

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, November 16, 2021

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA

To allow the public the option to participate remotely during the COVID-19 pandemic, the public may listen and comment by telephone via Teams during open session as described in the Teleconference Access Information on Page 4 of the Agenda Packet.

The Boardroom is open to the public during open session. Due to the COVID-19 pandemic, meeting attendees are required to conduct a self-screening before entering District facilities. Face coverings are required.

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
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)
At this time, members of the public in the audience and 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. Speaker cards are available for audience members from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should 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 November 2, 2021
Recommended Action: Approve by Motion
 - 7.B. Approve a One-Year Extension with Maze & Associates for Professional Auditing Services for Fiscal Year Ending June 2022
Recommended Action: Approve by Motion

- 7.C. Tentative Agreement with the Mid-Management Employees' Bargaining Unit (MEBU) for Successor Memorandum of Understanding (MOU) for the Period December 13, 2021 through December 21, 2025

Recommended Action: Approve by Resolution

- 7.D. Approve Salary Ranges for New Principal Water/Wastewater Systems Engineer, Water/Wastewater Systems Supervisor, and Wastewater Treatment Plant Supervisor Job Classifications, and Revised Water/Wastewater Systems Superintendent Job Classification

Recommended Action: Approve by Resolution

- 7.E. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 17-21

Recommended Action: Adopt by Resolution

- 7.F. Approve Health Insurance Contribution for Calendar Year 2022 for Mid-Management Employees

Recommended Action: Approve by Resolution

8. BOARD BUSINESS

- 8.A. Public Hearing: Second Reading to Adopt Ordinance to Revise District Ordinance No. 345 Section 4 (c) Divisions, Receive Presentation and Review Proposed Voting Area Maps Based on 2020 Decennial Census Results, and Select Preferred Divisions Map

Recommended Action: Hold Public Hearing, Waive Reading by Motion, Adopt Ordinance, Receive Presentation, and Provide Direction

- 8.B. 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.C. Approve the Health Insurance Contribution for Calendar Year 2022 for Board of Directors

Recommended Action: Approve or Defer by Motion or Approve by Resolution

- 8.D. Receive Presentation on District's Water Conservation Status

Recommended Action: Receive Presentation

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

10.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

Employee Organizations: 1. Stationary Engineers, Local 39
2. Mid-Management Employees Bargaining Unit
3. IFPTE Local 21/Professional Employees

Additional Attendees: Douglas E. Coty, General Counsel

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

Agency Negotiators: Dan McIntyre, General Manager

Employee Organizations: 1. Senior Managers
2. Unrepresented Employees

Additional Attendees: Douglas E. Coty, General Counsel

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, November 16, 2021

If the public wishes to join the meeting by phone to provide comments during Agenda Item 5 – Public Comment, or on any of the agendized items, please dial in to Teams using the instructions below, or email written comments to the Board of Directors at board@dsrsd.com by 5 p.m., Tuesday, November 16, 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 Phone:

1. Dial **(831) 256-7773** USA Toll from any telephone.
2. Enter Conference ID **289 193 040#** 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.

Participation 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.

Boardmembers and staff will be attending the meeting in person.

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

November 2, 2021

To allow the public the option to participate remotely during the COVID-19 pandemic, the public may listen and comment by telephone via Teams during open session as described in the Teleconference Access Information on Page 4 of the Agenda Packet. The Boardroom was open to the public during open session. Due to the COVID-19 pandemic, meeting attendees were required to conduct a self-screening before entering District facilities. Face coverings were required.

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:03 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 Marisol Rubio, Director Arun Goel, and Director Georgean M. Vonheeder-Leopold.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Judy Zavadil, Engineering Services Director/District Engineer; Jeff Carson, Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:04 p.m. No public comment was received.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – No changes were made.

7. CONSENT CALENDAR

Director Rubio MOVED for approval of the items on the Consent Calendar. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

7.A. Approve Regular Meeting Minutes of October 19, 2021 – Approved

7.B. Approve Director Attendance at San Ramon Chamber of Commerce State of the District Address with Assemblymember Rebecca Bauer-Kahan on November 4, 2021 – Approved

8. BOARD BUSINESS

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

Assistant General Manager Lee reviewed the item for the Board.

Director Vonheeder-Leopold 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 Rubio SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.B. Public Hearing: Second Reading and Adoption of Ordinance Revising District Code Section 4.20.040, Potable Water Use and Protective Measures, Water Emergencies and Shortages

President Johnson announced the item and declared the Public Hearing open. She read the title of the ordinance.

Director Rubio MOVED to Waive Reading of the Ordinance. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

President Johnson asked for the staff presentation. Engineering Services Director Zavadil reviewed the item for the Board. President Johnson inquired if there were any comments from the public. There was no public comment received. President Johnson declared the Public Hearing closed. The Board had no further discussion.

Director Vonheeder-Leopold MOVED to Adopt Ordinance No. 351, Amending Section 4.20.040 of the District Code to Update Water Shortage Emergency Provisions. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.C. Public Hearing: Consider Adoption of Initial Study/Negative Declaration for the Alum Addition Project (CIP 18-P016)

President Johnson announced the item and declared the Public Hearing open. She asked for the staff presentation. Engineering Services Director Zavadil reviewed item for the Board. President Johnson inquired if there were any comments from the public. There was no public comment received. President Johnson declared the Public Hearing closed. The Board had no further discussion.

Director Goel MOVED to Adopt Resolution No. 53-21, Adopting Initial Study/Negative Declaration for the Alum Addition Project (CIP 18-P016), Approving the Project, and Authorizing and Directing the Filing of a Notice of Determination. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES.

- 8.D. Discussion and Direction on Tri-Valley Water Liaison Committee Activities

General Manager McIntyre reviewed the item for the Board. The Board and staff discussed the Liaison Committee's most recent meeting on October 27, as well as the entity's purpose, history, and activities. They measured the influence the Liaison Committee has had on its partner agencies to study and support water supply initiatives in the Tri-Valley, and posed the ethical question regarding "wasting" resources (water, energy, staffing, budget) by conveying valuable effluent out to the San Francisco Bay. They also pondered the Liaison Committee's future course. The Board directed staff to

continue the District's participation on the Liaison Committee and to agendaize a future Board item to discuss the District's communication plan to inform the public on water supply concerns and initiatives.

9. REPORTS

9.A. Boardmember Items

- Joint Powers Authority and Committee Reports
DSRSD/City of Pleasanton Liaison – October 21, 2021
Tri-Valley Water Liaison – October 27, 2021

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

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

Director Rubio submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the virtual annual Water Education Foundation Summit on October 28, 2021. She summarized the activities and discussions at the meeting.

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Tri-Valley Mayors' Summit in Livermore on October 28, 2021. She summarized the activities and discussions at the meeting.

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

Director Goel requested an item be scheduled for an upcoming meeting regarding customer communications planning regarding pressing issues and how the District addresses its mission, vision, and values. Director Rubio echoed his request, encouraging the District to be creative in its approach to reach customers. The Board also complimented staff on the quality of the Biennial Report sent to customers this month.

9.B. Staff Reports

- Event Calendar – General Manager McIntyre had nothing to report.
- Correspondence to and from the Board on an Item not on the Agenda – None

The Board took a short recess at 7:21 p.m. and reconvened at 7:26 p.m. for Item 10.

10. CLOSED SESSION

At 7:26 p.m. the Board went into Closed Session.

- 10.A. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
- Agency Negotiators: Dan McIntyre, General Manager
Jan Lee, Assistant General Manager
Carol Atwood, Administrative Services Director
Michelle Gallardo, Human Resources and Risk Manager
- Employee Organizations: 1. Stationary Engineers, Local 39
2. Mid-Management Employees Bargaining Unit
3. Professional Employees Bargaining Unit
- Additional Attendee: Douglas E. Coty, General Counsel
- 10.B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

11. REPORT FROM CLOSED SESSION

At 8:08 p.m. the Board came out of Closed Session. President Johnson announced that there was no reportable action.

12. ADJOURNMENT

President Johnson adjourned the meeting at 8:08 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Approve a One-Year Extension with Maze & Associates for Professional Auditing Services for Fiscal Year Ending June 30, 2022

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, a one-year extension of the Agreement for Professional Auditing Services with Maze & Associates for fiscal year ending June 30, 2022.

DISCUSSION:

The 2017 agreement with Maze & Associates was a one-year contract with four one-year renewal options. On October 19, 2021, the Board approved negotiation of a one-year extension to the Maze & Associates contract for auditing services, provided a reasonable fee could be negotiated for fiscal year ending June 30, 2022. This request for extension is to provide relief to the Financial Services Division's exceptionally large workload due to onboarding of new staff, concurrent rate studies, and the implementation of the Tyler Munis system.

Maze & Associates has provided a proposal for auditing services for \$28,570. This amount is approximately \$2,600 over the current year's fee.

Originating Department: Administrative Services	Contact: C. Atwood	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: \$28,570 from Administrative Overhead (Fund 900)	
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 – Maze Agreement Extension Proposal	



October 24, 2021

Carol Atwood
 Administrative Services Director
 Dublin San Ramon Services District
 7051 Dublin Boulevard
 Dublin, C 94568

Dear Carol:

Pursuant to the Dublin San Ramon Services District's recent request, coupled with the terms of the District's most recent engagement letter dated June 15, 2021, we are pleased to offer to extend our audit contract to include the fiscal year ended June 30, 2022 for the following price:

Item	Fee
Basic Financial Statement Report and Memorandum on Internal Controls	\$26,131
AUP - State Water Resource Control Board	1,124
SCO Report	1,315
Total	<u>\$28,570</u>

We appreciate the opportunity and we look forward to continuing to improve our service to you.

Yours very truly,

A handwritten signature in black ink that reads 'Maze + Associates'.

Maze & Associates

RESPONSE:

If you agree with the terms of this contract modification, please sign below and return a copy to our office.

By: _____

Title: _____

Date: _____



TITLE: Tentative Agreement with the Mid-Management Employees' Bargaining Unit (MEBU) for Successor Memorandum of Understanding (MOU) for the Period December 13, 2021, through December 21, 2025

RECOMMENDATION:

The General Manager recommends the Board of Directors approve, by Resolution, a successor Memorandum of Understanding (MOU) between the District and the Mid-Management Employees' Bargaining Unit (MEBU) for the period of December 13, 2021, through December 21, 2025.

DISCUSSION:

The existing MOU between the District and MEBU expires on December 12, 2021. Negotiations commenced with MEBU on August 16, 2021, with the District and the bargaining unit representatives meeting and conferring on a regular basis to reach agreement. Those discussions were successfully concluded in concept by November 2, 2021, and MEBU members ratified the MOU by vote on or before November 5, 2021.

The proposed MOU has been available for public viewing including publication on the District's website since Thursday, November 11, 2021.

Key provisions of the MOU are as follows:

- Future Salary Increases: COLA (cost-of-living adjustment) based on change in CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) for the 12-month period ending October 31 – CY 2022 (Floor of 3% and Ceiling of 4%), CY 2023 (Floor of 2.5% and Ceiling of 4%), CY 2024 and CY 2025 (Floor of 2% and Ceiling of 4%)
- Continue Deferred Compensation Incentive: \$2,500 dollar-for-dollar matching contribution to employee's 457 plan
- Classification and Compensation Plan Implementation: Implements the results of compensation study and update to District compensation plan
- Health Care: Medical insurance contribution for CY 2022 set at California Public Employees' Retirement System's (CalPERS) 2022 Kaiser rate for employee, employee + one, or employee + two or more dependents, and future increases in the Kaiser rate, over the District Maximum Contribution, are shared at 50% District/50% employee over the previous-year Maximum Contribution amount
- Waiver of Health Care: \$400 per month as a cash payment
- Removes requirement to pay additional 2% Employee Contribution of CalPERS Retirement by Classic Members in CY 2025, per separate MOU
- Converts four (4) Operations first-line supervisors from exempt to non-exempt status for the purposes of overtime eligibility
- Increases the Employee Leave Sellback from 80 hours to 100 hours in a calendar year
- Updated the Catastrophic Leave provision to a donation bank and expanded eligibility
- Term of Contract: Four (4) years.

The final step in implementing the MOU is approval by the District Board.

Originating Department: Administrative Services	Contact: C. Atwood	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: Within Budget and provides cost control for future increases - Operating Budget FY22, FY23	
Attachments: <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – MEBU ratification memo to District dated 11/10/21	
<input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Proclamation		11 of 156



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Dublin, CA 94568-3018

main (925) 828-0515
fax (925) 829-1180
www.dsrds.com

November 10, 2021

To: Michelle Gallardo, Human Resources and Risk Manager

From: Steven Delight, President Mid-Management Bargaining Unit

**Subject: DSRSD Proposed Memorandum of Understanding December 13, 2021 – December 21, 2025
for the Mid-Management Employee Bargaining Unit**

Dear Michelle,

I hereby inform you and the District that the members of the Mid-Management Employee Bargaining Unit has voted to accept the terms and provisions of the draft Memorandum of Understanding for the period December 13, 2021 through December 21, 2025 as detailed in the District's draft proposal dated November 2, 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steven Delight", is written over the typed name and title.

Steven Delight
President of the Mid-Management Employee Bargaining Unit

cc: MEBU Members
Nicole Genzale
Carol Atwood
Samantha Koehler

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE
MEMORANDUM OF UNDERSTANDING BETWEEN DUBLIN SAN RAMON SERVICES DISTRICT AND THE MID-
MANAGEMENT EMPLOYEES' BARGAINING UNIT

WHEREAS, the current Mid-Management Employees' Bargaining Unit ("MEBU") Memorandum of Understanding (the "MOU") expires December 12, 2021; and

WHEREAS, the District ("District") and MEBU (the "Parties") have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment; and

WHEREAS, the Parties have reached an agreement on all matters relating to the employment conditions and employer-employee relations as set forth in the MOU.

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

1. Approve the MOU between District and MEBU for the period of December 13, 2021, through December 21, 2025, attached hereto as Exhibit "A" and incorporated by reference herein; and
2. Authorize and direct the General Manager to sign the MOU.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency located in the counties of Alameda and Contra Costa, California, at its regular meeting held on the 16th day of November, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

Memorandum of Understanding

Between

Mid-Management Employees

Bargaining Unit

And

Dublin San Ramon Services District

December 13, 2021 – December 21, 2025

TABLE OF CONTENTS

Section 1.	Salaries and Cash Benefits	1
Section 2.	Hours of Work	5
Section 3.	Overtime	5
Section 4.	Health and Welfare	6
Section 5.	Retirement Plan	10
Section 6.	Holidays	10
Section 7.	Administrative Leave	11
Section 8.	Employee Leave Bank	12
Section 9.	Sick Leave	13
Section 10.	Leaves of Absence	13
Section 11.	Probationary Period	16
Section 12.	Layoff and Re-Employment	16
Section 13.	Discharge and Discipline	17
Section 14.	Personnel Files	19
Section 15.	Grievance Procedures	19
Section 16.	Miscellaneous Provisions	21
Section 17.	Separability of Provisions	22
Section 18.	Past Practices and Status of This MOU	22
Exhibit A	List of Exempt and Non-Exempt Positions	24

MEMORANDUM OF UNDERSTANDING
Between
MID-MANAGEMENT EMPLOYEES
BARGAINING UNIT
And
DUBLIN SAN RAMON SERVICES DISTRICT

This Memorandum of Understanding (the “MOU”) between the Dublin San Ramon Services District (the “District”) and the Mid-Management Employees Bargaining Unit (the “MEBU”), collectively the “Parties” is entered into pursuant to the provisions of Section 3500 et seq. of the Government Code of the State of California.

The Employee Relations Officer (the General Manager of the District under the Employer-Employee Relations Resolution) is the representative of the District in matters concerning employer-employee relations.

MEBU is a formally recognized employee group including those employees whose positions are designated as mid-management by the District.

The Parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in said representation unit and have freely exchanged information, opinions and proposals, and have endeavored to reach an agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

The Parties acknowledge that the package of wages and benefits specified herein, which were agreed to during the meet and confer process which led to this MOU, are a package which together provide the agreed upon market level total cash equivalent compensation.

This MOU has been presented to the District Board of Directors as the joint recommendation of the undersigned Parties for salary and employee benefit adjustments for the period commencing December 13, 2021 and ending December 21, 2025.

This MOU shall supersede in its entirety that Memorandum of Understanding of December 18, 2017 beginning on December 12, 2021.

The wages, hours and conditions of employment for the MEBU shall be as follows:

Section 1. Salaries and Cash Benefits

1.1 Salaries

Effective on the first day of the first pay period of the calendar years 2022 through 2025, bargaining unit members will receive a percentage salary increase equal to the percent change in the change in CPI (Consumer Price Index – all urban wage earners, not seasonally adjusted, San

Francisco-Oakland-Hayward, CA, current, all items series) for the twelve-month period ending October 31st.

For calendar year 2022, in the event that CPI is less than 3.0% for the twelve-month period ending October 31st, the “floor” for CPI shall be 3.0%. For calendar year 2022, in the event that CPI is more than 4.0% for the twelve-month period ending October 31st, the “ceiling” for CPI shall be 4.0%.

For calendar year 2023, in the event that CPI is less than 2.5% for the twelve-month period ending October 31st, the “floor” for CPI shall be 2.5%. For calendar year 2022, in the event that CPI is more than 4.0% for the twelve-month period ending October 31st, the “ceiling” for CPI shall be 4.0%.

For calendar years 2024 and 2025, in the event that CPI is less than 2% for the twelve-month period ending October 31st, the “floor” for CPI shall be 2%. For calendar years 2023, 2024, and 2025, in the event that CPI is more than 4.0% for the twelve-month period ending October 31st, the “ceiling” for CPI shall be 4.0%.

Such increase constitutes a cost of living increase, and is separate and apart from a merit-based increase. Y-rated employees will receive 0% cost of living salary increases.

Salaries for each classification shall be in five (5) steps of A through E, with Step E being the highest salary. Movement from one step to the next (and the amount of the increase) is based upon merit as explained in Section 1.3.

MEBU positions are listed in Exhibit A.

1.2 Entrance Salary

Except as herein otherwise provided, the entrance salary shall be the minimum salary for the class to which that person is appointed. When circumstances warrant, the General Manager may approve an entrance salary that is more than the minimum salary.

1.3 Step Increases

(a) No Automatic Step Increase

No step increase in salary shall be automatic merely upon completion of a specified period of service. All step increases shall be based on merit as established by record of the employee's performance and shall require approval of the Senior Manager in whose department or group the employee is assigned.

(b) Timing of Increases – Full-Time Employees

Subject to the provisions of this Section, a full-time employee shall receive said increases in salary, on the employee's anniversary date, according to the following plan:

- Step B upon successful completion of twelve (12) months' service in Step A and Senior

Manager's approval.

- Step C upon completion of twelve (12) months' service in Step B and Senior Manager's approval.
- Step D upon completion of twelve (12) months' service in Step C and Senior Manager's approval.
- Step E upon completion of twelve (12) months' service in Step D and Senior Manager's approval.

(c) Timing of Increases – Part-Time Employees

Subject to the provisions of this Section, a part-time employee shall receive said increases in salary after working 2080 hours (equivalent to a full time employee).

1.4 Total Compensation Surveys

All total compensation surveys shall be conducted by District in accordance with Compensation Survey Procedures in Section 1.5. During the term of this MOU, the District may have the need to conduct compensation surveys as a results of job description revisions, new positions, recruiting conditions, or as a result of mutual agreement between MEBU and District.

1.5 Compensation Survey Procedures

The basis of compensation will be the sixtieth (60th) percentile of total compensation of the comparable positions at the survey agencies. Surveys will be done for benchmark positions in each classification and other levels in the classification will be indexed from the benchmark positions. Total compensation at other agencies is defined as base salary plus employer-paid member contributions to retirement and employer contributions for employee defined contribution plans (such as 401k, 457, 401a), minus employee-paid contributions toward employer-share of defined benefit retirement plan (i.e. CalPERS retirement). Total compensation at the District is defined as base salary plus two-thousand five hundred dollars (\$2,500) annual contribution to employee 457 plan, minus employee-paid contributions toward employer-share of defined benefit retirement plan (i.e. CalPERS retirement).

EXAMPLE:

	Base Salary (Monthly)	ER Paid EE PERS (EPMC)	ER Paid Deferred Comp (457)	ER Paid Other Retirement	EE Paid ER Contributions to DB Plan	Total Comp (Monthly)
Comparatory Agency	\$ 7,800.00	\$ 192.50	\$ 83.33	\$ 100.00	\$ -	\$8,175.83
DSRSD	\$ 8,100.00	\$ -	\$ 208.33	\$ -	\$ (162.00)	\$8,146.33

The following list of agencies will be used to establish the benchmark level of salaries:

EBMUD	Livermore
ACWD	Pleasanton
CCCS	DDSD

1.6 Salary Increase Upon Promotion or Reclassification

When an employee in this bargaining unit is moved from one classification to another classification with a higher maximum salary, the salary in the higher classification shall be the minimum salary for that classification, unless that minimum is lower than, or the same as, the employee's salary at the time of promotion or reclassification. In that event, the employee shall receive the next higher step within the pay range of the higher classification, which is at least five percent (5%) greater than the employee's present rate. If the class having a higher salary is not at least 5% more than the employee's present salary at Step E, the employee shall be paid at Step E of the class having a higher salary range.

If an employee is promoted or reclassified from one classification to a different classification within MEBU, and if the employee's current rate of pay before reclassification is more than the new position's Step E, then the employee shall be paid at Step E of the new position.

1.7 Out-of-Class Pay

An employee who is assigned in writing by the General Manager or designated representative, and, who is required to perform all of the duties of a position having a higher salary range or rate of pay, will be paid:

- a) at the first step of the higher range, which is at least five percent (5%) higher than the employee's present salary during the period of the out-of-class assignment. If the position having a higher salary range is not at least 5% more than the employee's present salary at Step E, the employee shall be paid at Step E of the higher salary range.
- b) If the position having a higher rate of pay is a senior manager, then employee will be paid 5% higher than the MEBU employee's present salary during the period of the out-of-class assignment (this special pay is not "PERSable" special compensation). If at any point the Board of Directors adopts a 5-step compensation plan for senior manager classifications, then a Mid-Management employee will be paid in accordance with Section 1.7(a).

Acting assignments will be made for five (5) or more consecutive working days of uninterrupted absence, such as vacation or long-term illness or injury. When an employee is expected to perform the full range of duties of a higher classification for five (5) or more consecutive working days, said employee shall be temporarily upgraded to the higher position with retroactive pay to the first day of said assignment.

Out-of-Class pay will be administered in accordance with state and federal regulations, which may impose limits on such benefits for New Members within the CalPERS Retirement System.

1.8 Deferred Compensation

During the term of this MOU the District will maintain an IRS 457 Plan for interested employees. Employees may also elect to contribute to a Roth 457 option within the 457 Plan.

Beginning on the first pay date of the first full pay period of calendar years 2022, 2023, 2024 and 2025 the District will contribute on behalf of each employee an amount equal to 100% of the first \$2,500 the employee voluntarily contributes to the 457 plan.

Said payment will be made on the same payday as the employee elects to make voluntary contributions to the Plan. "Over Age 50" and "catch-up" contributions are not subject to matching funds.

This incentive shall be administered in accordance with state and federal regulations, which may impose limits on such benefits for New Members within the CalPERS Retirement System.

Section 2. Hours of Work

Each employee shall have an assigned work schedule that is approved by the General Manager or designee and that consists of eighty (80) hours in a two-week pay period. Such schedule shall be worked on a regular basis. As exempt employees, MEBU members may be required to or because of the workload may work in excess of their daily work schedule or eighty (80) hours per pay period and those hours shall be recorded as regular work time on the District's time accounting system but shall not be paid. Occasionally, an employee may work fewer hours than their daily work schedule with the approval of their supervisor, and that time shall be made up during the same pay period or supplemented by use of leave. The District shall endeavor to implement a District-wide telecommute program in calendar year 2022.

Section 3. Overtime

3.1 Overtime Pay

(a) Non-Exempt Employees

Those positions that are Non-Exempt as of the Effective Date of this MOU are listed in Exhibit A, which is hereby incorporated and made a part of this MOU. All overtime worked by employees, designated as Non-Exempt in accordance with the Fair Labor Standards Act, must be approved in advance by the General Manager, or designated representative. Any authorized time a non-exempt employee works in excess of 40 hours a workweek shall be compensated at or granted compensatory time at, the rate of one and one-half (1 ½) times the employee's regular rate of pay. Paid holiday and employee leave bank hours constitute "hours worked" for purposes of determining if an employee has worked hours in excess of the regular work week. A Non-Exempt employee will be allowed to annually accrue up to a maximum of forty (40) hours of compensatory time. The maximum amount of hours a non-exempt employee may keep in their compensation time bank shall be capped at 40 hours. Overtime usage shall be subject to the District Personnel Rules, as amended from time to time.

(b) Exempt Employees

Those positions that are Exempt as of the Effective Date of this MOU are listed in Exhibit A, which is hereby incorporated herein and made a part of this MOU. Positions designated as "Exempt" in accordance with the Fair Labor Standards Act shall not receive

overtime pay.

Section 4. Health and Welfare

4.1 Medical

(a) Health Care Insurance

The District is committed to provide health care (medical) insurance to each MEBU employee. The District currently obtains its health insurance through CalPERS and shall endeavor to continue that coverage for the duration of this MOU. If it is unable to do so, the District will endeavor to obtain coverage that is comparable to the CalPERS program coverage. In that event, the parties will meet and confer in good faith to revise Section 4.1(b) in a manner that is essentially equivalent to the arrangement identified therein for CalPERS coverage. The District shall endeavor to provide a health care insurance program that has at least two choices for coverage for Health Maintenance Organizations (HMO) and two choices for Preferred Provider Organizations (PPO) Plans. In the event that this level of coverage does not remain reasonably available during the term of this MOU, the Parties shall meet and confer in good faith to amend this Section 4.1 of the MOU.

(b) Medical Insurance Premiums

District shall pay employee medical insurance premiums up to a maximum amount not to exceed the District "Maximum Contribution" for each level (employee only, employee plus one dependent, and employee plus two or more dependents).

Payment by District shall be for employee or employee plus eligible dependents, whichever represents the employee's situation. The employee shall pay the balance of the cost incurred in excess of the medical insurance premium Maximum Contribution. If the medical insurance premium of the plan an employee selects is less than the District Maximum Contribution, the District shall only pay the amount of the premium cost of the selected plan.

The District medical insurance premium Maximum Contribution for calendar year 2022 is as follows:

	Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
District Maximum Contribution	\$857.06	\$1,714.12	\$2,228.36

Effective January 1, 2023, MEBU employees will share in the cost of future medical insurance premium increases above the Kaiser Bay Area Region 1 rate as described in the example below.

Each year, cost increases in the Kaiser premium rates will be shared 50% by the District and 50% by the employee. For calendar year 2023, the Kaiser premium rates for 2023 will be compared to the District Maximum Contribution for 2022; if the Kaiser rate is higher than the 2022 District Maximum Contribution, then the new District Maximum Contribution will

be calculated by adding 50% of the increase to the Kaiser 2022 premium rate to establish the Maximum Contribution for calendar year 2023.

If the Kaiser premium rate for 2023 is less than the District Maximum Contribution for 2022, then the District Maximum Contribution rate for calendar year 2023 will be:

	Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
District Maximum Contribution	\$857.06	\$1,714.10	\$2,228.36

For calendar year 2024, the Kaiser premium rates for 2024 will be compared to the District Maximum Contribution for 2023; if the Kaiser rate is higher than the 2023 District Maximum Contribution, then the new District Maximum Contribution will be calculated by taking 50% of the increase in the Kaiser 2024 premium rate over the 2023 District Maximum Contribution, then adding it to the 2023 District Maximum Contribution, to establish the new Maximum Contribution for calendar year 2024.

If the Kaiser premium rate for 2024 is less than the District Maximum Contribution for 2023, then the District Maximum Contribution rate for calendar year 2024 will remain the same as the Maximum Contribution amount for 2023.

For calendar year 2025, the Kaiser premium rates for 2025 will be compared to the District Maximum Contribution rates for 2024; if the Kaiser rate is higher than the 2024 District Maximum Contribution, then the new District Maximum Contribution will be calculated by taking 50% of the increase in the Kaiser 2025 premium rate over the 2024 District Maximum Contribution, then adding it to the 2024 District Maximum Contribution, to establish the Maximum Contribution for calendar year 2025.

If the Kaiser premium rate for 2025 is less than the District Maximum Contribution for 2024, then the District Maximum Contribution rate for calendar year 2025 will remain the same as the Maximum Contribution amount for 2024.

EXAMPLE

	Premium	Increase from Maximum Contribution	DSRSD Share of Increase	MEBU Share of Increase	District Max Contribution
Max Contribution 2023	\$ 2,228.36	(example assumes Kaiser rate decreased in 2023)			
Kaiser Rate 2024	\$ 2,350	\$ 121.64	\$ 60.82	\$ 60.82	\$ 2,289.18

MEBU employees will pay those amounts in excess of the District medical insurance premium Maximum Contribution and the premium of the plan they select. District Maximum Contribution amounts will be rounded up to the nearest dollar.

(c) Post-Retirement Premiums

The District shall provide health care (medical) insurance to each MEBU employee that chooses the option and retires from the District. The District shall contract with CalPERS to provide post-retirement health benefits through the CalPERS Vesting Program for Retiree Health Care in accordance with Resolution 36-07. All MEBU employees hired after September 1, 2007 shall be enrolled in the Vesting Program. MEBU employees hired prior to that date will be offered the option, on an annual basis, to opt into the program. Any employee promoted into MEBU who has previously elected to vest under their prior Local 39, CEBU, or PEBU MOU shall be required to vest under the PERS medical vesting program in accordance with Resolution 36-07.

(d) Changes to the Law

In the event Federal or State legislation that provides health care coverage for employees covered by this agreement is enacted into law during the term of this MOU, and such legislation has an adverse impact on either party, the Parties shall meet and confer regarding the impact of such legislation on the MOU.

(e) Waiver of Coverage

A MEBU employee who chooses to do so, may elect Affordable Care Act (ACA) compliant group health insurance coverage elsewhere and elect in writing to forgo medical insurance coverage through the District and receive a cash payment in the amount of four hundred dollars (\$400) per month (payable bi-monthly via payroll). Such payment may be made on a per pay period basis as determined by the District. Said election must be made for the employee as well as his or her dependents.

Eligibility for participation in this program shall be governed by the Guidelines for the Share the Savings Program in the District's Personnel Rules.

It shall be the employee's responsibility to promptly notify Human Resources (HR) if any eligibility condition changes. Any overpayment made to the employee due to their failure to notify HR accordingly will be collected from the employee until the overpayment is fully paid back to the District.

4.2 Dental

The District shall provide dental care benefits covering the employee, spouse, and eligible dependents.

4.3 Retiree Dental

The District shall provide retiree dental care benefits for employees (and eligible dependents) who retire from the District and whose first date of employment was before July 1, 2014.

4.4 Life Insurance

(a) Amount

The District shall provide each employee with Life Insurance. The amount of the life insurance to be provided shall be equal to two (2) times an employee's annual salary, rounded up to the nearest \$1,000, to a maximum of \$400,000. The imputed cost of coverage in excess of \$50,000 will be included in Employee's income, using the IRS Premium Table, and are subject to applicable Federal and State taxes.

(b) Additional Coverage

In addition to the life insurance provided at District expense, the District shall make arrangements for employees to purchase additional life insurance for themselves or their dependents at employee cost.

4.5 Short-Term and Long-Term Disability

The District shall provide each employee with Short-Term Disability Insurance. The Short-Term Disability Insurance shall provide for sixty percent (60%) of regular weekly salary, to a maximum of \$1,667 weekly benefit, after a 29-day waiting period. Benefits continue for a maximum of one year, if totally disabled. Integration of short-term insurance benefits and sick leave is to be automatic; the District may not waive integration. Long Term Disability Insurance shall provide 66 2/3% of regular monthly salary, to a maximum of \$6,000 monthly benefit, after 365 days of short term disability coverage. Both Short Term and Long Term Disability Insurance benefits cease the day the termination of employment occurs.

4.6 Vision Care

The District shall provide each employee with vision care benefits covering the employee, spouse, and eligible dependents.

4.7 Retiree Vision

Vision care will not be provided to employees who retire from the District.

4.8 IRS 125

The District shall continue the IRS 125 plan for employee funded expense reimbursement, including employee paid health care premiums, and allow employee contributions up to the maximum extent permitted by law.

4.9 Changes to Providers of Employee Benefit Plans

The District intends to periodically evaluate the Health and Welfare plans currently available to employees to determine if similar or better coverage may be available at lower cost to the District. The District may substitute new insurance carriers or arrange for self-insurance provided that the overall coverage is similar or better as specified in this MOU.

Section 5. Retirement Plan

5.1 Terms of Program

District employees receive retirement benefits through CalPERS. The Retirement Plan between the District and Public Employees Retirement System (PERS) is documented in a separate MOU between MEBU and District entitled "Regarding PERS Retirement Formula Enhancement" dated November 17, 2004 and includes single highest year option and "Local Miscellaneous 2.7% at 55."

Upon submission of enrollment information, CalPERS shall determine whether a new employee is a "classic member" or "new member" in accordance with the Public Employees' Pension Reform Act (PEPRA).

"Classic members" are eligible to participate in the 2.7% @ 55 retirement benefit plan, in accordance with the November 17, 2004 "Regarding PERS Retirement Formula Enhancement" MOU. In accordance with the November 17, 2004 MOU between the District and MEBU (Resolution 78-04), Classic members' contribution of pensionable salary is eight percent (8%) of the employee CalPERS contribution, plus a two percent (2%) cost share of the District's employer CalPERS contribution, for a total of a ten percent (10%) CalPERS contribution. Effective the first day of the first pay period for calendar year 2025, which occurs on December 23, 2024, Classic members in MEBU will reduce the Section 20516 cost share of the District's employer CalPERS contribution from two percent (2%) to zero percent (0%). Classic members will continue to contribute eight percent (8%) of the employee CalPERS contribution. "New members" are eligible to participate in the 2.0% @ 62 retirement benefit plan and are required to pay CalPERS an employee contribution that is at least fifty percent (50%) of the total normal cost of the retirement benefit plan based on pensionable compensation in accordance with PEPRA.

Section 6. Holidays

6.1 General

Employees shall be entitled to take all authorized holidays at full pay, not to exceed eight (8) hours for any one (1) day, provided they are in a full pay status on both of their regularly scheduled workdays immediately preceding and following the holiday.

6.2 Holiday Schedule

The following shall be holidays under this MOU, and shall fall on the calendar or legal date as noted. If a holiday is a calendar day holiday that falls on a Saturday or Sunday, the actual day of the holiday shall be the Friday or Monday before or after that weekend date that corresponds to the date the District shall be closed for business as solely determined by the District.

Holiday	2021	2022	2023	2024	2025
New Year's Day		Dec-31	Jan-2	Jan-1	Jan-1
Martin Luther King Day		Jan-17	Jan-16	Jan-15	Jan-20
Presidents' Day		Feb-21	Feb-20	Feb-19	Feb-17

Memorial Day		May-30	May-29	May-27	May-26
Independence Day		July-4	July-4	July-4	July-4
Labor Day		Sept-5	Sept-4	Sept-2	Sept-1
Thanksgiving Day		Nov-24	Nov-23	Nov-28	Nov-27
Day after Thanksgiving		Nov-25	Nov-24	Nov-29	Nov-28
Christmas	Dec-24	Dec-26	Dec-25	Dec-25	Dec-25

6.3 Floating Holidays

Five (5) Floating Holidays (40 hours) shall be incorporated into the Employee Leave Bank and thereafter be part of the Employee Leave Bank as described in Section 8 of this MOU.

Section 7. Administrative Leave

Five (5) Administrative Leave Days (40 hours), which are for the purpose of compensating exempt employees for the additional time required to perform their jobs beyond the normal work day and work week, shall be incorporated into the Employee Leave Bank and thereafter be part of the Employee Leave Bank as described in Section 8 of this MOU.

Section 8. Employee Leave Bank

8.1 Eligibility

All MEBU employees begin accruing Employee Leave (Leave) as defined in Section 8.4 from their hire date.

8.2 Scheduling

The times during the calendar year at which an employee shall take Leave shall be determined by the employee's supervisor with due regard to the wishes of the employee and in particular regard to the need of the District.

8.3 Use

Employees may use Leave on an hour-for-hour (or fraction thereof) basis in any pay period that they have not worked their scheduled hours in accordance with Section 2 of this MOU.

8.4 Employee Leave Accrual Rate

Leave accrues on a pay period basis and the accrual rate is determined by the employee's hire date. Example: For a full-time employee, the accrual rate during their first year of employment is 7.69 hours per pay period.

The following table is based on full-time employment. Leave for part-time employees will be

prorated according to number of hours scheduled.

Exempt Employees

Year	VAC	FH	ADMIN	Total Days	Total Hours	Per PP
1	15	5	5	25	200	7.69
2	16	5	5	26	208	8.00
3	17	5	5	27	216	8.31
4	18	5	5	28	224	8.62
5	19	5	5	29	232	8.92
6	20	5	5	30	240	9.23
7	21	5	5	31	248	9.54
8	22	5	5	32	256	9.85
9	23	5	5	33	264	10.15
10	24	5	5	34	272	10.46
11	25	5	5	35	280	10.77

Non-Exempt Employees

Year	VAC	FH	Total Days	Total Hours	Per PP
1	15	5	20	160	6.15
2	16	5	21	168	6.46
3	17	5	22	176	6.77
4	18	5	23	184	7.08
5	19	5	24	192	7.38
6	20	5	25	200	7.69
7	21	5	26	208	8.00
8	22	5	27	216	8.31
9	23	5	28	224	8.62
10	24	5	29	232	8.92
11	25	5	30	240	9.23

8.5 Crediting of Leave

Employee Leave shall be accrued and credited in hours per pay period.

8.6 Employee Leave at Termination

Upon termination of employment, an employee shall be paid cash value of his or her accrued Leave

at the time of termination in accordance with the above schedule on a pro rata basis.

8.7 Leave Sell Back

Each full-time employee covered by this MOU may sell back leave from the Employee Leave Bank at his or her current rate of pay up to two (2) times per calendar year, up to one-hundred (100) hours, provided that there are at least one-hundred (100) hours remaining after each such sell back.

Section 9. Sick Leave

9.1 Benefits

Full-time MEBU employees shall accrue sick leave at the rate of eight (8) hours per month credited in hours per pay period. Sick leave usage shall not be considered as a privilege which an employee may use at his or her discretion, but shall be allowed only in case of necessity of actual sickness or disability in accordance with state and federal laws and the District Personnel Rules, or for the employee's dental, eye, or other physical or medical examination or treatment by a licensed practitioner. Part-time employee's sick leave will be prorated according to their scheduled hours.

9.2 Use

Employees may use sick leave on an hour-for-hour basis (or fraction thereof) in any pay period that they have not worked their scheduled hours in accordance with Section 2 of this MOU. Sick leave may not be used before it is credited and may only be used as outlined in 9.1 above.

9.3 Notification Requirement

If an employee will not be at work as scheduled, he/she must notify the supervisor within one half (1/2) hour of the time to report for work or at the first opportunity.

9.4 Physician's Certificate or Other Proof

At the discretion of the employee's supervisor, a physician's certificate or personal affidavit may be required for any period of absence for which sick leave is claimed after the first forty-eight (48) hours of sick leave used in a calendar year.

9.5 Sick Leave Incentive Program – PERS Credit

The District shall contract with PERS for "Credit for Unused Sick Leave at Retirement" as specified in the Government Code of the State of California, Section 20965.

Section 10. Leaves of Absence

10.1 Jury Duty

An employee summoned to jury duty shall inform his or her supervisor and, if required to report

and/or serve, may be absent from duty with full pay only for those hours required to report and/or serve.

10.2 Bereavement Leave

In the event of a death in the immediate family of an employee, he or she shall, upon request, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same, not to exceed twenty-four (24) hours and must be taken consecutively. Leave for this purpose must be requested and used within three (3) months of the event of a death in the immediate family. . For the purpose of this Section, the immediate family shall be restricted to father, mother, step-parent, brother, sister, spouse, legally-recognized domestic partnership, child, mother-in-law, father-in-law, grandparents, grandchildren, and stepchild in those cases where a direct child-rearing-parental relationship may be demonstrated. At the request of the District, the employee shall furnish a death certificate and proof of relationship. Sick leave shall not be used for the purpose of Bereavement Leave.

10.3 Industrial Disability Leave

(a) General

Employees who suffer any disability arising out of and in the course of their employment, as defined by the Workers' Compensation Laws of the State of California, shall be entitled to disability leave while so disabled until such time as **1)** the District determines that the interactive process has been exhausted or completed, or that there is an inability to accommodate under the law, or **2)** based upon a permanent and stationary finding in the worker's compensation matter; or **3)** retirement, whichever occurs first. Integration of sick leave and employee leave bank (ELB) with Workers' Compensation temporary disability benefits is to be automatic after exhausting regulatory protected leave provisions (such as FMLA/CFRA); the District may not waive integration.

(b) Determination of Coverage

The District reserves the right to withhold payment of any disability benefits until such time it is determined whether or not the illness or injury is covered by Workers' Compensation.

10.4 Catastrophic Leave Donation Program

The District agrees to establish a Catastrophic Leave Donation Bank (CLDB) program to assist employees who have exhausted accrued leave time due to a serious or catastrophic illness or injury, or to care for a member of the employee's immediate family (defined as the employee's legal spouse, domestic partner, child/step-child) who has had a catastrophic illness or injury. The Catastrophic Leave Donation Bank will allow other employees to donate time to a Catastrophic Leave Donation Bank administered by the District so that a qualifying active District employee can remain in a paid status for a longer period of time, thus partially offsetting the financial impact of the illness, injury or condition.

Eligibility: To be eligible for this benefit, the receiving employee must: 1) be a regular or limited-term full-time employee; 2) have sustained a life threatening or debilitating illness, injury or

condition (physician confirmation will be required by the District), or a member of the employee's immediate family as defined in this Section 10.4 has sustained a life threatening or debilitating illness or injury (physician confirmation will be required by the District) which requires the employee's care and assistance; 3) have exhausted all accumulated paid leave including Employee Leave Bank, sick leave, compensatory time off, deferred holiday, and/or other such leaves; 4) be unable to return to work for at least thirty (30) days; and 5) have applied, and received approval, for a leave of absence without pay for medical reasons.

Benefits: Accrued Employee Leave Bank and compensatory time off hours donated by other employees to the Catastrophic Leave Donation Bank will be converted to sick leave, then credited to a receiving employee's sick leave balance from the Catastrophic Leave Donation Bank in increments of one (1) hour and shall be paid at the base rate of pay of the receiving employee in effect at the time of need for leave. For as long as the receiving employee remains in a paid status, seniority and all other benefits will continue, with the exception of leave accruals. The total leave credits received by an employee should not exceed three (3) months.

Guidelines for donating leave to the Catastrophic Leave Donation Bank (CLDB):

- (a) Accrued Employee Leave Bank and compensatory time off may be donated by any employee who has completed his/her initial District probationary period.
- (b) Time donated to the Catastrophic Leave Donation Bank will be converted (at the current pay rate of the donating employee) from Employee Leave Bank or compensatory time off to sick leave and credited from the CLDB to the receiving employee's sick leave balance in eight (8) hour increments (equivalent to the receiving employee's current base rate of pay), and shall be paid at the base rate of pay of the receiving employee in effect at the time of need for leave.
- (c) The total amount of time donated to the Catastrophic Leave Donation Bank by an employee shall not exceed eighty (80) hours in a calendar year. The total leave credits received by a receiving employee shall not exceed three (3) months.
- (d) Leave time donations must be a minimum of one-hour increments. An employee cannot donate leave hours, which would reduce the employee's own Employee Leave Bank balance to less than forty (40) hours.
- (e) The use of donated leave hours by a receiving employee will be in consecutive, one-workday increments (i.e., eight (8) hours for a full-time employee working five eight (8) hour days/week). Employees using the CLDB program will be converted to a regular 8 hours per day/5 days per week work schedule for the duration of their leave.
- (f) While an employee is on leave using donated leave hours, Employee Leave Bank or sick leave hours will not accrue.
- (g) Under all circumstances, leave donations made by the donating employee are forfeited once made (i.e. all completed donations are final and cannot be reversed once the District has acknowledged receipt). In the event that an eligible

receiving employee does not use all transferred/credited leave for the catastrophic illness/injury, any balance will remain with the receiving employee.

- (h) Employees may donate leave to the CLDB at any time during their employment with the District, so long as their donation complies with all requirements of this Section 10.4.

Section 11. Probationary Period

11.1 Nature of Period

All original and promotional appointments shall be subject to a probationary period. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his or her position, and for rejecting any probationary employee whose performance does not meet the required standards of work.

11.2 Length

All new and promotional employees into MEBU shall serve a probationary period of twelve (12) months.

11.3 Rejection

During the probationary period, a new employee may be rejected at any time by the General Manager without cause and without the right of appeal.

11.4 Reinstatement

Any employee rejected during the probationary period following a promotional appointment shall be reinstated to the former position from which he or she was promoted, provided the employee has not been discharged or disciplined pursuant to this MOU.

Section 12. Layoff and Re-employment

12.1 General

The General Manager may lay off an employee in the MEBU. The General Manager, on the basis of the administrative needs of the District, shall determine the departments and classifications subject to layoff. Within the classifications subject to layoff, the order of layoff shall be determined on the basis of seniority and work performance. Emergency and provisional employees in a class of positions shall be laid off before other persons in the class are laid off.

12.2 Notice

Fifteen (15) calendar days prior to the effective date of the layoff of an employee, the General

Manager shall notify the employee of the layoff and a copy of the notice shall be placed in the employee's personnel file.

12.3 Re-Employment

An employee who has performed satisfactorily and who is laid off shall be eligible for re-employment in other positions which require basically the same qualifications and involve basically the same duties and responsibilities as the position from which the employee is laid off.

12.4 Termination after Layoff

Service with the District shall be terminated by discharge, resignation or six (6) consecutive months of unemployment with the District.

12.5 No Benefits

An employee who is laid off shall not accrue or be eligible for any benefits including, but not limited to, Employee Leave, holidays, medical, dental, life insurance, and vision care. Any employees re-employed after a layoff shall be credited back any accrued sick leave that the employee did not receive compensation for at the time of layoff.

Section 13. Discharge and Discipline

13.1 Right of Discharge and Discipline

The District shall have the right to discharge and discipline any employee for dishonesty, insubordination, drunkenness, incompetence, willful negligence, failure to perform work as required or to observe the District's safety and personnel rules and regulations, which must be conspicuously posted and not in derogation of the MOU, or for engaging in strikes, individual or group slowdowns or work stoppages, or refusal to accept overtime, or for violating or ordering the violation of the MOU. Discipline shall be implemented within sixty (60) calendar days of the District completing the District investigation of the situation causing the problem.

13.2 Appeals

If an employee feels he or she has been unjustly disciplined or discharged, he or she shall have the right to appeal his or her case through the Appeals Process. Such appeal must be filed with the General Manager in writing, within ten (10) calendar days from the date of discipline or discharge and unless so filed the right of appeal is lost.

13.3 Reason for Discipline

Any disciplined employee in the MEBU group shall be furnished the reason for the disciplinary action in writing.

13.4 Adjustment Board

In the event of an employee appeal on a matter involving discipline, including matters of suspension, demotion, and discharge, such appeal shall be submitted to an Adjustment Board comprised of two (2) employee representatives and two (2) representatives of the District. If an Adjustment Board is unable to arrive at a majority decision, the employee may require that the appeal be referred to a Hearing Officer for advisory opinion.

13.5 Administrative Hearing

(a) General

An employee may refer any appeal that remains unresolved after the Adjustment Board to an Administrative Hearing. A request for a Hearing shall be in writing to the General Manager within thirty (30) calendar days after receipt of the decision of the Adjustment Board.

(b) Selection of Hearing Officer

On or after the date of the notice to proceed with a non-binding administrative hearing, the District shall request the State Mediation and Conciliation Service or the American Arbitration Association to provide a list of seven (7) impartial persons to act as a Hearing Officer. Representatives of the two (2) Parties shall meet within ten (10) calendar days after receipt of such list to select an arbitrator (this may be done by telephone). If there is no mutual agreement on one of the listed hearing officers, then the two (2) Parties shall alternately strike a hearing officer's name from the list of seven (7) and shall then repeat this procedure. The remaining person shall be the duly selected hearing officer. The procedure to determine who strikes the first name shall be determined by lot. If either party refuses to participate in the selection process, the other party shall make a selection of a hearing officer from the list.

(c) Hearing Officer's Decision

Upon conclusion of the administrative hearing, the hearing officer shall provide both the General Manager and the employee, and the MEBU group representative with copies of his or her decision on the merits of the appeal with references to, and a discussion of, the evidence presented. The hearing officer's decision shall be an advisory opinion only, non-binding on either party; provided that if neither party refers the appeal to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's decision, the hearing officer's decision shall become final. The hearing officer's fees and expenses shall be borne equally by the Parties. If either party requires a transcript, that party shall bear the entire cost of such transcript.

13.6 Board of Directors

Any appeal which has not been resolved by the procedures hereinabove set forth may be referred by either party to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's advisory opinion for final decision. Each party may submit written comment or argument

regarding the hearing officer's opinion, not to exceed five (5) pages in length, for the Board's review and consideration. The Board of Directors shall render a decision, which shall be final, within sixty (60) calendar days of receipt of the request for Board review.

Section 14. Personnel Files

An employee, or his or her representative on presentation of written authorization from the employee, shall have access to the employee's personnel file on request. The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file. The employee may be required to acknowledge the receipt of any document entered into his or her personnel file without prejudice to subsequent arguments concerning the contents of such documents.

Section 15. Grievance Procedure

15.1 General

(a) Definition

A grievance shall be defined as any dispute arising during the term of the MOU which involves the interpretation or application of any provision of this MOU during its term, excluding all ordinances, resolutions, policies, rules and regulations, the subject of which is not specifically covered by the provisions of this MOU. Such excluded ordinances, resolutions, policies, rules and regulations shall not be subject to the Grievance Procedure.

(b) Changes to MOU are Non-Grievable

Proposals to add to or change this MOU or written agreements or addenda supplementary hereto shall not be grievable and no proposal to modify, amend or terminate this MOU, nor any matter or subject arising out of or in connection with such proposal, may be referred for grievance under this Section, and no Adjustment Board shall have the power to amend or modify this MOU or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.

(c) Changes to and Interpretations of MOU

No changes in the MOU or interpretations thereof (except interpretation resulting from Adjustment Board proceedings hereunder) shall be recognized unless mutually agreed to by the General Manager and the MEBU.

(d) Pay Claims

All grievances involving or concerning payment of compensation shall be filed in writing and no adjustments shall be retroactive for more than thirty (30) calendar days from the date of filing.

15.2 Initial Discussions

Any employee who believes that he or she has a grievance must inform his or her immediate supervisor of the complaint along with a copy to the Administrative Services Director, and discuss the nature of the complaint with the immediate supervisor prior to elevating the grievance for resolution to the top management official in the department in which he or she works. The grievance is to be presented in writing within thirty (30) calendar days of the date that the employee became aware, or should have become aware, of the act or occurrence. If the issue is not resolved within the department, the procedures hereafter specified may be invoked.

15.3 Adjustment Board

(a) General

In the event the employee and the District are unable to reach a mutually satisfactory accord on any grievance (as the term "grievance" is hereinabove defined), which arises and is presented during the term of the MOU, such grievance shall be submitted to an Adjustment Board comprised of two (2) employee representatives and two (2) representatives of the District.

(b) No Decision by Adjustment Board

If an Adjustment Board is unable to arrive at a majority decision, either the employee or the District may require that the grievance be referred to the General Manager.

(c) Jurisdiction

No Adjustment Board shall entertain, hear, decide or make recommendations on any dispute involving a position over which a recognized employee organization has jurisdiction unless such dispute falls within the definition of a grievance as hereinabove set forth in the first paragraph of this Section.

15.4 Referral to District Manager

The recognized employee organization, which has jurisdiction over the position directly affected by the grievance, may notify the General Manager in writing that a grievance exists, and in such notification, state the particulars of the grievance and, if possible, the nature of the determination that is desired. No grievance may be processed under this Section that has not first been filed and investigated in pursuance of Sections 15.2 and 15.3. A grievance that remains unresolved after it has been submitted in writing to the General Manager may be heard before a Hearing Officer for an advisory opinion.

15.5 Administrative Hearing

(b) General

Any grievance that remains unresolved after consideration by the General Manager may be referred to an Administrative Hearing Officer for a non-binding opinion on the merits of the grievance. A notice to invoke an administrative hearing shall be in writing to the

General Manager within thirty (30) calendar days after receipt of the decision of the General Manager.

(b) Selection of Hearing Officer

The hearing officer for a grievance matter shall be selected according to the same procedure as specified for an appeal of discharge/discipline.

c) Hearing Officer's Decision

Upon conclusion of the administrative hearing the hearing officer shall provide both the General Manager and the employee and the MEBU group representative with copies of his or her decision on the merits of the appeal with references to, and a discussion of, the evidence presented. The hearing officer's decision shall be an advisory opinion only, non-binding on either party, provided that if neither party refers the appeal to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's decision, the hearing officer's decision shall become final. The hearing officer's fees and expenses shall be borne equally by the Parties. If either party requires a transcript, that party shall bear the entire cost of such transcript.

15.6 Board of Directors

Any grievance which has not been resolved by the procedures hereinabove set forth may be referred by either party to the Board of Directors within thirty (30) calendar days of receipt of the hearing officer's advisory opinion for final decision. Each party may submit written comment or argument regarding the hearing officer's opinion, not to exceed five (5) pages in length, for the Board's review and consideration. The Board of Directors shall render a decision, which shall be final, within sixty (60) calendar days of receipt of the request for Board review.

Section 16. Miscellaneous Provisions

16.1 Outside Employment

No employee shall engage in employment that may constitute a conflict of interest for the employee or the District. No employee shall apply himself or herself whatsoever to any outside employment during his or her regular working hours. Any person while in the employment of someone other than the District shall wear no emblem, badge, uniform or other employee identification.

16.2 Safety

Wearing of District approved safety shoes shall be a condition of employment, and where needed, the wearing of hard hats shall be a condition of employment.

16.3 Safety Vests

The District shall provide orange vests that are OSHA and District approved.

16.4 Certificates

The District shall pay for any required certificates, including renewal, as set forth in the employee's job description.

16.5 Part-Time

All wages, hours and conditions of employment governed by this MOU shall be prorated and/or adjusted for part-time employees in accordance with District's Part-Time Rules and Procedures.

Section 17. Separability of Provisions

Should any Section, clause or provision of this MOU be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such Section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this MOU. Upon such invalidation, the Parties agree to meet and confer concerning substitute Sections, clauses, or provisions for those rendered or declared illegal or invalid.

Section 18. Past Practices and Status of this MOU

18.1 Continuance of Working Conditions

Continuance of working conditions and practices not specifically authorized by ordinance or resolution of the Board of Directors is not guaranteed by this MOU.

18.2 Status of this MOU

This MOU constitutes the entire understanding between the Parties hereto as to all matters hereof, and supersedes all existing Memoranda of Understandings, negotiations, prior discussions, preliminary agreements and understandings, whether written or oral, between the District and the MEBU group.

It is mutually agreed that the terms herein are effective on the dates indicated, or where not indicated as of the effective date of this MOU, which shall be December 13, 2021. When not specifically covered in this MOU, the existing unmodified policies, resolutions, rules, regulations and ordinances of the District, shall apply and with the terms of this MOU constitute the wages, hours and working conditions for those employees represented for the period of December 13, 2021 through December 21, 2025.

Made and entered into this 13th day of December, 2021 (Effective Date).

MID-MANAGEMENT EMPLOYEES BARGAINING GROUP

By _____ Date _____
Steven Delight
President, Mid-Management Employees Bargaining Unit

DUBLIN SAN RAMON SERVICES DISTRICT

By _____ Date _____
Daniel B. McIntyre
General Manager

By _____ Date _____
Carol Atwood
Administrative Services Director

ATTEST: _____
Nicole Genzale, District Secretary

EXHIBIT A

LIST OF EXEMPT POSITIONS

As of the Effective Date of this MOU, the following positions are Exempt positions as determined by application of the Fair Labor Standards Act:

Classification	Step E Salary as of 12/14/20	New Market Step E Salary as of 12/12/21 (before COLA)
	Monthly	Monthly
Executive Services Supervisor	\$15,357	\$14,204
Executive Services Supervisor(<i>y-rated</i>)	\$15,357	
Financial Services Manager	\$16,792	\$16,792
Information Technology Manager	\$16,723	\$16,723
Laboratory and Environmental Compliance Manager	\$14,440	\$14,440
Mechanical Superintendent	\$14,818	\$15,040
Operations Compliance Manager	\$16,731	\$16,595
Operations Compliance Manager (<i>y-rated</i>)	\$16,731	
Principal Electrical Engineer	\$17,353	\$17,353
Principal Engineer	\$17,353	\$17,353
Principal Water/Wastewater Systems Engineer	<i>n/a</i>	\$17,353
Public Affairs Supervisor	\$14,395	\$14,395
Senior Engineer	\$15,772	\$15,378
Senior Engineer (<i>y-rated</i>)	\$15,772	
Utility Billing and Customer Services Supervisor	\$12,954	\$12,954
Wastewater Treatment Plant Operations Superintendent	\$17,181	\$17,035
Wastewater Treatment Plant Operations Superintendent (<i>y-rated</i>)	\$17,181	
Water/Wastewater Systems Superintendent	\$17,181	\$16,216

LIST OF NON-EXEMPT POSITIONS

As of the Effective Date of this MOU, the following positions are Non-Exempt positions as determined by the application of the Fair Labor Standards Act:

Classification	Step E Salary as of 12/14/20		New Market Step E Salary as of 12/12/21 (before COLA)	
	Monthly	Hourly	Monthly	Hourly
Instrumentation, Controls & Electrical Supervisor	\$12,814	\$73.9269	\$14,808	\$85.4308
Mechanical Supervisor	\$12,533	\$72.3058	\$12,533	\$72.3058
Wastewater Treatment Plant Supervisor	<i>n/a</i>	<i>n/a</i>	\$13,453	\$77.6135
Water/Wastewater Systems Supervisor	<i>n/a</i>	<i>n/a</i>	\$13,513	\$77.9596



TITLE: Approve Salary Ranges for New Principal Water/Wastewater Systems Engineer, Water/Wastewater Systems Supervisor, and Wastewater Treatment Plant Supervisor Job Classifications, and Revised Water/Wastewater Systems Superintendent Job Classification

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the salary ranges for the new Principal Water/Wastewater Systems Engineer, Water/Wastewater Systems Supervisor, and Wastewater Treatment Plant Supervisor job classifications, and revised Water/Wastewater Systems Superintendent job classification.

SUMMARY:

In accordance with the District's New/Revised Job Classifications and Salary policy (P700-18-3) for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption (see Attachment 1). The proposed salary range for the new Principal Water/Wastewater Systems Engineer is \$14,277–\$17,353 per month. The proposed salary range for the new Water/Wastewater Systems Supervisor is \$11,117–\$13,513 per month. The proposed salary range for the new Wastewater Treatment Plant Supervisor is \$11,068–\$13,453 per month. The proposed salary range for the revised Water/Wastewater Systems Superintendent is \$13,342–\$16,216 per month.

DISCUSSION:

Principal Water/Wastewater Systems Engineer

In September 2021, the incumbent in the Water/Wastewater Systems Superintendent position over the Field Operations Division retired from the District. In preparation to recruit for the incumbent's replacement, Operations management reviewed the needs of the Field Operations Division and determined that a new classification, the Principal Water/Wastewater Systems Engineer, was necessary to allow for a dual Engineer and Superintendent recruitment to find the best qualified candidate to oversee Field Operations. In conjunction with Operations management, Human Resources developed the new classification description for the Principal Water/Wastewater Systems Engineer. The District met and conferred with the Mid-Management Employees' Bargaining Unit (MEBU) on November 2, 2021, and reached agreement on the classification description and the recommended salary. The final job classification was approved by the General Manager on November 4, 2021 (see Attachment 2).

Applicants for the Principal Water/Wastewater Systems Engineer position will be required to have at least a Bachelor's degree in civil engineering or a related field; five (5) years of increasingly responsible professional engineering experience; one (1) year of complex project management experience in water, wastewater, or recycled water; two (2) years of supervisory experience; and a certification of registration as a Professional Engineer (PE) from the California State Board of Registration for Professional Engineers and Land Surveyors. Staff believes these requirements will allow the District to attract highly qualified applicants who possess the necessary experience and knowledge to effectively provide management-level engineering support and oversight for the Field Operations Division.

Originating Department: Administrative Services	Contact: M. Gallardo	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 – New/Revised Job Classification and Salary policy (P700-18-3) Attachment 2 – New Principal Water/Wastewater Systems Engineer Job Classification, effective 11/4/2021 Attachment 3 – New Water/Wastewater Systems Supervisor Job Classification, effective 11/4/2021 Attachment 4 – New Wastewater Treatment Plant Supervisor Job Classification, effective 11/4/2021 Attachment 5 – Revised Water/Wastewater Systems Superintendent Job Classification, effective 11/4/2021	

Water/Wastewater Systems Supervisor

In addition to the Principal Water/Wastewater Systems Engineer, Operations management determined that the Field Operations Division has a need for a first-line, working supervisor classification. The Water/Wastewater Systems Supervisor classification would provide supervision and oversight for the day-to-day operations of the District's water distribution and wastewater collections systems, as well as be designated as the Chief Water Operator for the District's water distribution system as defined under the State Water Resources Control Board certification regulations. The Water/Wastewater Systems Supervisor classification description was developed with the help of human resources consulting firm, Koff & Associates, Inc., and the District's Human Resources staff. The District met and conferred with MEBU on November 2, 2021, and reached agreement on the classification description and the recommended salary. The final job classification was approved by the General Manager on November 4, 2021 (see Attachment 3).

Applicants for the Water/Wastewater Systems Supervisor will be required to have equivalent to the completion of the 12th grade; at least two (2) years of responsible work experience comparable to a Senior Water/Wastewater Systems Operator; two (2) years of lead experience; a State Water Resources Control Board Water Distribution Operator D5 certification and Water Treatment Operator T2 certification upon appointment; and a California Water Environmental Association Wastewater Collection Systems Maintenance Grade II certification upon appointment with a Grade III certification obtained within one (1) year of appointment. Staff believes these requirements will allow the District to attract highly qualified applicants who possess the necessary technical and supervisory experience to effectively provide technical operational oversight and supervision to the Field Operations Division.

Wastewater Treatment Plant Supervisor

Operations management determined that there is a need for a first-line, working supervisor in the Plant Operations Division. The Wastewater Treatment Plant Supervisor would provide supervision and oversight for the day-to-day operations of the District's Wastewater Treatment Plant. The Wastewater Treatment Plant Supervisor description was developed with the help of human resources consulting firm, Koff & Associates, Inc., and the District's Human Resources staff. The District met and conferred with MEBU on November 2, 2021, and reached agreement on the classification description and the recommended salary. The final job classification was approved by the General Manager on November 4, 2021 (see Attachment 4).

Applicants for the Wastewater Treatment Plant Supervisor will be required to have equivalent to the completion of the 12th grade; at least two (2) years of responsible work experience comparable to a Senior Wastewater Treatment Plant Operator; two (2) years of lead experience; and a State Water Resources Control Board Wastewater Treatment Plant Operator Grade IV certification upon appointment with a Grade V certification obtained within two (2) years of appointment. Staff believes these requirements will allow the District to attract highly qualified applicants who possess the necessary technical and supervisory experience to effectively provide technical operational oversight and supervision to the Plant Operations Division.

Water/Wastewater Systems Superintendent

With the retirement of the incumbent in the Water/Wastewater Systems Superintendent position, Human Resources reviewed the job description with Operations management to ensure the position duties and minimum qualifications meet the needs of the Field Operations Division. In review of the job description, Operations management determined a need to revise the minimum education, experience, and certification requirements for the Water/Wastewater Systems Superintendent. Additionally, Operations management determined that the primary designation of the Chief Water Operator for the District's water distribution system as defined under the State Water Resources Control Board certification regulations would be more appropriate at the first-line, working supervisor level, the Water/Wastewater Systems Supervisor. By removing the requirement of the Water/Wastewater Systems Superintendent position holding primary designation as Chief Water Operator, the certification requirements for this classification were adjusted to a lower level of Distribution Operator certification. The District met and conferred with MEBU on November 2, 2021, and reached agreement on the classification description and the recommended salary. The final job classification was approved by the General Manager on November 4, 2021 (see Attachment 5).

Applicants for the revised Water/Wastewater Systems Superintendent position will be required to have at least a Bachelor's degree in environmental sciences engineering, business administration, public administration, or a related

field; five (5) years of increasingly responsible experience in the operation and maintenance of a variety of water distribution, wastewater collection, and recycled water distribution facilities; three (3) years of supervisory experience; a State Water Resources Control Board Water Distribution Operator D3 certification upon appointment with a D4 certification obtained within one (1) year of appointment; a State Water Resources Control Board Water Treatment Operator T2 certification upon appointment; and a California Water Environmental Association Wastewater Collection Systems Maintenance Grade II certification upon appointment with a Grade III certification obtained within two (2) years of appointment and a Grade IV certification obtained within three (3) years of appointment. Staff believes these requirements will allow the District to attract quality applicants who possess the necessary technical and management experience to effectively manage the Field Operations Division.

Salary Recommendations

In accordance with the District's New/Revised Job Classifications and Salary policy (P700-18-3) for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. In accordance with the District's compensation plan and the successor Memorandum of Understanding (MOU) between the District and MEBU adopted by the Board earlier this evening, the proposed salary range for the new Principal Water/Wastewater Systems Engineer is to be set internally, benchmarked to the Principal Engineer position. The recommended compensation for the position is \$14,277–\$17,353 per month.

The proposed salary range for the new Water/Wastewater Systems Supervisor is to be set internally with a 20% differential over the Senior Water/Wastewater Systems Operator. The recommended compensation for the position is \$11,117–\$13,513 per month.

The proposed salary range for the revised Water/Wastewater Systems Superintendent is to be set internally with a 20% differential over the Water/Wastewater Systems Supervisor. Although the current adopted salary for the position is \$14,135–\$17,181 per month, the recommended adjusted salary for the position is now \$13,342–\$16,216 per month in light of the changes noted above.

The proposed salary range for the new Wastewater Treatment Plant Supervisor is to be set internally with a 15% differential over the Senior Process Wastewater Treatment Plant Operator. The recommended compensation for the position is \$11,068–\$13,453 per month.

Upon adoption, staff intends to begin a dual Principal Water/Wastewater Systems Engineer and Water/Wastewater Systems Superintendent recruitment to find the best qualified candidate to fill the vacant management position over the Field Operations Division.



Policy

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

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

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

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

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



Class Description

Effective Date: November 4, 2021
Job Title: Principal Water/Wastewater Systems Engineer
W/C Code: 8810
FLSA Status: Exempt
Unit: Mid-Management
Job Code: MPWWSE

DEFINITION

Under general direction, manages, reviews, and provides direction and oversight for the Field Operations division of the District; performs a variety of technical and professional engineering activities including the maintenance, repair, design and optimization of the Districts potable and recycled water distribution and wastewater collection systems; coordinates maintenance and implementation of services with other divisions in the Operations Department and the Engineering Department; performs project management as assigned on District CIP Projects; ensures that functions meet all applicable laws, regulations, and District policies; provides professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Director. Exercises direction over supervisory staff, and direct and general supervision over technical and maintenance staff directly and through subordinate levels of supervision.

DISTINGUISHING CHARACTERISTICS

This is a management classification in the professional Engineer series. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. The incumbent may be designated as the Chief Water Operator as defined under the State Water Resources Control Board (SWRCB) certification regulations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. Incumbents have an advanced knowledge of various aspects of engineering as it relates to the functions of the water distribution and wastewater collections systems. Typical duties involve frequent contact with the consultants, engineers, contractors, and other District employees, and require independence and sound judgment. This classification is distinguished from the Principal Engineer by its expertise in specific aspect(s) of engineering as applied to water, wastewater, and/or recycled water systems operations and maintenance and management responsibility for an Operations division.

TYPICAL DUTIES

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division; plans, develops, assigns, and oversees the work of staff involved in the operation and

maintenance for the water distribution, wastewater collections, and recycled water distribution systems.

- Prepares, administers, and is responsible for the budget for assigned function; forecasts additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Plans, organizes, administers, reviews, and evaluates the work of supervisory, professional, clerical, operations, and maintenance staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development, and work evaluation of division staff; authorizes and implements discipline as required; and provides policy guidance and interpretation to staff.
- Directs, oversees, and develops the work plan related to assigned function; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on operations and activities.
- Leads strategic planning efforts for the department and sets goals for the Division to support the strategic plan; develops policies, procedures, and protocols to implement District goals and objectives.
- Ensures the District's water distribution, recycled water distribution, and wastewater collections systems meet all water quality, safety and regulatory requirements; ensures compliance with CalOSHA and District standards.
- Manages the division's asset management functions for the water distribution, recycled water distribution, and wastewater collections system, including reviewing and assessing system performance and needs; recommending system improvements; overseeing underground line construction and repair, and developing and coordinating division's work plan with other District divisions.
- Prepares and reviews engineering design plans and specifications for accuracy, suitability, and completeness; makes recommendations for revision and improvement; serves as project manager on sensitive and/or highly complex engineering projects; participates in a variety of internal and external meetings related to projects and/or programs; reviews and responds to requests for information (RFIs); performs site inspections and answers field questions; attends construction progress meetings.
- Reviews private development and capital improvement project plans and specifications for water distribution, recycled water distribution, and wastewater collections systems to prior to installation and construction to ensure designs meet all regulatory requirements, current and future system needs, and the District's goals and objectives.
- Participates in strategic planning for the District and sets goals for the division to support the strategic plan; develops policies, procedures, and protocols to implement District goals and objectives.
- Implements, oversees, monitors, and evaluates the use and efficiency of computer systems utilized in division operations, including SCADA, CMMS, and GIS; coordinates with staff and other District divisions to maintain and update system settings and records; recommends and implements changes as needed.
- Ensures compliance of fluoride addition and established fluoride monitoring plan.
- Performs periodic inspections of all phases of the water distribution, wastewater collection, recycled water distribution systems, and property management activities to ensure the systems operate as planned; recommends alterations and changes in operating procedures as necessary.
- Manages the development or update of the District's collection and distribution system plans and programs; and other plans related to District infrastructure.
- Develops, reviews, and implements policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and

internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Coordinates activities of staff and the division with those of other District divisions and outside agencies, in a manner that leads to maximum efficiency and effectiveness.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Represents the division and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business, and industrial groups and the public.
- Administers various capital improvement contracts; authorizes, monitors, and controls expenditures.
- Directs emergency repair operations and responses.
- Supports and enforces District and Cal-OSHA safety rules and policies.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of working and official divisional files.
- Monitors changes in laws, regulations, and technology that may affect divisional operations; and implements policy and procedural changes as required.
- Provides technical advice to the District's management and the Board of Directors in area of expertise.
- Participates in strategic planning for the District and sets goals for the division to support the strategic plan; develops policies, procedures, and protocols to implement District goals and objectives.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles, practices and methods of civil engineering as applied to the planning, design, construction, operations and maintenance of water, wastewater and recycled water systems.
- Principles and practices of the development, operation, maintenance, and management of wastewater collection, water distribution, reservoir treatment systems, and related facilities and appurtenances.
- Principles and techniques of private development, capital improvement, and asset management functions, including design, planning, construction, inspection, funding, and long-term maintenance.
- Technical regulations applicable to the operations and maintenance of water distribution and wastewater collections systems.
- Intermediate mathematics and computer skills including SCADA operating systems.
- Applicable Federal, State, and local laws; District, Department, and Division regulations, codes, policies, and procedures.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.

Class Description: Principal Water/Wastewater Systems Engineer

- Principles and practices of budget development, administration, and accountability.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Principles and practices of budget development, administration and accountability.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities; ensure work is performed effectively and evaluate performance.
- Provide administrative, management, and professional leadership for engineering activities related to water distribution, recycled water distribution, and wastewater collections systems operations and maintenance programs.
- Plan, organize, administer, coordinate, review, and evaluate an operational engineering program.
- Develop and implement goals, objectives, policies, procedures, work standards for the division.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Apply engineering principles and techniques in the solution of difficult and complex problems.
- Make clear public presentations of complex planning, design, and engineering functions.
- Read and interpret plans and specifications.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Class Description: Principal Water/Wastewater Systems Engineer

- Perform work in confined spaces, following required confined space entry procedures.

EDUCATION AND EXPERIENCE

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

Equivalent to a Bachelor's degree in civil engineering or a related field and five (5) years of increasingly responsible professional engineering experience, including one (1) year of complex project management experience in water, wastewater, or recycled water and two (2) years of supervisory experience. A Master's degree in engineering may be substituted for one (1) year of the required professional engineering experience.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession of a valid Certificate of Registration as a Professional Engineer as issued by the California State Board of Registration for Professional Engineers and Land Surveyors is required upon appointment.

Possession and maintenance of a California State Water Resources Control Board (SWRCB) Water Distribution Operator certification is highly desirable.

Possession and maintenance of a California SWRCB Water Treatment Operator certification is highly desirable.

Possession and maintenance of a California Water Environment Association (CWEA) Wastewater Collection System Maintenance certification is highly desirable.

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under

conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a “Local Emergency” is declared during the employee’s shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a “Local Emergency” is declared outside of the employee’s shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Additionally, the employee is occasionally exposed to outside weather conditions. The noise level when working in the field is usually loud. Works in an office environment which is temperature controlled, but occasionally could be exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Works at heights, including reservoir ladders.

PHYSICAL DEMANDS

Standing

Average Frequency: 1 ½ hour to 2 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while communicating with coworkers or contractors, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations and performing other described job duties.

Walking

Average Frequency: Up to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Within the building, to and from offices, relocating files, paperwork, plans or office supplies, performing field observations and performing other described job duties.

Sitting

Average Frequency: 6 to 7 hours.
Duration: ½ hour to 1 hour at a time.
Maximum Frequency: Up to 7 hours.
Duration: ½ hour to 1 hour at a time.
Surfaces: Cushioned vehicle seat or office chair.

Class Description: Principal Water/Wastewater Systems Engineer

Description: Performs while performing various desk station activities including using a computer, reading or writing, driving a vehicle, during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while retrieving or positioning paperwork, files, plans or boxes on and off lower shelves, drawers or ground level, performing field inspections and performing other described job duties.

Crawling

Average Frequency: 1 time per year.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Concrete.
Description: Performs during a field inspection.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 0 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair steps, ladder, vehicle floorboard.
Description: Performs while ascending or descending stairs to access plant sites, ascending or descending a reservoir ladder during field inspections, up to 30 feet, entering or exiting a vehicle cab, one step.

Reaching

Above Shoulder Level:

Average Frequency: 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while accessing or placing files, paperwork and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level including employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.

Class Description: Principal Water/Wastewater Systems Engineer

Duration: Seconds to 20 minutes.
Maximum Frequency: Up to 6 ½ hours.
Duration: Seconds to 20 minutes
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, paperwork or plans, driving a vehicle in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving or positioning paperwork, plans, files or boxes on and off lower shelves, drawers or ground level, performing site inspections and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: 4 to 6 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Neck:

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

Wrists:

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling office supplies, plans and paperwork and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist:

Alternated with squatting, employee preference.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing and reviewing paperwork and plans, operating standard office equipment, performing general office tasks, during field inspections and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, while handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensils, paperwork/files, telephone handset, camera, office supplies, plans, standard office tools and other related items.
Average Frequency: 2 to 3 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 25 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, using a camera during field inspections, office supplies, and other related items.

11 to 30 lbs.

Objects: File box, set of plans.
Average Frequency: 2 to 3 times per week.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Up to 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a file box or set of plans.

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling paperwork, files and plans, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 2 to 3 times per week.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while retrieving and relocating a set of plans or file box. Bilateral hand use.

Fine Manipulation

Average Frequency: 5 to 5 ½ hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: 6 to 6 ½ hours.

Duration: Seconds to 20 minutes at a time.

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

MACHINES/TOOLS

Writing utensils

Computer

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

Telephone

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

Vehicle

Camera

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

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



Class Description

Effective Date: November 4, 2021
Job Title: Water/Wastewater Systems Supervisor
W/C Code: 7580
FLSA Status: Non-Exempt
Unit: Mid-Management
Job Code: MWWSSP

DEFINITION

Under direction, organizes and provides direction and oversight for a section of a comprehensive operations, maintenance, and repair program for potable water and recycled water facilities or for sewer collection systems; provides direct and general supervision to assigned staff; ensures that division operations and maintenance functions meet applicable laws, regulations, and District policies; performs special project work related to capital improvements and private development; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned supervisor. Exercises direct and general supervision over technical and maintenance staff.

DISTINGUISHING CHARACTERISTICS

This is a first-line, working supervisor classification within the Water/Wastewater Systems Operator series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the day to day work of an assigned section of the water distribution, recycled water distribution, and wastewater collection functions. The incumbent assigned to oversee the water distribution system is designated as the Chief Operator as defined under the State Water Resources Control Board (SWRCB) certification regulations. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. The incumbent is accountable for accomplishing section operational goals and objectives. This classification is distinguished from Senior Water/Wastewater Systems Operator by the supervisory responsibility over staff and the assigned operations and maintenance function. This classification is further distinguished from the Water/Wastewater Systems Superintendent by the latter's responsibility for the comprehensive water and recycled water distribution, and wastewater collection operations and maintenance program.

TYPICAL DUTIES

- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the division; implements division programs and plans.
- Plans, organizes, administers, reviews, and evaluates the work of operations and maintenance staff.
- Provides for the selection, training, professional development, and work evaluation of division staff; implements discipline as required; and provides policy guidance and interpretation to staff.
- When assigned as Chief Water Operator, responsible for the day-to-day, hands-on operations and maintenance of the water distribution system.

Class Description: Water/Wastewater Systems Supervisor

- Inspects and evaluates repair and preventative maintenance projects; estimates time and material requirements; provides technical assistance to assigned staff; reviews and monitors completed work to ensure quality control standards are met.
- Performs difficult, technical, and complex work in the operation and maintenance of the water distribution, wastewater collection, and recycled water systems.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; implements change as directed by the Water/Wastewater Systems Superintendent.
- Coordinates activities of staff and the division with those of other District divisions and outside agencies.
- Assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on operations and activities.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Operates heavy equipment used in the operation and maintenance water distribution, wastewater collection, and recycled water systems.
- Monitors and participates in the excavation, shoring, backfilling, and resurfacing of repairs and maintenance areas.
- Monitors and participates in the cleaning of lines using appropriate flushing equipment, and notifies appropriate staff when repairs are required.
- Coordinates the maintenance of a computerized maintenance management program, including proper accounting of time, materials, and equipment on projects.
- Inspects the water and collection systems and worksites for safety violations; establishes and ensures compliance with operational safety standards and procedures; ensures safety equipment is used.
- Keeps required labor, equipment, and material records and submits reports as directed; estimates time and costs of repairs and parts.
- Directs emergency repair operations.
- Maintains and directs the maintenance of working and official divisional files.
- Keeps Water/Wastewater Systems Operations & Maintenance Superintendent fully informed on divisional activities and issues.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.

Class Description: Water/Wastewater Systems Supervisor

- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Applicable Federal, State, and local laws; District, department, and division regulations, codes, policies, and procedures.
- Methods, tools, equipment and procedures used in maintaining and repairing water and recycled water distribution systems, including water hydraulics, valves, pipe materials, water service components, and other related facilities and equipment.
- Methods, tools, equipment, and procedures used in maintaining and repairing storm and sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and pump systems, and other related facilities and equipment.
- Techniques for the operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Mechanical, electrical, and hydraulic principles.
- Principles of operation of District water production, treatment, distribution, wastewater, and collection systems including SCADA systems.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Assist in the development and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Administer, review, and evaluate the operations of an operations, maintenance, and repair program for potable and recycled water facilities or for sewer collection systems and related projects, studies, and programs.
- Locate underground utilities by use of blueprints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read and interpret construction drawings and specifications.
- Safely and effectively maintain and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Identify and take appropriate action when unusual operating problems occur.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.

Class Description: Water/Wastewater Systems Supervisor

- Make accurate arithmetic, financial, and statistical computations.
- Perform work in confined spaces, following required confined space entry procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with various business, professional, and regulatory organizations, and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION and EXPERIENCE

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

Equivalent to graduation from the twelfth (12th) grade and two (2) years of responsible work experience comparable to a Dublin San Ramon Services District Senior Water/Wastewater Systems Operator, including two (2) years in a lead capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession and maintenance of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D5 certification is required upon appointment.

Possession and maintenance of a California SWRCB Water Treatment Operator T2 certification is required upon appointment.

Possession and maintenance of a California Water Environment Association (CWEA) Wastewater Collection System Maintenance Grade II certification is required upon appointment, and possession and maintenance of a CWEA Wastewater Collection System Maintenance Grade III certification is required within one (1) year of appointment.

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus and distinguish colors.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens. In addition, employees use power and noise producing tools and equipment. The noise level in the work environment is usually loud. Incumbents in this class are required to shave on demand as required to wear respiratory protection or other safety equipment. The employee works indoors, which is temperature controlled. Works at heights, including reservoir ladders.

PHYSICAL DEMANDS

Standing

Average Frequency:	1 to 2 hours.
Duration:	Seconds to less than ½ hour at a time.
Maximum Frequency:	Up to 4 hours.
Duration:	Seconds to less than ½ hour at a time.
Surfaces:	Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Class Description: Water/Wastewater Systems Supervisor

Description: Performs while performing a variety of skilled work in the maintenance and repair of sewer lines, manholes, related facilities and equipment including smoke testing, t.v. work, packing and sealing, inspecting sewer collection lines, performing repairs, operating a variety of equipment including hydrocleaning, video equipment, testing and monitoring manholes, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles, monitoring and controlling the operation of water distribution systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks, reservoirs, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks.

Walking

Average Frequency: 3 to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 5 to 6 hours.

Duration: Seconds to less than 15 minutes at a time.

Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Description: Performs while walking within the plant, to and from field sites, relocating tools, supplies, equipment, inspecting and monitoring equipment, operating vibrators, jackhammers, tampers, flagging vehicles, utilizing a wheelbarrow, dollies and a variety of related activities.

Sitting

Average Frequency: 3 to 4 hours.

Duration: Less than ½ hour at a time.

Maximum Frequency: Up to 6 to 7 hours.

Duration: Less than 1 hour at a time.

Surfaces: Cushioned vehicles seat or office chair.

Description: Performs during training or meetings, operating t.v. inspection equipment, operating equipment including a forklift, pickup truck, 10-wheeler truck, hydrocleaning/vacuum truck, utilizing a computer keyboard, monitor, mouse, reading, writing.

Kneeling/Crouching/Squatting

Average Frequency: Less than 1 hour.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 15 minutes at a time.

Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, finishing concrete.

Crawling

Average Frequency: 0 to less than 5 minutes per month.

Class Description: Water/Wastewater Systems Supervisor

Duration: Seconds to less than 1 minute at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while performing equipment inspections, utilizing hand tools to finish concrete.

Laying on Back/Stomach

Average Frequency: 0 to less than 15 minutes per week.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while installing water meters, inspecting equipment.

Climbing/Balancing

Average Frequency: 20 to 30 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Ladder steps, vehicle floorboards.
Description: Performs while ascending or descending reservoir vertical fixed ladders up to 30 feet, accessing pump stations, ascending or descending 1 to 3 steps to access vehicle cabs.

Reaching

Above Shoulder Level:

Average Frequency: Less than 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 75 times.
Duration: Seconds at a time.
Description: Performs while accessing equipment including actuators, exercising valves. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.
Duration: Seconds to less than ½ hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while operating t.v. inspection equipment, operating equipment including a forklift, pickup truck, 10-wheeler truck, hydrocleaning/vacuum truck, operating equipment in conjunction with maneuvering steering wheels or levers, performing repairs, operating a variety of equipment including hydrocleaning/video equipment, testing equipment, digging installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Class Description: Water/Wastewater Systems Supervisor

Below Waist Level:

Average Frequency: Less than 1 hour.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, utilizing tools to finish concrete, performing various repairs, operating a variety of equipment including hydrocleaning, video equipment, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, repairing leaks in pipelines, performing preventative maintenance on pumps, motors and other equipment including water meters, working in confined space entries. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Pushing/Pulling

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while utilizing a shovel, utilizing a hook to remove or replace manhole lids, meter covers, operating a vibrator, jackhammer, tamper – a combination of lifting, pushing, pulling, guiding, operating hydrocleaning vacuum truck hoses, connecting or disconnecting trailers, utilizing a pipe wrench, roto hammer, chop saw, skill saw, saw-zall, drill, a variety of wrenches, setting concrete in conjunction with utilizing hand tools, relocating a wheelbarrow in conjunction with lifting, operating a skill saw, a chainsaw to cut or remove roots, utilizing a valve key to open or close/exercise valves, utilizing a 20' scraper to remove grease from manhole interiors, utilizing a dolly.

Twisting/Rotating

Waist:

Average Frequency: Less than 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: 1 to 2 hours.
Duration: Seconds to less than 1 minute at a time.
Description: Performs while accessing parts, utilizing equipment while hydrocleaning, opening or closing valves, utilizing a shovel to relocate dirt, driving. The motion is center to the right back to center or center to the left back to center less than 20-degrees per occurrence.

Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while inspecting or monitoring equipment, driving, repairing, servicing and inspecting equipment, during normal body mechanics. The motion is center to the

Class Description: Water/Wastewater Systems Supervisor

right back to center or center to the left back to center less than 45-degrees per occurrence.

Wrists:

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 3 to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while utilizing a variety of tools including a shovel to relocate dirt, screwdrivers, pliers, wrenches, valve keys, cleaning, utilizing various hand tools, during normal body mechanics. Unilateral or bilateral hand use.

Bending

Waist:

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 15 minutes at a time.

Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, utilizing tools to finish concrete, performing various repairs, operating a variety of equipment including hydrocleaning, video equipment, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, repairing leaks in pipelines, performing preventative maintenance on pumps, motors and other equipment including water meters, working in confined space entries. The motion is in a forward direction between 5 and 65-degrees.

Head/Neck:

Average Frequency: 3 to 4 hours.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to less than 5 minutes at a time.

Description: Performs while performing a variety of skilled work in the maintenance and repair of sewer lines, manholes, related facilities and equipment including smoke testing, t.v. work, packing and sealing, inspecting sewer collection lines, performing repairs, operating a variety of equipment including hydrocleaning, video equipment, testing and monitoring manholes, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles, monitoring and controlling the operation of water distribution systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks, reservoirs, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks, utilizing a variety of hand or power tools, inspecting equipment, during normal body mechanics.

Class Description: Water/Wastewater Systems Supervisor

Wrists:

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 10 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 10 minutes at a time.
Description: Performs while utilizing a variety of tools including wrenches, screwdrivers, pliers, shovel, turning valves, relocating samples, driving in conjunction with maneuvering a steering wheel or levers, operating power equipment, servicing and repairing equipment, during normal body mechanics. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensil, paperwork, telephone handset, metal hook, wrenches, screwdrivers, pliers, valve keys, drills, bolts, nuts, small parts, samples, shovel, fittings, couplings, gaskets, pick, wrenches.
Average Frequency: 5 to 6 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to less than 15 minutes at a time.
Distance: Less than 100 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil, handling paperwork, utilizing a telephone, metal hook, utilizing various tools while performing a variety of maintenance to various equipment including wrenches, screwdrivers, pliers, valve keys, drills, handling small parts including nuts, bolts, samples, utilizing a shovel while digging, handling fittings, couplings, gaskets, wrenches, etc.

11 to 25 lbs.

Objects: Valve key, hoses, 1" meter, skill saw, miscellaneous parts, steel signs.
Average Frequency: Less than ½ hour.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to less than 10 minutes at a time.
Distance: Less than 50 feet.
Height: Ground to chest level.
Description: Performs while retrieving and relocating various tools, supplies, equipment.

26 to 50 lbs.

Objects: Submersible pump, small lateral camera, 3" meter, valve opener, SCBA with case, 1" air valve, key valve/actuator, tool bag, B12 lid, sodium sulphate de-chlor, 8" defusser, hydrain meter, fire extinguisher.
Average Frequency: 5 to 10 times.
Maximum Frequency: Up to 100 times.
Duration: Seconds to less than 2 minutes at a time.
Distance: Up to 50 yards.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of tools, parts, supplies.

Class Description: Water/Wastewater Systems Supervisor

51 to 75 lbs.

Objects: Small generator, camera, 2"/30' copper roll, sample station, portable trash pump, propane tank, jackhammer.

Average Frequency: 2 to 4 times.

Maximum Frequency: 10 to 20 times.

Duration: Seconds at a time.

Distance: Less than 150 feet.

Height: Ground to waist level.

Description: Performs while retrieving and relocating a variety of objects including tools, supplies and equipment, utilizing a jackhammer a combination of pushing, pulling, guiding, lifting and partial lifting.

76 to 100 lbs.

Objects: B9 meter cover, chlorine tablet case, 12" clamp.

Average Frequency: 0 to 1 time per week.

Maximum Frequency: Up to 24 times every 6 months.

Duration: Seconds at a time.

Distance: Less than 40 feet.

Height: Ground to waist level.

Description: Performs while utilizing a meter hook to remove or replace meter covers, retrieving and relocating materials, supplies or equipment.

100+ lbs.

Objects: Portable generator, lift pump, 30" manhole lid, 24" manhole lid, B40 meter cover, hydrant, pvc pipe, B12 meter box, 8" gate valve.

Average Frequency: 0 to 1 time per week.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Less than 40 feet.

Height: Ground to waist level.

Description: Performs while loading and unloading a portable generator, lift pump, hydrant, pvc pipe, 8" gate valve, with or without assistance, utilize a metal hook to remove or replace manhole lids or meter covers, a combination of pushing, pulling or partial lifting.

Simple Grasping

Average Frequency: 3 to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while operating a variety of equipment including vehicles, forklifts in conjunction with maneuvering steering wheels, levers, retrieving and relocating samples, relocating tools, wrenches, screwdrivers, pliers, handling and manipulating fittings, couplings, small parts, flagging vehicles in conjunction with utilizing a flag. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Class Description: Water/Wastewater Systems Supervisor

Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while utilizing a shovel, utilizing a hook to remove or replace manhole lids, meter covers, operating a vibrator, jackhammer, tamper – a combination of lifting, pushing, pulling, guiding, operating hydrocleaning vacuum truck hoses, connecting or disconnecting trailers, utilizing a pipe wrench, roto hammer, chop saw, skill saw, saw-zall, drill, a variety of wrenches, setting concrete, relocating a wheelbarrow in conjunction with lifting, operating a skill saw, a chainsaw to cut or remove roots, utilizing a valve key to open or close/exercise valves, utilizing a 20' scraper to remove grease from manhole interiors, utilizing a dolly, retrieving and relocating a variety of items including lids, supplies, tools. Unilateral or bilateral hand use.

Fine Manipulation

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while handling nuts, bolts, screws, small parts, utilizing a computer keyboard, mouse, monitor, writing utensil, pressing telephone buttons to make outgoing calls. Unilateral or bilateral hand use.

MACHINES/TOOLS

T.V. inspection equipment	Pliers
Hydrocleaning equipment	Pipe wrenches
Video inspection equipment	Pumps
Shovel	Chainsaw
Threaders	Clamps
Forklift	Skill saw
Vibrators	Chop saw
Jackhammers	Roto hammer
Tampers	Spud bar
Cutters	Screwdrivers
Hoses	Sockets
Computer keyboard, mouse, monitor	Generators
Writing utensil	Soldering equipment
Office equipment	Winch, gas detectors, confined space entry tripod and lowering tools
Valve key	Sample station
Actuators	Pickup truck
Cranes	Backhoe
Torch	
Wrenches	
Wheelbarrow	
Bolt cutters	
Fire extinguisher	
Sledgehammer	
Saw-zall	
Drills	

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear head, hearing, eye, foot, face, hand, and fall protection equipment.

Positions in this class are required to be clean-shaven as required to wear respiratory protection or other safety equipment.

WEIGHTS AND MEASURES**Items Weighted:**

Submersible pump – 35 pounds	B40 meter cover – 190 pounds
Valve key – 25 pounds	B9 meter cover – 85 pounds
Portable generator – 250 pounds (estimated)	B12 lid – 30 pounds
Small lateral camera – 45 pounds	Hydrant – 220 pounds
25' X 2 ½" hose – 15 pounds	Skill saw – 18 pounds
Small generator – 55 pounds	Chlorine tablets case – 100 pounds
3" meter – 45 pounds	Sodium sulphate d-chlor – 50 pounds
1" meter – 15 pounds	Gas chainsaw – 10 pounds
Valve opener – 40 pounds	Portable trash pump – 70 pounds
SCBA with case – 35 pounds; without case – 30 pounds	8" X 20' pvc pipe – 225 pounds
1" air valve – 30 pounds	B12 meter box – 110 pounds
Camera – 71 pounds	8" clamp – 35 pounds
Lift pump – 160 pounds	10" clamp – 55 pounds
2"/30' copper roll – 70 pounds; 60" estimated 140 pounds	12" clamp – 90 pounds
Key valve/actuator – 45 pounds	Diffuser – 35 pounds
Sample station – 65 pounds	Steel sign – 17 pounds
Fittings – up to 10 pounds	8" gate valve – 190 pounds
Tool bag – 35 pounds	Hydrant meter – 40 pounds
30" manhole lid – 185 pounds	Propane tank – 75 pounds
24" manhole lid – 163 pounds	Fire extinguisher – 32 pounds
	Winch – 27 pounds
	Confined space entry tripod – 33 pounds

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



Class Description

Effective Date: November 4, 2021
Job Title: Wastewater Treatment Plant Supervisor
W/C Code: 7520
FLSA Status: Non-Exempt
Unit: Mid-Management
Job Code: MWTPSU

DEFINITION

Under direction, organizes and provides direction and oversight for the operation and ongoing maintenance of primary and secondary wastewater treatment, advanced wastewater treatment via sand filtration, micro-filtration and reverse osmosis, sludge thickening, anaerobic digestion, aeration process control, as well as LAVWMA export pumping and facultative sludge lagoon stabilization with on-site dedicated land disposal; provides direct and general supervision to assigned staff; ensures that division operations and maintenance functions meet applicable laws, regulations, and District policies; performs special project work related to capital improvements; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Wastewater Treatment Plant (WWTP) Operations Superintendent. Exercises direct and general supervision over technical staff.

DISTINGUISHING CHARACTERISTICS

This is a first-line, working supervisor classification within the Wastewater Treatment Plant (WWTP) Operator series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the day to day work of an assigned section of the wastewater and recycled water treatment functions. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. The incumbent is accountable for accomplishing section operational goals and objectives. This class is distinguished from the Senior Wastewater Treatment Plant Operator by the supervisory responsibility over staff and the assigned operations and maintenance function, in addition to serving as the acting Chief Plant Operator as directed by the WWTP Operations Superintendent. This classification is further distinguished from the WWTP Operations Superintendent by the latter's responsibility for the comprehensive wastewater and recycled water treatment program.

TYPICAL DUTIES

- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the division; implements division programs and plans.
- Plans, organizes, administers, reviews, and evaluates the work of operations staff.
- Provides for the selection, training, professional development, and work evaluation of division staff; implements discipline as required; and provides policy guidance and interpretation to staff.
- Inspects and evaluates repair and preventative maintenance projects; estimates time and material requirements; provides technical assistance to assigned operations staff; reviews and monitors completed work to ensure quality control standards are met.

Class Description: Wastewater Treatment Plant Supervisor

- Performs difficult, technical, and complex work in the operation and maintenance of the District's wastewater treatment and recycled water treatment facilities.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; implements change as directed by the WWTP Operations Superintendent.
- Coordinates activities of staff and the division with those of other District divisions and outside agencies.
- Assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on operations and activities.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Coordinates and participates in the operation and maintenance of the District's wastewater treatment facilities and equipment in a safe and sanitary manner to ensure safe conditions for the District, including the evaluation and adjustment of process controls to ensure the efficient and effective operation of all treatment facilities and equipment.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Provides complex program coordination, project management, and staff assistance to the WWTP Operations Superintendent; reviews and evaluates plant control data and reports; prepares and presents reports, including regulatory monitoring reports, and other necessary correspondence.
- Oversees and participates in the preventive maintenance of a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers; lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; makes inspections or corrects system problems as necessary.
- Monitors and performs laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Inspects the plant for safety violations; establishes and ensures compliance with operational safety standards and procedures; ensures safety equipment is used.
- Keeps required labor, equipment, and material records and submits reports as directed; estimates time and costs of repairs and parts.
- Directs emergency repair operations.
- Maintains and directs the maintenance of working and official divisional files.
- Keeps Wastewater Treatment Plant Operations Superintendent fully informed of divisional activities and issues.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Applicable Federal, State, and local laws; District, department, and division regulations, codes, policies, and procedures.
- Principles, practices, equipment, material, and tools used in the operation, cleaning and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Basic laboratory operations, and standard chemical and physical tests of wastewater, sludge, and related materials.
- SCADA operating systems and other computer applications related to the work.
- Practices, materials, and techniques used in general and grounds maintenance activities.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Mechanical, electrical, and hydraulic principles.
- Principles of operation of District water production, treatment, distribution, wastewater, and collection systems including SCADA systems.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Assist in the development and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Administer, review, and evaluate the operations, maintenance and repair of a variety of wastewater treatment and disposal facilities and equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data.

Class Description: Wastewater Treatment Plant Supervisor

- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Conduct standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Use and maintain the tools and equipment of the work skillfully, and safely.
- Handle hazardous chemicals in a safe manner.
- Read and interpret construction drawings and specifications.
- Safely and effectively maintain and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Identify and take appropriate action when unusual operating problems occur.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Make accurate arithmetic, financial, and statistical computations.
- Perform work in confined spaces, following required confined space entry procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with various business, professional, and regulatory organizations, and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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

Equivalent to graduation from the twelfth (12th) grade and two (2) years of responsible work experience comparable to a Dublin San Ramon Services District Senior Wastewater Treatment Plant Operator, including two (2) years in a lead capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a

Class Description: Wastewater Treatment Plant Supervisor

vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Possession and maintenance of a California State Water Resources Control Board Wastewater Treatment Plant Operator Grade IV certificate required upon appointment; possession and maintenance of a California State Water Resources Control Board Wastewater Treatment Plant Operator Grade V is required within two (2) years of appointment.

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoors, office-setting climate controlled.

May be exposed to outside weather conditions, including extreme heat and cold.

May be exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals.

May be exposed to risk of electrical shock or mechanical hazards.

May be exposed to risk of exposure to blood-borne pathogens.

May be exposed to power and noise producing tools and equipment. The noise level in the work environment is usually loud.

PHYSICAL DEMANDS

Standing

Average Frequency: Up to 1 hour.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to 15 minutes at a time.

Class Description: Wastewater Treatment Plant Supervisor

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while performing inspections and the more difficult operations, maintenance and control functions, using various tools as needed, loading/unloading items on and off vehicles or shelves, communicating with coworkers and contractors during informal meetings, and performing other described job duties.

Walking

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 3 to 4 hours.
Duration: Seconds to 15 minutes at a time.
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while walking within the plant, to and from buildings and field sites, relocating tools, supplies, parts and equipment, performing inspections and the more difficult operations, maintenance and control functions, and performing other described job duties.

Sitting

Average Frequency: 5 to 6 hours.
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: 6 to 7 hours.
Duration: 30 minutes to 1 hour at a time.
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs various desk station activities including using a computer, reading, writing, driving vehicles, during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 30 minutes to 1 hour.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs during inspections and the more difficult operations, maintenance and control functions, retrieving or positioning items on and off lower shelves, drawers or ground level, using various tools as needed and performing other described job duties.

Crawling

Average Frequency: 0 to 5 minutes per month.
Duration: Seconds to 1 minute at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Concrete, asphalt, dirt, gravel, mud, metal grating, grass.
Description: Performs during inspections.

Laying on Back/Stomach

Average Frequency: Up to 5 minutes per week.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.

Class Description: Wastewater Treatment Plant Supervisor

Duration: N/A
Surfaces: Concrete, asphalt, dirt, gravel, mud, metal grating, grass.
Description: Performs during inspections.

Climbing/Balancing

Average Frequency: 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair or ladder steps, vehicle floorboard.
Description: Performs while ascending or descending stair steps to access plant sites, entering or exiting a vehicle cab, one step, ascending or descending reservoir ladders up to 30 feet, and accessing pump stations.

Reaching

Above Shoulder Level:

Average Frequency: Up to 5 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 20 times.
Duration: Seconds at a time.
Description: Performs while accessing or placing items on and off upper shelves, possibly while exercising valves, during inspections, which may include using basic tools. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 6 to 7 hours.
Duration: Seconds to 30 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while performing inspections and the more difficult operations, maintenance and control functions including using tools, utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart or dolly, transporting tools, parts or equipment, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 30 minutes to 1 hour.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while performing inspections and the more difficult operations, maintenance and control functions, retrieving or positioning items on and off lower shelves, drawers or ground level, using various tools as needed and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Average Frequency: 30 minutes to 1 hour.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while performing the more difficult operations, maintenance and control functions in conjunction with using various basic or power tools including wrenches, saws, drills, and other related tools, exercising valves, possibly using digging tools, using metal hooks to remove or replace meter lids, operating a jackhammer, which includes lifting, pushing and pulling, operating a vibratory plate, using a cart or dolly, opening and closing file cabinet drawers and performing other described job duties. Unilateral or bilateral arm use.

Twisting/Rotating**Waist:**

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Up to 1 hour.
Duration: Seconds at a time.
Description: Performs while performing inspections and the more difficult operations, maintenance and control functions.

Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds at a time.
Description: Performs during normal body mechanics, while performing inspections and the more difficult operations, maintenance and control functions, driving and performing other described job duties.

Wrists:

Average Frequency: Up to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 5 minutes at a time.
Description: Performs while performing inspections and the more difficult operations, maintenance and control functions including using basic tools, general cleaning, handling office supplies, paperwork and performing other described job duties. Unilateral or bilateral hand use.

Bending**Waist:**

Average Frequency: 30 minutes to 1 hour.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 15 minutes at a time.

Class Description: Wastewater Treatment Plant Supervisor

Description: Performs while performing inspections and the more difficult operations, maintenance and control functions including using tools, retrieving or positioning items on and off lower shelves and performing other described job duties.

Head/Neck:

Average Frequency: 3 to 4 hours.

Duration: Seconds to 5 minutes.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 5 minutes.

Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, performing inspections and the more difficult operations, maintenance and control functions including using tools and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.

Duration: Seconds to 10 minutes at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to 10 minutes at a time.

Description: Performs during inspections and the more difficult operations, maintenance and control functions including using a variety of basic or power tools, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools, basic hand tools including wrenches, screwdrivers, pliers, valve keys, drills, small parts, samples, digging tools, fittings, couplings, gaskets and other related items.

Average Frequency: 3 to 4 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to 15 minutes at a time.

Distance: Up to 100 feet.

Height: Ground to shoulder or above.

Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork, performing the more difficult operations, maintenance and control functions in conjunction with using various tools, handling small parts, components, and performing other described job duties.

11 to 25 lbs.

Objects: Valve key, meters, street safety signs, circular saws and related objects.

Average Frequency: Up to 30 minutes.

Maximum Frequency: Up to 1 hour.

Duration: Seconds to 10 minutes at a time.

Distance: Up to 50 feet.

Height: Ground to chest level.

Description: Performs while retrieving and relocating parts or equipment including a valve key, meters, street safety signs, circular saws and related objects.

26 to 50 lbs.

Objects: Pumps, valve openers, air valves, valve key/actuator, sodium sulfate container, clamps, tool bag, which is worn around the waist and related parts and equipment.

Average Frequency: 5 to 10 times.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to 2 minutes at a time.

Distance: Up to 50 yards.

Height: Ground to waist level.

Description: Performs while retrieving and relocating various items including pumps, valve openers, air valves, valve key/actuator, sodium sulfate container, clamps and related parts and equipment. A tool bag may be worn around the waist for extended periods of time.

51 to 75 lbs.

Objects: Small generator, samplers, pumps, clamps, portable tanks, jackhammer.

Average Frequency: 1 to 2 times. See below for jackhammer.

Maximum Frequency: 5 to 10 times.

Duration: Seconds at a time.

Distance: Up to 50 yards.

Height: Ground to waist level.

Description: Performs while retrieving and relocating various items including a small generator, samplers, pumps, clamps, portable tanks. Operates a jackhammer as needed, which includes pushing, pulling, guiding, lifting.

76 to 100 lbs.

Objects: Chlorine tablet cases, clamps, valves, and related parts.

Average Frequency: 1 time per week.*

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Up to 40 feet.

Height: Ground to waist level.

Description: *Performs with the assistance of a coworker, retrieving and relocating chlorine tablet cases, clamps, valves and related parts.

100+ lbs.

Objects: Portable generators, hydrant, PVC hoses, valves and related items.

Average Frequency: 1 time per week.*

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: 0 to 2 feet.

Height: Waist to waist level.

Description: *Performs with the assistance of a coworker, retrieving and relocating portable generators, hydrant, PVC hoses, valves and related items.

Simple Grasping

Average Frequency: 2 to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to 15 minutes at a time.

Class Description: Wastewater Treatment Plant Supervisor

Description: Performs while performing inspections and the more difficult operations, maintenance and control functions in conjunction with retrieving and relocating tools, parts, using a telephone, driving in conjunction with maneuvering a steering wheel, using carts or dollies, handling samples, during traffic control functions including using a handheld sign and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 30 minutes to 1 hour.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to 15 minutes at a time.

Description: Performs while performing the more difficult operations, maintenance and control functions in conjunction with using various basic or power tools, retrieving and relocating parts and equipment, using dollies or carts to transport items, operating a jackhammer and vibratory plate as needed, using metal hooks to remove or replace lids and performing other described job duties. Unilateral or bilateral arm use.

Fine Manipulation

Average Frequency: 3 to 3 ½ hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Up to 5 hours.

Duration: Seconds to 15 minutes at a time.

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, performs the more difficult operation and maintenance control functions including handling small parts, nuts, bolts, screws, etc. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils

Computer

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

Telephone

Vehicle

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

Vibratory plates

Wheelbarrows

Bolt cutters

Various hammers

Various saws

Drills

Basic tools including pliers, wrenches, screwdrivers, etc.

Pumps

Chainsaws

Jackhammers

Hoses

Carts or dollies

Valve keys

Actuators

Cranes

Oxyacetylene torch equipment

Wrenches

Clamps

Rotary hammers

Spud bars/pry bars

Generators

Soldering equipment

Samplers

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear head, hearing, eye, foot, face, and fall protection equipment.

WEIGHTS AND MEASURES

Items Weighed:

Submersible pump – 35 pounds
Valve key – 25 pounds
Portable generator – 250 pounds (estimated)
Small generator – 55 pounds
Valve opener – 40 pounds
1" air valve – 30 pounds
Key valve/actuator – 45 pounds
Sample station – 65 pounds
Fittings – up to 10 pounds
Tool bag – 35 pounds
B12 lid – 30 pounds
Hydrant – 220 pounds
Skill saw – 18 pounds
Chlorine tablets case – 100 pounds
Sodium sulphate d-chlor – 50 pounds
Portable trash pump – 70 pounds
8" X 20' pvc pipe – 225 pounds
8" clamp – 35 pounds
10" clamp – 55 pounds
12" clamp – 90 pounds
Street safety sign – 17 pounds
8" gate valve – 190 pounds
Propane tank – 75 pounds

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



Class Description

Effective Date: November 4, 2021
Job Title: Water/Wastewater Systems Superintendent
W/C Code: 7520
FLSA Status: Exempt
Unit: Mid-Management
Job Code: MWWSOM

DEFINITION

Under general direction, manages, administers, and provides direction and oversight of the Field Operations division for a comprehensive water distribution, wastewater collection, and recycled water distribution operations and maintenance program; manages and coordinates the installation, operation, maintenance, and repair of wastewater collection and water distribution systems including underground lines and related facilities; ensures capital improvement and asset management plans for the distribution and collection systems meet operational and regulatory needs; ensures that division operations and maintenance functions meet all applicable laws, regulations, and District policies; provides professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; and performs other related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Director. Exercises direction over supervisory staff, and direct and general supervision over technical, maintenance, and administrative support staff directly and through subordinate levels of supervision.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level classification responsible for planning, organizing, reviewing, and evaluating all activities of the Field Operations division, including short- and long-range planning, and budgeting. The incumbent may be designated as the Chief Operator as defined under the State Water Resources Control Board (SWRCB) certification regulations. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, in addition to participating in the technical and operational design review of capital project plans for distribution and collection systems. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies, and are accountable for accomplishing divisional planning and operational goals and objectives, and for furthering District goals and objectives. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

TYPICAL DUTIES

- Develops, directs, and implements the goals, objectives, policies, procedures, and work standards for the division.
- Establishes and revises the division's operational and maintenance programs and priorities for the water distribution, wastewater collections, and recycled water distribution systems.

Class Description: Water/Wastewater Systems Superintendent

- Prepares, administers, and is responsible for the division's budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; and administers the approved budget.
- Plans, organizes, administers, reviews, and evaluates the work of first-line supervisory, professional, technical, administrative and operations and maintenance staff directly and through subordinate levels of supervision.
- Manages the selection, training, professional development, and work evaluation of division staff; creates and implements staff training programs related to the division's functions; authorizes and implements discipline as required; and provides policy guidance and interpretation to staff.
- Ensures the District's water distribution, recycled water distribution, and wastewater collections systems meet all water quality, safety and regulatory requirements; ensures compliance with CalOSHA and District standards.
- Develops, reviews, and implements policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of division policies, procedures, and performance; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.
- Coordinates activities of staff and the division with those of other District divisions and outside agencies.
- Directs, oversees, and develops the division's work plan; prepares various staff reports on operations and activities.
- Manages the division's asset management functions for the water distribution, recycled water distribution, and wastewater collections system, including reviewing and assessing system performance and needs; recommending system improvements; overseeing underground line construction and repair, and developing and coordinating division's work plan with other District divisions.
- Reviews private development and capital improvement project plans and specifications for water distribution, recycled water distribution, and wastewater collections systems to prior to installation and construction to ensure designs meet all regulatory requirements, current and future system needs, and the District's goals and objectives.
- Participates in strategic planning for the District and sets goals for the division to support the strategic plan; develops policies, procedures, and protocols to implement District goals and objectives.
- Implements, oversees, monitors, and evaluates the use and efficiency of computer systems utilized in division operations, including SCADA, CMMS, and GIS; coordinates with staff and other District divisions to maintain and update system settings and records; recommends and implements changes as needed.
- Ensures compliance of fluoride addition and established fluoride monitoring plan.
- Performs periodic inspections of all phases of the water distribution, wastewater collection, recycled water distribution systems, and property management activities to ensure the systems operate as planned; recommends alterations and changes in operating procedures as necessary.
- Manages the development or update of the District's collection and distribution system plans and programs; and other plans related to District infrastructure.
- Prioritizes and allocates available resources, reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of working and official divisional files.

Class Description: Water/Wastewater Systems Superintendent

- Monitors changes in laws, regulations and technology that may affect divisional operations; and implements policy and procedural changes as required.
- Provides technical advice to the District's management and the Board of Directors in area of expertise.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Confers with and represents the division and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, businesses, industrial groups, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of budget development, administration, and accountability.
- Principles and practices of the development, operation, maintenance, and management of wastewater collection, water distribution, reservoir treatment systems, and related facilities and appurtenances.
- Principles and techniques of private development, capital improvement, and asset management functions, including design, planning, construction, inspection, funding, and long-term maintenance.
- Technical regulations applicable to the operations and maintenance of water distribution and wastewater collections systems.
- Applicable Federal, State, and local laws; District, department, and division regulations, codes, policies, and procedures.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Intermediate mathematics and computer skills including SCADA operating systems.
- Recordkeeping principles and procedures.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the water distribution, recycled water distribution, and wastewater collection system operations and maintenance programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present administrative information, technical information, and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION and EXPERIENCE

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

Equivalent to an Bachelor's degree in environmental sciences, engineering, business administration, public administration, or a related field; and five (5) years of increasingly responsible experience in the operation and maintenance of a variety of water distribution, wastewater collection, and recycled water distribution facilities, including three (3) years in a supervisor capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with

Class Description: Water/Wastewater Systems Superintendent

established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Possession and maintenance of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D3 certification is required upon appointment. Possession and maintenance of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D4 certification is required within one (1) year of appointment.

Possession and maintenance of a California SWRCB Water Treatment Operator T2 certification is required upon appointment.

Possession and maintenance of a California Water Environment Association (CWEA) Wastewater Collection System Maintenance Grade II certification is required upon appointment; possession and maintenance of a CWEA Collection System Maintenance Grade III certification is required within two (2) years of appointment; and possession and maintenance of a CWEA Collection System Maintenance Grade IV certification is required within three (3) years of appointment.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. Incumbents must climb ladders and work at heights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood borne pathogens. In addition, employees use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment and work in heavy vehicle traffic conditions. The noise level in the work environment is usually loud. The employee works in an office environment, which is temperature controlled. Works at heights, including reservoir ladders.

PHYSICAL DEMANDS**Standing**

Average Frequency: Up to 1 hour.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while supervising and overseeing work activities, communicating with coworker, contractors or public during informal meetings, operating standard office equipment, accessing file drawers or shelves, perform field inspections and performing other described job duties.

Walking

Average Frequency: 1 to 2 hours.
Duration: Seconds to 10 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while supervising and overseeing work activities, within buildings, to and from offices, relocating files/paperwork or office supplies, using a cart or dolly and performing other described job duties.

Sitting

Average Frequency: Up to 6 hours.
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs while performing various desk station activities including using a computer, reading or writing, driving a vehicle, during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.
Description: Performs while performing field inspections, retrieving or positioning paperwork, files or boxes on and off upper shelves, drawers or ground level and performing other described job duties.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 10 to 20 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A.

Surfaces: Stair or ladder steps, vehicle floorboard.

Description: Performs while ascending or descending stairs to access plant sites or an office trailer, entering or exiting a vehicle cab, one step, ascending or descending ladders to access reservoirs, up to 30 feet.

Reaching

Above Shoulder Level:

Average Frequency: 1 to 2 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while accessing or placing files, paperwork and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 3 to 4 hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while utilizing a computer keyboard input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart or dolly to transport office supplies, possibly during field inspections, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 10 times.

Duration: Seconds at a time.

Description: Performs while performing field inspections, retrieving or positioning paperwork, files or boxes on and off upper shelves, drawers or ground level and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling

Class Description: Water/Wastewater Systems Superintendent

Average Frequency: 2 to 4 times.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers, using a dolly or cart to transport file boxes or related items, and performing other described job duties. Unilateral or bilateral arm use.

Twisting/Rotating

Waist:

Average Frequency: 0 to 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs possibly during field inspections.

Neck:

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

Wrists:

Average Frequency: Up to 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling office supplies, paperwork, possibly during field inspections and performing other described job duties. Unilateral or bilateral hand use.

Bending

Waist:

Average Frequency: 0 to 5 minutes.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs possibly during field inspections.

Head/Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks, during field inspections and performing other described job duties.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying**0 to 10 lbs.**

Objects: Chlorine analyzer test kit, camera, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency: 3 to 4 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 100 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing testing equipment, writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 25 lbs.

Objects: File box.
Average Frequency: 1 time per month.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 5 minutes at a time.
Distance: Up to 5 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a file box, as needed.

26 to 50 lbs.

Objects: SCBA Equipment, up to 35 lbs.
Average Frequency: 1 to 2 times per year
Maximum Frequency: Average frequency is consistent.
Duration: up to 15 minutes at a time.
Distance: Up to 50 feet.
Height: Ground to shoulder level.
Description: Performs while wearing SCBA equipment during trainings.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 3 to 5 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling paperwork or files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel, using a cart or dolly, possibly during field inspections, performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 time per month.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while retrieving and relocating SCBA equipment or file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 1 ½ to 2 ½ hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A.

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

MACHINES/TOOLS

Writing utensils

Computer

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

Telephone

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

Vehicle

Camera

Cart or dolly

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear hearing, foot, eye, respiratory, self-contained breathing apparatus, head protection.

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

SCBA with case – 35 pounds; without case – 30 pounds

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE SALARY RANGES FOR THE NEW PRINCIPAL WATER/WASTEWATER SYSTEMS ENGINEER, NEW WATER/WASTEWATER SYSTEMS SUPERVISOR, AND NEW WASTEWATER TREATMENT PLANT SUPERVISOR JOB CLASSIFICATIONS, AND REVISED WATER/WASTEWATER SYSTEMS SUPERINTENDENT JOB CLASSIFICATION

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

WHEREAS, the District has a need for a qualified Principal Water/Wastewater Systems Engineer in the Field Operations Division to provide management-level engineering support and oversight for the Field Operations Division; and

WHEREAS, the District has a need for a qualified Water/Wastewater Systems Supervisor in the Field Operations Division to provide technical operational oversight and supervision for the Field Operations Division and serve as the designated Chief Water Operator for the District's water distribution system as defined under the State Water Resources Control Board certification regulations; and

WHEREAS, the District has a need for a qualified Wastewater Treatment Plant Supervisor in the Plant Operations Division to provide technical operational oversight and supervision to the Plant Operations Division; and

WHEREAS, the District has revised the requirements and responsibilities of the Water/Wastewater Systems Superintendent and set the salary based upon the District's compensation plan; and

WHEREAS, the Principal Water/Wastewater Systems Engineer, Water/Wastewater Systems Supervisor, Wastewater Treatment Plant Supervisor, and Water/Wastewater Systems Superintendent job classifications are subject to the provisions of the Memorandum of Understanding between the District and the Mid-Management Employees' Bargaining Unit (MEBU) dated December 13, 2021, and approved by the Board earlier this evening in this regularly scheduled meeting; and

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

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

Res. No. _____

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

1. The salary range for the Principal Water/Wastewater Systems Engineer is set to \$14,277–\$17,353 per month; and
2. The salary range for the Water/Wastewater Systems Supervisor is set to \$11,117–\$13,513 per month; and
3. The salary range for the Wastewater Treatment Plant Supervisor is set to \$11,068–\$13,453 per month; and
4. The salary range for the Water/Wastewater Systems Superintendent is set to \$13,342–\$16,216 per month.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 16th day of November, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 17-21

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 17-21.

DISCUSSION:

Per Resolution No. 17-21, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

The pay schedule has been updated with the titles and salary ranges for the new Principal Water/Wastewater Systems Engineer, new Water/Wastewater Systems Supervisor, and new Wastewater Treatment Plant Supervisor classifications, and the updated salary range for the revised Water/Wastewater Systems Superintendent classification, which were approved by the Board of Directors in a separate item on this evening's Board agenda.

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

The pay schedule shall reflect all salaries previously agreed to by the District in accordance with the Memorandum of Understanding between the District and the Mid-Management Employees' Bargaining Unit.

Originating Department: Administrative Services	Contact: M. Gallardo	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 type="checkbox"/> Other (see list on right)	93 of 156	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 17-21

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

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

WHEREAS, by Resolution No. 17-21, the Board-adopted pay schedule was approved on April 6, 2021; and

WHEREAS, the Board adopted the new salary ranges for the Principal Water/Wastewater Systems Engineer, Water/Wastewater Systems Supervisor, and Wastewater Treatment Plant Supervisor earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule has been updated to reflect the new classifications and salary ranges; and

WHEREAS, the Board adopted the revised salary range for the Water/Wastewater Systems Superintendent earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule has been updated to reflect the revised salary range.

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

1. That the pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 17-21 attached as Exhibit "B" is hereby rescinded.

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

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 16th day of November, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

In accordance with Board-approved resolutions and the District's established payroll procedures (26 pay periods per year, 14 days per pay period).
Time base for each pay rate: Full time employee (1.0 FTE), 40 hours per work week.

Non-Exempt, Hourly Classifications					Monthly Salary					Hourly Pay Rate				
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT I	H	pacct1	12/14/2020	51-17	8,117	8,523	8,951	9,398	9,866	46.8288	49.1712	51.6404	54.2192	56.9192
ACCOUNTING TECHNICIAN I	H	cactc1	12/14/2020	59-17	6,462	6,788	7,129	7,484	7,857	37.2808	39.1615	41.1288	43.1769	45.3288
ACCOUNTING TECHNICIAN II	H	cactc2	12/14/2020	59-17	7,108	7,463	7,838	8,230	8,641	41.0077	43.0558	45.2192	47.4808	49.8519
ADMINISTRATIVE ASSISTANT I	H	cadas1	12/14/2020	59-17	5,359	5,626	5,910	6,204	6,512	30.9173	32.4577	34.0962	35.7923	37.5692
ADMINISTRATIVE ASSISTANT II	H	cadas2	12/14/2020	59-17	5,895	6,193	6,500	6,826	7,168	34.0096	35.7288	37.5000	39.3808	41.3538
ADMINISTRATIVE ASSISTANT II (y-rated)	H	ycadas2	12/14/2020	59-17	0	0	0	0	8,419	0.0000	0.0000	0.0000	0.0000	48.5712
ADMINISTRATIVE ASSISTANT I - CONFIDENTIAL	H	hadas1	12/14/2020	53-17	6,155	6,461	6,786	7,127	7,480	35.5096	37.2750	39.1500	41.1173	43.1538
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL	H	hadas2	12/14/2020	53-17	6,766	7,104	7,460	7,835	8,226	39.0346	40.9846	43.0385	45.2019	47.4577
CONSTRUCTION INSPECTOR I	H	ccoin1	12/14/2020	59-17	7,958	8,355	8,772	9,213	9,670	45.9115	48.2019	50.6077	53.1519	55.7885
CONSTRUCTION INSPECTOR II	H	ccoin2	12/14/2020	59-17	8,751	9,188	9,651	10,131	10,637	50.4865	53.0077	55.6788	58.4481	61.3673
ELECTRICIAN I	H	celec1	12/14/2020	59-17	7,775	8,163	8,570	9,000	9,451	44.8558	47.0942	49.4423	51.9231	54.5250
ELECTRICIAN II	H	celec2	12/14/2020	59-17	8,554	8,980	9,431	9,901	10,396	49.3500	51.8077	54.4096	57.1212	59.9769
ENGINEERING/GIS TECHNICIAN I	H	centc1	12/14/2020	59-17	7,285	7,651	8,033	8,435	8,855	42.0288	44.1404	46.3442	48.6635	51.0865
ENGINEERING/GIS TECHNICIAN II	H	centc2	12/14/2020	59-17	8,013	8,412	8,834	9,276	9,740	46.2288	48.5308	50.9654	53.5154	56.1923
ENVIRONMENTAL CHEMIST I	H	pench1	12/14/2020	51-17	8,367	8,786	9,224	9,688	10,170	48.2712	50.6885	53.2154	55.8923	58.6731
ENVIRONMENTAL COMPLIANCE INSPECTOR I (CLEAN WATER)	H	cecic1	12/14/2020	59-17	7,699	8,080	8,486	8,914	9,357	44.4173	46.6154	48.9577	51.4269	53.9827
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER)	H	cecic2	12/14/2020	59-17	8,473	8,892	9,337	9,805	10,292	48.8827	51.3000	53.8673	56.5673	59.3769
ENVIRONMENTAL COMPLIANCE INSPECTOR I (PRETREATMENT)	H	cecip1	12/14/2020	59-17	7,699	8,080	8,486	8,914	9,357	44.4173	46.6154	48.9577	51.4269	53.9827
ENVIRONMENTAL COMPLIANCE INSPECTOR II (PRETREATMENT)	H	cecip2	12/14/2020	59-17	8,473	8,892	9,337	9,805	10,292	48.8827	51.3000	53.8673	56.5673	59.3769
FACILITIES AND SAFETY TECHNICIAN	h	cfastc	12/14/2020	32-20	7,322	7,688	8,070	8,476	8,899	42.2423	44.3538	46.5577	48.9000	51.3404
HUMAN RESOURCES ANALYST I	H	hhran1	12/14/2020	53-17	8,961	9,409	9,878	10,374	10,893	51.6981	54.2827	56.9885	59.8500	62.8442
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/14/2020	53-17	7,214	7,574	7,951	8,349	8,768	41.6192	43.6962	45.8712	48.1673	50.5846
INFORMATION TECHNOLOGY ANALYST I	H	pitani	12/14/2020	51-17	9,580	10,056	10,560	11,088	11,642	55.2692	58.0154	60.9231	63.9692	67.1654
INFORMATION TECHNOLOGY TECHNICIAN I	H	cistc1	12/14/2020	59-17	6,944	7,290	7,656	8,038	8,442	40.0615	42.0577	44.1692	46.3731	48.7038
INFORMATION TECHNOLOGY TECHNICIAN II	H	cistc2	12/14/2020	59-17	7,636	8,019	8,419	8,842	9,286	44.0538	46.2635	48.5712	51.0115	53.5731
INSTRUMENTATION AND CONTROLS TECHNICIAN I	H	cinstc	12/14/2020	59-17	8,743	9,182	9,638	10,123	10,628	50.4404	52.9731	55.6038	58.4019	61.3154
INSTRUMENTATION AND CONTROLS TECHNICIAN II	H	copcss	12/14/2020	59-17	9,332	9,799	10,288	10,804	11,343	53.8385	56.5327	59.3538	62.3308	65.4404
JUNIOR ENGINEER	H	pjreng	12/14/2020	51-17	8,899	9,341	9,811	10,298	10,814	51.3404	53.8904	56.6019	59.4115	62.3885
LABORATORY TECHNICIAN	H	clabtc	12/14/2020	59-17	7,322	7,688	8,070	8,476	8,899	42.2423	44.3538	46.5577	48.9000	51.3404
LABORER - TEMPORARY/RA	H	tlabor	6/5/2018	28-18	0	0	3,987	4,160	4,334	0.0000	0.0000	23.0000	24.0000	25.0000
MAINTENANCE WORKER I	H	cmtwk1	12/14/2020	59-17	6,198	6,506	6,833	7,174	7,534	35.7577	37.5346	39.4212	41.3885	43.4654
MAINTENANCE WORKER II	H	cmtwk2	12/14/2020	59-17	6,815	7,157	7,516	7,891	8,284	39.3173	41.2904	43.3615	45.5250	47.7923
MANAGEMENT ANALYST I	H	padan1	12/14/2020	51-17	8,886	9,332	9,799	10,289	10,804	51.2654	53.8385	56.5327	59.3596	62.3308
MECHANIC I	H	cmech1	12/14/2020	59-17	7,148	7,505	7,882	8,277	8,691	41.2385	43.2981	45.4731	47.7519	50.1404
MECHANIC II	H	cmech2	12/14/2020	59-17	7,862	8,256	8,669	9,105	9,558	45.3577	47.6308	50.0135	52.5288	55.1423
MECHANIC II (CRANE CERTIFIED)	H	cmeccc	12/14/2020	59-17	8,061	8,465	8,886	9,332	9,799	46.5058	48.8365	51.2654	53.8385	56.5327
OPERATOR-IN-TRAINING	H	cwtptot	12/14/2020	59-17	6,096	6,400	6,720	7,057	7,408	35.1692	36.9231	38.7692	40.7135	42.7385
SENIOR ELECTRICIAN	H	csrelect	12/14/2020	59-17	9,409	9,878	10,373	10,893	11,436	54.2827	56.9885	59.8442	62.8442	65.9769
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	csrecl	12/14/2020	59-17	9,318	9,782	10,271	10,783	11,324	53.7577	56.4346	59.2558	62.2096	65.3308
SENIOR INSTRUMENTATION AND CONTROLS TECHNICIAN	H	csrictech	12/14/2020	59-17	10,263	10,777	11,316	11,884	12,478	59.2096	62.1750	65.2846	68.5615	71.9885
SENIOR MECHANIC	H	csrmec	12/14/2020	59-17	8,652	9,082	9,538	10,014	10,513	49.9154	52.3962	55.0269	57.7731	60.6519
SENIOR MECHANIC (CRANE CERTIFIED)	H	csrmcc	12/14/2020	59-17	8,866	9,308	9,775	10,263	10,776	51.1500	53.7000	56.3942	59.2096	62.1692
SENIOR PROCESS WASTEWATER TREATMENT PLANT OPERATOR	H	cwtppo5	12/14/2020	59-17	9,351	9,818	10,309	10,824	11,366	53.9481	56.6423	59.4750	62.4462	65.5731
SENIOR UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE	H	ccsrp3	12/14/2020	59-17	7,292	7,658	8,041	8,445	8,866	42.0692	44.1808	46.3904	48.7212	51.1500
SENIOR WASTEWATER TREATMENT PLANT OPERATOR	H	cswtpo	12/14/2020	59-17	8,481	8,907	9,351	9,818	10,309	48.9288	51.3865	53.9481	56.6423	59.4750

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR WATER/WASTEWATER SYSTEMS OPERATOR	H	cwwslo	12/14/2020	59-17	9,587	10,064	10,566	11,093	11,646	55.3096	58.0615	60.9577	63.9981	67.1885
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN I	H	ccfdr1	12/14/2020	59-17	6,027	6,329	6,648	6,979	7,327	34.7712	36.5135	38.3538	40.2635	42.2712
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN II	H	ccfdr2	12/14/2020	59-17	6,628	6,960	7,311	7,675	8,060	38.2385	40.1538	42.1788	44.2788	46.5000
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE I	H	ccsrp1	12/14/2020	59-17	5,265	5,528	5,804	6,096	6,400	30.3750	31.8923	33.4846	35.1692	36.9231
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE II	H	ccsrp2	12/14/2020	59-17	5,793	6,084	6,386	6,702	7,038	33.4212	35.1000	36.8423	38.6654	40.6038
WASTEWATER TREATMENT PLANT OPERATOR I	H	cwtipo1	12/14/2020	59-17	7,013	7,360	7,728	8,113	8,519	40.4596	42.4615	44.5846	46.8058	49.1481
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtipo2	12/14/2020	59-17	7,709	8,097	8,499	8,924	9,373	44.4750	46.7135	49.0327	51.4846	54.0750
WASTEWATER TREATMENT PLANT SUPERVISOR	H	mwtpsu	11/16/2021	TBD	11,068	11,621	12,202	12,812	13,453	63.8538	67.0442	70.3962	73.9154	77.6135
WATER/WASTEWATER SYSTEMS OPERATOR I	H	cwwso2	12/14/2020	59-17	7,013	7,360	7,728	8,113	8,519	40.4596	42.4615	44.5846	46.8058	49.1481
WATER/WASTEWATER SYSTEMS OPERATOR II	H	cwwso4	12/14/2020	59-17	8,481	8,907	9,351	9,818	10,309	48.9288	51.3865	53.9481	56.6423	59.4750
WATER/WASTEWATER SYSTEMS OPERATOR II (ON CALL)	H	cww4oc	12/14/2020	59-17	8,694	9,126	9,587	10,064	10,566	50.1577	52.6500	55.3096	58.0615	60.9577
WATER/WASTEWATER SYSTEMS SUPERVISOR	H	mwwssp	11/16/2021	TBD	11,117	11,673	12,257	12,870	13,513	64.1365	67.3442	70.7135	74.2500	77.9596

Exempt Classifications					Monthly Salary					Bi-Weekly Pay Rate				
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	pacct2	12/14/2020	51-17	8,862	9,304	9,769	10,258	10,771	4090.15	4294.15	4508.77	4734.46	4971.23
ADMINISTRATIVE SERVICES DIRECTOR	S	asm	4/7/2021	14-21	0	0	0	0	20,153	0.0000	0.0000	0.0000	0.0000	9301.38
ASSISTANT ENGINEER	S	paseng	12/14/2020	51-17	9,720	10,207	10,715	11,252	11,813	4486.15	4710.92	4945.38	5193.23	5452.15
ASSISTANT GENERAL MANAGER	S	agmgr	12/14/2020	7-20	0	0	0	0	19,651	0.0000	0.0000	0.0000	0.0000	9069.69
ASSOCIATE ENGINEER	S	paesme	12/14/2020	51-17	11,074	11,629	12,208	12,819	13,461	5111.08	5367.23	5634.46	5916.46	6212.77
CLEAN WATER PROGRAMS ADMINISTRATOR	S	pcwpsp	12/14/2020	51-17	9,981	10,482	11,003	11,554	12,129	4606.62	4837.85	5078.31	5332.62	5598.00
ENGINEERING SERVICES DIRECTOR	S	esm	4/7/2021	16-21	0	0	0	0	20,153	0.0000	0.0000	0.0000	0.0000	9301.38
ENVIRONMENTAL CHEMIST II	S	pench2	12/14/2020	51-17	9,136	9,593	10,071	10,574	11,105	4216.62	4427.54	4648.15	4880.31	5125.38
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS ADMINISTRATOR	S	pehspa	12/14/2020	51-17	10,317	10,832	11,373	11,943	12,539	4761.69	4999.38	5249.08	5512.15	5787.23
EXECUTIVE SERVICES SUPERVISOR	S	messup	12/14/2020	52-17	12,635	13,267	13,931	14,624	15,357	5831.54	6123.23	6429.69	6749.54	7087.85
FINANCIAL ANALYST	S	pfinan	12/14/2020	51-17	10,049	10,551	11,080	11,633	12,213	4638.00	4869.69	5113.85	5369.08	5636.77
FINANCIAL SERVICES MANAGER	S	mffsup	12/14/2020	52-17	13,817	14,507	15,232	15,995	16,792	6377.08	6695.54	7030.15	7382.31	7750.15
GENERAL MANAGER	S	gm	12/17/2018	56-18	0	0	0	0	24,167	0.0000	0.0000	0.0000	0.0000	11154.00
GIS ANALYST	S	pgisa2	12/14/2020	51-17	10,255	10,769	11,306	11,871	12,466	4733.08	4970.31	5218.15	5478.92	5753.54
HUMAN RESOURCES ANALYST II	S	hhran2	12/14/2020	53-17	9,791	10,281	10,794	11,332	11,902	4518.92	4745.08	4981.85	5230.15	5493.23
HUMAN RESOURCES AND RISK MANAGER	S	mhrsup	12/14/2020	52-17	12,792	13,433	14,103	14,808	15,549	5904.00	6199.85	6509.08	6834.46	7176.46
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/14/2020	51-17	10,469	10,992	11,542	12,119	12,725	4831.85	5073.23	5327.08	5593.38	5873.08
INFORMATION TECHNOLOGY MANAGER	S	missup	12/14/2020	52-17	13,756	14,442	15,165	15,926	16,723	6348.92	6665.54	6999.23	7350.46	7718.31
INSTRUMENTATION, CONTROLS, AND ELECTRICAL SUPERVISOR	S	meisup	12/14/2020	52-17	10,540	11,067	11,620	12,202	12,814	4864.62	5107.85	5363.08	5631.69	5914.15
LABORATORY AND ENVIRONMENTAL COMPLIANCE MANAGER	S	mlbsup	12/14/2020	52-17	11,880	12,473	13,098	13,751	14,440	5483.08	5756.77	6045.23	6346.62	6664.62
MANAGEMENT ANALYST II	S	padan2	12/14/2020	51-17	9,709	10,192	10,703	11,240	11,801	4481.08	4704.00	4939.85	5187.69	5446.62
MECHANICAL SUPERINTENDENT	S	mmspt	4/7/2021	11-21	12,190	12,800	13,440	14,112	14,818	5626.15	5907.69	6203.08	6513.23	6839.08
MECHANICAL SUPERVISOR	S	mmsup	12/14/2020	52-17	10,312	10,827	11,369	11,940	12,533	4759.38	4997.08	5247.23	5510.77	5784.46
OPERATIONS COMPLIANCE MANAGER	S	mocsup	12/14/2020	6-20	13,764	14,453	15,175	15,934	16,731	6352.62	6670.62	7003.85	7354.15	7722.00
OPERATIONS DIRECTOR	S	om	4/7/2021	15-21	0	0	0	0	20,153	0.0000	0.0000	0.0000	0.0000	9301.38
PRETREATMENT PROGRAMS ADMINISTRATOR	S	pprepa	4/7/2021	11-21	9,524	10,000	10,500	11,025	11,576	4395.69	4615.38	4846.15	5088.46	5342.77
PRINCIPAL ELECTRICAL ENGINEER	S	mprees	12/14/2020	52-17	14,277	14,989	15,738	16,526	17,353	6589.38	6918.00	7263.69	7627.38	8009.08
PRINCIPAL ENGINEER	S	mpreng	12/14/2020	52-17	14,277	14,989	15,738	16,526	17,353	6589.38	6918.00	7263.69	7627.38	8009.08
PRINCIPAL WATER/WASTEWATER SYSTEMS ENGINEER	S	mpwwse	11/16/2021	TBD	14,277	14,989	15,738	16,526	17,353	6589.38	6918.00	7263.69	7627.38	8009.08
PUBLIC AFFAIRS SPECIALIST	S	pcoms2	12/14/2020	51-17	9,303	9,768	10,257	10,770	11,309	4293.69	4508.31	4734.00	4970.77	5219.54
PUBLIC AFFAIRS SUPERVISOR	S	mcasup	12/14/2020	52-17	11,841	12,433	13,056	13,710	14,395	5465.08	5738.31	6025.85	6327.69	6643.85
SENIOR ENGINEER	S	msengs	12/14/2020	52-17	12,976	13,627	14,309	15,023	15,772	5988.92	6289.38	6604.15	6933.69	7279.38
SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/14/2020	51-17	9,981	10,482	11,003	11,554	12,129	4606.62	4837.85	5078.31	5332.62	5598.00
UTILITY BILLING AND CUSTOMER SERVICES SUPERVISOR	S	mcassup	12/14/2020	52-17	10,658	11,189	11,748	12,337	12,954	4919.08	5164.15	5422.15	5694.00	5978.77

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

VISUAL COMMUNICATIONS SPECIALIST	S	pgrptc	12/14/2020	51-17	9,303	9,768	10,257	10,770	11,309	4293.69	4508.31	4734.00	4970.77	5219.54
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	mwtpos	12/14/2020	52-17	14,135	14,840	15,582	16,361	17,181	6523.85	6849.23	7191.69	7551.23	7929.69
WATER/WASTEWATER SYSTEMS SUPERINTENDENT	S	mwwsom	11/16/2021	TBD	13,342	14,009	14,709	15,444	16,216	6157.85	6465.69	6788.77	7128.00	7484.31

RESOLUTION NO. 17-21

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 1-21

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

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

WHEREAS, by Resolution No. 1-21, the Board-adopted pay schedule was approved on February 2, 2021; and

WHEREAS, the Board adopted the new salary ranges for the Mechanical Superintendent and Pretreatment Programs Administrator earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule has been updated to reflect the new classifications and salary ranges; and

WHEREAS, the Board abolished twenty-two classifications earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule has been updated to remove the abolished classifications; and

WHEREAS, the Board approved the new titles for the Administrative Services Director, Engineering Services Director, and Operations Director earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule has been updated to reflect the new titles for the Administrative Services Director, Engineering Services Director, and Operations Director; and

WHEREAS, the pay schedule has been updated to reflect the new title changes for classifications approved by the General Manager on March 29, 2021.

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

1. That the pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 1-21 attached as Exhibit "B" is hereby rescinded.

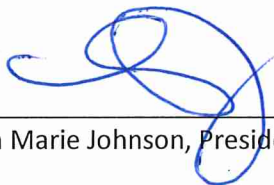
2. The pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of April, 2021, and passed by the following vote:


AYES: 5 – Directors Georgean M. Vonheeder-Leopold, Arun Goel, Marisol Rubio,
Richard M. Halket, Ann Marie Johnson

NOES: 0

ABSENT: 0



Ann Marie Johnson, President

ATTEST: 

Nicole Genzale, District Secretary



TITLE: Approve Health Insurance Contribution for Calendar Year 2022 for Mid-Management Employees

RECOMMENDATION

Staff recommends the Board of Directors approve, by Resolution, a health insurance premium contribution for the period of January 1, 2022, to December 31, 2022, for Mid-Management Employees' Bargaining Unit (MEBU) employees.

DISCUSSION:

In mid-July of 2021, California Public Employees' Retirement System (CalPERS) notified contracting agencies of medical premium increases effective January 1 of the following calendar year. In accordance with contractual requirements of the Memoranda of Understanding (MOUs), Personal Service Agreements (PSAs), and Section 22892 of the Public Employees, Medical and Hospital Care Act, the Board adopts a resolution to revise the employer contribution towards health insurance premiums if there is a change to the employer contribution for the following calendar year. A copy of the resolution must be sent to CalPERS. On August 18, 2020, the Board adopted a resolution to set the employer contribution rate beginning January 1, 2021, for health insurance for Local 39, Confidential Employees' Bargaining Unit (CEBU), Professional Employees' Bargaining Unit (PEBU), MEBU, General Manager, and Senior Management employees. For calendar year 2022, the resolution continues cost sharing for 2022 monthly health insurance premiums in accordance with the approved MOU for MEBU employees.

For MEBU employees, the District's contribution is based on the 2022 CalPERS Kaiser HMO Region One health premium rates. The maximum District monthly contribution rate for health insurance premiums will increase to the amounts as follows, effective January 1, 2022:

Employee Only:	\$857.06
Employee + One:	\$1,714.12
Employee + Family:	\$2,228.36

For Local 21 (formerly PEBU), Local 39, Unrepresented (formerly CEBU), the General Manager, and Senior Management employees, the District's contribution will remain unchanged from the contribution amounts approved by the Board on August 18, 2020, until such time as a successor Local 21 MOU, Local 39 MOU, an Unrepresented employees salary and benefits resolution, and Personal Service Agreement (PSA) amendments for the General Manager and Senior Management employees are approved by the Board and corresponding medical contribution resolutions are approved and sent to CalPERS. The maximum District monthly contribution rate for health insurance premiums will remain in the amounts as follows:

Employee Only:	\$797
Employee + One:	\$1,594
Employee + Family:	\$2,072

The District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above. Staff has also reviewed the requirements of the employer mandate under the Patient Protection and Affordable Care Act (PPACA) and has determined that the District meets compliance requirements.

CalPERS requires that the District submit a separate resolution for each District health contract account. Thus, this item addresses the Employee health contract account (PEMHCA CalPERS Health Contract) and a companion item to tonight's agenda addresses the Boardmember health contract account (PEMHCA Non-CalPERS Health Contract).

Originating Department: Administrative Services	Contact: M. Gallardo	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 type="checkbox"/> Other (see list on right)		101 of 156

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR MID-MANAGEMENT EMPLOYEES

WHEREAS, the Dublin San Ramon Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, by Resolution No. 47-20, the Board of Directors approved the employer contribution for calendar year 2021 for Professional Employees' Bargaining Unit (PEBU), Stationary Engineers, Local 39 (Local 39), Confidential Employees' Bargaining Unit (CEBU), Mid-Management Employees' Bargaining Unit (MEBU), Senior Management employees, and the General Manager at its regularly scheduled meeting on August 18, 2020; and

WHEREAS, there is no change to the employer contribution for calendar year 2022, as approved by Resolution No 47-20, for PEBU, CEBU, Local 39, Senior Management employees, and the General Manager; and

WHEREAS, the Board of Directors approved the Memorandum of Understanding (MOU) between the District and MEBU effective December 13, 2021, through December 21, 2025, earlier in this regularly scheduled meeting; and

WHEREAS, the specific language of this labor agreement establishes the employer's monthly health benefit contribution effective January 1, 2022, and shall remain in effect under the current amount until such time as a new amount has been specified by successor agreement.

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

(a) The employer contribution for each employee or annuitant for the Mid-Management Employees' Bargaining Unit shall be the amount necessary to pay the full cost of his/her enrollment,

Res. No. _____

including the enrollment of eligible family members, in a health benefit plan or plans, effective on January 1, 2022, up to a maximum of:

Medical Group	Monthly Employer Contribution		
	Single	Two-Party	Family
002 Mid-Management Monthly	\$857.06	\$1,714.12	\$2,228.36
003 Senior Management Monthly	No Change	No Change	No Change
004 Confidential Monthly	No Change	No Change	No Change
005 Local 39 Monthly	No Change	No Change	No Change
011 Professional Monthly	No Change	No Change	No Change
013 General Manager Monthly	No Change	No Change	No Change
007 Mid-Management Hourly	\$428.53	\$857.06	\$1,114.18
008 Senior Management Hourly	No Change	No Change	No Change
009 Confidential Hourly	No Change	No Change	No Change
010 Local 39 Hourly	No Change	No Change	No Change
012 Professional Hourly	No Change	No Change	No Change

Plus administrative fees and Contingency Reserve Fund assessments and be it further resolved;

(b) Dublin San Ramon Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further resolved;

(c) That the participation of the employees and annuitants of Dublin San Ramon Services District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Dublin San Ramon Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, California Public Employees' Retirement System (CalPERS) may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further resolved;

(d) That the executive body appoint and direct, and it does hereby appoint and direct, Nicole Genzale, District Secretary, to file with the Board a verified copy of this resolution, and to perform on behalf of Dublin San Ramon Services District all functions required of it under the Act.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 16th day of November, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Public Hearing: Second Reading to Adopt Ordinance to Revise District Ordinance No. 345 Section 4 (c) Divisions, Receive Presentation and Review Proposed Voting Area Maps Based on 2020 Decennial Census Results, and Select Preferred Divisions Map

RECOMMENDATION:

Staff recommends the Board of Directors 1) hold a public hearing, 2) waive, by Motion, the second reading of an Ordinance that will amend District Ordinance No. 345 Section 4 (c) Divisions to clarify the method by which the Board will adopt new voting area boundaries, 3) adopt the Ordinance, 4) receive a presentation and review proposed voting area maps based on 2020 Decennial Census results, and 5) select a preferred voting area map and direct staff to prepare a resolution to adopt the map at the December 7, 2021 Board meeting.

SUMMARY:

Elections Code Section 22000 et seq. requires the Board of Directors to adjust the boundaries of its voting divisions following the federal census that occurs every 10 years and provides guidelines for doing so. The 2020 Decennial Census was completed last year, and the results have recently been released, enabling the District to begin its redistricting process to adopt new division boundaries. The District's demographer, Michael Wagaman, of Wagaman Strategies, will make a presentation this evening (see Attachment 1) and review the eight draft maps he has prepared based on the Board's direction at the October 5 and October 19 Board meetings.

DISCUSSION:

On January 15, 2019, the Board adopted a resolution of intent to transition from an at-large to a division-based election system in conformance with the California Voting Rights Act of 2001 ("CVRA"). On May 21, 2019, the Board of Directors adopted an ordinance establishing division boundaries to be used in the 2020 election. In adjusting those boundaries, the Board is required to draw divisions that meet the following legal requirements:

- Each division shall contain nearly equal population, with any deviations justified by other traditional redistricting criteria.
- Each division shall be drawn in a manner that complies with the state and federal Constitutions, the Federal Voting Rights Act, and state law.
- Consistent with the principles established by the United States Supreme Court in Shaw v. Reno, 509 U.S. 630 (1993), divisions shall not be drawn with race as the predominant factor.
- Each division shall be contiguous, meaning that there are no islands or parts of the division that are not attached to the whole.

The Elections Code also provides that the Board may take into consideration the following factors: (1) topography, (2) geography, (3) cohesiveness, contiguity, integrity, and compactness of territory, and (4) community of interests of the division. Essentially, these criteria mean that the Board may consider:

- Keeping communities of interest, such as neighborhoods, school district boundaries, etc., undivided by a division boundary, to the extent feasible.
- Respecting visible natural and man-made geographical and topographical features when drawing division boundaries, as much as possible.

Originating Department: Administrative Services	Contact: N. Genzale	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: \$100,000 from Legislative Division, Administrative Overhead (Fund 900) Account 900.10.10.000.3.340	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Demographer Presentation Attachment 2 – Draft Maps (8) Attachment 3 – Draft Map Demographics Attachment 4 – Public Input Received Attachment 5 – Amendments to Ordinance No. 345 Shown in Mark-ups	

- Having compactness of divisions, including their shape and appearance.
- Identifying changes to the housing stock, including areas of population growth, if any, since lines were drawn in 2019, keeping in mind, however, that divisions will have to contain nearly equal population based on the 2020 Census data.
- Including public facilities in each division, to the extent feasible.
- Including commercial interests in each division, to the extent feasible.

Section 22000 of the CVRA requires only one public hearing on a proposal to adopt new boundaries in light of the federal census prior to the hearing at which a final redistricting plan is adopted. The Board, however, will have held three public hearings, the first at the October 19 Board meeting, the second this evening, and the third on December 7. The District's demographer has informed the District that population shifts will require adjustments in division lines. The demographer will have received Board suggestions regarding changes at the October meetings. The Board will receive public comment on the proposed revised maps at tonight's public hearing. At the end of the public hearing, the Board may select one preferred map for adoption on December 7, 2021.

The District's current divisions were approved within Ordinance No. 345 which transitioned the District to by-division elections, and this ordinance will require amendment to expressly provide for division adjustments by resolution as provided for by law.

Under Government Code Section 61026, the deadline for adjusting the boundaries is November 1 of the year preceding the next election. However, because the federal census was delayed this year due to the COVID-19 pandemic, the Legislature enacted a one-time adjustment to the deadline, making it April 17, 2022.

On October 5, the Board directed Mr. Wagaman to create draft maps that considered the following criteria in addition to the criteria and legal requirements outlined above:

- Attempt to use major roads including Dougherty Road, I-680, Amador Valley Blvd, Dublin Road, and Tassajara Road; and
- Study options for handling the Alameda/Contra Costa County line; and
- Explore having both water and wastewater collection services in all divisions; and
- Investigate minimizing changes to current boundaries.

In conformance with these additional criteria, Mr. Wagaman developed four draft map plans for the Board's review and presented the draft maps at the October 19 public hearing (see Attachment 2 for the draft maps and Attachment 3 for each plan's demographics data). At the hearing, Mr. Wagaman received public comment and further direction from the Board. At the conclusion of the hearing, the Board requested that Mr. Wagaman create revised draft maps incorporating the following additional criteria.

- Beginning with Blue's boundary between Divisions 1 and 2:
 - Shift southern boundary to Dougherty Road
 - Shift northern boundary to lower deviations
- Beginning with Blue/Red's boundary between Divisions 3 and 4:
 - Shift southern boundary to add area between Dublin Blvd and Dougherty Road
- Create four revised plans blending Blue/Red, varying:
 - Divisions 2 and 3 boundary: I-680 or county line
 - Division 4 and 5 boundary: whether Division 5 extending or stopping at Hacienda Drive
- Shift Division 3 and 4 boundary west, if possible

Mr. Wagaman has developed four additional draft map plans for the public and Board's review this evening which incorporate the direction from October 19: Lilac, Violet, Magenta, and Plum (see Attachment 2). Each plan's demographics are included for the Board's review (see Attachment 3).

Public Outreach and Input

The Board of Directors will be informed by the public input. To support the public in providing input, redistricting information and mapping tools are available at the District Office, District's website, and dedicated web page at:

<https://www.dsrsd.com/about-us/census-redistricting>. Redistricting announcements and information have also been published in local newspapers of wide distribution in the Tri-Valley, provided to news outlets, and posted on the District's Facebook, Twitter, and Nextdoor social media accounts. One comment has been received, and no draft maps were received from the public by the November 2 deadline. Two polls regarding the draft maps were held on Nextdoor. Public input to date is included in Attachment 4.

Fiscal and Administrative Impacts

A redistricting budget of \$100,000 was included and approved June 1, 2021 in the District's Operating Budget for Fiscal Years Ending 2022 and 2023 to address anticipated costs which include several hours of staff time, General Counsel fees (up to \$25,000), consultant fees for special legal counsel and demographer (up to \$50,000), and public noticing costs.



**Dublin San Ramon
Services District**

Water, wastewater, recycled water

Redistricting

Dublin San Ramon Services District
Education and Initial Direction

November 16, 2021

108 of 156

Actions Requested

Conduct public hearings to receive input

Review revised draft plans

Make additional updates if necessary

Select final plan



Timeline

Hearing	Purpose	Date
1	<ul style="list-style-type: none">• Education• Initial direction	October 5
2	<ul style="list-style-type: none">• Review plans (public & draft)• Provide additional direction	October 19
3	<ul style="list-style-type: none">• Review plans (revised)• Further revise plans if necessary• Select Final Plan	November 16
4	<ul style="list-style-type: none">• Vote to Adopt Final Plan	December 7



Prior Direction

Beginning with Blue's boundary between Divisions 1/2

- Shift southern boundary to Dougherty Road
- Shift northern boundary to lower deviations

Beginning with Blue/Red's boundary between Divisions 3/4

- Shift southern boundary to add area between Dublin Blvd and Dougherty Road

Create four revised plans blending Blue/Red, varying:

- Divisions 2/3 boundary: I-680 or county line
- Division 4/5 boundary: Whether Division 5 extending or stopping at Hacienda Drive

Shift Division 3/4 boundary west if possible



Draft Plans

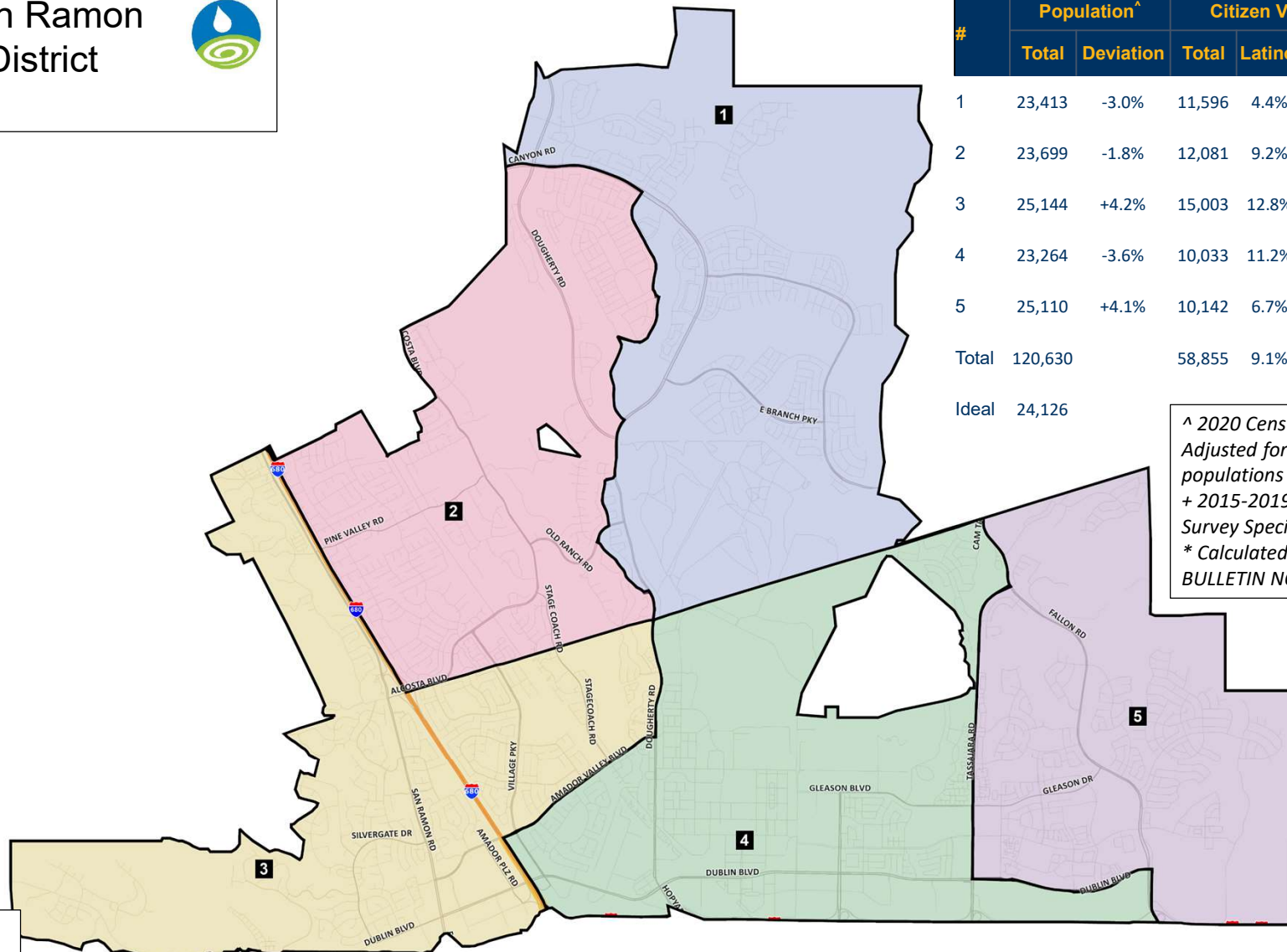
October 19

- Blue Plan
- Purple Plan
- Red Plan
- Green Plan

New

- Lilac Plan
- Violet Plan
- Magenta Plan
- Plum Plan

Dublin San Ramon Services District Blue Plan

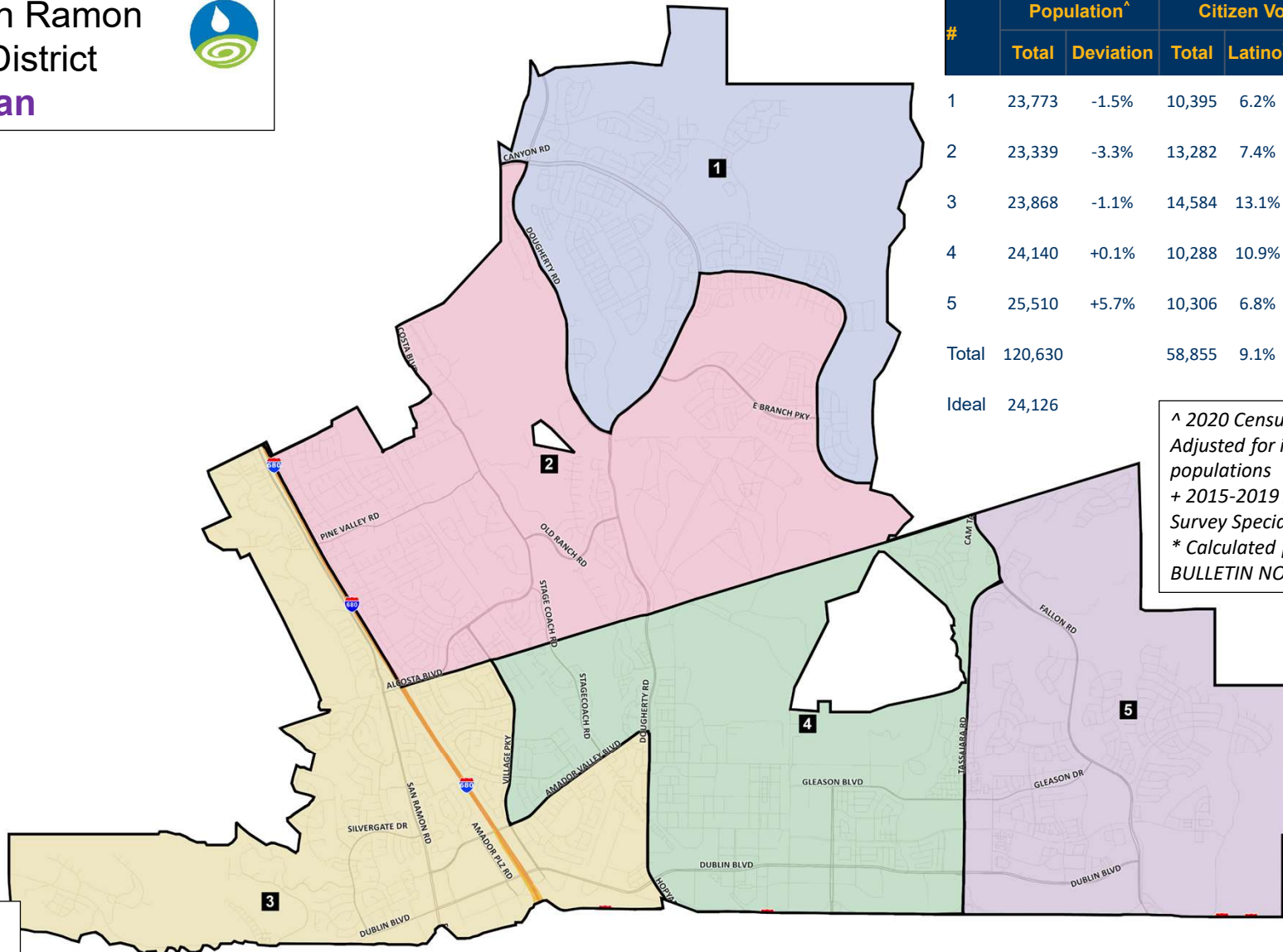


#	Population [^]		Citizen Voting Age Population [*]				
	Total	Deviation	Total	Latino [*]	Asian [*]	Black [*]	NH-White
1	23,413	-3.0%	11,596	4.4%	66.8%	2.9%	22.6%
2	23,699	-1.8%	12,081	9.2%	29.0%	4.1%	55.0%
3	25,144	+4.2%	15,003	12.8%	24.4%	2.7%	57.4%
4	23,264	-3.6%	10,033	11.2%	38.6%	6.8%	38.9%
5	25,110	+4.1%	10,142	6.7%	61.1%	5.0%	24.8%
Total	120,630		58,855	9.1%	42.4%	4.1%	41.3%
Ideal	24,126						

[^] 2020 Census Redistricting Data.
Adjusted for incarcerated
populations
+ 2015-2019 American Community
Survey Special Tabulation
^{*} Calculated pursuant to OMB
BULLETIN NO. 00-02

Prepared by
WAGAMAN
STRATEGIES

Dublin San Ramon
Services District
Purple Plan

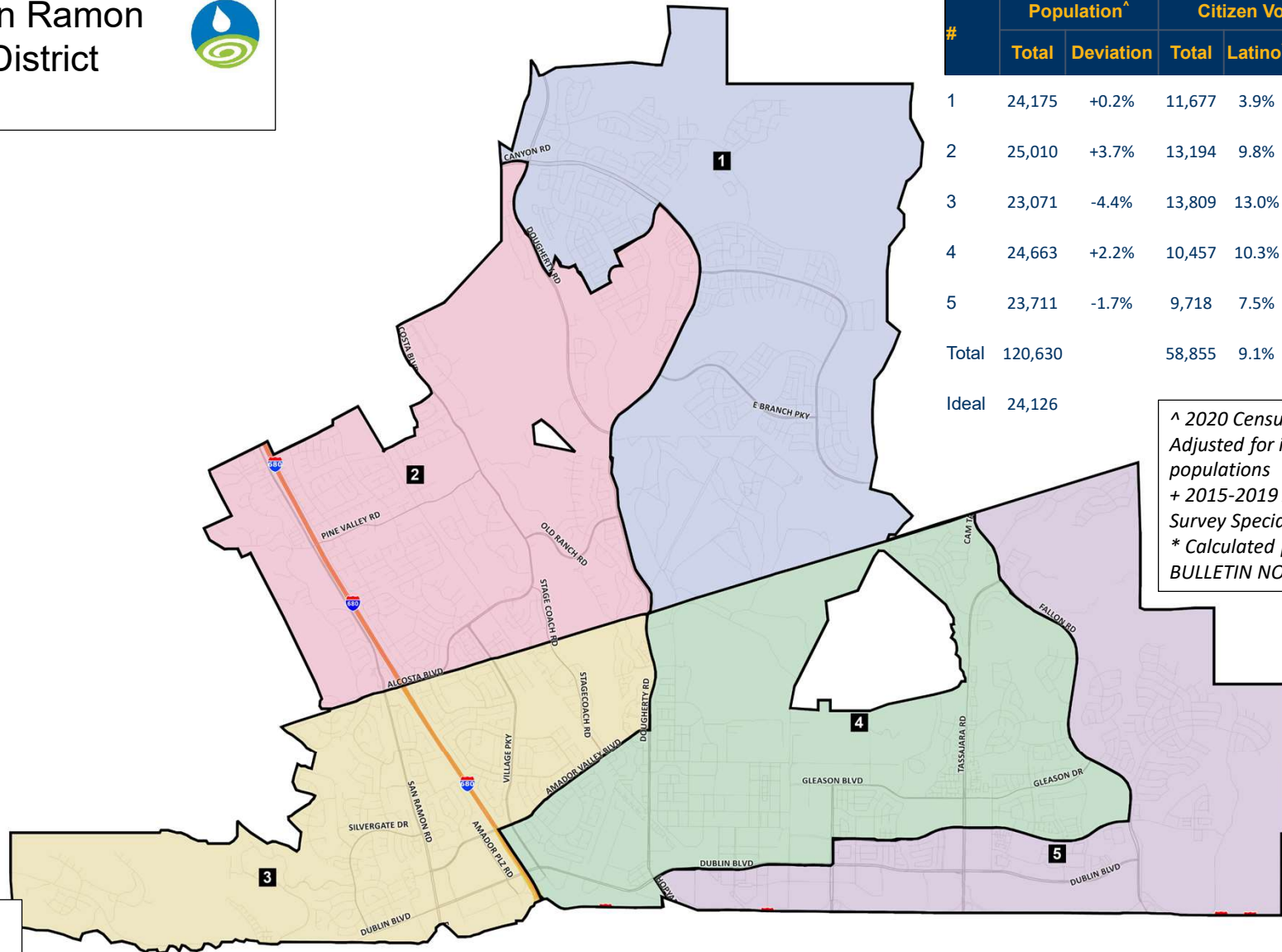


#	Population [^]		Citizen Voting Age Population [*]				
	Total	Deviation	Total	Latino [*]	Asian [*]	Black [*]	NH-White
1	23,773	-1.5%	10,395	6.2%	60.6%	4.1%	22.7%
2	23,339	-3.3%	13,282	7.4%	37.3%	3.1%	52.0%
3	23,868	-1.1%	14,584	13.1%	24.2%	3.4%	57.4%
4	24,140	+0.1%	10,288	10.9%	38.0%	5.6%	40.2%
5	25,510	+5.7%	10,306	6.8%	60.9%	5.1%	24.5%
Total	120,630		58,855	9.1%	42.4%	4.1%	41.3%
Ideal	24,126						

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+ 2015-2019 American Community
Survey Special Tabulation
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BULLETIN NO. 00-02

Prepared by
WAGAMAN
STRATEGIES

Dublin San Ramon
Services District
Red Plan

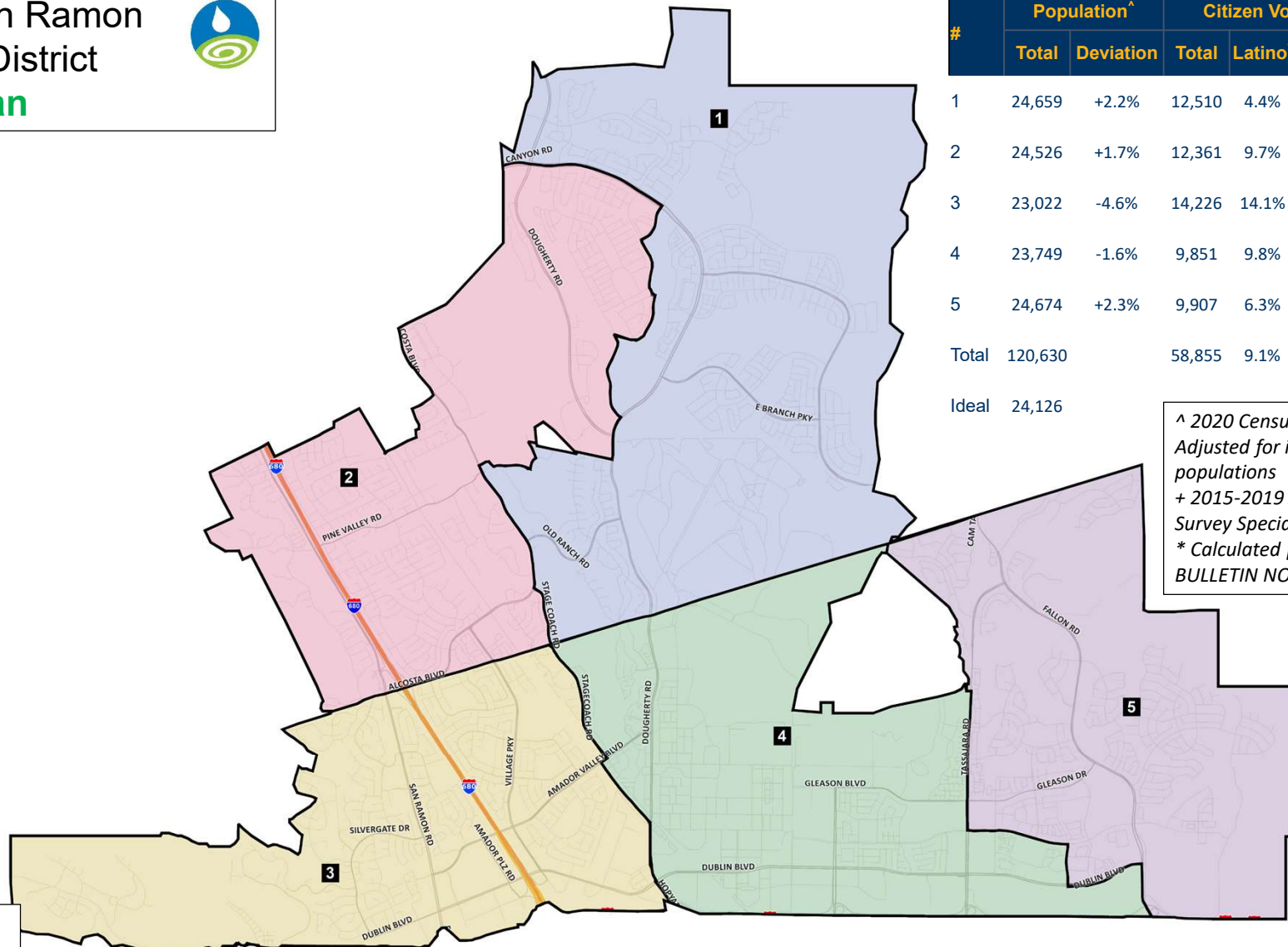


#	Population [^]		Citizen Voting Age Population [*]				
	Total	Deviation	Total	Latino [*]	Asian [*]	Black [*]	NH-White
1	24,175	+0.2%	11,677	3.9%	69.1%	1.6%	19.9%
2	25,010	+3.7%	13,194	9.8%	27.7%	5.1%	56.8%
3	23,071	-4.4%	13,809	13.0%	23.1%	2.8%	58.4%
4	24,663	+2.2%	10,457	10.3%	45.1%	6.1%	35.4%
5	23,711	-1.7%	9,718	7.5%	55.1%	5.7%	27.9%
Total	120,630		58,855	9.1%	42.4%	4.1%	41.3%
Ideal	24,126						

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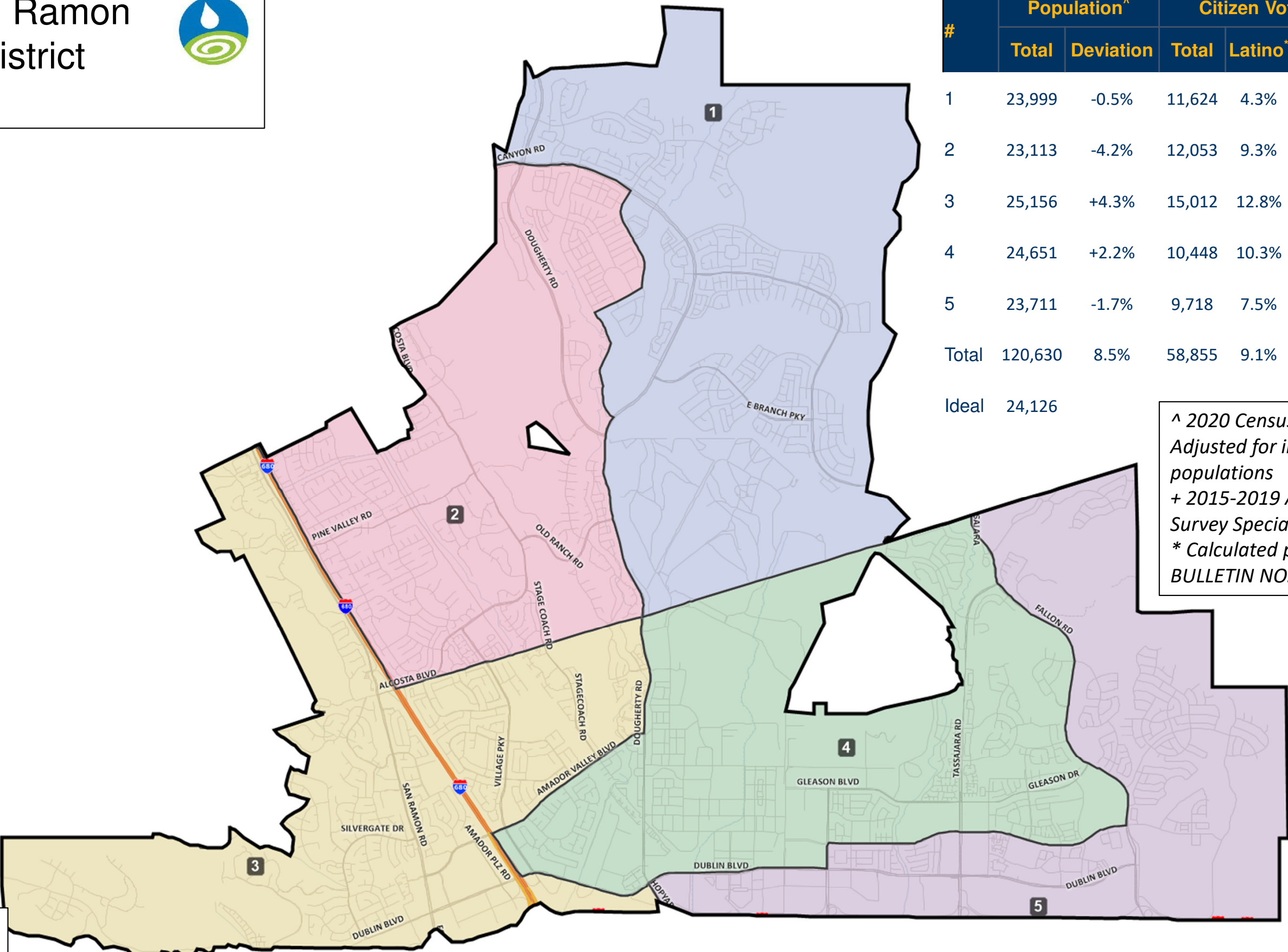
Dublin San Ramon Services District Green Plan



#	Population [^]		Citizen Voting Age Population [*]				
	Total	Deviation	Total	Latino [*]	Asian [*]	Black [*]	NH-White
1	24,659	+2.2%	12,510	4.4%	63.8%	2.5%	26.4%
2	24,526	+1.7%	12,361	9.7%	30.3%	4.4%	52.7%
3	23,022	-4.6%	14,226	14.1%	22.4%	2.9%	58.6%
4	23,749	-1.6%	9,851	9.8%	36.8%	7.0%	42.0%
5	24,674	+2.3%	9,907	6.3%	64.9%	4.7%	20.3%
Total	120,630		58,855	9.1%	42.4%	4.1%	41.3%
Ideal	24,126						

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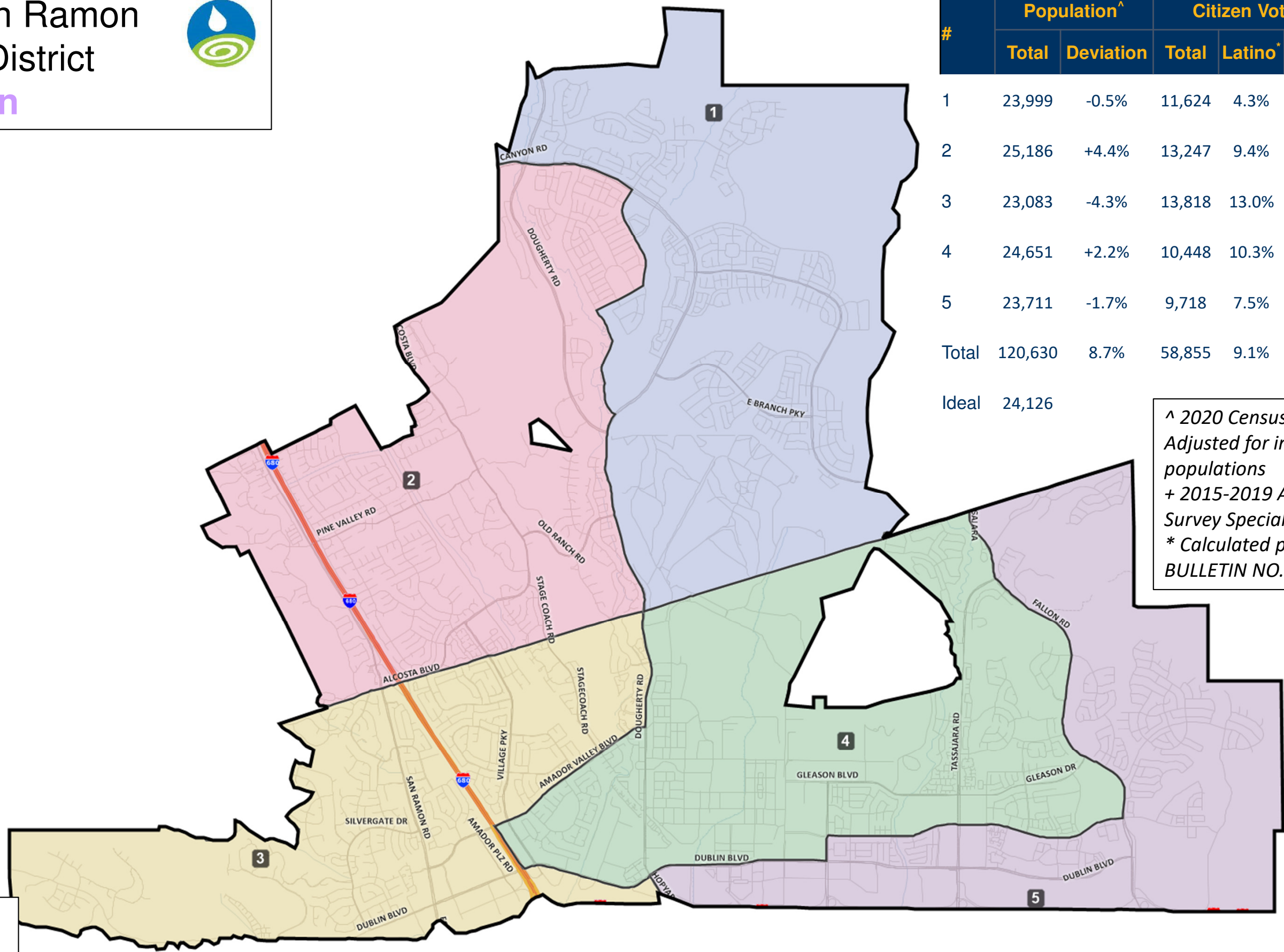
Prepared by
WAGAMAN
STRATEGIES



#	Population [^]		Citizen Voting Age Population ⁺				
	Total	Deviation	Total	Latino [*]	Asian [*]	Black [*]	NH-White
1	23,999	-0.5%	11,624	4.3%	67.9%	2.7%	21.7%
2	23,113	-4.2%	12,053	9.3%	27.9%	4.3%	56.0%
3	25,156	+4.3%	15,012	12.8%	24.4%	2.7%	57.4%
4	24,651	+2.2%	10,448	10.3%	45.2%	6.1%	35.4%
5	23,711	-1.7%	9,718	7.5%	55.1%	5.7%	27.9%
Total	120,630	8.5%	58,855	9.1%	42.4%	4.1%	41.3%
Ideal	24,126						

[^] 2020 Census Redistricting Data.
Adjusted for incarcerated populations
+ 2015-2019 American Community Survey Special Tabulation
^{*} Calculated pursuant to OMB BULLETIN NO. 00-02

Dublin San Ramon
Services District
Violet Plan

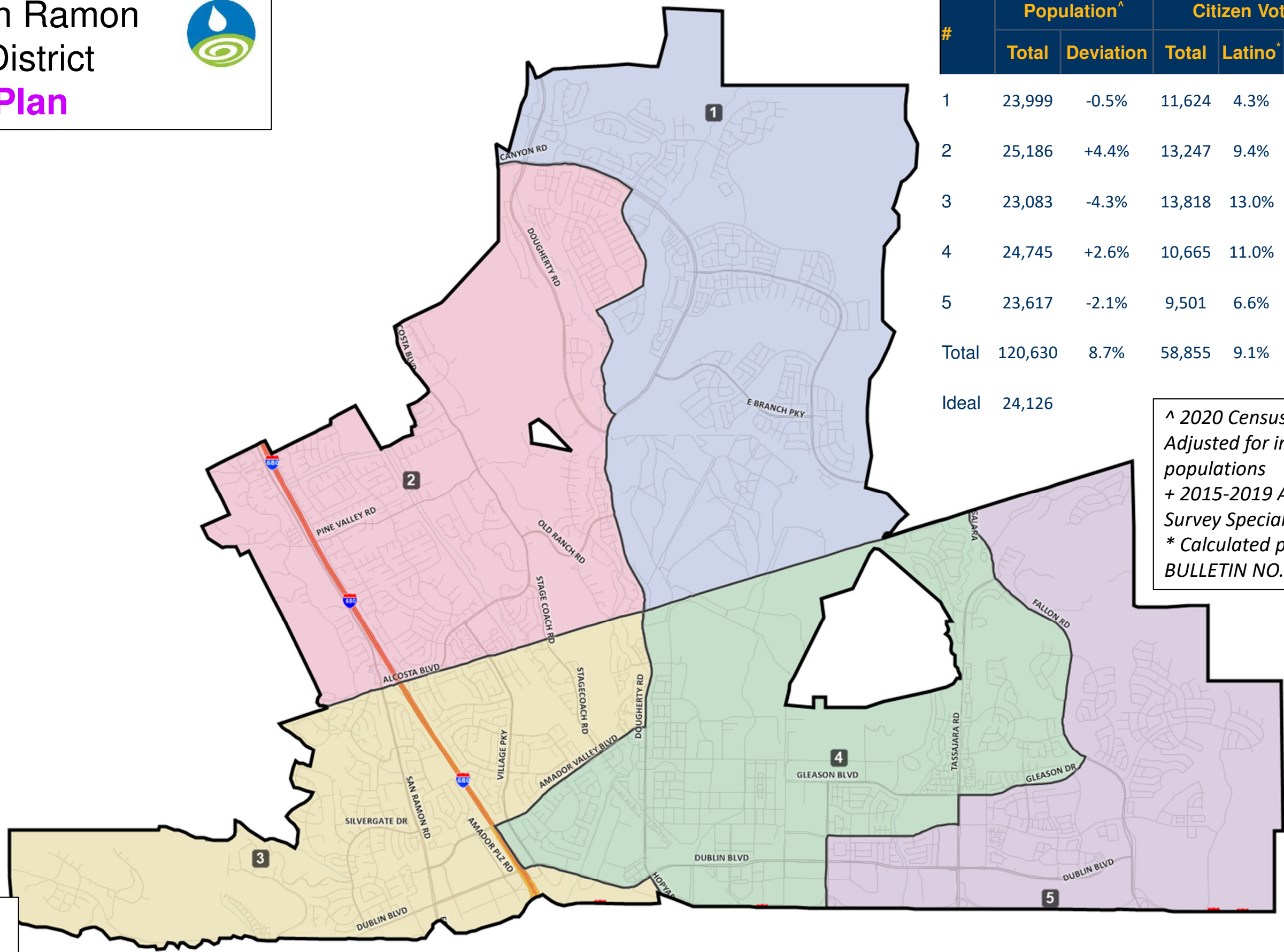


#	Population [^]		Citizen Voting Age Population ⁺				
	Total	Deviation	Total	Latino*	Asian*	Black*	NH-White
1	23,999	-0.5%	11,624	4.3%	67.9%	2.7%	21.7%
2	25,186	+4.4%	13,247	9.4%	28.9%	4.1%	55.0%
3	23,083	-4.3%	13,818	13.0%	23.1%	2.8%	58.4%
4	24,651	+2.2%	10,448	10.3%	45.2%	6.1%	35.4%
5	23,711	-1.7%	9,718	7.5%	55.1%	5.7%	27.9%
Total	120,630	8.7%	58,855	9.1%	42.4%	4.1%	41.3%
Ideal	24,126						

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Dublin San Ramon
Services District
Magenta Plan

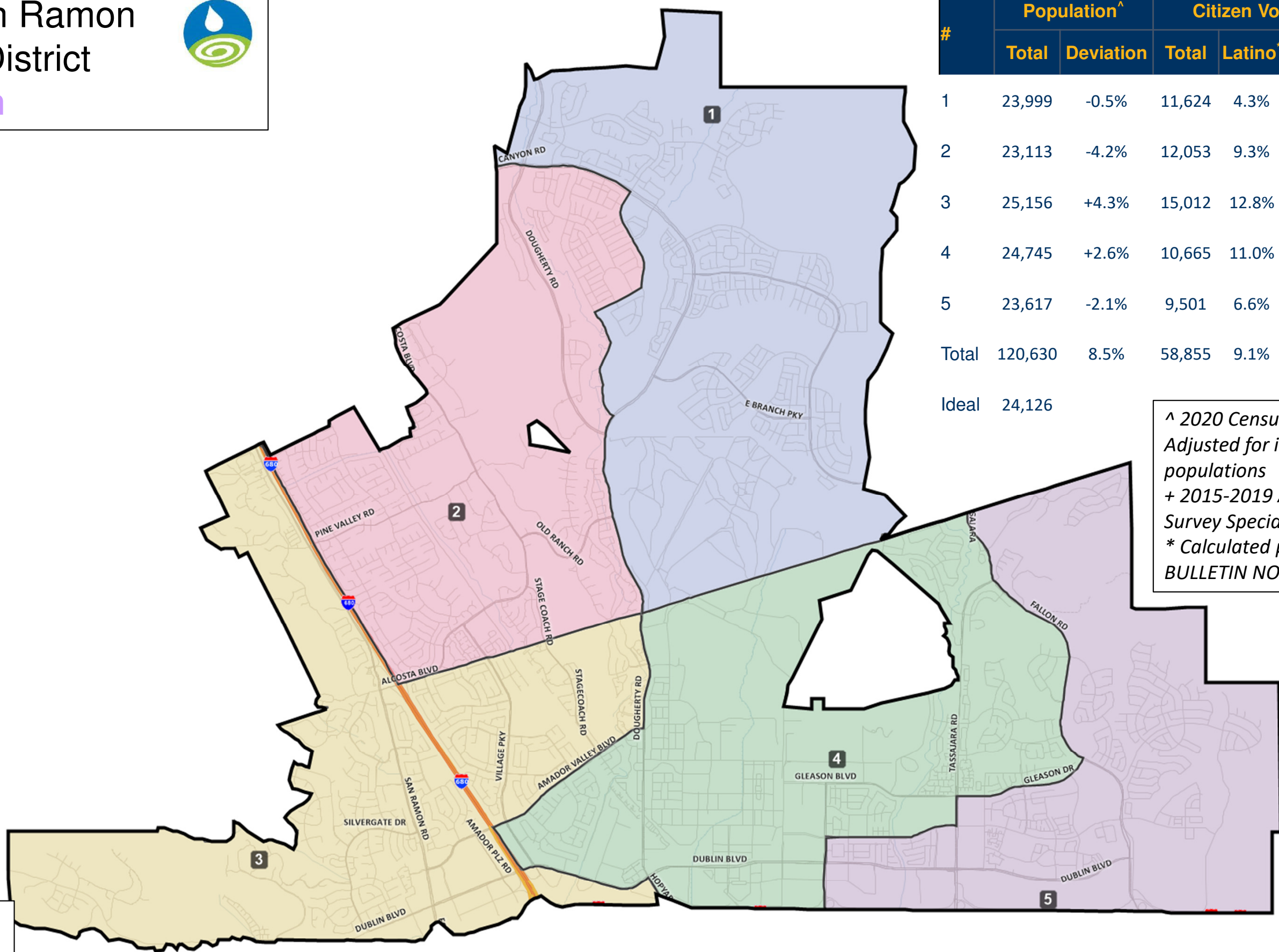


#	Population [^]		Citizen Voting Age Population ⁺				
	Total	Deviation	Total	Latino*	Asian*	Black*	NH-White
1	23,999	-0.5%	11,624	4.3%	67.9%	2.7%	21.7%
2	25,186	+4.4%	13,247	9.4%	28.9%	4.1%	55.0%
3	23,083	-4.3%	13,818	13.0%	23.1%	2.8%	58.4%
4	24,745	+2.6%	10,665	11.0%	42.0%	6.7%	37.1%
5	23,617	-2.1%	9,501	6.6%	58.8%	5.1%	25.8%
Total	120,630	8.7%	58,855	9.1%	42.4%	4.1%	41.3%
Ideal	24,126						

[^] 2020 Census Redistricting Data.
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+ 2015-2019 American Community
Survey Special Tabulation
* Calculated pursuant to OMB
BULLETIN NO. 00-02

Prepared by
WAGAMAN
STRATEGIES

Dublin San Ramon
Services District
Plum Plan



#	Population [^]		Citizen Voting Age Population ⁺				
	Total	Deviation	Total	Latino*	Asian*	Black*	NH-White
1	23,999	-0.5%	11,624	4.3%	67.9%	2.7%	21.7%
2	23,113	-4.2%	12,053	9.3%	27.9%	4.3%	56.0%
3	25,156	+4.3%	15,012	12.8%	24.4%	2.7%	57.4%
4	24,745	+2.6%	10,665	11.0%	42.0%	6.7%	37.1%
5	23,617	-2.1%	9,501	6.6%	58.8%	5.1%	25.8%
Total	120,630	8.5%	58,855	9.1%	42.4%	4.1%	41.3%
Ideal	24,126						

[^] 2020 Census Redistricting Data.
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Survey Special Tabulation
* Calculated pursuant to OMB
BULLETIN NO. 00-02

Prepared by
WAGAMAN
STRATEGIES

Dublin San Ramon Services District

Redistricting Draft Plans 10/19/21

Plan	District	Population^			Citizen Voting Age Population+								
		Total	Deviation		Total	Latino*		Asian*		Black*		Non-Hispanic White	
		#	#	%	#	#	%	#	%	#	%	#	%
Blue	1	23,413	-713	-3.0%	11,596	515	4.4%	7,749	66.8%	332	2.9%	2,618	22.6%
Blue	2	23,699	-427	-1.8%	12,081	1,106	9.2%	3,504	29.0%	497	4.1%	6,646	55.0%
Blue	3	25,144	1,018	4.2%	15,003	1,921	12.8%	3,656	24.4%	406	2.7%	8,615	57.4%
Blue	4	23,264	-862	-3.6%	10,033	1,123	11.2%	3,872	38.6%	682	6.8%	3,904	38.9%
Blue	5	25,110	984	4.1%	10,142	681	6.7%	6,197	61.1%	511	5.0%	2,511	24.8%
Purple	1	23,773	-353	-1.5%	10,395	640	6.2%	6,299	60.6%	422	4.1%	2,362	22.7%
Purple	2	23,339	-787	-3.3%	13,282	981	7.4%	4,954	37.3%	407	3.1%	6,902	52.0%
Purple	3	23,868	-258	-1.1%	14,584	1,908	13.1%	3,536	24.2%	501	3.4%	8,373	57.4%
Purple	4	24,140	14	0.1%	10,288	1,121	10.9%	3,911	38.0%	577	5.6%	4,131	40.2%
Purple	5	25,510	1,384	5.7%	10,306	696	6.8%	6,278	60.9%	521	5.1%	2,526	24.5%
Red	1	24,175	49	0.2%	11,677	454	3.9%	8,072	69.1%	181	1.6%	2,319	19.9%
Red	2	25,010	884	3.7%	13,194	1,296	9.8%	3,650	27.7%	672	5.1%	7,489	56.8%
Red	3	23,071	-1,055	-4.4%	13,809	1,792	13.0%	3,187	23.1%	382	2.8%	8,071	58.4%
Red	4	24,663	537	2.2%	10,457	1,078	10.3%	4,718	45.1%	641	6.1%	3,703	35.4%
Red	5	23,711	-415	-1.7%	9,718	726	7.5%	5,351	55.1%	552	5.7%	2,712	27.9%
Green	1	24,659	533	2.2%	12,510	551	4.4%	7,980	63.8%	314	2.5%	3,297	26.4%
Green	2	24,526	400	1.7%	12,361	1,199	9.7%	3,742	30.3%	539	4.4%	6,511	52.7%
Green	3	23,022	-1,104	-4.6%	14,226	2,002	14.1%	3,192	22.4%	415	2.9%	8,339	58.6%
Green	4	23,749	-377	-1.6%	9,851	967	9.8%	3,630	36.8%	693	7.0%	4,138	42.0%
Green	5	24,674	548	2.3%	9,907	627	6.3%	6,434	64.9%	467	4.7%	2,009	20.3%

[^] 2020 Census Redistricting Data. Adjusted for incarcerated populations

⁺ Adjusted 2015-2019 American Community Survey Special Tabulation

* Calculated pursuant to OMB BULLETIN NO. 00-02

Dublin San Ramon Services District

Redistricting Draft Plans 11/16/21

Plan	District	Population^			Citizen Voting Age Population+								
		Total	Deviation		Total	Latino*		Asian*		Black*		Non-Hispanic White	
		#	#	%	#	#	%	#	%	#	%	#	%
Lilac	1	23,999	-127	-0.5%	11,624	501	4.3%	7,890	67.9%	316	2.7%	2,518	21.7%
Lilac	2	23,113	-1,013	-4.2%	12,053	1,120	9.3%	3,363	27.9%	513	4.3%	6,746	56.0%
Lilac	3	25,156	1,030	4.3%	15,012	1,925	12.8%	3,656	24.4%	407	2.7%	8,616	57.4%
Lilac	4	24,651	525	2.2%	10,448	1,074	10.3%	4,718	45.2%	640	6.1%	3,702	35.4%
Lilac	5	23,711	-415	-1.7%	9,718	726	7.5%	5,351	55.1%	552	5.7%	2,712	27.9%
Violet	1	23,999	-127	-0.5%	11,624	501	4.3%	7,890	67.9%	316	2.7%	2,518	21.7%
Violet	2	25,186	1,060	4.4%	13,247	1,249	9.4%	3,832	28.9%	537	4.1%	7,290	55.0%
Violet	3	23,083	-1,043	-4.3%	13,818	1,796	13.0%	3,187	23.1%	383	2.8%	8,072	58.4%
Violet	4	24,651	525	2.2%	10,448	1,074	10.3%	4,718	45.2%	640	6.1%	3,702	35.4%
Violet	5	23,711	-415	-1.7%	9,718	726	7.5%	5,351	55.1%	552	5.7%	2,712	27.9%
Magenta	1	23,999	-127	-0.5%	11,624	501	4.3%	7,890	67.9%	316	2.7%	2,518	21.7%
Magenta	2	25,186	1,060	4.4%	13,247	1,249	9.4%	3,832	28.9%	537	4.1%	7,290	55.0%
Magenta	3	23,083	-1,043	-4.3%	13,818	1,796	13.0%	3,187	23.1%	383	2.8%	8,072	58.4%
Magenta	4	24,745	619	2.6%	10,665	1,173	11.0%	4,483	42.0%	712	6.7%	3,960	37.1%
Magenta	5	23,617	-509	-2.1%	9,501	627	6.6%	5,586	58.8%	480	5.1%	2,454	25.8%
Plum	1	23,999	-127	-0.5%	11,624	501	4.3%	7,890	67.9%	316	2.7%	2,518	21.7%
Plum	2	23,113	-1,013	-4.2%	12,053	1,120	9.3%	3,363	27.9%	513	4.3%	6,746	56.0%
Plum	3	25,156	1,030	4.3%	15,012	1,925	12.8%	3,656	24.4%	407	2.7%	8,616	57.4%
Plum	4	24,745	619	2.6%	10,665	1,173	11.0%	4,483	42.0%	712	6.7%	3,960	37.1%
Plum	5	23,617	-509	-2.1%	9,501	627	6.6%	5,586	58.8%	480	5.1%	2,454	25.8%

^ 2020 Census Redistricting Data. Adjusted for incarcerated populations

+ Adjusted 2015-2019 American Community Survey Special Tabulation

* Calculated pursuant to OMB BULLETIN NO. 00-02

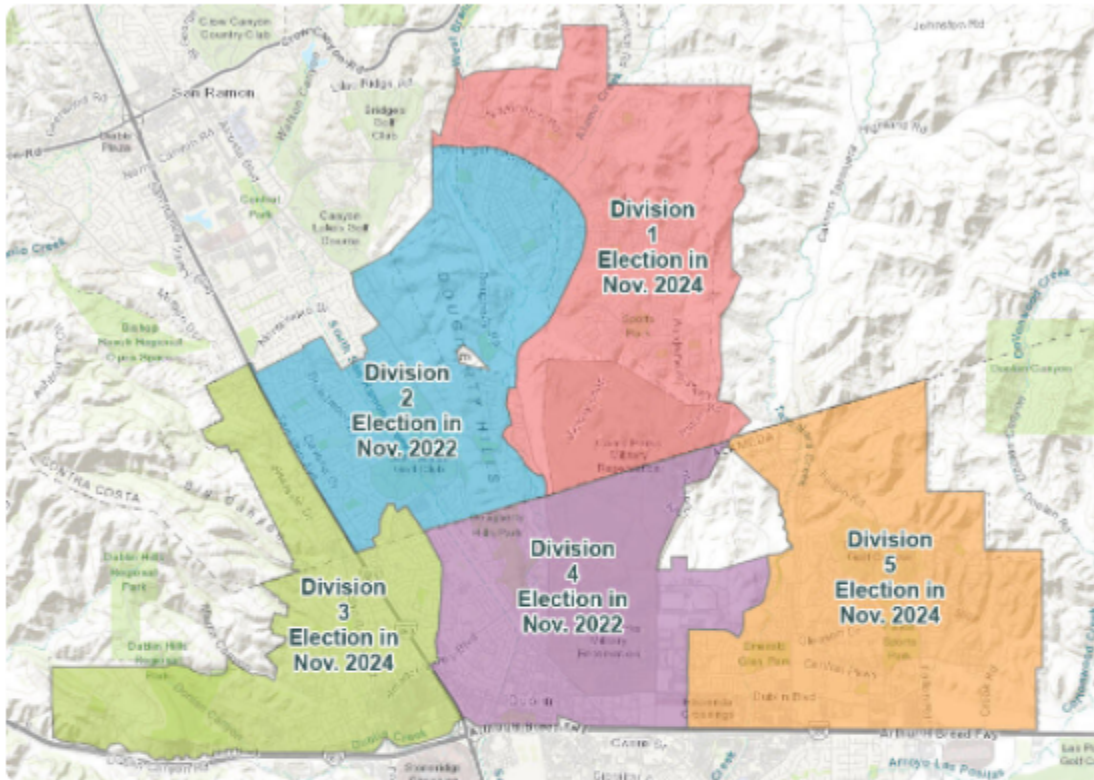
Public Input Received

- ❖ Nextdoor Poll #1 Results - October 28 – November 4, 2021
One comment received from Alex White, October 28, 2021 (shown below)



Dublin San Ramon Services District ✓

Communications Specialist Lea Blevins • 20 hr ago



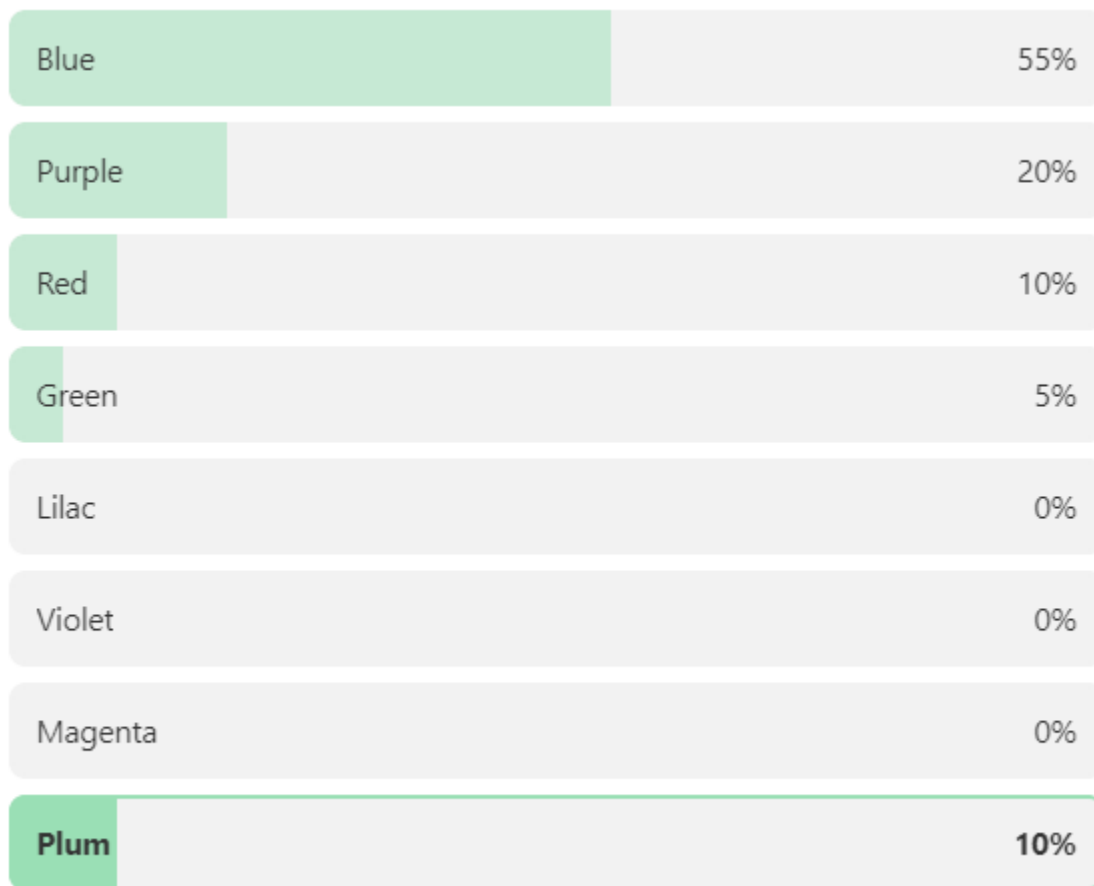
What Draft Plan Map Do You Prefer? DSRSD is redrawing election division boundaries based on new information from the 2020 Census. The five members on the Board of Directors are elected by voters to represent each individual area.

There are eight draft plan maps available for public review. Visit the interactive map link below to view draft division plans, then choose your preference!

<https://www.google.com/maps/d/u/1/viewer?mid=1sgcZyK5hGFGUTg5I3-wti34DVJd9Pq0I&ll=37.742438045838625%2C-121.91717392592368&z=13>

The Board is scheduled to hold a public hearing and adopt a final map at the Tuesday, Nov. 16, meeting at 6 p.m. in the Boardroom of the District Office, 7051 Dublin Blvd., Dublin.

More information on Census redistricting is available at:
<https://www.dsrds.com/about-us/census-redistricting>



20 votes Closed



DSRSD Updated Draft Plans - Google My Maps
google.com



Posted to Subscribers of Dublin San Ramon Services District in 1 area



Like



1 Comment



Share



Alex White • Windemere



Your survey sucks. Draw away, for what ever reason, blue,green... what di I vote for. Oh. Incomplete explanation, not very interactive. . Take my blue vote off.
(edited)

21h

Like

Reply

Share

❖ Nextdoor #2 Poll Results - November 8 – November 11, 2021
No comments received, poll will close on November 16



What Voting Division Map Do You Prefer?

Communications Specialist [Lea Blevins](#) from Dublin San Ramon Services District · 3 days ago

DSRSD must redraw election division boundaries based on new data from the 2020 Census. Voters from each geographic area select one member to represent their area on the Board of Directors.



Open this interactive Google map to view the eight draft plan maps up for consideration by the DSRSD Board: <https://www.google.com/maps/d/u/1/viewer...> Check the boxes one at a time to view the individual maps that correspond with poll choices below, then return here to vote for your preference!

(Image above post shows current election divisions that will be updated.)

What Voting Division Map Do You Prefer?	
<input checked="" type="radio"/> Blue	27%
<input type="radio"/> Purple	27%
<input type="radio"/> Red	23%
<input type="radio"/> Green	23%
<input type="radio"/> Lilac	0%
<input type="radio"/> Violet	0%
<input type="radio"/> Magenta	0%
<input type="radio"/> Plum	0%

VOTE | 26

3 days ago · Subscribers of Dublin San Ramon Services District in 1 area in General

THANK

REPLY | 1

AMENDMENTS TO ORDINANCE NO. 345 SHOWN IN MARKUPSORDINANCE NO. 345

AN ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT TO ESTABLISH A BY-DIVISION SYSTEM FOR ELECTING DIRECTORS

WHEREAS, the Dublin San Ramon Services District (District) currently elects its Directors using an at-large election system; and

WHEREAS, in the at-large election system, candidates may live in any part of the District's service area and each Director is elected by the voters of the entire service area; and

WHEREAS, in a by-division election system, a candidate for the Board of Directors must live in the division which he or she wishes to represent, and only the voters of that division are entitled to vote to decide who their representative will be; and

WHEREAS, on November 6, 2018, the District received a demand letter from Scott Rafferty, Attorney at Law, asserting that the District's at-large system for electing Directors violates the California Voting Rights Act of 2001 ("CVRA") and threatening litigation if the District declines to voluntarily change to a division-based election system for electing Boardmembers; and

WHEREAS, the District denies that its at-large system for electing its Directors violates the CVRA or any other provision of law; and

WHEREAS, despite the foregoing, the Board of Directors has determined that the public interest would be served by transitioning to a division-based electoral system because of: 1) the extraordinary cost to defend against a CVRA lawsuit, 2) the risk of losing such a lawsuit which would require the District to pay the prevailing plaintiff's attorneys' fees, and 3) by following the procedures set forth in California Elections Code Section 10010 as amended by AB 350, the potential plaintiff's reimbursable costs and attorneys' fees would be capped at a maximum of \$30,000; and

WHEREAS, California Government Code Section 61025, part of the Community Services District Law, authorizes community services districts like the District to utilize an election process specified therein to transition to a "by-division" system from electing Directors, and specifies certain criteria to be considered by the Board in creating the divisions; and

WHEREAS, California Elections Code Section 10010 provides an alternative procedure for political subdivisions, including community services districts, to transition to a by-division system from electing Directors in furtherance of the purposes of the California Voting Rights Act of 2001 (Chapter 1.5 (commencing with Section 14025) of Division 14 of the California Elections Code), by holding a series of public hearings to obtain public input before completing the transition by adopting an ordinance; and

WHEREAS, California Elections Code Section 10010 permits a political subdivision and a prospective plaintiff to agree to extend the time periods set forth in that section and counsel for the

plaintiff agreed to extend the time period for adopting a resolution of intention to adopt a division-based election system to January 31, 2019 and to extend the time period for adopting an ordinance establishing the division boundaries and sequence of elections to June 1, 2019; and

WHEREAS, at its regular meeting on January 15, 2019, the Board of Directors adopted a resolution of intent to establish a by-division voting process pursuant to California Elections Code Section 10010 (including the provisions of subdivision (e)(3) thereof); and

WHEREAS, the change in the method of electing Directors of the Board of the District made by this ordinance is being made in furtherance of the purposes of the California Voting Rights Act of 2001, (including the implementation of the guarantees of Section 7 of Article I and of Section 2 of Article II of the California Constitution, as set forth in California Elections Code Section 14031; and

WHEREAS, under the provisions of California Elections Code Section 10010, a political subdivision that changes from an at-large method of election to a by-division method of election shall hold at least two (2) public hearings over a period of no more than thirty (30) days, at which the public is invited to provide input regarding the composition of the divisions before drawing a draft map or maps of the proposed boundaries of the divisions; and

WHEREAS, before any maps of the proposed boundaries of the divisions were drawn, the Board of Directors held two (2) public hearings on February 5, 2019, and February 19, 2019, respectively, at which time input from the public on the composition of the District divisions including criteria for determining division boundaries and the timing and sequence of implementing division elections was invited and heard; and

WHEREAS, at the public hearings on February 5, 2019, and February 19, 2019, the District considered all oral and written information, testimony, and comments received during the public review process, including information received at the public hearings, oral and written reports from District staff and the District's demographer, exhibits, maps, and all other pertinent information prior to acting on, or making recommendations on, the division elections process and composition of maps; and

WHEREAS, at the public hearing on February 19, 2019, the Board of Directors instructed its demographer to develop four (4) draft map options containing five (5) divisions each; and

WHEREAS, on March 6, 2019, consistent with the provisions of California Elections Code Section 10010, the District published and made available for release, all four (4) of the draft maps then under consideration, which were entitled "Yellow," "Red," "Green," and "Purple." In addition to the newspaper publication, on March 1, 2019, the four (4) draft maps were made available on the District's website and the public was invited to provide comment via the District's "ContactUs" public email, various social media announcements and polls, and by otherwise directly contacting District staff; and

WHEREAS, as required by California Elections Code Section 10010, the District held two additional hearings within a period of no more than forty-five (45) days, the first on March 19, 2019, and the second on April 2, 2019, at which the public was invited to provide input regarding the content of the draft maps, as well as the timing and sequence of division elections; and

WHEREAS, at the public hearing on March 19, 2019, the Board of Directors considered all oral and written information, testimony, and comments received through the public review process, including information received at the public hearings, oral and written reports from District staff and the District's demographer, exhibits, maps, and all other pertinent information prior to acting on, or making recommendations on, the content of the draft map or maps and the proposed timing and sequence of elections; and

WHEREAS, at the public hearing on March 19, 2019, the Board of Directors instructed its demographer to develop revisions to the "Yellow," "Red," and "Green" draft maps to include collection services in Division 1 ("Yellow" and "Red" maps), shift the proposed Contra Costa County boundary to Interstate 680 for Divisions 2 and 3 ("Red" and "Green" maps), and develop a new draft map option that shows an east to west orientation; and

WHEREAS, on March 26, 2019, consistent with the provisions of California Elections Code Section 10010, the District published and made available for release, the original four (4) maps, three (3) revised draft maps, respectively entitled "Canary," "Scarlet," and "Emerald," and a new map entitled "Navy." In addition to the newspaper publication, on March 22, 2019, the four (4) original maps, the three (3) revised draft maps, and the new map were all made available on the District's website, and the public was invited to provide comment via the District's "ContactUs" public email, various social media announcements and polls, and by otherwise directly contacting District staff; and

WHEREAS, at the public hearing on April 2, 2019, the Board of Directors considered all oral and written information, testimony, and comments received during the public review process, including information received at the public hearings, oral and written reports from District staff and the District's demographer, exhibits, maps, and all other pertinent information prior to acting on the revised draft map and the timing and sequence of elections; and

WHEREAS, at the public hearing on April 2, 2019, the Board of Directors voted to proceed with the "Scarlet" map attached hereto, and commence by-division elections in 2020 for Divisions 1, 3, and 5; and

WHEREAS, the purpose of this Ordinance is to enact, pursuant to California Elections Code Section 10010, an ordinance providing for the election of Directors of the Board of Directors of the Dublin San Ramon Services District by-division in five divisions to be created hereby.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AS FOLLOWS:

SECTION 1. PURPOSE AND AUTHORITY.

The purpose of this Ordinance is to enact, pursuant to California Elections Code Section 10010, an ordinance providing for the election of members of the Board of Directors of the Dublin San Ramon Services District by five (5) single-member divisions. This Ordinance is adopted pursuant to the District's authority under California Elections Code Section 10010 and California Elections Code Section 10650. The change in the method of electing members of the legislative body is being made in furtherance of the purposes of the California Voting Rights Act of 2001 (Chapter 1.5 (commencing with Section 14025) of Division 14 of the California Elections Code).

SECTION 2. EFFECT OF ORDINANCE.

This Ordinance shall take effect thirty (30) days following its passage and adoption. In the event a summary of said Ordinance is published in lieu of the entire Ordinance, a certified copy of the full text of this Ordinance shall be posted in the office of the District Secretary at least five (5) days prior to its adoption and within fifteen (15) days after its adoption, including the vote of the Directors. Additionally, a summary prepared by the District General Counsel and District Secretary shall be published once at least five (5) days prior to the date of adoption of this Ordinance and once within fifteen (15) days after its passage and adoption, including the vote of the Directors, in the East Bay Times, a newspaper of general circulation within the Dublin San Ramon Services District.

SECTION 3. BY-DIVISION ELECTORAL SYSTEM FOR FIVE DIRECTORS.

(a) Pursuant to California Elections Code Sections 10010 and 10650, and California Government Code Section 61040, Directors shall be elected by-divisions in five (5) divisions.

(b) Except as provided in subdivision (c) hereof, the Director elected to represent a division must live in that division and be a registered voter in that division, and any candidate for Director must live in, and be a registered voter in, the division in which he or she seeks election at the time nomination papers are issued, pursuant to subdivision (b) of California Government Code Section 61040 and California Elections Code Section 10227.

(c) A Director in office at the time this ordinance takes effect shall continue in office until the expiration of the full term to which he or she was elected or appointed and until his or her successor is

qualified. If vacancies in Director offices elected at-large occur before expiration of the full term thereof, such vacancies may be filled according to law from the District at-large.

(d) Upon expiration of the full term of each Director elected at-large, that Director's successor shall be elected only on a by-division basis in the divisions established by this Ordinance. A vacancy in a Director office elected or appointed by-division shall be filled according to law by a person qualified to hold the office, who lives, and is a registered voter, in the division.

SECTION 4. DIVISIONS.

(a) Elections shall take place, and Directors shall be elected, "by-divisions" as that term is defined in California Government Code Section 61025, meaning one member of the division shall be elected from each division, by the voters of that division alone.

(b) The divisions are as follows:

District 1: All the portion of the Dublin San Ramon Services District lying easterly of the following described line: Beginning at the intersection of Bollinger Canyon Road and the northerly boundary of the Dublin San Ramon Services District, and proceeding easterly along Bollinger Canyon Road to Dougherty Road, and proceeding southerly along Dougherty Road to Oak Valley Drive, and proceeding westerly along Oak Valley Drive to Summit View Drive, and proceeding southerly along Summit View Drive to Old Ranch Road, and proceeding southwesterly along Old Ranch Road to Bent Creek Drive, and proceeding southeasterly along Bent Creek Drive to Austin Creek Avenue, and proceeding easterly along Austin Creek Avenue to Dougherty Road, and proceeding southerly along Dougherty Road to the northerly boundary of Alameda County, and proceeding northeasterly along the Alameda County boundary to the easterly boundary of the Dublin San Ramon Services District.

District 2: All the portion of the Dublin San Ramon Services District lying northerly of the following described line: Beginning at the intersection of Bollinger Canyon Road and the northerly boundary of the Dublin San Ramon Services District, and proceeding easterly along Bollinger Canyon Road to Dougherty Road, and proceeding southerly along Dougherty Road to Oak Valley Drive, and proceeding westerly along Oak Valley Drive to Summit View Drive, and proceeding southerly along Summit View Drive to Old Ranch Road, and proceeding southwesterly along Old Ranch Road to Bent Creek Drive, and proceeding southeasterly along Bent Creek Drive to Austin Creek Avenue, and proceeding easterly along Austin Creek Avenue to Dougherty Road, and proceeding southerly along Dougherty Road to the northerly boundary of Alameda County, and proceeding southwesterly along the Alameda County boundary to Village Parkway, and proceeding northwesterly along Village Parkway to Alcosta Boulevard,

and proceeding southwesterly along Alcosta Boulevard to Belle Meade Drive, and proceeding northerly along Belle Meade Drive to San Point Drive, and proceeding westerly along Sand Point Drive to Interlachen Avenue, and proceeding southerly along Interlachen Avenue to Davona Drive, and proceeding southerly along Davona Drive to the northerly boundary of Alameda County, and proceeding southwesterly along the Alameda County line to Interstate 680, and proceeding northwesterly along Interstate 680 to the northerly boundary of the Dublin San Ramon Services District.

District 3: All the portion of the Dublin San Ramon Services District lying westerly of the following described line: Beginning at the intersection of Interstate 680 and the southerly boundary of the Dublin San Ramon Services District, and proceeding northly along Interstate 680 to Amador Valley Boulevard, and proceeding easterly along Amador Valley Boulevard to Village Parkway, and proceeding northerly along Village Parkway to and proceeding northerly along Village Parkway to Alcosta Boulevard, and proceeding southwesterly along Alcosta Boulevard to Belle Meade Drive, and proceeding northerly along Belle Meade Drive to Sand Point Drive, and proceeding westerly along Sand Point Drive to Interlachen Avenue, and proceeding southerly along Interlachen Avenue to Davona Drive, and proceeding southerly along Davona Drive to the northerly boundary of Alameda County, and proceeding southwesterly along the Alameda County boundary to Interstate 680, and proceeding northwesterly along Interstate 680 to the northerly boundary of the Dublin San Ramon Services District.

District 4: All the portion of the Dublin San Ramon Services District lying southerly of the following described line: Beginning at the intersection of Interstate 680 and the southerly boundary of the Dublin San Ramon Services District, and proceeding northly along Interstate 680 to Amador Valley Boulevard, and proceeding easterly along Amador Valley Boulevard to Village Parkway, and proceeding northerly along Village Parkway to the northerly boundary of Alameda County, and proceeding northeasterly along the Alameda County boundary to the easterly boundary of the Camp Parks Military Reservation, and proceeding southerly along the easterly boundary of the Camp Parks Military Reservation to the boundary of the Dublin San Ramon Services District, and proceeding southwesterly along the boundary of the Dublin San Ramon Services District to Barnet Boulevard, and proceeding southerly along Barnet Boulevard to Gleason Drive, and proceeding westerly along Gleason Drive to Hacienda Drive, and proceeding southerly along Hacienda Drive to the southerly boundary of the Dublin San Ramon Services District.

District 5: All the portion of the Dublin San Ramon Services District lying easterly of the following described line: Beginning at the intersection of Hacienda Drive and the southerly boundary of the Dublin San Ramon Services District, and proceeding northly along Hacienda Drive to Gleason Drive, and proceeding easterly along Gleason Drive to Barnet Boulevard, and proceeding northerly along Barnet Boulevard to the boundary of the Dublin San Ramon Services District, and proceeding northeasterly along the boundary of the Dublin San Ramon Services District to the easterly boundary of the Camp Parks Military Reservation, and proceeding northerly along the easterly boundary of the Camp Parks Military Reservation to the northerly boundary of Alameda County, and proceeding northeasterly along the Alameda County boundary to the easterly boundary of the Dublin San Ramon Services District.

A map showing the divisions described in this Ordinance is attached hereto as Exhibit 1 and incorporated by this reference. To the extent there is a conflict between the descriptions contained in the Ordinance and the map incorporated herein, the map shall prevail. If necessary to facilitate the implementation of this Ordinance, the General Manager or his or her designee is authorized to make technical adjustments to the division boundaries that do not substantively affect the populations in the divisions or the eligibility of candidates. The General Manager shall consult with the District General Counsel concerning any technical adjustments deemed necessary and shall advise the Board of Directors of any such adjustments required in the implementation of the divisions.

(c) The divisions specified in subdivision (b) shall continue in effect until they are amended or repealed in accordance with law. New or adjusted division boundaries shall be approved by resolution adopted pursuant to the authorities and guidelines provided for in Elections Code 22000.

SECTION 5. ELECTION SCHEDULE.

(a) Directors from Divisions 1, 3, and 5 as so constituted shall be elected by division beginning at the Statewide General Election in November 2020, and every four years thereafter.

(b) Directors from Divisions 2 and 4 shall be elected by division beginning at the Statewide General Election in November 2022, and every four years thereafter.

SECTION 6. EXEMPTION FROM CEQA.

The Board of Directors finds that the actions taken in this Ordinance are exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California

Code of Regulations, Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 7. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors of the Dublin San Ramon Services District hereby declares that it would have passed this ordinance and each section or subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 8. ADMINISTRATIVE IMPLEMENTATION.

The General Manager is authorized and directed to establish appropriate administrative procedures consistent with the provisions of this ordinance and to take reasonable and appropriate action to fully implement the provisions of this ordinance.

The General Manager, or the person or persons to whom such task may from time to time be delegated, is further authorized and directed to make further nonsubstantive administrative changes, as approved by District General Counsel, to the Ordinance (including revisions in formatting as may be suggested by the publisher) for consistency and ease of reference within sixty (60) days from the date of adoption.

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 21st day of May, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST: _____
Nicole Genzale, District Secretary

Madelyne A. Misheloff, President

Ord. No. 345

DATE OF ATTESTATION: _____

ORDINANCE NO. ____

AN ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT TO AMEND ORDINANCE NO. 345 ESTABLISHING A BY-DIVISION SYSTEM FOR ELECTING DIRECTORS

WHEREAS, at a public hearing on April 2, 2019, the Board of Directors considered all oral and written information, testimony, and comments received during the public review process, including information received at the public hearings, oral and written reports from District staff and the District's demographer, exhibits, maps, and all other pertinent information prior to acting on the revised draft map and the timing and sequence of elections; and

WHEREAS, at the public hearing on April 2, 2019, the Board of Directors voted to commence by-division elections in 2020; and

WHEREAS, on May 15, 2019, the Board of Directors adopted Ordinance No. 345 TO ESTABLISH A BY-DIVISION SYSTEM FOR ELECTING DIRECTORS; and

WHEREAS, the purpose of Ordinance 345 was to enact, pursuant to California Elections Code Section 10010, an ordinance providing for the election of Directors of the Board of Directors of the Dublin San Ramon Services District by-division in five divisions to be created hereby; and

WHEREAS, the District is required by California Government Code Section 61026 to adjust the boundaries of the divisions following the year in which each decennial census is taken and adjust the boundaries of the divisions so that the divisions shall be as nearly equal in population as possible; and

WHEREAS, California Elections Code Section 22000 et seq. provides for the timing and methodology of required adjustment in division boundaries, including holding at least one public hearing and the adoption of new boundaries by resolution; and

WHEREAS, the Board of Directors desires to conform its adjustment process to the California Elections Code and to approve future division boundary adjustments by resolution.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AS FOLLOWS:

SECTION 1. PURPOSE AND AUTHORITY.

The purpose of this Ordinance is to amend, Ordinance 345 to expressly provide for adjusting the five (5) single-member divisions by resolution pursuant to the authorities provided to the District by California Elections Code Section 22000 et seq. and California Government Code Section 61026.

SECTION 2. EFFECT OF ORDINANCE.

This Ordinance shall take effect thirty (30) days following its passage and adoption. In the event a summary of said Ordinance is published in lieu of the entire Ordinance, a certified copy of the full text of this Ordinance shall be posted in the office of the District Secretary at least five (5) days prior to its adoption and within fifteen (15) days after its adoption, including the vote of the Directors. Additionally, a summary prepared by the District General Counsel and District Secretary shall be published once at least five (5) days prior to the date of adoption of this Ordinance and once within fifteen (15) days after its passage and adoption, including the vote of the Directors, in the East Bay Times, a newspaper of general circulation within the Dublin San Ramon Services District.

SECTION 3. AMENDMENT TO SECTION 4 OF ORDINANCE NO. 345.

Subsection (c) of Section 4 of Ordinance 345 shall be amended as follows:

(c) The divisions specified in subdivision (b) shall continue in effect until they are amended or repealed in accordance with law. New or adjusted division boundaries shall be approved by resolution adopted pursuant to the authorities and guidelines provided for in Elections Code 22000.

SECTION 4. EXEMPTION FROM CEQA.

The Board of Directors finds that the actions taken in this Ordinance are exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 5. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors of the Dublin San Ramon Services District hereby declares that it would have passed this ordinance and each section or subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

Ord. No. _____

SECTION 6. ADMINISTRATIVE IMPLEMENTATION.

The General Manager is authorized and directed to establish appropriate administrative procedures consistent with the provisions of this ordinance and to take reasonable and appropriate action to fully implement the provisions of this ordinance.

The General Manager, or the person or persons to whom such task may from time to time be delegated, is further authorized and directed to make further nonsubstantive administrative changes, as approved by District General Counsel, to the Ordinance (including revisions in formatting as may be suggested by the publisher) for consistency and ease of reference within sixty (60) days from the date of adoption.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 16th day of November, 2021, by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary

DATE OF ATTESTATION: _____



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 November 2, 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 several COVID-19 restrictions that affect DSRSD's safety practices and operations. These COVID-19 restrictions have evolved based on changing pandemic conditions. The District is in compliance with all applicable COVID-19 regulations for the workplace.

The California State of Emergency for COVID-19 remains in effect. As of November 9, 2021, Alameda County has moved back into the substantial (orange) tier of the Centers for Disease Control and Prevention (CDC) system for monitoring transmission of COVID-19. Based on current pandemic conditions, Alameda County is not likely to lift the universal indoor face covering requirement until December. 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)	138 of 156	



TITLE: Approve the Health Insurance Contribution for Calendar Year 2022 for Board of Directors

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, the calendar year 2022 health insurance contribution for active Boardmembers and annuitants, or, defer, by Motion, the approval of calendar year 2022 health insurance contributions for active Boardmembers and annuitants to a later meeting.

Should the Board resolve to approve a health insurance contribution that is different than the current contribution amount, staff recommends the Board approve, by Resolution, a health insurance premium contribution for the period of January 1, 2022, to December 31, 2022, for active Boardmembers and annuitants.

DISCUSSION:

Traditionally, the Board will set, by resolution, the health insurance premium contribution for all employees at the District in accordance with the terms of existing labor agreements. The District has completed the negotiations process with the Mid-Management Employees' Bargaining Unit (MEBU), and the Board approved the Memorandum of Understanding (MOU) in an earlier item this evening. The District is still in negotiations with Local 39, Local 21 (formerly the Professional Employees' Bargaining Unit [PEBU]) for successor MOUs, and the Board has not yet approved a resolution for salary and benefits for Unrepresented employees (formerly Confidential Employees' Bargaining Unit [CEBU]) and amendments to Personnel Service Agreements (PSAs) for Senior Management employees and the General Manager.

In accordance with Resolution No. 35-19, approved by the Board during a regularly scheduled meeting on August 6, 2019, the health insurance contributions for active Boardmembers and annuitants shall be set equal to health insurance contributions for active employees, provided the contribution amounts for all active employees in all bargaining groups are equal. As the District contribution amount approved for active employees for calendar year 2022 is not the same across all existing labor agreements, the 2022 District contribution amounts for active Boardmembers and annuitants shall be set at the discretion of the Board.

The maximum District monthly contribution rate for health insurance premiums for MEBU employees, effective January 1, 2022, will be as follows:

Employee Only:	\$857.06
Employee + One:	\$1,714.12
Employee + Family:	\$2,228.36

For Local 21 (formerly PEBU), Unrepresented (formerly CEBU), the General Manager, and Senior Management employees, the District's contribution will remain unchanged from the contribution amounts approved by the Board on August 18, 2020, until such time as a successor Local 21 MOU, an Unrepresented employees salary and benefits resolution, and Personal Service Agreement (PSA) amendments for the General Manager and Senior Management employees are approved by the Board. The maximum District monthly contribution rate for health insurance premiums will remain in the amounts as follows:

Employee Only:	\$797
Employee + One:	\$1,594
Employee + Family:	\$2,072

Originating Department: Administrative Services	Contact: M. Gallardo	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 type="checkbox"/> Other (see list on right)	139 of 156	

The Board has the discretion to set the contribution at any amount, and any change in the contribution amount would require the Board to adopt a new resolution. If new contribution rates are to be effective on January 1, the deadline for Board approval of a new resolution is no later than the end of November. This Board meeting is the last scheduled regular Board meeting before this deadline. A resolution is not needed if the Board makes a motion to maintain the health insurance contributions at the current 2020 levels as noted above or to defer the approval of any changes to the health insurance contributions to a later meeting.

California Public Employees' Retirement System (CalPERS) requires that the District submit a separate resolution for each District health contract account. Thus, this item addresses the Boardmember health contract account (PEMHCA Non-CalPERS Health Contract) and a companion item, approved by the Board earlier in tonight's agenda, addresses the employee health contract account (PEMHCA CalPERS Health Contract).

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR BOARD OF DIRECTORS

WHEREAS, the Dublin San Ramon Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, Resolution No. 35-19 prescribes that the Board of Directors' monthly health benefit contribution amounts are set equal to the monthly health benefit contribution amounts for active employees, provided the contribution for all active employees in all bargaining groups are equal; and

WHEREAS, Resolution No. 35-19 prescribes that the Board of Directors' monthly health benefit contribution amounts are set annually by resolution if the contribution amounts for all active employees in all bargaining groups are not equal; and

WHEREAS, the monthly health benefit contribution for all active employees in all bargaining groups for calendar years 2022 are not equal; and

WHEREAS, the monthly health benefit contribution for calendar years 2022 for the Board of Directors' shall be set by resolution.

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

(a) The employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans, effective January 1, 2022, up to a maximum of:

Medical Group	Monthly Employer Contribution		
	Single	Two-Party	Family
700 Board of Directors (NPERS)			

Plus administrative fees and Contingency Reserve Fund assessments;

Res. No. _____

(b) Dublin San Ramon Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and

(c) That the participation of the employees and annuitants of Dublin San Ramon Services District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Dublin San Ramon Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, California Public Employees' Retirement System (CalPERS) may be obligated, and reserves the right to terminate the health coverage of all participants of the employer;

(d) That the executive body appoint and direct, and it does hereby appoint and direct, Nicole Genzale, District Secretary, to file with the Board a verified copy of this resolution, and to perform on behalf of Dublin San Ramon Services District all functions required of it under the Act.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 16th day of November, 2021, and passed by the following vote:

AYES:

NOES:

ABSENT:

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Receive Presentation on the District's Water Conservation Status

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the District's water conservation status.

SUMMARY:

The District's overall potable water use in October 2021 was reduced by 26 % compared to October 2020. The majority of the reduction was achieved by customers cutting back potable landscape irrigation water usage. District public outreach and drought messages contributed to the success of the water use reduction.

DISCUSSION:

On September 1, 2021, the District's potable water wholesaler, Zone 7 Water Agency (Zone 7), declared a drought emergency and a Stage 2 Water Shortage Emergency asking for mandatory conservation from the water retailers of 15% compared to the 2020 baseline. In response, on September 21, 2021, the District Board of Directors approved, by Resolution, the declaration of Stage 2 Water Shortage Emergency and implemented the demand reduction measures per the District's Water Shortage Contingency Plan and regulations on water use per the District Code Chapter 4.20 as amended by Ordinance No. 350 at the September 21, 2021 Board meeting. At the November 2, 2021 Board meeting, the Board requested an update on the District's water conservation program.

Since the declaration of the Stage 2 Water Shortage Emergency on September 21, 2021, staff has worked on tasks to deliver drought messaging to customers, monitor water conservation progress, respond to questions from customers, and develop a process to review water usage through the Advanced Metering Infrastructure (AMI) system if drought severity continues in 2022.

Staff participated in two monthly meetings, Drought Communication Committee and Rebate Committee, with Zone 7 and other Tri-Valley water retailers. At these meetings, staff discussed drought message strategies, shared conservation outreach efforts from each agency, and reviewed current and possible future rebates.

A summary of the conservation program efforts is provided below.

Distict Water Conservation Messaging and Program in October 2021

- Sent 23,400 postcards (Attachment 1) to all customers forewarning of impending drought and mandatory 15% conservation with easy ways to conserve and new rules/restrictions on October 19 by USPS first class mail.
- Delivered October Pipeline eNewsletter (Attachment 2) highlighting 15% mandatory conservation and the Save Our Water message to 12,126 customers on October 1 through electronic mail.
- Included drought message and request for 15% water reduction from 2020 baseline on the October bill statement. Staff plans to include a water conservation message, Stage 2 Water Conservation Rates information, and a message to use AquaHawk to monitor water use on the November bill statement.
- Issued news release on Stage 2 Water Shortage Emergency and Stage 2 potable water rates
- Updated District web pages within the Water Conservation section of the website
- Issued social media posts for Water Professionals Appreciation Week highlighting three staff who work on producing recycled water or are overseeing drought/conservation efforts

Originating Department: Engineering Services	Contact: I. Suroso	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 – Drought and Water Use Restriction Postcard Attachment 2 – October 2021 Pipeline e-Newsletter	
		143 of 156

- Issued social media post about rain and the need to continue conserving with information on lawn conversion rebate
- Shared Save Our Water post about needing 140% average rainfall to replenish reservoirs
- Added Drought FAQs to District's Water Conservation section of the website
- Interviewed by KCBS Radio, October 17, 2021, regarding the impending storm. Staff informed the reporter that one storm was not enough to solve the drought that was resulted from multiple dry years.

Customer Portal – AquaHawk

Staff continues to reach out to customers through social media posts and bill statements encouraging customers to register an account on the District Customer Portal, AquaHawk. The numbers of registered customers in AquaHawk have increased by 1.4 % (266 new registered accounts) in October compared to August. Staff is preparing to send out a bill insert or a postcard with step-by-step instructions on how to set up a threshold on AquaHawk account.

District Water Conservation Web Page Tracking

Staff is monitoring the conservation web pages. Prior to the mandatory Stage 2 Water Shortage Emergency, the Water Conservation web page (Main Site) was visited 54 times in August 2021. After adopting mandatory Stage 2 Water Shortage Emergency, the District's Water Conservation web page increased in the number of visits in September and October. The breakdown of the District's conservation pages is shown below. Most site visits were particularly directed to the Rebates and Freebies section.

DSRSD Web Page Visits

Section	Aug-21	Sep-21	Oct-21
Water Conservation (Main Site)	54	122	126
<i>Water-Use Rules</i>	17	20	73
<i>Gardening and Irrigation</i>	62	89	76
<i>Rebates & Freebies</i>	212	474	273
<i>Water-Saving Tips</i>	20	13	42
<i>Fixing Leaks</i>	14	28	38
<i>Drought FAQs</i>	NA ⁽¹⁾	NA ⁽¹⁾	27
Total Site Visits	379	746	655

⁽¹⁾ Drought FAQs page was created on October 13, 2021.

Rebates Program Tracking

Staff works with Zone 7 to administer Zone 7 rebates program for a high-efficiency clothes washer, smart irrigation controller, and lawn conversion. In October 2021, staff received and reviewed 32 rebates applications which are more applications than August and September (4 applications in August and 20 applications in September).

Customer Water Waste Reporting and Drought Questions

Staff received and responded to five (5) inquiries from customers about potable water irrigation and water waste on commercial irrigation sites.

District Water Use and Conservation Target

District's potable water use in October 2021 shows a 26% saving compared to October 2020 (see Figure 1). Most water savings are from single-family residential outdoor water use and dedicated potable irrigation water use. In October 2021, the precipitation recorded in Dublin and San Ramon was around 6.6 inches, and there was no precipitation recorded in October 2020. The storm in October 2021 helped reduce the overall District's potable water use.

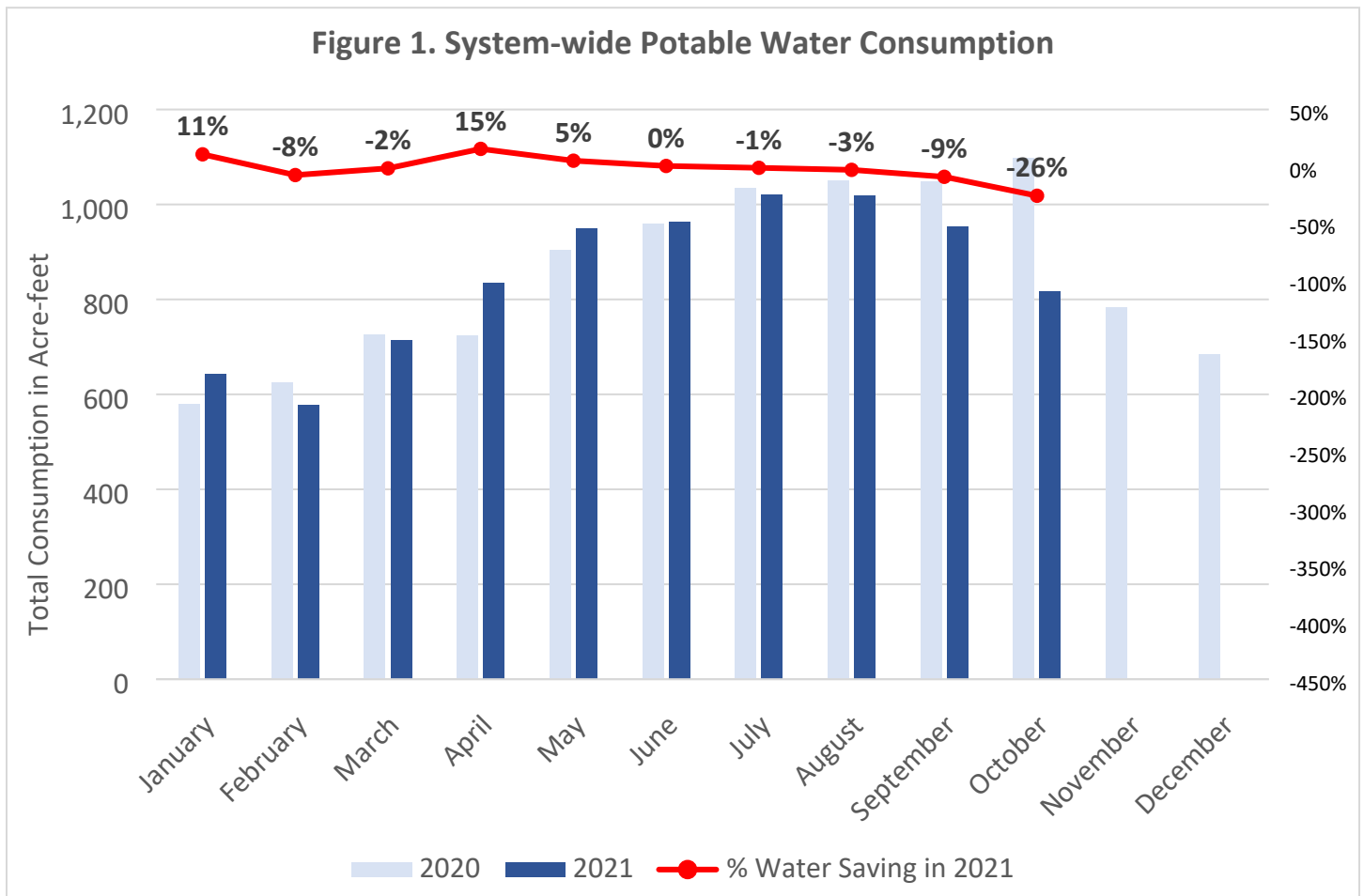
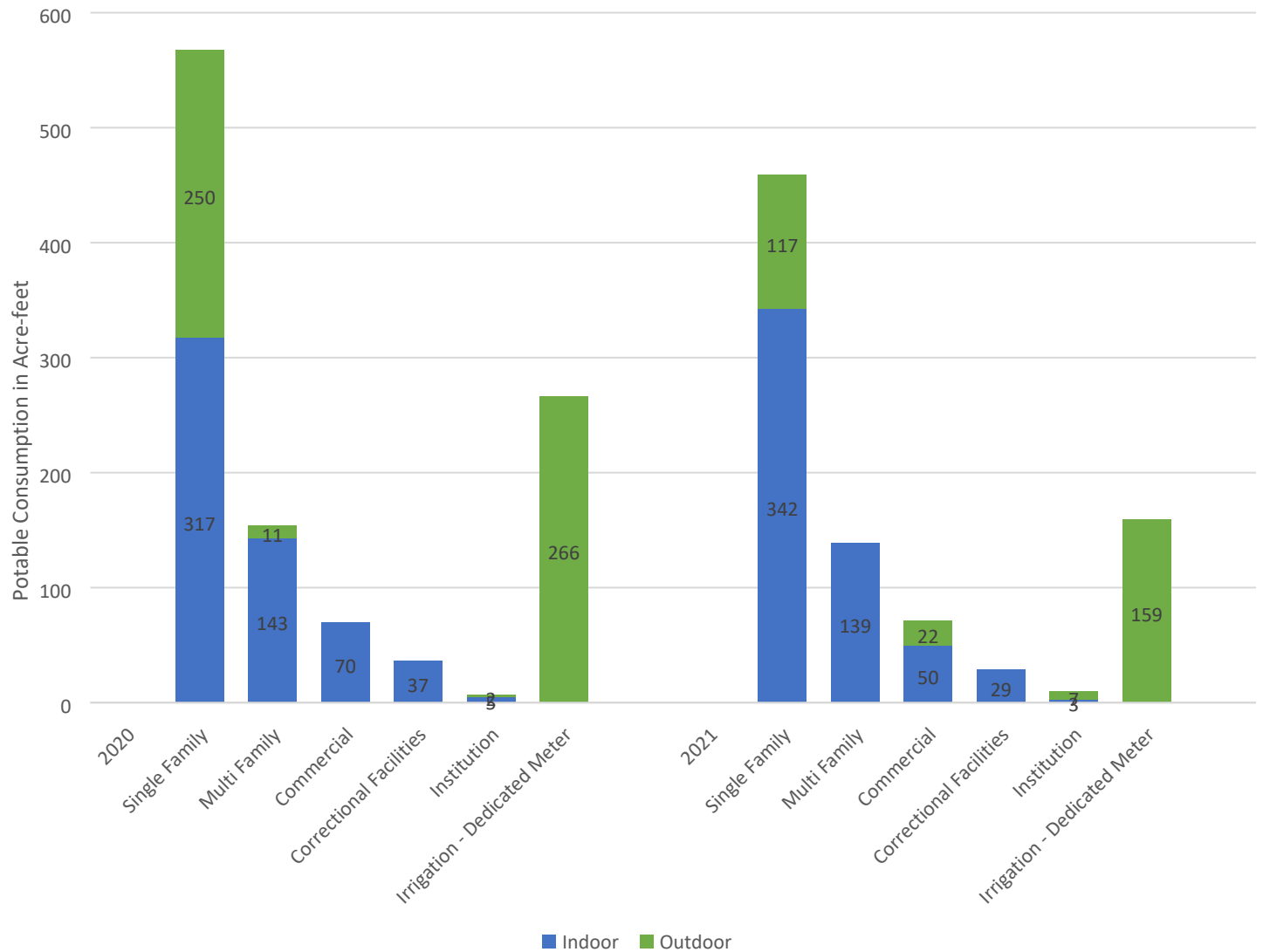


Figure 2 on the next page compares relative water use among different customer classes in October 2021 versus October 2020. The graphic shows that outdoor water use for single-family residential and dedicated irrigation meters was significantly reduced in October 2021 compared to October 2020. Staff will continue monitoring the outdoor water use in the next few months when the irrigation system should be either turned off or limited to one day per week, according to Resolution No. 48-21 passed by the District Board of Directors on September 21, 2021.

Figure 2. October 2020 vs. October 2021 Consumption by Customer Types



Next Steps

Water reduction for the winter season might be lower in the coming months compared to October. The 15% water saving would be hard to achieve in the winter months compared to spring, summer, or fall because most outdoor irrigation systems would be shut off during the winter months. Therefore, most water-saving during winter would be on indoor water use. Staff will provide public outreach and message to customers on how to help save on indoor water use. Staff will provide another update to the Board of Directors in January.

WATER USE RESTRICTIONS ARE NOW IN EFFECT



MANDATORY 15% REDUCTION IN WATER USE

Rebates and water-saving tips are outlined on the flip side of this card, for more ideas visit www.drsd.com/waterconservation



OUTDOOR WATERING RESTRICTIONS

Nov 2021-Feb 2022: once a week from 9 pm-6 am

Mar-Oct 2022: three days a week from 9 pm-6 am



WATER RATES

Stage 2 Drought Rates go into effect Nov. 5, 2021
Visit www.drsd.com/water-rates

ANOTHER DRY YEAR...

THERE ARE EASY THINGS YOU CAN DO TO CONSERVE WATER

*Lake Oroville, a major source of your drinking water, is at historic lows—
as of September, it was at just 22% of normal capacity.*



Dublin San Ramon Services District

Water, wastewater, recycled water

7051 Dublin Blvd.
Dublin, CA 94568
www.dsrsd.com

Mandatory 15% water conservation is in effect. Calendar year 2021 is a critically dry year—the second in a row. Getting serious now about the drought will help save water supplies for next year.

EASY WAYS TO CONSERVE WATER



Save money and water with high-efficiency clothes washer **rebates**



Only run dishwashers and clothes washers with full loads



Shorten showers to 5 minutes (put on your favorite 5-minute song as a timer!)



Find and fix leaks (worn toilet flappers, dripping faucets, leaky valves)—these are common and sometimes invisible sources of wasted water



Monitor your water use in Aquahawk - it's free and it helps detect leaks too! Sign up at www.dsrsd.com/your-account/aquahawk-customer-portal

NEARLY HALF OF RESIDENTIAL WATER IS USED OUTDOORS



**WHEN YOU TURN YOUR CLOCKS
BACK ON NOV 7, DIAL BACK YOUR
IRRIGATION AT THE SAME TIME**



Take advantage of a Smart Controller **rebate** for your irrigation system



Convert your lawn and get a **rebate**!

MORE CONSERVATION TIPS

Visit these sites for more ideas:
www.dsrsd.com/waterconservation
www.dsrsd.com/rebates
www.saveourwater.com
www.trivalleywaterwise.com
www.home-water-works.org

October 2021 Pipeline Newsletter

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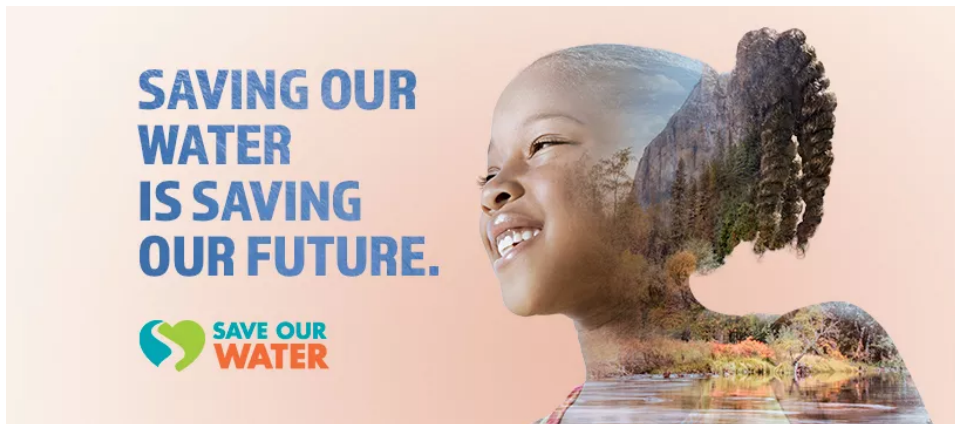
DSRSD Pipeline

By Sue Stephenson • Oct 01, 2021

Smart Brevity™ count: 3 mins... 845 words

Celebrate [Water Professionals Appreciation Week](#) October 3 to 11 and [Imagine a Day Without Water](#) October 21.

15% Mandatory Water Conservation



California's statewide water conservation program, [Save Our Water](#), aims to make conservation a daily habit for Californians.

What's New: The District and Tri-Valley water wholesaler Zone 7 Water Agency asked customers to voluntarily reduce water use by 15% compared to 2020. Instead, water use among DSRSD customers decreased by 1.2%. That's not enough.

Why it matters: On September 21, the DSRSD Board of Directors declared a Stage 2 Water Emergency mandating 15% water conservation.

Go deeper: DSRSD is limiting potable water irrigation to three non-consecutive days per week until the end of October and only one day per week from November through February. Outdoor irrigation comprises about 40% of the average residential customer's water use, so reducing

frequency and length of time of irrigation is an easy way to reduce water use.

Here's more [tips on how to conserve](#):

- Only run full loads of laundry and dishes
 - Find and [fix leaks](#)
 - Shorten showers
 - Turn water off when brushing teeth and shaving
-

California's Save Our Water Campaign



A drone view of Lake Oroville from the South Fork showing extremely low water under the Enterprise Bridge during the drought. Photo taken July 26, 2021, courtesy of the California Department of Water Resources.

What's New: In May, Governor Gavin Newsom proclaimed a state of emergency due to drought conditions in 41 of California's 58 counties. He asked all Californians to voluntarily reduce water use by 15% compared to 2020 water use. Statewide, residential water use only fell 2%.

Why it matters: Calendar year 2021 is a critically dry year, the second in a row. The state's largest man-made reservoir, Lake Oroville, holds only 22% of its capacity, the lowest level of water in the reservoir's

history. This is where some of the Tri-Valley's water is stored. San Luis Reservoir, a joint federal and state facility critical for storing and delivering water south of the Sacramento-San Joaquin Delta, is at 12% capacity.

Go deeper: Watch for snowfall on the mountain tops this winter because the largest storage of water in California is the snow-capped mountains. However, if there is very little snow, that's an indicator drought conditions will continue or worsen.

Directors Resume In-Person Meetings in Boardroom



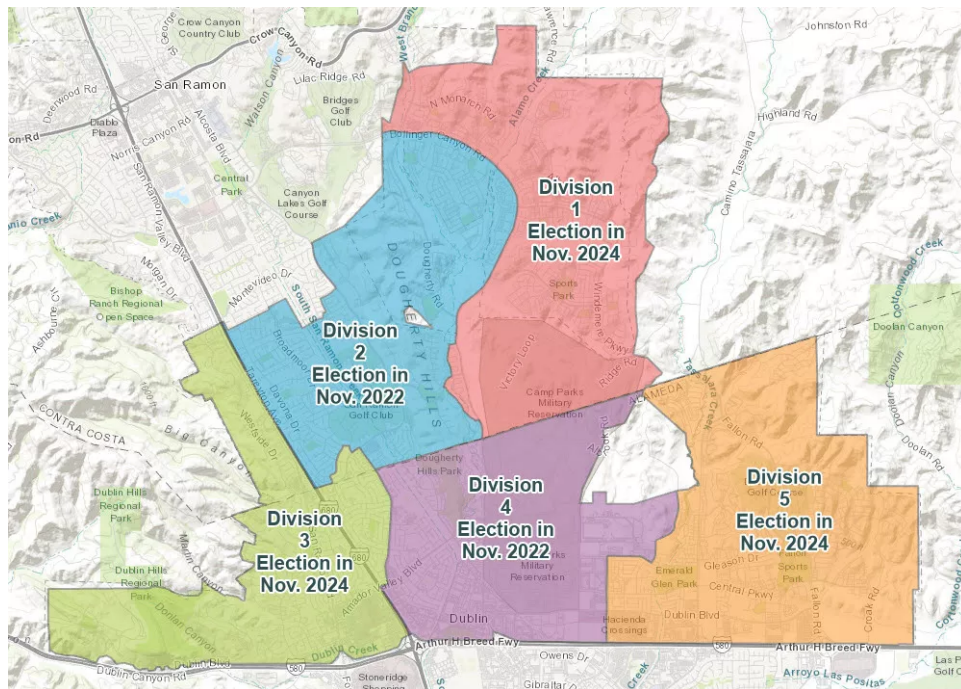
The Boardroom was restored following the November 2018 flooding at the District Office in Dublin.

What's New: On October 5, the DSRSD [Board of Directors](#) will resume meeting in the boardroom located in the District Office, 7051 Dublin Blvd, Dublin.

Why it matters: Three years ago, the District Office building was flooded, which made the building inhabitable. During the 17 months the building was being renovated, the Board met at Dublin's Shannon Community Center. Mid-March 2020, staff was planning to move back into the building when Governor Newsom issued a "stay at home" order due to the pandemic. Since then, Board meetings have been held online.

The bottom line: The public is welcome. Masks are required.

Election Division Lines to Change



The current election divisions in DSRSD's service area. Click the map to open an interactive version.

What's new: The current election divisions were created using the 2010 Census. Now these divisions need to be redrawn using the new 2020 Census data.

Why it matters: The process to do so begins at the October 5 Board meeting. The Board encourages public input.

The bottom line: Customers are welcome to participate in the process. Check our [website](#) and follow us on [social media](#) for updates.

Go deeper: Meeting dates are as follows:

- October 5 — Board receives a presentation on election redistricting using new census data and provides demographer with direction regarding proposed voting area maps
- October 19 — Board holds a public hearing and reviews plan and provides additional direction
- November 16 — Board holds a public hearing and reviews revised plan and adopts final plan.

District Mourns Death of Senior Operator Danny Leonardo



Senior Water/Wastewater Systems Operator Danny Leonardo, who passed away September 24, 2021, is shown here giving a tour of the water system during Water Professionals Appreciation Week in 2017.

A DSRSD loss: You might have noticed the District Office flag flying at half-mast September 24 to 27. It was to honor the loss of Senior Water/Wastewater Systems Operator [Danny Leonardo](#), a friend and colleague for more than 18 years.

A devoted member of staff: Voted *Employee of the Year* by his peers in 2017, Danny's smile was larger than life, his personality as welcoming as they come, and his dedication to serving this community an inspiration to others. He will be missed.

Remembering Danny: Funeral services are Wednesday, October 6, at 11 a.m. at St. Bernard's Church, 165 West Eaton Avenue, Tracy.

Two More Eagle Scout Projects Improve the

Garden



One of the new picnic tables in the garden from Eagle Scout Julian Lavaysse.

What's New: Two more Eagle Scouts from Scout Troop 905 have contributed to the renovation of the District's Demonstration Garden. Volunteers from Troop 905 helped design, construct, and install the following projects:

- Two picnic tables, under the leadership of Eagle Scout Julian Lavaysse
- Four planter boxes for the employee garden area, under the leadership of Eagle Scout Aaditya Punnamraju



Four redwood planter boxes are already in use at the garden thanks to Eagle Scout Aaditya Punnamraju.

Why it matters: Since 1992, Troop 905 has used space in the District's utility building to store their meeting materials and camping gear. The troop has been participating in enhancements to the Demonstration Garden through ongoing community service projects and Eagle Scout projects.

Be like a witch this Halloween month—use a broom to sweep your driveway and not a hose! Saving water is witchy fun!

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Feedback

Anonymously tell us what you thought of this newsletter. Your responses will help us create better content for you!

Was this edition useful?



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