

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, August 17, 2021

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 Teams Teleconference.

The District Boardroom will be closed to the public.

The public may observe and comment by electronic means as described on Page 4.

See Page 4 of the Agenda Packet for Teams Teleconference Access Information

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: Goel, Halket, Johnson, Rubio, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
 - New Employee Introductions
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. 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 July 20, 2021
Recommended Action: Approve by Motion
 - 7.B. Approve Special Meeting Minutes of July 27, 2021
Recommended Action: Approve by Motion
 - 7.C. Accept Regular and Recurring Reports: Treasurer's Report, Outstanding Receivables Report, Employee Reimbursements Greater than \$100, and Utility Billing Receivables by Cycles Report, and Approve Discontinuance of Utility Billing Receivables by Cycle Report
Recommended Action: Accept by Motion and Approve by Motion

- 7.D. Authorize Execution of Consent to Common Use Agreements with California Department of Transportation (Caltrans) for Stoneridge Drive On-Ramp
Recommended Action: Authorize by Motion

8. BOARD BUSINESS

- 8.A. Accept Donation of Four Eagle Scout Projects for the DSRSD Demonstration Garden
Recommended Action: Accept by Motion
- 8.B. Receive Presentation and Approve Resolution Supporting Nomination of the Association of California Water Agencies (ACWA) Vice President Pamela Tobin for President of ACWA for a Two-Year Term Beginning January 1, 2022
Recommended Action: Receive Presentation and Approve by Resolution
- 8.C. Receive Presentation and Approve Resolution Supporting Nomination of the Association of California Water Agencies (ACWA) Boardmember and Orange County Water District Director Cathy Green for Vice President of ACWA for a Two-Year Term Beginning January 1, 2022
Recommended Action: Receive Presentation and Approve by Resolution
- 8.D. 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.E. Receive Progress Report on the Strategic Plan for Fiscal Years Ending 2020 and 2021
Recommended Action: Receive Report

9. REPORTS

- 9.A. Boardmember Items
- Joint Powers Authority and Committee Reports
 - 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
- 9.B. Staff Reports
- Event Calendar
 - Correspondence to and from the Board

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. Threat to Public Services or Facilities Pursuant to Government Code Section 54957
Consultation with: Dan McIntyre, General Manager
- 10.B. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8
Property: Recycled Water Supply
Agency Negotiators: Dan McIntyre, General Manager
Jan Lee, Assistant General Manager
Negotiating Parties: East Bay Municipal Utility District (EBMUD)
DSRSD-EBMUD Recycled Water Authority (DERWA)
Under Negotiation: Price and Terms of Agreement

11. REPORT FROM CLOSED SESSION
12. ADJOURNMENT

All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection during business hours by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.

Teams Teleconference Access Information

Dublin San Ramon Services District Regular Board Meeting Tuesday, August 17, 2021

If the public wishes to provide comments during Agenda Item 5 – Public Comment, or on any of the agenda 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, August 17, 2021. 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.

To Join by Computer or Device:

1. Click [Join Meeting](#).
2. Select how you want to join the Teams meeting.
3. Click **"Join now."** You can personalize your video and audio preferences before or after joining.
4. Public participants would wait for the meeting host to admit you.
5. You must unmute yourself when you wish to speak by clicking the microphone icon, which is also used to mute yourself when you finish speaking.

To Join by Phone Only:

1. Dial **(831) 256-7773** USA Toll from any telephone.
2. Enter Conference ID **549 871 323#** when prompted. DO NOT PRESS *.
3. Wait for the meeting host to admit you. If you are unsuccessful in joining, hang up and dial in again.
4. You must unmute yourself when you wish to speak by pressing *6, which is also used to mute yourself when you finish speaking.

Video Teleconference Meeting Instructions and Information:

- Stay muted unless speaking.
- Listen for prompts to know when public comments are solicited.
- You must unmute yourself when you wish to speak during Public Comment or during discussion of a particular agenda item. The meeting host can mute but cannot unmute participants.
- Announce yourself and speak slowly and clearly when commenting.
- Call (925) 875-2224 if you experience any technical difficulties.

Boardmembers and staff will be attending the meeting via teleconference. The Board will convene any Closed Sessions on a separate teleconference line and return to the open teleconference meeting for the next agenda item when the Closed Session is completed. The open teleconference meeting 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**

July 20, 2021

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, this Board meeting was held via Teams 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 provided on page 3 of the agenda. As required by the Brown Act, all votes were taken by roll call vote due to the attending Directors participating via teleconference.

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Ann Marie Johnson, Director Marisol Rubio, and Director Arun Goel.

Vice President Richard M. Halket was absent.

Director Georgean M. Vonheeder-Leopold entered the meeting at 6:17 p.m. during item 8.C.

District staff present: Dan McIntyre, General Manager; Carol Atwood, Administrative Services Director/Treasurer; Irene Suroso, Senior Engineer; Jeff Carson, Operations Director; Douglas E. Coty, General Counsel; and Vivian Chiu, Management Analyst I/Acting District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Veronica Gonzales, Administrative Assistant II

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

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager McIntyre recommended taking item 8.C. at the beginning of Board Business because the consultants are presenting the same item to the Pleasanton City Council this evening. The Board agreed with the recommendation.

7. CONSENT CALENDAR

Director Rubio MOVED for approval of the items on the Consent Calendar. Director Goel SECONDED the MOTION, which CARRIED with THREE AYES and TWO ABSENT (Halket and Vonheeder-Leopold) per roll call vote.

7.A. Approve Regular Meeting Minutes of June 15, 2021 – Approved

- 7.B. Approve Report of Delinquent Water and Sewer Charges and Direct the Levy and Collection of Delinquent Water and Sewer Charges on the 2021-2022 Alameda County and Contra Costa County Secured Property Tax Rolls for Owner-Occupied Residences – Approved – Resolution No. 40-21
- 7.C. Authorize Execution of a Quit Claim of Easement with the City of Dublin of a Water Line Easement within the City of Dublin Corporation Yard (Alameda County Parcel 941-550-77-1) – Approved – Resolution No. 41-21
- 7.D. Award Construction Agreement to Michels Corporation dba Michels Pipeline Construction for the East Dublin 36-inch Trunk Sewer Rehabilitation Project (CIP 20-S013) – Approved
- 7.E. Award Contract to Imperial Maintenance Services, LLC for Custodial Services – Approved
- 7.F. Approve Sole Source Purchase Order with Aqua-Metric for Automated Metering Infrastructure Technical Support and Equipment – Approved – Resolution No. 42-21

8. BOARD BUSINESS

Item 8.C. was taken before item 8.A.

- 8.A. Receive Update on District's Safe Return to Onsite Work Plan and Provide Direction on Resuming In-Person Board Meetings, and 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 COVID cases have been accelerating in Alameda County and other Bay Area counties. The Bay Area health officials are making a recommendation to wear masks indoors for vaccinated and unvaccinated individuals. The District is requiring contractors and the public to wear mask in District facilities, and staff is evaluating changes in operating and staffing practices based on guidance from the public health officials.

Mr. McIntyre asked for the Board's preferences on its previous direction to resume in-person Board meetings in September. The Board discussed and directed staff to stay status quo and continue with virtual Board meetings.

Director Rubio MOVED to 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. Director Goel SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket) per roll call vote.

- 8.B. Receive Report on Low Income Assistance (LIA) Program and Provide Direction

Administrative Services Director Atwood reviewed the item for the Board and reported the District is receiving \$103,000 in cell phone tower revenue per year to support this program to provide relief to customers in financial hardship. Staff recommended keeping the program at the 100% of the fixed meter fee.

The Board and staff discussed the program's increasing expenditures since its adoption in 2010. The Board directed staff to continue the program as is and to investigate other revenue sources and funding opportunities for the program. Ms. Atwood stated staff will research and include information in a future General Manager Report.

- 8.C. Approve Refinancing of 2011 Sewer Revenue Refunding Bonds by Issuing 2021 Sewer Revenue Refunding Bonds by the Livermore-Amador Valley Water Management Agency (LAVWMA)

Administrative Services Director Atwood reviewed the item for the Board and introduced the consultants in attendance: Mr. Eric McKean of Stifel, Nicolaus & Company, Mr. Chris Lynch of Jones Hall, and Mr. Robert Porr and Ms. Lora Carpenter of Fieldman, Rolapp & Associates.

Ms. Carpenter, Mr. McKean, and Mr. Lynch gave a presentation on the LAVWMA 2021 Sewer Revenue Refunding Bonds. The presentation was added as supplemental materials to the agenda on the District website. The consultants provided an overview of the outstanding bonds and potential savings, described the current market conditions, explained the key legal documents, and summarized the financing schedule including dates of approvals by the respective agencies, marketing period, and pricing process.

Ms. Atwood added that DSRSD pays the DSRSD and Pleasanton portions from regional service charges collected. Of the \$883,181 annual projected savings from the refunding, about 30% is realized by the Regional Wastewater Enterprise Fund (Fund 300) and 70% by the Regional Wastewater Expansion Fund (Fund 320).

The Board and staff discussed various aspects of the 2021 Bonds and presentation. Mr. Lynch explained that the Board is asked to authorize the issuance of the 2021 Bonds, approve the forms of the legal documents presented, and authorize staff to make necessary changes to finalize the legal documents. The documents presented are in substantially final form. Information such as interest rates, principal amounts, and maturity schedule will get incorporated into the final documents. He noted the documents are consistent with the previous sets of documents for the 2001 and 2011 Bonds.

Director Goel MOVED to Adopt Resolution No. 43-21, Approving a Sewer Revenue Bond Refinancing by the Livermore-Amador Valley Water Management Agency, Authorizing Execution of a Second Amended and Restated Sewer Service Contract, and Authorizing Related Documents and Actions. Director Rubio SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Halket) per roll call vote.

9. REPORTS

9.A. Boardmember Items

- Joint Powers Authority and Committee Reports – None
- Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted written reports to Management Analyst I/Acting District Secretary Chiu. She reported that she attended the CASA (California Association of Sanitation Agencies) Board of Directors meeting on July 8 and the joint

Alameda County Special District Association and Contra Costa Special District Association chapter meeting on July 12. She summarized the activities and discussions at the meetings.

Director Rubio submitted written reports to Management Analyst I/Acting District Secretary Chiu. She reported that she attended the ACWA (Association of California Water Agencies) event on Managing California's Groundwater: Drinking Water Needs & Disadvantaged Community Engagement on June 28, the City of San Ramon State of Address by Mayor Dave Hudson on June 30, and the joint Alameda County Special District Association and Contra Costa Special District Association chapter meeting on July 12. She summarized the activities and discussions at the meetings.

President Johnson submitted a written report to Management Analyst I/Acting District Secretary Chiu. She reported she attended the City of San Ramon State of Address by Mayor Dave Hudson on June 30. She commented on the activities and discussions at the meeting.

- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

President Johnson requested a status report on the upcoming Los Vaqueros Reservoir Expansion project and information on the state's plan to restrict natural gas hookups for new homes and the potential impacts on the District.

Director Rubio requested an item regarding biosolids to better understand how they relate to alternative energy and waste management. President Johnson expressed an interest in the timing of the legislation on biosolids and the potential impacts on the District.

9.B. Staff Reports

- Event Calendar – General Manager McIntyre reported on the following:
 - The adjourned regular LAVWMA Board meeting will be held tomorrow, July 21.
 - A special Board meeting will be held next Tuesday, July 27.
 - The August 3 Board meeting will be cancelled.
 - The next regular Board meeting will be held Tuesday, August 17.
- Correspondence to and from the Board on an Item not on the Agenda was included in the agenda packet.

10. ADJOURNMENT

President Johnson adjourned the meeting at 7:01 p.m.

Submitted by,

Vivian Chiu, MMC
Management Analyst I/Acting District Secretary

FOR: Nicole Genzale, CMC
Executive Services Supervisor/District Secretary

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

JULY 27, 2021

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, this Board meeting was held via Teams 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 provided on page 3 of the agenda. As required by the Brown Act, all votes were taken by roll call vote due to the attending Directors participating via teleconference.

1. CALL TO ORDER

A special meeting of the Board of Directors was called to order at 6 p.m. by President Johnson.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Ann Marie Johnson, Vice President Richard M. Halket, Director Rubio, Director Goel, and Director Georgean M. Vonheeder-Leopold.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Director/Treasurer; Morgan Biggerstaff, Assistant General Counsel; and Vivian Chiu, Management Analyst I/Acting District Secretary.

4. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:02 p.m. No public comment was received.

5. REPORTS

5.A. Boardmember Items

- Joint Powers Authority and Committee Reports
Adjourned Regular LAVWMA – July 21, 2021

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

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

Director Rubio submitted a written report to Management Analyst I/Acting District Secretary Chiu. She reported that she attended the State of the County Address by Contra Costa County District 2 Supervisor Candace Andersen on July 21. She summarized the activities and discussions at the meeting.

President Johnson submitted a written report to Management Analyst I/Acting District Secretary Chiu. She reported that she attended the State of the County

Address by Contra Costa County District 2 Supervisor Candace Andersen on July 21. She commented on the activities and discussions at the meeting.

Vice President Halket requested that an item regarding the Tassajara Hills residential development and possible impacts on the District be scheduled for an upcoming meeting.

6. CLOSED SESSION

At 6:10 p.m. the Board went into Closed Session.

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

Agency Negotiators: Dan McIntyre, General Manager
Jan Lee, Assistant General Manager
Carol Atwood, Administrative Services Director
Michelle Gallardo, Human Resources and Risk Manager
Samantha Koehler, Human Resources Analyst II

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

Additional Attendees: Morgan Biggerstaff, Assistant General Counsel
Dania Torres Wong, Sloan Sakai Yeung & Wong LLP

6.B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

7. REPORT FROM CLOSED SESSION

At 8:02 p.m. the Board came out of Closed Session. President Johnson announced that there was no reportable action.

8. ADJOURNMENT

President Johnson adjourned the meeting at 8:03 p.m.

Submitted by,

Vivian Chiu, MMC
Management Analyst I/Acting District Secretary

FOR: Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Accept Regular and Recurring Reports: Treasurer's Report, Outstanding Receivables Report, Employee Reimbursements Greater than \$100, and Utility Billing Receivables by Cycles Report, and Approve Discontinuance of Utility Billing Receivables by Cycle Report

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the regular and recurring reports: Treasurer's Report, Outstanding Receivables Report, Employee Reimbursements Greater than \$100, and Utility Billing Receivables by Cycles Report, and approve, by Motion, the discontinuance of the Utility Billing Receivables by Cycle Report.

DISCUSSION:

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals. The reports presented this month for acceptance are noted below and submitted as part of Attachment 1:

Ref Item B: Treasurer's Report

The Treasurer's Report as of June 30, 2021, is attached as required under Government Code §53646. The District portfolio of \$212,291,586 is in conformity with the investment policy and provides sufficient cash flow liquidity to meet the next six month's expenses. This report is also available on the District's Financial Information page.

Ref Item C: Quarterly Financial Report

The June 30, 2021, Financial Report is not yet available as staff is currently completing the year-end close adjustments and preparing draft statements for the auditors.

Ref Item D: Outstanding Receivables Report

The receivable aging report denotes accounts due to the District exclusive of our Utility Billing process. The Sewer Connection Fee Program balance of \$149,221 provides installment loans to businesses for the payment of connection fees. The general customer aging report has 95.3% of receivables as current (less than or equal to 30 days) which is consistent with the prior year.

Ref Item E: Employee and Director Reimbursements Greater than \$100

Per Government Code §53065.5, special districts shall, at least annually, disclose any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. For fiscal year ending 2021, reimbursements over \$100 totaled \$9,233.18 for 25 District employees.

Ref Item L: Utility Billing (UB) Receivables by Cycle Report

The UB Receivables by Cycle report includes billed cycles through July 14, 2021. Customers continue to take advantage of no penalty assessments and are paying their bill just prior to the next bill cycle. This month, the District levied delinquent owner-occupied balances over 90-days in arrears on the Alameda County and Contra Costa County tax rolls. Effective October 1, the District will resume shut-off procedures for delinquent accounts for both owner and tenant occupied dwelling units. Given the current balances outstanding, staff recommends discontinuing this report as payments are being remitted prior to the next bill cycle and the over 90-day delinquencies are minor.

| | | | |
|--|--|--|-----------------------------------|
| Originating Department: Administrative Services | | Contact: C. Atwood | Legal Review: Not Required |
| Financial Review: Yes | | Cost and Funding Source: N/A | |
| Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right) | | Attachment 1 – Summary of Regular and Recurring Reports | |
| | | 11 of 72 | |

SUMMARY OF REGULAR AND RECURRING REPORTS

| Ref. | Description | Frequency | Authority | Last Acceptance | Acceptance at this Meeting? | Next Acceptance |
|------|---|--|--|------------------------------------|------------------------------------|--------------------------------------|
| A | Warrant List | Monthly | Board Direction | N/A | N/A - Posted monthly on website | N/A |
| B | Treasurer's Report | Quarterly | CA Government Code 53646 | May 2021 | Yes | October 2021 |
| C | Quarterly Financial Reports ¹ | Quarterly | Board Direction | May 2021 | Year-end in process | November 2021 |
| D | Outstanding Receivables Report | Annually – Fiscal Year | District Code 1.50.050 | September 2020 | Yes | August 2022 |
| E | Employee Reimbursements greater than \$100 ² | Annually – Fiscal Year | CA Government Code 53065.5 | September 2020 | Yes | August 2022 |
| F | Utility Billing Adjustments ³ | Annually – Fiscal Year | Utility Billing Adjustment Policy | Total FYE20 credits below \$25,000 | Total FYE21 credits below \$25,000 | August 2022 |
| G | Annual Rate Stabilization Fund Transfer Calculation | Annually – After Audit | Financial Reserves Policy | December 2020 | | December 2021 |
| H | "No Net Change" Operating Budget Adjustments | As they occur but not more frequently than monthly | Board Direction Budget Accountability Policy (See table below) | November 2017 | | Before end of month after occurrence |
| I | Capital Outlay Budget Adjustments | | | June 2020 | | |
| J | Capital Project Budget Adjustments | | | April 2019 | | |
| K | Unexpected Asset Replacements | | | June 2019 | | |
| L | Utility Billing Receivable by Cycle Report | Bi-Monthly | Board Direction | May 2021 | Yes | Recommend to Discontinue |

For the fiscal year ending 2022, the totals for these reports are as follows:

| Category | YTD | This Meeting | Total |
|------------------------------------|-----|--------------|-------|
| Capital Outlay Budget Adjustments | \$0 | \$0 | \$0 |
| Capital Project Budget Adjustments | \$0 | \$0 | \$0 |
| Unexpected Asset Replacements | \$0 | \$0 | \$0 |

¹ Financial reporting changed from monthly to quarterly reporting with June 30th Financials submitted in December with the audit

² Reimbursements also reported monthly in the Warrant List (Ref A)

³ Per Utility Billing Adjustments policy, a report will be presented to the Board if total credits in any fiscal year exceed \$25,000

Dublin San Ramon Services District
Treasurer's Report - Portfolio Management Summary
As of: June 30, 2021

| Description | Face Amount/ Par Value | Market Value | Book Value | % of Portfolio | Permitted by Policy | In Compliance | YTM @ Cost |
|-------------------------------------|---------------------------|--------------------------|--------------------------|-------------------|------------------------|------------------|---------------|
| CAMP | 27,942,369.89 | 27,942,369.89 | 27,942,369.89 | 14.11% | 100% | Yes | 0.050% |
| Certificate of Deposit | 6,500,000.00 | 6,677,142.59 | 6,500,000.00 | 3.28% | 30% | Yes | 2.073% |
| Corporate Bonds | 29,500,000.00 | 30,441,422.78 | 29,448,993.60 | 14.90% | 30% | Yes | 2.181% |
| Federal Agency Callables | 29,500,000.00 | 29,189,234.44 | 29,500,000.00 | 14.90% | 100% | Yes | 0.788% |
| LAIF - Operating | 74,581,157.90 | 74,581,157.90 | 74,581,157.90 | 37.66% | 100% | Yes | 0.300% |
| Municipals | 29,995,000.00 | 30,976,778.24 | 29,993,798.47 | 15.15% | 100% | Yes | 2.062% |
| Total Investments | \$ 198,018,527.79 | \$ 199,808,105.84 | \$ 197,966,319.86 | 100.00% | | | 0.879% |
| Bank of America | 14,273,058.27 | 14,273,058.27 | 14,273,058.27 | | | | |
| Total Cash & Investments | \$ 212,291,586.06 | \$ 214,081,164.11 | \$ 212,239,378.13 | | | | 0.879% |

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy. The investment program herein shown provides sufficient cash flow liquidity to meet the next six month's expenses.

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

Carol Atwood

Carol Atwood, Treasurer

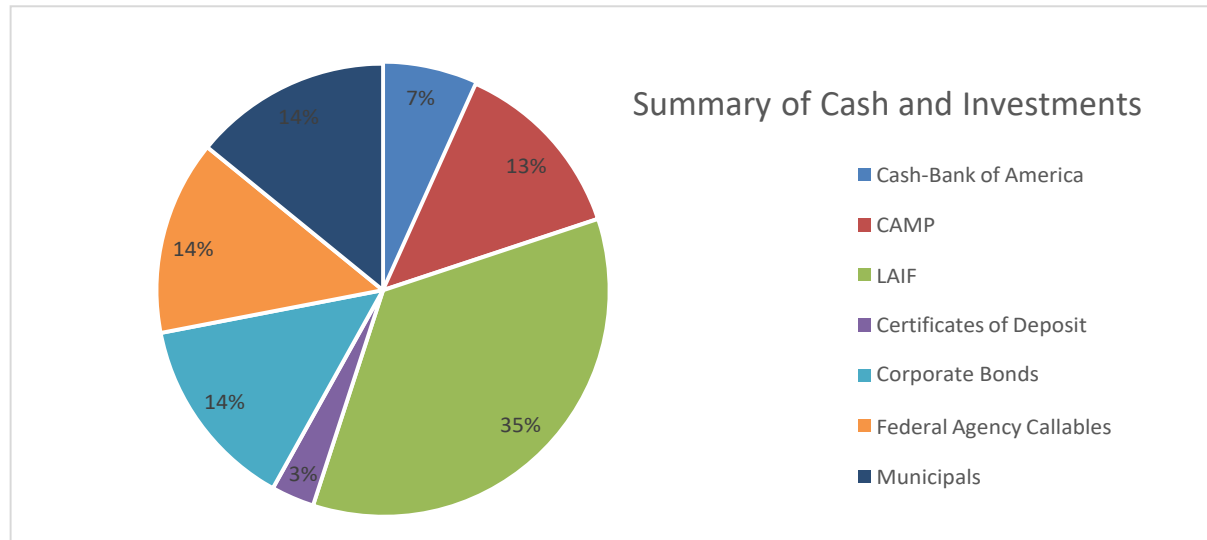
For comparison - prior month summary as of: 5/31/2021

| Description | Face Amount | Face Amount | Face Amount | % of Portfolio | Permitted by Policy | In Compliance | YTM @ Cost |
|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------------|------------------------|------------------|---------------|
| CAMP | 27,941,216.21 | 27,941,216.21 | 27,941,216.21 | 14.09% | 100% | Yes | 0.050% |
| Certificate of Deposit | 6,750,000.00 | 6,941,463.07 | 6,750,000.00 | 3.40% | 30% | Yes | 2.107% |
| Corporate Bonds | 29,500,000.00 | 30,573,044.95 | 29,448,993.60 | 14.88% | 30% | Yes | 2.181% |
| Federal Agency Callables | 29,500,000.00 | 29,248,828.45 | 29,500,000.00 | 14.88% | 100% | Yes | 0.788% |
| LAIF - Operating | 74,581,157.90 | 74,581,157.90 | 74,581,157.90 | 37.62% | 100% | Yes | 0.300% |
| Money Market Funds | - | - | - | 0.00% | 100% | Yes | 0.000% |
| Municipals | 29,995,000.00 | 31,043,222.62 | 29,993,798.47 | 15.13% | 100% | Yes | 2.062% |
| Total Investments | \$ 198,267,374.11 | \$ 200,328,933.20 | \$ 198,215,166.18 | 100.00% | | | 0.899% |
| Bank of America | 10,159,277.76 | 10,159,277.76 | 10,159,277.76 | | | | |
| Total Cash & Investments | \$ 208,426,651.87 | \$ 210,488,210.96 | \$ 208,374,443.94 | | | | 0.899% |

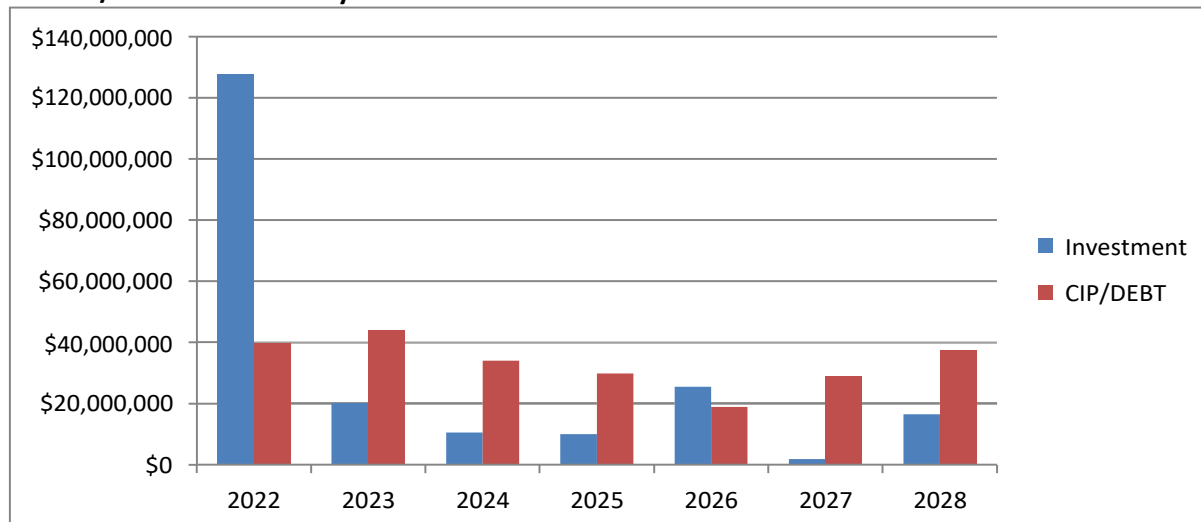
**Investment Review for :
Summary of Current Investments**

June 30, 2021

| | Face Amount | % of Portfolio | Avg Maturity (in Years) | Avg Yield |
|--------------------------|--------------------------|----------------|-------------------------|---------------|
| Cash-Bank of America | \$ 14,273,058.27 | 6.72% | | |
| CAMP | 27,942,369.89 | 13.16% | | 0.050% |
| LAIF | 74,581,157.90 | 35.13% | | 0.300% |
| Certificates of Deposit | 6,500,000.00 | 3.06% | 2.2 | 2.073% |
| Corporate Bonds | 29,500,000.00 | 13.90% | 2.2 | 2.181% |
| Federal Agency Callables | 29,500,000.00 | 13.90% | 5.0 | 0.788% |
| Municipals | 29,995,000.00 | 14.13% | 3.5 | 2.062% |
| | \$ 212,291,586.06 | 100.00% | 3.2 | 0.879% |



Investment / Cash needs next 5 years



| FYE | Investment | CIP/DEBT |
|------|--------------------------|--------------------------|
| 2022 | \$ 127,741,586.06 | \$ 39,844,083.97 |
| 2023 | 20,155,000.00 | \$ 44,054,380.95 |
| 2024 | 10,500,000.00 | \$ 33,939,816.95 |
| 2025 | 10,000,000.00 | \$ 29,751,048.33 |
| 2026 | 25,500,000.00 | \$ 18,889,184.14 |
| 2027 | 1,895,000.00 | \$ 29,064,474.67 |
| 2028 | 16,500,000.00 | \$ 37,345,815.26 |
| | \$ 212,291,586.06 | \$ 232,888,804.27 |

Dublin San Ramon Services District
Portfolio Holdings
Treasurer's Report - Portfolio Management Detail
Report Format: By Transaction
Group By: Asset Class
Average By: Face Amount / Shares
Portfolio / Report Group: All Portfolios
As of 6/30/2021

| Description | CUSIP/Ticker | FDIC ID | Settlement Date | Face Amount/Shares | Market Value | Book Value | Coupon Rate | YTM @ Cost | Next Call Date | Days To Call/Maturity | Days To Maturity | Maturity Date | Accrued Interest |
|---|--------------|---------|-----------------|--------------------|----------------|----------------|-------------|------------|----------------|-----------------------|------------------|---------------|------------------|
| Bank of America - Concentration | | | | | | | | | | | | | |
| Bank of America MM | MM0000 | | 4/30/2017 | 14,273,058.27 | 14,273,058.27 | 14,273,058.27 | 0.000 | 0.000 | N/A | 1 | 1 | N/A | |
| Sub Total / Average Bank of America - Concentration | | | | 14,273,058.27 | 14,273,058.27 | 14,273,058.27 | 0.000 | 0.000 | | 1 | 1 | | 0.00 |
| CAMP | | | | | | | | | | | | | |
| CAMP LGIP | LGIP6300 | | 6/30/2011 | 27,942,369.89 | 27,942,369.89 | 27,942,369.89 | 0.050 | 0.050 | N/A | 1 | 1 | N/A | |
| Sub Total / Average CAMP | | | | 27,942,369.89 | 27,942,369.89 | 27,942,369.89 | 0.050 | 0.050 | | 1 | 1 | | 0.00 |
| Certificate of Deposit | | | | | | | | | | | | | |
| BANK HAPOLIM 0.5 12/15/2025 | 06251A202 | 33686 | 12/14/2020 | 250,000.00 | 248,328.71 | 250,000.00 | 0.500 | 0.500 | | 1,629 | 1,629 | 12/15/2025 | 54.79 |
| BANK OF BARODA 3.3 9/28/2023 | 06062R4E9 | 33681 | 9/28/2018 | 250,000.00 | 267,118.91 | 250,000.00 | 3.300 | 3.300 | | 820 | 820 | 9/28/2023 | 2,124.66 |
| BARCLAYS BANK 3.35 10/10/2023 | 06740KMG9 | 57203 | 10/10/2018 | 250,000.00 | 267,639.49 | 250,000.00 | 3.350 | 3.350 | | 832 | 832 | 10/10/2023 | 1,858.56 |
| BERKSHIRE BANK 1.2 4/25/2022 | 084601XE8 | 23621 | 4/15/2020 | 250,000.00 | 252,335.92 | 250,000.00 | 1.200 | 1.200 | | 299 | 299 | 4/25/2022 | 624.66 |
| BMW BANK OF NO AMERICA 0.5 11/20/2025 | 05580AXU3 | 35141 | 11/20/2020 | 250,000.00 | 248,659.37 | 250,000.00 | 0.500 | 0.500 | | 1,604 | 1,604 | 11/20/2025 | 140.41 |
| BRIDGEWATER BANKSHARES 0.45 11/28/2025 | 108622LL3 | 58210 | 11/30/2020 | 250,000.00 | 248,010.66 | 250,000.00 | 0.450 | 0.450 | | 1,612 | 1,612 | 11/28/2025 | 0.00 |
| CAPITAL ONE BANK 1.4 4/17/2023 | 140421DM6 | 33954 | 4/15/2020 | 250,000.00 | 255,402.79 | 250,000.00 | 1.400 | 1.400 | | 656 | 656 | 4/17/2023 | 728.77 |
| CAPITAL ONE N.A. BANK 1.4 4/17/2023 | 14042RPP0 | 4297 | 4/15/2020 | 250,000.00 | 255,402.79 | 250,000.00 | 1.400 | 1.400 | | 656 | 656 | 4/17/2023 | 728.77 |
| CELTIC BANK 1.4 4/17/2024 | 15118RUV7 | 57056 | 4/17/2020 | 250,000.00 | 257,704.40 | 250,000.00 | 1.400 | 1.400 | | 1,022 | 1,022 | 4/17/2024 | 124.66 |
| CENTRAL BANK CD 0.45 1/27/2026 | 15258RAV9 | 15555 | 1/27/2021 | 250,000.00 | 247,178.36 | 250,000.00 | 0.450 | 0.450 | | 1,672 | 1,672 | 1/27/2026 | 9.25 |
| COMENITY CAPITAL BANK 3.25 8/14/2023 | 20033AD37 | 57570 | 8/13/2018 | 250,000.00 | 265,951.56 | 250,000.00 | 3.250 | 3.250 | | 775 | 775 | 8/14/2023 | 378.42 |
| Continental Bank 2.1 7/26/2021 | 211163GW4 | 57571 | 1/26/2018 | 250,000.00 | 250,370.05 | 250,000.00 | 2.100 | 2.100 | | 26 | 26 | 7/26/2021 | 2,229.45 |
| COUNTRY BANK FOR SAVINGS 2.7 1/31/2022 | 22229CB7 | 23992 | 1/31/2018 | 250,000.00 | 253,879.46 | 250,000.00 | 2.700 | 2.700 | | 215 | 215 | 1/31/2022 | 0.00 |
| INDUS & COMM BANK 3.3 8/30/2023 | 45581EAX9 | 24387 | 8/30/2018 | 250,000.00 | 265,360.28 | 250,000.00 | 3.300 | 3.300 | | 730 | 730 | 8/30/2023 | 0.00 |
| IOWA STATE BANK 3.15 9/28/2023 | 48256YAY5 | 15947 | 9/28/2018 | 250,000.00 | 266,278.04 | 250,000.00 | 3.150 | 3.150 | | 820 | 820 | 9/28/2023 | 2,028.08 |
| MEDALLION BANK CD 0.45 1/29/2026 | 58404DN2 | 57449 | 1/29/2021 | 250,000.00 | 247,147.95 | 250,000.00 | 0.450 | 0.450 | | 1,674 | 1,674 | 1/29/2026 | 6.16 |
| MERRICK BANK 3.1 8/22/2022 | 59013JN8 | 34519 | 8/21/2018 | 250,000.00 | 258,540.15 | 250,000.00 | 3.100 | 3.100 | | 418 | 418 | 8/22/2022 | 191.10 |
| Morgan Stanley Bank 2.5 1/18/2022 | 61747MG54 | 32992 | 1/18/2018 | 250,000.00 | 253,366.13 | 250,000.00 | 2.500 | 2.500 | | 202 | 202 | 1/18/2022 | 2,791.10 |
| NORTHWEST BANK3.25 10/12/2023 | 86736ABN8 | 58752 | 10/12/2018 | 250,000.00 | 267,077.35 | 250,000.00 | 3.250 | 3.250 | | 834 | 834 | 10/12/2023 | 400.88 |
| Sallie Mae Bank/Sall Lake 2.35 3/22/2022 | 795450W8 | 58177 | 3/22/2017 | 250,000.00 | 254,206.48 | 250,000.00 | 2.350 | 2.350 | | 265 | 265 | 3/22/2022 | 1,609.59 |
| STATE BANK OF INDIA 0.55 11/24/2025 | 856283R57 | 33664 | 11/23/2020 | 250,000.00 | 249,149.69 | 250,000.00 | 0.550 | 0.550 | | 1,608 | 1,608 | 11/24/2025 | 143.15 |
| Synchrony Bank 2.25 3/1/2023-23 | 87165HJQ2 | | 2/3/2017 | 250,000.00 | 253,265.32 | 250,000.00 | 2.250 | 2.250 | | 218 | 218 | 2/3/2023 | 2,265.41 |
| Third Federal Savings & Loan 2.5 1/31/2022 | 88413CBY3 | 30012 | 1/30/2018 | 250,000.00 | 253,586.02 | 250,000.00 | 2.500 | 2.500 | | 215 | 215 | 1/31/2022 | 2,585.62 |
| WELLS FARGO BANK 3.35 10/12/2023 | 949763JUN4 | 3511 | 10/12/2018 | 250,000.00 | 267,646.50 | 250,000.00 | 3.350 | 3.350 | | 834 | 834 | 10/12/2023 | 413.01 |
| WELLS FARGO NATL BANK 1.9 1/17/2023 | 949495A08 | 27389 | 1/17/2020 | 250,000.00 | 256,697.59 | 250,000.00 | 1.900 | 1.900 | | 566 | 566 | 1/17/2023 | 169.18 |
| WEST TOWN BANK3.25 9/28/2023 | 956310AH9 | 28151 | 9/28/2018 | 250,000.00 | 266,838.62 | 250,000.00 | 3.250 | 3.250 | | 820 | 820 | 9/28/2023 | 2,092.47 |
| Sub Total / Average Certificate of Deposit | | | | 6,500,000.00 | 6,677,142.59 | 6,500,000.00 | 2.073 | | | 809 | 809 | | 23,697.95 |
| Corporate Bonds | | | | | | | | | | | | | |
| BANK OF NY MELLON 1.6 4/24/2025-25 | 06406RAN7 | | 10/5/2020 | 5,000,000.00 | 5,136,078.15 | 5,000,000.00 | 1.600 | 0.818 | 3/24/2025 | 1,363 | 1,394 | 4/24/2025 | 14,666.67 |
| BERKSHIRE HATHAWAY 3.75 8/15/2021 | 084670BC1 | | 8/21/2019 | 3,000,000.00 | 3,012,883.23 | 3,000,000.00 | 3.750 | 1.750 | | 46 | 46 | 8/15/2021 | 42,187.50 |
| COSTCO COMPANIES 2.75 5/18/2024-20 | 22160KAL9 | | 5/17/2019 | 3,500,000.00 | 3,709,023.01 | 3,500,000.00 | 2.750 | 2.527 | | 1,053 | 1,053 | 5/18/2024 | 11,229.17 |
| EXXON MOBIL 2.726 3/1/2023-23 | 30231GAR3 | | 5/14/2018 | 5,000,000.00 | 5,176,381.25 | 4,962,722.92 | 2.726 | 3.130 | 1/1/2023 | 550 | 609 | 3/1/2023 | 45,054.72 |
| Johnson & Johnson 2.05 3/1/2023-23 | 478160BT2 | | 11/9/2018 | 4,000,000.00 | 4,101,738.68 | 4,000,000.00 | 2.050 | 3.135 | 1/1/2023 | 550 | 609 | 3/1/2023 | 27,105.56 |
| Johnson & Johnson 2.05 3/1/2023-23 | 478160BT2 | | 3/16/2018 | 1,000,000.00 | 1,025,434.67 | 986,270.68 | 2.050 | 2.790 | 1/1/2023 | 550 | 609 | 3/1/2023 | 6,776.39 |
| TOYOTA MOTOR CREDIT CORP 0.8 1/9/2026-21 | 892361HW8 | | 3/4/2021 | 2,000,000.00 | 1,981,733.74 | 2,000,000.00 | 0.800 | 0.902 | 7/1/2021 | 1 | 1,654 | 1/9/2026 | 7,511.11 |
| TOYOTA MOTOR CREDIT CORP 2.625 1/10/2023-22 | 89233PF7F | | 2/14/2019 | 3,000,000.00 | 3,104,706.39 | 3,000,000.00 | 2.625 | 2.985 | 11/15/2022 | 503 | 559 | 1/10/2023 | 37,187.50 |
| WELLS FARGO BANK 3.55 8/14/2023-23 | 9498835R4 | | 2/12/2020 | 3,000,000.00 | 3,193,443.66 | 3,000,000.00 | 3.550 | 1.802 | 7/14/2023 | 744 | 775 | 8/14/2023 | 40,233.33 |
| Sub Total / Average Corporate Bonds | | | | 29,500,000.00 | 30,441,422.78 | 29,448,993.60 | 2.471 | 2.181 | | 674 | 620 | | 231,951.95 |
| Federal Agency | | | | | | | | | | | | | |
| FFCB 0.8 3/9/2026-23 | 3133EMSU7 | | 3/9/2021 | 5,000,000.00 | 4,970,106.85 | 5,000,000.00 | 0.800 | 0.800 | 3/9/2023 | 617 | 1,713 | 3/9/2026 | 12,333.33 |
| FFCB 0.9 8/19/2027-21 | 3133EL4D3 | | 8/19/2020 | 4,500,000.00 | 4,423,699.71 | 4,500,000.00 | 0.900 | 0.900 | 8/19/2021 | 50 | 2,241 | 8/19/2027 | 14,737.50 |
| FHLB 0.5 1/28/2026-22 | 3130AKNE9 | | 1/28/2021 | 5,000,000.00 | 4,925,560.40 | 5,000,000.00 | 0.500 | 0.500 | 1/28/2022 | 212 | 1,673 | 1/28/2026 | 10,555.56 |
| FHLB 1.5 3/30/2028-21 | 3130ALNS9 | | 3/30/2021 | 5,000,000.00 | 5,000,345.35 | 5,000,000.00 | 1.500 | 1.500 | 9/30/2021 | 92 | 2,465 | 3/30/2028 | 18,750.00 |
| FHLMC 0.5 9/30/2025-22 | 3134GWUE4 | | 10/2/2020 | 2,000,000.00 | 1,972,952.24 | 2,000,000.00 | 0.500 | 0.510 | 9/30/2022 | 457 | 1,553 | 9/30/2025 | 2,500.00 |
| FHLMC 0.55 9/30/2025-21 | 3134GWY19 | | 10/2/2020 | 3,000,000.00 | 2,969,408.94 | 3,000,000.00 | 0.550 | 0.558 | 9/30/2021 | 92 | 1,553 | 9/30/2025 | 4,125.00 |
| FNMA 0.5 2/18/2025-22 | 3135GA4W8 | | 11/18/2020 | 5,000,000.00 | 4,927,160.95 | 5,000,000.00 | 0.500 | 0.500 | 11/18/2022 | 506 | 1,329 | 2/18/2025 | 9,166.67 |
| Sub Total / Average Federal Agency | | | | 29,500,000.00 | 29,189,234.44 | 29,500,000.00 | 0.786 | 0.788 | | 290 | 1,822 | | 72,168.06 |
| LAIIF - Operating | | | | | | | | | | | | | |
| LAIIF LGIP | LGIP1001 | | 6/30/2011 | 74,581,157.90 | 74,581,157.90 | 74,581,157.90 | 0.300 | 0.300 | N/A | 1 | 1 | N/A | |
| Sub Total / Average LAIIF - Operating | | | | 74,581,157.90 | 74,581,157.90 | 74,581,157.90 | 0.300 | 0.300 | | 1 | 1 | | 0.00 |
| Municipals | | | | | | | | | | | | | |
| CA DWR Power Supply2 5/1/2022 | 13066YTZ | | 8/17/2018 | 2,000,000.00 | 2,030,186.20 | 2,000,000.00 | 2.000 | 2.750 | | 305 | 305 | 5/1/2022 | 6,555.56 |
| CA DWR Power Supply 2 5/1/2022 | 13066YTZ | | 7/23/2018 | 3,130,000.00 | 3,177,241.40 | 3,130,000.00 | 2.000 | 2.800 | | 305 | 305 | 5/1/2022 | 10,259.44 |
| City of Los Angeles 3.11 9/1/2023 | 544351MP1 | | 7/16/2018 | 2,000,000.00 | 2,112,976.80 | 2,000,000.00 | 3.110 | 3.115 | | 793 | 793 | 9/1/2023 | 20,560.56 |
| CITY OF OAKLAND 1.83 1/15/2027 | 672240WV6 | | 3/18/2020 | 1,895,000.00 | 1,956,684.71 | 1,895,000.00 | 1.830 | 1.820 | | 2,025 | 2,025 | 1/15/2027 | 15,894.31 |
| ORANGE UNIFIED SD2 3.5 5/1/2026 | 684133LE9 | | 12/19/2019 | 2,000,000.00 | 2,090,141.60 | 2,000,000.00 | 2.350 | 2.240 | | 1,766 | 1,766 | 5/1/2026 | 7,702.78 |
| STATE OF ALABAMA 3.1 11/1/2022 | 010411CP9 | | 3/20/2020 | 2,905,000.00 | 3,017,398.52 | 2,905,000.00 | 3.100 | 1.665 | | 489 | 489 | 11/1/2022 | 14,759.01 |
| State of CA 2.5 10/1/2022 | 13063DDF2 | | 1/11/2018 | 3,000,000.00 | 3,086,096.10 | 2,998,798.47 | 2.500 | 2.528 | | 458 | 458 | 10/1/2022 | 18,541.67 |
| STATE OF CALIFORNIA 3.5 4/1/2028 | 13063DGC6 | | 5/27/2021 | 2,000,000.00 | 2,256,420.00 | 2,000,000.00 | 3.500 | 1.425 | | 2,467 | 2,467 | 4/1/2028 | 17,305.56 |
| STATE OF MINNESOTA 0.86 8/1/2027 | 60412AVW0 | | 8/25/2020 | 5,000,000.00 | 4,898,528.00 | 5,000,000.00 | 0.860 | 0.873 | | 2,223 | 2,223 | 8/1/2027 | 17,797.22 |
| State of Ohio 2.15 1/1/2026 | 671522161 | | 1/20/2019 | 5,000,000.00 | 5,279,670.90 | 5,000,000.00 | 2.150 | 2.220 | | 1,766 | 1,766 | 5/1/2026 | 17,618.06 |
| TEXAS STATE GO REF BONDS 2.589 10/1/2021 | 882723PP8 | | 1/8/2019 | 1,065,000.00 | 1,071,434.41 | 1,065,000.00 | 2.589 | 2.530 | | 93 | 93 | 10/1/2021 | 6,816.92 |
| Sub Total / Average Municipals | | | | 29,985,000.00 | 30,976,778.24 | 29,983,798.47 | 2.198 | 2.062 | | 1,277 | 1,271 | | 153,810.79 |
| Total / Average | | | | 212,291,586.06 | 214,081,164.11 | 212,239,376.13 | 0.938 | 0.879 | | 340 | 873 | | 481,628.75 |

**Dublin San Ramon Services District
Sewer Connection Fee Program as of 06/30/2021**

| Customer | Balance |
|--|--------------------------|
| Execupreneur 1A, LLC/Fresh Millions | 5,178.20 |
| Stanforth Holding Co LLC/Hawaiian Grill | 12,260.68 |
| Stanforth Holding Co LLC/Dumpling Factory | 29,914.60 |
| Stanforth Holding Co LLC/Little Sheep Mongolian | 25,194.06 |
| Stanforth Holding Co LLC/Panera Bread | 18,126.93 |
| Hana Small Business Lending, Inc./Valero Gas Stn | 47,007.98 |
| ROIC California LLC/T-4 Restaurant | 11,538.16 |
| Total | <u>149,220.61</u> |

Dublin San Ramon Services District
Accounts Receivable Customer Aging Summary As of 6/30/2021

| Customer # | Name/Phone | On Account/Credit | Current | 30-59 Days | 60-89 Days | 90-120 Days | over 120 Days | Total |
|---------------------|-------------------------------------|-------------------|-------------------|---------------|-----------------|---------------|------------------|-------------------|
| 0014 | DERWA | -0.01 | 322,540.88 | 0.00 | 0.00 | 0.00 | 0.00 | 322,540.87 |
| 0026 | HEXCEL CORPORATION | 0.00 | 1,343.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,343.00 |
| 0027 | CITY OF PLEASANTON | 0.00 | 22,184.36 | 0.00 | 0.00 | 0.00 | 0.00 | 22,184.36 |
| 0028 | LAVVMA | 0.00 | 486,304.15 | 0.00 | 0.00 | 0.00 | 0.00 | 486,304.15 |
| 0032 | U. S. DEPARTMENT OF JUSTICE | 0.00 | 1,015.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,015.00 |
| 0052 | ZONE 7 WATER AGENCY | 0.00 | 523.47 | 578.36 | 0.00 | 0.00 | 0.00 | 1,101.83 |
| 0115 | BAY CITIES PAVING & GRADING | 0.00 | 730.00 | 0.00 | 0.00 | 0.00 | 0.00 | 730.00 |
| 0158 | MOUNTAIN MIKE'S PIZZA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 132.00 (1) | 132.00 |
| 0232 | ALAMEDA CO PUBLIC WORKS AGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 175.80 (2) | 175.80 |
| 0284 | OUTBACK STEAKHOUSE | -120.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -120.00 |
| 0377 | SAN RAMON GOLF CLUB | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 132.00 (1) | 132.00 |
| 0426 | G-JEN HSU, DDS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 115.50 (3) | 115.50 |
| 0464 | ZHAO DENTAL CORPORATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 (3) | 105.00 |
| 0472 | BAY FAMILY DENTAL CARE | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 | 0.00 | 105.00 |
| 0503 | AUTOMOTIVE CONSULTANTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 181.50 (4) | 181.50 |
| 0524 | MR. PICKLES SANDWICH SHOP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 120.00 (1) | 120.00 |
| 0552 | SPRINT | -36,367.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -36,367.22 |
| 0574 | MIKE'S CAMERA | 0.00 | 359.00 | 0.00 | 0.00 | 0.00 | 0.00 | 359.00 |
| 0588 | EXECUPRENEUR 1A, LLC | -772.26 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -772.26 |
| 0596 | CHENNAI GRILL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 135.60 (1) | 135.60 |
| 0610 | FANFA, INC. | 0.00 | 690.00 | 109.00 | 0.00 | 0.00 | 0.00 | 799.00 |
| 0611 | BROOKFIELD RESIDENTIAL | 0.00 | 219.00 | 0.00 | 0.00 | 0.00 | 146.00 (5) | 365.00 |
| 0648 | S & V, LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.03 | 0.03 |
| 0649 | S & V, LLC | -0.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -0.20 |
| 0661 | PACIFIC GAS AND ELECTRIC CO. | 0.00 | 2,580.00 | 0.00 | 0.00 | 0.00 | 32,583.73 (6) | 35,163.73 |
| 0662 | FALAFEL VILLAGE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 132.00 (1) | 132.00 |
| 0674 | NBC BAY AREA - KNTV | -3.67 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3.67 |
| 0684 | USAG CSTC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 800.00 (7) | 800.00 |
| 0687 | BAAGAN RESTAURANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 132.00 (1) | 132.00 |
| 0696 | LENNAR HOMES/HOME BUILDING DIV | 0.00 | 0.00 | 0.00 | 0.00 | 292.00 | 0.00 | 292.00 |
| 0713 | DICK DAGGETT | 0.00 | 315.00 | 0.00 | 0.00 | 0.00 | 0.00 | 315.00 |
| 0718 | VINEYARD ESTATES MOBILE | -20.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -20.00 |
| 0794 | ROIC CALIFORNIA, LLC | 0.00 | 0.00 | 263.54 | 0.00 | 0.00 | 265.32 (1) | 528.86 |
| 0813 | ROSSO ENVIRONMENTAL INC. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.08 | 0.08 |
| 0831 | MAIN STREET PEDIATRIC | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 | 0.00 | 105.00 |
| 0853 | ACORN ONSITE, INC. | -964.00 | 1,545.28 | 0.00 | 0.00 | 0.00 | 0.00 | 581.28 |
| 0861 | SWAN ENGINEERING INC. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,393.19 (5) | 1,393.19 |
| 0867 | SIMPLY KABOB & PIZZA LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 265.32 (1) | 265.32 |
| 0868 | BREEZE DENTAL GROUP | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 | 0.00 | 105.00 |
| 0888 | STARBUCKS COFFEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 132.00 (1) | 132.00 |
| 0895 | MAYFLOWER RESTAURANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 132.00 (1) | 132.00 |
| 0897 | MEDICAL OFFICE - ADM KAISER PERMANE | 0.00 | 2,358.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,358.00 |
| 0901 | MCGUIRE AND HESTER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 396.00 (5) | 396.00 |
| 0903 | STEVE'S EXCAVATING, INC. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 264.00 (5) | 264.00 |
| 0923 | PERFECT SMILES FAMILY DENTISTR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 (3) | 105.00 |
| 0925 | HOPYARD DENTAL CARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 (3) | 105.00 |
| 0927 | ELITE DENTAL & ORTHODONTICS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 (3) | 105.00 |
| 0928 | TRI-VALLEY ENDODONTICS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 (3) | 105.00 |
| 0929 | SMILE DESIGN DENTISTRY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 (3) | 105.00 |
| 0930 | TRI-VALLEY DENTAL, INC. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 (3) | 105.00 |
| 0931 | DUBLIN ENDODONTICS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 (3) | 105.00 |
| 0933 | SHAPELL PROPERTIES | 0.00 | 0.00 | 0.00 | 876.00 | 0.00 | 0.00 | 876.00 |
| 0935 | 6938 SIERRA LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 144.00 (5) | 144.00 |
| 0939 | KELLY & SON | 0.00 | 0.00 | 0.00 | 146.00 | 0.00 | 0.00 | 146.00 |
| 0941 | PROFESSIONAL PLUMBER, INC. | 0.00 | 432.00 | 0.00 | 0.00 | 0.00 | 0.00 | 432.00 |
| | | On Account/Credit | Current | 30-59 Days | 60-89 Days | 90-120 Days | over 120 Days | |
| Grand Totals | | -38,247.36 | 843,139.14 | 950.90 | 1,022.00 | 607.00 | 38,618.07 | 846,089.75 |

Notes

- (1) Grease Trap Inspection + Late Fee / Customer Has Not Paid
- (2) Lab Fee / Customer Has Not Paid
- (3) Dental Amalgam Program + Late Fee / Customer Has Not Paid
- (4) Automotive Pollution Inspection + Late Fee / Customer Has Not Paid
- (5) Bacteria Samples / Customer Has Not Paid
- (6) Reimb for Damage / Customer Has Not Paid
- (7) Industrial Sewer / Permit Fees

Ref E - Employee Reimbursements Greater Than \$100

Dublin San Ramon Services District Employee Reimbursements Over \$100
July 1, 2020 - June 30, 2021

| Employee | Invoice Date | Invoice Description | Amount | Check Date | Check# |
|---------------------------------|--------------|---|-----------------|------------|--------|
| ATWOOD, CAROL | 3/29/2021 | C ATWOOD REIMBURSE FOR LICENSE RENEWAL CPA #30783 - 2021 | 250.00 | 5/13/2021 | 107588 |
| ATWOOD, CAROL Total | | | 250.00 | | |
| BARCELLOS, MANUEL | 10/23/2020 | BARCELLOS, MANUEL CWEA MEMBERSHIP AND CERTIFICATION REIMB | 355.00 | 11/5/2020 | 105811 |
| BARCELLOS, MANUEL Total | | | 355.00 | | |
| BUCCI, MEGAN | 12/7/2020 | BUCCI REIMB EXP FILTERS FOR AIR PURIFIERS | 312.15 | 12/17/2020 | 106169 |
| BUCCI, MEGAN Total | | | 312.15 | | |
| CHEN, HERMAN | 12/4/2020 | CHEN REIMB 2021 PAYROLL YEAR END PREP | 505.00 | 12/10/2020 | 106118 |
| CHEN, HERMAN Total | | | 505.00 | | |
| DELIGHT, STEVE | 9/2/2020 | DELIGHT REIMB EXP PE LICENSE RENEWAL THRU 9/30/2021 | 116.00 | 9/3/2020 | 105288 |
| DELIGHT, STEVE Total | | | 116.00 | | |
| FULLER, LEVI | 10/21/2020 | FULLER LEVI CERTIFICATE REIMBURSEMENT | 110.00 | 11/5/2020 | 105814 |
| FULLER, LEVI Total | | | 110.00 | | |
| GALLARDO, MICHELLE | 6/3/2021 | M. GALLARDO REIMB EXP FOR EAP SESSION REWARDS | 264.74 | 6/3/2021 | 107821 |
| GALLARDO, MICHELLE Total | | | 264.74 | | |
| KOZANDA, STEPHAN | 10/26/2020 | KOZANDA, STEPHAN CERTIFICATE REIMBURSEMENT | 250.00 | 10/29/2020 | 105750 |
| KOZANDA, STEPHAN Total | | | 250.00 | | |
| LEONARDO, DANIEL | 3/4/2021 | D. LEONARDO REIMB EXP @ SWRCB D4 RENEWAL 03/2021 | 105.00 | 3/25/2021 | 107113 |
| LEONARDO, DANIEL Total | | | 105.00 | | |
| LEONARDO, TONY | 10/13/2020 | T LEONARDO REIMB TRAVEL EXPENSES CERTIFIED CLASS | 683.25 | 10/15/2020 | 105637 |
| LEONARDO, TONY | 2/9/2021 | LEONARDO REIMB EXP WATER TREATMENT CERTIFICATION AND MILEAGE | 214.52 | 2/11/2021 | 106659 |
| LEONARDO, TONY Total | | | 897.77 | | |
| MACARAEG, ROPER | 10/26/2020 | MACARAEG ROPER EXP REIMB COMPUTER HEADPHONES | 166.15 | 11/5/2020 | 105816 |
| MACARAEG, ROPER Total | | | 166.15 | | |
| MILLER, JASON | 1/26/2021 | MILLER, JASON CERTIFICATE REIMBURSEMENT | 195.00 | 2/18/2021 | 106801 |
| MILLER, JASON Total | | | 195.00 | | |
| MOHAN, KAPIL | 8/10/2020 | K. MOHAN REIMB EXP @ P3S 2020 CONFERENCE 1/26/20-1/29/20 | 1,194.80 | 8/13/2020 | 105068 |
| MOHAN, KAPIL Total | | | 1,194.80 | | |
| OLSON, STEFANIE | 7/17/2020 | OLSON TRAVEL REIMB - BACKFLOW TESTER WORKSHOP | 297.50 | 8/6/2020 | 105015 |
| OLSON, STEFANIE Total | | | 297.50 | | |
| O'REILLY, SEAN | 11/24/2020 | O'REILLY, SEAN REIMB EXP PE LICENSE WATER DISTRIBUTION OPERATOR D3 | 235.00 | 12/3/2020 | 106075 |
| O'REILLY, SEAN Total | | | 235.00 | | |
| PADILLA, EDWARD | 4/21/2021 | E. PADILLA REIMB EXP @ COLLECTION SYSTEM MAINTENANCE G#2 | 195.00 | 4/22/2021 | 107433 |
| PADILLA, EDWARD Total | | | 195.00 | | |
| PAJELA, RONALD | 12/9/2020 | R. PAJELA REIMB EXP ON 11/17/20 | 113.00 | 12/10/2020 | 106123 |
| PAJELA, RONALD Total | | | 113.00 | | |
| PEARSON, DERRICK | 1/27/2021 | PEARSON REIMB AWWA ANNUALL MEMBERSHIP RENEWAL | 105.00 | 1/28/2021 | 106596 |
| PEARSON, DERRICK | 1/27/2021 | PEARSON REIMB AWWA ANNUALL MEMBERSHIP RENEWAL | 105.00 | 2/4/2021 | 106646 |
| PEARSON, DERRICK | 4/14/2021 | D. PEARSON REIMB EXP FOR AWWA STUDY GUIDES-WWTP OPERATOR EXAM | 143.50 | 4/15/2021 | 107295 |
| PEARSON, DERRICK Total | | | 353.50 | | |
| PETTINICHIO, DAN | 8/18/2020 | PETTINICHIO REIMBURSEMENT MITCH'S CERTIFIED CLASSES 12/11/19-12/13/19 | 719.48 | 9/10/2020 | 105354 |
| PETTINICHIO, DAN Total | | | 719.48 | | |
| RUSSELL, CHRISTINE | 4/15/2021 | C. RUSSELL'S REIMB EXP FOR SB95 WEBINAR ON 04/06/21 | 200.00 | 4/15/2021 | 107297 |
| RUSSELL, CHRISTINE | 4/27/2021 | C. RUSSELL REIMB EXP FOR CRYSTAL REPORT TRAINING @ ONLC | 895.00 | 4/29/2021 | 107451 |
| RUSSELL, CHRISTINE Total | | | 1,095.00 | | |
| SANCHEZ, JOSHUA | 2/11/2021 | SANCHEZ, JOSH BACKFLOW TESTER CERTIFICATION TRAVEL EXPENSES | 469.18 | 2/18/2021 | 106802 |
| SANCHEZ, JOSHUA Total | | | 469.18 | | |
| SEVILLA, VIRGILITO | 10/26/2020 | SEVILLA, V. CERTIFICATE REIMBURSEMENT | 250.00 | 10/29/2020 | 105752 |
| SEVILLA, VIRGILITO Total | | | 250.00 | | |
| STODDARD, TODD | 11/1/2020 | STODDARD - C10 STATE CONTRACTORS LICENSE | 225.00 | 11/25/2020 | 106024 |
| STODDARD, TODD Total | | | 225.00 | | |
| TOM, SARA | 7/16/2021 | S. TOM REIMB EXP CLAIM FOR SUPPLIES PURCHASE- APR TO JUNE 2021 | 246.91 | 7/22/2021 | 108235 |
| TOM, SARA Total | | | 246.91 | | |
| TRAN, SINZEE | 7/15/2020 | TRAN, SINZEE REIMB EXP CWEA MEMBERSHIP FEE | 192.00 | 8/6/2020 | 105017 |
| TRAN, SINZEE | 8/5/2020 | TRAN SINZEE CERTIFICATE REIMBURSEMENT 2 | 120.00 | 10/22/2020 | 105692 |
| TRAN, SINZEE Total | | | 312.00 | | |
| Grand Total | | | 9,233.18 | | |

Utility Billing - Receivables by Cycles
Customer Payment Behavior Trend Analysis
Latest Full Billing Cycle Comparison to Prior Year

| Central Dublin – Residential (D1) | 2020 | 2021 |
|---------------------------------------|---------------|-------------------------|
| Amount Billed June 1 (April 1-May 31) | \$316,204 | \$329,696 |
| Water (W) & Sewer (S) Charges | \$316,204 (W) | \$329,669 (W), \$27 (S) |
| Billed Consumption (CCF) | 44,251 | 46,385 |
| Total Outstanding at Penalty Date | \$28,989 | \$91,896 |
| Total % Paid | 91% | 72% |
| Total % Remaining to be Paid | 9% | 28% |

(1)

| Central Dublin – Commercial (D3) | 2020 | 2021 |
|---------------------------------------|------------------------------|------------------------------|
| Amount Billed June 1 (April 1-May 31) | \$851,830 | \$904,916 |
| Water (W) & Sewer (S) Charges | \$626,085 (W), \$225,745 (S) | \$637,734 (W), \$267,182 (S) |
| Billed Consumption (CCF) | 93,622 | 94,474 |
| Total Outstanding at Penalty Date | \$22,603 | \$103,190 |
| Total % Paid | 97% | 89% |
| Total % Remaining to be Paid | 3% | 11% |

(1)

| Recycle (All – Dublin & DV) | 2020 | 2021 |
|---------------------------------------|----------------------------|------------------------------|
| Amount Billed June 1 (April 1-May 31) | \$750,158 | \$1,017,249 |
| Water (W) & Sewer (S) Charges | \$747,786 (W), \$2,372 (S) | \$1,014,841 (W), \$2,408 (S) |
| Billed Consumption (CCF) | 149,404 | 205,800 |
| Total Outstanding at Penalty Date | \$20,295 | \$51,036 |
| Total % Paid | 97% | 95% |
| Total % Remaining to be Paid | 3% | 5% |

| Dougherty Valley (D7) | 2020 | 2021 |
|---|-----------------|-----------------|
| Amount Billed Apr 15 (April 15- Jun 14) | \$1,421,094 | \$1,511,928 |
| Water (W) & Sewer (S) Charges | \$1,421,094 (W) | \$1,511,928 (W) |
| Billed Consumption (CCF) | 203,981 | 218,166 |
| Total Outstanding at Penalty Date | \$93,559 | \$140,279 |
| Total % Paid | 93% | 91% |
| Total % Remaining to be Paid | 7% | 9% |

| West Dublin (D2) | 2020 | 2021 |
|-------------------------------------|-----------------------------|-----------------------------|
| Amount Billed May 1 (May 1- Jun 30) | \$757,749 | \$811,821 |
| Water (W) & Sewer (S) Charges | \$741,438 (W), \$16,311 (S) | \$780,776 (W), \$31,045 (S) |
| Billed Consumption (CCF) | 108,291 | 112,830 |
| Total Outstanding at Penalty Date | \$58,463 | \$131,812 |
| Total % Paid | 92% | 84% |
| Total % Remaining to be Paid | 8% | 16% |

(1)

| East Dublin (D5) | 2020 | 2021 |
|---------------------------------------|--------------------------------|--------------------------------|
| Amount Billed May 15 (May 15- Jul 14) | \$2,046,634 | \$2,257,074 |
| Water (W) & Sewer (S) Charges | \$1,607,518 (W), \$439,116 (S) | \$1,747,569 (W), \$509,505 (S) |
| Billed Consumption (CCF) | 229,811 | 252,792 |
| Total Outstanding at Penalty Date | \$381,827 | \$430,423 |
| Total % Paid | 81% | 81% |
| Total % Remaining to be Paid | 19% | 19% |

Footnotes:

(1) Customers are taking advantage of no penalty assessments and paying their bill just prior to the next billing cycle.

NOTE: Data collected at the penalty date does not include a penalty at this time. Courtesy calls are made after the penalty date and we trend in the area of <1-4% of the previously billed balance roll-over onto the next billing.



TITLE: Authorize Execution of Consent to Common Use Agreements with California Department of Transportation (Caltrans) for Stoneridge Drive On-Ramp

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, the General Manager to execute four (4) Consent to Common Use Agreements with Caltrans for Stoneridge Drive roadway improvements.

DISCUSSION:

In the early 1960's, the District, then called Valley Community Services District, provided sewer services south of Interstate 580. As the City of Pleasanton (Pleasanton) grew and annexed the area, the District facilities were transferred to Pleasanton with the exception of the trunk sewer that connects the District's service area north of Interstate 580 to the Regional Wastewater Treatment Facility.

In 1989, Pleasanton constructed on-ramps connecting Stoneridge Drive to Interstate 680 over the District's trunk sewer easement and dedicated the land as highway right-of-way. Pleasanton is now working with Caltrans to widen the westbound Stoneridge Drive to northbound Interstate 680 on-ramp. In reviewing highway right-of-way in the vicinity of Stoneridge Drive, Caltrans noted there were four Valley Community Services District easements for sanitary sewers within the right-of-way: one for the District's trunk sewer crossing Stoneridge Drive and three sewer easements north and south of Stoneridge Drive crossing Alamo canal and overlapping with highway right-of-way that are for sewers that are now owned by Pleasanton. For the Pleasanton on-ramp project, Caltrans is requiring a Consent to Common Use Agreement be executed for all easements within the highway right-of-way in the area.

By executing the Consent to Common Use Agreements, the District consents to the construction and maintenance of a highway over the District's facilities. The District retains the easement for operating and maintaining the sewer. In the event a future highway project requires relocation or removal of the sewer, Caltrans will reimburse the District for the cost.

Staff recommends the Board authorize the execution of all four (4) Consent to Common Use Agreements. In the future the District will quitclaim the three easements for the sewers that are now owned by Pleasanton to the City of Pleasanton.

| | | | |
|--|--|--|--------------------------|
| Originating Department: Engineering Services | | Contact: S. Delight | Legal Review: Yes |
| Financial Review: Not Required | | Cost and Funding Source: N/A | |
| Attachments: <input type="checkbox"/> None <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 – Consent to Common Use Agreement - Parcel 49258-C Attachment 2 – Consent to Common Use Agreement - Parcel 49260-A Attachment 3 – Consent to Common Use Agreement - Parcel 49260-B Attachment 4 – Consent to Common Use Agreement - Parcel 49260-C | |

Document exempt from recording fee -
California Government Code Section 27383

**RECORDING REQUESTED BY
STATE OF CALIFORNIA**

WHEN RECORDED RETURN TO
DEPARTMENT OF TRANSPORTATION
PO BOX 23440, MS-11A
OAKLAND, CA 94623-0440
Attn:

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

Space above this line for Recorder's Use

CONSENT TO COMMON USE AGREEMENT

| DISTRICT | COUNTY | ROUTE | POST MILE | UTILITY NO. | C.C.U.A. NO. |
|----------|--------|-------|-----------|-------------|--------------|
| 04 | ALA | 680 | R19.3 | 2170.3 | 49258-C |

THIS AGREEMENT, entered into this _____ day of _____, 20____, by and between Dublin San Ramon Services District, hereinafter called "Owner" and the STATE OF CALIFORNIA, acting by and through its Department of Transportation, hereinafter called "State".

WITNESSETH

WHEREAS, Owner is in possession of certain rights of way and easements, hereinafter referred to as "Owner's easement", and described as follows:

A 15 foot wide sanitary sewer trunk line easement, identified as "Parcel 1" as described in the Grant of Easement recorded September 26, 1961 in Reel 417, Image 287, Official Records of Alameda County, California.

and

WHEREAS, State has acquired certain lands for highway purposes in the vicinity of City of Pleasanton, County of Alameda on State Road I-680, hereinafter referred to as "highway right of way," which said highway right of way is subject to Owner's easement; and

WHEREAS, the highway right of way occupies a portion of Owner's easement and is subject to said easement which said portion is hereinafter referred to as "area of common use," and is described as follows:

Parcel 49258-C shown on Exhibit A, attached.

NOW, THEREFORE, Owner and State hereby mutually agree as follows:

1. Owner hereby consents to the construction, reconstruction, maintenance or use by State of a highway over, along and upon Owner's easement in the area of common use upon and subject to

the terms and conditions herein contained.

2. State acknowledges Owner's title to Owner's easement in said area of common use and the priority of Owner's title over the title of State therein. Owner has and reserves the right and easement to use, in common with the public's use of said highway, said area of common use for all of the purposes for which Owner's easement was acquired, without need for any further permit or permission from State. Except in emergencies, Owner shall give reasonable notice to State before performing any work on Owner's facilities in said area of common use where such work will be performed in, on or over the traveled way or improved shoulders of said highway or will obstruct traffic. In all cases, Owner shall make adequate provision for the protection of the traveling public.
3. Owner shall not, in the exercise of its rights under its easement, pass through or over the freeway fence constructed by State across Owner's easement left and right of Engineer's Station "S" Line 59+75 along Stoneridge Drive except in emergencies or when necessary to permit the construction, reconstruction or replacement of Owner's facilities.
4. In the event that the future use of said highway right of way shall at any time or times necessitate a rearrangement, relocation, reconstruction or removal of any of Owner's facilities then existing in said new location the State shall notify Owner in writing of such necessity and agree to reimburse Owner on demand for its costs incurred in complying with such notice. Owner will provide State with plans of its proposed rearrangement and an estimate of the cost thereof and, upon approval of such plans by State, Owner will promptly proceed to effect such rearrangement, relocation, reconstruction or removal. Owner shall make adequate provisions for the protection of the traveling public. No further permit or permission from State for such rearrangement shall be required and State will (1) enter into a Joint Use Agreement on the same terms and conditions as are herein set forth covering any such subsequent relocation of Owner's facilities within said the highway right of way, (2) provide executed document(s) granting to Owner good and sufficient easement outside of the highway right of way if necessary to replace Owner's easement or any part thereof, and (3) reimburse Owner for any costs which it may be required to expend to acquire such easement, provided it is mutually agreed in writing that Owner shall acquire such easement.
5. Except as expressly set forth herein, this Agreement shall not in any way alter, modify or terminate any provision of Owner's easement. Both State and Owner shall use said new location in such a manner as not to interfere unreasonably with the rights of the other. Nothing herein contained shall be construed as a release or waiver of any claim for compensation or damages which Owner or State may now have or may hereafter acquire resulting from the construction of additional facilities or the alteration of existing facilities by either State or Owner in such a manner as to cause an unreasonable interference with the use of said new location by the other party.
6. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their respective officials thereunto duly authorized.

RECOMMENDED FOR APPROVAL:

OWNER

Name:

Title:

By _____

Name:

Title:

RECOMMENDED FOR APPROVAL:

By _____

Name:

Title:

LAURA HAMEISTER
District Utility Coordinator
Right of Way – Local Programs

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

ADETOKUNBO OMISHAKIN
Director of Transportation

By _____

MARK L. WEAVER, Attorney in Fact
Deputy District Director
Right of Way and Land Surveys

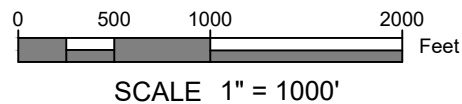
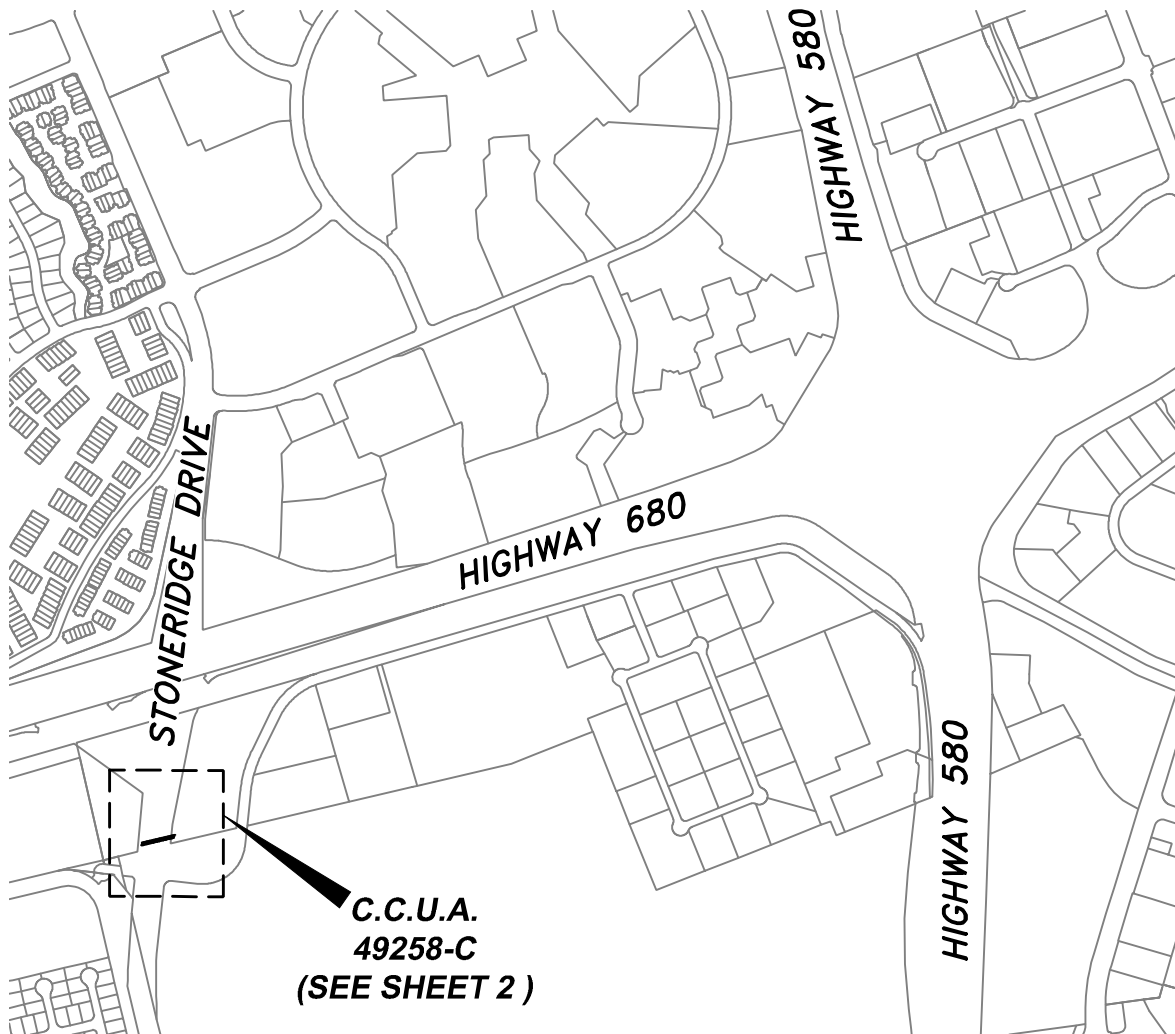
ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814

EXHIBIT "A"


COUNTY OF ALAMEDA

CITY OF PLEASANTON



A-X1047.3

SHEET 1 OF 2

| | | | | |
|---|--|---------|-------|--|
| <div></div> <div>MARK THOMAS</div> | C.C.U.A. 49258-C | | | DUBLIN SAN RAMON SERVICES DISTRICT 15 FOOT WIDE SANITARY SEWER EASEMENT |
| | STATE OF CALIFORNIA STATE TRANSPORTATION AGENCY DEPARTMENT OF TRANSPORTATION DISTRICT 4 | | | |
| | ROUTE | COUNTY | PM | |
| | 680 | ALAMEDA | R19.3 | |

Scale: 1" = 1000'

Date October 2020

Drawn By AD

Checked By RU

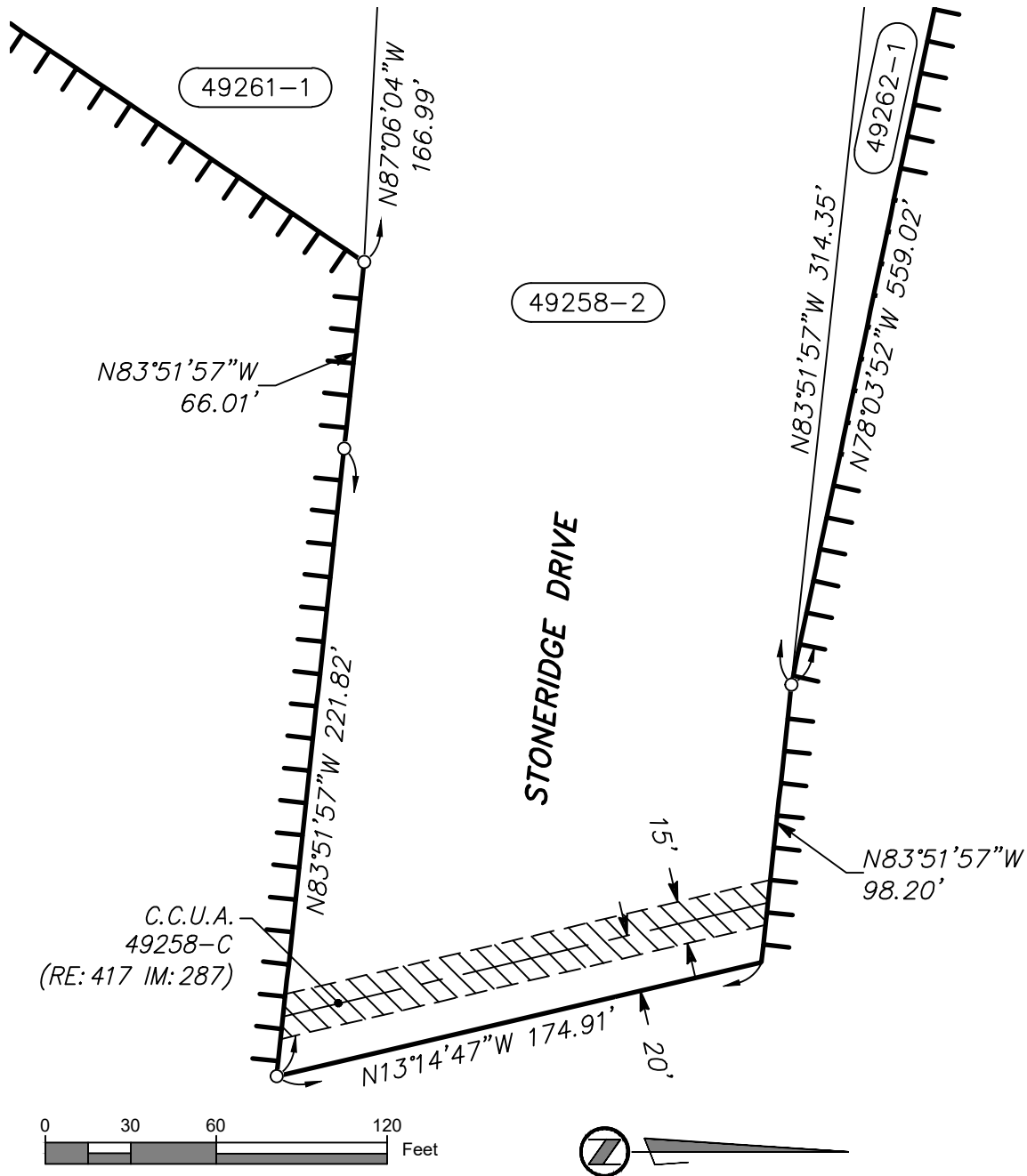
24 of 72

LEGEND

RE REEL
 IM IMAGE
 ○ DIMENSION POINT
 ▨ C.C.U.A 49258-C

COUNTY OF ALAMEDA CITY OF PLEASANTON

COORDINATES BEARINGS AND DISTANCES SHOWN ARE ON THE CALIFORNIA COORDINATE SYSTEM ZONE III, MULTIPLY DISTANCES SHOWN BY 1.0000973 TO OBTAIN GROUND LEVEL DISTANCES.



A-X1047.3

SCALE 1" = 60'

SHEET 2 OF 2

**MARK THOMAS**

Scale: 1" = 60'
 Date October 2020
 Drawn By AD
 Checked By RU

C.C.U.A. 49258-C

STATE OF CALIFORNIA
 STATE TRANSPORTATION AGENCY
 DEPARTMENT OF TRANSPORTATION
 DISTRICT 4

ROUTE
 680

COUNTY
 ALAMEDA

PM
 R19.3

DUBLIN SAN
 RAMON SERVICES
 DISTRICT

15 FOOT WIDE
 SANITARY SEWER
 EASEMENT

25 of 72

Document exempt from recording fee -
California Government Code Section 27383

**RECORDING REQUESTED BY
STATE OF CALIFORNIA**

WHEN RECORDED RETURN TO
DEPARTMENT OF TRANSPORTATION
PO BOX 23440, MS-11A
OAKLAND, CA 94623-0440
Attn:

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

Space above this line for Recorder's Use

CONSENT TO COMMON USE AGREEMENT

| DISTRICT | COUNTY | ROUTE | POST MILE | UTILITY NO. | C.C.U.A. NO. |
|----------|--------|-------|-----------|-------------|--------------|
| 04 | ALA | 680 | R19.5 | 2170.4 | 49260-A |

THIS AGREEMENT, entered into this _____ day of _____, 20____, by and between Dublin San Ramon Services District, hereinafter called "Owner" and the STATE OF CALIFORNIA, acting by and through its Department of Transportation, hereinafter called "State".

WITNESSETH

WHEREAS, Owner is in possession of certain rights of way and easements, hereinafter referred to as "Owner's easement", and described as follows:

A 20 foot wide water facilities and sanitary sewer easement, identified as "Easement No. 2" as described in the Grant of Easements to VALLEY COMMUNITY SERVICES DISTRICT recorded January 2, 1963 in Reel 760, Image 687, Official Records of Alameda County, California.

and

WHEREAS, State has acquired certain lands for highway purposes in the vicinity of City of Pleasanton, County of Alameda on State Road I-680, hereinafter referred to as "highway right of way," which said highway right of way is subject to Owner's easement; and

WHEREAS, the highway right of way occupies a portion of Owner's easement and is subject to said easement which said portion is hereinafter referred to as "area of common use," and is described as follows:

Parcel 49260-A shown on Exhibit A, attached.

NOW, THEREFORE, Owner and State hereby mutually agree as follows:

1. Owner hereby consents to the construction, reconstruction, maintenance or use by State of a highway over, along and upon Owner's easement in the area of common use upon and subject to

the terms and conditions herein contained.

2. State acknowledges Owner's title to Owner's easement in said area of common use and the priority of Owner's title over the title of State therein. Owner has and reserves the right and easement to use, in common with the public's use of said highway, said area of common use for all of the purposes for which Owner's easement was acquired, without need for any further permit or permission from State. Except in emergencies, Owner shall give reasonable notice to State before performing any work on Owner's facilities in said area of common use where such work will be performed in, on or over the traveled way or improved shoulders of said highway or will obstruct traffic. In all cases, Owner shall make adequate provision for the protection of the traveling public.
3. Owner shall not, in the exercise of its rights under its easement, pass through or over the freeway fence constructed by State across Owner's easement right of Engineer's Station "B1" Line 444+00 along Route 680 except in emergencies or when necessary to permit the construction, reconstruction or replacement of Owner's facilities.
4. In the event that the future use of said highway right of way shall at any time or times necessitate a rearrangement, relocation, reconstruction or removal of any of Owner's facilities then existing in said new location the State shall notify Owner in writing of such necessity and agree to reimburse Owner on demand for its costs incurred in complying with such notice. Owner will provide State with plans of its proposed rearrangement and an estimate of the cost thereof and, upon approval of such plans by State, Owner will promptly proceed to effect such rearrangement, relocation, reconstruction or removal. Owner shall make adequate provisions for the protection of the traveling public. No further permit or permission from State for such rearrangement shall be required and State will (1) enter into a Joint Use Agreement on the same terms and conditions as are herein set forth covering any such subsequent relocation of Owner's facilities within said the highway right of way, (2) provide executed document(s) granting to Owner good and sufficient easement outside of the highway right of way if necessary to replace Owner's easement or any part thereof, and (3) reimburse Owner for any costs which it may be required to expend to acquire such easement, provided it is mutually agreed in writing that Owner shall acquire such easement.
5. Except as expressly set forth herein, this Agreement shall not in any way alter, modify or terminate any provision of Owner's easement. Both State and Owner shall use said new location in such a manner as not to interfere unreasonably with the rights of the other. Nothing herein contained shall be construed as a release or waiver of any claim for compensation or damages which Owner or State may now have or may hereafter acquire resulting from the construction of additional facilities or the alteration of existing facilities by either State or Owner in such a manner as to cause an unreasonable interference with the use of said new location by the other party.
6. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their respective officials thereunto duly authorized.

RECOMMENDED FOR APPROVAL:

OWNER

Name:

Title:

By _____

Name:

Title:

RECOMMENDED FOR APPROVAL:

By _____

Name:

Title:

LAURA HAMEISTER
District Utility Coordinator
Right of Way – Local Programs

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

ADETOKUNBO OMISHAKIN
Director of Transportation

By _____

MARK L. WEAVER, Attorney in Fact
Deputy District Director
Right of Way and Land Surveys

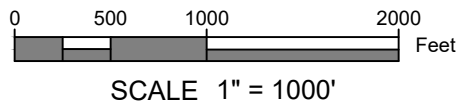
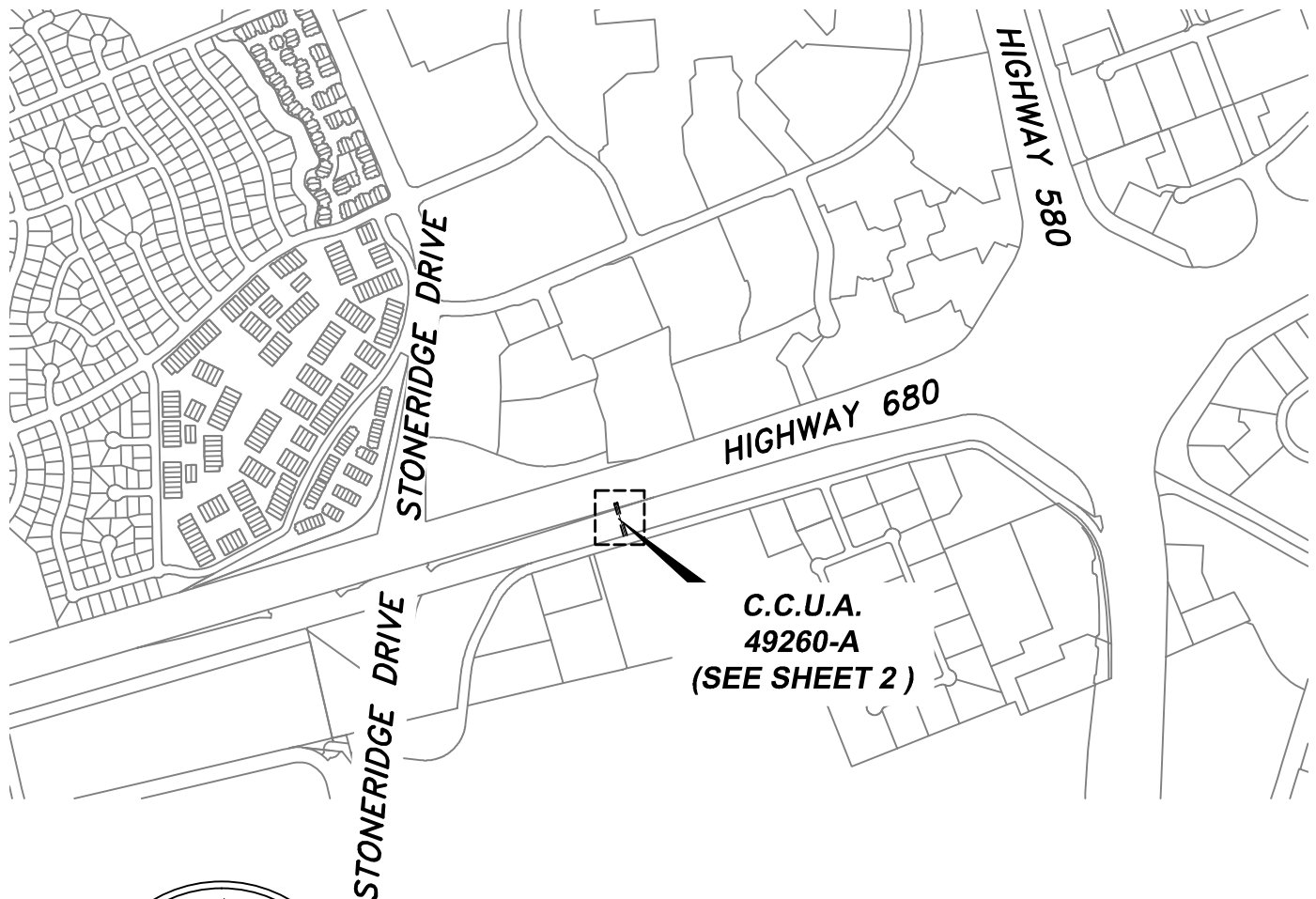
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EXHIBIT "A"


COUNTY OF ALAMEDA

CITY OF PLEASANTON



A-X1047.4

SHEET 1 OF 2

| | | | | |
|---|--|---------|-------|--|
| <div></div> <div>MARK THOMAS</div> | C.C.U.A. 49260-A | | | DUBLIN SAN RAMON SERVICES DISTRICT 20 FOOT WIDE WATER & SANITARY SEWER EASEMENT |
| | STATE OF CALIFORNIA STATE TRANSPORTATION AGENCY DEPARTMENT OF TRANSPORTATION DISTRICT 4 | | | |
| | ROUTE | COUNTY | PM | |
| | 680 | ALAMEDA | R19.5 | |

Scale: 1" = 1000'
Date October 2020
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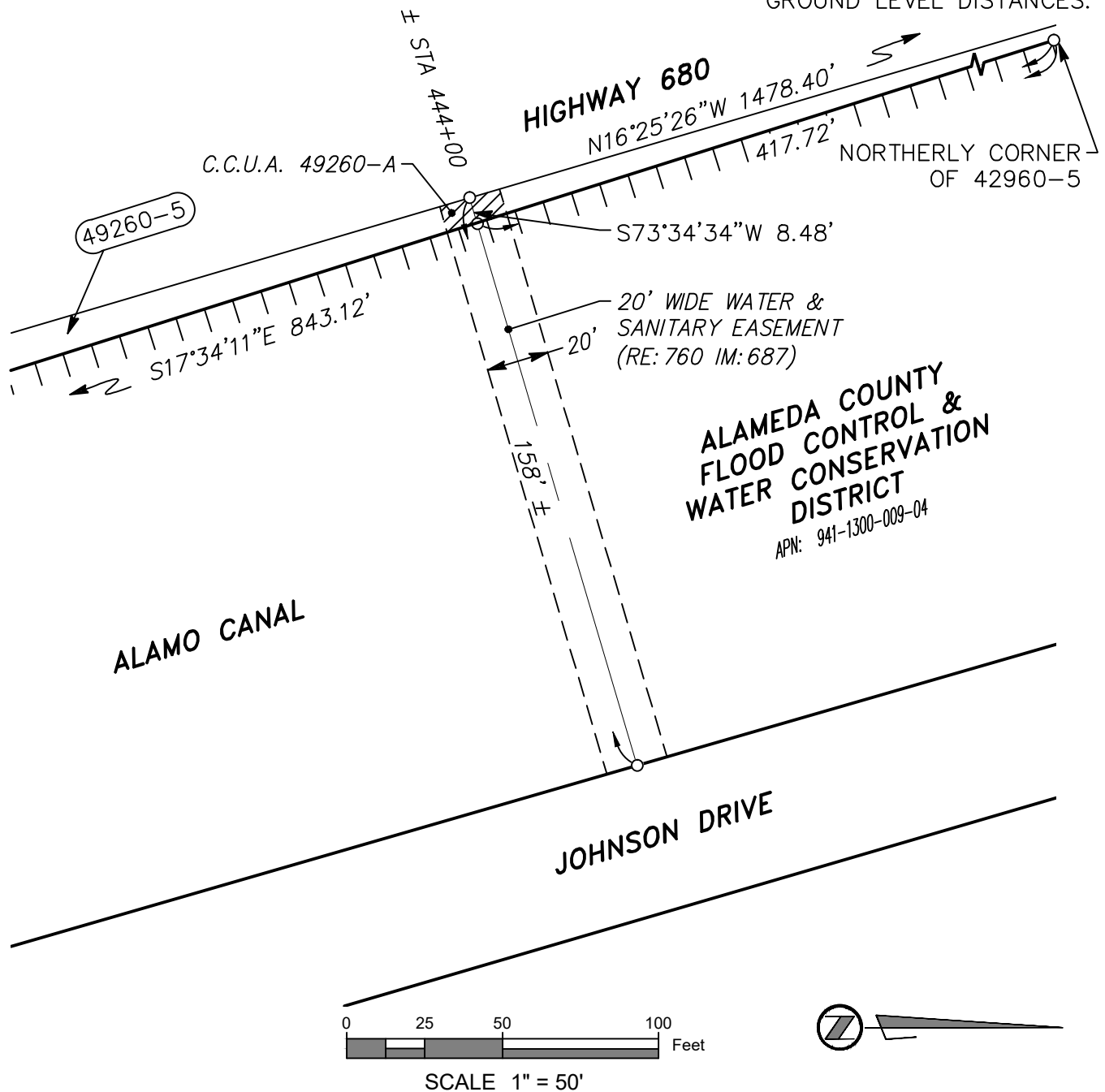
29 of 72

LEGEND

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 ▨ C.C.U.A. 49260-A

COUNTY OF ALAMEDA CITY OF PLEASANTON

COORDINATES BEARINGS AND DISTANCES SHOWN ARE ON THE CALIFORNIA COORDINATE SYSTEM ZONE III, MULTIPLY DISTANCES SHOWN BY 1.0000973 TO OBTAIN GROUND LEVEL DISTANCES.



A-X1047.4

SHEET 2 OF 2

**MARK THOMAS**

Scale: 1" = 50'
 Date October 2020
 Drawn By AD
 Checked By RU

C.C.U.A. 49260-A

STATE OF CALIFORNIA
 STATE TRANSPORTATION AGENCY
 DEPARTMENT OF TRANSPORTATION
 DISTRICT 4

ROUTE
 680

COUNTY
 ALAMEDA

PM
 R19.5

DUBLIN
 SAN RAMON
 SERVICES DISTRICT

20 FOOT WIDE
 WATER & SANITARY
 SEWER EASEMENT

30 of 72

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**RECORDING REQUESTED BY
STATE OF CALIFORNIA**

WHEN RECORDED RETURN TO
DEPARTMENT OF TRANSPORTATION
PO BOX 23440, MS-11A
OAKLAND, CA 94623-0440
Attn:

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

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CONSENT TO COMMON USE AGREEMENT

| DISTRICT | COUNTY | ROUTE | POST MILE | UTILITY NO. | C.C.U.A. NO. |
|----------|--------|-------|-----------|-------------|--------------|
| 04 | ALA | 680 | R19.15 | 2170.5 | 49260-B |

THIS AGREEMENT, entered into this _____ day of _____, 20____, by and between Dublin San Ramon Services District, hereinafter called "Owner" and the STATE OF CALIFORNIA, acting by and through its Department of Transportation, hereinafter called "State".

WITNESSETH

WHEREAS, Owner is in possession of certain rights of way and easements, hereinafter referred to as "Owner's easement", and described as follows:

A 10 foot wide easement for sanitary sewer purposes, identified as "Parcel 1" as described in the Grant Deed to VALLEY COMMUNITY SERVICES DISTRICT recorded December 29, 1965 in Reel 1674, Image 70, Official Records of Alameda County, California.

and

WHEREAS, State has acquired certain lands for highway purposes in the vicinity of City of Pleasanton, County of Alameda on State Road I-680, hereinafter referred to as "highway right of way," which said highway right of way is subject to Owner's easement; and

WHEREAS, the highway right of way occupies a portion of Owner's easement and is subject to said easement which said portion is hereinafter referred to as "area of common use," and is described as follows:

Parcel 49260-B Segments 1 & 2 shown on Exhibit A, attached.

NOW, THEREFORE, Owner and State hereby mutually agree as follows:

1. Owner hereby consents to the construction, reconstruction, maintenance or use by State of a highway over, along and upon Owner's easement in the area of common use upon and subject to

the terms and conditions herein contained.

2. State acknowledges Owner's title to Owner's easement in said area of common use and the priority of Owner's title over the title of State therein. Owner has and reserves the right and easement to use, in common with the public's use of said highway, said area of common use for all of the purposes for which Owner's easement was acquired, without need for any further permit or permission from State. Except in emergencies, Owner shall give reasonable notice to State before performing any work on Owner's facilities in said area of common use where such work will be performed in, on or over the traveled way or improved shoulders of said highway or will obstruct traffic. In all cases, Owner shall make adequate provision for the protection of the traveling public.
3. Owner shall not, in the exercise of its rights under its easement, pass through or over the freeway fence constructed by State across Owner's easement right of Engineer's Station "B1" Line 425+90 along Route 680 except in emergencies or when necessary to permit the construction, reconstruction or replacement of Owner's facilities.
4. In the event that the future use of said highway right of way shall at any time or times necessitate a rearrangement, relocation, reconstruction or removal of any of Owner's facilities then existing in said new location the State shall notify Owner in writing of such necessity and agree to reimburse Owner on demand for its costs incurred in complying with such notice. Owner will provide State with plans of its proposed rearrangement and an estimate of the cost thereof and, upon approval of such plans by State, Owner will promptly proceed to effect such rearrangement, relocation, reconstruction or removal. Owner shall make adequate provisions for the protection of the traveling public. No further permit or permission from State for such rearrangement shall be required and State will (1) enter into a Joint Use Agreement on the same terms and conditions as are herein set forth covering any such subsequent relocation of Owner's facilities within said the highway right of way, (2) provide executed document(s) granting to Owner good and sufficient easement outside of the highway right of way if necessary to replace Owner's easement or any part thereof, and (3) reimburse Owner for any costs which it may be required to expend to acquire such easement, provided it is mutually agreed in writing that Owner shall acquire such easement.
5. Except as expressly set forth herein, this Agreement shall not in any way alter, modify or terminate any provision of Owner's easement. Both State and Owner shall use said new location in such a manner as not to interfere unreasonably with the rights of the other. Nothing herein contained shall be construed as a release or waiver of any claim for compensation or damages which Owner or State may now have or may hereafter acquire resulting from the construction of additional facilities or the alteration of existing facilities by either State or Owner in such a manner as to cause an unreasonable interference with the use of said new location by the other party.
6. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their respective officials thereunto duly authorized.

RECOMMENDED FOR APPROVAL:

OWNER

Name:

Title:

By _____

Name:

Title:

RECOMMENDED FOR APPROVAL:

By _____

Name:

Title:

LAURA HAMEISTER
District Utility Coordinator
Right of Way – Local Programs

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

ADETOKUNBO OMISHAKIN
Director of Transportation

By _____

MARK L. WEAVER, Attorney in Fact
Deputy District Director
Right of Way and Land Surveys

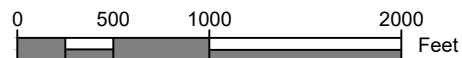
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EXHIBIT "A"

COUNTY OF ALAMEDA


CITY OF PLEASANTON



SCALE 1" = 1000'

A-X1047.3

SHEET 1 OF 2

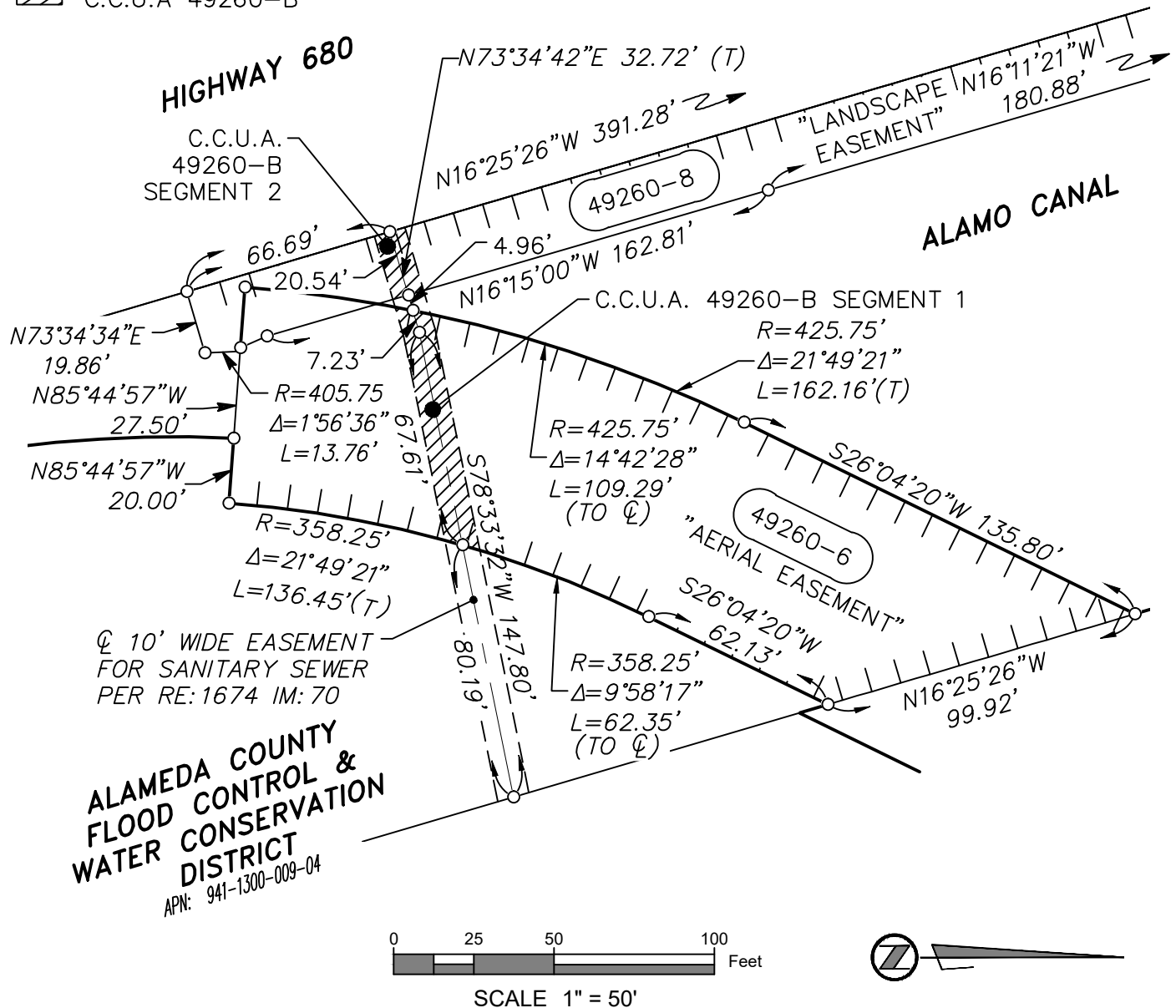
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| <div></div> <div>MARK THOMAS</div> | C.C.U.A. 49260-B | | | DUBLIN SAN RAMON SERVICES DISTRICT 10 FOOT WIDE SANITARY SEWER EASEMENT 34 of 72 |
| | STATE OF CALIFORNIA STATE TRANSPORTATION AGENCY DEPARTMENT OF TRANSPORTATION DISTRICT 4 | | | |
| | ROUTE | COUNTY | PM | |
| | 680 | ALAMEDA | R19.15 | |

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COUNTY OF ALAMEDA CITY OF PLEASANTON

COORDINATES BEARINGS AND DISTANCES SHOWN ARE ON THE CALIFORNIA COORDINATE SYSTEM ZONE III, MULTIPLY DISTANCES SHOWN BY 1.0000973 TO OBTAIN GROUND LEVEL DISTANCES.



A-X1047.3

SHEET 2 OF 2

| | | | | |
|---|--|---------|--------|--|
| <div></div> <div>MARK THOMAS</div> | C.C.U.A. 49260-B | | | DUBLIN SAN RAMON SERVICES DISTRICT 10 FOOT WIDE SANITARY SEWER EASEMENT 35 of 72 |
| | STATE OF CALIFORNIA STATE TRANSPORTATION AGENCY DEPARTMENT OF TRANSPORTATION DISTRICT 4 | | | |
| | ROUTE | COUNTY | PM | |
| | 680 | ALAMEDA | R19.15 | |

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**RECORDING REQUESTED BY
STATE OF CALIFORNIA**

WHEN RECORDED RETURN TO
DEPARTMENT OF TRANSPORTATION
PO BOX 23440, MS-11A
OAKLAND, CA 94623-0440
Attn:

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

Space above this line for Recorder's Use

CONSENT TO COMMON USE AGREEMENT

| DISTRICT | COUNTY | ROUTE | POST MILE | UTILITY NO. | C.C.U.A. NO. |
|----------|--------|-------|-----------|-------------|--------------|
| 04 | ALA | 680 | R19.15 | 2170.6 | 49260-C |

THIS AGREEMENT, entered into this _____ day of _____, 20____, by and between Dublin San Ramon Services District, hereinafter called "Owner" and the STATE OF CALIFORNIA, acting by and through its Department of Transportation, hereinafter called "State".

WITNESSETH

WHEREAS, Owner is in possession of certain rights of way and easements, hereinafter referred to as "Owner's easement", and described as follows:

A 20 foot wide water facilities and sanitary sewer easement, identified as "Easement No. 3" as described in the Grant of Easements to VALLEY COMMUNITY SERVICES DISTRICT, recorded January 2, 1963 in Reel 760, Image 687, Official Records of Alameda County, California.

and

WHEREAS, State has acquired certain lands for highway purposes in the vicinity of City of Pleasanton, County of Alameda on State Road I-680, hereinafter referred to as "highway right of way," which said highway right of way is subject to Owner's easement; and

WHEREAS, the highway right of way occupies a portion of Owner's easement and is subject to said easement which said portion is hereinafter referred to as "area of common use," and is described as follows:

Parcel 49260-C Segments 1 & 2 shown on Exhibit A, attached.

NOW, THEREFORE, Owner and State hereby mutually agree as follows:

1. Owner hereby consents to the construction, reconstruction, maintenance or use by State of a highway over, along and upon Owner's easement in the area of common use upon and subject to

the terms and conditions herein contained.

2. State acknowledges Owner's title to Owner's easement in said area of common use and the priority of Owner's title over the title of State therein. Owner has and reserves the right and easement to use, in common with the public's use of said highway, said area of common use for all of the purposes for which Owner's easement was acquired, without need for any further permit or permission from State. Except in emergencies, Owner shall give reasonable notice to State before performing any work on Owner's facilities in said area of common use where such work will be performed in, on or over the traveled way or improved shoulders of said highway or will obstruct traffic. In all cases, Owner shall make adequate provision for the protection of the traveling public.
3. Owner shall not, in the exercise of its rights under its easement, pass through or over the freeway fence constructed by State across Owner's easement right of Engineer's Station "B1" Line 426+00 along Route 680 except in emergencies or when necessary to permit the construction, reconstruction or replacement of Owner's facilities.
4. In the event that the future use of said highway right of way shall at any time or times necessitate a rearrangement, relocation, reconstruction or removal of any of Owner's facilities then existing in said new location the State shall notify Owner in writing of such necessity and agree to reimburse Owner on demand for its costs incurred in complying with such notice. Owner will provide State with plans of its proposed rearrangement and an estimate of the cost thereof and, upon approval of such plans by State, Owner will promptly proceed to effect such rearrangement, relocation, reconstruction or removal. Owner shall make adequate provisions for the protection of the traveling public. No further permit or permission from State for such rearrangement shall be required and State will (1) enter into a Joint Use Agreement on the same terms and conditions as are herein set forth covering any such subsequent relocation of Owner's facilities within said the highway right of way, (2) provide executed document(s) granting to Owner good and sufficient easement outside of the highway right of way if necessary to replace Owner's easement or any part thereof, and (3) reimburse Owner for any costs which it may be required to expend to acquire such easement, provided it is mutually agreed in writing that Owner shall acquire such easement.
5. Except as expressly set forth herein, this Agreement shall not in any way alter, modify or terminate any provision of Owner's easement. Both State and Owner shall use said new location in such a manner as not to interfere unreasonably with the rights of the other. Nothing herein contained shall be construed as a release or waiver of any claim for compensation or damages which Owner or State may now have or may hereafter acquire resulting from the construction of additional facilities or the alteration of existing facilities by either State or Owner in such a manner as to cause an unreasonable interference with the use of said new location by the other party.
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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their respective officials thereunto duly authorized.

RECOMMENDED FOR APPROVAL:

OWNER

Name:

Title:

By _____

Name:

Title:

RECOMMENDED FOR APPROVAL:

By _____

Name:

Title:

LAURA HAMEISTER
District Utility Coordinator
Right of Way – Local Programs

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

ADETOKUNBO OMISHAKIN
Director of Transportation

By _____

MARK L. WEAVER, Attorney in Fact
Deputy District Director
Right of Way and Land Surveys

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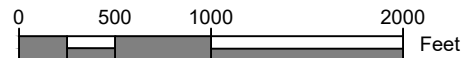
EXHIBIT "A"

COUNTY OF ALAMEDA

CITY OF PLEASANTON




C.C.U.A. 49260-C
(SEE SHEET 2)



SCALE 1" = 1000'

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SHEET 1 OF 2

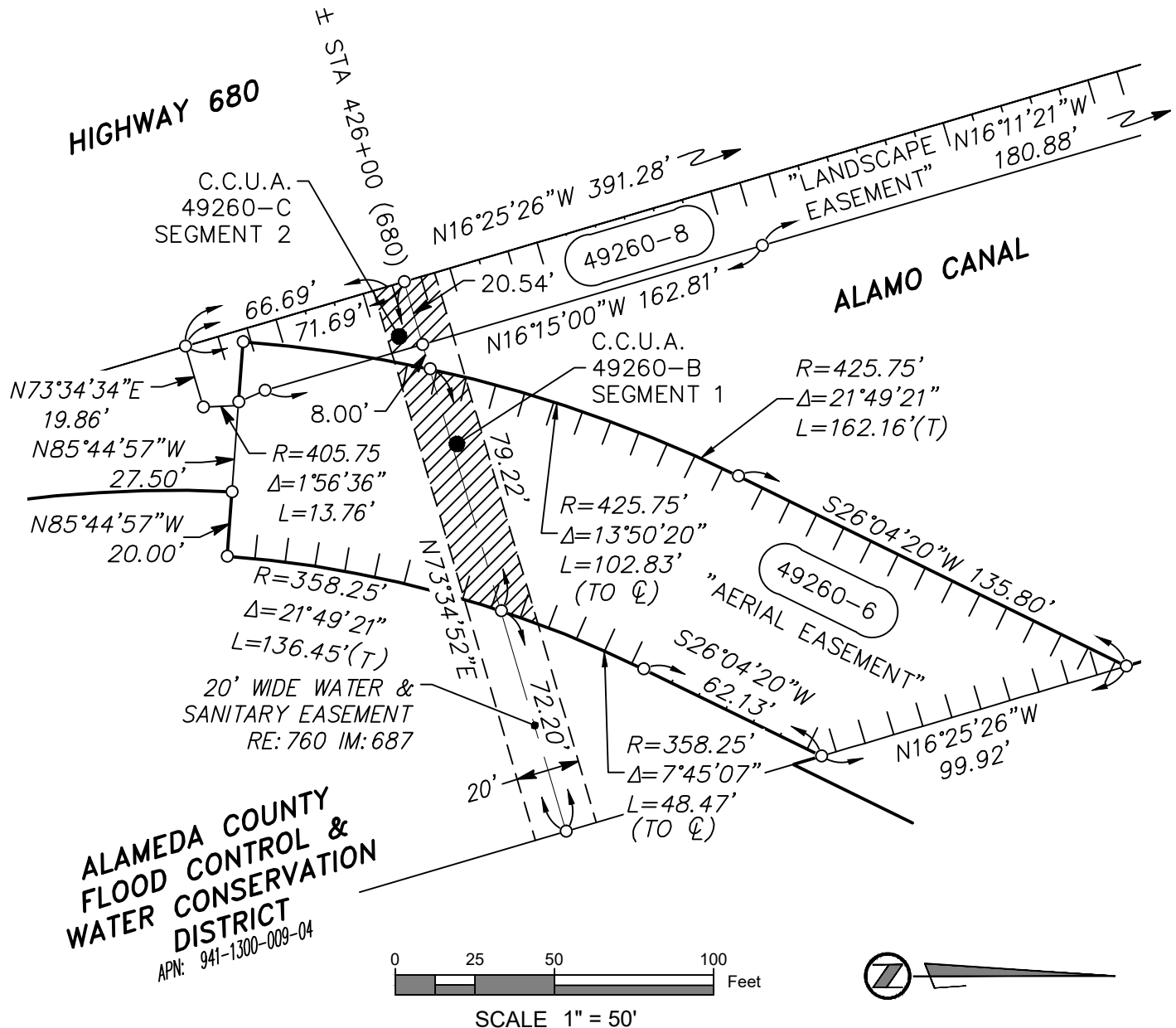
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| <div></div> <div>MARK THOMAS</div> | C.C.U.A. 49260-C | | | DUBLIN SAN RAMON SERVICES DISTRICT 20 FOOT WIDE WATER & SANITARY SEWER EASEMENT |
| | STATE OF CALIFORNIA STATE TRANSPORTATION AGENCY DEPARTMENT OF TRANSPORTATION DISTRICT 4 | | | |
| | ROUTE | COUNTY | PM | |
| Scale: 1" = 1000' Date October 2020 Drawn By AD Checked By RU | 680 | ALAMEDA | R19.15 | 39 of 72 |

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COUNTY OF ALAMEDA CITY OF PLEASANTON

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A-X1047.3

SHEET 2 OF 2

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| <div></div> <div>MARK THOMAS</div> | C.C.U.A. 49260-C | | | DUBLIN SAN RAMON SERVICES DISTRICT 10 FOOT WIDE SANITARY SEWER EASEMENT |
| | STATE OF CALIFORNIA STATE TRANSPORTATION AGENCY DEPARTMENT OF TRANSPORTATION DISTRICT 4 | | | |
| | ROUTE | COUNTY | PM | |
| | 680 | ALAMEDA | R19.15 | |



TITLE: Accept Donation of Four Eagle Scout Projects for the DSRSD Demonstration Garden

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the donation of four (4) Eagle Scout Projects for the DSRSD Demonstration Garden.

DISCUSSION:

As part of the renovation of the District's Demonstration Garden, several projects were identified which would enhance the garden and qualify as an Eagle Scout Project. Volunteers from Boy Scout Troop #905 have designed, constructed, and installed these amenities as follows:

1. 8' x 6' Redwood Pagoda for the Succulent Area – Elijah Hunt
2. Three Compost Bins for the Employee Garden Area – Rohan Krishnamoorthi
3. Paver Floor for the Pagoda for the Succulent Area – Sidharth Anand
4. 4' x 3' Display Board for the Front Entrance Area – Arsh Goyal

Troop #905 has leased the Utility Building behind the DSRSD District Office since 1992. The Troop has been participating in enhancements to the Demonstration Garden through ongoing community service projects and Eagle Scout Projects. Pictures of these projects are attached.

| | | |
|---|---|----------------------------|
| Originating Department: Administrative Services | Contact: C. Atwood | Legal Review: Not Required |
| Financial Review: Not Required | Cost and Funding Source: N/A | |
| Attachments: <input type="checkbox"/> None <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 – Pictures of Donations of Four Eagle Scout Projects | |



1. 8' x 6' Redwood Pagoda for the Succulent Area – Elijah Hunt



2. Three Compost Bins for the Employee Garden Area – Rohan Krishnamoorthi



3. Paver Floor for the Pagoda for the Succulent Area – Sidharth Anand



4. 4' x 3' Display Board for the Front Entrance Area – Arsh Goyal



TITLE: Receive Presentation and Approve Resolution Supporting Nomination of the Association of California Water Agencies (ACWA) Vice President Pamela Tobin for President of ACWA for a Two-Year Term Beginning January 1, 2022

RECOMMENDATION:

Staff recommends the Board of Directors receive a brief presentation from ACWA Vice President and San Juan Water District Director Pamela Tobin, seeking support from DSRSD for her candidacy for ACWA President, and approve, by Resolution, support for her as ACWA President for a two-year term beginning January 1, 2022.

DISCUSSION:

On June 1, 2021, the ACWA Nominating Committee issued a call for candidates to all ACWA members seeking qualified candidates to serve as ACWA President and Vice President for the 2022-2023 elected term. Candidates must be elected or appointed directors of ACWA member agencies, according to ACWA bylaws and Board of Directors' policy.

Nominations are due by September 1, 2021, and must be accompanied by an official nominating resolution from the ACWA member agency on whose Board the nominee serves and a statement of qualifications or resume highlighting the proposed candidate's background and qualifications. Additional letters or resolutions of support from other agencies may be submitted, but they are not required.

The Nominating Committee's recommended slate will be announced at the September 24, 2021 ACWA Board of Directors' meeting.

During the ACWA 2021 Fall Conference general session, ACWA's bylaws and Board of Directors' policy allow nominations from the floor. Elections for President and Vice President are scheduled for December 1, 2021 at the Fall Conference.

Attached for the Board's review is Director Tobin's Statement of Qualifications and Priorities for ACWA (Attachment 1). Also attached is a Resolution supporting her candidacy for ACWA President for a two-year term beginning January 1, 2022.

At this time, Director Tobin is the only candidate for ACWA President seeking a resolution of support from DSRSD.

| | | |
|--|--|----------------------------|
| Originating Department: Office of the General Manager | Contact: S. Stephenson | Legal Review: Not Required |
| Financial Review Not Required | Cost and Funding Source: N/A | |
| Attachments: <input type="checkbox"/> None <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 – Statement of Qualifications and Priorities for ACWA | |



PAMELA TOBIN

petpyrs@surewest.net | C: 916-275-0875

Statement of Qualifications

Hello ACWA Members:

My name is Pam Tobin and I currently serve as ACWA's **Vice President**. I am asking for your support as I seek the office of **ACWA President for the 2022-23 term**.

My track record of accomplishments as ACWA Vice President and my more than 17 years of experience in California water at the local, regional, and statewide levels, make me uniquely qualified for the role of ACWA President.

During my term as Vice President, ACWA members -- like so many other organizations -- faced unprecedented challenges caused by the COVID-19 pandemic. I am so appreciative of, and gratified by, the water community's success in keeping employees safe while ensuring uninterrupted reliable and safe water delivery.

One of the questions I focused on was "How can ACWA support its members?" I am especially proud of the "Leadership to Leadership" Program that I created to keep members connected virtually, to learn about their challenges, and identify ways that ACWA could support them. I also worked with the ACWA staff to develop on-line workshops and sessions to help members navigate the changed world we are all living and working in. We covered topics ranging from financial impacts to safety protocols, to communicating with the public virtually.

As we emerge from the pandemic and confront a critically dry year and the uncertainty of what is to come, I will continue to look for opportunities to support ACWA members and help them connect and share strategies with each other. I also will advocate for support and funding from both the state and federal administrations. That is what ACWA is all about: ACWA bringing the issues, the solutions, and people together.

On the policy front, it has been rewarding to work closely with the ACWA Board to devise statewide policies on everything from COVID-19 debt relief, to safe drinking water access and quality, to SGMA implementation, drought contingency planning, and providing input to the Newsom Administration on California's Water Resiliency Portfolio. As a member of the ACWA Board Steering Committee, I helped shape a future path for ACWA in 2019 through a new five-year Strategic Plan.

Through these challenges and activities, I have brought both my professional and personal skills to the table. My competencies around policy development, finance, and conflict resolution have helped me work collaboratively with all parties to find the "win-win" outcome.



I am a leader who connects, listens, learns, and works to bring all parties together. I am not intimidated by tough issues. I am an independent thinker and don't shy away from making difficult decisions.

Professional Background

ACWA

I serve as the Association's representative to the ACWA-JPIA Board, Executive Committee, and its Liability Committee, and worked to provide and expand critical services for ACWA member agencies while ensuring JPIA's fiscal health. In addition to my service as ACWA Vice President, my prior ACWA experience includes serving as a Board member, Region 4 Chair, and as a member of numerous ACWA committees.

San Juan Water District

I have been on the Board of Directors of the San Juan Water District (San Juan) in Northern California since 2004, including three terms as President.

Serving on the board at San Juan has provided me with the opportunity to understand both the wholesale and retail side of the water business. We serve families and businesses. We possess some of the most senior water rights in California (1853), as well as being an American River Division contractor with the federal Central Valley Project. San Juan is also active in regional groundwater management and conjunctive use planning, including SGMA implementation. Addressing all of these issues has helped me better understand the challenges that other agencies throughout California experience.

Regional Leadership

I have served multiple terms as Chair of both the Sacramento Regional Water Authority and the Sacramento Groundwater Authority. Through these roles, I have worked directly with more than 22 public water agencies, private water companies, cities, and counties, and have built partnerships in pursuit of successful collaborative solutions.

On a Personal Note

So, what do I do in my spare time? You might be surprised to know that I am a long-time realtor and property developer with over 30 years as a business owner. Understanding the nexus between land-use planning and water management has been invaluable in my water role and in my professional life. But my real passion is caring for our four-legged friends. I am focused on showing my dogs and rescuing homeless dogs. It is the hardest and best thing I have ever done.



I hail from Laconia, New Hampshire, growing up in the Lakes Region. I have called California home since 1971. I have been married to my wonderful, supportive husband for 40 years. I have two grown children -- my oldest son is a senior engineer in upper management for the City of Los Angeles and the youngest is an attorney in Los Angeles. I also have four grandchildren.

Finally, I did not come to the decision to run for ACWA President lightly. Everything I have done to date, including serving as your ACWA Vice-President, has prepared me for this moment. I look forward to meeting with many of you to share my ACWA vision and commitment to you personally and hope that I can count on your support for ACWA President.



Pamela Tobin

My Priorities for ACWA

June 2021

As ACWA Vice President, I accomplished the priorities that I committed to during my campaign:

Demystify ACWA and Increase Member Involvement – *I pledged to increase member involvement and to keep you connected to ACWA.*

- ✓ In 2020, I created and co-facilitated “Leadership to Leadership.” This virtual town hall rotates among ACWA regions north and south, to foster connection between ACWA and its members and among the members themselves. The response to the program has been overwhelmingly positive and has helped me and ACWA staff understand how ACWA can do better and provide more value for its members.
- **Support the 2020 California Resiliency Portfolio and Advance Forest Management** – *In keeping with its past practice, ACWA has stepped up to provide constructive and innovative input on behalf of members to drive the state’s water policy.*
 - ✓ As Vice President, I was actively involved in ACWA’s effort to solicit member input to shape ACWA’s policies at the Board level, including ACWA’s comprehensive comments to the Newsom Administration on its 2020 California Resiliency Portfolio. I actively engaged on ACWA’s priority issues, both state and federal, including COVID-19 debt relief, Voluntary Agreements, SGMA implementation, climate resiliency, and water infrastructure investment.
 - ✓ Securing funding for improved forest management and elevating the priorities to reduce fire risk and protect our water at the source have been key features of ACWA’s comments. Additionally, I helped to build awareness of the catastrophic burden from wildfires that has been placed on local agencies within these high-risk watersheds.
- **Dealing with the COVID–19 PANDEMIC** – *ACWA, like every other organization, faced unprecedented challenges in coping with the impacts of the pandemic on both the association and its members.*
 - ✓ In my role on ACWA’s Executive Committee and as its representative to the ACWA-Joint Powers Authority Executive Committee and Liability Committee, I advanced critical workforce issues, limiting exposure and workers’ compensation claims related to COVID–19.



- ✓ With my strong background in finance, I contributed valuable expertise as the ACWA Board adjusted its budget and financial plans while working to protect non-dues revenue sources by adapting events to virtual formats. I also suggested and supported the ACWA team in developing a series of workshops to assist agencies with the myriad challenges resulting from the pandemic. Workshops covered a range of topics from communicating with the public to financial and legal issues.
- ✓ In early 2021, I called for a review of the 2020 ACWA Strategic Plan to update the budget and align activities accordingly to reflect COVID-19 impacts.

As ACWA President, I will continue to be committed to:

- Putting the people of ACWA first by elevating the highly successful “Leadership to Leadership” program, with an emphasis on unifying members and supporting each other as we emerge from COVID-19 into a severe drought.
- Capitalize on our collective resilience and lessons learned from the pandemic experience to make our water industry stronger and more responsive to the public we serve.
- Ensure that ALL voices within the ACWA family are heard! Respect differing viewpoints and help members connect and find common ground. Increase diversity, inclusion, and equity on ACWA’s Board of Directors, committees, and subcommittees.
- Improve transparency in ACWA’s policy and operational decisions.
- Advance forest management and address ACWA member needs resulting from wildfire impacts.
- Shape and support California’s Water Resiliency Portfolio.

“My accomplishments as ACWA Vice President, experience in California water and collaborative leadership approach make me uniquely qualified for the role of ACWA President.” – Pam Tobin, ACWA Vice President

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING SUPPORT OF THE NOMINATION OF PAMELA TOBIN FOR PRESIDENT OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES FOR A TWO-YEAR TERM BEGINNING JANUARY 1, 2022

WHEREAS, the Association of California Water Agencies (ACWA) has announced a 2021 Nominating Committee to identify a slate for ACWA's statewide officer positions of President and Vice President for the 2022-23 term; and

WHEREAS, the individual who fills these ACWA officer positions will need to have a working knowledge of water industry issues and concerns, connections with water professionals throughout the state, strength of character and leadership capabilities, and experience in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity, and Pamela Tobin was previously elected to serve as ACWA Vice President and has done so since January, 2020; and

WHEREAS, Pamela Tobin serves on the ACWA Joint Powers Insurance Authority Board of Directors, Executive Committee, and Liabilities Committee; and

WHEREAS, as ACWA Vice President, Pamela Tobin has accomplished her priorities for ACWA including creating the highly-successful "Leadership to Leadership" virtual town hall; leading and supporting staff and members throughout the COVID-19 Pandemic with programs and other relief activities; actively participating in ACWA's efforts to shape input to the 2020 California Resiliency Portfolio; and, working with the ACWA Board to adjust its budget and review its 2020 Strategic Plan to reflect COVID-19 impacts; and

WHEREAS, throughout her term as Vice President, Pamela Tobin has actively engaged with members around the state to ensure their voices and differing viewpoints have been heard and to find common ground and "win-win" solutions; and

WHEREAS, as ACWA Vice President, Pamela Tobin has advanced the need to increase diversity, inclusion, and equity in ACWA's Board and Committee structure; and

WHEREAS, Pamela Tobin has served in a leadership role as a member of the San Juan Water District Board of Directors since December 2004; and

WHEREAS, prior to her service as ACWA Vice President, Pamela Tobin served in a leadership role as a member of the ACWA Board of Directors since 2018; served on the ACWA Region 4 Board from

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2016-2019 and Region 4 Chair in 2018-2019; served on the ACWA Federal Affairs Committee and the ACWA Local Government Committee from 2014-2019; and served on the ACWA Board of Directors' Steering Committee for Long-Term Strategic Planning in 2019; and

WHEREAS, Pamela Tobin served on the Board of the Sacramento Regional Water Authority (RWA) from 2004-2019, including as RWA Board Chair, and as a member of the RWA Executive Committee for a number of years, and received the RWA "Distinguished Service" Award for 2018; and

WHEREAS, Pamela Tobin served on the Board of the Sacramento Groundwater Authority (SGA) from 2004-2019, and has previously served as SGA Chair, including in 2019; and

WHEREAS, it is the opinion of the Dublin San Ramon Services District Board of Directors that Pamela Tobin possesses all of the qualities needed to fulfill the duties of the office of ACWA President.

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 Board does hereby support Pamela Tobin as a candidate for the office of ACWA President, pledging the District's support of her endeavors in fulfilling the duties of this office if elected.

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 17th day of August, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Receive Presentation and Approve Resolution Supporting Nomination of the Association of California Water Agencies (ACWA) Boardmember and Orange County Water District Director Cathy Green for Vice President of ACWA for a Two-Year Term Beginning January 1, 2022

RECOMMENDATION:

Staff recommends the Board of Directors receive a brief presentation from ACWA Boardmember and Orange County Water District Director Cathy Green, seeking support from DSRSD for her candidacy for ACWA Vice President, and approve, by Resolution, support for her as ACWA Vice President for a two-year term beginning January 1, 2022.

DISCUSSION:

On June 1, 2021, the ACWA Nominating Committee issued a call for candidates to all ACWA members seeking qualified candidates to serve as ACWA President and Vice President for the 2022-2023 elected term. Candidates must be elected or appointed directors of ACWA member agencies, according to ACWA bylaws and Board of Directors' policy.

Nominations are due by September 1, 2021, and must be accompanied by an official nominating resolution from the ACWA member agency on whose Board the nominee serves and a statement of qualifications or resume highlighting the proposed candidate's background and qualifications. Additional letters or resolutions of support from other agencies may be submitted, but they are not required.

The Nominating Committee's recommended slate will be announced at the September 24, 2021, ACWA Board of Directors' meeting.

During the ACWA 2021 Fall Conference general session, ACWA's bylaws and Board of Directors' policy allow nominations from the floor. Elections for President and Vice President are scheduled for December 1, 2021 at the Fall Conference.

Attached for the Board's review is Director Green's Statement of Qualifications (Attachment 1) and a letter of support from Orange County Water District Board President Stephen Sheldon and General Manager Michael Markus (Attachment 2). Also attached is a Resolution supporting her candidacy for ACWA Vice President for a two-year term beginning January 1, 2022.

At this time, Director Green is the only candidate for ACWA Vice President seeking a resolution of support from DSRSD.

| | | |
|--|--|----------------------------|
| Originating Department: Office of the General Manager | Contact: S. Stephenson | Legal Review: Not Required |
| Financial Review Not Required | Cost and Funding Source: N/A | |
| Attachments: <input type="checkbox"/> None <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 – Statement of Qualifications Attachment 2 – Letter of Support from Orange County Water District | |

ELECT CATHY GREEN AS ACWA VICE PRESIDENT

COMMITMENT · EXPERIENCE · LEADERSHIP



ACWA BOARD MEMBER

- Executive Committee (2020-current)
- Region 10 Chair (2018-19)
- Region 10 Vice Chair (2016-17, 2020-current)
- Region 10 Board Member (2012-current)

ACWA COMMITTEES

- Water Quality Committee (2012-current)
- Energy Committee (2019-current)
- State Legislative Committee (2012-2015)

ORANGE COUNTY WATER DISTRICT, Director (2010-current)

- President 2015-16
- 1st Vice President (2013, 2014, 2019-current)
- Water Advisory Committee of Orange County (WACO): Chair
- Water Issues Committee: Chair
- Communications/Legislative Liaison Committee: Vice Chair

CIVIC LEADERSHIP

- City of Huntington Beach Mayor (2003, 2009)
- Councilwoman (2002-2010)

PROFESSIONAL EXPERIENCE

- Registered Nurse
- Law degree

My vision for ACWA is to embrace its motto -- Bringing Water Together -- which, for me, is about unifying ACWA members and working collaboratively with diverse stakeholders to find smart solutions to the challenges we are now facing.

DIRECTORS

DENIS R. BILODEAU, P.E.
JORDAN BRANDMAN
CATHY GREEN
NELIDA MENDOZA
DINA L. NGUYEN, ESQ.
KELLY E. ROWE, C.E.G., C.H.
STEPHEN R. SHELDON
TRI TA
BRUCE WHITAKER
ROGER C. YOH, P.E.



ORANGE COUNTY WATER DISTRICT
 ORANGE COUNTY'S GROUNDWATER AUTHORITY

OFFICERS

President
STEPHEN R. SHELDON

First Vice President
CATHY GREEN

Second Vice President
TRI TA

General Manager
MICHAEL R. MARKUS, P.E., D.WRE

RE: OCWD First Vice President Cathy Green for ACWA Vice President

Greetings:

On behalf of Orange County Water District (OCWD), it is a great honor to request your agency's support and vote for Cathy Green for election to the office of Vice President of the Association of California Water Agencies (ACWA). We are fortunate to have such a qualified candidate in Director Green, who has the OCWD Board's unanimous support for serving in this role.

As an active member of ACWA since 2012, Director Green has served on various ACWA committees, and as Chair and Vice Chair of ACWA Region 10; as such, she has formed positive working relationships with numerous contacts throughout California. She possesses a working knowledge of water industry issues, strength of character, leadership capabilities, and experience in matters related to the performance of the duties of the office of ACWA Vice President.

Director Green has been an impactful member of the OCWD Board since 2010, including serving as President and First Vice President. OCWD has developed several innovative water programs and award-winning projects like the Groundwater Replenishment System, which are being duplicated by water agencies worldwide.

Prior to Director Green's service on OCWD's Board, she was elected to two consecutive terms on the Huntington Beach City Council, where she served two terms as Mayor. At the city, she served on the Orange County Transportation Authority Board and was a Director of OC Clean Tech. Director Green serves on several other boards such as the Huntington Valley Boys and Girls Club and the Orange County Explorer Program. She is also a member of the American Legion Unit 133 Auxiliary, Huntington Beach Community Emergency Response Team (CERT), and the Elks Lodge 1959. She sits on the Advisory Board of the Bolsa Chica Conservancy and is a founding member of Amigos de Bolsa Chica.

Director Green is the recipient of many awards. Her most recent is a 2019 Boys and Girls Clubs of America National Service to Youth Award. In 2010, she was the recipient of the Spurgeon Award, and, in 2005, she was named Woman of the Year by then State Senator John Campbell. Other awards include the 2007 Peace Maker Award from the Greater Huntington Beach Interfaith Council, the 2006 United Way Excellence in Child Care Planning, and the Golden West College Pillar of Achievement Award. She has also been recognized as Huntington Beach's Citizen of the Year by the Huntington

Beach Chamber of Commerce, a Huntington Beach Soroptimist's Woman of Distinction, and a Bolsa Chica Conservancy Conservator of the Year.

Director Green's experience as the Mayor of Huntington Beach and later as OCWD's Board President, along with her involvement in other organizations, has contributed to her broad and expansive knowledge of local and statewide issues, making her very qualified for the position of ACWA Vice President. She has made numerous friendships and contacts statewide that could serve her well in leading ACWA into the future.

OCWD's Board has the highest confidence in Director Green and her proven leadership abilities, which can help guide ACWA to continued organizational success and excellence in serving its member agencies.

More information about Director Green's qualifications for the office of ACWA Vice President, along with a Template Resolution of Support for Cathy Green, can be found on [OCWD's website](#). Additionally, if you have any questions or requests for additional information, kindly contact OCWD General Manager Mike Markus at mmarkus@OCWD.com or 714-378-3305. Thank you for your consideration of Director Green for the office of ACWA Vice President.

Sincerely,



Stephen R. Sheldon
Board President



Michael R. Markus, P.E., D. WRE.
General Manager

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING SUPPORT OF THE NOMINATION OF CATHY GREEN FOR VICE PRESIDENT OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES FOR A TWO-YEAR TERM BEGINNING JANUARY 1, 2022

WHEREAS, the Association of California Water Agencies (ACWA) has announced a 2021 Nominating Committee to identify a slate for ACWA's statewide officer positions of President and Vice President for the 2022-23 term; and

WHEREAS, the individual who fills these ACWA officer positions will need to have a working knowledge of water industry issues and concerns, connections with water professionals throughout the state, strength of character and leadership capabilities, and experience in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

WHEREAS, Cathy Green has served on the ACWA Board since 2016, and on the ACWA Board Executive Committee since 2020; and

WHEREAS, Cathy Green has served as ACWA Region 10 Chair (2018-19) and is now serving her second term as ACWA Region 10 Vice Chair (2016-17, 2020-current), and has served as ACWA Region 10 Board member since 2012; and

WHEREAS, Cathy Green serves on the ACWA Water Quality Committee (2012-current) and the ACWA Energy Committee (2019-current), and she previously served on the ACWA State Legislative Committee (2012-15); and

WHEREAS, Cathy Green has served in a leadership role at Orange County Water District (OCWD) – elected to the OCWD Board of Directors (OCWD Board) in November 2010, re-elected in 2012, 2016 and 2020, and selected by the OCWD Board to serve as its 2015 and 2016 President; and

WHEREAS, Cathy Green currently serves as First Vice President, a position she previously held in 2013, 2014, and since 2019; and

WHEREAS, Cathy Green currently serves as the Chair of the Water Advisory Committee of Orange County (WACO), Chair of the OCWD Water Issues Committee, and Vice Chair of the OCWD Communications and Legislative Liaison Committee; and

WHEREAS, prior to her service on OCWD's Board, Cathy Green was elected to two consecutive terms on the Huntington Beach City Council (2002-10) where she served two terms as Mayor (2003 and

Res. No. _____

2009); and

WHEREAS, Cathy Green has been involved as a council liaison and active community member on many city boards, commissions, and committees; and

WHEREAS, it is the opinion of the Dublin San Ramon Services District Board of Directors that Cathy Green possesses all of the qualities needed to fulfill the duties of the office of ACWA Vice President.

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 Board does hereby support Cathy Green as a candidate for Vice President of ACWA, pledging the District's support of her endeavors in fulfilling the duties of this office if elected.

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 17th day of August, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



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 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 July 20, 2021.

DISCUSSION:

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 in response to the COVID-19 pandemic and state and local public health orders that limited the operations of certain businesses and activities to protect public health and slow the spread of the virus. District emergency plans were aggressively implemented to allow for operational flexibility in meeting the challenges of COVID-19, while providing essential water and wastewater services. 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.

Since the first Bay Area Shelter-in-Place order was issued on March 16, 2020, the State of California, Alameda County Health Officer, and California Division of Occupational Safety and Health (Cal/OSHA) have implemented and modified a number of COVID-19 restrictions that affect DSRSD's safety practices and operations. These COVID-19 restrictions have evolved based on changing pandemic conditions. On June 15, 2021, Governor Newsom ended the statewide Stay-at-Home order and tier system of COVID-19 restrictions, allowing the economy to fully reopen. On June 17, 2021, Cal/OSHA approved revisions to the COVID-19 Emergency Temporary Standard (ETS) to align COVID-19 workplace safety regulations with federal and state guidance adopted in June 2021. The revised Cal/OSHA ETS removed physical distancing requirements in the workplace and loosened indoor face covering requirements for vaccinated workers.

On August 2, 2021, eight Bay Area health officials, including Alameda County, issued local health orders requiring all individuals to wear a face covering indoors in workplaces and public settings regardless of their vaccination status. Health officials are concerned by the substantial levels of community transmission now found across the Bay Area due to the widespread Delta variant of the COVID-19 virus, which, according to health officials, is substantially more transmissible than previous forms of the virus. Recent information from the CDC also indicates that even fully vaccinated individuals may spread the Delta variant to others, so indoor face coverings provide an additional level of protection. This new local requirement is limited to face coverings and takes precedence over Cal/OSHA requirements on face coverings.

The District is continuing to implement its Safe Return to Onsite Work Plan in compliance with all applicable COVID-19 regulations for the workplace. On July 6, 2021, the District Office reopened to the public and, as of July 28, 2021, remote staff have returned to a minimum of 50% work onsite. The next phase would be the full return of all remote staff by September 30. However, this date and other plan elements may be adjusted, as needed, based on changing pandemic conditions and workplace requirements.

The California State of Emergency for COVID-19 remains in effect. 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 COVID-19 State of Emergency reflected by Resolution No. 26-20.

| | | |
|---|------------------------------|----------------------------|
| Originating Department: Office of the General Manager | Contact: J. Lee | Legal Review: Not Required |
| Financial Review: Not Required | Cost and Funding Source: N/A | |
| Attachments: <input checked="" type="checkbox"/> None <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) | 59 of 72 | |



TITLE: Receive Progress Report on the Strategic Plan for Fiscal Years Ending 2020 and 2021

RECOMMENDATION:

Staff recommends the Board of Directors receive a progress report on the Strategic Plan for fiscal years ending (FYE) 2020 and 2021.

DISCUSSION:

On May 21, 2019, the Board of Directors approved the seventh edition of the five-year Strategic Plan for 2019-2024. This plan includes a mission statement, a consolidated vision statement, and eight strategic goals (and related action items). The 2019-2024 Strategic Plan is included as Attachment 1. The progress report for FYE 2020 and FYE 2021 on the eight strategic goals and related action items is included as Attachment 2.

It should be noted that the Board approved an update to the Strategic Plan for 2021-2026 on April 6, 2021.

| | | |
|---|---|----------------------------|
| Originating Department: Office of the General Manager | Contact: D. McIntyre | Legal Review: Not Required |
| Financial Review: Not Required | Cost and Funding Source: N/A | |
| Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right) | Attachment 1 –2019-2024 Strategic Plan Attachment 2 – 2019-2024 Strategic Plan Progress Report – FYE 2020 and FYE 2021 | |

Strategic Plan FYE 2019-2024 (Seventh Edition)

Mission:

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.

Vision:

In our operations, financial practices, and public policies we always strive to be an effective and efficient organization. Our agency is nimble and resilient in navigating the challenges of our ever-changing industry. We relentlessly pursue incremental improvement, and to be seen as a leader of industry best management practices.

Strategic Goals and Action Items

1. Maintain our financial stability and sustainability
 - Make early preventative maintenance and rehabilitation expenditures to save on greater deferred costs long-term
 - Develop long-term (10-year) financial models to guide future operating budgets and rate studies
 - Strive to constrain future utility rate increases to no more than general inflation by responsibly managing District costs
2. Make additional investment in information systems that provide a strong return on investment
 - Expand the use of our electronic records management program
 - Replace our finance and utility billing software system by 2022
 - Fully customize and implement our computerized maintenance management system (Lucity) to support our integrated Asset Management Program
3. Update our business practices and procedures
 - Update our electronic operations manuals and integrate them with our electronic records management and maintenance management systems
 - Review and revise our Joint Powers Authority and other interagency agreements to address changing conditions
 - Explore creative ideas for coordinating service delivery with our neighboring agencies

4. Develop a fully integrated Asset Management Program to guide all the District's business decisions
 - Place greater emphasis on preventative maintenance in our operations
 - Integrate capital improvement program planning and operations/maintenance activities to optimize life-cycle costs
5. To meet the challenges of staffing transitions over the next five years, enhance the leadership, professional, and technical skills of the District's staff
 - Diversify and strengthen the skills of staff through multi-agency professional development programs, through stretch assignments, and through active employee engagement
 - Develop a succession planning plan for key positions where feasible
6. Enhance our ability to respond to emergencies and maintain business continuity
 - Update our Emergency Procedures Manual
 - Create a database of emergency assets, equipment, and materials in stock
 - Conduct a District-wide Incident Command System exercise to assess District capabilities
 - Explore coordination of advanced emergency planning with the cities we serve
7. Meet the objectives of the District's water supply policy by developing and implementing an integrated recycled and potable water program
 - Obtain new recycled water sources to meet long-term demands
 - Complete a 2020 Urban Water Management Plan that creates a blueprint for improving long-term water supply reliability
 - Work collaboratively with our Tri-Valley partners in the development of a more diversified and resilient water supply
8. Develop a long-term strategy to ensure greater energy reliability for the District
 - Develop a District energy policy and District energy master plan

2019-2024 Strategic Plan Final Progress Report – FYE 2020 and FYE2021

Goal #1: Maintain our financial stability and sustainability:

- Make early preventative maintenance and rehabilitation expenditures to save on greater deferred costs long-term.
- Develop long-term (10-year) financial models to guide future operating budgets and rate studies.
- Strive to constrain future utility rate increases to no more than general inflation by responsibly managing District costs.

| Completed | In Progress | Future Activities |
|---|--|--|
| <p>A. Developed second generation 10-year financial models for all Enterprise Funds, included in FYE 2022/2023 Operating Budget.</p> <p>B. Presented capital and operating fund financial stress tests to assess the District's financial condition during COVID-19 crisis.</p> <p>C. Enhanced quarterly financial reports presented to the Board on 2/16/2021 to facilitate Board monitoring of financial condition.</p> <p>D. Prepaid two interfund loans between the Water Enterprise and the Water Expansion funds, freeing up a net amount of \$11 million for pending Water Expansion projects.</p> <p>E. Presented utility billing trends to the Board to monitor receivables during COVID-19.</p> <p>F. For 2021, water rate increases were 1.6%. Regional Wastewater rate increases were increase 1.57%, and Local Wastewater rates were increased for FYE2022 by 9.68% (as part of a planned five-year revenue recovery program approved by Board in 2017).</p> | <p>A. Facilitating a 2021 refinancing of LAVMWA debt as treasurer with net present value savings of \$12.2 million.</p> <p>B. Updating Water Capacity Reserve Fee.</p> <p>C. Updating Recycled Water Rates.</p> <p>D. Performing an Overhead and Indirect Cost Allocation Study.</p> <p>E. Implementing a new collection policy for the District.</p> <p>F. Designing replacement of 11,000 feet of 1960's era water lines in the Canterbury/Wineberry neighborhood.</p> <p>G. Replacing 4,600 feet of cast iron water pipeline in Camp Parks.</p> | <p>A. Complete Local Wastewater and Regional Wastewater Rate Study in 2022.</p> <p>B. Complete Cost of Service Study for development plan check and inspection fees in 2022.</p> <p>C. Update District's Financial Reserves policy and Water Expansion Fund Management policy.</p> |

2019-2024 Strategic Plan Final Progress Report – FYE 2020 and FYE 2021

Goal #2: Make additional investment in information systems that provide a strong return on investment:

- Expand the use of our electronic records management program.
- Replace our finance and utility billing software system by 2022.
- Fully customize and implement our computerized maintenance management system (Lucity) to support our integrated Asset Management Program.

| Completed | In Progress | Future Activities |
|--|--|---|
| <p>A. Implemented Office 365 and migrated District email and intranet to the “cloud” allowing for easy remote access.</p> <p>B. Rolled out Microsoft Teams software for business needs during COVID-19, including virtual Board meetings.</p> <p>C. Developed standards for using various communications tools and platforms.</p> <p>D. Migrated O&M manuals for capital projects, record drawings, easements, job descriptions, personnel rules, and resolutions into electronic records management system.</p> <p>E. Implemented an electronic filing system for FFPC Form 700.</p> <p>F. Implemented electronic signatures for internal and external documents.</p> <p>G. Enhanced wireless communication at WWTP by adding WiFi hotspots and upgrading network switches.</p> <p>H. Installed Lucity Mobile, a platform that allows staff to process corrective and preventative orders in the field on all field portable devices.</p> | <p>A. Implementing the Tyler Munis system for Finance, HR, and Utility Billing.</p> <p>B. Implementing ENERGOV to provide for a new system for remote development plan review, permitting, and inspection services.</p> <p>C. Migrating joint powers authority and partner agreements, contracts, regulatory permits recruitment records, and public affairs documents into the electronic record management system.</p> | <p>A. Strengthen our cybersecurity and network resiliency capabilities.</p> <p>B. Convert Safety incident forms to electronic records management system.</p> <p>C. Roll out Lucity Mobile technology to other divisions for full benefit of the field technology.</p> <p>D. Upgrade Laboratory Information Management System to meet new State regulations.</p> |

2019-2024 Strategic Plan Final Progress Report – FYE 2020 and FYE 2021

Goal #3: Update our business practices and procedures:

- Update our electronic operations manuals and integrate them with our electronic records management and maintenance management systems.
- Review and revise our Joint Power Authority and other interagency agreements to address changing conditions.
- Explore creative ideas for coordinating service delivery with our neighboring agencies.

| Completed | In Progress | Future Activities |
|---|---|---|
| <p>A. Migrated Limited Construction Permit applications to email and electronic payment of fees.</p> <p>B. Transitioned Bay Area Chemical Consortium program to BACWA.</p> <p>C. Streamlined utility billing collection process (credit card payments and some delinquencies to tax roll).</p> <p>D. Assisted LAVWMA Authority Manager in negotiating a new 20-year agreement with EBDA to continue discharging treated wastewater into San Francisco Bay.</p> <p>E. Executed an amendment to the LAVMWA Operations Agreement that addresses DSRSD risk and liability for operating the LAVWMA system.</p> <p>F. Executed a 20-year agreement with EBDA that provides for Zone 7 to continue discharging brine to DSRSD's wastewater system.</p> <p>G. Comprehensively revamped Purchasing Ordinance and procedures.</p> <p>H. Integrated records management system and Geographic Information System to easily access utility record drawings.</p> | <p>A. Negotiating with EBMUD and DERWA on potential amendments to DERWA Agreements, that are anticipated to be completed in 2022.</p> <p>B. Streamlining of LAVWMA Quarterly Operations Reports to be implemented by early 2022.</p> <p>C. Meeting monthly with other Tri-Valley utility agencies to explore service delivery coordination.</p> <p>D. Transitioning to creating work requests and capturing new equipment information electronically through Lucy Mobile.</p> | <p>A. Complete a comprehensive review of Pleasanton-DSRSD Agreements, and initiate negotiations on a consolidated Amended and Restated Agreement in 2023.</p> <p>B. Perform a comprehensive review and update of the LAVWMA Operations Agreement and LAVWMA JPA Agreement.</p> <p>C. Explore joint emergency repair and rehabilitation contracts for sewer collection and water system with other Tri-Valley utilities.</p> <p>D. Explore mutual aid agreement regarding cybersecurity attacks with other Tri-Valley utilities.</p> |

2019-2024 Strategic Plan Final Progress Report – FYE 2020 and FYE 2021

Goal #4: Develop a fully integrated Asset Management Program to guide all the District’s business decisions:

- Place greater emphasis on preventative maintenance in our operations.
- Integrate capital improvement program planning and operations/maintenance activities to optimize life-cycle costs.

| Completed | In Progress | Future Activities |
|---|---|--|
| <p>A. Trained all operations staff on the mobile version of the District Computerized Maintenance Management System (Lucity).</p> <p>B. Determined most critical wastewater treatment process equipment to develop more efficient preventative maintenance schedules.</p> <p>C. Installed predictive vibration monitoring sensors on several motors at the WWTP, DERWA, LAVWMA, and Water Distribution Pump Stations to detect early issues before unexpected failure.</p> <p>D. Updated the Asset Replacement Model unit costs for the water distribution system and collection system as part of the CIP budgeting process.</p> <p>E. Inputted 100% of the Recycled Water Plant’s assets in the Lucity database and added electronic tags.</p> <p>F. Used Lucity to electronically schedule preventative maintenance by location and crew.</p> <p>G. Completed water system valves replacement backlog.</p> | <p>A. Adding assets into Lucity database: WWTP at 90% completion, Water Distribution System at 90% completion, and LAVWMA at 90% completion.</p> <p>B. Completing electronic tagging of assets for faster preventative maintenance: WWTP at 80% completion and Water Distribution System at 40% completion.</p> | <p>A. Ongoing long-range planning to better integrate and optimize operating strategies and capital rehabilitation/replacement strategies. This is a decade long rethinking of our business processes.</p> |

2019-2024 Strategic Plan Final Progress Report – FYE 2020 and FYE 2021

| Goal #5: To meet the challenges of staffing transitions over the next five years, enhance the leadership, professional, and technical skills of the District staff. | | |
|---|--|--|
| Completed | In Progress | Future Activities |
| <ul style="list-style-type: none"> A. Participated in the 2020/21 Alameda County Leadership Academy. B. Assigned over a dozen staff to extended (3–6 months) acting assignments for lead, supervisory and technical roles throughout the District to provide a “learn by doing” opportunity. C. Conducted a second and third (virtual) Employee Academy to enhance onboarding for new employees. D. Initiated new employee training in the areas of Finance, IT, and HR during the first month of employment at the District. E. Trained staff in use of Microsoft Teams to meet the challenges of COVID-19 (meetings, remote work, and social distancing requirements). | <ul style="list-style-type: none"> A. Planning participation by one staff for the 2021/22 Alameda County Leadership Academy. B. Providing lead workers in the Operations Department with Supervisor 101 training. C. Continuing management training programs to focus on current personnel practices. | <ul style="list-style-type: none"> A. Begin a focused area of planning by the Leadership Team on Business Continuity/Succession Planning in 2022. B. Continue to embrace employee engagement opportunities. C. Implement Emergency Preparedness training District-wide. |

2019-2024 Strategic Plan Final Progress Report – FYE 2020 and FYE 2021

Goal #6: Enhance our ability to respond to emergencies and maintain business continuity:

- Update our Emergency Procedures Manual.
- Create a database of emergency assets, equipment, and materials in stock.
- Conduct a District-wide Incident Command System exercise to assess District capabilities.
- Explore coordination of advanced emergency planning with the cities we serve.

| Completed | In Progress | Future Activities |
|--|---|--|
| <p>A. Completed Water System Risk and Resilience Assessment and updated the 2004 Emergency Response Plan (ERP).</p> <p>B. Upgraded all emergency radios to new Alameda County software.</p> <p>C. Developed and implemented a comprehensive COVID-19 Exposure Control Plan and related safety policies; and held a table-top exercise.</p> <p>D. Participated in Alameda County Operational Area EOC in response to Public Safety Power Shutoff (PSPS) and COVID-19 emergencies.</p> <p>E. Executed a task order with Zone 7, Pleasanton, and Livermore to provide operational support during COVID-19 pandemic.</p> <p>F. Implemented new procedures and operational plans for managing unexpected PG&E PSPS events for DSRSD, DERWA, and LAVWMA facilities.</p> <p>G. Installed emergency generator and uninterruptible power supply at the Field Operations Facility.</p> <p>H. Procured five emergency generators for the water distribution system.</p> | <p>A. Developing a second phase update of the Emergency Response Plan.</p> <p>B. Coordinating, by Emergency Response Interim Committee (EPIC), District-wide National Incident Management Systems (NIMS/ICS) training, exercises, and checklist review.</p> <p>C. Upgrading electrical systems at six water distribution pump stations to accommodate the new emergency generators.</p> <p>D. Completing Midterm Progress Report for Tri-Valley Hazard Mitigation Plan.</p> | <p>A. Incorporate power shutoff procedures in the Emergency Procedures Manual.</p> <p>B. Establish an Emergency Preparedness Work Group to continue comprehensive update and ongoing implementation of the Emergency Response Plan to meet District business needs.</p> <p>C. Complete basic FEMA/NIMS disaster training by all DSRSD employees in 2021.</p> |

2019-2024 Strategic Plan Final Progress Report – FYE 2020 and FYE 2021

Goal #7: Meet the objectives of the District’s water supply policy by developing and implementing an integrated recycled and potable water program:

- Obtain new recycled water sources to meet long-term demands
- Complete a 2020 Urban Water Management Plan that creates a blueprint for improving long-term water supply reliability
- Work collaboratively with our Tri-Valley partners in the development of a more diversified and resilient water supply

| Completed | In Progress | Future Activities |
|---|--|--|
| <p>A. Completed the 2021 Alternative Water Supply Study that provides a collaborative framework for improving long-term water resiliency.</p> <p>B. Obtained Board approval of new Water Resiliency policy.</p> <p>C. Obtained Board approval of 2020 Urban Water Management Plan and Water Shortage Contingency Plan.</p> <p>D. Updated the District’s Water Recycling policy to reflect the limited wastewater supply and to acknowledge the value of potable reuse in meeting water supply reliability goals.</p> <p>E. Completed a wastewater diversion intertie with CCCSD that is operational and providing a peak recycled water supply of up to 1 MGD to DERWA.</p> | <p>A. Supporting Zone 7 and other Tri-Valley retailers to conduct public outreach on the need to bolster the Tri-Valley’s water supply, storage, and conveyance systems.</p> | <p>A. Schedule an October 27, 2021 Tri-Valley Water Liaison Committee meeting to discuss future joint initiatives in support of a resilient water supply.</p> <p>B. Collaborate with local and regional partners to explore near-term efforts identified in the 2021 Alternative Water Supply Study, including groundwater as a supplemental supply source for the recycled water program and a potential potable reuse demonstration project.</p> |

2019-2024 Strategic Plan Final Progress Report – FYE 2020 and FYE 2021

| Goal #8: Develop a long-term strategy to ensure greater energy reliability for the District: | | |
|---|--|--|
| <ul style="list-style-type: none"> Develop a District energy policy and District energy master plan | | |
| Completed | In Progress | Future Activities |
| <p>A. Completed evaluation and engineering report on the Biogas Treatment System & Biogas Flare reviewing current and future capacity required for future Fats, Oil and Grease (FOG) and food waste programs.</p> <p>B. Completed temporary improvements to increase biogas treatment capacity.</p> <p>C. Updated power monitoring software at the WWTP which will provide more detailed data on energy usage by process.</p> | <p>A. Developing a Request for Proposal for an Energy Master Plan and an Energy Facilities Plan.</p> <p>B. Preparing Bay Area Air Quality Management District (BAAQMD) permit application to update permit for expanded treatment processes, FOG receiving station and new biogas flares.</p> <p>C. Designing new Biogas Treatment System to handle future gas production.</p> <p>D. Developing FOG program and procedures.</p> <p>E. Improving aeration process at WWTP to reduce electrical demands.</p> | <p>A. Complete an Energy Master Plan in FYE 2022.</p> <p>B. Complete a District Energy Policy in FYE 2023.</p> <p>C. Complete an Energy Facilities Plan in FYE 2024.</p> <p>D. Implement Energy Facilities Plan in 2024–2034, as part of a new 10-Year Capital Plan.</p> |

OD:\Projects\Strategic Plan\Strategic Plan – Draft #5 2021 Progress Report

From: hk sunphile <[REDACTED]>
Sent: Tuesday, July 27, 2021 4:36 PM
To: Marisol Rubio <rubio@dsrsd.com>
Subject: Help on a special water leak

[EXTERNAL – check for red flags]

Dear Ms. Marisol Rubio

How are you? I am writing to seek your help in getting Service District to waive a special water leak charge

My water meter account is [REDACTED] ([REDACTED]).

On July 13th, 2021, there was a leak on my water meter. We discovered this and immediately reported this problem with Services District at 8:30am. The customer representative replied that a case had been filed. The technician was supposed to visit my property to identify and switch off the meter.

However, the technician didn't show up. We called the service hotline over 5 times and eventually the technician showed up at 2:30pm to switch off the meter. During those 6 hours, over 1788 gallons of water had been leaked from my meter.

I would like to ask Service District to waive this water charge, since most of this water consumption could have been mitigated if the technician had responded sooner.

In the past 12 months, COVID-19 has given us a huge mental and financial strain. The financial impact of this water bill will greatly harm our livelihood. We hope we can get your understanding and attention to let Service District to waive this issue as a special case.

Regards

Wan Chan



To: Board of Directors
From: Carol Atwood, Administrative Services Director
CC: Dan McIntyre, General Manager
Nicole Genzale, Executive Services Supervisor

Date: August 12, 2021
Subject: Waiver of Water Leak Charge – Mr. Wan Chan

On July 13th, 2021, Mr. Chan reported a leak on his water meter. Unfortunately, due to an internal processing error on the service order, our Utility Billing/Customer Service Field representative did not respond until early afternoon to shut off and service the meter. Mr. Chan has requested a waiver of the water leak charge for the delay (see Board correspondence for 8/17/21).

Given that the service order was incorrectly coded on our part, Mr. Chan's account has been adjusted for \$38.01, the entire cost of the water loss. The customer has been contacted as to the resolution of the credit.