley Water Management Agency (LAVWMA) pumping and effluent conveyance system operated normally during the first quarter of FY 2019-2020. During the quarter, a total of 1,076 million gallons of fully treated secondary effluent were pumped to San Francisco Bay via the East Bay Dischargers Authority (EBDA) outfall diffuser and San Leandro Sample Station (SLSS); the overall efficiency of the pumping system averaged 65%, with an average electrical cost of \$374 per million gallons, or \$122 per acre-foot.

Total year-to-date operations and maintenance (O&M) expenses is \$962,709 or 38% of the O&M annual budget amount of \$2,517,127 and the running overall cost of operation is \$617 per million gallons pumped or \$201 per acre-foot.

2. OPERATIONS

Monthly reports sent to EBDA which detail daily export flows and monitoring analysis of the treated effluent during the quarter are shown on Tables 9, 10, and 11.

3. MAINTENANCE

During the quarter, a total of 134 hours were spent on preventative maintenance (PM) work orders and 91 hours on corrective maintenance (CM) work orders on LAVWMA equipment and systems. The following are some unusual maintenance activities during the quarter:

- Pumps #9 and #8 developed vibration issues and underwent analysis during last quarter and no major issues were identified. After more intrusive testing was done, pump #8 was found to have no major problems and pump #9 was shut down once during the extended testing, but with inconclusive data so far. Both pumps will continue to be monitored for vibration issues.
- Three original pumps #6, #8 and #10 were removed and replaced with new pumps in 2018. The three pumps removed will be rebuilt and used to replace the next three pumps that have the most wear. Staff is in the process of getting quotes to rebuild the three pumps. This process of rebuilding pumps to be used as replacement will continue until all pumps have been rebuilt.
- Insurance item: Cathodic protection equipment for rectifier panel P-6 and panel p-7 were damaged by vehicular accident during last quarter on September 13, 2019. The area has been safely fenced off and is currently under repair. The two rectifier panels were located side by side and were consolidated into one panel recently. Since both panels were damaged, only one rectifier panel is being fabricated and going to be installed. Fabrication is happening now and installation will take place once the new panel is delivered. Insurance will cover the full repair

cost except for the deductible of \$500. That may also be covered if the insurance company is successful in collecting damages from the driver's insurance company.

- Cathodic pre-inspection has been completed; Corrpro has been contracted to complete testing on all cathodic systems. The draft survey report has been submitted for review and a follow-up meeting to discuss corrective actions is scheduled for February 26, 2020.
- Lewelling Blvd paving has been completed; three cathodic test stations that were covered by the paving have been raised to the new pavement level.
- The electrical team has started panel fabrication for replacing the existing vibration monitoring system. Installation of the new panel and the change-out of existing sensors will take place in late spring.

4. CAPITAL OUTLAY

The LAVWMA San Leandro Sample Station (SLSS) programmable logic controller (PLC) system has been upgraded. The contractor and District have completed the integration of data from the new LAVWMA SLSS PLC with East Bay Dischargers Authority (EBDA) PLC. LAVWMA is now sharing pump station data with EBDA.

As part of the power monitoring system upgrade project for DSRSD's Regional Wastewater Treatment Facility and DERWA's Water Recycling Plant, DSRSD electrical staff is upgrading the hardware at the LAVWMA pump station and integrating the data into the server software for the treatment facility. This project is scheduled to be completed in the fourth quarter of FY 2019/2020.

5. BUDGET VARIANCE AND EXPENSES

Second quarter labor expenses totaled \$187,484 for 1,196 man-hours of effort, an average of 2.3 full time equivalents (FTEs). To date, labor expenses utilized 38.7% of the total annual budgeted labor amount.

For the quarter, the total O&M expenses including labor, supplies, laboratory analysis, contractual services, and utilities totaled \$535,120, for an average cost of \$497 per million gallons pumped or \$162 per acre-foot. The total expense for the Livermore sole use pipeline for the quarter was \$3,577.

Operation and maintenance (O&M) expenses and budget utilization details are shown on Tables 5, 6, 7, and 8.

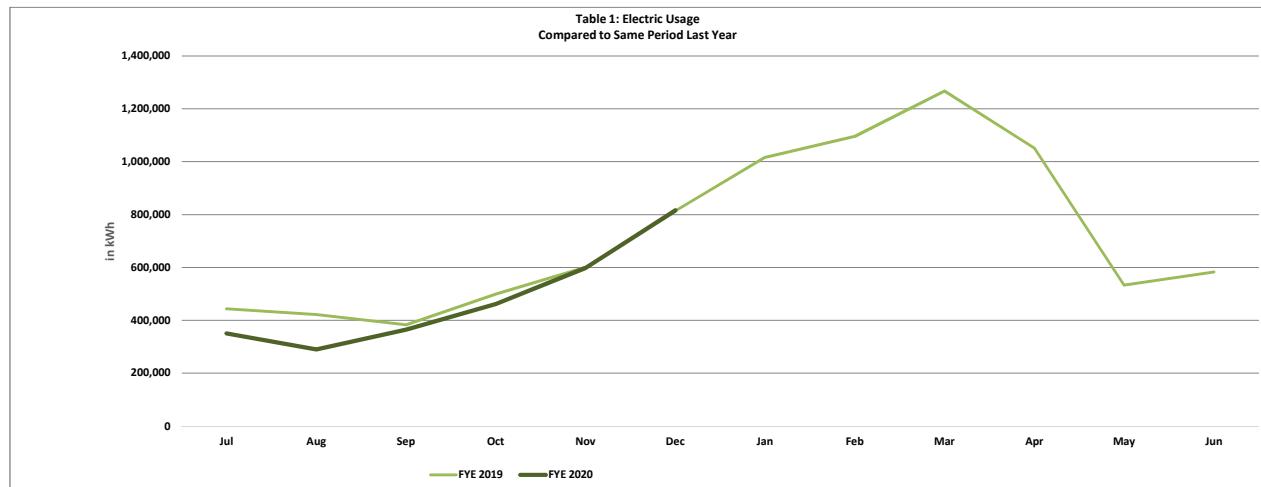
6. ITEMS OF INTEREST

Staff has developed and implemented a Public Safety Power Shutoff (PSPS) Flow Storage Protocol plan for use during PSPS events. LAVWMA facilities were not impacted this quarter by a PSPS event. According to DTN Engineers, Inc. (consultant for LAVWMA MCC project), the two feeders that supply power to the LAVWMA pumping station are on a line that is not affected by electrical switching yards. This information is currently being confirmed.

TABLE 1 - Electric Usage, Efficiency and Costs

LAVVMA SYSTEM: Fiscal Year 2019-2020, 2nd Quarter

PG&E Service Accounts: Rate Schedule E20S														Total	Pumping						
Acct # 8482061923-1							Acct # 8440395259-5							Billing	Total			Export Flow ¹	Pumping		
Month	kWh	Peak	Partial Peak	Off Peak	\$	kWh	Peak	Partial Peak	Off Peak	\$	Days	kWh	\$/kWh	\$	MG	kWh/MG	\$/MG	\$/AF	%		
Jul-19	166,497	0	0	166,497	\$30,462	184,195	1,515	1,798	180,882	\$31,431	32	350,692	\$0.18	\$61,893	168	2,090	\$369	\$120	66.5%		
Aug-19	178,837	0	0	178,837	\$31,331	110,904	1,658	2,029	107,217	\$21,515	30	289,741	\$0.18	\$52,846	126	2,304	\$420	\$137	60.3%		
Sep-19	193,450	0	0	193,450	\$32,494	172,093	1,738	2,152	168,203	\$27,331	32	365,543	\$0.16	\$59,825	171	2,135	\$349	\$114	65.1%		
Oct-19	201,037	0	0	201,037	\$37,264	260,956	1,692	2,228	257,036	\$47,263	29	461,993	\$0.18	\$84,527	228	2,028	\$371	\$121	68.6%		
Nov-19	309,348	0	42,986	266,362	\$54,475	288,830	918	46,856	241,056	\$48,621	30	598,178	\$0.17	\$103,096	271	2,205	\$380	\$124	63.1%		
Dec-19	559,331	0	195,128	364,203	\$86,709	256,514	0	88,605	167,909	\$51,674	29	815,845	\$0.17	\$138,382	373	2,185	\$371	\$121	63.6%		
Jan-20																					
Feb-20																					
Mar-20																					
Apr-20																					
May-20																					
Jun-20																					
Quarter																					
Average	356,572				\$59,483	268,767				\$49,186	29	625,339	\$0.17	\$108,668	291	2,139	\$374	\$122	65.1%		
Total	1,069,716				\$178,448	806,300				\$147,557	88	1,876,016	\$0.17	\$326,005	872	6,418					
Minimum	201,037				\$37,264	256,514				\$47,263	29	461,993	\$0.17	\$84,527	228	2,028	\$371	\$121	63.1%		
Maximum	559,331				\$86,709	288,830				\$51,674	30	815,845	\$0.18	\$138,382	373	2,205	\$380	\$124	68.6%		
YTD																					
Average	268,083				\$45,456	212,249				\$37,972	30	480,332	\$0.17	\$83,428	223	2,158	\$377	\$123	64.5%		
Total	1,608,500				\$272,734	1,273,492				\$227,834	182	2,881,992	\$0.17	\$500,568	1,337	12,948					
Minimum	166,497				\$30,462	110,904				\$21,515	29	289,741	\$0.16	\$52,846	126	2,028	\$349	\$114	60.3%		
Maximum	559,331				\$86,709	288,830				\$51,674	32	815,845	\$0.18	\$138,382	373	2,304	\$420	\$137	68.6%		



NOTES:

1) To calculate pumping efficiency, read dates, electric usage, and export flows are **matched to PG&E billing periods**: July 6/14/19-7/15/19; August 7/16/19-8/14/19; September 8/15/19-9/15/19.

2) Pumping efficiency is based on continuous average flows and a TDH of 442.8 feet, including static lift of 408.8 feet and piping losses of 34 feet (per Charlie Joyce, B&C, 2/12/07).

TABLE 2 - Pump Run Time Hours

LAVVMA SYSTEM: Fiscal Year 2019-2020, 2nd Quarter

Month	TOTAL											
	Pump No. 1	Pump No. 2	Pump No. 3	Pump No. 4	Pump No. 5	Pump No. 6	Pump No. 7	Pump No. 8	Pump No. 9	Pump No. 10	Run	Utilization
	Hours	Hours	%									
Jul-19	79	0	0	155	73	135	106	0	32	141	720	9.7%
Aug-19	35	40	111	69	119	135	158	4	30	107	807	10.8%
Sep-19	55	224	44	37	127	37	176	262	1	29	991	13.8%
Oct-19	116	178	147	167	61	102	257	157	2	100	1,287	17.3%
Nov-19	319	7	108	167	260	124	171	20	276	280	1,732	24.1%
Dec-19	352	72	408	146	331	328	160	175	300	156	2,427	32.6%
Jan-20												
Feb-20												
Mar-20												
Apr-20												
May-20												
Jun-20												
<u>Quarter</u>												
Average	262	86	221	160	218	185	196	118	193	178	1,815	24.7%
Total	787	257	664	479	653	554	588	353	578	535	5,446	
Minimum	116	7	108	146	61	102	160	20	2	100	1,287	17.3%
Maximum	352	178	408	167	331	328	257	175	300	280	2,427	32.6%
<u>YTD</u>												
Average	159	87	136	123	162	143	171	103	107	135	1,327	18.0%
Total	955	522	818	740	972	860	1,027	618	640	812	7,964	
Minimum	35	0	0	37	61	37	106	0	1	29	720	9.7%
Maximum	352	224	408	167	331	328	257	262	300	280	2,427	32.6%

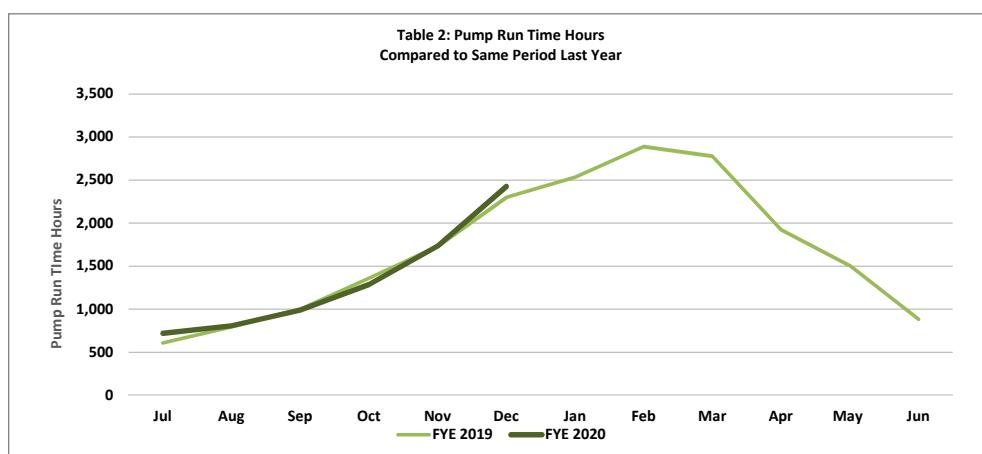


TABLE 3 - Monthly Average Storage Basin Levels and Volume

LAVWMA SYSTEM: Fiscal Year 2019-2020, 2nd Quarter

Month	Average Daily Volume			Average		Storage Basin
	Basin	Basin	Basin	Volume	Storage	
	No. 1	No. 2	No. 3	Stored	Available	
Feet	Feet	Feet	MG	MG	%	
Jul-19	2.51	0.14	2.22	2.39	18	13.3%
Aug-19	2.88	0.06	2.50	2.78	18	15.4%
Sep-19	4.18	0.33	4.03	4.36	18	24.2%
Oct-19	3.50	0.05	5.87	4.76	18	26.4%
Nov-19	1.88	1.07	2.89	3.02	18	16.8%
Dec-19	2.61	1.48	1.70	2.92	18	16.2%
Jan-20						
Feb-20						
Mar-20						
Apr-20						
May-20						
Jun-20						
Quarter						
Average	2.66	0.87	3.49	3.57		0.20
Minimum	1.88	0.05	1.70	2.92		0.16
Maximum	3.50	1.48	5.87	4.76		0.26
YTD						
Average	2.93	0.52	3.20	3.37		18.7%
Minimum	1.88	0.05	1.70	2.39		13.3%
Maximum	4.18	1.48	5.87	4.76		26.4%

Note: Total available storage volume is 18 million gallons.

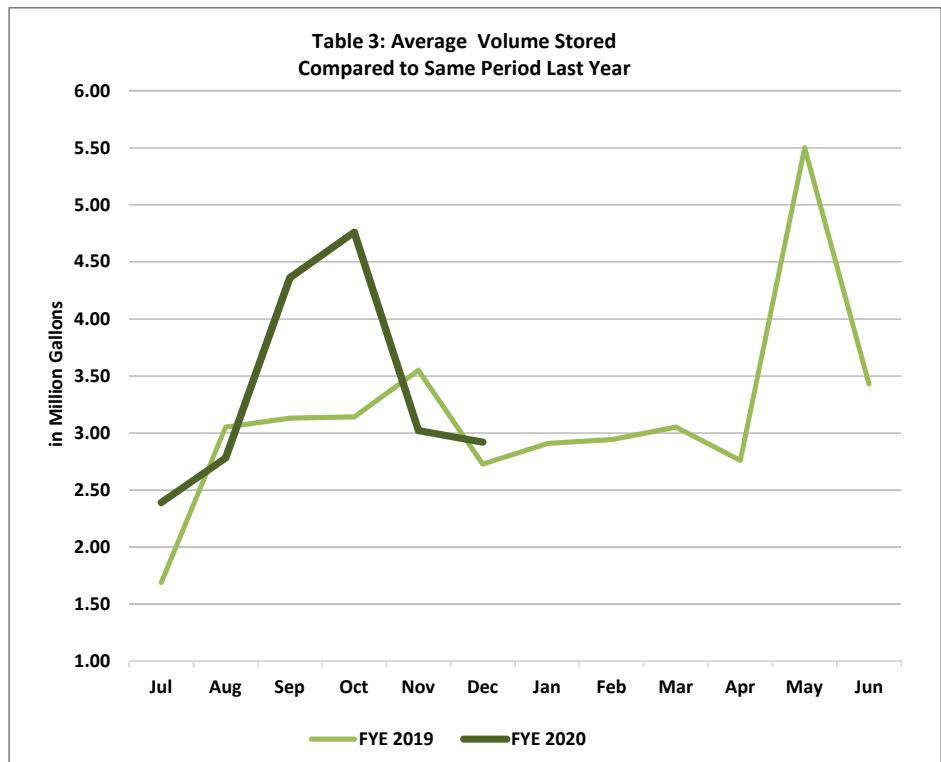


TABLE 4 - Monthly Export Flow

LAVVMA SYSTEM: Fiscal Year 2019-2020, 2nd Quarter

Month	Dublin	San Ramon	Pleasanton	Livermore	Combined Export	Total for Quarter
	Flow * MG	Flow * MG	Flow MG	Flow MG		
Jul-19	0	44		83	127	
Aug-19	0	53		92	145	
Sep-19	10	108		94	212	484
Oct-19	25	124		104	253	
Nov-19	41	168		111	320	
Dec-19	149	216		138	503	1,076
Jan-20						
Feb-20						
Mar-20						0
Apr-20						
May-20						
Jun-20						0
Quarter						
Total	215	508		353		1,076
Average	72	169		118		359
Minimum	25	124		104		253
Maximum	149	216		138		503
YTD						
Total	225	712		622		1,559
Average	38	119		104		260
Minimum	0	44		83		127
Maximum	149	216		138		503

* Monthly totals do not include flows diverted for recycling use by DERWA and Pleasanton.

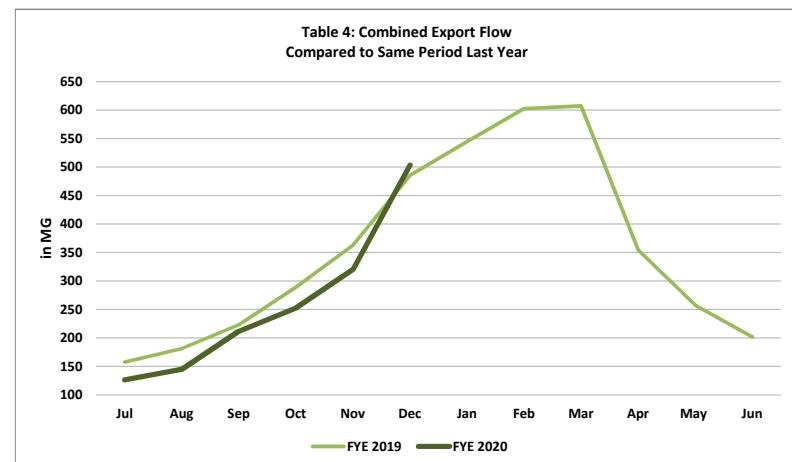


TABLE 5 - Labor Effort, Expenditures, and Budget Utilization

LAVWMA SYSTEM: Fiscal Year 2019-2020, 2nd Quarter

FY Labor Budget **\$983,447**

Month	Billed		YTD			Labor Budget	Export Flow	
	Labor	FTE	Labor	Budget	Utilization		MG	AF
-----	-----	-----	-----	-----	-----	-----	-----	-----
Jul-19	445.3	2.6	\$75,211	\$81,954	91.8%	\$908,236	127	389
Aug-19	327.8	1.9	\$53,857	\$163,908	78.7%	\$854,379	145	445
Sep-19	381.8	2.2	\$64,097	\$245,862	78.6%	\$790,282	212	650
Oct-19	497.3	2.9	\$79,111	\$327,816	83.1%	\$711,171	253	776
Nov-19	376.5	2.2	\$61,707	\$409,770	81.5%	\$649,465	320	982
Dec-19	322.3	1.9	\$46,667	\$491,724	77.4%	\$602,798	503	1,544
Jan-20								
Feb-20								
Mar-20								
Apr-20								
May-20								
Jun-20								
QUARTER								
Total	1,196.0		\$187,484				1,076	3,302
Average	398.7	2.3	\$62,495				359	1,101
Minimum	322.3	1.9	\$46,667				253	776
Maximum	497.3	2.9	\$79,111				503	1,544
YTD								
Total YTD	2,350.8		\$380,649		38.7%	\$602,798	1,559	4,786
Average YTD	391.8	2.3	\$63,442				260	798
Minimum	322.3	1.9	\$46,667				127	389
Maximum	497.3	2.9	\$79,111				503	1,544

TABLE 6 - O&M Expenditures and Budget Utilization

LAVWMA SYSTEM: Fiscal Year 2019-2020, 2nd Quarter

Total O&M Budget: **\$2,517,127**

Month	Labor	A/P	Total	YTD	O&M Budget	O&M Budget	Overall O&M Cost		Export Flow	
			O&M	O&M			\$/MG	\$/AF	MG	AF
Jul-19	\$75,211	\$80,995	\$156,206	\$209,761	74.5%	\$2,360,921	\$1,233	\$402	127	389
Aug-19	\$53,857	\$63,031	\$116,889	\$419,521	65.1%	\$2,244,032	\$806	\$263	145	445
Sep-19	\$64,097	\$90,398	\$154,494	\$629,282	67.9%	\$2,089,538	\$729	\$238	212	650
Oct-19	\$79,111	\$91,145	\$170,256	\$839,042	71.3%	\$1,919,282	\$674	\$220	253	776
Nov-19	\$61,707	\$112,067	\$173,774	\$1,048,803	73.6%	\$1,745,508	\$543	\$177	320	982
Dec-19	\$46,667	\$144,424	\$191,091	\$1,258,564	76.5%	\$1,554,418	\$380	\$124	503	1,544
Jan-20										
Feb-20										
Mar-20										
Apr-20										
May-20										
Jun-20										

***Note: City of Pleasanton water bill had an error in July and overbilled by \$10,287.36; credit refund was received in November.**

<u>QUARTER</u>	Total	Average	Minimum	Maximum					
Total	\$187,484	\$347,636	\$535,120				\$497	\$162	1,076
Average	\$62,495	\$115,879	\$178,373						359
Minimum	\$46,667	\$91,145	\$170,256				\$380	\$124	253
Maximum	\$79,111	\$144,424	\$191,091				\$674	\$220	503
<u>YTD</u>									
Total YTD	\$380,649	\$582,060	\$962,709		38.2%	\$1,554,418	\$617	\$201	1,559
Average YTD	\$63,442	\$97,010	\$160,452						4,786
Minimum	\$46,667	\$63,031	\$116,889				\$380	\$124	127
Maximum	\$79,111	\$144,424	\$191,091				\$1,233	\$402	503

TABLE 7 - O&M Expenditures and Budget Utilization for Livermore Sole Use Facilities

LAVWMA SYSTEM: Fiscal Year 2019-2020, 2nd Quarter

Livermore Sole Use Facilities			
Month	Labor Expenses	A/P Expenses	Total Expenses
Jul-19	\$636	\$195	\$831
Aug-19	\$0	\$227	\$227
Sep-19	\$5,919	\$0	\$5,919
Oct-19	\$0	\$210	\$210
Nov-19	\$0	\$3,118	\$3,118
Dec-19	\$0	\$249	\$249
Jan-20			
Feb-20			
Mar-20			
Apr-20			
May-20			
Jun-20			
Quarter			
Total	\$0	\$3,577	\$3,577
Average	\$0	\$1,192	\$1,192
Minimum	\$0	\$210	\$210
Maximum	\$0	\$3,118	\$3,118
YTD			
Total	\$6,555	\$3,999	\$10,554
Average	\$1,093	\$667	\$1,759
Minimum	\$0	\$0	\$210
Maximum	\$5,919	\$3,118	\$5,919

TABLE 8

LAVVMA FY 2019-2020
BUDGET COMPARISON TO ACTUAL EXPENSES

ACTUAL EXPENSES BILLED TO LAVVMA FOR REGULAR O&M																Current FY Period: 6	
	Budget	July	August	September	October	November	December	January	February	March	April	May	June	YTD	YTD		
	FY 2019-2020	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	TOTAL	Budget		
Labor																	
Staff	\$983,447	\$75,211	\$53,857	\$64,097	\$79,111	\$61,707	\$46,667							\$380,649	\$491,724		
Subtotal	\$983,447	\$75,211	\$53,857	\$64,097	\$79,111	\$61,707	\$46,667	\$0	\$0	\$0	\$0	\$0	\$0	\$380,649	\$491,724		
Materials & Supplies																	
Operations Supplies	\$12,200	\$0	\$0	\$0	\$98	\$24	\$138							\$260	\$6,100		
Mechanical Supplies	\$25,000	\$252	\$20	\$1,410	\$837	\$19	\$703							\$3,241	\$12,500		
Electrical Supplies	\$25,500	\$45	\$287	\$11,754	\$1,181	\$1,503	\$483							\$15,252	\$12,750		
Subtotal	\$62,700	\$297	\$306	\$13,163	\$2,116	\$1,546	\$1,324	\$0	\$0	\$0	\$0	\$0	\$0	\$18,752	\$31,350		
Laboratory Analysis																	
Compliance Testing	\$11,300	\$890	\$712	\$712	\$890	\$712	\$712							\$4,628	\$5,650		
Operational Support Testing	\$4,000	\$330	\$330	\$330	\$330	\$330	\$330							\$1,980	\$2,000		
Special Sampling	\$15,000	\$1,156	\$1,445	\$1,445	\$1,445	\$1,156	\$1,445							\$8,092	\$7,500		
Subtotal	\$30,300	\$2,376	\$2,487	\$2,487	\$2,665	\$2,198	\$2,487	\$0	\$0	\$0	\$0	\$0	\$0	\$14,700	\$15,150		
Contractual Services																	
Sub-surface Repairs	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$2,500		
Street Sweeping	\$5,000	\$0	\$788	\$743	\$394	\$394	\$493							\$2,811	\$2,500		
Cathodic Protection Survey & Repairs	\$30,000	\$0	\$0	\$0	\$0	\$0	\$12,635							\$12,635	\$15,000		
Underground Service Alert	\$3,800	\$4,948	\$3,031	\$0	\$0	\$0	\$0							\$7,979	\$1,900		
SCADA software maintenance contract	\$10,000	\$0	\$0	\$10,051	\$0	\$0	\$0							\$10,051	\$5,000		
Rectifier monitoring (5 yr contract, FY22 \$40K)	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$0		
Med voltage switchgear 3-yr PM (FY22, \$18k)	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$0		
Arc Flash Study 5-yr (FY24, \$20k)	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$0		
Motor rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$0		
HVAC Maintenance/Repairs	\$750	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$375		
Termit/Pest Control	\$900	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$450		
Landscape/weed maintenance	\$8,000	\$0	\$980	\$1,960	\$0	\$0	\$0							\$2,941	\$4,000		
Janitorial Service	\$3,000	\$0	\$990	\$495	\$495	\$495	\$495							\$2,970	\$1,500		
Fire Extinguisher Maintenance	\$200	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$100		
Postage/Shipping Charges	\$250	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$125		
Professional Services, misc	\$10,000	\$0	\$990	\$9	\$9	\$9	\$9							\$1,024	\$5,000		
Subtotal	\$76,900	\$4,948	\$6,779	\$13,258	\$898	\$13,533	\$996	\$0	\$0	\$0	\$0	\$0	\$0	\$40,412	\$38,450		
Utilities																	
Electricity (PG&E)	\$1,346,400	\$62,419	\$53,459	\$59,825	\$84,889	\$104,009	\$139,617							\$504,217	\$673,200		
Water & Sewer (Pleasanton)	\$1,000	\$10,287	\$0	\$358	\$0	-\$9,971	\$0							\$674	\$500		
Water (EBMUD)	\$880	\$180	\$0	\$185	\$0	\$190	\$0							\$555	\$440		
Telephone/communications	\$4,500	\$488	\$0	\$1,123	\$577	\$561	\$0							\$2,749	\$2,250		
WW Treatment (DSRSD)	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$1,250		
Subtotal	\$1,355,280	\$73,374	\$53,459	\$61,490	\$85,467	\$94,790	\$139,617	\$0	\$0	\$0	\$0	\$0	\$0	\$508,196	\$677,640		
Non-Routine																	
Pump Efficiency Testing	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$0		
Corrosion Studies/ Inspections	\$500	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$250		
Med voltage switchgear 3-yr PM (FY22, \$18k)	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$0		
Time delay switches for electrical switchgear	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$4,000		
LAVVMA PS PLC Upgrade (placeholder, \$160k)	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0	\$0		
Subtotal	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,250		
Monthly Total	\$2,517,127	\$156,206	\$116,889	\$154,494	\$170,256	\$173,774	\$191,091	\$0	\$0	\$0	\$0	\$0	\$0	\$962,709	\$1,258,564		
YTD Total		\$156,206	\$273,095	\$427,589	\$597,845	\$771,619	\$962,709	\$962,709	\$962,709	\$962,709	\$962,709	\$962,709	\$962,709	\$962,709		76% of YTD Budge	
Combined Export Flow, mg	4,094	127	145	212	253	320	503								1,560	2,047	
Pumping Efficiency		66.5%	60.3%	65.1%	68.6%	63.1%	63.6%										
Monthly Cost, \$/mg	\$1,233	\$806	\$729	\$673	\$543	\$380											
YTD Running Cost, \$/mg	\$615	\$1,233	\$1,005	\$884	\$812	\$730	\$617										

TABLE 8

LAVWMA
BUDGET COMPARISON TO ACTUAL EXPENSES

														Current FY Period: 6	
ACTUAL EXPENSES BILLED TO LAVWMA FOR REGULAR O&M															
FY 2019-2020	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	YTD TOTAL	YTD Budget	
<i>Estimated Personnel Hours</i>															
Division 50 - Ops Admin	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Division 51 - FOD	72	-	-	-	-	-	-	-	-	-	-	-	-	-	36.00
Water/Wastewater Sys Lead Op	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water/Wastewater Sys OP IV-On Call	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water/Wastewater Sys OP IV	64	-	-	-	-	-	-	-	-	-	-	-	-	-	32.00
Water/Wastewater Sys OP III	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water/Wastewater Sys OP II	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Worker	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supervisor	8	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00
Division 52 - WWTP	2,996	197.00	156.50	151.00	228.00	153.00	206.50	-	-	-	-	-	-	-	1,092.00 1,498.00
Process Lead Operator IV/V	200	11.00	9.00	12.00	8.00	6.00	10.00	-	-	-	-	-	-	-	56.00 100.00
Senior WWTP Operator III	590	183.00	85.50	107.00	122.00	60.00	44.50	-	-	-	-	-	-	-	602.00 295.00
Operator In Training	0	-	-	-	78.00	-	146.00	-	-	-	-	-	-	-	-
Operator II	1,000	-	61.00	28.00	16.00	84.00	-	-	-	-	-	-	-	-	189.00 500.00
Operator II (SLSS)	1,156	-	-	-	-	-	-	-	-	-	-	-	-	-	578.00
Supervisor	50	3.00	1.00	4.00	4.00	3.00	6.00	-	-	-	-	-	-	-	21.00 25.00
Division 53 - MECH	1,741	103.75	96.75	160.75	111.75	128.50	55.75	-	-	-	-	-	-	-	657.25 870.50
Senior Mechanic-Crane Cert	380	-	1.50	-	-	4.00	-	-	-	-	-	-	-	-	5.50 190.00
Senior Mechanic - USA	82	-	2.00	-	-	-	-	-	-	-	-	-	-	-	2.00 41.00
Maintenance Worker	0	-	-	-	2.00	4.00	-	-	-	-	-	-	-	-	-
Mechanic I/II	760	48.00	49.00	72.25	62.75	59.25	15.00	-	-	-	-	-	-	-	306.25 380.00
Mechanic II-Crane Cert	200	45.50	26.00	67.00	30.50	51.50	28.50	-	-	-	-	-	-	-	249.00 100.00
Mechanic I/II - USA	269	5.75	10.75	12.00	12.50	5.25	4.75	-	-	-	-	-	-	-	51.00 134.50
Mechanic II-Crane Cert - USA	0	4.50	7.50	9.50	4.00	4.50	7.50	-	-	-	-	-	-	-	37.50 -
Supervisor	50	-	-	-	-	-	-	-	-	-	-	-	-	-	25.00
Division 54 - ELEC	924	138.50	70.00	61.00	149.00	89.50	58.00	-	-	-	-	-	-	-	566.00 462.00
Senior Instrument/Controls Tech	12	-	-	-	-	-	-	-	-	-	-	-	-	-	6.00
Instrument Tech	480	124.50	30.00	12.00	81.00	58.00	1.00	-	-	-	-	-	-	-	306.50 240.00
OPS Control Sys Spec	144	-	-	20.00	16.00	14.50	15.00	-	-	-	-	-	-	-	65.50 72.00
Senior Electrician	36	-	-	-	-	-	-	-	-	-	-	-	-	-	18.00
Electrician I/II	240	13.00	40.00	28.00	48.00	17.00	39.00	-	-	-	-	-	-	-	185.00 120.00
Supervisor	12	1.00	-	1.00	4.00	-	3.00	-	-	-	-	-	-	-	9.00 6.00
Division 26 - SAFETY	48	-	-	-	-	-	-	-	-	-	-	-	-	-	24.00
Safety Officer	48	-	-	-	-	-	-	-	-	-	-	-	-	-	24.00
Division 40 - ENG	100	6.00	4.50	9.00	8.50	5.50	2.00	-	-	-	-	-	-	-	35.50 50.00
Associate/Senior Civil Engineer-SME	100	6.00	4.50	9.00	8.50	5.50	2.00	-	-	-	-	-	-	-	35.50 50.00
Total Estimated Personnel Hours	5,881	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FTE	2.83	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Monthly Hours	445.25	327.75	381.75	497.25	376.50	322.25	-	-	-	-	-	-	-	-	2,350.75 2,940.50

TABLE 9**San Leandro Sampling Station Microbiology Results**

October - December 2019

Collection Date	Fecal Coliform MPN/100ml	Enterococcus MPN/100ml
10/03/19	8	10
10/10/19	<2	<10
10/17/19	11	<10
10/24/19	4	<10
10/31/19	2	<10
11/07/19	17	<10
11/14/19	2	<10
11/21/19	30	<10
11/27/19	27	<10
12/05/19	<2	10
12/12/19	2	<10
12/19/19	9	<10
12/24/19	30	<10
12/31/19	17	<10

Median	11	<10
Geometric Mean	9.5	10

TABLE 10

Monthly Report for LAVWMA - October 2019
Dublin San Ramon Services District Laboratory
ELAP Certificate # 1272

DATE	FLOW (MGD)	CBOD (mg/L) (kg/d)		TSS (mg/L) (kg/d)		MINIMUM pH (units)	MAXIMUM pH (units)	CHLORINE RESIDUAL (mg/L)	CHLORINE RESIDUAL (SLS STATION) (mg/L)
1	8.52					7.27	7.35	2.001	0.047
2	6.08	3	69	6.5	150	7.26	7.33	1.724	0.077
3	6.95					7.31	7.40	1.715	0.072
4	7.34					7.32	7.44	1.805	0.065
5	7.73					7.39	7.52	1.419	0.055
6	8.83					7.42	7.54	1.512	0.049
7	7.29					7.34	7.45	1.608	0.032
8	9.53					7.36	7.70	1.163	0.025
9	7.70	3.2	93	5.2	152	7.31	7.36	2.393	0.046
10	6.91					7.31	7.68	3.139	0.046
11	8.70					7.23	8.32	3.437	0.047
12	7.20					7.40	7.54	3.756	0.045
13	8.46					7.37	7.55	4.529	0.053
14	6.46					7.31	7.42	4.976	0.057
15	9.01					7.28	7.38	3.592	0.011
16	6.65					7.28	7.34	2.846	0.044
17	7.97					7.31	7.35	2.883	0.045
18	8.73	5.8	192	5.9	195	7.33	7.38	3.057	0.042
19	8.61					7.35	7.69	3.364	0.028
20	9.72					7.42	7.51	3.846	0.042
21	7.37					7.34	7.47	3.533	0.032
22	11.04					7.33	7.41	2.657	0.012
23	7.19	3.6	98	6.3	171	7.33	7.41	2.123	0.024
24	8.27					7.31	7.36	1.724	0.026
25	8.06					7.32	7.63	1.794	0.027
26	10.31					7.40	7.50	1.804	0.023
27	7.86					7.35	7.46	1.612	0.034
28	8.74					7.31	7.41	1.727	0.029
29	9.40					7.36	7.59	2.230	0.005
30	6.10					7.33	7.37	3.784	0.007
31	10.01	3.8	144	6.0	227	7.33	7.36	3.343	0.006
MAX.	11.04	5.8	192	6.5	227	7.42	8.32	4.98	0.08
MIN.	6.08	3.0	69	5.2	150	7.23	7.33	1.16	0.01
AVE.	8.15	3.9	119	6.0	179	7.33	7.49	2.62	0.04
TOTAL	252.70								

Samples collected from LAVWMA Export Pump Station, except for chlorine at the San Leandro Sampling Station as noted.
MGD = Millions of gallons per day; mg/L = milligrams per liter; kg/d = kilograms per day

Authorized for release by:



Date:

2/5/2020

Diane Griffin, Laboratory Director

TABLE 10

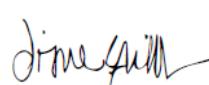
Monthly Report for LAVWMA - November 2019
Dublin San Ramon Services District Laboratory
ELAP Certificate # 1272

DATE	FLOW (MGD)	CBOD (mg/L) (kg/d)		TSS (mg/L) (kg/d)		MINIMUM pH (units)	MAXIMUM pH (units)	CHLORINE RESIDUAL (mg/L)	CHLORINE RESIDUAL (SLS STATION) (mg/L)
1	8.48					7.33	7.37	3.745	0.006
2	9.95					7.33	7.44	3.888	0.002
3	9.95					7.33	7.39	3.721	0.001
4	9.80					7.29	7.42	3.590	0.000
5	11.07					7.23	7.38	3.273	0.000
6	9.60	4.5	164	14.9	542	7.33	7.55	3.008	0.000
7	9.11					7.35	7.53	3.173	0.000
8	8.78					7.38	7.62	3.306	0.000
9	9.35					7.33	7.51	3.448	0.000
10	9.35					7.38	7.46	3.542	0.000
11	9.35					7.39	7.53	3.348	0.000
12	11.06					7.42	7.59	3.050	0.000
13	10.45	4.6	182	14.3	565	7.46	7.70	3.846	0.000
14	10.96					7.40	7.62	3.190	0.000
15	8.82					7.46	7.58	3.867	0.000
16	9.68					7.44	7.59	4.130	0.000
17	10.38					7.44	7.60	3.992	0.000
18	10.28					7.40	7.52	4.047	0.000
19	11.10					7.36	7.54	4.015	0.000
20	10.87	3.4	140	8.0	329	7.39	7.63	3.612	0.000
21	10.87					7.36	7.62	3.202	0.000
22	11.19					7.43	7.53	3.219	0.000
23	8.81					7.37	7.55	4.148	0.000
24	12.07					7.43	7.53	3.906	0.000
25	11.48					7.41	7.53	3.803	0.000
26	11.48					7.42	7.69	4.572	0.000
27	13.39	4.7	238	9.0	456	7.57	7.67	4.865	0.000
28	13.60					7.43	7.60	4.987	0.000
29	14.17					7.42	7.52	4.987	0.000
30	14.60					7.39	7.51	4.987	0.000
MAX.	14.60	4.7	238	14.9	565	7.57	7.70	4.99	0.01
MIN.	8.48	3.4	140	8.0	329	7.23	7.37	3.01	0.00
AVE.	10.67	4.3	181	11.6	473	7.39	7.54	3.82	0.00
TOTAL	320.06								

Samples collected from LAVWMA Export Pump Station, except for chlorine at the San Leandro Sampling Station as noted.

MGD = Millions of gallons per day; mg/L = milligrams per liter; kg/d = kilograms per day

Authorized for release by:



Date:

2/5/2020

Diane Griffin, Laboratory Director

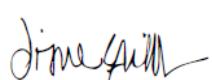
TABLE 10

Monthly Report for LAVWMA - December 2019
Dublin San Ramon Services District Laboratory
ELAP Certificate # 1272

DATE	FLOW (MGD)	CBOD (mg/L) (kg/d)		TSS (mg/L) (kg/d)		MINIMUM pH (units)	MAXIMUM pH (units)	CHLORINE RESIDUAL (mg/L)	CHLORINE RESIDUAL (SLS STATION) (mg/L)
1	15.74					7.42	7.47	4.987	0.000
2	16.09					7.36	7.60	4.822	0.000
3	18.38					7.47	7.60	4.097	0.000
4	14.62	4.8	266	8.2	454	7.35	7.47	4.243	0.000
5	15.91					7.34	7.40	4.296	0.000
6	17.98					7.35	7.38	4.135	0.000
7	16.41					7.34	7.42	3.753	0.000
8	14.70					7.36	7.46	1.220	0.000
9	15.37					7.27	7.36	0.593	0.000
10	18.16					7.28	7.32	0.649	0.000
11	19.47	4.1	302	9.8	722	7.32	7.58	3.191	0.000
12	16.30					7.48	7.55	4.724	0.000
13	16.09					7.43	7.56	4.641	0.000
14	15.58					7.42	7.52	4.839	0.000
15	15.75					7.39	7.48	4.193	0.000
16	15.96					7.36	7.44	3.608	0.000
17	15.62					7.32	7.52	3.361	0.000
18	16.32	5.1	315	10.0	618	7.33	7.44	3.835	0.000
19	16.73					7.30	7.44	3.346	0.000
20	15.51					7.30	7.52	2.944	0.000
21	17.24					7.34	7.41	2.862	0.000
22	16.24					7.38	7.42	2.101	0.000
23	15.77					7.33	7.42	1.865	0.000
24	17.45					7.37	7.60	3.359	0.000
25	15.96					7.49	7.60	3.969	0.000
26	17.01	6.4	412	12.9	831	7.51	7.58	3.517	0.000
27	16.86					7.47	7.61	3.363	0.000
28	14.46					7.44	7.60	2.478	0.000
29	14.17					7.37	7.49	2.103	0.000
30	13.98					7.39	7.44	2.062	0.000
31	17.33					7.44	7.57	1.968	0.000
MAX.	19.47	6.4	412	12.9	831	7.51	7.61	4.99	0.00
MIN.	13.98	4.1	266	8.2	454	7.27	7.32	0.59	0.00
AVE.	16.23	5.1	324	10.2	656	7.38	7.49	3.26	0.00
TOTAL	503.19								

Samples collected from LAVWMA Export Pump Station, except for chlorine at the San Leandro Sampling Station as noted.
 MGD = Millions of gallons per day; mg/L = milligrams per liter; kg/d = kilograms per day

Authorized for release by:



Date:

2/5/2020

Diane Griffin, Laboratory Director

TABLE 11

DUBLIN SAN RAMON SERVICES DISTRICT
WASTEWATER TREATMENT FACILITY

LAVWMA

Langelier pH Saturation Index

Collection DATE	TDS (mg/L)	Temp (°C)	Ca Hardness (mg/L CaCO ₃)	Alkalinity (mg/L CaCO ₃)	pH (Actual)	pH Saturation	Langlier Index
10/22/19	760	23.2	122	368	7.5	7.2	0.3
11/06/19	1074	22.2	74	495	7.6	7.3	0.3
12/11/19	688	20.6	116	326	7.4	7.3	0.1
MAXIMUM	1074	23.2	122	495	7.6	7.3	0.3
MINIMUM	688	20.6	74	326	7.4	7.2	0.1
AVERAGE	841	22.0	104	396	7.5	7.3	0.2

TABLE 11

DUBLIN SAN RAMON SERVICES DISTRICT
WASTEWATER TREATMENT FACILITY

DSRSD

Langelier pH Saturation Index

Collection DATE	TDS (mg/L)	Temp (°C)	Ca Hardness (mg/L CaCO ₃)	Alkalinity (mg/L CaCO ₃)	pH (Actual)	pH Saturation	Langelier Index
10/26/19	757	25.0	132	358	7.3	7.2	0.1
11/06/19	745	24.0	112	350	7.4	7.2	0.2
12/11/19	786	22.3	146	352	7.3	7.2	0.1
MAXIMUM	786	25.0	146	358	7.4	7.2	0.2
MINIMUM	745	22.3	112	350	7.3	7.2	0.1
AVERAGE	763	23.8	130	353	7.3	7.2	0.1

TABLE 11

**CITY OF LIVERMORE
LIVERMORE WATER RECLAMATIONPLANT**

Both pH Saturation Indices

Collection DATE	TDS (mg/L)	Temp (°C)	Ca Hardness (mg/L CaCO ₃)	Alkalinity (mg/L CaCO ₃)	pH (Actual)	pH Saturation	Langlier Index
10/02/19	500	24.0	63	270	7.6	7.7	-0.1
11/06/19	510	23.0	64	259	7.5	7.7	-0.2
12/04/19	520	20.0	74	315	7.5	7.6	-0.1
MAXIMUM	520	24.0	74	315	7.6	7.7	-0.1
MINIMUM	500	20.0	63	259	7.5	7.6	-0.2
AVERAGE	510	22.3	67	281	7.5	7.7	-0.1

TABLE 12 – LAVWMA Routine and Emergency Contact Information

<i>Agency</i>	<i>Contact</i>	<i>Office</i>
DSRSD	Sue Stephenson, Community Affairs Supervisor	(925) 875-2295
LAVWMA	Chuck Weir, General Manager	(925) 875-2233

The routine, non-emergency contact information is as follows:

<i>Agency</i>	<i>Contact</i>	<i>Office</i>
DSRSD	WWTP Main Office/Control Room Office	(925) 846-4565
DSRSD	Shawn Quinlan, Mechanical Maintenance Supervisor	(925) 875-2358
DSRSD	Levi Fuller, WWTP Operations Supervisor	(925) 875-2300
DSRSD	Jeff Carson, Operations Manager	(925) 875-2345
DSRSD	Fax Machine	(925) 462-0658

The after-hours and emergency contact information is as follows:

<i>Agency</i>	<i>Contact</i>	<i>Cell</i>
DSRSD	24 Hour On Duty Operator	(925) 519-0557
DSRSD	Operator II On Duty	(925) 872-5887
DSRSD	Shawn Quinlan, Mechanical Maintenance Supervisor	(925) 570-7878
DSRSD	Levi Fuller, WWTP Operations Supervisor	(925) 570-8775
DSRSD	Jeff Carson, Operations Manager	(925) 719-2997

The City of Livermore emergency contact information is as follows:

<i>Agency</i>	<i>Contact</i>	<i>Cell</i>
Livermore	24 Hour On Duty Operator	(925) 960-8160
Livermore	Jimmie Truesdell, Water Resources Operations Manager	(925) 525-2016

The City of Pleasanton emergency contact information is as follows:

<i>Agency</i>	<i>Contact</i>	<i>Cell</i>
Pleasanton	24 Hour On Call Operator	(925) 437-3992
Pleasanton	Eric Amaro, Chief Utilities System Operator	(925) 437-3605

