



REVISED AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, June 2, 2020

PLACE: Teleconference

Pursuant to Governor Newsom's Executive Orders N-25-20, N-29-20, and N-33-20, and local county health orders issued to address the COVID-19 pandemic, the Board meeting will be held via Webex Video Teleconference. The District Boardroom will be closed to the public. The public may observe and comment by electronic means as described on Page 3.

See Page 3 of the Agenda Packet for Webex Video Teleconference Access Information

Agenda revised after publication to correct typographical error. Items 7.C. and 7.D. were inadvertently shown as Items 7.D. and 7.E.

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, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
 - New Employee Introduction
5. PUBLIC COMMENT MEETING OPEN TO THE PUBLIC

At this time those on the teleconference call 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. The President of the Board will recognize each speaker, at which time the speaker should introduce him/herself, and then proceed with his/her comment. Written comments of five minutes or less and received by 5 p.m. on the day of the meeting will be read into the meeting record.
6. REPORTS
 - 6.A. Reports by Staff
 - Event Calendar
 - Correspondence to and from the Board
 - 6.B. Joint Powers Authority and Committee Reports
LAVWMA – May 20, 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 May 19, 2020
Recommended Action: Approve by Motion
- 7.B. Authorize Consolidation of District Election with November 3, 2020 Statewide General Election
Recommended Action: Authorize by Resolution
- 7.C. Approve the Salary Range for the New Facilities & Safety Technician Job Classification
Recommended Action: Approve by Resolution
- 7.D. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 13-20
Recommended Action: Adopt by Resolution

8. **BOARD BUSINESS**

- 8.A. Appoint Dwight L. (Pat) Howard to Fill the Board Vacancy Created by the Passing of Director Madelyne A. (Maddi) Misheloff
Recommended Action: Approve by Resolution
- 8.B. Approve Revised Board Committee and Joint Powers Authority Assignments for Remainder of Calendar Year 2020
Recommended Action: Approve by Motion
- 8.C. Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists
Recommended Action: Approve by Motion
- 8.D. Receive Presentation on the Zone 7 Water Agency 2020 Annual Review of Sustainable Water Supply
Recommended Action: Receive Presentation

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. **CLOSED SESSION**

The Board will convene its closed session on a separate teleconference line and return to the open teleconference call for Item 11 when the closed session is completed.

- 10.A. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): One Potential Case
- 10.B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District General Counsel

11. **REPORT FROM CLOSED SESSION**

12. **ADJOURNMENT**

Webex Video Teleconference Access Information

Dublin San Ramon Services District
Regular Board Meeting
Tuesday, June 2, 2020

If the public wishes to provide comments during Agenda Item 5 – Public Comment, or on any of the agendized items, please join the meeting using the teleconference instructions below, or email written comments to the Board of Directors at board@dsrsd.com by 5 p.m. Tuesday, June 2, 2020. Written comments, of five minutes or less, will be read into the meeting record during the public comment portion of the agenda or during discussion of the subject of the comment.

Webex Video Teleconference Meeting Instructions and Information:

1. From your computer, click [Join Meeting](#).
2. Select your **Audio** preference – computer audio, call in from separate telephone using Webex phone number, or have Webex call your telephone.
3. You will be automatically placed on “**Mute**” when joining the call.
4. Please keep your phone muted unless speaking.
5. Listen for prompts to know when public comments are solicited.
6. Use the “**Raise Hand**” feature found under the More Options Menu (or use the button if using the app) to indicate you wish to speak.
7. The meeting host will unmute callers one at a time to speak during Public Comment or during discussion of a particular agenda item.
8. Please announce yourself and speak slowly and clearly when commenting.
9. You will be muted when your comments have concluded. Please “**Lower Hand**” when done.
10. Please do not place the call on hold.

To Join by Phone Only:

1. Dial **(510) 338-9438** USA Toll from any telephone
2. Enter Access code (meeting number) **126 938 1452** when prompted

First time Webex user? You can view a short YouTube tutorial on how to participate in a Webex meeting here: <https://www.youtube.com/watch?v=XbSizTDAES4>

Boardmembers and staff will be attending the meeting via teleconference. The Board will convene its Closed Session on a separate teleconference line and return to the open teleconference call for Agenda Item 11 when the Closed Session is completed. The open teleconference will be muted during this time and will resume for the Closed Session report and meeting adjournment.

The Boardroom is closed to the public.

All votes during the meeting will be taken by roll call vote.

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

May 19, 2020

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:08 p.m. by President Duarte.

President Duarte announced that pursuant to Governor Newsom's Executive Orders and local county health orders issued to address the COVID-19 pandemic, this Board meeting is being held via Webex teleconference. The District Boardroom is closed to the public; however, the public may observe and comment by calling in to the teleconference meeting per the instructions on page 3 of the agenda. As required by the Brown Act, all votes taken this evening will be done by a roll call vote due to the attending Directors participating via teleconference.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Edward R. Duarte, Vice President Ann Marie Johnson, Director Richard M. Halket, and Director Georgean M. Vonheeder-Leopold.

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

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introductions:

Kevin Avalos, Operator-in-Training

Nathan Murphy, Operations Control System Specialist

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:14 p.m. No public comment was received.

6. REPORTS

6.A. Reports by Staff

- Event Calendar – General Manager McIntyre had nothing to report.
- Correspondence to and from the Board on an Item not on the Agenda

Date	Format	From	To	Subject	Response
5/12/20	Letter	8th Grade Fallon Middle School students	Wastewater Management Workers	Appreciation Letter	N/A

6.B. Joint Powers Authority and Committee Reports
DERWA – May 18, 2020

President Duarte invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the DERWA meeting and made a few comments about some of the DERWA activities.

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

7. CONSENT CALENDAR

Director Vonheeder-Leopold MOVED for approval of Items on the Consent Calendar. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

7.A. Approve Regular Meeting Minutes of May 5, 2020 – Approved

7.B. Accept Regular and Recurring Reports: Warrant List and Quarterly Financial Reports – Approved

Director Halket inquired about the lower than expected capacity reserve fees received as reported in the Revenue Summary in Item 7.B. Engineering Services Manager Zavadil and General Manager McIntyre explained the decline is due to certain developments in Dublin slowing down construction activities, and further explained the current and potential impacts to the water, local, and regional funds. Director Halket implored the Board and staff to remain focused on managing debt obligations given these uncertain times, as he saw how quickly this was impacted during the 2008 recession.

8. BOARD BUSINESS

8.A. Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists

General Manager McIntyre reviewed the item for the Board. He reported there has been no decline of operational revenues and no major operational changes since his report at the May 5 Board meeting.

Director Halket MOVED for Approval of Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

8.B. Hold Public Hearing: Adopt Revised Schedule of Miscellaneous and Industrial Waste Program User Fees and Charges and Rescind Resolution Nos. 24-18 and 25-18

President Duarte announced the item and declared the Public Hearing open.

President Duarte asked for the staff presentation. Financial Analyst Mayette Bailey reviewed the item for the Board.

President Duarte inquired if there were any comments from the public. There was no public comment received. President Duarte declared the Public Hearing closed.

Director Halket affirmed the proposed fees were in line with cost of living adjustments. The Board had no further discussion.

Director Halket MOVED to adopt Resolution No. 30-20, Establishing Fees and Charges under District Code Sections 1.30.010 (B), 1.40.040, 1.50.010, 1.50.070, 2.30.050, 1.100.010, 3.70.070 (A) & (B), 3.70.060, 4.30.070, 4.40.040 (A) & (B), 4.40.050, 4.40.070, 4.40.080 (A), 4.40.080 (C), 4.40.090 (A) & (B), and 5.30.090, and Rescinding Resolution Nos. 24-18 and 25-18. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with THREE AYES and ONE ABSTENTION (Johnson) per roll call vote.

Vice President Johnson lost her connection during the item. Upon resumption of her connection, she abstained from casting a vote.

8.C. Support Proposed LAVWMA (Livermore-Amador Valley Water Management Agency) Operations and Maintenance Budget for Fiscal Year Ending 2021

Operations Manager Carson reviewed the item for the Board.

Director Vonheeder-Leopold MOVED to Support the Proposed LAVWMA (Livermore-Amador Valley Water Management Agency) Operations and Maintenance Budget for Fiscal Year Ending 2021. Director Halket SECONDED the MOTION, which CARRIED with FOUR AYES per roll call vote.

9. BOARDMEMBER ITEMS

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

Director Vonheeder-Leopold reported that she attended the Alameda County California Special Districts Association (CSDA) Chapter teleconference meeting Wednesday, May 13 and the California Association of Sanitation Agencies Board teleconference meeting Thursday, May 14. She summarized the activities and discussions at the meetings.

President Duarte submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the Contra Costa CSDA Chapter teleconference meeting. He summarized the activities and discussions at the meeting.

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

10. CLOSED SESSION

At 6:51 p.m. the Board went into Closed Session.

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

Agency Negotiators: Dan McIntyre, General Manager
Carol Atwood, Administrative Services Manager

Employee Organizations: 1. Stationary Engineers, Local 39
2. Mid-Management Employees' Bargaining Unit

Additional Attendees: Doug Coty, General Counsel
Dania Torres Wong, Sloan Sakai Yeung & Wong LLP

10.B. Public Employee Performance Evaluation – Pursuant to Government Code Section 54957

Title: District General Counsel

11. REPORT FROM CLOSED SESSION

At 7:56 p.m. the Board came out of Closed Session. President Duarte reconvened the open session. Directors Halket, Johnson, and Vonheeder-Leopold disconnected at the conclusion of the Closed Session. He announced that there was no reportable action.

12. ADJOURNMENT

President Duarte stated this meeting is adjourned in honor of our fellow Boardmember Madelyne A. (Maddi) Misheloff who tragically passed away on April 11. Maddi was a good friend to all of us on the Board and the staff at the District. Her participation as a contributing Director was truly appreciated and will be sorely missed. Our thoughts, prayers, and condolences go out to her family and her friends. He adjourned the meeting at 7:57 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Authorize Consolidation of District Election with November 3, 2020 Statewide General Election

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Resolution, the consolidation of the District's election with the Statewide General Election to be held on November 3, 2020 within the Counties of Alameda and Contra Costa.

SUMMARY:

The District is required to hold an election on November 3, 2020 for three seats on the Board of Directors. The Board adopted Ordinance No. 345 on May 21, 2019, which established a by-division election system with Divisions 1, 3, and 5 on the November 2020 ballot, and Divisions 2 and 4 on the November 2022 ballot. The at-large terms of two of the four current Directors expire in 2020: President Edward Duarte who resides in Division 2 and Director Richard Halket who resides in Division 3. The term of the at-large seat held by Director Madelyne Misheloff will also expire in 2020 and is expected to be temporarily filled this evening. She resided in Division 3 and sadly passed away on April 11, 2020.

In order to continue to minimize costs and for the ease of conducting the election, it is recommended the Board of Directors consolidate the District's election with the November 3, 2020 General Election and authorize the consolidation by adoption of a resolution. The approved resolution and the current Candidate's Statement Cost policy (Exhibit A to the resolution) will be submitted to the Alameda and Contra Costa County Elections Departments and their respective Boards of Supervisors.

On April 7, 2020, by Resolution No. 27-20, the Board revised the Candidate's Statement Cost policy such that all candidates will pay no more than a total pro rata share of \$250 for costs incurred by the Counties to print, handle, translate, and mail the candidate's statement. This change will ensure dual-county division candidates are not made to pay more than single-county division candidates if they wish to publish a statement in both Counties. Only Division 3 is located in both Counties.

The candidate nomination period for the November 3, 2020 General Election opens July 13 and closes August 7. If no incumbent files nomination papers by the end of the filing period, the filing period is extended to August 12 for nonincumbents only.

Originating Department: Administrative Services	Contact: N. Genzale	Legal Review: Yes
Cost: \$0 Consolidation saves District money	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	8 of 53	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT CALLING AND DIRECTING THAT NOTICE BE GIVEN OF AN ELECTION OF THREE DIRECTORS ON NOVEMBER 3, 2020 AND REQUESTING THE RESPECTIVE BOARDS OF SUPERVISORS OF THE COUNTIES OF ALAMEDA AND CONTRA COSTA CONSOLIDATE THE DISTRICT'S GENERAL ELECTION WITH THE STATEWIDE GENERAL ELECTION

WHEREAS, pursuant to the provisions of the Community Services District Law, the Elections Code, and District Resolution No. 2-87, an election is scheduled to be held within the Dublin San Ramon Services District on November 3, 2020, for the purpose of electing three (3) members to the District Board of Directors consisting of three (3) "Full Term" seats with a four (4) year term from 2020 to 2024; and

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

WHEREAS, by District Resolution No. 27-20, the District adopted a Candidate's Statement Cost policy, attached hereto and incorporated herein as Exhibit "A," consistent with Elections Code Section 13307, pertaining to candidates' statements to be submitted to the voters at the District election.

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

Section 1. A general election is hereby called to be held within Dublin San Ramon Services District, located in portions of the Counties of Alameda and Contra Costa, on November 3, 2020, for the purpose of electing three (3) members to the District Board of Directors nominated from Divisions 1, 3, and 5, consisting of three (3) "Full Term" seats with a four (4) year term from 2020 to 2024; and the District Secretary is hereby authorized and directed to give notice of said election in accordance with applicable provisions of law.

Section 2. Pursuant to Elections Code Section 10403, the Boards of Supervisors of the Counties of Alameda and Contra Costa are hereby requested to consent and agree to the consolidation of said general District election to be held throughout the whole of the District with the Statewide General Election on Tuesday, November 3, 2020, for the purpose of the election of three (3) members to the District Board of Directors.

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

Res. No. _____

Section 4. Each candidate for elective office to be voted for at said general District election may file a candidate's statement pursuant to the regulations in the Elections Code and in adherence to the District's Candidate's Statement Cost policy; and

Section 5. The respective County Elections Departments are hereby authorized and instructed to collect from each non-indigent candidate, as appropriate, the deposit in the amount of \$250 or \$0 at the time a candidate's statement is filed, as established in the District's Candidate's Statement Cost policy. Candidate statements shall adhere to the District's Candidate's Statement Cost policy, including, but not limited to, a word count of no more than 200 words. The District shall pay the cost of the candidate statement to the County Election Department if the Department charged a candidate \$0.

Section 6. The respective County Elections Departments are hereby authorized and instructed to canvass the returns of the District general election and submit a certified statement of the results of the election to the District as soon as the result of the canvass is determined.

Section 7. The District Secretary is hereby authorized and directed to file a certified copy of this Resolution with the Boards of Supervisors of the Counties of Alameda and Contra Costa and their respective County Elections Departments.

Section 8. The District recognizes that additional costs will be incurred by the Counties of Alameda and Contra Costa by reason of this consolidation and hereby agrees to reimburse the Counties for such additional actual costs.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 2nd day of June, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



Policy No.: P100-20-3	Type of Policy: Board Business
Policy Title: Candidate's Statement Cost	
Policy Description: Establish candidate's cost to file a candidate's statement for election to the District Board	
Approval Date: 4/7/2020	Last Review Date: 2020
Approval Resolution No.: 27-20	Next Review Date: 2024
Rescinded Resolution No.: 11-17	Rescinded Resolution Date: 3/21/2017

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish the cost of the publication of a candidate's statement by a candidate for election to the District Board pursuant to Elections Code Section 13307, as specified in the Uniform District Election Law to which community services districts are subject in accordance with Government Code Section 61008, part of the Community Services District Law; the California Voting Rights Act, and the federal Voting Rights Act of 1965, as amended.

1. General

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

2. Foreign Language Policy

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

Policy No.: P100-20-3

Policy Title: Candidate's Statement Cost

3. Advance Deposit and Payment

- a. Pursuant to Elections Code Section 13307(d), a local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statement filed pursuant to this section, including costs incurred as a result of complying with any applicable law, and may require each candidate filing a statement to pay the estimated pro-rata share. The collection of such amount is as described in subsections 3(b) and 3(c) below.
- b. **For candidates filing a candidate's statement for an election division that is located wholly in one County (Alameda or Contra Costa County),** the District Secretary is hereby authorized and directed to provide for collection, by the Elections Official, from each non-indigent candidate who files such a statement, a deposit in the amount of \$250 to represent the candidate's pro rata share as described in subsection 3(a) above and collection of such amount shall be a condition of having the candidate's statement included in the voter's pamphlet.
- c. **For candidates filing a candidate's statement for an election division that is located partially in both Counties (Alameda and Contra Costa County),** the District Secretary is hereby authorized and directed to provide for the collection, by the Elections Official of the candidate's home County (County in which the candidate *does not* reside), from each non-indigent candidate who files such a statement, a deposit in the amount of \$250 to represent the candidate's pro rata share as described in subsection 3(a) above. Collection of such amount shall be a condition of having the candidate's statement included in the voter's pamphlet.

The District Secretary is also hereby authorized and directed to waive collection by the Elections Official of the second County (County in which the candidate *does not* reside) of a deposit from a candidate wishing to file a candidate's statement, provided the candidate presents in person to the Elections Official the receipt showing payment of the required deposit to the first County and a copy of the candidate statement. Upon this verification, the second County will waive collection of a deposit and will include the statement in the voter's pamphlet. The second County is directed to bill the full cost of the candidate's statement directly to the District.

- d. If the actual costs in Alameda County or Contra Costa County exceed the deposit amount for the printing, handling, translating, and mailing of the candidate's statement in said County, then the proper officers of the District are hereby authorized and directed to pay the difference between the deposit amount and the actual cost to that County.
- e. If the actual cost of the candidate's statement in Alameda County or Contra Costa County is less than the deposit amount for the printing, handling, translating, and mailing of the candidate's statement in said County, then the District Secretary is hereby authorized and directed to make necessary arrangements to refund the amount of the deposit which exceeds said actual cost to the candidate.

Policy No.: P100-20-3**Policy Title: Candidate's Statement Cost****4. Indigent Candidates**

- a. As provided in Elections Code Section 13309, a candidate who alleges to be indigent and unable to pay in advance the requisite deposit for submitting a candidate's statement shall submit a certified statement of financial worth, and such other verifying documentation as the District shall reasonably require, to be used by the District in determining whether or not he or she is eligible to submit a candidate's statement without payment of the deposit in advance. Upon receipt of a statement of financial worth, the District shall promptly determine, in its sole discretion, whether or not the candidate is indigent and shall notify the candidate in writing of its findings. If it is determined that the candidate is not indigent, the candidate shall, within three working days of the notification, either withdraw the candidate's statement or pay the requisite deposit in accordance with the provisions of this policy.
- b. The proper officers of the District are hereby authorized and directed to pay the costs incurred by the District for printing, handling, translating, and mailing the statements for candidates determined by the District to be indigent.

5. Additional Materials

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

6. Notice to Counties

The District Secretary shall provide this policy and a certified copy of the Resolution adopting this policy to the Elections Officials of the Counties of Alameda and Contra Costa. The District Secretary shall also provide this policy and the Resolution authorizing consolidation of the District Election with the November Statewide General Election to the Elections Officials of the Counties of Alameda and Contra Costa.



TITLE: Approve the Salary Range for the New Facilities & Safety Technician Job Classification

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the salary range for the new Facilities & Safety Technician job classification.

SUMMARY:

In December 2019, the incumbent in the Safety Technician classification resigned from employment with the District. In preparation to recruit and fill the vacancy, the Operations Manager reviewed the work performed by the Safety Technician classification and the needs of the Operations Department in relation to technical and administration support for the environmental, health, and safety program and facilities-related compliance programs. The District's needs related to these programs include technical and administrative responsibilities such as: researching, evaluating, and providing safety training; maintaining the learning management systems for safety training; assisting in safety investigations and follow-up actions; completing risk management and safety studies and reports; and planning, scheduling, and administering contracts and purchasing for compliance-related maintenance to life safety systems (fire alarm systems, elevators, underground diesel tank, Spill Prevention, Control and Countermeasure (SPCC), and emergency and egress lighting), environmental controls systems, environmental compliance, Bay Area Air Quality Management District (BAAQMD) required reporting, and security systems based on permit requirements and federal, state, and local laws and regulations. As a result of this review, the Operations Manager determined that a Facilities & Safety Technician classification would more adequately meet the needs of the Operations Support Services Division and the District than the former Safety Technician classification. The position description was developed with the help of human resources consulting firm, Koff & Associates, Inc., and the District's Human Resources staff. The final job classification was approved by the General Manager on May 26, 2020 (Attachment 1).

Applicants for the Facilities & Safety Technician position will be required to have at least an associate's degree majoring in occupational health, industrial hygiene, industrial safety, construction technology or management, purchasing, or a related field, and three (3) years of increasingly responsible experience in safety program administration, contract administration, or facilities maintenance planning/scheduling. Staff believes these requirements will allow the District to attract quality applicants who possess the necessary experience and knowledge to effectively provide technical support to the safety and facilities functions.

In accordance with the District's New/Revised Job Classifications and Salary policy (P700-18-3) for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption (Attachment 2). The proposed salary range for the new Facilities & Safety Technician is benchmarked internally to the Safety Technician classification. The salary range for the Facilities & Safety Technician position will be \$7,126 – \$8,661 per month. This new position will be included in the successor Memorandum of Understanding (MOU), and the salary will be reviewed and set in accordance with MOU requirements. Staff has met and consulted with representatives of the Stationary Engineers, Local 39 bargaining unit on the proposed new job definitions and salary range for the Facilities & Safety Technician job description. Upon adoption, staff intends to begin recruiting to fill the vacant position in the Operations Support Services Division.

Originating Department: Administrative Services	Contact: M. Gallardo	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Facilities & Safety Technician Job Classification, effective 5/26/2020 Attachment 2 – New/Revised Job Classifications and Salary policy (P700-18-3)	



Class Description

Effective Date: May 26, 2020
Job Title: Facilities & Safety Technician
W/C Code: 8810
FLSA Status: Non-Exempt
Unit: Local 39
Job Code: CFASTC

DEFINITION

Under general supervision, performs a wide variety of responsible administrative and technical duties for the District's safety program, facilities maintenance programs, and maintenance purchasing and contracts; provides technical administration for the District's safety training program and recordkeeping; assists in safety investigations and completing risk management and safety studies and reports; plans, coordinates, and provides technical support and administration for facilities compliance permitted programs; coordinates and administers various contracts providing facility maintenance and repair services to District facilities; purchases a variety of materials, services, supplies, and equipment according to District purchasing policies and practices and requisition specifications; maintains inventory for assigned function; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the assigned supervisor. Receives technical and function direction and training from a higher level professional or technical staff. Exercises no direct supervision of staff.

DISTINGUISHING CHARACTERISTICS

This is a single technical classification responsible for providing technical support and administration for the District's safety program, and for providing technical and administrative planning, coordination, and providing technical support and administration for the District's facilities compliance permitted programs. Provides routine scheduling of contracts for repair and maintenance of District facilities, purchasing, procurement, and inventory management activities for the assigned program areas. Positions perform the full range of duties as assigned with occasional instruction or assistance. Work may be reviewed by assigned supervisor upon completion or while in progress. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff contact. This class is distinguished from the other maintenance classifications in that the latter are responsible for performing manual labor and semi-skilled and skilled maintenance and repair duties. This class is further distinguished from other technical and office administrative classes by the nature, scope, complexity, and diversity of responsibilities related to safety, facilities maintenance, regulatory permit compliance, purchasing and procurement, and inventory management.

TYPICAL DUTIES

- Performs a variety of responsible, complex technical and administrative duties for the District's safety programs, including developing and maintaining computerized record-keeping systems to generate reports and analyze risk management and safety related information and statistical data.
- Provides technical administration for the District's safety training program, including researching and evaluating training courses, providing training, developing training brochures, maintaining training calendars, registering, assisting with preparation of course materials, and scheduling and set up of training area and equipment.
- Updates and maintains the learning management system for the District's safety training program; audits records for completeness and compliance.
- Conducts follow up actions with departments to ensure compliance with the inspection and training requirements of the District's Injury and Illness Prevention Program.
- Provides technical administration for various safety related programs, including the District's Medical Surveillance Programs for the Department of Transportation Commercial Driver Medical Certification (BIT Program), Haz-Mat Workers, Respiratory Protection, and Hearing Conservation.
- Assists with publicizing safety programs, including ordering, receiving, and distributing publicity and informational materials related to safety and occupational health; updates safety and health bulletin boards; checks and posts signage; distributes safety and health information to District staff.
- Performs a variety of responsible, complex technical and administrative duties for the District's facilities compliance permitted programs, including planning and scheduling routine and non-routine corrective and preventive work related to audio/visual, life safety systems (includes fire alarm systems, elevators, underground diesel tank, SPCC, and emergency/egress lighting), environmental controls systems, environmental compliance, BAAQMD required reporting, and security systems based on the department's needs and Federal, State, and local laws and regulations; checks and evaluates the need for work to ensure legal compliance for various facilities.
- Plans, prioritizes, and schedules routine corrective and preventative facilities maintenance work related to mechanical and electrical systems based the department's needs.
- Coordinates and schedules the work performed by contractors related area of responsibility.
- Advises building occupants as appropriate regarding building operational conditions and other significant events.
- Provides technical and administrative support for maintenance of the District's fire alarm and sprinkler systems; may provide technical support for the District's automated security system and check sites periodically for signage to ensure authorized entry has not been violated.
- Recommends, prepares, and updates facility preventive maintenance procedures related to areas of responsibility as required.
- Participates in the development of consultant requests for proposal for construction, maintenance, repair services, and maintenance contracts; evaluates proposals and recommends project award; administers contracts after award; ensures contractor compliance with District standards and specifications and time and budget estimates.
- Assists mechanical maintenance staff with inspecting work in progress and completed work of assigned contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Coordinates with mechanical maintenance staff to prepare scope of work for small facilities capital improvement remodeling, alteration, and construction projects; provides input on long term planning for facility asset replacement.

Class Description: Facilities & Safety Technician

- Procures supplies, materials, tools, and equipment for the Operations Department, as well as safety and security materials and equipment for the District; ensures that all procurement policies, applicable purchasing practices and standards, and bid processes are met.
- Evaluates product usage trends; forecasts needs and projects costs; prepares cost comparisons; researches availability, quality, and price of equipment, services, and supplies from various sources; develops and recommends procurement solutions.
- Verifies accuracy and reconciles discrepancies between purchase orders and invoices for assigned programs.
- Stores, issues, and maintains inventory of assets, equipment, and materials; conducts annual physical inventory accounting for and verifying parts, materials, and supplies ordered, stocked, and issued, and disposes of Surplus District Property following established procedures and rules.
- Assists in development of divisional and program budgets including gathering and compiling information, tracking expenditures, and providing input on upcoming projects and associated costs.
- Receives and responds to inquiries from employees, contractors, and vendors regarding assigned area of responsibility.
- Maintains accurate and detailed records, files, manuals, and resource materials; verifies accuracy of information, researches discrepancies, and records information.
- Builds and maintains positive working relationships with co-workers, other District employees, contractors, and the public.
- Drives a motor vehicle.
- Performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Principles, practices, and methods of environmental health and safety programs.
- Cal/OSHA and ANSI regulations and general industrial safe work practices, including the safe handling and storage of hazardous chemicals and materials.
- Policies, regulations, specifications, and requirements governing industrial safety, loss prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Basic principles and practices of employee training and instructional methods and techniques.
- Principles, practices, methods, tools, materials, and equipment related to planning, coordinating, and scheduling the maintenance of a treatment plant, equipment, buildings, grounds, and related facilities.
- Principles, practices, equipment, materials, and tools used for assigned maintenance and repair programs and projects.
- Principles, theories, and standard practices of several maintenance trades as they apply to maintenance and repair of facilities, buildings, and equipment.
- Contract administration principles and practices.
- Modern principles, practices, and methods of purchasing and procurement programs and processes.
- Principles and practices of inventory control and administration.
- Basic principles of budget administration.

Class Description: Facilities & Safety Technician

- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Recordkeeping principles and procedures.
- Basic principles and practices of data collection, analysis, and report compilation.
- Business letter writing and report preparation.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Assist in the development and implementation of a variety of safety training pertinent to water and wastewater operations, including emergency preparedness and environmental compliance.
- Learn and observe all safety precautions required by the District, including Cal/OSHA General Industry Safety Order, Respiratory Protection Program, and District Safety Directives.
- Provide varied and responsible technical and administrative support work requiring the use of independent judgment, tact, and discretion.
- Plan, coordinate, and schedule maintenance projects; coordinate with maintenance staff to develop labor estimates and material requirements.
- Track, interpret, apply, and explain complex and technical policies, procedures, codes, statutes, regulations and documents; and make recommendations.
- Evaluate bids; prepare contracts; negotiate contracts, agreements, and/or pricing schedules for services, supplies, and equipment.
- Read, interpret, and work from sketches, blueprints, schematic diagrams, and equipment manuals.
- Maintain equipment records and PPE inventories.
- Assist with inspection of work of contractors and maintain established quality control standards.
- Instruct and advise internal and external contacts on the District's purchasing policies, procedures, and standards.
- Organize and implement inventory and asset management activities.
- Organize, research, and maintain standard and specialized office files, databases, and records systems.
- Prepare and maintain accurate and complete records, reports, and documents; carry out research studies and projects; compile, interpret, and report information.
- Make accurate arithmetic, financial, and statistical computations.
- Organize own work, coordinate projects, set priorities, and follow-up on assignments with a minimum of direction.
- Maintain attention to detail and accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Class Description: Facilities & Safety Technician

- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, and maintain, and foster effective positive working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

The minimum qualifications described on class specifications represent the typical way to obtain the required knowledge, skills and abilities to perform the essential duties of the job. Any combination of education, licensing, and/or experience which has provided the knowledge, skills and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

Equivalent to an associate degree in occupational health, safety, industrial hygiene, industrial safety, construction technology or management, purchasing, or a related field and three (3) years of increasingly responsible experience in safety program administration, contract administration, or facilities maintenance planning/scheduling.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one (1) year of employment.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local

Class Description: Facilities & Safety Technician

Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to $\frac{1}{2}$ hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 5 minutes at a time.
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs during trainings, visiting field sites including performing observations, maintaining signage and markings including using basic tools, communicating with coworkers, contractors or public during informal meetings, operating standard office equipment, accessing files, drawers or shelves and performing other described job duties.

Walking

Average Frequency: $\frac{1}{2}$ hour to 1 hour.
Duration: Seconds to 10 minutes at a time.
Maximum Frequency: Up to $1\frac{1}{2}$ hours.
Duration: Seconds to 10 minutes at a time.
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs during trainings, visiting field sites including performing observations, within buildings, to and from offices, relocating files, paperwork or office supplies, using carts, or dollies, transporting video projectors, and performing other described job duties.

Sitting

Average Frequency: 7 to 8 hours.
Duration: $\frac{1}{2}$ to 2 hours at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading and writing, driving a vehicle, during meetings, and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 2 to 4 times.
Duration: Seconds at a time.

Class Description: Facilities & Safety Technician

Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while retrieving or positioning paperwork/files, boxes or equipment on and off lower shelves, drawers or ground level, visiting field sites including performing equipment inspections.

Crawling

Average Frequency: 1 time every 6 months.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, metal grating.
Description: Performs while visiting field sites including performing equipment inspections.

Laying on Back/Stomach

Average Frequency: 1 time every 6 months.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, metal grating.
Description: Performs while visiting field sites including performing equipment inspections.

Climbing/Balancing

Average Frequency: 6 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 30 times.
Duration: Seconds at a time.
Surfaces: Stair or ladder steps, vehicle floorboard.
Description: Performs while ascending or descending stair steps to access plant sites; entering or exiting vehicle cabs, one step; using step, extension or vertical ladders to access manholes, reservoirs, pump stations, and performing other described job duties. A variable to using a step stool or ladder includes employee's height.

Reaching

Above Shoulder Level:

Average Frequency: 2 times.
Duration: Seconds to 1 minute at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds to 1 minute at a time.
Description: Performs while maintaining signs in conjunction with using basic tools, accessing or placing files/paperwork and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 3 to 5 hours.
Duration: Seconds to 30 minutes at a time.

Class Description: Facilities & Safety Technician

Maximum Frequency: 5 to 6 hours.
Duration: Seconds to 30 minutes at a time.
Description: Performs during trainings including setups, using basic tools, while maintaining signs or markings, visiting field sites including performing equipment observations, utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart or dollies while transporting projectors and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 2 to 4 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving or positioning paperwork/files, boxes or equipment on and off lower shelves, drawers or ground level, visiting field sites including performing observations. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: Up to 10 minutes.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart or dolly, transporting projectors, using basic tools to maintain signs including wrenches. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Neck:

Average Frequency: 1 to 2 hours.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, performing general office tasks, driving, visiting field sites including performing observations, and performing other described job duties.

Wrists:

Average Frequency: 15 to 30 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A

Class Description: Facilities & Safety Technician

Description: Performs while handling office supplies and paperwork, using basic tools including wrenches, pliers, screwdrivers, etc. while maintaining signs, possibly during field observations performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist: Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 10 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, using basic tools to maintain signs and markings, visiting field sites including performing observations, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, using basic tools to maintain signs and markings, visiting field sites including performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Basic tools including tape measures, wrenches, pliers, hammers, screwdrivers etc., testing instrumentation, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools, cameras, and other related items,

Average Frequency: 2 to 3 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to 15 minutes at a time.

Distance: 0 to 50 yards.

Height: Ground to shoulder or above.

Description: Performs while utilizing basic tools including tape measures, wrenches, pliers, hammers, screwdrivers etc., testing instrumentation, a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 25 lbs.

Objects: File box, supplies, fire extinguishers, SCBA equipment.

Average Frequency: 1 to 2 times per week.

Maximum Frequency: Up to 10 times, during special projects.

Duration: Seconds at a time.

Distance: Up to 15 feet.

Class Description: Facilities & Safety Technician

Height: Ground to shoulder or above.
Description: Performs while retrieving and relocating a file box, supplies, fire extinguishers, SCBA equipment.

26 to 50 lbs.

Objects: File box, equipment, materials, fire extinguishers, SCBA equipment.
Average Frequency: 2 to 3 times per week.
Maximum Frequency: Up to 10 times, during special projects.
Duration: Seconds at a time.
Distance: Up to 15 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a file box, equipment, materials, fire extinguishers, SCBA equipment.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheels using carts, dollies or transporting projectors, using a variety of basic tools to maintain signs and markings, during field investigations, and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 5 to 10 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating a file box, fire extinguishers, confined space entry equipment, using basic tools, maintaining signs and markings including using wrenches, pliers, screwdrivers, hammers etc., and performing other described job duties. Bilateral hand use.

Fine Manipulation

Average Frequency: 2 ½ to 3 hours.
Duration: Seconds to 30 minutes at a time.
Maximum Frequency: 4 to 4 ½ hours.
Duration: Seconds to 30 minutes at a time.

Class Description: Facilities & Safety Technician

Description: Performs while maintaining signs including handling hardware, using basic tools, handling instruments including performing calibrations, utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, using a digital camera, and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils

Computer

Standard office equipment including copy and fax machines, scanners and printers, laminator, shredder

Telephone

Standard office tools including staplers, stapler removers and other related items

Vehicle

Camera

Cart or dolly

Basic tools, wrenches, tape measures, pliers, hammers, screwdrivers

Testing instrumentation

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing, foot, eye, respiratory, head protection, raingear, and a Tyvex suit.

WEIGHTS AND MEASURES

None.

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



Policy

Policy No.: P700-18-3	Type of Policy: Personnel
Policy Title: New/Revised Job Classifications and Salary	
Policy Description: Non-standard job classifications and/or salary requiring Board approval and adoption	
Approval Date: 8/19/2014	Last Review Date: 2018
Approval Resolution No.: 53-14	Next Review Date: 2022
Rescinded Resolution No.: 71-11	Rescinded Resolution Date: 11/15/2011

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

The General Manager may approve new or revised job titles, job definitions, and job duties for all standard job classifications except senior level management. Job titles, job definitions and job duties for all senior management positions shall be presented to the Board by the General Manager for approval and adoption.

For all positions, including senior level management, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. The proposed salary range for a job classification shall be consistent with District compensation structure and/or applicable Memoranda of Understanding (MOU). In the event that an approved salary range for a job classification is determined to be insufficient to recruit a qualified employee due to the unique nature of the job classification and/or due to a difficult labor market and the recommended salary for the job classification is outside the parameters contained in a MOU, the General Manager shall recommend and submit for Board approval a revised monthly salary range which is in best keeping with District practices and priorities. No new or revised salary range shall be applicable to a classification until approved by the Board. Upon approval of any new or revised salary range, the District's salary plan shall be updated in accordance with the District's Salary Plan policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
August 19, 2014	
Reviewed by Committee or Board:	Date:
Board	December 4, 2018

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE SALARY RANGE FOR THE NEW FACILITIES & SAFETY TECHNICIAN JOB CLASSIFICATION

WHEREAS, the General Manager has authority to approve new or revised job titles, job definitions, and job duties for all standard job classifications, except senior level management, as described in Resolution No. 53-14; and

WHEREAS, the District has a need for a qualified Facilities & Safety Technician in the Operations Support Services Division to provide technical level support to the facilities compliance and environmental, health, and safety programs for the Operations Department; and

WHEREAS, the Facilities & Safety Technician job classification is subject to the provisions of the Memorandum of Understanding between the District and the Stationary Engineers, Local 39 bargaining unit (Local 39) dated December 18, 2017; and

WHEREAS, all meet and confer obligations have been met by the District and Local 39; and

WHEREAS, for all positions, including senior level management, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the salary range for the Facilities & Safety Technician is set to \$7,126 – \$8,661 per month.

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 2nd day of June, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 13-20

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 13-20.

SUMMARY:

Per Resolution No. 13-20, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated with the title and salary range of the new Facilities & Safety Technician job classification which was adopted by the Board of Directors just previous to this item on this evening's Board agenda. Additionally, the pay schedule was updated to reflect the title change, approved by the General Manager in February 2020, for the Customer Services Supervisor to the Utility Billing & Customer Services Supervisor, and removal of the salary range for Safety Technician classification that was abolished by approval of the General Manager on June 2, 2020.

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

This pay schedule shall reflect all salaries previously agreed to by the District in accordance with the various Memoranda of Understanding and the Personal Services Agreements.

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 13-20

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

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

WHEREAS, by Resolution No. 13-20, the Board-adopted pay schedule was approved on February 4, 2020; and

WHEREAS, the Board adopted the new salary range for the Facilities & Safety Technician job classification represented by the Stationary Engineers, Local 39 bargaining unit earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule has been updated to include the new Facilities & Safety Technician job classification and salary range; and

WHEREAS, the pay schedule has been updated to reflect the new title for the Utility Billing & Customer Services Supervisor; and

WHEREAS, the pay schedule has been updated to remove the salary range for the abolished Safety Technician.

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

1. That the pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 13-20 attached as Exhibit "B" is hereby rescinded.

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

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 2nd day of June, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

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

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

Non-Exempt, Hourly Classifications				Exempt	Code	Effective Date	Resolution #	Monthly Salary					Hourly Pay Rate				
Job Classification	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E							
ACCOUNT CLERK I	H	cacck1	12/16/2019	59-17	5,156	5,416	5,684	5,971	6,268	29.7462	31.2462	32.7923	34.4481	36.1615			
ACCOUNT CLERK II	H	cacck2	12/16/2019	59-17	5,673	5,956	6,255	6,567	6,898	32.7288	34.3615	36.0865	37.8865	39.7962			
ACCOUNTANT I	H	pacct1	12/16/2019	51-17	7,900	8,295	8,711	9,146	9,602	45.5769	47.8558	50.2558	52.7654	55.3962			
ACCOUNTING TECHNICIAN I	H	cactc1	12/16/2019	59-17	6,289	6,606	6,938	7,284	7,647	36.2827	38.1115	40.0269	42.0231	44.1173			
ACCOUNTING TECHNICIAN II	H	cactc2	12/16/2019	59-17	6,918	7,263	7,628	8,010	8,410	39.9115	41.9019	44.0077	46.2115	48.5192			
ADMIN ASSISTANT I - CONFIDENTIAL	H	hadas1	12/16/2019	53-17	5,990	6,288	6,604	6,936	7,280	34.5577	36.2769	38.1000	40.0154	42.0000			
ADMIN ASSISTANT II - CONFIDENTIAL	H	hadas2	12/16/2019	53-17	6,585	6,914	7,260	7,625	8,006	37.9904	39.8885	41.8846	43.9904	46.1885			
ADMINISTRATIVE ANALYST I	H	padan1	12/16/2019	51-17	8,648	9,082	9,537	10,014	10,515	49.8923	52.3962	55.0212	57.7731	60.6635			
ADMINISTRATIVE ASSISTANT I	H	cadas1	12/16/2019	59-17	5,216	5,475	5,752	6,038	6,338	30.0923	31.5865	33.1846	34.8346	36.5654			
ADMINISTRATIVE ASSISTANT II	H	cadas2	12/16/2019	59-17	5,737	6,027	6,326	6,643	6,976	33.0981	34.7712	36.4962	38.3250	40.2462			
ADMINISTRATIVE TECHNICIAN	H	cadmtc	12/16/2019	59-17	6,740	7,078	7,432	7,804	8,194	38.8846	40.8346	42.8769	45.0231	47.2731			
ADMINISTRATIVE TECHNICIAN-CONFIDENTIAL	H	hadmtc	12/16/2019	53-17	7,021	7,371	7,738	8,126	8,533	40.5058	42.5250	44.6423	46.8808	49.2288			
CO-GENERATION SPECIALIST	H	ccogsp	12/16/2019	59-17	9,048	9,504	9,977	10,478	10,998	52.2000	54.8308	57.5596	60.4500	63.4500			
COMMUNICATIONS SPECIALIST I	H	pcoms1	12/16/2019	51-17	8,290	8,706	9,142	9,597	10,076	47.8269	50.2269	52.7423	55.3673	58.1308			
CONSTRUCTION INSPECTOR I	H	ccoin1	12/16/2019	59-17	7,745	8,131	8,537	8,966	9,411	44.6827	46.9096	49.2519	51.7269	54.2942			
CONSTRUCTION INSPECTOR II	H	ccoin2	12/16/2019	59-17	8,517	8,942	9,393	9,860	10,352	49.1365	51.5885	54.1904	56.8846	59.7231			
CUSTOMER FIELD REPRESENTATIVE I	H	ccfdf1	12/16/2019	59-17	5,866	6,160	6,470	6,792	7,131	33.8423	35.5385	37.3269	39.1846	41.1404			
CUSTOMER FIELD REPRESENTATIVE II	H	ccfdf2	12/16/2019	59-17	6,451	6,774	7,115	7,470	7,844	37.2173	39.0808	41.0481	43.0962	45.2538			
CUSTOMER SERVICES REPRESENTATIVE I	H	ccsrp1	12/16/2019	59-17	5,124	5,380	5,649	5,933	6,229	29.5615	31.0385	32.5904	34.2288	35.9365			
CUSTOMER SERVICES REPRESENTATIVE II	H	ccsrp2	12/16/2019	59-17	5,638	5,921	6,215	6,523	6,850	32.5269	34.1596	35.8558	37.6327	39.5192			
CUSTOMER SERVICES REPRESENTATIVE III	H	ccsrp3	12/16/2019	59-17	7,097	7,453	7,826	8,219	8,629	40.9442	42.9981	45.1500	47.4173	49.7827			
ELECTRICIAN I	H	celec1	12/16/2019	59-17	7,567	7,945	8,341	8,759	9,198	43.6558	45.8365	48.1212	50.5327	53.0654			
ELECTRICIAN II	H	celec2	12/16/2019	59-17	8,325	8,740	9,179	9,636	10,118	48.0288	50.4231	52.9558	55.5923	58.3731			
ENGINEERING TECHNICIAN / GIS SPECIALIST I	H	centc1	12/16/2019	59-17	7,090	7,446	7,818	8,209	8,618	40.9038	42.9577	45.1038	47.3596	49.7192			
ENGINEERING TECHNICIAN / GIS SPECIALIST II	H	centc2	12/16/2019	59-17	7,799	8,187	8,598	9,028	9,479	44.9942	47.2327	49.6038	52.0846	54.6865			
ENVIRONMENTAL CHEMIST I	H	pench1	12/16/2019	51-17	8,143	8,551	8,977	9,429	9,898	46.9788	49.3327	51.7904	54.3981	57.1038			
ENVIRONMENTAL COMPLIANCE INSPECTOR I-CLEAN WATER	H	cecic1	12/16/2019	59-17	7,493	7,864	8,259	8,675	9,107	43.2288	45.3692	47.6481	50.0481	52.5404			
ENVIRONMENTAL COMPLIANCE INSPECTOR II-CLEAN WATER	H	cecic2	12/16/2019	59-17	8,246	8,654	9,087	9,543	10,017	47.5731	49.9269	52.4250	55.0558	57.7904			
ENVIRONMENTAL COMPLIANCE INSPECTOR I-PRETREATMENT	H	cecip1	12/16/2019	59-17	7,493	7,864	8,259	8,675	9,107	43.2288	45.3692	47.6481	50.0481	52.5404			
ENVIRONMENTAL COMPLIANCE INSPECTOR II-PRETREATMENT	H	cecip2	12/16/2019	59-17	8,246	8,654	9,087	9,543	10,017	47.5731	49.9269	52.4250	55.0558	57.7904			
FACILITIES AND SAFETY TECHNICIAN	h	cfastc	TBD	TBD	7,126	7,482	7,854	8,249	8,661	41.1115	43.1654	45.3115	47.5904	49.9673			
FLEET MECHANIC	H	cfmech	12/16/2019	59-17	7,415	7,786	8,176	8,585	9,013	42.7788	44.9192	47.1692	49.5288	51.9981			
GIS ANALYST I	H	pgisa1	12/16/2019	51-17	9,133	9,590	10,070	10,573	11,100	52.6904	55.3269	58.0962	60.9981	64.0385			
HUMAN RESOURCES ANALYST I	H	hhran1	12/16/2019	53-17	8,721	9,157	9,614	10,096	10,601	50.3135	52.8288	55.4654	58.2462	61.1596			
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/16/2019	53-17	7,021	7,371	7,738	8,126	8,533	40.5058	42.5250	44.6423	46.8808	49.2288			
INFORMATION SYSTEMS TECHNICIAN I	H	cistc1	12/16/2019	59-17	6,758	7,095	7,451	7,823	8,216	38.9885	40.9327	42.9865	45.1327	47.4000			
INFORMATION SYSTEMS TECHNICIAN II	H	cistc2	12/16/2019	59-17	7,432	7,804	8,194	8,605	9,037	42.8769	45.0231	47.2731	49.6442	52.1365			
INFORMATION TECHNOLOGY ANALYST I	H	pitan1	12/16/2019	51-17	9,324	9,787	10,277	10,791	11,330	53.7923	56.4635	59.2904	62.2558	65.3654			
INSTRUMENTATION TECHNICIAN	H	cinstc	12/16/2019	59-17	8,509	8,936	9,380	9,852	10,344	49.0904	51.5538	54.1154	56.8385	59.6769			
JUNIOR ENGINEER	H	pjreng	12/16/2019	51-17	8,661	9,091	9,548	10,022	10,525	49.9673	52.4481	55.0846	57.8192	60.7212			
JUNIOR PLANNER	H	pjrpln	12/16/2019	51-17	8,155	8,562	8,989	9,440	9,910	47.0481	49.3962	51.8596	54.4615	57.1731			
LABORATORY TECHNICIAN	H	clabtc	12/16/2019	59-17	7,126	7,482	7,854	8,249	8,661	41.1115	43.1654	45.3115	47.5904	49.9673			
LABORER - TEMPORARY/RA	H	tlabor	6/5/2018	28-18	0	0	3,987	4,160	4,334	0.0000	0.0000	23.0000	24.0000	25.0000			
MAINTENANCE WORKER I	H	cmtwk1	12/16/2019	59-17	6,032	6,332	6,650	6,982	7,332	34.8000	36.5308	38.3654	40.2808	42.3000			

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

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MAINTENANCE WORKER II	H	cmtwk2	12/16/2019	59-17	6,633	6,965	7,315	7,680	8,062	38.2673	40.1827	42.2019	44.3077	46.5115
MECHANIC I	H	cmech1	12/16/2019	59-17	6,957	7,304	7,671	8,055	8,458	40.1365	42.1385	44.2558	46.4712	48.7962
MECHANIC II	H	cmech2	12/16/2019	59-17	7,652	8,035	8,437	8,861	9,302	44.1462	46.3558	48.6750	51.1212	53.6654
MECHANIC II-CRANE CERTIFIED	H	cmeccc	12/16/2019	59-17	7,845	8,238	8,648	9,082	9,537	45.2596	47.5269	49.8923	52.3962	55.0212
OPERATIONS CONTROL SYSTEM SPECIALIST	H	copcss	12/16/2019	59-17	9,082	9,537	10,013	10,515	11,039	52.3962	55.0212	57.7673	60.6635	63.6865
OPERATOR-IN-TRAINING	H	cwtpot	12/16/2019	59-17	5,933	6,229	6,540	6,868	7,210	34.2288	35.9365	37.7308	39.6231	41.5962
PROCESS LEAD WWTP OPERATOR IV	H	cwtppo4	12/16/2019	59-17	8,669	9,101	9,555	10,033	10,534	50.0135	52.5058	55.1250	57.8827	60.7731
PROCESS LEAD WWTP OPERATOR V	H	cwtppo5	12/16/2019	59-17	9,101	9,555	10,033	10,534	11,062	52.5058	55.1250	57.8827	60.7731	63.8192
SENIOR ACCOUNTING TECHNICIAN	H	csactc	12/16/2019	59-17	7,613	7,994	8,392	8,810	9,253	43.9212	46.1192	48.4154	50.8269	53.3827
SENIOR ELECTRICAL/ELECTRONIC TECHNICIAN	H	cseetc	12/16/2019	59-17	9,362	9,831	10,320	10,835	11,375	54.0115	56.7173	59.5385	62.5096	65.6250
SENIOR ELECTRICIAN	H	csselect	12/16/2019	59-17	9,157	9,614	10,095	10,601	11,130	52.8288	55.4654	58.2404	61.1596	64.2115
SENIOR ENGINEERING TECHNICIAN / GIS SPECIALIST	H	csentc	12/16/2019	59-17	8,577	9,007	9,455	9,933	10,426	49.4827	51.9635	54.5481	57.3058	60.1500
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	csreci	12/16/2019	59-17	9,069	9,520	9,996	10,494	11,021	52.3212	54.9231	57.6692	60.5423	63.5827
SENIOR INSTRUMENTATION/CONTROLS TECHNICIAN	H	csrictech	12/16/2019	59-17	9,988	10,489	11,013	11,566	12,144	57.6231	60.5135	63.5365	66.7269	70.0615
SENIOR MECHANIC	H	csrmec	12/16/2019	59-17	8,420	8,839	9,283	9,746	10,232	48.5769	50.9942	53.5558	56.2269	59.0308
SENIOR MECHANIC-CRANE CERTIFIED	H	csrmcc	12/16/2019	59-17	8,629	9,059	9,513	9,988	10,488	49.7827	52.2635	54.8827	57.6231	60.5077
SENIOR WWTP OPERATOR III	H	cswtpo	12/16/2019	59-17	8,254	8,669	9,101	9,555	10,033	47.6192	50.0135	52.5058	55.1250	57.8827
WASTEWATER TREATMENT PLANT OPERATOR I	H	cwtppo1	12/16/2019	59-17	6,825	7,163	7,521	7,896	8,291	39.3750	41.3250	43.3904	45.5538	47.8327
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtppo2	12/16/2019	59-17	7,503	7,880	8,272	8,685	9,122	43.2865	45.4615	47.7231	50.1058	52.6269
WATER/WASTEWATER SYSTEMS LEAD OPERATOR	H	cwwslo	12/16/2019	59-17	9,330	9,795	10,283	10,796	11,334	53.8269	56.5096	59.3250	62.2846	65.3885
WATER/WASTEWATER SYSTEMS OPERATOR III-ON CALL	H	cww3oc	12/16/2019	55-18	7,691	8,077	8,479	8,902	9,350	44.3712	46.5981	48.9173	51.3577	53.9423
WATER/WASTEWATER SYSTEMS OPERATOR IV-ON CALL	H	cww4oc	12/16/2019	59-17	8,461	8,882	9,330	9,795	10,283	48.8135	51.2423	53.8269	56.5096	59.3250
WATER/WASTEWATER SYSTEMS OPERATOR I	H	cwwso1	12/16/2019	59-17	5,933	6,229	6,540	6,868	7,210	34.2288	35.9365	37.7308	39.6231	41.5962
WATER/WASTEWATER SYSTEMS OPERATOR II	H	cwwso2	12/16/2019	59-17	6,825	7,163	7,521	7,896	8,291	39.3750	41.3250	43.3904	45.5538	47.8327
WATER/WASTEWATER SYSTEMS OPERATOR III	H	cwwso3	12/16/2019	59-17	7,503	7,880	8,272	8,685	9,122	43.2865	45.4615	47.7231	50.1058	52.6269
WATER/WASTEWATER SYSTEMS OPERATOR IV	H	cwwso4	12/16/2019	59-17	8,254	8,669	9,101	9,555	10,033	47.6192	50.0135	52.5058	55.1250	57.8827

Exempt Classifications	Exempt	Code	Effective Date	Resolution #	Monthly Salary					Bi-Weekly Pay Rate				
					Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/16/2019	51-17	8,625	9,055	9,508	9,983	10,483	3980.77	4179.23	4388.31	4607.54	4838.31
ADMINISTRATIVE ANALYST II	S	padan2	12/16/2019	51-17	9,449	9,919	10,417	10,939	11,485	4361.08	4578.00	4807.85	5048.77	5300.77
ADMINISTRATIVE SERVICES MANAGER	S	asm	12/16/2019	54-17	0	0	0	0	19,614	0.0000	0.0000	0.0000	0.0000	9052.62
ASSISTANT ENGINEER	S	paseng	12/16/2019	51-17	9,460	9,934	10,428	10,951	11,497	4366.15	4584.92	4812.92	5054.31	5306.31
ASSISTANT GENERAL MANAGER	S	agmgr	3/2/2020	7-20	0	0	0	0	18,214	0.0000	0.0000	0.0000	0.0000	8406.46
ASSISTANT PLANNER	S	paspln	12/16/2019	51-17	8,903	9,349	9,817	10,307	10,823	4109.08	4314.92	4530.92	4757.08	4995.23
ASSOCIATE CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	paesme	12/16/2019	51-17	10,778	11,318	11,881	12,476	13,101	4974.46	5223.69	5483.54	5758.15	6046.62
ASSOCIATE ENGINEER-SUPERVISORY	S	maengs	12/16/2019	52-17	11,481	12,055	12,658	13,291	13,957	5298.92	5563.85	5842.15	6134.31	6441.69
ASSOCIATE PLANNER	S	pasopl	12/16/2019	51-17	9,731	10,216	10,726	11,263	11,828	4491.23	4715.08	4950.46	5198.31	5459.08
BUYER	S	pbuyer	12/16/2019	51-17	8,131	8,536	8,965	9,410	9,882	3752.77	3939.69	4137.69	4343.08	4560.92
CLEAN WATER PROGRAMS SPECIALIST	S	pcwpsp	12/16/2019	51-17	9,714	10,201	10,709	11,245	11,804	4483.38	4708.15	4942.62	5190.00	5448.00
COMMUNICATIONS SPECIALIST II	S	pcoms2	12/16/2019	51-17	9,054	9,507	9,982	10,482	11,006	4178.77	4387.85	4607.08	4837.85	5079.69
COMMUNITY AFFAIRS SUPERVISOR	S	mcasup	12/16/2019	52-17	11,524	12,100	12,707	13,343	14,010	5318.77	5584.62	5864.77	6158.31	6466.15
ELECTRICAL AND INSTRUMENTATION SUPERVISOR	S	meisup	12/16/2019	52-17	10,258	10,771	11,309	11,875	12,471	4734.46	4971.23	5219.54	5480.77	5755.85
EMPLOYEE DEVELOPMENT SPECIALIST	S	peedsp	12/16/2019	51-17	9,535	10,012	10,511	11,038	11,589	4400.77	4620.92	4851.23	5094.46	5348.77
ENGINEERING SERVICES MANAGER	S	esm	12/16/2019	56-17	0	0	0	0	19,614	0.0000	0.0000	0.0000	0.0000	9052.62
ENVIRONMENTAL HEALTH AND SAFETY PROGRAM ADMINISTRATOR	S	pehspa	12/16/2019	51-17	10,041	10,542	11,069	11,623	12,203	4634.31	4865.54	5108.77	5364.46	5632.15
ENVIRONMENTAL SERVICES ADMINISTRATOR	S	mesadm	12/16/2019	52-17	13,757	14,443	15,165	15,923	16,721	6349.38	6666.00	6999.23	7349.08	7717.38
ENVIRONMENTAL CHEMIST II	S	pench2	12/16/2019	51-17	8,891	9,336	9,801	10,291	10,808	4103.54	4308.92	4523.54	4749.69	4988.31

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

EXECUTIVE SERVICES SUPERVISOR	S	messup	12/16/2019	52-17	12,297	12,912	13,558	14,233	14,946	5675.54	5959.38	6257.54	6569.08	6898.15
FINANCIAL ANALYST	S	pfinan	12/16/2019	51-17	9,780	10,269	10,783	11,322	11,886	4513.85	4739.54	4976.77	5225.54	5485.85
FINANCIAL SERVICES SUPERVISOR	S	mfssup	12/16/2019	52-17	13,447	14,119	14,824	15,567	16,343	6206.31	6516.46	6841.85	7184.77	7542.92
GENERAL MANAGER	S	gm	12/17/2018	56-18	0	0	0	0	24,167	0.0000	0.0000	0.0000	0.0000	11154.00
GIS ANALYST II	S	pgisa2	12/16/2019	51-17	9,981	10,481	11,003	11,553	12,132	4606.62	4837.38	5078.31	5332.15	5599.38
GRAPHIC DESIGNER	S	pgrptc	12/16/2019	51-17	9,054	9,507	9,982	10,482	11,006	4178.77	4387.85	4607.08	4837.85	5079.69
HUMAN RESOURCES ANALYST II	S	hhran2	12/16/2019	53-17	9,529	10,006	10,505	11,029	11,583	4398.00	4618.15	4848.46	5090.31	5346.00
HUMAN RESOURCES AND RISK SUPERVISOR	S	mhrsup	12/16/2019	52-17	12,450	13,073	13,726	14,412	15,133	5746.15	6033.69	6335.08	6651.69	6984.46
INFORMATION SERVICES SUPERVISOR	S	missup	12/16/2019	52-17	13,388	14,055	14,759	15,500	16,275	6179.08	6486.92	6811.85	7153.85	7511.54
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/16/2019	51-17	10,189	10,698	11,233	11,795	12,384	4702.62	4937.54	5184.46	5443.85	5715.69
LABORATORY SUPERVISOR	S	mlbsup	12/16/2019	52-17	11,562	12,139	12,747	13,383	14,054	5336.31	5602.62	5883.23	6176.77	6486.46
MECHANICAL SUPERVISOR	S	mmesup	12/16/2019	52-17	10,036	10,537	11,065	11,620	12,198	4632.00	4863.23	5106.92	5363.08	5629.85
OPERATIONS COMPLIANCE SUPERVISOR	S	mocsup	2/4/2020	6-20	13,396	14,066	14,769	15,508	16,283	6182.77	6492.00	6816.46	7157.54	7515.23
OPERATIONS MANAGER	S	om	12/16/2019	55-17	0	0	0	0	19,614	0.0000	0.0000	0.0000	0.0000	9052.62
PRINCIPAL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	ppesme	12/16/2019	51-17	12,903	13,547	14,227	14,938	15,684	5955.23	6252.46	6566.31	6894.46	7238.77
PRINCIPAL ENGINEER-SUPERVISORY	S	mpreng	12/16/2019	52-17	13,895	14,588	15,317	16,084	16,889	6413.08	6732.92	7069.38	7423.38	7794.92
REGULATORY COMPLIANCE MANAGER - RA	S	rregcm	8/6/2019	30-19	0	0	0	0	8,667	0.0000	0.0000	0.0000	0.0000	4000.15
SENIOR CIVIL ENGINEER-SUBJECT MATTER EXPERT (SME)	S	pseesme	12/16/2019	51-17	11,790	12,378	12,997	13,646	14,330	5441.54	5712.92	5998.62	6298.15	6613.85
SENIOR ELECTRICAL ENGINEER-SUPERVISORY	S	msrees	12/16/2019	52-17	12,629	13,262	13,926	14,621	15,350	5828.77	6120.92	6427.38	6748.15	7084.62
SENIOR ENGINEER-SUPERVISORY	S	msengs	12/16/2019	52-17	12,629	13,262	13,926	14,621	15,350	5828.77	6120.92	6427.38	6748.15	7084.62
SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/16/2019	51-17	9,714	10,201	10,709	11,245	11,804	4483.38	4708.15	4942.62	5190.00	5448.00
SENIOR MECHANICAL ENGINEER-SUPERVISORY	S	msrmes	12/16/2019	52-17	12,629	13,262	13,926	14,621	15,350	5828.77	6120.92	6427.38	6748.15	7084.62
SENIOR PLANNER	S	psrpln	12/16/2019	51-17	10,636	11,169	11,726	12,312	12,928	4908.92	5154.92	5412.00	5682.46	5966.77
UTILITY BILLING AND CUSTOMER SERVICES SUPERVISOR	S	mcssup	12/16/2019	52-17	10,373	10,890	11,434	12,007	12,607	4787.54	5026.15	5277.23	5541.69	5818.62
WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR	S	mwtpos	12/16/2019	52-17	13,757	14,443	15,165	15,923	16,721	6349.38	6666.00	6999.23	7349.08	7717.38
WATER/WASTEWATER SYSTEMS OPERATIONS & MAINTENANCE SUPERVISOR	S	mwwsom	12/16/2019	52-17	13,757	14,443	15,165	15,923	16,721	6349.38	6666.00	6999.23	7349.08	7717.38

RESOLUTION NO. 13-20

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND RESCINDING RESOLUTION NO. 44-19

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

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

WHEREAS, by Resolution No. 44-19, the Board-adopted pay schedule was approved on December 17, 2019; and

WHEREAS, the Board adopted the new salary range for the Operations Compliance Supervisor job classification represented by the Mid-Management Employees' Bargaining Unit (MEBU) earlier this evening in this regularly scheduled meeting; and

WHEREAS, the Assistant General Manager has a Personal Services Agreement adopted earlier this evening at the regular meeting of the Board of Directors on February 4, 2020, with an effective date of March 2, 2020; and

WHEREAS, the pay schedule has been updated to include the new Operations Compliance Supervisor job classification and salary range; and

WHEREAS, the specific language of the respective Personal Services Agreement for the Assistant General Manager establishes the new base salary and effective date.

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

1. That the pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 44-19 attached as Exhibit "B" is hereby rescinded.

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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 4th day of February, 2020, and passed by the following vote:

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

NOES: 0

ABSENT: 1 - Director Ann Marie Johnson

Ed R. Duarte

Edward R. Duarte, President

ATTEST: Nicole Genzale
Nicole Genzale, District Secretary



TITLE: Appoint Dwight L. (Pat) Howard to Fill the Board Vacancy Created by the Passing of Director Madelyne A. (Maddi) Misheloff

RECOMMENDATION:

The Board President recommends the Board approve, by Resolution, the appointment of Dwight L. (Pat) Howard to fill the vacancy on the District Board of Directors created by the passing of Director Madelyne A. (Maddi) Misheloff.

SUMMARY:

Sadly, on April 11, 2020, Director Madelyne A. (Maddi) Misheloff passed away. Director Misheloff's current term of office as an "at-large" Director at DSRSD was scheduled to expire in December 2020, following a General Election on November 3, 2020. Director Misheloff's passing leaves a vacancy on the DSRSD Board of Directors.

On May 5, 2020, the Board decided to fill the existing vacancy by appointing former District Director Dwight L. (Pat) Howard to fill the position until a new Director is elected and seated in December 2020. The District Secretary has verified with the Registrar of Voters in Alameda County that Mr. Howard meets the minimum requirements for consideration consisting of being a registered voter within the boundaries of Dublin San Ramon Services District, and has provided the required notification to both Alameda and Contra Costa Counties of the Board's intent to fill the Board vacancy by such appointment. The proper legal notice (Attachment 1) was posted so as to inform the public of the intended appointment of Dwight L. (Pat) Howard this evening.

After approval of the appointment resolution, the District Secretary will administer the Oath of Office and the newly appointed Boardmember will be immediately seated and assume all duties and responsibilities of a District Boardmember. The County Elections Officials will be notified within 15 days of the appointment as required.

Originating Department: Office of the General Manager	Contact: D. McIntyre	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 – Board of Director Appointment to Vacancy Public Notice	



Dublin San Ramon Services District Board of Director Appointment to Vacancy

With the recent passing of Director Madelyne A. (Maddi) Misheloff on April 11, 2020, a vacancy has been created on the Dublin San Ramon Services District Board of Directors. At its regular Board meeting on Tuesday, May 5, 2020, the Board discussed the vacancy in open session. The Board determined at that time to fill the vacancy by temporary appointment. The Board has proposed the appointment of former District Director and District resident, Dwight L. (Pat) Howard, to fill the vacant position until filled by the voters at the November 3, 2020 General Election.

There are two legally mandatory qualifications necessary to serve as a Director on the DSRSD Board: (1) the individual must legally reside within the boundaries of the District, and (2) the individual must be a registered voter in Alameda County or Contra Costa County.

A member of the Board must be willing to participate in an average of three meetings a month (sometimes more, sometimes less, depending on the business needs of the District) and to be prepared for the meetings. Regular Board meetings occur on the first and third Tuesday of the month at 6 p.m. Board Committee meetings are held as needed prior to Board meetings (typically 4:30 p.m.) or on other mutually agreeable days and times.

Any and all deliberations leading up to the appointment to fill the vacancy on the Board will occur in open session at the regular Board meeting to be held on Tuesday, June 2, 2020.

The appointment to the Board will be effective immediately upon Board action and, after receiving the Oath of Office, the appointee will participate as a Director for the remainder of the unexpired term, until December 2, 2020.

DSRSD provides potable and recycled water service to Dublin and the Dougherty Valley area of San Ramon, wastewater collection and treatment to Dublin and south San Ramon, and wastewater treatment to Pleasanton. Visit www.dsrsd.com to learn more.

Dated: May 15, 2020

Nicole Genzale
District Secretary

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPOINTING DWIGHT L. (PAT) HOWARD TO FILL THE VACANCY ON THE DISTRICT BOARD OF DIRECTORS CREATED BY THE PASSING OF DIRECTOR MADELYNE A. (MADDI) MISHELOFF

WHEREAS, on April 11, 2020, Director Madelyne A. (Maddi) Misheloff sadly passed away; and

WHEREAS, on May 5, 2020, the Board, in accordance with Government Code Section 1780, decided to fill the remaining term of office of Director Madelyne A. (Maddi) Misheloff by direct appointment of former District Director Dwight L. (Pat) Howard, which appointment will extend through December 2, 2020; and

WHEREAS, on May 11, 2020, the District Secretary notified the Registrar of Voters of Alameda County and the Elections Division of Contra Costa County of the Board's decision to fill the vacancy by such appointment; and

WHEREAS, pursuant to Government Code Section 1780, proper legal notice was posted, and further the District issued a public notice in the newspaper of wide circulation in the District's jurisdiction, and posted information on its internet website so as to inform the public of the intended appointment of Dwight L. (Pat) Howard and the appointment process as widely as possible.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that Dwight L. (Pat) Howard is appointed to the office of Director of the Dublin San Ramon Services District, effective immediately, and shall serve the remainder of the second half of the term of Director Madelyne A. (Maddi) Misheloff through December 2, 2020.

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 2nd day of June, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

Edward R. Duarte, President

ATTEST: _____

Nicole Genzale, District Secretary



TITLE: Approve Revised Board Committee and Joint Powers Authority Assignments for Remainder of Calendar Year 2020

RECOMMENDATION:

The Board President requests the Board of Directors approve, by Motion, revised 2020 Board Committee and Joint Powers Authority (JPA) assignments, to be effective immediately, for the remainder of the calendar year as presented in Option #1.

SUMMARY:

Each year, the newly selected Board President presents a recommendation for Boardmember assignments to the Board Committees and JPAs. On December 17, 2019, in accordance with the Election and Rotation of Board Officers policy, the Board selected Director Edward Duarte as the new Board President who then set forth such a recommendation of assignments that was approved by the Board on January 7, 2020.

Unfortunately, on April 11, 2020, Director Madelyne Misheloff passed away, thus leaving vacancies on the Tri-Valley Water Liaison Committee, the City of Dublin Liaison Committee, and the Livermore-Amador Valley Water Management Agency (LAVWMA) JPA. On May 5, 2020, the Board decided to directly appoint former Director Dwight L. (Pat) Howard at this evening's meeting to fill the Board vacancy for a term that expires in December of 2020.

Revised Committee and JPA assignments have been developed by the Board President. A summary of the revised assignments is presented under "Option #1" below.

Option #1 – Approve the Board President's proposed revised Committee and JPA assignments for 2020, shown in Attachment 1, which assign Director Halket to fill the vacancies on the Tri-Valley Water Liaison Committee and the City of Dublin Liaison Committee, and assign President Duarte to the vacancy on LAVWMA. The related alternate assignments are updated and reordered to reflect President Duarte's and Director Halket's reassignments and to remove Director Misheloff. Because of Mr. Howard's short term in office, he would not be assigned to serve on Committees and JPAs under this option.

Option #2 – Approve alternate Committee and JPA assignments for 2020 as deliberated by the Board of Directors.

The appointments will remain in effect through the end of calendar year 2020.

In accordance with Regulation 18702.5 of the Fair Political Practices Commission (FPPC), a FPPC Form 806 (Agency Report of Public Official Appointments) (Attachment 2) will be posted on the District website upon approval of formal Board Committee and JPA assignments.

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 – Proposed Revised 2020 Committee and JPA Assignments Attachment 2 – Draft FPPC Form 806	

2020 COMMITTEE/JPA ASSIGNMENTS AND MISSION STATEMENTS
BOARD PRESIDENT'S PROPOSED REVISIONS

LIAISON COMMITTEES

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

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

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

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

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

JOINT POWERS AUTHORITIES

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

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

**Agency Report of:
Public Official Appointments**

Attachment 2 to S&R

A Public Document

1. Agency Name

Dublin San Ramon Services District

Division, Department, or Region (If Applicable)

California Form 806

For Official Use Only

Designated Agency Contact (Name, Title)

Nicole Genzale, District Secretary

Area Code/Phone Number

925-875-2203

E-mail

genzale@dssrd.com

Date Posted:

6/3/20

(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Tri-Valley Water Liaison Committee	<p>► Name <u>Halket, Richard</u> (Last, First)</p> <p>Alternate, if any <u>Johnson, Ann Marie</u> (Last, First)</p> <p>Duarte, Ed</p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
Tri-Valley Water Liaison Committee	<p>► Name <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p> <p>Alternate, if any <u>Johnson, Ann Marie</u> (Last, First)</p> <p>Duarte, Ed</p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
City of Dublin Liaison Committee	<p>► Name <u>Halket, Richard</u> (Last, First)</p> <p>Alternate, if any <u>Duarte, Ed</u> (Last, First)</p> <p>Johnson, Ann Marie</p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
City of Dublin Liaison Committee	<p>► Name <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p> <p>Alternate, if any <u>Duarte, Ed</u> (Last, First)</p> <p>Johnson, Ann Marie</p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>

3. Verification

I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

Nicole Genzale

District Secretary /
Executive Services Supervisor

6/3/20

Signature of Agency Head or Designee

Print Name

Title

(Month, Day, Year)

Comment:

**Agency Report of:
Public Official Appointments
Continuation Sheet**

California Form 806

A Public Document

Page 2 of 3

1. Agency Name

Dublin San Ramon Services District

Date Posted: 6/3/20
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
City of Pleasanton Liaison Committee	<p>► Name <u>Halket, Richard</u> (Last, First)</p> <p>Alternate, if any <u>Duarte, Ed</u> (Last, First)</p> <p><u>Vonheeder-Leopold, Georgean</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
City of Pleasanton Liaison Committee	<p>► Name <u>Johnson, Ann Marie</u> (Last, First)</p> <p>Alternate, if any <u>Duarte, Ed</u> (Last, First)</p> <p><u>Vonheeder-Leopold, Georgean</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committee	<p>► Name <u>Duarte, Ed</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p> <p><u>Halket, Richard</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committee	<p>► Name <u>Johnson, Ann Marie</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p> <p><u>Halket, Richard</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
Zone 7 Water Agency Liaison Committee	<p>► Name <u>Duarte, Ed</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p> <p><u>Johnson, Ann Marie</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
Zone 7 Water Agency Liaison Committee	<p>► Name <u>Halket, Richard</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p> <p><u>Johnson, Ann Marie</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>

**Agency Report of:
Public Official Appointments
Continuation Sheet**

California Form 806

A Public Document

Page 3 of 3

1. Agency Name

Dublin San Ramon Services District

Date Posted: 6/3/20
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
DERWA (DSRSD-EBMUD Recycled Water Authority)	<p>► Name <u>Duarte, Ed</u> (Last, First)</p> <p>Alternate, if any <u>Halket, Richard</u> (Last, First)</p> <p><u>Johnson, Ann Marie</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
DERWA (DSRSD-EBMUD Recycled Water Authority)	<p>► Name <u>Vonheeder-Leopold, Georgan</u> (Last, First)</p> <p>Alternate, if any <u>Halket, Richard</u> (Last, First)</p> <p><u>Johnson, Ann Marie</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
LAVWMA (Livermore-Amador Valley Water Management Agency)	<p>► Name <u>Duarte, Ed</u> (Last, First)</p> <p>Alternate, if any <u>Halket, Richard</u> (Last, First)</p> <p><u>Vonheeder-Leopold, Georgan</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
LAVWMA (Livermore-Amador Valley Water Management Agency)	<p>► Name <u>Johnson, Ann Marie</u> (Last, First)</p> <p>Alternate, if any <u>Halket, Richard</u> (Last, First)</p> <p><u>Vonheeder-Leopold, Georgan</u></p>	<p>► <u>6 / 2 / 20</u> Appt Date</p> <p>► <u>6 months</u> Length of Term</p>	<p>► Per Meeting: \$ <u>195</u></p> <p>► Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
	<p>► Name _____ (Last, First)</p> <p>Alternate, if any _____ (Last, First)</p>	<p>► _____ / _____ / _____ Appt Date</p> <p>► _____ Length of Term</p>	<p>► Per Meeting: \$ _____</p> <p>► Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>
	<p>► Name _____ (Last, First)</p> <p>Alternate, if any _____ (Last, First)</p>	<p>► _____ / _____ / _____ Appt Date</p> <p>► _____ Length of Term</p>	<p>► Per Meeting: \$ _____</p> <p>► Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ Other</p>



TITLE: Approve Continuation of District's State of Emergency in Response to COVID-19 Pandemic by General Manager and Find that the Need for the District's State of Emergency Still Exists

RECOMMENDATION:

Staff recommends the Board of Directors receive a verbal update on the COVID-19 emergency and approve, by Motion, a continuation of the State of Emergency response to the COVID-19 pandemic, as declared by the General Manager and confirmed and ratified by Resolution No. 26-20, and find that there exists a need for continuing the District's COVID-19 emergency which the Board last confirmed on May 19, 2020.

SUMMARY:

On March 4, 2020, Governor Gavin Newsom of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, a coronavirus. On March 13, 2020, President Donald Trump declared a National Emergency as a result of the threat of COVID-19.

On March 16, 2020, the public health officers of Alameda and Contra Costa Counties issued a legal order directing their respective residents to shelter in place (SIP) at home from March 17 through April 7 and limiting activity, travel, and business functions to the most essential needs. The SIP order provided an exception for the operations and maintenance of "Essential Infrastructure," which includes, but is not limited to, water, wastewater, and recycled water service. Exemptions are also in place for Essential Government Functions, for certain "Minimum Basic Operations," for emergency management functions, and for certain narrowly prescribed "Essential Business" functions. On March 31, a revised SIP order was issued extending the SIP through May 3 and further restricting public works and private construction activities. On April 29, a revised SIP order was issued extending the SIP through the end of May and allowing most construction and certain outdoor activities to resume. On May 18, a revised SIP order was issued that allows certain retail, manufacturing, and warehousing activities to resume. The latest SIP order has no specified termination date.

On March 16, 2020, the General Manager, as the District's Emergency Manager per the Emergency Response Plan policy (P300-16-2), declared a District State of Emergency to allow for essential operations to continue, and to ensure operational flexibility in meeting the challenges of COVID-19 to the vital water and sewer services that are needed to protect public health and the environment.

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 ordering all individuals living in California to stay home at their place of residence, with certain exceptions for critical services and other qualifying exceptions. This stay-at-home order has no specified termination date.

On March 25, 2020, the Board of Directors approved Resolution No. 26-20, which confirmed the continuation of the District State of Emergency, and directed the General Manager to report on progress at least at every regularly scheduled meeting until the State of Emergency is terminated.

District emergency planning has been aggressively implemented. Half of the District's staff are working a vast majority of their time from home, but all critical operations needed to protect public health and the environment continue. A number of major projects and activities have been delayed as a result of the County SIP orders and Statewide stay at home order.

The COVID-19 emergency continues in our service area. To assure proper staffing and support of critical operational functions, staff is requesting the Board find that there still exists a need to continue the State of Emergency reflected by Resolution No. 26-20.

Originating Department: Office of the General Manager	Contact: D. McIntyre	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		46 of 53



TITLE: Receive Presentation on the Zone 7 Water Agency 2020 Annual Review of Sustainable Water Supply

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the Zone 7 Water Agency (Zone 7) 2020 Annual Review of Sustainable Water Supply.

SUMMARY:

Zone 7's Water Supply Reliability Policy requires an annual review of sustainable water supplies. A key purpose of this report is to demonstrate Zone 7's ability to meet water delivery requests over the next five years. Zone 7 staff provided the 2020 Annual Review of Sustainable Water Supply to its Board of Directors at its April 15 Board meeting. A summary of the key points from the report are provided below:

- Zone 7 can deliver 100% of requested water deliveries in 2020 and 2021, even given low incoming supplies from the State Water Project and Lake Del Valle in 2020, and even assuming hydrologic conditions turn critically dry in 2021. Zone 7 also expects to meet demands over 2022–2024, assuming average conditions return over that time period.
- For calendar year 2020, Zone 7's planned incoming water supplies are anticipated to consist of 12,100 acre-feet (AF) of imported water based on a 15% State Water Project allocation, 200 AF of local runoff captured in Lake Del Valle, and approximately 4,700 AF of water transfers through the Yuba Accord and other water transfer options.
- The State Water Project and local runoff will provide a portion of Zone 7's 2020 water supply, but dry conditions and resulting low water allocation from the State Water Project will require Zone 7 to supplement with groundwater and surface water already in storage. Zone 7 plans to access 38,300 AF of its storage supplies in 2020, consisting of 10,800 AF of State Water Project carryover, 8,100 AF of previously captured runoff in Lake Del Valle, 9,400 AF from storage in the Kern County water banks, and 10,000 from the local groundwater basin.
- At the beginning of 2020, storage in the Main Groundwater Basin was estimated at 98% of total capacity (250,000 AF out of 254,000 AF), of which 122,000 AF is considered operational storage (i.e., above historical groundwater lows) and the remaining 128,000 AF is reserved for emergencies. Zone 7 is projecting that operational storage in the Main Groundwater Basin will be at 112,180 AF at the end of 2020, or approximately 95% of total capacity.
- The Tri-Valley's response to the drought reduced the required water supply delivery from Zone 7 relative to 2013 water demand by 29% in 2014, 37% in 2015, 33% in 2016, 25% in 2017, 18% in 2018, and 18% in 2019. This represents a cumulative water savings of 78,500 AF over the past six years.
- Zone 7 staff is recommending that the Zone 7 Board maintain the 10% voluntary conservation target for the Tri-Valley, considering current dry conditions and the state's long-term conservation goals. Zone 7 will continue to implement rebate and public outreach programs in partnerships with the retailers.

Zone 7 staff continues to monitor both state and local conditions and will adjust operations and supply projections accordingly. In June 2020, Zone 7 staff will provide an updated Operations Plan to its Water Resources Committee, which will reflect the latest actual supply and demand conditions and Zone 7's most feasible operational scenario for 2020.

Originating Department: Office of the General Manager	Contact: J. Lee	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 – Presentation Slides	

Annual Review of Water Supply



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

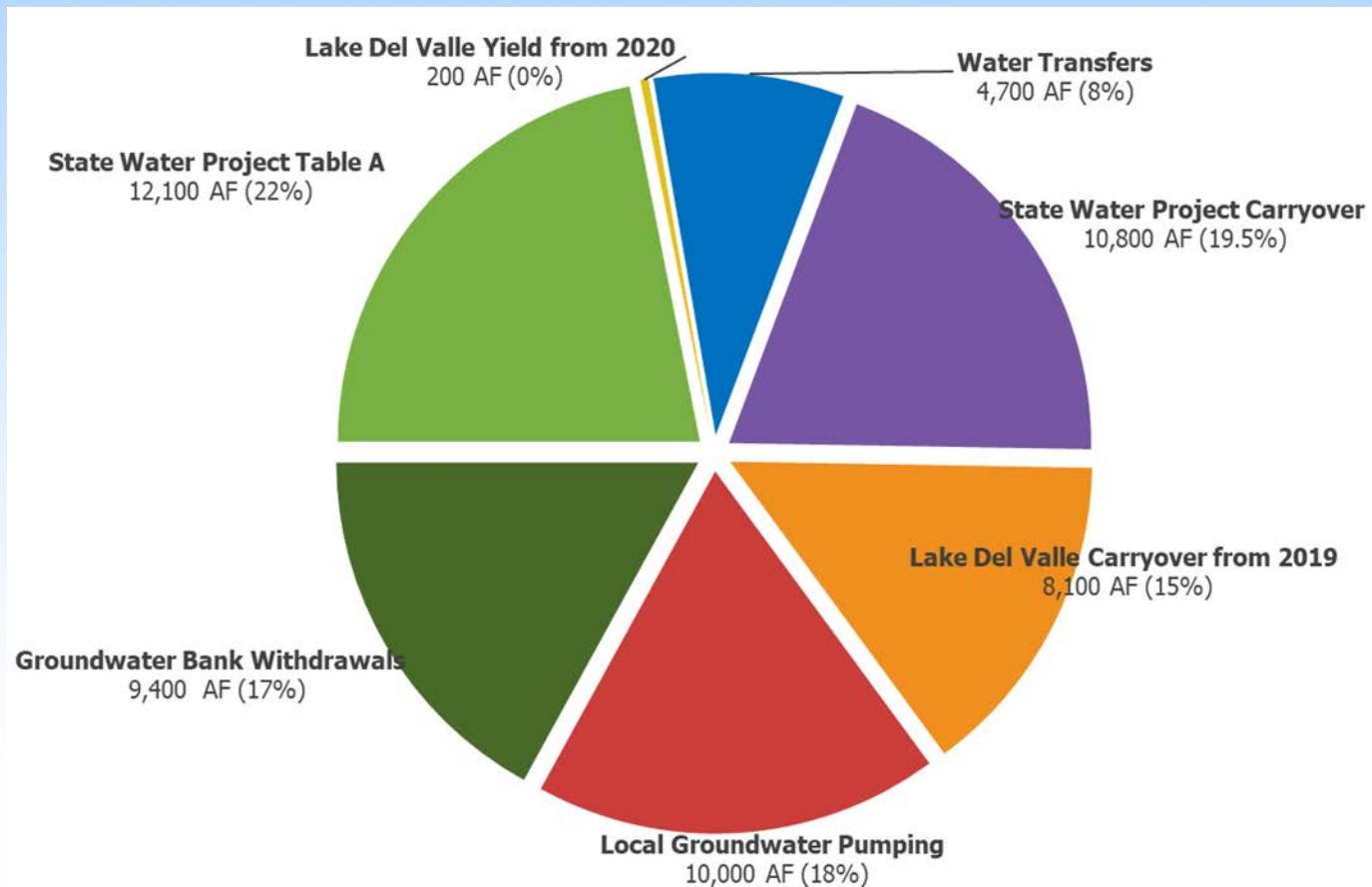
Board Meeting June 2, 2020

Jan Lee

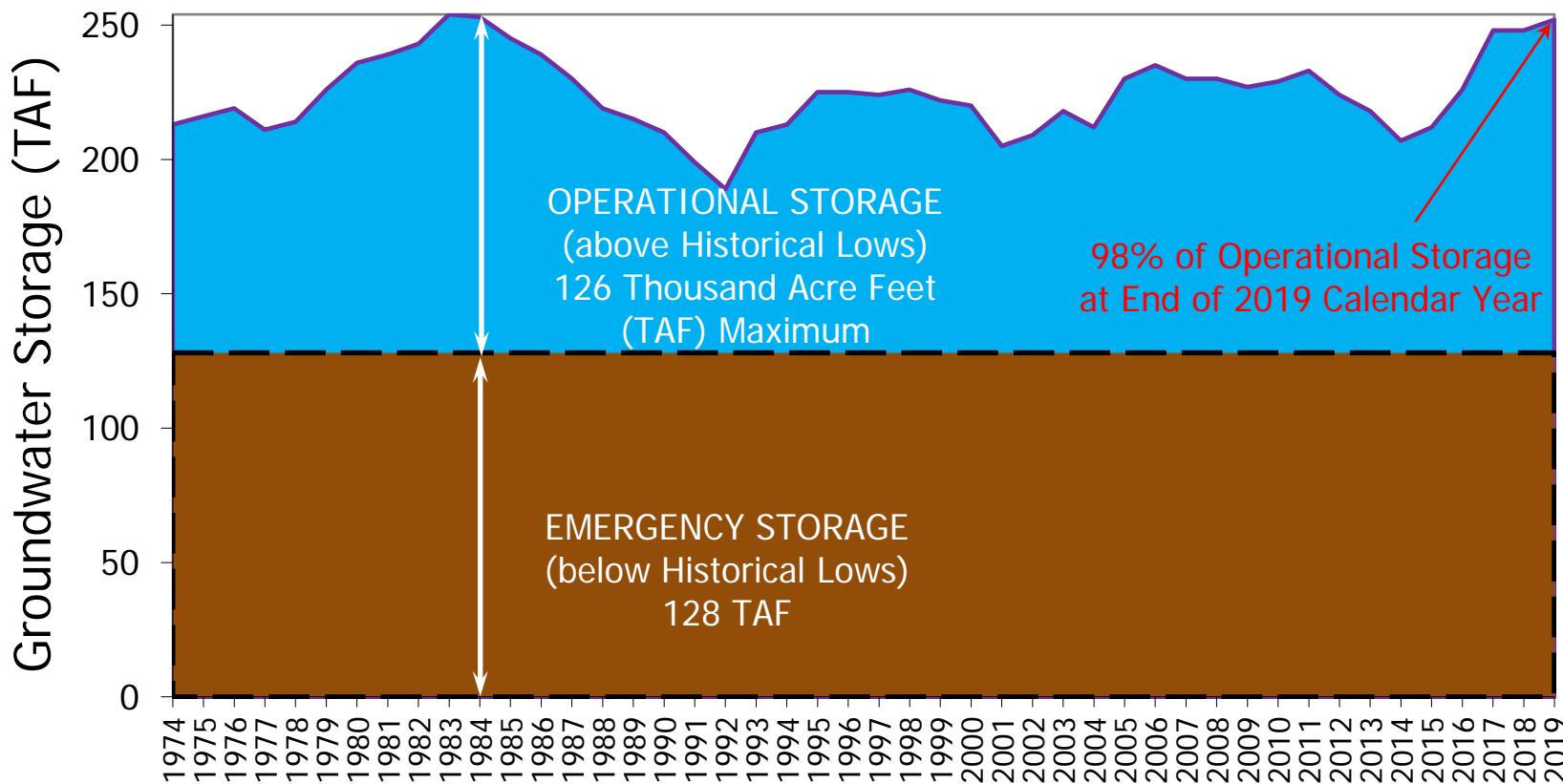
Five Year Outlook

SUPPLIES VS DEMANDS	ACTUAL	PROJECTIONS				
		2019	2020	2021	2022	2023
Acre-Feet						
<i>Hydrologic Year Equivalent</i>	2002	2015	1977	Average	Average	Average
<i>Table A Allocation</i>	75%	15%	10%	49%	49%	49%
Incoming Supply	68,600	17,000	14,100	48,700	46,700	46,700
Water Supply from Storage	13,500	38,300	40,200	20,400	23,600	22,800
Total Water Supply	82,100	55,300	54,300	69,100	70,300	69,500
Water Demand	40,700	45,700	45,700	46,200	46,500	46,800
Supply to Storage	41,400	9,600	8,600	22,900	23,800	22,700
% of Demand Delivered	100%	100%	100%	100%	100%	100%
TOTAL STORAGE	258,000	228,480	196,280	197,110	195,380	193,340

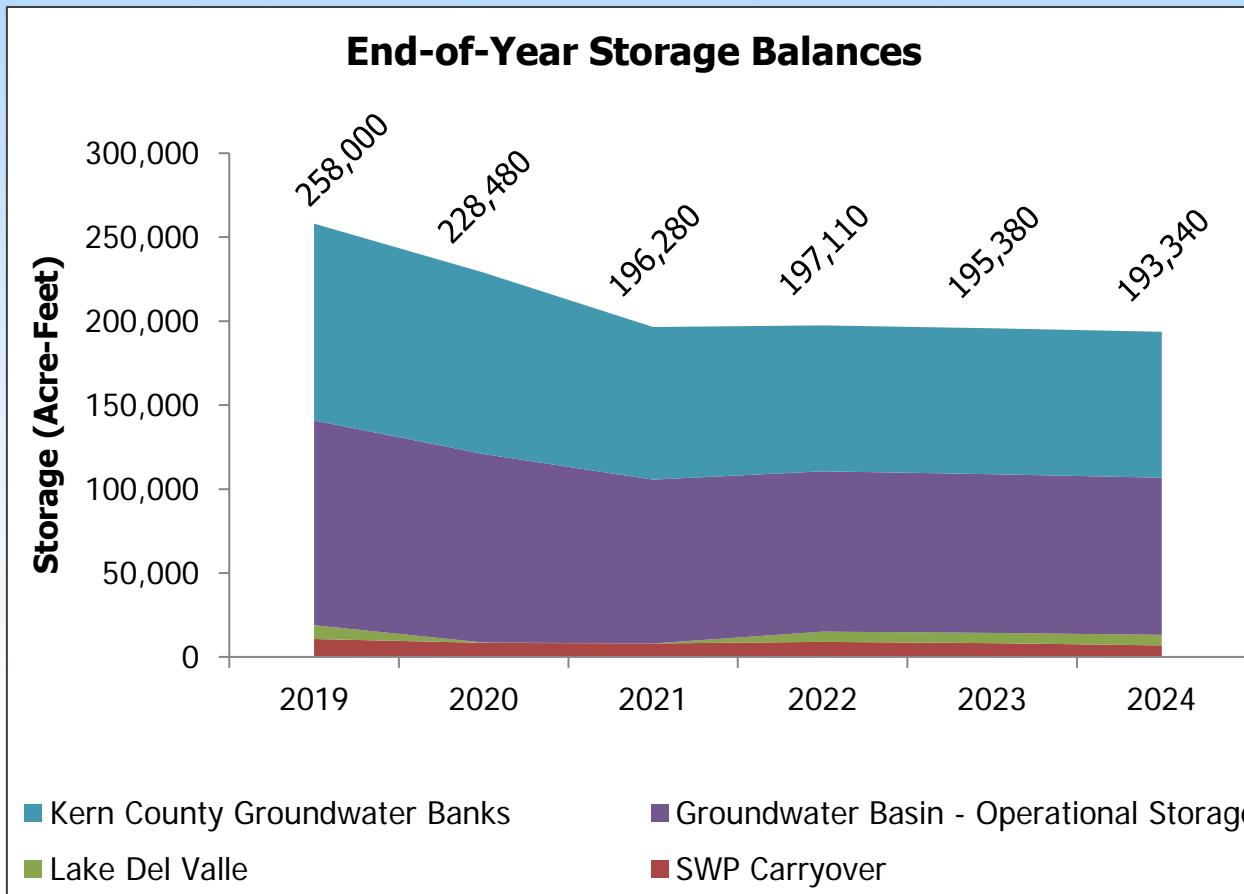
2020 Water Supplies: 55,300 AF



Main Basin Groundwater Storage



End-of-Year Storage Balances



Could mitigate declining storage through the additional purchase of transfer water.

- *Monitor conditions to determine appropriate amounts of transfer water in future years.*

A high-contrast, close-up photograph of a blue liquid splash, possibly water, against a white background. The liquid is captured in mid-motion, with large, billowing droplets and smaller, scattered bubbles. The color is a vibrant, saturated blue.

Questions?