

# AGENDA

## NOTICE OF REGULAR MEETING

**TIME:** 6 p.m.

**DATE:** Tuesday, December 20, 2022

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

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 optional.

**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, Vonheeder-Leopold
4. BOARD REORGANIZATION
  - 4.A. Selection of President and Vice President of the Board of Directors for 2023  
**Recommended Action:** Approve by Motions (2)
5. SPECIAL ANNOUNCEMENTS/ACTIVITIES
6. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. Speaker cards are available from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern, introduce him/herself, and then proceed with his/her comment. Written comments received by 3 p.m. on the day of the meeting will be provided to the Board.
7. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
8. 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.

  - 8.A. Regular Meeting Minutes of December 6, 2022  
**Recommended Action:** Approve by Motion
  - 8.B. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget to Increase the Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) Budget  
**Recommended Action:** Approve by Resolution

- 8.C. Approve New Job Description and Salary Range for Special Assistant to the General Manager  
**Recommended Action:** Approve by Resolution
- 8.D. Approve Resolution for Terms and Conditions, Salary, and Benefits of Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees, and Unrepresented Senior Managers and Rescind Resolution No. 7-22 and Incorporate Resolution No. 31-22  
**Recommended Action:** Approve by Resolution
- 8.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. 16-22  
**Recommended Action:** Adopt by Resolution

9. BOARD BUSINESS

- 9.A. Accept Annual Comprehensive Financial Report with Independent Auditor's Report for Fiscal Year Ended June 30, 2022 and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2022  
**Recommended Action:** Accept by Motion
- 9.B. Discuss Board Committees and Joint Powers Authority Assignments for Calendar Year 2023 and Provide Input  
**Recommended Action:** Discuss and Provide Input
- 9.C. Discuss Options for Filling a Board of Directors Vacancy and Provide Direction  
**Recommended Action:** Accept by Motion; Discuss and Provide Direction

10. REPORTS

10.A. Boardmember Items

- 10.A.1. Joint Powers Authority and Committee Reports  
10.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors  
10.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

10.B. Staff Reports

- 10.B.1. Event Calendar  
10.B.2. Correspondence from the Board

11. 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.*





**TITLE:** Selection of President and Vice President of the Board of Directors for 2023

**RECOMMENDATION:**

Staff recommends the Board of Directors select and approve, by two (2) separate Motions, first the President and then the Vice President of the Board, and that these appointments become effective immediately and run through the next selection of Board officers scheduled for December 2023.

**DISCUSSION:**

Each year, typically at the first meeting in December, but in an election year at the first meeting after the new Board is seated, the Board elects from its members its President and Vice President for the ensuing term.

In accordance with the Election and Rotation of Board Officers policy (Attachment 1), the President and Vice President must have been elected to the Board of Directors rather than appointed, and eligibility occurs after 12 months of continuous service following first election to the Board. Under normal rotation, the Vice President would become the President, and the Boardmember who has the longest continuous service on the Board without ever serving as President would become Vice President.

Current Vice President Marisol Rubio successfully ran for the San Ramon City Council in the November 2022 General Election and vacated her seat on the DSRSD Board earlier this month. In light of this circumstance, and according to the policy for this rotation, Director Vonheeder-Leopold would be next in line for President and Director Ann Marie Johnson would be next in line for Vice President for 2023. A summary of recent Board officers is also included for reference (Attachment 2). For the subsequent rotation, Director Johnson would be in line for President and Director Arun Goel would be in line for Vice President for 2024.

Traditionally, the term for the officers begins immediately upon the Board's action in this matter and runs through the next selection of officers in December 2023.

Originating Department: Administrative Services	Contact: N. Genzale/C. Atwood	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: \$0	
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 – Election and Rotation of Board Officers policy (P100-19-3) Attachment 2 – Listing of Recent Board Officers	



# Policy

<b>Policy No.</b> P100-19-3	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Election and Rotation of Board Officers	
<b>Policy Description:</b> Election of Board President and Vice President on District Board	
<b>Approval Date:</b> 4/7/2015	<b>Last Review Date:</b> 2019
<b>Approval Resolution No.:</b> 19-15	<b>Next Review Date:</b> 2023
<b>Rescinded Resolution No.:</b> 45-04	<b>Rescinded Resolution Date:</b> 8/17/2004

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

1. The election of Board officers, (President, Vice President), shall take place annually: The President shall be elected first, the Vice President second, each by separate motion.
2. The election of Board officers shall occur on:
  - a. In an election year, at the first regular Board Meeting after elected Boardmembers are sworn in.
  - b. In a non-election year, at the first regular Board meeting in December.
3. The President and Vice President must have been elected to the Board of Directors rather than appointed.
4. Eligibility for the office of President and Vice President occurs twelve (12) months following first election to the Board of Directors. (Assuming continuous service since first election.)
5. PRESIDENT:
  - a. The Vice President is the President-elect under normal rotation.
  - b. The elected member who has served the longest on the Board (in continuous service) without ever serving as President and who meets the requirements Nos. 3 and 4 above, shall rotate to the Presidency.
  - c. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President, and who meets the requirements Nos. 3 and 4 above, shall rotate to the Presidency.

Policy No. P100-19-3

Policy Title: Election and Rotation of Board Officers

6. VICE PRESIDENT:

- a. When the position of the President is filled the elected member next in line shall be rotated to the position of Vice President in accordance with criteria 6(b) and 6(c).
- b. The elected member of the Board of Directors who has served longest on the Board (in continuous service) without ever serving as President and who meets requirements Nos. 3 and 4 above, shall rotate to the Vice Presidency.
- c. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President, and who meets requirements Nos. 3 and 4 above, shall rotate to the Vice Presidency.

7. If no member meets criteria 3, 4, 5, or 3, 4, and 6, or if there are members whose eligibility criteria are the same, then succession shall be determined by which member has served longest on the Board (in continuous service). If a tie still exists, the elected member who received the greatest number of votes at their last election shall be given preference in the rotation.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>April 7, 2015</b>	
Reviewed by Committee or Board:	Date:
<b>Board</b>	<b>October 1, 2019</b>

### LISTING OF RECENT BOARD OFFICERS

Year	President	Vice President
2022	Halket	Rubio
2021	Johnson	Halket
2020	Duarte	Johnson
2019	Misheloff	Duarte
2018	Vonheeder-Leopold	Misheloff
2017	Halket	Vonheeder-Leopold
2016	Howard	Halket
2015	Duarte	Howard
2014	Vonheeder-Leopold	Duarte
2013	Benson	Vonheeder-Leopold
2012	Halket	Benson
2011	Howard	Halket
2010	Hansen	Howard
2009	Scannell	Hansen / Ford
2008	Halket	Scannell
2007	Howard	Halket
2006	Hansen	Howard

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

**December 6, 2022**

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:05 p.m. by President Halket.

President Halket reported that a special DSRSD Financing Corporation meeting was held immediately before this meeting, attended by himself, Vice President Rubio, and Directors Vonheeder-Leopold and Johnson. Per DSRSD's Director Compensable Activities policy, no Director will receive any compensation or stipend for participating in more than one meeting on this date.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

Director Goel entered the meeting at 6:37 p.m. after the roll call was done.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Director/Treasurer; Steve Delight, 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

4.A. New Employee Introductions

Jason Dubois – Management Analyst I  
Jenifer Leigh – Administrative Assistant II  
Karla Castro – Assistant Engineer  
Dana d'Angelo, Management Analyst II  
Sheree Davis, Administrative Assistant II  
Cheri Smith, Human Resources Analyst II  
Christine Chen, Accountant II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:15 p.m. No public comment was received.

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

7. CONSENT CALENDAR

Director Johnson requested that Item 7.G be removed for discussion. The Board agreed to remove Item 7.G for discussion and took Consent Calendar Items 7.A through 7.F and passed these items first.

Director Vonheeder-Leopold MOVED for approval of Items 7.A through 7.F on the Consent Calendar. Vice President Rubio SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

- 7.A. Approve Regular Meeting Minutes of November 1, 2022 – Approved
- 7.B. Authorize Amendment No. 1 to Task Order No. 4 with HDR Engineering, Inc. for the Biogas Treatment System Improvements Project (CIP 16-P028) – Approved
- 7.C. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget to Increase the Hypochlorite Building Rehabilitation Project (CIP 22-P021) Budget, Retitle it to the Hypochlorite Building Replacement Project (CIP 22-P021), and Authorize Execution of Task Order No. 8 for Design Services with West Yost Associates for the Hypochlorite Building Replacement Project (CIP 22-P021) – Approved – Resolution No. 57-22
- 7.D. Authorize the General Manager to Execute a Memorandum of Agreement to Participate in the Regional Purified Water Pilot Project Phase 2 – Public Outreach and Grant Funding Opportunities – Approved
- 7.E. Approve Revised Director Travel and Expenses Policy and Rescind Resolution No. 41-22 – Approved – Resolution No. 58-22
- 7.F. Rescind District Security Policy and Resolution No. 12-10 – Approved – Resolution No. 59-22
- 7.G. REMOVED – Increase the Fiscal Year Ending 2023 Capital Outlay Budget for Fleet Vehicles and Authorize the General Manager to Purchase Ford Fleet Vehicles and Equipment

Director Johnson requested staff provide further insight into the recommendation to purchase gas-powered fleet vehicles rather than hybrid vehicles. She expressed concern with adding gas vehicles given the State will soon be asking for agencies' transition plans from gas- to electric-powered equipment.

Operations Director Carson and Mechanical Supervisor Spencer Halliday discussed that based on District needs, vehicle availability, and a narrow ordering window, staff has brought forth this evening's modified request to acquire vehicle replacements as soon as possible. The recommended action would not include the purchase of any diesel vehicles. The cost for the four gas-powered Ford F-250 vehicles has increased due to the newer model and inflation. Mr. Halliday explained that the District's previous order for a Ford Escape Hybrid vehicle was cancelled by the dealer due to lack of parts to assemble the vehicle. Mr. Halliday noted that hybrid vehicles will not be available again until 2024, so staff recommends purchasing the smallest gas engine vehicle currently available, a Ford Ranger, to support the District's operational needs.

Director Vonheeder-Leopold MOVED to Approve Item 7.G to Rescind the September 20, 2022, Approval to Purchase Four (4) Ford F-250 Vehicles from Napa Ford, Increase the Fiscal Year Ending 2023 Capital Outlay Budget for Fleet Vehicles by \$112,000, and Authorize the General Manager to Execute Purchase Order(s) with Selected Vendor(s) for the Purchase of Five (5) Ford Fleet Vehicles for a Total Amount Not to Exceed

\$375,000. Vice President Rubio SECONDED the MOTION, which CARRIED with THREE AYES, ONE ABSTENTION (Johnson), and ONE ABSENT (Goel).

8. BOARD BUSINESS

8.A. Receive Presentation on District's Water Conservation Status

Senior Engineer Irene Suroso reviewed the item and provided the Board a presentation which was added to the website as supplemental materials. The Board and staff discussed the 13-week turnaround time for processing customer applications for Zone 7 Water Agency's water conservation rebate programs, and their hope to see an acceleration in the processing time soon.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports  
LAVWMA – November 16, 2022

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

9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association Chapter teleconference meeting on November 9, East Bay Municipal Utility Director Frank Mellon's Ward 7 Briefing in Castro Valley on November 10, the State of Orange County Sanitation District teleconference meeting on November 15, and the California Association of Sanitation Agencies Board of Directors teleconference meeting on November 30. She summarized the activities and discussions at the meetings.

Director Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Association of California Water Agencies fall conference in Indian Wells November 29 – December 1. She summarized the activities and discussions at the meeting.

9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

Director Johnson requested an item be scheduled for an upcoming meeting in the January/February timeframe regarding the status of identifying possible locations for a joint residential recycled water fill station in the Tri-Valley.

9.B. Staff Reports

9.B.1. Event Calendar – Staff had nothing to report.

9.B.2. Correspondence from the Board – None

The Board took a five-minute break at 6:43 p.m. before commencing Item 10.A.

10. CLOSED SESSION

At 6:48 p.m. the Board went into Closed Session.

10.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: General Manager

11. REPORT FROM CLOSED SESSION

At 7:23 p.m. the Board came out of Closed Session. President Halket announced that there was no reportable action.

12. ADJOURNMENT

President Halket adjourned the meeting at 7:23 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary





**TITLE:** Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget to Increase the Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) Budget

**RECOMMENDATION:**

Staff recommends the Board of Directors, approve, by Resolution, an amendment to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2022 and 2023 to increase the Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) budget by \$380,000 from \$19,000,000 to \$19,380,000.

**DISCUSSION:**

The Primary Sedimentation Expansion and Improvements Project (“Project”), which began construction in April 2019, constructed one new primary treatment basin and grit tank, deepened an existing primary treatment basin, and replaced the internal mechanisms of the remaining existing three primary basins (see photo below). The additional basins and new internal mechanisms of the existing tanks have reduced the loading to the downstream treatment processes and improved effluent water quality. All new and rehabilitated tanks were in operation by December 2020, and substantial completion on the influent discharge chamber and effluent channel was achieved in July 2022. The Project is currently finalizing punch list and corrective items and is expected to be completed by the spring.



As is typical for a project nearing completion, staff is currently working with the contractor and the District’s third-party construction management firm to finalize contract balancing change orders to close out the Project. Based on a review

Originating Department: Engineering and Technical Services	Contact: J. Yee/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$380,000 with 85% from Regional Wastewater Expansion (Fund 320) and 15% from Regional Wastewater Replacement (Fund 310)	
<b>Attachments:</b> <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Other (see list on right) <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Proclamation		

of remaining encumbrances and anticipated balancing changes orders, staff is requesting a 2 percent increase in the project budget (\$380,000), from \$19,000,000 to \$19,380,000.

The increase is due to unanticipated District labor charges. These charges include the time to coordinate and support multiple shutdowns to disconnect and connect pertinent pieces of equipment and tanks. The project timeline was also impacted because of the COVID-19 pandemic. Specifically, contractor labor shortages and supply chain issues resulted in a longer project duration, with engineering and operations staff time required to continue to manage and support the Project during the delay.

The Project was budgeted conservatively, allowing just enough funding for authorized contracts, construction contingencies, and minimal staff time. Should each contract be fully expended, which is the assumption, these unforeseen labor charges will cause the project to exceed the authorized budget.

The Project is 85 percent funded from the Regional Wastewater Expansion (Fund 320) and 15 percent from the Regional Wastewater Replacement (Fund 310). Both funds contain sufficient working capital to cover this project budget increase.

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM TEN-YEAR PLAN FOR FISCAL YEARS 2022 THROUGH 2031 AND TWO-YEAR BUDGET FOR FISCAL YEARS 2022 AND 2023 TO INCREASE THE PRIMARY SEDIMENTATION EXPANSION AND IMPROVEMENTS PROJECT (CIP 17-P004) BUDGET

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WHEREAS, the Board of Directors approved the District's Capital Improvement Program ("CIP") Ten-Year Plan for Fiscal Years 2022 through 2031 ("CIP Plan") on June 1, 2021, to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors adopted the current Capital Improvement Program ("CIP") Two-Year Budget for Fiscal Years Ending 2022 and 2023 ("CIP Budget") on June 1, 2021, authorizing project and fund budgets to meet the District's capital infrastructure needs; and

WHEREAS, the CIP Budget included the Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) ("Project") which includes constructing one new primary treatment basin and grit tank, deepening an existing primary treatment basin, and reconstructing three primary treatment basins; and

WHEREAS, the CIP Budget included the Project with a budget of \$19,000,000; and

WHEREAS, staff recommends adjusting the CIP Budget by increasing the project budget by \$380,000 from \$19,000,000 to \$19,380,000; and

WHEREAS, the Project is 85 percent funded from the Regional Wastewater Expansion (Fund 320) and 15 percent from the Regional Wastewater Replacement (Fund 310), with both funds containing sufficient funds to cover this project budget increase.

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:

The Primary Sedimentation Expansion and Improvements Project (CIP 17-P004) budget increase by \$380,000 from \$19,000,000 to \$19,380,000 is hereby approved and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2022 and 2023 in accordance with the project description sheet attached as Exhibit "A."

\*\*\*\*\*

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 20th day of December, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
President

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

## DSRSD CIP 10-Year Plan for FYEs 2022 through 2031

### CATEGORY: REGIONAL WASTEWATER TREATMENT

### Regional Wastewater Expansion (Fund 320)

#### CIP No. 17-P004 Primary Sedimentation Expansion and Improvements

Funding Allocation: 85% 320 15% 310

**Project Manager:** Jackie Yee

**Status:** Continuing Project

#### Project Summary:

This project will construct one new primary sedimentation tank and partially demolish and replace one of the existing primary sedimentation tanks at the Regional Wastewater Treatment Facility (RWTF). The project will also add an additional grit tank, replace internal mechanisms in the three remaining primary sedimentation tanks, and replace the motor control center. The primary treatment capacity is undersized for the facility's current average dry weather flow. Insufficient primary treatment capacity overburdens the aeration basins and secondary clarifiers leading to higher energy costs and more difficulties in controlling the secondary effluent water quality. The additional primary sedimentation tank will provide the treatment capacity needed for current and buildout flows.

**CEQA:** Initial Study/Mitigated Negative Declaration

**Reference:** 2017 WWTP and Biosolids Master Plan

**Fund Allocation Basis:** Based on ratio of WWTP flow at which project was estimated to be required to WWTP buildout flow at the time of project inception.

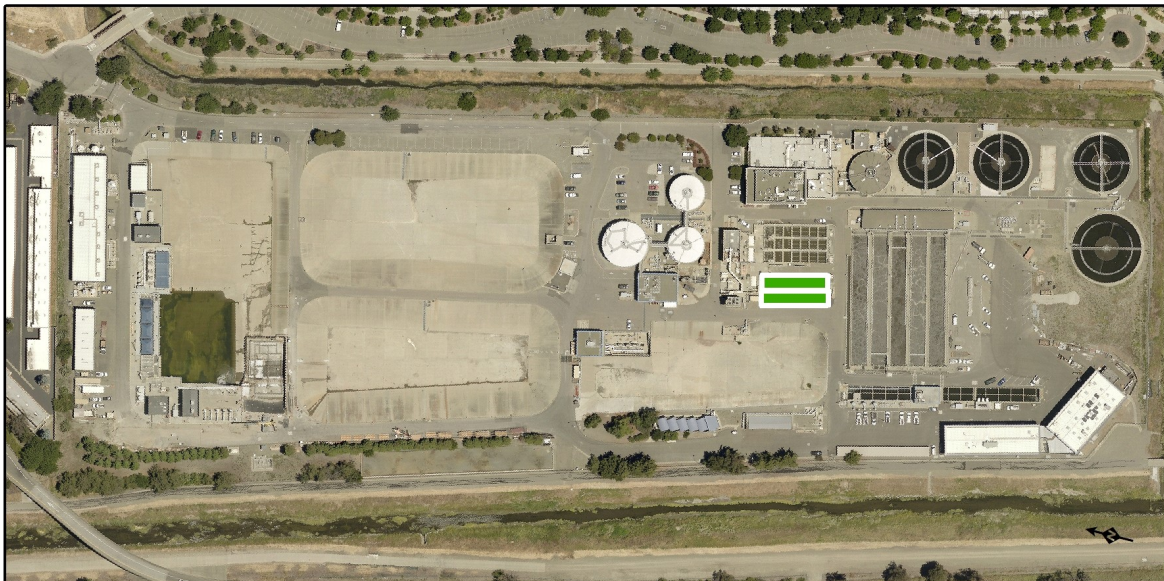
#### 10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	Future
17,009,220	1,807,790	562,990	0	0	0	0	0	0	0	0	0

**Total Estimated Project Cost** \$19,380,000

Current Adopted Budget \$19,000,000

Increase/(Decrease) \$380,000







**TITLE:** Approve New Job Description and Salary Range for Special Assistant to the General Manager

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, the new title, job definition, duties, qualifications, and salary range for the Special Assistant to the General Manager position, effective December 26, 2022.

**DISCUSSION:**

The adopted Fiscal Years Ending (FYE) 2022–2026 Strategic Plan includes a number of major efforts on District-wide programs that require substantial effort at the executive level. To accelerate progress on some of these programs, the General Manager has directed the creation of the new Special Assistant to the General Manager classification to provide specialized focus in the following areas:

- The District’s Emergency Response Plan and business continuity plan
- District-wide leadership and professional development training programs
- Workforce and succession planning
- Other strategic plan initiatives warranting additional support and leadership

Additionally, the position may be responsible for management and direction over other District divisions or sections as needed.

In accordance with the New/Revised Job Classifications and Salary policy (Attachment 1), the job titles, job definitions, job duties, and salary ranges for all senior management positions shall be presented to the Board by the General Manager for approval and adoption. The proposed classification description (Attachment 2) includes the definition and distinguishing characteristics necessary and at the appropriate level of authority and responsibility to be assigned by the General Manager to the Special Assistant to the General Manager. The qualifications described in the Special Assistant to the General Manager job description express the minimum requirements to successfully serve the District in this role and move forward the assigned strategic District-wide programs. In accordance with the District’s compensation plan, the proposed salary range for the new Special Assistant to the General Manager is to be set internally, benchmarked to the Department Director level positions, with a differential of fifteen percent (15%) under the Department Director salary ranges. The recommended compensation for the position is \$15,592 to \$18,954 per month.

Upon approval of the new class description and salary range, to be effective December 26, 2022, staff intends to begin an internal-only recruitment in January to find the best qualified candidate to fill the position. The position will be funded as a two-year, limited-term position, by utilizing an existing, vacant FTE (full-time equivalent) position already approved as part of the FYE 2022 and 2023 operating budget.

The Special Assistant to the General Manager will be subject to terms and conditions of employment in the Salary and Benefits Resolutions for Unrepresented Senior Manager Employees which has been updated and is the next item on the agenda for Board approval.

<b>Originating Department: Administrative Services</b>		<b>Contact: S. Koehler/C. Atwood</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Yes</b>		<b>Cost and Funding Source: Operating Budget FYE 2022–2023</b>	
<b>Attachments:</b> <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)		<b>Attachment 1 – New/Revised Job Classification and Salary policy (P700-22-3)</b> <b>Attachment 2 – New Special Assistant to the General Manager Job Classification,</b> <b>effective December 26, 2022</b>	



# Policy

<b>Policy No.:</b> P700-22-3	<b>Type of Policy:</b> Personnel
<b>Policy Title:</b> New/Revised Job Classifications and Salary	
<b>Policy Description:</b> Non-standard job classifications and/or salary requiring Board approval and adoption	
<b>Approval Date:</b> 8/19/2014	<b>Last Review Date:</b> 2022
<b>Approval Resolution No.:</b> 53-14	<b>Next Review Date:</b> 2026
<b>Rescinded Resolution No.:</b> 71-11	<b>Rescinded Resolution Date:</b> 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>	
<b>Date Adopted:</b>	
<b>August 19, 2014</b>	
Reviewed by Committee or Board:	Date:
<b>Board</b>	<b>December 4, 2018</b>
<b>Board</b>	<b>June 21, 2022</b>

## Class Description

**Effective Date:** December 26, 2022  
**Job Title:** Special Assistant to the General Manager  
**W/C Code:** 8810  
**FLSA Status:** Exempt  
**Unit:** Unrepresented  
**Job Code:** SPAGM

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### **DEFINITION**

Under general direction and as a part of the Senior Management team, manages assigned District-wide programs and special projects, including but not limited to, emergency preparedness, training and professional development, leadership development, community engagement, public affairs, labor relations, senior management representative on the Safety Committee, and interagency liaison. As directed, may also serve as a manager of or provide direction over one or more District division(s), section(s), and/or assigned program(s).

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager and exercises general direction to management staff and direct supervision over assigned supervisory, professional, technical, and administrative support staff.

### **DISTINGUISHING CHARACTERISTICS**

This is a senior management classification level distinguished by the complexity and range of duties assigned and high level of responsibility in managing assigned District-wide programs and divisions.

### **TYPICAL DUTIES**

- Assists the Senior Management Team with the development and implementation of goals, objectives, policies and procedures.
- Exercises leadership and primary management responsibility in planning and implementation of strategically important projects and initiatives delegated by the General Manager, such as emergency preparedness and business continuity programs, District-wide leadership and professional development training programs, and workforce and succession planning.
- Plans and coordinates activities with a variety of public agencies, community groups and stakeholder groups. performs special studies and research and prepares recommendations.
- Develops, plans and implements goals and objectives if assigned over District division(s) and/or section(s); recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the assigned division(s) and/or section(s).
- Directs, oversees and participates in the development of the assigned division's and/or section's work plan; assigned work activities, projects and programs, monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development of budget for the assigned division(s) and/or section(s); in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies, monitors and approves expenditures; recommends mid-cycle and one-



## **Class Description: Special Assistant to the General Manager**

time budget adjustments, administers and manages the assigned division(s) and/or section(s) so as to meet the approved budget.

- Plans, organizes, directs, supervises and evaluates the work of subordinate personnel; meets and confers with other district management personnel to resolve problems and coordinate activities; directs and coordinates the activities of assigned division(s) and/or section(s); coordinates interdepartmental District-wide programs.
- Provides technical information and assistance to the Board of Directors and attends Board meetings.
- Participates in various city, county and regional advisory groups; represents the District to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary; represents the General Manager as designated.
- Represents the District with professional associations such as the California Special Districts Association and the California Sanitation Risk Management Authority.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Leads and/or supports District efforts in various aspects of labor relations as assigned.
- Performs 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, practices and procedures of public administration, management and organization, including policy and program development.
- Pertinent local, State and Federal laws, rules and regulations.
- Modern office practices, procedures, methods and equipment.
- Statistical and program analysis, research techniques and report writing.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of budget administration and fiscal control.
- Principles and practices of organization, administration and personnel management.
- Methods, principles, techniques and applicable laws and regulations affecting employer-employee relations.
- Collective bargaining procedures and techniques.
- Principles and practices employee supervision, including work planning, assignments, review and evaluation, and the training of staff.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- 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:**

- Plan, direct and control the administration and operations of assigned divisions and programs.
- Evaluate and make recommendations on improvements to existing District-wide programs.
- Prepare and administer a division budget.
- Develop and implement District policies and procedures.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.
- Effectively represent 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.
- Establish, maintain, and foster positive effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

**EDUCATION and EXPERIENCE**

A combination of education and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, organizational leadership, human resources management, environmental health or related field. Master's degree preferred.

Five (5) years of supervisory or management level experience in general public administration, human resources, environmental health or finance in a water and/or wastewater utility.

**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.

**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.

The work is performed in a standard office environment using a computer. Travel in the local Tri-Valley area is required on a regular basis. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee works indoors, which is temperature controlled. The employee works outdoors, as needed, subject to inclement weather.

**PHYSICAL DEMANDS****Standing**

Average Frequency:	Up to ½ hour.
Duration:	Seconds to 5 minutes at a time.
Maximum Frequency:	Average frequency is consistent.
Duration:	N/A
Surfaces:	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description:	Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

**Walking**

Average Frequency:	½ hour to 1 hour.
Duration:	Seconds to 5 minutes at a time.
Maximum Frequency:	Up to 2 hours.
Duration:	Seconds to 30 minutes at a time.
Surfaces:	Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.

## Class Description: Special Assistant to the General Manager

Description: Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

### **Sitting**

Average Frequency: 7 to 7 ½ 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: Performing various desk station activities including using a computer, reading, 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.

Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower 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: 2 to 4 times a week.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Stair steps, vehicle floorboard.

Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

### **Reaching**

#### **Above Shoulder Level:**

Average Frequency: 5 to 10 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 10 minutes.

Duration: Seconds to 1 minute at a time.

Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than

## Class Description: Special Assistant to the General Manager

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: 5 to 6 hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Up to 7 hours.

Duration: Seconds to 20 minutes at a time.

Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events 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 retrieving or positioning paperwork/files or boxes on and off lower 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**

Average Frequency: Up to 10 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, during field observations 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

## Class Description: Special Assistant to the General Manager

Description: Performs while office supplies 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, operating standard office equipment, performing general office tasks, possibly during field observations 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: Writing utensils, paperwork/files, telephone handset, office supplies, 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, office supplies, and other related items.

#### **11 to 30 lbs.**

Objects: File box.

Average Frequency: 1 time per month.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Less than 5 feet.

Height: Ground to waist level.

Description: Performs while retrieving and relocating a file box, as needed.

#### **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 and files, 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: 1 time per month.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

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

**Fine Manipulation**

Average Frequency: 4 ½ to 5 ½ hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Up 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, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork 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

**PERSONAL PROTECTIVE EQUIPMENT**

Depending on the exposure, the employee is required to wear hearing, eye 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.



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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE JOB TITLE, JOB DEFINITION, JOB DUTIES, AND SALARY RANGE FOR THE NEW SPECIAL ASSISTANT TO THE GENERAL MANAGER JOB CLASSIFICATION

---

WHEREAS, the Board of Directors has authority to establish job titles, definitions, salaries, and job duties, for all senior manager positions as described in Resolution No. 53-14; and

WHEREAS, the District has a need for a qualified Special Assistant to the General Manager to assist the General Manager with strategic District-wide programs and oversight of the District's public affairs program; and

WHEREAS, the job definition and duties for the Special Assistant to the General Manager reflect the performance of duties relating to advancing the District's goals and objectives, and are documented in a Class Description approved by the Board of Directors; and

WHEREAS, the Special Assistant to the General Manager is subject to the provisions of the Unrepresented Senior Managers resolution, to be updated for Board approval later this evening in this regularly scheduled meeting; and

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

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

1. The job duties and qualifications for the Special Assistant to the General Manager shall be as described in the Class Description for the Special Assistant to the General Manager, effective December 26, 2022; and
2. The salary range for the Special Assistant to the General Manager is set to \$15,592 to \$18,954 per month, effective December 26, 2022.

\*\*\*\*\*

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 20th day of December, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
President

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



**TITLE:** Approve Resolution for Terms and Conditions, Salary, and Benefits of Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees, and Unrepresented Senior Managers, Rescind Resolution No. 7-22, and Incorporate Resolution No. 31-22

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, the terms and conditions, salary, and benefits for Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees, and Unrepresented Senior Managers, rescind Resolution No. 7-22, and incorporate Resolution No. 31-22.

**DISCUSSION:**

The purpose of the recommended Board action is to include the addition of a new Special Assistant to the General Manager position to the employment terms and conditions, salary, and benefits resolution for unrepresented employees. The Special Assistant to the General Manager position is proposed as a senior management level position, and similar to other senior management positions, will not be represented by any formal bargaining unit.

At the regularly scheduled meeting on December 7, 2021, the Board approved, by Resolution No. 59-21, the terms and conditions of employment, salary, and benefits for Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees, and Unrepresented Senior Managers, effective on December 13, 2021. The Board subsequently made two rounds of minor amendments to this resolution in 2022. Specifically, at the regularly scheduled meeting on February 1, 2022, the Board amended, by Resolution No. 7-22, Section 2, Hours of Work and Overtime, of the terms and conditions of employment, salary, and benefits for Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees, effective February 2, 2022. On June 21, 2022, the Board amended, by Resolution No. 31-22, Section 1.3, Annual Merit Increase Adjustment, of the terms and condition of employment, salary, and benefits for Unrepresented Senior Managers, effective July 11, 2022.

The terms and conditions of employment, salary, and benefits for the Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees (Exhibit A to the resolution) have been updated to incorporate the Senior Human Resources Analyst classification in the listing for covered classifications, the salary for which was approved by the Board at the regularly scheduled meeting on January 19, 2022. All other terms and conditions, salary, and benefits, remain in effect and unchanged.

The terms and conditions of employment, salary, and benefits for the Unrepresented Senior Managers (Exhibit B to the resolution) have been updated to add the Special Assistant to the General Manager classification and salary, approved by the Board in the previous agenda item, to be effective December 26, 2022. Additionally, the terms and conditions, salary, and benefits for Unpresented Senior Managers have been updated to incorporate the updated language to Section 1.3 from Resolution No. 31-22, directly into Exhibit B. All other terms and conditions, salary, and benefits, remain in effect and unchanged.

Originating Department: Administrative Services	Contact: S. Koehler/C. Atwood	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)	29 of 225	

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING TERMS AND CONDITIONS, SALARY, AND BENEFITS FOR UNREPRESENTED MANAGER, PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES, AND UNREPRESENTED SENIOR MANAGERS, RESCINDING RESOLUTION NO. 7-22, AND INCORPORATING RESOLUTION NO. 31-22

---

WHEREAS, by Exhibit "A" to Resolution No. 7-22, the Board of Directors approved the terms and conditions, salary, and benefits for Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees, effective December 13, 2021, and revised, effective February 2, 2022, at its regularly scheduled Board meeting on February 1, 2022; and

WHEREAS, by Exhibit "B" to Resolution No. 7-22, the Board of Directors approved the terms and conditions, salary, and benefits for Unrepresented Senior Managers, effective December 13, 2021, at its regularly scheduled Board meeting on February 1, 2022; and

WHEREAS, by Resolution No. 31-22, the Board of Directors revised "Exhibit "B" to Resolution No. 7-22, to update Section 1.3 of Exhibit "B," titled Annual Merit Increase Adjustment; and

WHEREAS, the terms and conditions, salary, and benefits for Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees have been amended to include the Senior Human Resources Analyst classification approved by the General Manager on December 28, 2021 and the Senior Human Resources Analyst salary approved by the Board, by Resolution No. 4-22, during its regularly scheduled meeting on January 18, 2022; and

WHEREAS, the terms and conditions, salary, and benefits for Unrepresented Senior Managers have been amended to incorporate the revised language to Section 1.3, approved by Resolution No. 31-22; and

WHEREAS, the terms and conditions, salary, and benefits for Unrepresented Senior Managers have been amended to include the new Special Assistant to the General Manager classification and salary approved by the Board earlier this evening at this regularly scheduled meeting.

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 Salary and Benefits Resolution between the District and Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees for the period of December 20, 2022, through December 21, 2025, attached hereto as Exhibit "A" and incorporated by reference herein; and

Res. No. \_\_\_\_\_

2. Approve the Salary and Benefits Resolution between the District and Unrepresented Senior Management Employees for the period of December 20, 2022, through December 21, 2025, attached hereto as Exhibit "B" and incorporated by reference herein; and

3. Resolution No. 7-22, attached hereto as Exhibit "C," is hereby rescinded; and

4. Section 1.3, Annual Merit Increase Adjustment, as amended in Resolution No. 31-22, attached hereto as Exhibit "D," is hereby incorporated in Exhibit "B."

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 20th day of December, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
President

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

Exhibit A to Resolution No. TBD

# **Salary and Benefits Resolution**

**For**

**Unrepresented Management, Professional, Technical,  
Administrative and Confidential Employees**

**Original Effective Date: December 13, 2021**

**Revised: February 2, 2022**

**Revised: December 20, 2022**

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## **Section 1. Salaries and Cash Benefits**

The wages, hours and conditions of employment for Unrepresented Management, Professional, Technical, Administrative and Confidential employees (herein referred to as “Unrepresented Employees” or “Employees”) shall be as follows:

### **1.1 Salaries**

Effective on the first day of the first pay period of calendar years 2022 through 2025, Unrepresented Employees 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 (12) month period ending October 31<sup>st</sup> as follows:

- For calendar year 2022, in the event that CPI is less than 3.0% for the twelve-month period ending October 31<sup>st</sup>, 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 31<sup>st</sup>, 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 31<sup>st</sup>, the “floor” for CPI shall be 2.5%. For calendar year 2023, in the event that CPI is more than 4.0% for the twelve-month period ending October 31<sup>st</sup>, the “ceiling” for CPI shall be 4.0%.
- For calendar years 2024 and 2025, in the event that CPI is less than 2.0% for the twelve-month period ending October 31<sup>st</sup>, the “floor” for CPI shall be 2.0%. For calendar years 2024 and 2025, in the event that CPI is more than 4.0% for the twelve-month period ending October 31<sup>st</sup>, 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 unrepresented employees will receive 0% cost of living salary increase adjustment of the employee’s y-rated salary, or the market salary rate for the employee’s classification with the applicable cost of living applied.

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.

Unrepresented management, professional, technical, administrative and confidential positions are listed in Appendix 1.

### **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.

### 1.5 Compensation Survey Procedures

The basis of compensation will be the sixtieth (60<sup>th</sup>) 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:

	<b>Base Salary (Monthly)</b>	<b>ER Paid EE PERS (EPMC)</b>	<b>ER Paid Deferred Comp (457)</b>	<b>ER Paid Other Retirement</b>	<b>EE Paid ER Contributions to DB Plan</b>	<b>Total Comp (Monthly)</b>
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
CCCSD	DDSD
CCWD	Brentwood
USD	

#### 1.6 Salary Increase Upon Promotion or Reclassification

When an Unrepresented Employee 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 Unrepresented Employee is promoted or reclassified from one classification to a different classification, 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 Unrepresented Employee who is assigned in writing by the General Manager or designated representative, and, who is required to perform of the full range of the duties of a position having a higher salary range or rate of pay, will be paid 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.

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.

Compensation provided under this section shall be salary only. All benefits will continue at the level of the employee's regular position.

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 Resolution, the District will maintain an IRS 457 Plan for interested employees. Employees may also elect to contribute to a Roth 457 option.

Beginning on the first pay date of the first full pay period of calendar year 2022, the District will contribute on behalf of each employee an amount equal to one-hundred percent (100%) of the first \$2,500 that the employee voluntarily contributes to the Employee's 457 Plan account. 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.

#### 1.9 Temporary Promotions

For Unrepresented management, professional, technical, administrative and confidential employees, compensation provided under this section shall be salary only, as outlined in Section 1.7. All benefits will continue at the level of the employee's regular position.

### **Section 2. Hours of Work and Overtime**

For non-exempt employees, the regular workweek shall consist of forty (40) hours and the regular workday shall consist of eight (8) hours. Those positions that are Non-Exempt as of the Effective Date of this MOU are listed in Appendix 1. 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 straight-time 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.

Exempt employees 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.

Each exempt 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. 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. Employees may request an alternative work schedule such as a 9/80 schedule, a 4/9 + 4 work schedule or a 4/10 work schedule and, at the sole discretion of the General Manager, such schedule may or may not be granted.

### **Section 3. Health and Welfare**

#### **3.1 Medical**

##### **(a) Health Care Insurance**

The District is committed to provide health care (medical) insurance to each Unrepresented Employee. The District currently obtains its health insurance through CalPERS and shall endeavor to continue that coverage for the duration of this Resolution. If it is unable to do so, the District will endeavor to obtain coverage that is comparable to the CalPERS program 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.

##### **(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 February 1, 2022 through December 31, 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, Unrepresented 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	\$1,714.12	\$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	Unrep Share of Increase	District Max Contribution
Max Contribution 2023	\$ 2,150	(example assumes Kaiser rate decreased in 2023)			
Kaiser Rate 2024	\$ 2,225	\$ 75	\$ 37.50	\$ 37.50	\$ 2,188

Unrepresented 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 qualified Unrepresented Employee that elects 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 47-07.

(d) Waiver of Coverage

An Unrepresented Employee who chooses to do so, may elect Affordable Care Act (ACA) compliant group health insurance coverage elsewhere and designate in writing to forgo medical insurance coverage through the District and receive a contribution as a cash payment (payable bi-monthly via payroll) in the amount of four hundred dollars (\$400) per month. 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.

3.2 Dental

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

3.3 Retiree Dental

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

3.4 Life Insurance

(a) Amount

The District shall provide each Unrepresented 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 Unrepresented Employees to purchase additional life insurance for themselves or their dependents at employee cost.

3.5 Short-Term and Long-Term Disability

The District shall provide each Unrepresented 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 upon termination of employment.

3.6 Vision Care

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

3.7 Retiree Vision

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

3.8 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.

3.9 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 Resolution.

**Section 4. Retirement Plan**

4.1 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 formerly represented employees of CEBU and one position in 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" for Classic Members.

“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. “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.

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). The District has initiated a contract amendment with CalPERS to establish a Section 20516 cost share for Classic members under an Unrepresented retirement group. The cost share under the Unrepresented CalPERS retirement group will become effective as soon as administratively possible with CalPERS. Until such time, Unrepresented Classic members will continue the Section 20516 cost share in accordance with the resolutions from which their classifications were previously covered. For classifications formerly represented by the Mid-Management Employees’ Bargaining Unit (MEBU) 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 two percent (2%) cost share of the District’s employer CalPERS contribution, for a total of ten percent (10%) CalPERS contribution. For classifications formerly represented by the Confidential Employees’ Bargaining Unit (CEBU), in accordance with the November 17, 2004 MOU between the District and CEBU (Resolution 45-07), Classic members’ contribution of pensionable salary is eight percent (8%) of the employee CalPERS contribution, plus two percent (2%) cost share of the District’s employer CalPERS contribution, for a total of 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 the Unrepresented employees group 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. Substantially similar provisions are included in memoranda of understanding and contracts with all other District employees. If the District decides to modify those provisions for any employee or employee group, the District will similarly amend this Resolution.

## **Section 5.       Holidays**

### **5.1       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.

### **5.2       Holiday Schedule**

The following shall be holidays under this Resolution, 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	2035
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

### 5.3 Reporting Holiday Leave While on Alternative Work Schedule

Employees who work an alternative work schedule (9/80, 10/40) shall report "holiday" time as eight (8) hours and remaining "holiday" time as ELB (Employee Leave Bank) or Compensatory Time (if accrued).

### 5.4 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 7 of this Resolution.

## **Section 6. Administrative Leave for Exempt Unrepresented Employees**

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 7 of this Resolution.

## **Section 7. Unrepresented Employee Leave Bank**

### 7.1 Eligibility

All Unrepresented Employees begin accruing Employee Leave (Leave) as defined in Section 7.4 from their hire date.

### 7.2 Scheduling

The times during the calendar year at which an Unrepresented 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.

### 7.3 Use

Unrepresented 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 Resolution.

### 7.4 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 Unrepresented Management Employee, the accrual rate during their first year of employment is 7.69 hours per pay period.

The following tables are based on full-time employment. Leave for part-time employees will be prorated according to number of hours scheduled.

### Unrepresented Management 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

### Unrepresented Exempt Professional Employees

Year	VAC	FH	ADMIN	Annual Days	Annual Hours	Hours Per PP
1	10	5	5	20	160	6.15
2	11	5	5	21	168	6.46
3	12	5	5	22	176	6.77
4	13	5	5	23	184	7.08
5	14	5	5	24	192	7.38
6	15	5	5	25	200	7.69
7	16	5	5	26	208	8.00
8	17	5	5	27	216	8.31
9	18	5	5	28	224	8.62
10	19	5	5	29	232	8.92
11	20	5	5	30	240	9.23
12	21	5	5	31	248	9.54
13	22	5	5	32	256	9.85
14	23	5	5	33	264	10.15
15	24	5	5	34	272	10.46
16 & After	25	5	5	35	280	10.77

**Unrepresented Non-Exempt Professional, Technical, Administrative and Confidential Employees**

Non-exempt Employees					
Year	VAC	FH	Total	Total	Hours
			Days	Hours	PP
1	10	5	15	120	4.62
2	11	5	16	128	4.92
3	12	5	17	136	5.23
4	13	5	18	144	5.54
5	14	5	19	152	5.85
6	15	5	20	160	6.15
7	16	5	21	168	6.46
8	17	5	22	176	6.77
9	18	5	23	184	7.08
10	19	5	24	192	7.38
11	20	5	25	200	7.69
12	21	5	26	208	8.00
13	22	5	27	216	8.31
14	23	5	28	224	8.62
15	24	5	29	232	8.92
16 & after	25	5	30	240	9.23

**7.5 Crediting of Leave**

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

**7.6 Employee Leave at Separation**

Upon separation of employment, an Unrepresented 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-rated basis.

**7.7 Leave Sell Back**

Each full-time Unrepresented Employee covered by this Resolution 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 8. Sick Leave**

**8.1 Benefits**

Full-time Unrepresented 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.

## 8.2 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 Resolution. Sick leave may not be used before it is credited and may only be used as outlined in 8.1 above.

## 8.3 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.

## 8.4 Physician's Certificate or Other Proof

At the discretion of the Unrepresented 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.

## 8.5 Family and Medical Care Leave

Family and Medical Care leave, the California Family Rights Act and other federal and state mandated leaves shall be administered in accordance with State and Federal Law.

## 8.6 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 9. **Leaves of Absence**

## 9.1 Jury Duty

An Unrepresented 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.

## 9.2 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 may be used for the purpose of Bereavement Leave.

### 9.3 Industrial Disability Leave

#### (a) General

Unrepresented 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.

### 9.4 Catastrophic Leave Donation Program

The District agrees to establish a Catastrophic Leave Donation Bank (CLDB) program to assist Unrepresented 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 Unrepresented 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 Unrepresented 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 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.

#### 9.5 Leave Without Pay

The General Manager may grant Unrepresented Employees leave of absence without pay for a period not to exceed one (1) year. No leave shall be granted except upon written request of the Unrepresented Employee. Such requests shall be submitted to the General Manager. Such leaves shall normally be granted to permit the employee to engage in activities that shall increase his/her value to the District upon return, or because of sickness, injury or personal hardship. Unrepresented Employees may not be granted a leave of absence until all accrued Employee Leave Bank time is taken. Failure on the part of an employee on leave to report promptly at its expiration shall result in dismissal of the employee. Employee leave bank and sick leave credits shall not accrue to an employee on leave of absence. The decision of the General Manager on granting or refusing to grant a leave of absence or extension thereof shall be final and conclusive.

### **Section 10. Probationary Period**

#### 10.1 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.

#### 10.2 Length

All new and promotional Unrepresented Employees shall serve a probationary period of twelve (12) months.

#### 10.3 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.

#### 10.4 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 Resolution.



## **Section 11. Layoffs**

### **11.1 General**

The General Manager may lay off an Unrepresented Employee. 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 in accordance with the District's Personnel Rules.

## **Section 12. Separation, Discharge and Discipline**

### **12.1 Separation**

Separation of employment is defined as voluntary resignation, involuntary resignation due to job abandonment, termination of employment, layoff, and retirement. The last day worked is the last day of employment. Unrepresented Employees' separation shall be in accordance with District Personnel Rule 9.01

### **12.2 Right of Discharge and Discipline**

The District shall have the right to discharge and discipline in accordance with District Personnel Rule 7.01 any Unrepresented Employee for conduct issues including, but not limited to, 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 this Resolution, 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 this Resolution. Discipline shall be implemented within sixty (60) calendar days of the District completing the District investigation of the situation causing the problem.

### **12.2 Appeals**

Appeal of any Discharge or Discipline shall be in accordance with District Personnel Rule 7.02 Suspension, Demotion, Dismissal and Personnel Rule 7.03 Arbitration.

## **Section 13. Grievance Procedure**

The grievance procedure is to develop and practice a reasonable and effective means of resolving difficulties which may arise among Unrepresented Employees, to reduce potential problems, to establish channels of communication, to settle differences which arise as close to the point of origin as possible, and to provide a program as fair as possible that will resolve differences promptly and without fear of reprisal. Grievances arising among Unrepresented Employees shall be subject to District Personnel Rules 8.01 Grievance Procedure, 8.02 Definition, Scope and Right to File and 8.03 Grievances Regarding Working Condition Issues.

### 13.1 General

- (a) Changes to Resolution are Non-Grievable. Proposals to add to or change this Resolution or written agreements or addenda supplementary hereto shall not be grievable and no proposal to modify, amend or terminate this Resolution, 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 Resolution or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.
- (b) Changes to and Interpretations of Resolution. No changes in the Resolution or interpretations thereof (except interpretation resulting from Adjustment Board proceedings hereunder) shall be recognized unless agreed to by the General Manager.
- (c) 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.

### 13.2 Grievance Procedure

- (a) 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.
- (b) Referral to General Manager. In the event that the Unrepresented 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, such grievance shall be submitted to the General Manager.

The Unrepresented Employee must 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 as required above. 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.

#### (c) Administrative Hearing

- 1. 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.

2. 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.
3. Hearing Officer's Decision. Upon conclusion of the administrative hearing the hearing officer shall provide both the General Manager and the employee 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, nonbinding 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.

(d) 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 14. Personnel Files**

An Unrepresented 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. Miscellaneous Provisions**

15.1 Outside Employment

No Unrepresented 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.

15.2 Certificates and Professional Organizations

The District shall pay for any required certificates, including renewal, as set forth in the Unrepresented Employee's job description. For each Unrepresented Employee covered by this Resolution, the District will pay for the Unrepresented Employee's membership in up to two (2) professional/technical organizations related to the employee's classification. The District will also

pay for one (1) professional/technical organization meeting per month, within the greater Bay Area, that the employee may choose to attend and in which the employee is a member. If the meeting occurs during regular work hours, the employee will receive compensation during attendance. If the meeting is during non-regular work hours, the employee will not be compensated for attendance. Other memberships and attendance will be determined on a case-by-case basis by the employee's supervisor.

### 15.3 Part-Time

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

## **Section 16. Separability of Provisions**

Should any Section, clause or provision of this Resolution 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 Resolution.

## Appendix 1

### LIST OF EXEMPT AND NON-EXEMPT POSITIONS

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

Classification (as of 12/13/2021)	Step E Salary as of 12/14/20	New Market Step E Salary as of 12/12/21 (before COLA)
	Monthly	Monthly
Human Resources Analyst II (formerly represented by CEBU)	\$11,902	\$11,982
Human Resources & Risk Manager (formerly represented by MEBU)	\$15,549	\$15,549

Classification (as of 1/18/2022)	Step E Salary as of 12/13/21	Step E Salary as of 1/18/22
	Monthly	Monthly
Human Resources Analyst II	\$12,461	\$12,461
Human Resources & Risk Manager	\$16,171	\$16,171
Senior Human Resources Analyst	N/A	\$13,707

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

Classification (All formerly represented by CEBU)	Step E Salary as of 12/14/20		New Market Step E Salary as of 12/12/21 (before COLA)	
	Monthly	Hourly	Monthly	Hourly
Administrative Assistant I- Confidential	\$7,480	\$43.1539	\$6,870	\$39.6346
Administrative Assistant I- Confidential (y-rated)	\$7,480	\$43,1539	\$7,480	\$43,1539
Administrative Assistant II- Confidential	\$8,226	\$47.4577	\$7,557	\$43.5981
Administrative Assistant II- Confidential (y-rated)	\$8,226	\$47.4577	\$8,226	\$47.4577
Human Resources Analyst I	\$10,893	\$62.8442	\$10,893	\$62.8442
Human Resources Technician	\$8,768	\$50.5846	\$8,768	\$50.5846

## **Appendix 2**

### **SUMMARY AND DEFINITION OF CONFIDENTIAL DESIGNATION**

The confidential designation of selected Unrepresented positions protects the confidentiality of the District's bargaining process and strategy, both in general contract negotiations and in day-to-day interaction with employee unions and associations. The employees who occupy positions designated as confidential serve as essential support members to the management team and their confidentiality is assured by their exclusion from any organized bargaining unit.

#### **DEFINITION**

The term "confidential employee" identifies those employees who are regularly required to assist District managers responsible for developing and implementing District policies within the area of labor relations. A confidential employee is an employee who normally participates or assists in writing and/or preparing policies affecting employees' wages, hours, and working conditions; or an employee who regularly has advance knowledge of decisions which affect labor relations; or who processes information relating to the District's confidential labor relations matters.

#### **CRITERIA**

The following factors are used (in their totality) to determine those positions to be designated as confidential:

A. The duties assigned to these positions include responsibility for providing clerical and/or technical support to managers who regularly participate in labor negotiations as a chief negotiator or team member; processing paperwork relating to labor negotiations, notes, research, management proposals, contract costing, strategies and plans, strike contingency plans, salary surveys, and problems within departments which are addressed during negotiations.

B. Responsibility for processing paperwork relating to the disposition of union/association grievances, Skelly hearings, letters of reprimand, counseling memos, employee background checks, and other documents including those relating to all other forms of employee discipline.

#### **CONFIDENTIAL POSITIONS**

- Human Resources & Risk Manager
- Senior Human Resources Analyst
- Human Resources Analyst I/II
- Human Resources Technician
- Administrative Assistant I/II- Confidential

# **Salary and Benefits Resolution**

**For**

**Unrepresented Senior Management Employees**

**Original Effective Date: December 13, 2021**

**Revised: June 21, 2022**

**Revised: December 20, 2022**

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The specific terms and conditions of employment for Unrepresented Senior Management Employees (hereinafter referred to as “Manager” or “Employee”) are governed by their Personal Services Agreement or Offer Letter of Employment with the District. The District recognizes that Personal Services Agreements or Offer Letters of Employment may not address all terms and conditions of employment and there may be some terms and conditions of employment generally applicable to all Unrepresented Senior Management Employees. The more specific terms and conditions of employment of a Personal Services Agreement or Offer Letter of Employment are not modified by this Resolution. Where a Personal Services Agreement or Offer Letter of Employment is silent, the terms in this Resolution apply.

It is understood that Unrepresented Senior Management Employees shall perform all duties, assume all obligations and constantly meet all qualifications of their appointed job classification as that job classification exists as of the Effective Date of this Resolution and their Personal Services Agreement or Offer Letter of Employment and as it may, from time to time, be amended by the District.

The Unrepresented Senior Management Employees shall be subject to all pertinent provisions of the ordinances, resolutions, rules, regulations and all other lawful orders and directives of the General Manager, the District, and the Board. Said duties and obligations shall be performed in an efficient and professional manner and in conformance with the standards generally prevailing for the performance of the duties and obligations pertaining to the position of similar managerial positions of public or private entities, including, but not limited to, community services districts.

## **Section 1.      COMPENSATION**

### **1.1      Initial Base Salary**

Commencing on the Effective Date of this Resolution, District shall compensate Unrepresented Senior Management Employees a base salary in accordance with Appendix 1. Salaries for each Unrepresented Senior Management Employees shall be in five (5) steps of A through E, with Step E being the highest salary. Movement from one step to the next is based upon merit as explained in Section 1.3.

### **1.2.      Annual Cost of Living Base Salary Adjustments**

Subject to satisfactory performance as determined by the General Manager, Unrepresented Senior Management Employee’s base salary shall be adjusted in calendar year 2022 in accordance with Appendix 1 as follows:

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 (12) month period ending October 31<sup>st</sup> as follows:

- a) For Administrative Services Director, Assistant General Manager and Operations Director, effective on the first day of the first pay period of calendar year 2022, in the event that CPI is less than 3.0% for the twelve-month period ending October 31<sup>st</sup>, the “floor” for CPI shall be 3.0%. In the event that CPI is more than 4.0% for the twelve-month period ending October 31<sup>st</sup>, the “ceiling” for CPI shall be 4.0%.
- b) For Engineering Services Director, effective on January 3, 2022, in the event that CPI is less than 3.0% for the twelve-month period ending October 31, 2021, the “floor”

for CPI shall be 3.0%. In the event that CPI is more than 4.0% for the twelve-month period ending October 31, 2021, the “ceiling” for CPI shall be 4.0%.

For all Unrepresented Senior Manager positions, effective on the first day of the first pay period of calendar years 2023 through 2025, 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 (12) month period ending October 31<sup>st</sup> as follows:

- For calendar year 2023, in the event that CPI is less than 2.5% for the twelve-month period ending October 31<sup>st</sup>, the “floor” for CPI shall be 2.5%. For calendar year 2023, in the event that CPI is more than 4.0% for the twelve-month period ending October 31<sup>st</sup>, the “ceiling” for CPI shall be 4.0%.
- For calendar years 2024 and 2025, in the event that CPI is less than 2.0% for the twelve-month period ending October 31<sup>st</sup>, the “floor” for CPI shall be 2.0%. For calendar years 2024 and 2025, in the event that CPI is more than 4.0% for the twelve-month period ending October 31<sup>st</sup>, 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.

### **1.3 Annual Merit Increase Adjustment**

#### **(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 senior management employee's performance and are at the discretion of the General Manager.

#### **(b) Timing of Increases – Full-Time Employees**

Subject to the provisions of this Section, an Unrepresented senior management employee shall receive said increases in salary at the discretion of the General Manager on the employee's anniversary date (with the exception of the Assistant General Manager, as noted in Section 1.3(c) of this Resolution), according to the following plan:

- Step B upon successful completion of twelve (12) months' service in Step A, at the discretion of the General Manager.
- Step C upon completion of twelve (12) months' service in Step B, at the discretion of the General Manager.
- Step D upon completion of twelve (12) months' service in Step C, at the discretion of the General Manager.
- Step E upon completion of twelve (12) months' service in Step D, at the discretion of the General Manager.

#### **(c) Assistant General Manager Annual Merit Increase Adjustment**

Subject to satisfactory performance as Assistant General Manager and accomplishment of goals as assigned by the General Manager, at the discretion of the General Manager,

Assistant General Manager shall be eligible to receive a merit increase in base salary in the amount of five percent (5.0%) on the first day of the first pay period of calendar year 2022 and 2023. Assistant General Manager is not automatically entitled to an annual merit increase adjustment. The General Manager, within his discretion, may still determine no merit increase is warranted.

(d) Engineering Services Director Step Increase Adjustment

As a result of a department reorganization, and with the approval of the General Manager, the Engineering Services Director shall receive a step increase, from Step C to Step D, effective July 11, 2022. Subject to satisfactory performance as Engineering Services Director and accomplishment of goals as assigned by the General Manager, at the discretion of the General Manager, Engineering Services Director shall be eligible to receive a merit increase in base salary on the anniversary date of January 3, 2023.

**1.4. Deferred Compensation Plan Existence and Participation**

The District and Unrepresented Senior Management Employees acknowledge that as of the Effective Date of this Resolution, the District provides a Deferred Compensation Plan pursuant to an agreement or agreements with financial institution(s) qualified to provide such plans under the statutes of the United States Internal Revenue Code. Subject to the terms and conditions of such agreement(s) and the Deferred Compensation Plan collectively thereby established, the District and Unrepresented Senior Manager acknowledge that Unrepresented Senior Manager shall be eligible to participate in said Plan as Unrepresented Senior Manager shall determine. Nothing herein contained shall be deemed to limit the Board's discretion to revise, amend, or terminate said Plan, nor shall District be deemed obligated to replace said Plan in the event of its termination.

**1.5. District Matching Contribution**

Unrepresented Senior Management Employees may participate in the District-sponsored deferred compensation (457) plan on a voluntary basis in accordance with the IRC maximum contribution limitations. Unrepresented Senior Management Employees may also elect to contribute to a Roth 457 option. Beginning on the first pay date of the first full pay period of calendar year 2022 through 2025, the District will contribute on behalf of each Unrepresented Senior Management Employee an amount equal to one-hundred percent (100%) of the first \$2,500 that the Unrepresented Senior Management Employee voluntarily contributes to the Employee's 457 Plan account. 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. RETIREMENT PLAN**

**2.1 Retirement Program**

District shall furnish Unrepresented Senior Management Employees with retirement benefits through the California Public Employees Retirement System ("PERS") under contract with PERS entered into pursuant to Government Code Sections 20450 et seq. District shall provide a retirement plan with the following benefits to Classic Members: 2.7% at 55 benefit formula with modified social security coverage, 12 month final average compensation period, sick leave credit, standard non-industrial disability coverage, Optional Settlement 2W pre-retirement death benefits, \$500 lump sum post-retirement death benefits, and 2% COLA option.

"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. "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.

## **2.2 Unrepresented Senior Management Employees' Share**

The District has initiated a contract amendment with CalPERS to establish a Section 20516 cost share for Classic members under an Unrepresented retirement group. The cost share under the Unrepresented CalPERS retirement group will become effective as soon as administratively possible with CalPERS. Until such time, Unrepresented Classic members will continue the Section 20516 cost share in accordance with the resolutions from which their classifications were previously covered. For Senior Management employees, in accordance with the November 17, 2004 Resolution applicable to Senior Managers (Resolution 77-04), 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 the Unrepresented Senior Manager Employees group 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. Substantially similar provisions are included in memoranda of understanding and contracts with all other District employees. If the District decides to modify those provisions for any employee or employee group, the District will similarly amend this Resolution.

## **2.3 Program Revisions**

In the event that the retirement program described in Section 2.1 of this Section (a) is modified or terminated by the District or (b) modified, terminated or no longer offered by the State, District will provide comparable benefits to the Unrepresented Senior Management Employees.

## **Section 3. HEALTH AND WELFARE BENEFITS**

### **3.1 Medical**

#### **a) Health Care Insurance**

The District is committed to provide health care (medical) insurance Unrepresented Senior Management Employees. The District currently obtains its health insurance through CalPERS and shall endeavor to continue that coverage for the duration of this Resolution. If it is unable to do so, the District will endeavor to obtain coverage that is comparable to the CalPERS program 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.

b) Medical Insurance Premiums

The District shall pay Unrepresented Senior Management Employees 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 the 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 February 1, 2022 to December 31, 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, Unrepresented Senior Managers 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
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District Maximum Contribution	\$857.06	\$1,714.12	\$2,228.36
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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	Unrep SM Share of Increase	District Max Contribution
Max Contribution 2023	\$ 2,150	(example assumes Kaiser rate decreased in 2023)			
Kaiser Rate 2024	\$ 2,225	\$ 75	\$ 37.50	\$ 37.50	\$ 2,188

Unrepresented Senior Managers 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) Employer Contribution for Retiree Medical Insurance Benefits

The District shall contract with CalPERS to provide the Unrepresented Senior Managers with retiree medical insurance benefits. The benefit that shall be provided is the CalPERS Vesting Program for Retiree Health Care (CA Government Code Section 22893), and in accordance with Resolution 65-05. In addition to other requirements for

Manager's qualification as determined by CalPERS, Manager must retire from the District and must have at least five (5) years of service with the District.

d) Changes to the Law

In the event Federal or State legislation that provides health care coverage for Manager is enacted into law, and such legislation has an adverse impact on either party, the District shall amend the Resolution related to the impact of such legislation on the Resolution.

e) Waiver of Coverage

Consistent with District's Share the Savings Program, and subject to any limitations of the law, Manager may elect Affordable Care Act (ACA) compliant group health insurance coverage elsewhere and elect in writing to forgo medical coverage through the District and receive a contribution as a cash payment (payable via bi-monthly payroll) in the amount of four hundred dollars (\$400) per month (payable bi-monthly). Manager must make the election for Manager and Manager's dependents.

**3.2 Dental**

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

**3.3 Vision**

The District shall provide Manager with vision care benefits covering Manager, spouse, and eligible dependents. Vision care benefits will not be provided to Manager after retirement from the District.

**3.4 Basic Term Life Insurance**

a) Amount

The District shall provide Unrepresented Senior Management Employees with Life Insurance. The amount of the life insurance to be provided shall be equal to two (2) times Manager'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 Manager to purchase additional life insurance for his/herself, his/her spouse, or his/her eligible dependents at Manager's cost.

c) Life Insurance During Retirement

Life Insurance will not be provided to Manager in retirement.

### **3.5 Short Term Disability**

The District shall provide Unrepresented Senior Management Employees 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. Short Term Disability Insurance benefits cease the day the termination of Manager occurs.

### **3.6 Long Term Disability**

The District shall provide Unrepresented Senior Management Employees with Long -Term Disability Insurance. Long Term Disability Insurance shall provide 70% of regular monthly base salary (i.e., excluding any other compensation, including deferred compensation and matching contributions), to a maximum of \$10,000 monthly benefit, after 365 calendar days of short term disability coverage. Long Term Disability Insurance benefits cease the day the termination of employment occurs.

### **3.7 Changes to Providers of Health and Welfare 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. While District will endeavor to obtain similar or better coverage, and the District may, within its discretion, substitute new insurance carriers, provide different levels of coverages, or arrange for self-insurance.

## **Section 4. FLEXIBLE BENEFITS/IRS SECTION 125 PLAN**

The District shall provide a Flexible Benefits Plan in accordance with IRS Section 125. The District shall allow employee contributions by the Manager to the maximum extent permitted by law as well as allowable pre-tax deductions for employee-paid premiums associated with eligible health care costs.

## **Section 5. LEAVE BENEFITS**

### **5.1 Employee Leave Bank ("ELB")**

#### **a) Definition**

Employee Leave Bank ("ELB") is paid leave provided to Unrepresented Senior Management Employees on an accrual basis to be used for personal time away from work and in accordance with Personnel Rule for Employee Leave Bank (ELB).

#### **b) Employee Leave Bank Accrual Rate**



Unrepresented Senior Management Employees newly hired at the District shall accrue time in the Employee Leave Bank, starting at the rate specified in the table below, each biweekly pay period) which rate of accrual shall increase one (1) day per year on the anniversary of the Manager's original appointment date up to a maximum accrual rate of 12.31 hours each biweekly pay period (40 days per year based on eight (8) hour work days), as follows:

Year	Vac	Float Holidays	Admin	Total Days	Total Hours	Per Pay Period
1-26 (1st year)	15	5	10	30	240	9.23
27-52 (2nd year)	16	5	10	31	248	9.54
53-78 (3rd year)	17	5	10	32	256	9.85
79-104 (4th year)	18	5	10	33	264	10.15
105-130 (5th year)	19	5	10	34	272	10.46
131-156 (6th year)	20	5	10	35	280	10.77
157-182 (7th year)	21	5	10	36	288	11.08
183-209 (8th year)	22	5	10	37	296	11.38
210-235 (9th year)	23	5	10	38	304	11.69
236-261 (10th year)	24	5	10	39	312	12.00
262-287 (11 <sup>th</sup> year)	25	5	10	40	320	12.31

For employees promoted to an Unrepresented Senior Manager position from another District position, leave accrual shall begin at the first level (1<sup>st</sup> year) of the table (9.23 hours per pay period), unless the employee is already accruing leave at a higher rate, at which point, the employee shall begin accruing leave at a rate equal to one more total day than is currently earned (Example: newly-promoted employee is currently earning 10.77 hours per pay period [35 total days], new accrual rate upon appointment to Senior Manager, employee will begin accrual at 11.08 hours per pay period [36 total days] beginning on date of appointment to new position.)

c) Maximum Leave Bank Accrual

The maximum amount of leave in the Employee Leave Bank shall be no greater than an amount representing two years of leave accrual at any given time.

d) Unrepresented Senior Management Employee Leave Bank Sell Back

Unrepresented Senior Managers shall have an option to annually sell back up to 100 hours of leave from Manager's Employee Leave Bank; said option shall be exercised no more than two times in a calendar year provided that there are at least one-hundred (100) hours remaining after such sell back.

e) Use of Employee Leave Bank

All Employee Leave Bank (ELB) Leave shall be scheduled at the discretion of the General Manager; approval will not be unreasonably withheld.

(f) Pre-Employment Negotiated Administrative Leave

The General Manager, at the General Manager's sole discretion, may grant pre-employment negotiated Administrative Leave benefits for Unrepresented Senior Management Employee, but may not exceed 80 hours. Such benefits must be used within 12 months of when they were granted or otherwise will be forfeited and will not be eligible for rollover or cash out.

## **5.2 Holidays**

Unrepresented Senior Management Employees shall be entitled to nine (9) days' holiday leave (based on eight (8) hour work days) in accordance with District's personnel rules and regulations pertaining to holidays, as may be amended from time to time.

## **5.3 Sick Leave**

### **a) Benefits**

Manager shall carry forward all accrued sick leave that accrued prior to the Effective Date. Manager 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 Manager may use at their discretion, but shall be allowed only in case of necessity of sickness or disability in accordance with state law and the District Personnel Rules, or for Manager's dental, eye, or other physical or medical examination or treatment by a licensed practitioner.

### **b) Use of Sick Leave**

Manager may use sick leave on an hour for hour basis (or fraction thereof) in any pay period that the Manager has not worked their scheduled hours. Sick leave may not be used before it is credited.

### **c) Health Care Provider's Certificate**

When the Manager is absent due to the Manager's own illness or health condition for more than five (5) consecutive workdays, Manager shall submit to General Manager and/or Human Resources a certification from a health care provider stating that the Manager is unable to work due to illness or health condition and the anticipated date of Manager's return to work.

### **d) Illness of Family Member**

Manager shall be entitled to use sick leave consistent with the Paid Sick Leave law, Labor Code sections 245-249, and Kin Care law, Labor Code section 233.

### **e) Family and Medical Care Leave**

Family and Medical Care leave, the California Family Rights Act and other federal and state mandated leaves shall be administered in accordance with State and Federal Law.

- f) 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.

#### **5.4 Jury Duty Leave**

If Manager is summoned to jury duty, Manager shall notify General Manager and Human Resources and if required to report and/or serve, and may be absent from duty with full pay only for those hours required to report and/or serve.

#### **5.5 Bereavement Leave**

In the event of a death in the immediate family of a Manager, Manager 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 Manager shall furnish a death certificate and proof of relationship. Sick leave may be used for the purpose of Bereavement Leave.

#### **5.6 Industrial Disability Leave**

##### **(a) General**

Unrepresented Senior Management 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.

#### **5.6 Catastrophic Leave Donation Program (CLDP)**

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 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.

## **Section 6. ADDITIONAL TERMS AND CONDITIONS OF EMPLOYMENT**

### **6.1 Continuous Availability**

Unrepresented Senior Manager shall maintain a continuous presence or means of communication with District staff at all times, either in person or via telephone, cell phone, e-mail, and/or VPN. Allowance during off duty hours shall be made for social events or personal enjoyment. At such times Manager shall ensure that duties have been properly and appropriately delegated to qualified District staff. If District is unable to contact Manager in a reasonable time for reasons beyond the Manager's control such as on-duty or off-duty air travel, Manager's presence in areas without cellular, phone service, email access, international travel or other similar circumstances, Manager's inability to maintain continuous availability shall not be considered grounds for termination for cause.

### **6.2 District Issued Management Tools**

#### **a) Smart Phone**

As of Effective Date, Unrepresented Senior Management Employees shall be issued a District-owned mobile device (e.g. smart phone) with cell phone, e-mail, and VPN functionality for District business use in accordance with District technology use policy. Email and VPN functionality can be provided by use of the District provided notebook or tablet computer.

#### **b) Notebook or Table Computer**

The District shall provide Unrepresented Senior Management Employees with use of a notebook or tablet computer (such as a Surface Pro or equivalent) for District business-use in accordance with District technology use policy. The equipment so provided is the property of the District and the District shall have the right to control the access to, and use of, equipment through its personnel policies, risk management policies or any other policies, and shall also provide Information Technology support as needed to facilitate performance of Manager duties and obligations as an employee of the District.

### **6.3 Certificate Reimbursement**

#### **a) Professional Engineer's (PE) License**

During the term of this Resolution and Senior Managers' employment with the District, Senior Managers shall be reimbursed for the bi-annual license renewal fee only for maintenance of Senior Manager's Professional Engineer's (PE) license. Reimbursement procedures are in accordance with the District Personnel Rule for Certificate Reimbursement Program.

b) Certified Public Accountant (CPA) License

During the term of this Agreement and Senior Manager's employment with the District, Senior Managers will be reimbursed for the bi-annual license renewal fee only for maintenance of Manager's Certified Public Accountant (CPA) license. Reimbursement procedures are in accordance with the District Personnel Rule for Certificate Reimbursement Program.

## **Section 7      SEPARATION FROM DISTRICT EMPLOYMENT**

### **7.1      Service at Pleasure of the District**

It is understood and agreed that as of Effective Date of this Resolution, Unrepresented Senior Management Employees shall, hold position of employment as such at the will and pleasure of the District and shall not have nor acquire a property interest or right to continuing employment, except as described below. Unrepresented Senior Management Employee further understand that Unrepresented Senior Management Employee employment as persons engaged to supply expert, professional, technical or other services exempts Unrepresented Senior Management Employee from the District's classified service as that service is defined in District Code Section 6.10.010.

### **7.2      Termination by District for Cause**

Nothing herein provided shall be deemed to affect or limit the right of District to terminate Manager's employment for cause, or otherwise to exercise District's rights, whether in law or in equity, by reason of breach hereof by Manager or for any other cause. "Cause" as used herein shall include, but not necessarily be limited to: below standard performance; refusal or failure to act in accordance with a specific written directive or order of the General Manager provided that such directive or order is legal; malfeasance or misfeasance in office; conviction of any felony or any crime involving moral turpitude; unauthorized absence; incompetence or inefficiency; insubordination; performance of duties or obligations as Manager while intoxicated or under the influence of drugs, narcotics, other substances, the use, dispensing, or sale of which is prohibited or controlled by the State of California; neglect of duty; breach of this Resolution or the applicable Personal Services Agreement or any similar or like act or omission. Notwithstanding the use of the term "cause" herein, nothing herein contained shall be deemed to create or establish a property right or a right to continuing employment in the position of employment of Manager or affect District's right to terminate the employment of Manager with or without cause.

In the event of termination for cause as determined by the General Manager, District shall not be obligated to compensate Manager in any amount except for services already rendered, including paid leave accrued in Manager's Employee Leave Bank, prior to the date of termination; provided that payment of such compensation shall not bar District's recovery of

such damages as may accrue to District under the circumstances, nor shall termination for cause preclude District from exercising any other right or remedy it may have, whether in law or equity, which may accrue to District under the circumstances giving rise to such termination, or otherwise.

a) Appeals

Manager may appeal any action of the General Manager under Section 7.2 Termination for Cause to the District Board of Directors. Said appeal shall be in writing and shall be timely filed within ten (10) calendar days of the General Manager's action that is being appealed. An untimely filing shall be deemed denied with no further right of appeal. Any appeal meeting may be in closed session, unless the Manager asks that it be in open session. Decisions by the Board of Directors shall be binding and final.

**7.3 Termination at Discretion of District**

a) Process

At the General Manager's sole discretion, District may terminate Unrepresented Senior Management Employee's employment without cause and in accordance with this paragraph by giving written notice of its intent thereof to Manager which notice shall specify the effective date on which Manager shall no longer act in said capacity. Any notice provided in accordance with this section shall be deemed given on the date it is given by District. No minimum amount of notice is required. Upon notice, District shall place Manager in paid administrative leave status from the date of said notice to the effective date specified in that notice. Nothing herein provided in this paragraph or this Resolution constitutes an appeal procedure for the Manager of termination in accordance with this provision.

b) Severance

Upon the effective date of termination by the District, District shall compensate Manager in a lump sum amount equal to four (4) months' base salary. Manager's benefits shall continue after termination for the period of time for which premiums have been paid before the effective date of termination. In addition, District will pay the same amount as it was paying on behalf of the Manager prior to termination towards the Manager's first four (4) months of COBRA premiums for health, dental and vision insurance benefits as described in Section 3 for a period of four (4) months after District benefits lapse unless Manager chooses to retire from District Service within 120 calendar days of termination in which case these benefits, including COBRA premiums being paid by District shall cease upon retirement or revert to benefits to be provided in retirement in accordance with Section 3.

This section is intended to comply with Section 53260 et seq. of the California Government Code. This severance payment shall be made within thirty (30) days of the effective date of the termination, and is subject to applicable withholdings.

**7.4 Termination by Unrepresented Senior Management Employee**

At employee's sole discretion, Manager may voluntarily separate from the District with a minimum thirty (30) calendar days' prior written notice to District. Any notice provided in accordance with this section shall be deemed given on the date it is given by Manager. Such termination shall be effective on the date specified in the notice unless the date is less than thirty (30) calendar days from receipt of the notice by the District in which case the date of termination shall be thirty (30) calendar days from receipt of notice by the District.

In the event Manager voluntarily separates in accordance with this provision, Manager shall not be entitled to severance or other benefits or COBRA payments beyond the date of termination, but the District shall, consistent with its rules and regulations, pay Manager for salary earned and accrued "Employee Leave Bank (ELB)" and accrued benefits through the effective date of termination.

## **7.5 Mutual Termination**

Employment may be terminated at any time by mutual written consent of the District's General Manager and Unrepresented Senior Management Employee. In the event of mutual termination in accordance with this provision, Manager shall not be entitled to severance or other benefits beyond the date of termination, but the District shall, consistent with its rules and regulations, pay Manager for salary earned and accrued employee leave and accrued benefits through the effective date of termination.

## **7.6 Termination is Final**

The Manager's employment, and any applicable Personal Services Agreement, and the District's obligations to compensate the Manager excepting benefits which are specifically identified to continue into retirement shall cease on the effective date of Manager's termination.

Pursuant to California Government Code Section 53260, in no event shall Manager receive a settlement that exceeds Manager's monthly salary multiplied by eighteen (18).

Pursuant to California Government Code Section 53243.2, any lump sum severance payment or other non-contractual payments related to termination paid to Manager under this Section of the Resolution shall be fully reimbursed by Manager to the District if Manager is convicted of a crime involving an abuse of office or position. For purposes of this Resolution, the phrase "abuse of office or position" shall have the meaning set forth in Government Code Section 53243.4.

## **7.7 Status**

Unrepresented Senior Management Employee shall have the status of an employee of District, subject to all terms and conditions of employment pertaining to the job classification and position under the ordinances, resolutions, rules, regulations, or other lawful directives or orders of District or the Board; provided, however, that in the event of any conflict between such ordinances, resolutions, rules, regulations, directives or orders, and the provisions of this Resolution and any applicable Personal Services Agreement, the provisions of this Resolution shall prevail. To the extent not modified or otherwise provided in this Resolution, the District and Manager hereto agree that the provisions of said ordinances, resolutions, rules, regulations,



or other lawful directives or orders pertaining to the relationship of employment between the District and its employees, shall also pertain to Manager. Notwithstanding any other provision, Manager shall serve at the pleasure of the District and may be discharged at any time with or without cause.

### **Appendix 1**

#### **LIST OF UNREPRESENTED SENIOR MANGER POSITIONS**

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

<b>Classification</b>	<b>5-Step Base Salary as of 12/14/20</b>				
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Administrative Services Director	\$16,580	\$17,409	\$18,279	\$19,193	\$20,153
Assistant General Manager	\$17,824	\$18,715	\$19,651	\$20,634	\$21,666
Engineering Services Director	\$16,580	\$17,409	\$18,279	\$19,193	\$20,153
Operations Director	\$16,580	\$17,409	\$18,279	\$19,193	\$20,153

<b>Classification</b>	<b>5-Step Base Salary as of 12/13/21</b>				
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Administrative Services Director	\$17,243	\$18,105	\$19,010	\$19,961	\$20,959
Assistant General Manager	\$18,537	\$19,464	\$20,437	\$21,459	\$22,533
Engineering Services Director	\$16,580	\$17,409	\$18,279	\$19,193	\$20,153
Operations Director	\$17,243	\$18,105	\$19,010	\$19,961	\$20,959

<b>Classification</b>	<b>5-Step Base Salary as of 1/3/22</b>				
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Administrative Services Director	\$17,243	\$18,105	\$19,010	\$19,961	\$20,959

Assistant General Manager	\$18,537	\$19,464	\$20,437	\$21,459	\$22,533
Engineering Services Director	\$17,243	\$18,105	\$19,010	\$19,961	\$20,959
Operations Director	\$17,243	\$18,105	\$19,010	\$19,961	\$20,959

Classification	5-Step Base Salary as of 12/26/22				
	Step A	Step B	Step C	Step D	Step E
Administrative Services Director	\$17,933	\$18,829	\$19,770	\$20,759	\$21,797
Assistant General Manager	\$19,278	\$20,243	\$21,254	\$22,317	\$23,434
Engineering Services Director	\$17,933	\$18,829	\$19,770	\$20,759	\$21,797
Operations Director	\$17,933	\$18,829	\$19,770	\$20,759	\$21,797
Special Assistant to the General Manager	\$15,592	\$16,372	\$17,191	\$18,051	\$18,954

RESOLUTION NO. 7-22

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING TERMS AND CONDITIONS, SALARY, AND BENEFITS, FOR UNREPRESENTED MANAGER, PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES, AND UNREPRESENTED SENIOR MANAGERS AND RESCIND RESOLUTION NO. 59-21

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WHEREAS, by Exhibit "A" to Resolution No. 59-21, the Board of Directors approved the terms and conditions, salary, and benefits for Unrepresented Manager, Professional, Technical, Administrative and Confidential Employees, effective December 13, 2021, at its regularly scheduled Board meeting on December 7, 2021; and

WHEREAS, by Exhibit "B" to Resolution No. 59-21, the Board of Directors approved the terms and conditions, salary, and benefits for Unrepresented Senior Managers, effective December 13, 2021, at its regularly scheduled Board meeting on December 7, 2021; and

WHEREAS, the terms and conditions, salary, and benefits for Unrepresented Manager, and Professional, Technical, Administrative and Confidential Employees have been amended to include overtime and compensatory time for classifications designated as non-exempt under the Fair Labor Standards Act; and

WHEREAS, there are no proposed changes to the terms and conditions, salary, and benefits for Unrepresented Senior Managers.

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 Resolution between the District and Unrepresented Manager, Professional, Technical, Administrative, and Confidential Employees for the period of February 2, 2022, through December 21, 2025, attached hereto as Exhibit "A" and incorporated by reference herein; and
2. Approve the Resolution between the District and Unrepresented Senior Managers for the period of December 13, 2021, through December 21, 2025, attached hereto as Exhibit "B" and incorporated by reference herein; and
3. Resolution No. 59-21, attached hereto as Exhibit "C," is hereby rescinded.

\*\*\*\*\*

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of February, 2022, and passed by the following vote:

AYES: 4 – Directors Arun Goel, Marisol Rubio, Ann Marie Johnson, Richard M. Halket

NOES: 0

ABSENT: 1 – Director Georgean M. Vonheeder-Leopold

  
\_\_\_\_\_  
Richard M. Halket, President

ATTEST:

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

RESOLUTION NO. 31-22

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING MODIFICATION TO THE UNREPRESENTED SENIOR MANAGEMENT EMPLOYEES' SALARY AND BENEFITS RESOLUTION NO. 7-22, EXHIBIT B, FOR BASE SALARY INCREASE FOR THE ENGINEERING SERVICES DIRECTOR

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WHEREAS, by Exhibit "B" to Resolution No. 7-22, the Board of Directors approved the terms and conditions, salary, and benefits for Unrepresented Senior Managers, effective December 13, 2021; and

WHEREAS, the General Manager has approved a reorganization of the Operations and Engineering Departments, to establish the new Engineering and Technical Services Department; and

WHEREAS, the General Manager has approved to move the Field Operations Division from the Operations Department to the new Engineering and Technical Services Department, effective July 11, 2022; and

WHEREAS, the General Manager recommends the Board of Directors approve a salary step increase for the Engineering Services Director as a result of the expanded department size, authority, and responsibilities over the Field Operations Division; and

WHEREAS, the Board of Directors has determined that it is in the best interest of the District to modify the Salary and Benefits Resolution No. 7-22, Exhibit B.

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 revise Salary and Benefits Resolution No. 7-22 as follows:

Article 1: Section 1.3, of Exhibit B, titled "Annual Merit Increase Adjustment," of Resolution No. 7-22 is hereby superseded and revised in its entirety and shall read as follows:

**"1.3 Annual Merit Increase Adjustment**

(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 senior management employee's performance and are at the discretion of the General Manager.

(b) Timing of Increases – Full-Time Employees

Subject to the provisions of this Section, an Unrepresented senior management employee shall receive said increases in salary at the discretion of the General Manager on the employee's anniversary date (with the exception of the Assistant General Manager, as noted in Section 1.3(c) of this Resolution, and with exception of the Engineering Services Director, as noted in Section 1.3(d) of this Resolution), according to the following plan:

- Step B upon successful completion of twelve (12) months' service in Step A, at the discretion of the General Manager.
- Step C upon completion of twelve (12) months' service in Step B, at the discretion of the General Manager.

- Step D upon completion of twelve (12) months' service in Step C, at the discretion of the General Manager.

Step E upon completion of twelve (12) months' service in Step D, at the discretion of the General Manager.


- (c) Assistant General Manager Annual Merit Increase Adjustment Subject to satisfactory performance as Assistant General Manager and accomplishment of goals as assigned by the General Manager, at the discretion of the General Manager, Assistant General Manager shall be eligible to receive a merit increase in base salary in the amount of five percent (5.0%) on the first day of the first pay period of calendar year 2022 and 2023. Assistant General Manager is not automatically entitled to an annual merit increase adjustment. The General Manager, within his discretion, may still determine no merit increase is warranted.
- (d) Engineering Services Director Step Increase Adjustment As a result of a department reorganization, and with the approval of the General Manager, the Engineering Services Director shall receive a step increase, from Step C to Step D, effective July 11, 2022. Subject to satisfactory performance as Engineering Services Director and accomplishment of goals as assigned by the General Manager, at the discretion of the General Manager, Engineering Services Director shall be eligible to receive a merit increase in base salary on the anniversary date of January 3, 2023.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency located in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 21st of June, 2022, and passed by the following vote:

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

NOES: 0

ABSENT: 0

  
\_\_\_\_\_  
Richard M. Halket, 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. 16-22

**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. 16-22.

**DISCUSSION:**

Per Resolution No. 16-22, 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, during its regularly scheduled meeting on April 5, 2022. The regulations require that the classification title and salary ranges for all public employee classifications at the District, be listed on the publicly available pay schedule, that has been “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” The classifications and corresponding salary ranges listed on the pay schedule are governed by the terms of the Board-approved Memoranda of Understanding (MOUs), Personal Service Agreement (PSA), and Salary and Benefits Resolution for Unrepresented Employees, previously approved by the Board.

The pay schedule has been updated with a title change for the Facilities and Safety Technician, which is now titled “Environmental Health and Safety Technician,” as approved by the General Manager on December 2, 2022.

The pay schedule has also been updated with the corresponding base salary and effective date for the new job classification of Special Assistant to the General Manager, that is being considered for approval by the Board under an earlier agenda item.

Lastly, the pay schedule has been updated to reflect cost-of-living adjustments (COLAs) to base salary rates for all District job classifications, in accordance with the MOUs for the period of December 13, 2021 through December 21, 2025 with the Stationary Engineers, Local 39; International Federation of Professional and Technical Engineers (IFPTE), Local 21; and the Mid-Management Employees’ Bargaining Unit (MEBU); the Salary and Benefits Resolution for Unrepresented Employees; and the PSA for the General Manager (Resolution No. 26-22). The adjustments will take effect on December 26, 2022 (which is the first day of the first pay period for calendar year 2023), in the amount of four percent (4.0%), as the change in the Consumer Price Index (CPI) – all urban wage earners, not seasonally adjusted, San Francisco-Oakland-Hayward, CA, current, all items series) for the twelve (12) month period ending October 31 was 6.35%. As specified in the applicable MOUs, Board Resolutions and PSA, the “ceiling” for COLAs for calendar year 2023 is 4.0%. Four (4) District employees considered to be ‘Y-rated’ (i.e., salaries which are currently higher than the new salary rate effective on 12/12/2021) will receive the higher of either: zero percent (0%) cost-of-living salary adjustment of the employee’s y-rated salary, or the new salary rate for the employee’s classification with the applicable cost of living applied.

<b>Originating Department:</b> Administrative Services	<b>Contact:</b> M. Gallardo/C. Atwood	<b>Legal Review:</b> Not Required
<b>Financial Review:</b> Not Required	<b>Cost and Funding Source:</b> Operating Budget FYE 2023-FYE 2024	
<b>Attachments:</b> <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)		81 of 225

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. 16-22

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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. 16-22, the Board-adopted pay schedule was approved on April 5, 2022; and

WHEREAS, the pay schedule shall be updated to reflect the title change for job classification of "Facilities and Safety Technician" to "Environmental Health and Safety Technician" effective December 2, 2022; and

WHEREAS, the pay schedule shall be updated to reflect the new base salary for the Special Assistant to the General Manager classification, effective December 26, 2022; and

WHEREAS, the Mid-Management Employees' Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the International Federation of Professional and Technical Engineers, Local 21 (Local 21) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the Board amended the Unrepresented Employees Salary and Benefits Resolution, effective December 13, 2021, earlier this evening at this regularly scheduled meeting; and

WHEREAS, the General Manager has a Personal Services Agreement in place effective April 5, 2016 and amended on June 7, 2022; and

WHEREAS, the specific language of the labor contracts, salary and benefits resolution, and personal services agreement establish new base salaries effective the first day of the first pay period of calendar year 2023.

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



Res. No. \_\_\_\_\_

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. 16-22, attached as Exhibit "B," is hereby rescinded.

2. That 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 20th day of December, 2022, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
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	12/26/2022	67-21	8,780	9,219	9,681	10,165	10,671	50.6538	53.1865	55.8519	58.6442	61.5635
ACCOUNTING TECHNICIAN I	H	cactc1	12/26/2022	16-22	6,914	7,259	7,622	8,003	8,403	39.8885	41.8788	43.9731	46.1712	48.4788
ACCOUNTING TECHNICIAN II	H	cactc2	12/26/2022	16-22	7,604	7,985	8,384	8,804	9,244	43.8692	46.0673	48.3692	50.7923	53.3308
ADMINISTRATIVE ASSISTANT I	H	cadass1	12/26/2022	16-22	5,822	6,113	6,419	6,740	7,077	33.5885	35.2673	37.0327	38.8846	40.8288
ADMINISTRATIVE ASSISTANT II	H	cadass2	12/26/2022	16-22	6,405	6,726	7,062	7,414	7,784	36.9519	38.8038	40.7423	42.7731	44.9077
ADMINISTRATIVE ASSISTANT II (y-rated)	H	ycadass2	12/26/2022	16-22	0	0	0	0	8,419	0.0000	0.0000	0.0000	0.0000	48.5712
ADMINISTRATIVE ASSISTANT I - CONFIDENTIAL	H	hadas1	12/26/2022	7-22	6,112	6,418	6,739	7,077	7,431	35.2615	37.0269	38.8788	40.8288	42.8712
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL	H	hadas2	12/26/2022	7-22	6,725	7,061	7,413	7,784	8,173	38.7981	40.7365	42.7673	44.9077	47.1519
CONSTRUCTION INSPECTOR I	H	ccoin1	12/26/2022	16-22	8,605	9,036	9,487	9,961	10,459	49.6442	52.1308	54.7327	57.4673	60.3404
CONSTRUCTION INSPECTOR II	H	ccoin2	12/26/2022	16-22	9,464	9,937	10,434	10,956	11,504	54.6000	57.3288	60.1962	63.2077	66.3692
ELECTRICIAN I	H	celec1	12/26/2022	16-22	8,410	8,831	9,273	9,736	10,223	48.5192	50.9481	53.4981	56.1692	58.9788
ELECTRICIAN II	H	celec2	12/26/2022	16-22	9,253	9,716	10,201	10,711	11,247	53.3827	56.0538	58.8519	61.7942	64.8865
ENGINEERING/GIS TECHNICIAN I	H	centc1	12/26/2022	16-22	7,878	8,272	8,686	9,121	9,577	45.4500	47.7231	50.1115	52.6212	55.2519
ENGINEERING/GIS TECHNICIAN II	H	centc2	12/26/2022	16-22	8,668	9,102	9,558	10,035	10,536	50.0077	52.5115	55.1423	57.8942	60.7846
ENVIRONMENTAL CHEMIST I	H	pench1	12/26/2022	67-21	9,050	9,502	9,977	10,479	11,000	52.2115	54.8192	57.5596	60.4558	63.4615
ENVIRONMENTAL COMPLIANCE INSPECTOR I (CLEAN WATER)	H	cecic1	12/26/2022	16-22	7,691	8,076	8,479	8,903	9,349	44.3712	46.5923	48.9173	51.3635	53.9365
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER)	H	cecic2	12/26/2022	16-22	8,459	8,883	9,327	9,793	10,282	48.8019	51.2481	53.8096	56.4981	59.3192
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER) (y-rated)	H	yccecic2	12/26/2022	16-22	0	0	0	0	10,292	0.0000	0.0000	0.0000	0.0000	59.3769
ENVIRONMENTAL COMPLIANCE INSPECTOR I (PRETREATMENT)	H	cecip1	12/26/2022	16-22	8,327	8,743	9,180	9,639	10,120	48.0404	50.4404	52.9615	55.6096	58.3846
ENVIRONMENTAL COMPLIANCE INSPECTOR II (PRETREATMENT)	H	cecip2	12/26/2022	16-22	9,160	9,618	10,098	10,603	11,133	52.8462	55.4885	58.2577	61.1712	64.2288
FACILITIES AND SAFETY TECHNICIAN	H	cfastc	12/26/2022	16-22	7,802	8,192	8,602	9,032	9,484	45.0115	47.2615	49.6269	52.1077	54.7154
HUMAN RESOURCES ANALYST I	H	hhran1	12/26/2022	7-22	9,692	10,176	10,684	11,221	11,782	55.9154	58.7077	61.6385	64.7365	67.9731
HUMAN RESOURCES TECHNICIAN	H	hhrtc	12/26/2022	7-22	7,803	8,192	8,600	9,030	9,484	45.0173	47.2615	49.6154	52.0962	54.7154
INFORMATION TECHNOLOGY ANALYST I	H	pitan1	12/26/2022	67-21	10,362	10,876	11,421	11,993	12,592	59.7808	62.7462	65.8904	69.1904	72.6462
INFORMATION TECHNOLOGY TECHNICIAN I	H	cistc1	12/26/2022	16-22	7,513	7,888	8,283	8,696	9,131	43.3442	45.5077	47.7865	50.1692	52.6788
INFORMATION TECHNOLOGY TECHNICIAN II	H	cistc2	12/26/2022	16-22	8,264	8,677	9,110	9,566	10,044	47.6769	50.0596	52.5577	55.1885	57.9462
INSTRUMENTATION AND CONTROLS TECHNICIAN I	H	cinstc	12/26/2022	16-22	9,075	9,528	10,005	10,505	11,030	52.3558	54.9692	57.7212	60.6058	63.6346
INSTRUMENTATION AND CONTROLS TECHNICIAN II	H	copcss	12/26/2022	16-22	9,982	10,481	11,005	11,555	12,134	57.5885	60.4673	63.4904	66.6635	70.0038
INSTRUMENTATION, CONTROLS, AND ELECTRICAL SUPERVISOR	H	meisup	12/26/2022	54-21	13,176	13,835	14,527	15,254	16,016	76.0154	79.8173	83.8096	88.0038	92.4000
JUNIOR ENGINEER	H	pjreng	12/26/2022	67-21	9,625	10,104	10,611	11,138	11,697	55.5288	58.2923	61.2173	64.2577	67.4827
LABORATORY TECHNICIAN	H	clabtc	12/26/2022	16-22	7,882	8,276	8,690	9,125	9,582	45.4731	47.7462	50.1346	52.6442	55.2808
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	12/26/2022	16-22	6,679	7,013	7,363	7,731	8,118	38.5327	40.4596	42.4788	44.6019	46.8346
MAINTENANCE WORKER II	H	cmtwk2	12/26/2022	16-22	7,348	7,715	8,101	8,505	8,930	42.3923	44.5096	46.7365	49.0673	51.5192
MANAGEMENT ANALYST I	H	padan1	12/26/2022	67-21	9,201	9,661	10,143	10,651	11,183	53.0827	55.7365	58.5173	61.4481	64.5173
MECHANIC I	H	cmec1	12/26/2022	16-22	7,734	8,121	8,527	8,953	9,401	44.6192	46.8519	49.1942	51.6519	54.2365
MECHANIC II	H	cmec2	12/26/2022	16-22	8,508	8,934	9,380	9,849	10,341	49.0846	51.5423	54.1154	56.8212	59.6596
MECHANIC II (CRANE CERTIFIED)	H	cmeccc	12/26/2022	16-22	8,721	9,157	9,615	10,095	10,600	50.3135	52.8288	55.4712	58.2404	61.1538
MECHANICAL SUPERVISOR	H	mmesup	12/26/2022	54-21	11,153	11,710	12,297	12,915	13,555	64.3442	67.5577	70.9442	74.5096	78.2019
OPERATOR-IN-TRAINING	H	cwtptot	12/26/2022	16-22	6,592	6,921	7,268	7,630	8,012	38.0308	39.9288	41.9308	44.0192	46.2231
SENIOR ELECTRICIAN	H	csrelect	12/26/2022	16-22	10,178	10,687	11,222	11,783	12,372	58.7192	61.6558	64.7423	67.9788	71.3769
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	csreci	12/26/2022	16-22	10,077	10,580	11,109	11,665	12,248	58.1365	61.0385	64.0904	67.2981	70.6615
SENIOR INSTRUMENTATION AND CONTROLS TECHNICIAN	H	csrctech	12/26/2022	16-22	10,981	11,530	12,107	12,712	13,347	63.3519	66.5192	69.8481	73.3385	77.0019
SENIOR MECHANIC	H	csrmec	12/26/2022	16-22	9,360	9,828	10,319	10,835	11,377	54.0000	56.7000	59.5327	62.5096	65.6365

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR MECHANIC (CRANE CERTIFIED)	H	csmcc	12/26/2022	16-22	9,594	10,073	10,577	11,105	11,660	55.3500	58.1135	61.0212	64.0673	67.2692
SENIOR PROCESS WASTEWATER TREATMENT PLANT OPERATOR	H	cwtpo5	12/26/2022	16-22	10,114	10,619	11,151	11,708	12,294	58.3500	61.2635	64.3327	67.5462	70.9269
SENIOR UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE	H	ccsrp3	12/26/2022	16-22	7,890	8,285	8,699	9,133	9,590	45.5192	47.7981	50.1865	52.6904	55.3269
SENIOR WASTEWATER TREATMENT PLANT OPERATOR	H	cswtpo	12/26/2022	16-22	9,175	9,634	10,115	10,620	11,152	52.9327	55.5808	58.3558	61.2692	64.3385
SENIOR WATER/WASTEWATER SYSTEMS OPERATOR	H	cwwslo	12/26/2022	16-22	10,019	10,521	11,047	11,599	12,179	57.8019	60.6981	63.7327	66.9173	70.2635
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN I	H	ccfdr1	12/26/2022	16-22	6,520	6,845	7,187	7,547	7,925	37.6154	39.4904	41.4635	43.5404	45.7212
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN II	H	ccfdr2	12/26/2022	16-22	7,172	7,531	7,907	8,302	8,717	41.3769	43.4481	45.6173	47.8962	50.2904
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE I	H	ccsrp1	12/26/2022	16-22	5,695	5,980	6,278	6,593	6,922	32.8558	34.5000	36.2192	38.0365	39.9346
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE II	H	ccsrp2	12/26/2022	16-22	6,265	6,578	6,907	7,252	7,615	36.1442	37.9500	39.8481	41.8385	43.9327
WASTEWATER TREATMENT PLANT OPERATOR I	H	cwtpo1	12/26/2022	16-22	7,582	7,960	8,358	8,777	9,215	43.7423	45.9231	48.2192	50.6365	53.1635
WASTEWATER TREATMENT PLANT OPERATOR II	H	cwtpo2	12/26/2022	16-22	8,341	8,758	9,196	9,655	10,138	48.1212	50.5269	53.0538	55.7019	58.4885
WASTEWATER TREATMENT PLANT SUPERVISOR	H	mwtpsu	12/26/2022	54-21	11,971	12,569	13,198	13,857	14,551	69.0635	72.5135	76.1423	79.9442	83.9481
WATER/WASTEWATER SYSTEMS OPERATOR I	H	cwwso2	12/26/2022	16-22	8,079	8,482	8,907	9,352	9,820	46.6096	48.9346	51.3865	53.9538	56.6538
WATER/WASTEWATER SYSTEMS OPERATOR II	H	cwwso4	12/26/2022	16-22	8,886	9,330	9,797	10,287	10,801	51.2654	53.8269	56.5212	59.3481	62.3135
WATER/WASTEWATER SYSTEMS OPERATOR II (ON CALL)	H	cww4oc	12/26/2022	16-22	9,108	9,564	10,042	10,545	11,072	52.5462	55.1769	57.9346	60.8365	63.8769
WATER/WASTEWATER SYSTEMS SUPERVISOR	H	mwwssp	12/26/2022	54-21	12,024	12,626	13,257	13,920	14,616	69.3692	72.8423	76.4827	80.3077	84.3231

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	12/26/2022	67-21	9,657	10,140	10,648	11,180	11,738	4457.08	4680.00	4914.46	5160.00	5417.54
ADMINISTRATIVE SERVICES DIRECTOR	S	asm	12/26/2022	59-21	17,933	18,829	19,770	20,759	21,797	8276.77	8690.31	9124.62	9581.08	10060.15
ASSISTANT ENGINEER	S	paseng	12/26/2022	67-21	10,586	11,116	11,671	12,254	12,867	4885.85	5130.46	5386.62	5655.69	5938.62
ASSISTANT GENERAL MANAGER	s	agmgr	12/26/2022	59-21	19,278	20,243	21,254	22,317	23,434	8897.54	9342.92	9809.54	10300.15	10815.69
ASSOCIATE ENGINEER	S	paesme	12/26/2022	67-21	12,173	12,782	13,421	14,092	14,797	5618.31	5899.38	6194.31	6504.00	6829.38
CLEAN WATER PROGRAMS ADMINISTRATOR	S	pcwpsp	12/26/2022	67-21	11,384	11,953	12,551	13,178	13,837	5254.15	5516.77	5792.77	6082.15	6386.31
ENGINEERING SERVICES DIRECTOR	S	esm	12/26/2022	59-21	17,933	18,829	19,770	20,759	21,797	8276.77	8690.31	9124.62	9581.08	10060.15
ENVIRONMENTAL CHEMIST II	S	pench2	12/26/2022	67-21	9,954	10,452	10,974	11,523	12,099	4594.15	4824.00	5064.92	5318.31	5584.15
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS ADMINISTRATOR	S	pehspa	12/26/2022	67-21	11,159	11,716	12,301	12,918	13,563	5150.31	5407.38	5677.38	5962.15	6259.85
EXECUTIVE SERVICES SUPERVISOR	S	messup	12/26/2022	54-21	12,639	13,271	13,935	14,632	15,363	5833.38	6125.08	6431.54	6753.23	7090.62
FINANCIAL ANALYST	S	pfinan	12/26/2022	67-21	10,869	11,412	11,984	12,582	13,210	5016.46	5267.08	5531.08	5807.08	6096.92
FINANCIAL SERVICES MANAGER	S	mfsup	12/26/2022	54-21	14,945	15,690	16,475	17,300	18,163	6897.69	7241.54	7603.85	7984.62	8382.92
GENERAL MANAGER	S	gm	12/26/2022	26-22	0	0	0	0	25,134	0.0000	0.0000	0.0000	0.0000	11600.31
GIS ANALYST	S	pgisa2	12/26/2022	67-21	11,092	11,648	12,228	12,840	13,484	5119.38	5376.00	5643.69	5926.15	6223.38
HUMAN RESOURCES ANALYST II	S	hhran2	12/26/2022	7-22	10,661	11,195	11,755	12,342	12,959	4920.46	5166.92	5425.38	5696.31	5981.08
HUMAN RESOURCES AND RISK MANAGER	S	mhrsup	12/26/2022	7-22	13,836	14,529	15,254	16,016	16,818	6385.85	6705.69	7040.31	7392.00	7762.15
INFORMATION TECHNOLOGY ANALYST II	S	pitan2	12/26/2022	67-21	11,395	11,965	12,563	13,191	13,851	5259.23	5522.31	5798.31	6088.15	6392.77
INFORMATION TECHNOLOGY MANAGER	S	missup	12/26/2022	54-21	14,878	15,621	16,403	17,226	18,088	6866.77	7209.69	7570.62	7950.46	8348.31
LABORATORY AND ENVIRONMENTAL COMPLIANCE MANAGER	S	mlbsup	12/26/2022	54-21	12,849	13,491	14,167	14,873	15,619	5930.31	6226.62	6538.62	6864.46	7208.77
MANAGEMENT ANALYST II	S	padan2	12/26/2022	67-21	10,120	10,627	11,158	11,716	12,301	4670.77	4904.77	5149.85	5407.38	5677.38
MECHANICAL SUPERINTENDENT	S	mmespt	12/26/2022	54-21	13,383	14,052	14,756	15,493	16,268	6176.77	6485.54	6810.46	7150.62	7508.31
OPERATIONS COMPLIANCE MANAGER	S	mocsup	12/26/2022	54-21	14,766	15,504	16,280	17,094	17,949	6815.08	7155.69	7513.85	7889.54	8284.15
OPERATIONS DIRECTOR	S	om	12/26/2022	59-21	17,933	18,829	19,770	20,759	21,797	8276.77	8690.31	9124.62	9581.08	10060.15
PRETREATMENT PROGRAMS ADMINISTRATOR	S	pprepa	12/26/2022	67-21	10,533	11,059	11,613	12,193	12,802	4861.38	5104.15	5359.85	5627.54	5908.62
PRINCIPAL ELECTRICAL ENGINEER	S	mprees	12/26/2022	54-21	15,442	16,213	17,023	17,874	18,769	7127.08	7482.92	7856.77	8249.54	8662.62
PRINCIPAL ENGINEER	S	mpreng	12/26/2022	54-21	15,442	16,213	17,023	17,874	18,769	7127.08	7482.92	7856.77	8249.54	8662.62
PRINCIPAL WATER/WASTEWATER SYSTEMS ENGINEER	S	mpwwse	12/26/2022	54-21	15,442	16,213	17,023	17,874	18,769	7127.08	7482.92	7856.77	8249.54	8662.62
PUBLIC AFFAIRS SPECIALIST	S	pcoms2	12/26/2022	67-21	10,062	10,565	11,094	11,649	12,231	4644.00	4876.15	5120.31	5376.46	5645.08
PUBLIC AFFAIRS SUPERVISOR	S	mcasup	12/26/2022	54-21	12,808	13,447	14,121	14,828	15,570	5911.38	6206.31	6517.38	6843.69	7186.15

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR ENGINEER	S	msengs	12/26/2022	54-21	13,684	14,369	15,087	15,841	16,633	6315.69	6631.85	6963.23	7311.23	7676.77
SENIOR ENVIRONMENTAL CHEMIST	S	psrech	12/26/2022	67-21	10,951	11,498	12,073	12,677	13,310	5054.31	5306.77	5572.15	5850.92	6143.08
SENIOR HUMAN RESOURCES ANALYST	S	ushra	12/26/2022	4-22	11,727	12,314	12,929	13,576	14,255	5412.46	5683.38	5967.23	6265.85	6579.23
SPECIAL ASSISTANT TO THE GENERAL MANAGER	S	spagm	12/26/2022	TBD	15,592	16,372	17,191	18,051	18,954	7196.31	7556.31	7934.31	8331.23	8748.00
UTILITY BILLING AND CUSTOMER SERVICES SUPERVISOR	S	mcssup	12/26/2022	54-21	11,527	12,102	12,707	13,343	14,011	5320.15	5585.54	5864.77	6158.31	6466.62
VISUAL COMMUNICATIONS SPECIALIST	S	pgrptc	12/26/2022	67-21	10,062	10,565	11,094	11,649	12,231	4644.00	4876.15	5120.31	5376.46	5645.08
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	mwtpos	12/26/2022	54-21	15,158	15,916	16,712	17,548	18,425	6996.00	7345.85	7713.23	8099.08	8503.85
WATER/WASTEWATER SYSTEMS SUPERINTENDENT	S	mwwsom	12/26/2022	54-21	14,431	15,152	15,909	16,704	17,540	6660.46	6993.23	7342.62	7709.54	8095.38

RESOLUTION NO. 16-22

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. 5-22

---

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. 5-22, the Board-adopted pay schedule was approved on January 18, 2022; and

WHEREAS, the Mid-Management Employees' Bargaining Unit (MEBU) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the International Federation of Professional and Technical Engineers, Local 21 (Local 21) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the Board adopted the Unrepresented Salary and Benefits resolution, effective December 13, 2021; and

WHEREAS, the Stationary Engineers, Local 39 (Local 39) have met in good faith and agreed to labor contracts effective December 13, 2021, through December 21, 2025; and

WHEREAS, the specific language of the labor contracts and salary and benefits resolution establish new base salaries effective the first day of the first pay period of calendar year 2022.

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. 5-22 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 5th day of April, 2022, and passed by the following vote:

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

NOES: 0

ABSENT: 0

ATTEST:

  
Nicole Genzale, District Secretary

  
Richard M. Halket, President



**TITLE:** Accept Annual Comprehensive Financial Report with Independent Auditor's Report for Fiscal Year Ended June 30, 2022 and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2022

**RECOMMENDATION:**

Staff recommends the Board of Directors accept, by Motion, the Dublin San Ramon Services District Annual Comprehensive Financial Report with Independent Auditor's Report for Fiscal Year Ended June 30, 2022 and the Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2022.

**SUMMARY:**

State law requires that every community services district publish a complete set of audited financial statements within six months of the close of each fiscal year. The audited financial statements are incorporated into the District's Annual Comprehensive Financial Report (ACFR) to fulfill that requirement for the fiscal year ended (FYE) June 30, 2022. The District received a clean audit opinion and no internal control issues were identified for the fiscal year. The ACFR is also intended to meet the District's requirement for submission of the FYE 2022 fourth quarter financial report to the Board as required under the Community Services District Law, Government Code Section 61053(f).

**DISCUSSION:**

The District's contracted external auditor, Maze and Associates, recently completed its audit of the financial statements for FYE 2022. The audit was conducted in accordance with generally accepted auditing standards in the United States of America. Those standards require that the auditor plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.

The audit concluded that: (1) the financial statements present fairly, in all material respects, the respective financial position of the business-type activities of the District as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows for the year; (2) the accounting is in conformity with generally accepted accounting principles in the United States of America; and (3) the internal controls and communications are adequate. The Independent Auditor's Report has been incorporated into the Financial Section of the ACFR.

Financial highlights for FYE 2022:

- The District's net position increased \$19.8 million or 3.9% from \$514.5 million to \$534.3 million due to strong investment performance and improved funding status of pension and Other Post-Employment Benefits (OPEB) liabilities.
- Service charge revenues decreased \$7.4 million or 11.6% from \$63.6 million to \$56.3 million due to ongoing drought and pandemic.
- Capacity reserve fees increased \$8.8 million or 100% from \$8.7 million to \$17.5 million due to higher development activity.
- Operating expenses (excluding depreciation) decreased \$2.1 million or 3.3% from \$63.7 million to \$61.6 million due to lower personnel expenses from staff retirements and turnover.

The ACFR provides information on the District's operating and financial activities for the fiscal year and is comprised of three sections:

<b>Originating Department: Administrative Services</b>		<b>Contact: C. Chen/C. Atwood</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Yes</b>		<b>Cost and Funding Source: N/A</b>	
<b>Attachments:</b> <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)		<b>Attachment 1 – Annual Comprehensive Financial Report for Fiscal Year Ended June 30, 2022</b> <b>Attachment 2 – Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2022</b>	

- Introductory Section – Overview of the District, including a transmittal letter to the Board of Directors and customers, which discusses the financial planning and significant achievements for the last fiscal year.
- Financial Section – Analysis of the District’s financial performance and incorporation of the Independent Auditor’s Report. The Independent Auditor’s Report presents the District’s audited financial statements, including Statements of Net Position, Statements of Revenues, Expenses and Changes in Net Position, and Statements of Cash Flows for FYE 2022. The audited statements include management’s discussion and analysis, notes to the financial statements, and required supplementary information.
- Statistical Section – Historical demographic and statistical data regarding the District, which provides context for the information in the Financial Section and District’s overall financial health. In contrast to the Financial Section, data in the Statistical Section is not subject to an independent audit.

A Memorandum on Internal Control and Required Communications for FYE 2022 was also issued. The memorandum did not identify any deficiencies in internal control that are considered material weaknesses during the audit. Also noted, there were no transactions during the year for which there was a lack of authoritative guidance or consensus, all significant transactions were recognized in the financial statements in the proper period, and financial statement disclosures are neutral, consistent, and clear.

The District’s Annual Comprehensive Financial Report (ACFR) for Fiscal Year Ended June 30, 2021 recently received the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA), which is the 21st consecutive year the District has been awarded. The FYE 2022 ACFR was developed to meet the Certificate of Achievement Program’s requirements and will be submitted to the GFOA to determine its eligibility.





**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*

# 2022 Annual Comprehensive Financial Report (ACFR)

Fiscal Year Ended June 30, 2022



7051 Dublin Blvd., Dublin, CA 94568





# Annual Comprehensive Financial Report

Fiscal Year Ended June 30, 2022

**Board of Directors**

Rich Halket ..... President  
Marisol Rubio ..... Vice President  
Arun Goel ..... Director  
Georgian Vonheeder-Leopold ..... Director  
Ann Marie Johnson ..... Director

**Prepared by**

General Manager ..... Daniel McIntyre  
Administrative Services Manager ..... Carol Atwood  
Prepared by ..... Carol Atwood, Administrative Services Manager  
..... Herman Chen, Financial Services Supervisor  
..... Rene Escobar, Financial Analyst  
..... Christine Chen, Accountant II



7051 Dublin Boulevard  
Dublin, CA 94568  
(925) 828-0515  
[www.dsrsd.com](http://www.dsrsd.com)



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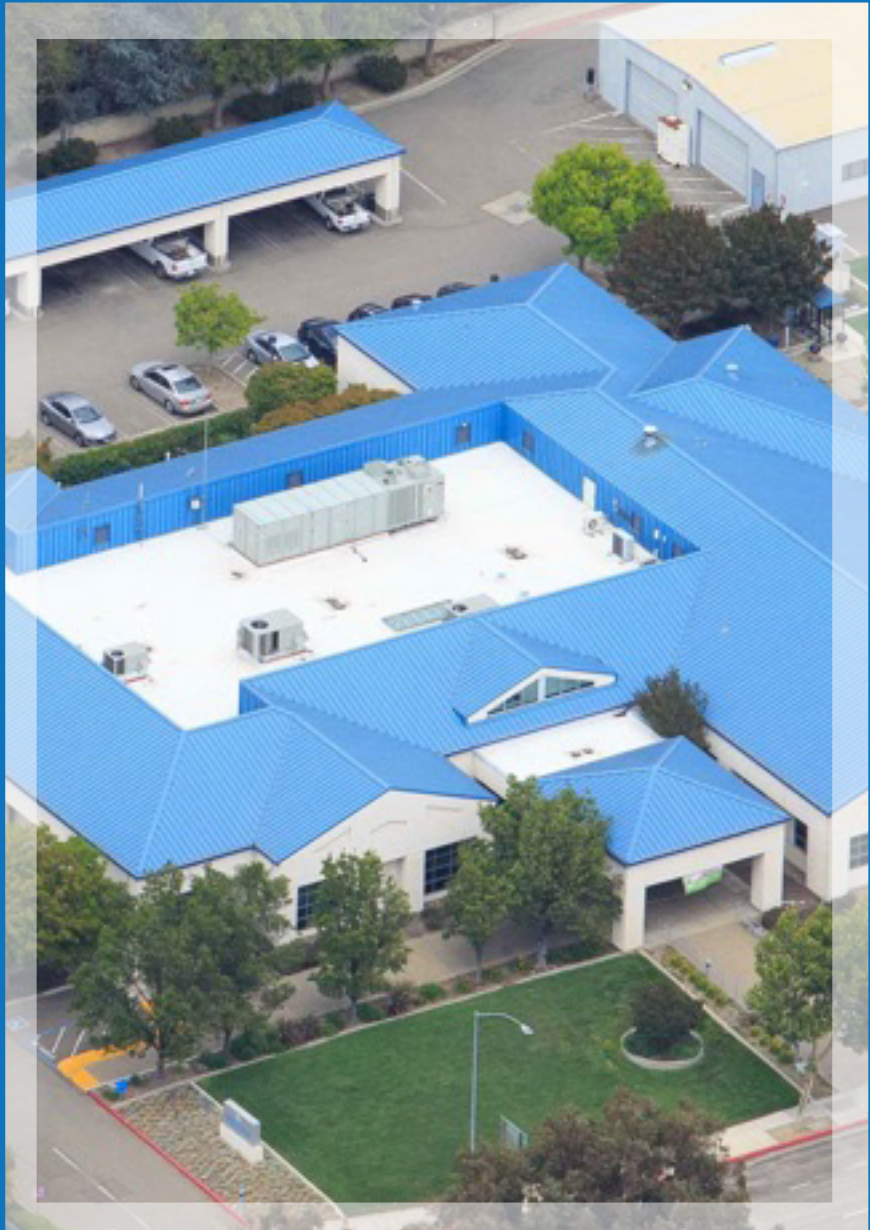
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## Introductory Section







December 20, 2022

To the Board of Directors and Dublin San Ramon Services District customers:

State law requires that every general purpose local government publish a complete set of audited financial statements within six months of the close of each fiscal year. The Dublin San Ramon Services District publishes this report to fulfill that requirement for the fiscal year ended June 30, 2022.

The management of Dublin San Ramon Services District assumes full responsibility for the completeness and reliability of the information in these financial statements, based upon a comprehensive system of internal controls established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

Maze & Associates has issued an unmodified ("clean") opinion on the Dublin San Ramon Services District's financial statements for the year ended June 30, 2022. The independent auditor's report is located in the front of the financial section of this report.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

In accordance with standards established by the Governmental Accounting Standards Board's Statement No. 14, The Financial Reporting Entity, the District meets the definition of a stand-alone government. As of June 30, 2022, the District participates in two joint powers authorities (JPA): the Livermore-Amador Valley Water Management Agency (LAVWMA) and the Dublin San Ramon Services District-East Bay Municipal Utility District Recycled Water Authority (DERWA).

# Overview



Photo courtesy of City of Dublin

*Dublin's Don Biddle Park opened in 2022 and is irrigated with recycled water.*

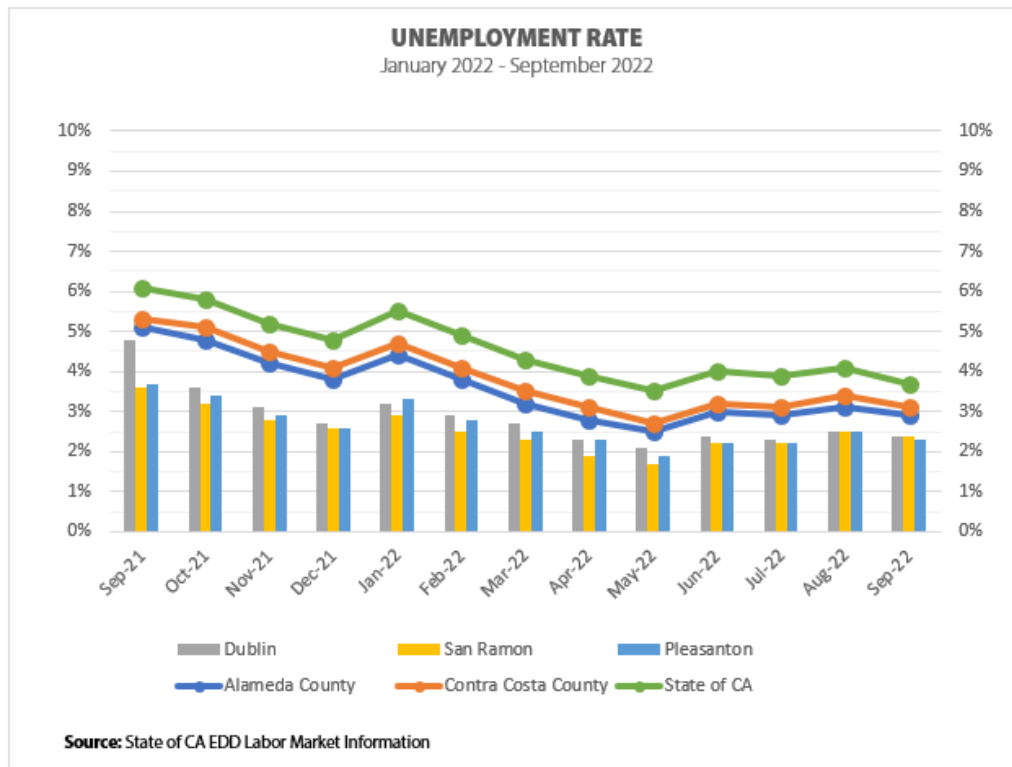
*The District is governed by a Board of Directors that sets policy, adopts budgets, and appoints a general manager to run operations. Previously, all five members of the Board of Directors were chosen by constituents from the District's entire service area under the at-large election system. The District transitioned in May 2019 from an at-large election system to an area-based election system. Five directors are elected to overlapping four-year terms.*

The District was formed in 1953 as the Parks Community Service District. The name was changed to Valley Community Services District (VCSD) in the early 1960s. VCSD became the vehicle for delivering local services before city governments existed, including water and wastewater services, recreation and parks, garbage collection, and fire protection. The name of the District was changed again in 1977 to Dublin San Ramon Services District (DSRSD) to reflect its service areas. By 1988, the cities of Dublin and San Ramon had incorporated and assumed responsibility for many of the services originally provided by the District, which allowed DSRSD to focus on water and wastewater services. In 1999, the District began providing a third service, recycled water. DSRSD currently provides water, recycled water, and wastewater services to more than 188,000 residents in Dublin, southern San Ramon, the Dougherty Valley area of San Ramon, and Pleasanton.

DSRSD's service area lies within the Tri-Valley, which is part of the East Bay region of the San Francisco Bay Area. The service area includes all of the City of Dublin, which is located approximately 35 miles east of San Francisco and 35 miles north of San Jose. The service area also includes portions of the City of San Ramon, which is located to the north of Dublin. In addition, the District provides wastewater treatment services to the City of Pleasanton under an agreement with the city. The area offers easy access to many transportation options, including Interstates 580 and 680, Bay Area Rapid Transit (BART), Altamont Commuter Express (ACE), and Livermore Amador Valley Transit Authority (LAVTA).

## Economic Conditions

The district's service area comprises a diverse range of commercial businesses, providing a stable environment for recovering jobs lost during the COVID-19 Pandemic. Small and big businesses alike have a presence in the large office parks located in the Tri-Valley. Unemployment rates have continued to improve in the past year, trending downward and approaching pre-pandemic levels<sup>1</sup>. As of September 2022, the district's service area encompassing the cities of Dublin, Pleasanton, and South San Ramon had unemployment rates of 2.6%, 2.4%, and 2.6%, respectively. The greater East Bay Region (Alameda and Contra Costa County) had unemployment rates of 2.9% and 3.2%, respectively during the same period, placing them among the top performing counties in California. The state's unemployment rate was 3.8% at this same time.



According to the economic data from the US Census Bureau, the estimated median household income is \$152,745 for Dublin, \$160,686 for Pleasanton and \$167,345 for San Ramon. Household median incomes for these cities are significantly higher compared to the Counties of Alameda with \$104,888 and Contra Costa with \$103,997. Personal income is on an upward trend in the East Bay<sup>2</sup>, but this has been coupled with significant increases in cost of living. Food and energy are the main drivers of these increases at 10.0% and 25.9% over the prior year, respectively<sup>3</sup>. Overall, inflation has increased by 6.0% in the last year. The East Bay's price increases are not unique to the area, so it still maintains a lower cost of living compared to San Francisco and Santa Clara County.

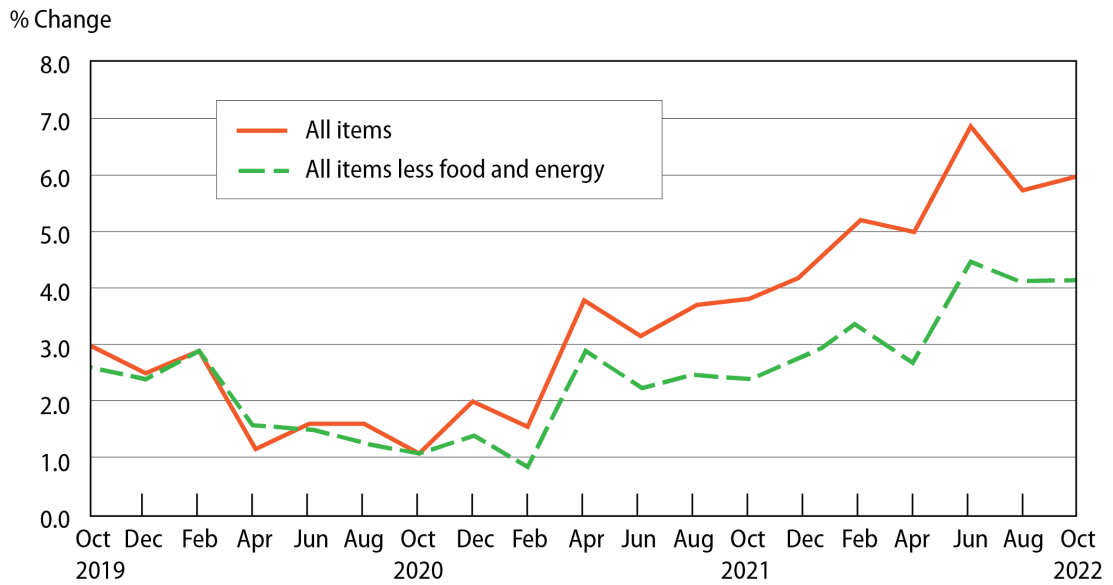
<sup>1</sup> California Employment Development Department - Labor market Information October 2022

<sup>2</sup> United States Bureau of Economic Analysis, Per Capita Personal Income, by Metropolitan Area 2019-2021

<sup>3</sup> United States Bureau of Labor Statistics, Consumer Price Index, San Francisco Area-Oakland-Hayward - Oct 2022

**OVER-THE-YEAR PERCENT CHANGE IN CPI-U, SAN FRANCISCO-OAKLAND, HAYWARD, CA**

October 2019 - October 2022

**Source:** U.S. Bureau of Labor Statistics

Approximately 58% of homeowners in Alameda County and 49% of homeowners in the Contra Costa County spend over \$3,000 per month on mortgage payments. Approximately 41% of occupied units rented in Alameda County and 51% of occupied units rented in Contra Costa County pay over one-third of their income in rental costs per month<sup>4</sup>.

The housing market in the East Bay remains strong with some caveats. Assessed property values in Alameda County saw an overall 4.5% increase over the prior year. The cities of Dublin and Pleasanton specifically saw 3.8% and 2.5% increases<sup>5</sup>. Contra Costa County reported a 7.8% increase in assessed property values over prior year with City of San Ramon at 6.0%. As of October 2022, sales for existing single-family homes are down 15.1% in Alameda County and 16.0% in Contra Costa County<sup>6</sup>.

<sup>4</sup> United States Census Bureau, DP04 - 2020 American Community Survey 5-Year Estimates

<sup>5</sup> Alameda County Office of the Assessor - Maintenance of Effort Budget 2022-2023

<sup>6</sup> California Association of Realtors - Sales Statistics for Existing Single-Family Homes



# Achievements



*The Energy Master Plan evaluated all District facilities, processes, and operations with a goal of maximizing sustainability, energy production, and emissions reduction. Among the items reviewed were (starting from top left, clockwise) the biogas skid, the cogeneration system, and the influent pumps.*

## INVESTING IN THE FUTURE

### ***District embarks on Energy Master Plan***

The District kicked off the process of creating an Energy Facilities Master Plan as part of the 10-year Capital Improvement Budget and 2-year budget for fiscal years 2022 and 2023. The project helps fulfill the 2022-2026 Strategic Plan goal of developing a long-term strategy to ensure greater energy efficiency and reliability.

As part of the project, DSRSD will evaluate all District facilities, processes, and operations, including those of the Regional Wastewater Treatment Facility, wastewater collection systems, water and recycled water distribution systems, administrative and field office buildings, and fleet.

In January 2022, the District hired a planning consultant for Phase 1, which was completed in August 2022. The aim is to develop an adaptable, financially sustainable framework of strategies to reduce energy demand, maximize energy production, enhance energy system reliability, and reduce greenhouse gas emissions. The project will develop long-term strategies to meet current and future environmental mandates.

### ***Water main replacement improves leaks, water quality***

DSRSD completed a \$3.88 million water main replacement on site at Camp Parks (Parks Reserve Forces Training Area) in July 2022. The project replaced 7,746 feet of cast iron pipeline, which was the oldest in the service area having been installed in the 1940s. The project was contained within the U.S. Army's training area, though the upgraded water mains also connect to the new Boulevard housing development.

New PVC pipes were installed along with ductile iron connections, which has improved system leaks. The cast iron pipes were susceptible to corrosion, and therefore the source of discolored water in that part of the District. The new pipes have improved water quality for customers in that part of the service area. The project also updated water meter boxes, backflow preventers, and fire hydrants, as well as reconnected existing fire service to buildings with fire sprinkler systems.



# Community Outreach

With the severe drought continuing, DSRSD's water wholesaler Zone 7 Water Agency began requiring 15% reduction in water use compared to 2020. Following this decision, the DSRSD Board of Directors approved a Stage 2 Water Shortage Emergency in September 2021. The District dedicated time and resources to making customers aware of drought rules using a wide variety of methods.

DSRSD expanded the Water Conservation section of the website and mailed multiple rounds of postcards to ratepayers to communicate regulations and recommendations based on the Stage 2 Water Shortage Emergency. The District posted water-saving tips on social media, including Facebook, Nextdoor, and Twitter. Water conservation topics based on the season were featured in the monthly Pipeline eNewsletter. Banners were posted in prominent locations around Dublin and the Dougherty Valley area of San Ramon to spread the word about saving water. DSRSD embarked on its first digital marketing campaign to reach residents' smartphones, computers/tablets, and connected TV platforms with display and video advertisements.

District staff collaborated with Zone 7 as well as other Tri-Valley water retailers, the Cities of Pleasanton and Livermore, on shared ad campaigns that included radio, three newspapers, buses, and two movie theaters. The agencies also partnered on several water conservation webinars. In addition, DSRSD partnered with East Bay Municipal Utility District on an ad campaign at City Center Bishop Ranch in San Ramon.



*Partnering with neighboring water agencies, DSRSD included bus advertising around the Tri-Valley and digital kiosk marketing at City Center Bishop Ranch in San Ramon to make customers aware of mandatory water conservation.*





*DSRSD Board President Rich Halket, Director Georgean Von-Heeder Leopold and General Manager Dan McIntyre perform the ribbon-cutting ceremony to officially welcome visitors to the mural and demonstration garden. (Back row) Director Arun Goel and members of Dublin, San Ramon, and Pleasanton Chambers of Commerce joined in the celebration.*

In April 2021, the District celebrated completion of the Marine Life Mural and the District Office Demonstration Garden at the District Office. The mural showcases Pacific Ocean marine life that are protected through DSRSD's wastewater treatment. The Demonstration Garden is open to the public and offers a look at recycled water in use for a variety of plant types, plus special sections dedicated to drought-tolerant plants.



# Financial Planning and Policies

*District management is responsible for establishing and maintaining an internal control structure that protects the assets of the District from loss, theft, or misuse. The District uses the full accrual method for financial reporting and employs enterprise funds to account for its activities.*



An enterprise fund is used to account for governmental activities that are similar to activities performed by a commercial enterprise. However, the purpose of an enterprise fund is not to maximize return, as in the private sector, but to provide a product or service to the public at a reasonable cost. Funds are used to track operations for internal budgeting and reporting. Each department budgets its operations among the enterprise funds. The 10-year capital improvement program and the 2-year operating budget are approved by the Board of Directors. The general manager is authorized to approve budget transfers within a fund with certain limitations.

Recognizing the critical importance of financial planning and controls, the District has developed comprehensive financial policies based on industry best practices. The policies guide long-term planning and ensure that financial decisions are analyzed and applied in a consistent manner. The Board of Directors reviews and approves all financial policies.

District policies are available online at [www.dsrdsd.com/about-us/district-policies](http://www.dsrdsd.com/about-us/district-policies).

Finance policies include:

- Apportioning Planning Costs (P400-22-1)
- Auditor Selection and Services (P400-21-2)
- Budget Accountability (P400-22-2)
- Capital Financing and Debt Management (P400-17-3)
- Consolidated Water Enterprise Fund (P400-19-1)
- Debt Disclosure (P400-17-2)
- Financial Reserves (P400-15-1)
- Investment (P400-18-4)
- Project Cost Allocation (P400-17-5)
- Rate Policies and Guidelines (P400-16-1)
- Utility Billing Adjustments (P400-17-4)
- Discontinuation of Residential Water Service for Nonpayment (P400-21-1)
- Water Expansion Fund Management (P400-14-1)

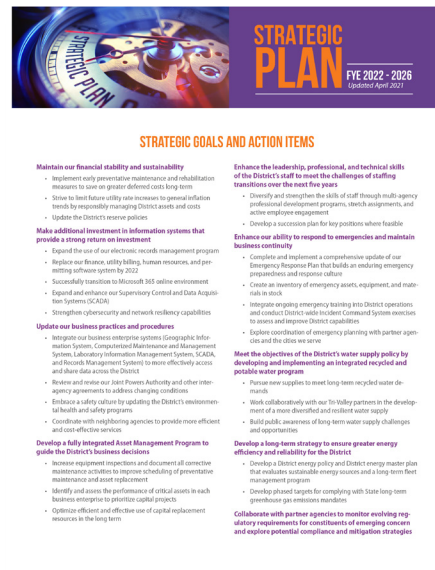


The District has a long-term approach to financial planning and utilizes a 10-year financial planning model to develop 2-year budgets, 10-year capital plans, and various rate studies. This long-term focus aligns with Finance objectives to manage public funds to provide financial stability, cost of service based rate management and development, and maintenance of a solid AA credit rating. Meeting these goals ensures timely and reasonable access to credit markets when needed.

### Fiscal Year Ended 2022

District policies are reviewed at least once every four years to ensure that the Board has the opportunity to be acquainted with all policies during their term of office. There were no policies updated in FYE 2022.

The District prepares quarterly financial reports for the Board which address trends in revenues, operation and maintenance (O&M), capital costs, and achieve policy reserve fund targets. The Board adopts a 5-year Strategic Plan. In addition, the District conducts rate and fee studies approximately every five years.



For FYE 2022, the Board adopted the following items:

#### April 2022

Water Capacity Reserve Fee Study

#### June 2022

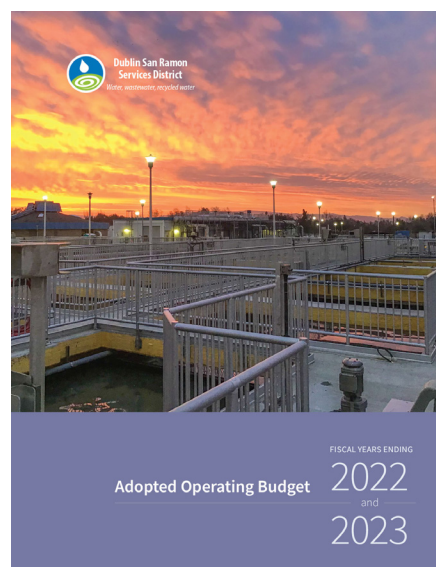
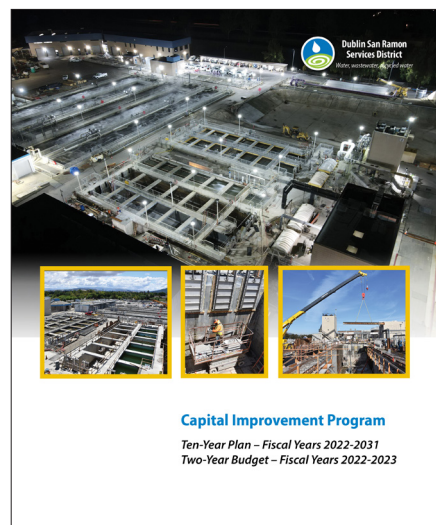
Amended CIP Two-Year Budget for FYE 2022 and FYE 2023

#### June 2022

Amended CIP Ten-Year Plan for FYE 2022 - 2031

Rate and fee studies, operating and capita budgets, master and strategic plans may be found on the District website at [www.drsd.com/about-us/library/financial-information](http://www.drsd.com/about-us/library/financial-information).

For a detailed discussion and analysis of the District's operations during fiscal year ending June 30, 2022, please read the Management's Discussion and Analysis (MD&A) in the Financial Section of this report. Financial Trends, in the Statistical Section of this report, summarizes the historical fluctuations in revenues sources and operating expenses the District has experienced over the past 10 years.



*The District's Strategic Plan, Two-Year Operating Budget and its Capital Improvement Program Ten-Year Plan and Two-Year Budget.*

### ***Awards and Acknowledgments***

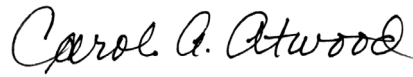
The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to Dublin San Ramon Services District for its annual comprehensive financial report (ACFR) for the fiscal year ended June 30, 2021. This was the 21st consecutive year the District has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principle and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of

Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate. The preparation of this report would not have been possible without the hard work and dedication of the Financial Services and Public Affairs Divisions. We also want to express our appreciation to the staff members throughout the District who assisted and contributed to the information presented in this report. Finally, we would like to acknowledge the support of the DSRSD Board of Directors for its dedication to serving customers well by maintaining strong financial standards.

Respectfully submitted,



Daniel McIntyre  
General Manager



Carol Atwood  
Administrative Services Manager/Treasurer



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Dublin San Ramon Services District  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2021

*Christopher P. Morill*

Executive Director/CEO



# Board of Directors

AS OF JUNE 30, 2022



Richard Halket  
*President*



Marisol Rubio  
*Vice President*



Arun Goel  
*Director*



Georgan  
Vonheeder-Leopold  
*Director*



Ann Marie Johnson  
*Director*

# Senior Management

AS OF JUNE 30, 2022



Daniel McIntyre  
*General Manager*



Jan Lee  
*Assistant General Manager*



Carol Atwood  
*Administrative Services  
Director*



Jeff Carson  
*Operations Director*

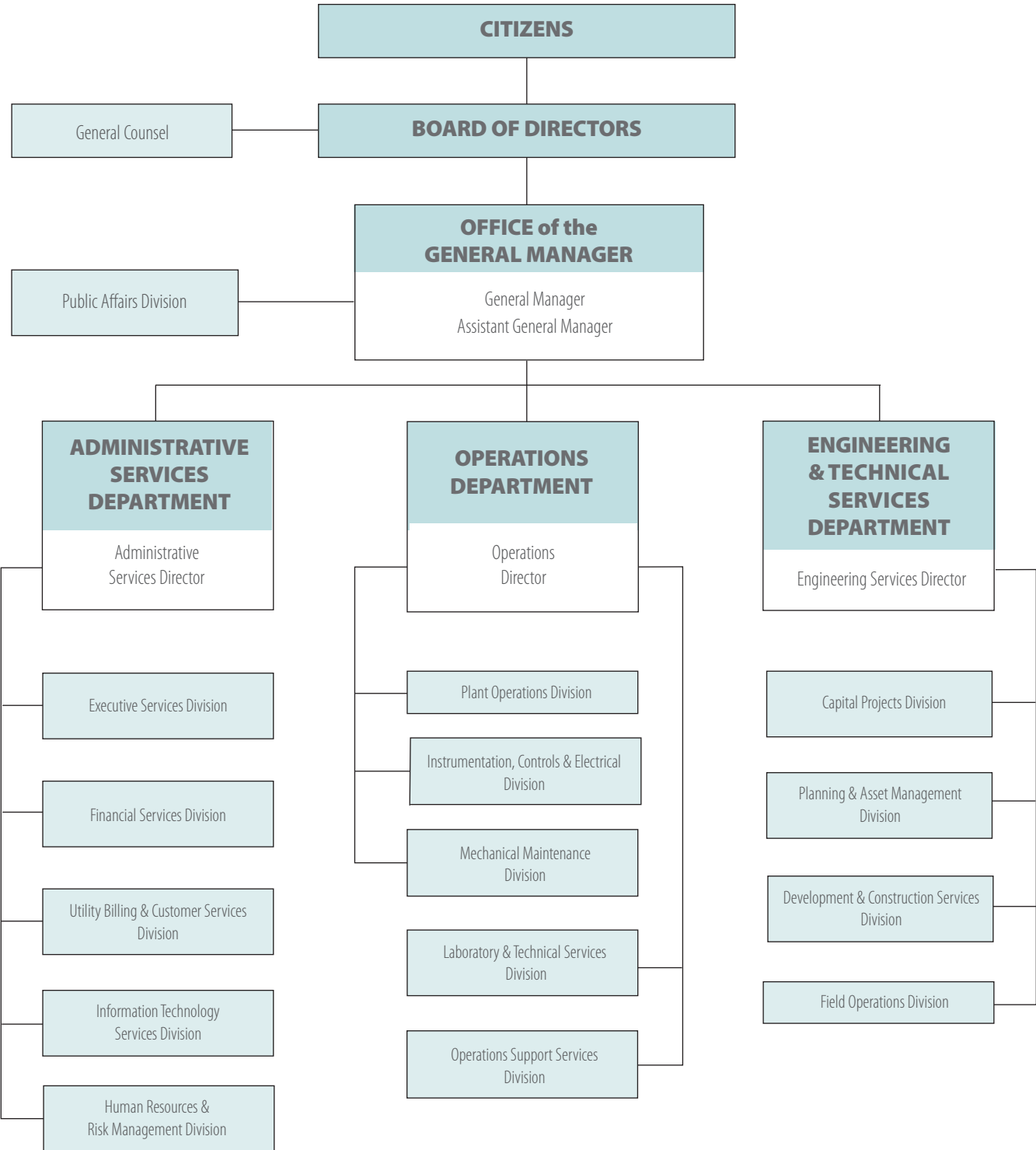


Steve Delight  
*Engineering Services  
Director*

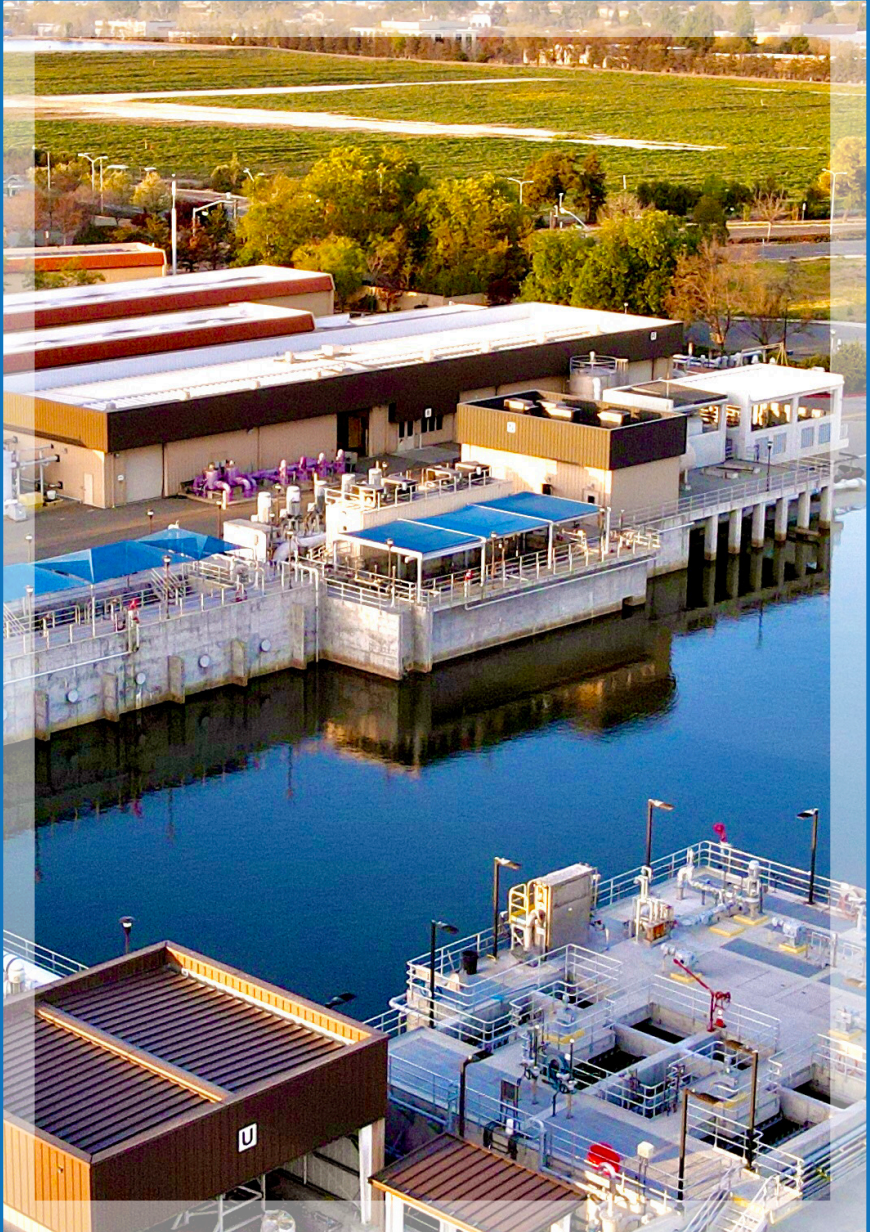
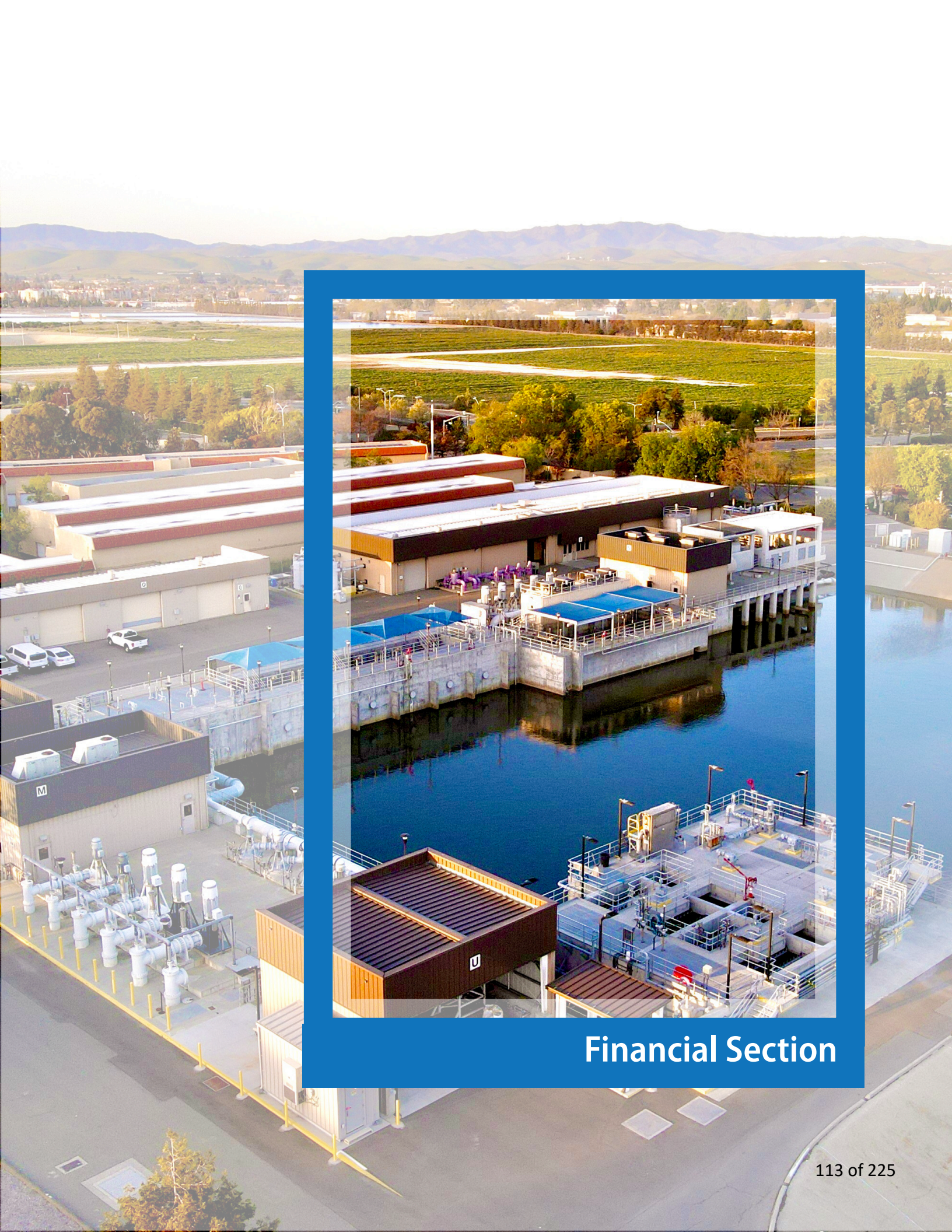


# Organization Chart

AS OF JUNE 30, 2022







## Financial Section







## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Dublin San Ramon Services District  
Dublin, California

### *Opinions*

We have audited the accompanying financial statements of the business-type activities of the Dublin San Ramon Services District (District), California, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the District as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Responsibilities of Management's for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## ***Report on Summarized Comparative Information***

We have previously audited the District's June 30, 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 29, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying Supplementary Information, as listed in the Table of Contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplementary Information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Maze & Associates*

Pleasant Hill, California  
December 5, 2022

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DUBLIN SAN RAMON SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS OF  
BASIC FINANCIAL STATEMENTS  
Fiscal Years Ended June 30, 2022 and 2021

Financial Highlights for Fiscal Year 2022

- ✓ The District's net position increased \$19.8 million or 3.9% from \$514.5 million to \$534.3 million
- ✓ Service charge revenues decreased \$7.4 million or 11.6% from \$63.6 million to \$56.3 million
- ✓ Capacity reserve fees increased \$8.8 million or 100.0% from \$8.7 million to \$17.5 million
- ✓ Operating expenses (excluding depreciation) decreased \$2.1 million or 3.3% from \$63.7 million to \$61.6 million

Overview of the Financial Statements

The discussion and analysis provided here are intended to serve as an introduction to the Dublin San Ramon Services District's basic financial statements. The District's basic financial statements consists of the Statements of Net Position, Statements of Revenues and Expenses and Changes in Fund Net Position, Statements of Cash Flows, and Notes to Financial Statements. The notes to the financial statements provide narrative explanations or additional data as needed for full disclosure.

- The Statements of Net Position presents financial information on all of the Districts assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.
- The Statements of Revenues and Expenses and Changes in Fund Net Position measures the success of District operations for the year and determines cost recovery through user fees and other charges, profitability, and credit worthiness.
- The Statements of Cash Flows provides information about District cash receipts and disbursements and net changes in cash that result from operating activities, non-capital financing activities, capital financing activities and investing activities. Thus, the Statements of Cash Flows shows sources and uses of cash.

The format of the District's financial statements is in accordance with business-type activities known as enterprise funds. Enterprise funds are self-supporting funds that charge fees to users to cover the costs of operation, maintenance, and recurring capital replacement, and are similar to the accounting methods used by private sector companies. Enterprise funds report on the accrual basis of accounting recognizing all assets, liabilities, revenues and expenses applicable as of the financial statement date.

The District is governed by a Board of Directors, which sets policy, adopts budgets and appoints a General Manager to direct operations. Currently, the District service area is comprised of five divisions with one Director representing each division and serving overlapping four-year terms.

Changes in Net Position

The following condensed statements, Statements of Net Position (Table 1) and Statements of Revenues and Expenses and Changes in Fund Net Position (Table 2), are presented in a comparative format together with dollar and percentage of change from the previous year, to help the reader analyze financial activity.

DUBLIN SAN RAMON SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS OF  
BASIC FINANCIAL STATEMENTS  
Fiscal Years Ended June 30, 2022 and 2021

TABLE 1

Period ended June 30	Condensed Statements of Net Position						
	2022	2021	Change in 2022		2020	Change in 2021	
			\$	%		\$	%
			Change	Change		Change	Change
Current and restricted assets	\$ 242,746,894	\$ 229,579,002	\$ 13,167,892	5.7%	\$ 226,027,745	\$ 3,551,257	1.6%
Investment in JPA	52,786,028	52,308,093	477,935	0.9%	-	52,308,093	-
Capital assets	299,230,577	291,655,789	7,574,788	2.6%	325,840,467	(34,184,678)	-10.5%
Other assets	8,129,128	4,444,646	3,684,482	82.9%	4,203,680	240,966	5.7%
<b>Total assets</b>	<b>602,892,627</b>	<b>577,987,530</b>	<b>24,905,097</b>	<b>4.3%</b>	<b>556,071,892</b>	<b>21,915,638</b>	<b>3.9%</b>
<b>Deferred outflow of resources</b>	<b>7,045,885</b>	<b>10,288,601</b>	<b>(3,242,716)</b>	<b>-31.5%</b>	<b>12,154,141</b>	<b>(1,865,540)</b>	<b>-15.3%</b>
Current and restricted liabilities	21,307,153	17,798,489	3,508,664	19.7%	15,173,538	2,624,951	17.3%
Long-term liabilities	34,731,605	49,101,830	(14,370,225)	-29.3%	74,606,544	(25,504,714)	-34.2%
<b>Total liabilities</b>	<b>56,038,758</b>	<b>66,900,319</b>	<b>(10,861,561)</b>	<b>-16.2%</b>	<b>89,780,082</b>	<b>(22,879,763)</b>	<b>-25.5%</b>
<b>Deferred inflow of resources</b>	<b>19,627,029</b>	<b>6,917,820</b>	<b>12,709,209</b>	<b>183.7%</b>	<b>10,099,227</b>	<b>(3,181,407)</b>	<b>-31.5%</b>
Net Position							
Net investment in capital assets	267,360,577	259,330,789	8,029,788	3.1%	264,272,071	(4,941,282)	-1.9%
Restricted for expansion	149,174,040	145,173,609	4,000,431	2.8%	91,656,612	53,516,997	58.4%
Restricted for debt service	2	2	-	-	-	2	-
Restricted for assessment district	203,996	423,586	(219,590)	-51.8%	783,517	(359,931)	-45.9%
Unrestricted	117,534,111	109,530,006	8,004,105	7.3%	111,634,524	(2,104,518)	-1.9%
<b>Total net position</b>	<b>\$ 534,272,726</b>	<b>\$ 514,457,992</b>	<b>\$ 19,814,734</b>	<b>3.9%</b>	<b>\$ 468,346,724</b>	<b>\$ 46,111,268</b>	<b>9.8%</b>

During the fiscal year ended June 30, 2022 (FYE 2022), total assets increased \$24.9 million or 4.3% from June 30, 2021 (FYE 2021) compared to an increase of \$21.9 million or 3.9% over June 30, 2020 (FYE 2020). The increase is primarily due to strong investment performance and increased capital assets.

Total liabilities decreased \$10.9 million or 16.2% during the FYE 2022 compared to a decrease of \$22.9 million or 25.5% during the FYE2020. The decrease was due to strong pension and OPEB investment performance resulting in a net pension asset instead of a net pension liability.

Changes to the deferred inflows/outflows of resources are related to the District's pension and other post-employment benefits (OPEB) plans with the California Public Employees' Retirement System (CalPERS), for additional information see Financial Statement Note #10 – Pension Plan and Note #11 – Post Employment Health Care Benefits.

As a result of the change in assets and liabilities above, the District's total net position increased \$19.8 million or 3.9% during FYE 2022 compared to an increase of \$46.1 million or 9.8% during FYE 2021.

DUBLIN SAN RAMON SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS OF  
BASIC FINANCIAL STATEMENTS  
Fiscal Years Ended June 30, 2022 and 2021

TABLE 2

**Condensed Statements of Revenues and Expenses and Changes in Fund Net Position  
(In millions of dollars)**

	Change in 2022				Change in 2021			
			\$	%		\$	%	
<b>Period ended June 30</b>	<b>2022</b>	<b>2021</b>	<b>Change</b>	<b>Change</b>	<b>2020</b>	<b>Change</b>	<b>Change</b>	
Operating revenues	\$ 56,253,389	\$ 63,603,757	\$ (7,350,368)	-11.6%	\$ 61,338,554	\$ 2,265,203	3.7%	
Other revenues	19,498,775	6,607,008	12,891,767	195.1%	10,072,084	(3,465,076)	-34.4%	
Investment income	(8,604,613)	(663,326)	(7,941,287)	1197.2%	7,102,863	(7,766,189)	-109.3%	
Capacity reserve fees	17,528,816	8,748,665	8,780,151	100.4%	14,631,802	(5,883,137)	-40.2%	
Contributions	3,828,960	2,802,000	1,026,960	36.7%	1,534,964	1,267,036	82.5%	
<b>Total revenues</b>	<b>88,505,327</b>	<b>81,098,104</b>	<b>7,407,223</b>	<b>9.1%</b>	<b>94,680,267</b>	<b>(13,582,163)</b>	<b>-14.3%</b>	
Operating expenses	61,567,386	63,693,579	(2,126,193)	-3.3%	71,657,864	(7,964,285)	-11.1%	
Depreciation	9,086,272	8,980,372	105,900	1.2%	11,727,255	(2,746,883)	-23.4%	
Non-operating expenses	1,415,958	1,438,263	(22,305)	-1.6%	1,453,820	(15,557)	-1.1%	
<b>Total expenses</b>	<b>72,069,616</b>	<b>74,112,214</b>	<b>(2,042,598)</b>	<b>-2.8%</b>	<b>84,838,939</b>	<b>(10,726,725)</b>	<b>-12.6%</b>	
<b>Changes in net position</b>	<b>19,814,733</b>	<b>8,255,528</b>	<b>11,559,205</b>	<b>140.0%</b>	<b>9,841,328</b>	<b>(1,585,800)</b>	<b>-16.1%</b>	
<b>Beginning net position</b>	<b>514,457,992</b>	<b>468,346,724</b>	<b>46,111,268</b>	<b>9.8%</b>	<b>458,505,396</b>	<b>9,841,328</b>	<b>2.1%</b>	
Prior period adjustment	-	37,855,740	(37,855,740)	-	-	37,855,740	0.0%	
Beginning net position, as restated	514,457,992	506,202,464	8,255,528	1.6%	458,505,396	47,697,068	10.4%	
<b>Ending net position</b>	<b>\$ 534,272,725</b>	<b>\$ 514,457,992</b>	<b>\$ 19,814,733</b>	<b>3.9%</b>	<b>\$ 468,346,724</b>	<b>\$ 46,111,268</b>	<b>9.8%</b>	

In FYE 2022, the District had an increase in total revenues of \$7.4 million or 9.1% compared to FYE 2021, while FYE 2021 total revenues were \$13.6 million or 14.3% lower than FYE 2020. The increase in FYE 2022 was primarily due to easing of COVID restriction resulting in higher development activity.

Total expenses decreased by \$2.0 million or 2.8% during FYE 2022 compared to a \$10.7 million or 12.6% decrease during FYE 2021. The decrease in FYE 2022 was primarily due lower personnel expenses from staff retirements and turnover.

Capital Assets and Debt

During FYE 2022, the District purchased, had contributed, or transferred from construction in progress the following assets:

Contributed sub-surface lines	\$3,830,460
Facility Improvement	52,276
Vehicles and equipment	553,354
	<u>\$4,436,090</u>

In FYE 2022, the District had 27,395 linear feet of potable water line, 385 linear feet of recycled water line, and 18,226 linear feet of sewer line contributed by developers valued at \$3.8 million. Facility improvements of \$52,276 is primarily due to costs related to replacement of boiler and HVAC system at the District Office.

DUBLIN SAN RAMON SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS OF  
BASIC FINANCIAL STATEMENTS  
Fiscal Years Ended June 30, 2022 and 2021

Vehicles and equipment of \$553,354 includes purchase of a biosolids harvesting tractor, two vehicles, and various equipment. For additional information on capital assets see Financial Statement Note 4 – Capital Assets.

In FYE 2022 the District had the following additions to construction in progress:

Construction in Progress

Primary sedimentation expansion/improvements	1,807,791
Wastewater system expansion and improvements	3,266,812
Camp park water mains water replacment	3,429,829
Water system expansion and improvements	3,720,537
	\$12,224,970

Wastewater system improvements include the Primary Sedimentation Expansion and East Dublin Trunk Sewer Rehabilitation projects. Water system expansion and improvements include Camp Parks Water Mains, Emergency Response, and Valve and Blow-Off Replacement projects.

On December 1, 2017, the District issued \$33,590,000 of 2017 Water Revenue Refunding Bonds with proceeds used to advance refund the outstanding portion of the 2011 Water Revenue Refunding Bonds. Below is a recap of the Districts current outstanding debt payable. For additional information on the District's debt obligations, see Financial Statement Note 7 – Long-term debt.

Debt Payable	Balance at 6/30/2021	Additions	Principal Payments	Balance at 6/30/2022
2017 Water Revenue Refunding Bonds	\$32,325,000	-	\$455,000	\$31,870,000

Rates and Other Economic Factors

The District is not subject to variations in general economic conditions, such as increases or declines in property tax values or sales taxes. Accordingly, the District sets its rates to cover the costs of operations, maintenance, replacement (OM&R), and debt-financed capital improvements.

Contacting the District

This financial report is designed to provide our customers, investors and creditors with a general overview of the District's finances and to show accountability for the money it receives. If you have questions about this report, or need any additional financial information, contact the Financial Services Division at 7051 Dublin Blvd., Dublin, California 94568 or call 925-828-0515.



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DUBLIN SAN RAMON SERVICES DISTRICT  
COMPARATIVE STATEMENTS OF NET POSITION  
JUNE 30, 2022  
WITH SUMMARIZED TOTALS AS OF JUNE 30, 2021

	2022			2021
	Wastewater	Water	Totals	
ASSETS				
Current assets:				
Pooled cash	\$6,827,040	\$6,173,300	\$13,000,340	\$14,039,919
Pooled investments	108,248,341	103,339,504	211,587,845	199,856,119
Restricted cash - debt service	-	2	2	2
Accounts receivable	6,866,043	8,494,947	15,360,990	15,152,745
Lease receivable	-	2,068,914	2,068,914	-
Interest receivable	340,230	324,414	664,644	482,209
Deferred capacity reserve fees receivable	31,269	-	31,269	44,228
Prepaid expenses	19,047	13,843	32,890	3,780
Total current assets	122,331,970	120,414,924	242,746,894	229,579,002
Non-current assets:				
DERWA & LAVWMA investments in JPA	13,979,769	38,806,259	52,786,028	52,308,093
Capital assets:				
Property, plant and equipment	238,798,442	178,962,068	417,760,510	413,482,894
Less accumulated depreciation	110,484,111	70,109,879	180,593,990	171,666,192
Net property, plant and equipment	128,314,331	108,852,189	237,166,520	241,816,702
Land and construction in progress	31,153,581	30,910,476	62,064,057	49,839,087
Total capital assets	159,467,912	139,762,665	299,230,577	291,655,789
Other assets:				
Net Pension asset	(272,885)	1,435,264	1,162,379	-
Net OPEB asset	4,014,468	2,917,786	6,932,254	4,339,653
Deferred capacity reserve fees receivable - long term	34,495	-	34,495	104,993
Total other assets	3,776,078	4,353,050	8,129,128	4,444,646
Total non-current assets	177,223,759	182,921,974	360,145,733	348,408,528
Total assets	299,555,729	303,336,898	602,892,627	577,987,530
Deferred outflows of resources				
Deferred outflows pension related amounts	2,014,477	1,167,580	3,182,057	5,906,489
Deferred employer pension contributions	1,494,707	1,110,402	2,605,109	2,935,170
Deferred outflows OPEB related amounts	728,924	529,795	1,258,719	549,018
Deferred employer OPEB contributions	-	-	-	897,924
Total deferred outflows of resources	4,238,108	2,807,777	7,045,885	10,288,601

DUBLIN SAN RAMON SERVICES DISTRICT  
COMPARATIVE STATEMENTS OF NET POSITION  
JUNE 30, 2022  
WITH SUMMARIZED TOTALS AS OF JUNE 30, 2021

	2022			2021
	Wastewater	Water	Totals	
<b>LIABILITIES</b>				
Current liabilities:				
Accounts payable	\$2,999,016	\$10,076,434	\$13,075,450	\$9,510,900
Contractor bonds and deposits	2,037,022	2,486,373	4,523,395	4,324,425
Accrued expenses	495,903	65,991	561,894	581,032
Accrued compensated absences	993,220	692,280	1,685,500	1,918,779
Interest payable	-	589,192	589,192	598,672
Current portion of long-term debt	-	475,000	475,000	455,000
Unearned revenue and other liabilities	396,722	-	396,722	409,681
<b>Total current liabilities</b>	<b>6,921,883</b>	<b>14,385,270</b>	<b>21,307,153</b>	<b>17,798,489</b>
Long term liabilities:				
Long-term debt				
less current portion	-	31,395,000	31,395,000	31,870,000
Net pension liability	-	-	-	14,089,817
DLD remediation reserve	2,145,663	-	2,145,663	1,880,573
Unearned revenue and other liabilities	34,495	1,156,447	1,190,942	1,261,440
<b>Total long term liabilities</b>	<b>2,180,158</b>	<b>32,551,447</b>	<b>34,731,605</b>	<b>49,101,830</b>
<b>Total liabilities</b>	<b>9,102,041</b>	<b>46,936,717</b>	<b>56,038,758</b>	<b>66,900,319</b>
Deferred inflows of resources				
Deferred inflows of resources - Pension	7,232,105	4,957,417	12,189,522	3,040,922
Deferred inflows of resources - OPEB	3,144,115	2,285,198	5,429,313	3,876,898
Deferred inflows of resources - Leases	-	2,008,194	2,008,194	-
<b>Total deferred inflows of resources</b>	<b>10,376,220</b>	<b>9,250,809</b>	<b>19,627,029</b>	<b>6,917,820</b>
<b>NET POSITION</b>				
Net investment in capital assets	159,467,912	107,892,665	267,360,577	259,330,789
Restricted for:				
Expansion	62,304,328	86,869,711	149,174,039	145,173,609
Debt service	-	2	2	2
Assessment district	-	203,996	203,996	423,586
Unrestricted	62,543,336	54,990,775	117,534,111	109,530,006
<b>Total net position</b>	<b>\$284,315,576</b>	<b>\$249,957,149</b>	<b>\$534,272,725</b>	<b>\$514,457,992</b>

See accompanying notes to basic financial statements

DUBLIN SAN RAMON SERVICES DISTRICT  
COMPARATIVE STATEMENTS OF REVENUES AND EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2022  
WITH SUMMARIZED TOTALS FOR THE YEAR ENDED JUNE 30, 2021

	2022			2021
	Wastewater	Water	Total	
OPERATING REVENUES				
Wastewater service charges	\$27,795,077	\$ -	\$27,795,077	\$26,415,616
Water sales	-	28,458,312	28,458,312	37,188,141
Other revenues	4,790,549	14,708,226	19,498,775	6,607,008
Total operating revenues	32,585,626	43,166,538	75,752,164	70,210,765
OPERATING EXPENSES				
Personnel	10,932,365	8,242,469	19,174,834	23,304,574
Materials	3,734,033	17,985,916	21,719,949	21,619,639
Contractual services	11,707,567	8,237,014	19,944,581	18,043,734
Other	350,181	377,840	728,021	725,630
Overhead charges	-	1	1	1
Depreciation	5,442,626	3,643,646	9,086,272	8,980,372
Total operating expenses	32,166,772	38,486,886	70,653,658	72,673,950
OPERATING INCOME (LOSS)	418,854	4,679,652	5,098,506	(2,463,185)
NONOPERATING REVENUES (EXPENSE)				
Net (changes) in fair value of investments	(5,008,712)	(3,595,901)	(8,604,613)	(663,326)
Gain on sale of assets	34,217	18,903	53,120	9,197
Gain/Loss on investments in JPA	1,405,112	(927,176)	477,936	1,260,441
State grant	1,587,521	1,260,445	2,847,966	-
Interest expense	-	(1,415,958)	(1,415,958)	(1,438,263)
Total non-operating revenues (expense), net	(1,981,862)	(4,659,687)	(6,641,549)	(831,951)
(LOSS) BEFORE CONTRIBUTIONS	(1,563,008)	19,965	(1,543,043)	(3,295,136)
Non-cash contributions	1,369,460	2,459,500	3,828,960	2,802,000
Capital contributions - capacity reserve fees	9,504,729	8,024,087	17,528,816	8,748,665
Transfers in	2,142,870	7,618,381	9,761,251	45,669,828
Transfers (out)	(2,803,412)	(6,957,839)	(9,761,251)	(45,669,828)
Changes in net position	8,650,639	11,164,094	19,814,733	8,255,529
TOTAL NET POSITION, BEGINNING OF YEAR	275,664,937	238,793,055	514,457,992	506,202,463
TOTAL NET POSITION, END OF YEAR	\$284,315,576	\$249,957,149	\$534,272,725	\$514,457,992

See accompanying notes to basic financial statements

DUBLIN SAN RAMON SERVICES DISTRICT  
STATEMENTS OF CASH FLOWS  
PROPRIETARY FUNDS - ENTERPRISE  
FOR THE YEAR ENDED JUNE 30, 2022  
WITH SUMMARIZED TOTALS FOR THE YEAR ENDED JUNE 30, 2021

	2022			2021
	Wastewater	Water	Total	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Receipts from customers, users and joint powers authorities	\$31,183,075	\$43,738,732	\$74,921,807	\$68,823,265
Payments for services and supplies	(15,940,924)	(22,442,155)	(38,383,079)	(36,204,685)
Payments to or on behalf of employees	(13,180,168)	(7,258,484)	(20,438,652)	(22,942,161)
Net Cash Provided (Used) by Operating Activities	2,061,983	14,038,093	16,100,076	9,676,419
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Principal paid on long-term debt	-	(455,000)	(455,000)	(435,000)
Proceeds from sale of capital assets	34,217	18,903	53,120	9,197
Acquisition and construction of capital assets	(6,996,918)	(9,664,142)	(16,661,060)	(16,795,999)
State grant	1,587,521	1,260,445	2,847,966	-
Capacity reserve fees collected	9,504,729	8,024,087	17,528,816	8,660,209
Net Cash Provided (Used) by Financing Activities	4,129,549	(2,241,145)	1,888,404	(10,007,106)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Interest received	81,708	78,003	159,711	647,215
Purchase of investment securities	(45,021,282)	(44,489,640)	(89,510,922)	(57,000,738)
Redemptions of investment securities	38,196,554	32,126,598	70,323,152	48,337,448
Proceeds of other investments	-	-	-	1,974,375
Proceeds (purchases) of LAIF investments	-	-	-	647,215
Net Cash Provided (Used) by Investing Activities	(6,743,020)	(12,285,039)	(19,028,059)	(5,394,485)
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(551,488)	(488,091)	(1,039,579)	(5,725,172)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	7,378,528	6,661,391	14,039,919	19,765,091
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	\$6,827,040	\$6,173,300	\$13,000,340	\$14,039,919
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>				
Operating income (loss)	\$418,854	\$4,679,652	\$5,098,506	(\$2,463,185)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:				
Depreciation	5,442,626	3,643,646	9,086,272	8,980,372
Decrease (increase) in accounts receivable	86,017	(294,262)	(208,245)	(350,149)
(Increase) in lease receivable	-	(2,068,914)	(2,068,914)	-
(Increase) decrease in investments in JPA	(1,405,111)	927,176	(477,935)	(1,260,441)
Decrease (increase) in deferred outflows of resources - employer contributions - pension	285,606	44,455	330,061	(220,396)
Decrease in deferred outflows of resources - employer contributions - OPEB	564,794	333,130	897,924	589,871
Decrease in deferred outflows of resources - pension related amounts	1,577,719	1,146,713	2,724,432	596,039
(Increase) decrease in deferred outflows of resources - other OPEB amounts	(383,592)	(326,109)	(709,701)	900,026
(Decrease) increase in accounts payable	(571,208)	4,135,758	3,564,550	1,294,805
Increase in contractor bonds and deposits payable	184,162	14,808	198,970	2,843,474
(Decrease) increase in accrued expenses	(27,187)	8,049	(19,138)	(14,937)
(Decrease) increase in compensated absences	(178,459)	(54,820)	(233,279)	318,921
(Decrease) in unearned revenue and other liabilities	(83,457)	-	(83,457)	(44,228)
Increase in DLD remediation reserve	265,090	-	265,090	60,976
(Decrease) increase in net pension liability	(8,832,546)	(3,549,122)	(12,381,668)	1,911,872
(Increase) in net OPEB asset	(1,284,826)	(1,307,775)	(2,592,601)	(285,194)
Increase (decrease) in deferred inflows of resources - pension related amounts	5,297,955	3,850,645	9,148,600	(1,011,361)
Increase (decrease) in deferred inflows of resources - OPEB related amounts	705,546	846,869	1,552,415	(2,170,046)
Increase in deferred inflows of resources - Leases	-	2,008,194	2,008,194	-
Total adjustments	1,643,129	9,358,441	11,001,570	12,139,604
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	\$2,061,983	\$14,038,093	\$16,100,076	\$9,676,419
<b>NON CASH TRANSACTIONS:</b>				
Fair market value adjustment increase	(\$4,908,317)	(\$4,685,735)	(\$9,594,052)	\$2,857,756
Contributed assets	1,369,460	2,459,500	3,828,960	2,802,000
Gain on sale of capital assets	34,217	18,903	53,120	9,197

See accompanying notes to basic financial statements

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# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. General

Dublin San Ramon Services District (the District) is organized under the Community Services District Act provisions of the general laws of the State of California and is governed by a five-member Board of Directors. The District, which was established in 1953 and became active in 1960, provides water, recycled water and wastewater collection and treatment services. The District's jurisdiction is approximately 26 square miles in the counties of Alameda and Contra Costa, California.

#### B. Basis of Accounting

The District is a proprietary entity; it uses an enterprise fund format to report its activities for financial statement purposes. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that costs and expenses, including depreciation, and providing goods or services to the general public on a continuing basis, be financed or recovered primarily through user charges.

A Major fund is a fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all enterprise funds and at least 5 percent of the aggregate amount for all enterprise funds.

The District reports the following major Proprietary Funds:

Water Enterprise – This enterprise accounts for the operation, maintenance, and capital improvement projects of the water system, which is funded by user charges and other fees.

Wastewater Enterprise – This enterprise accounts for the operation, maintenance, and capital improvement projects of the sewer system, which are funded by user charges and other fees.

#### C. Measurement Focus

Enterprise funds are accounted for on a cost of services or *economic resources* measurement focus, which means that all assets and all liabilities associated with their activity are included on their balance sheets. Enterprise fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### D. Reporting Entity

In evaluating how to define the government for financial purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria prescribed by Generally Accepted Accounting Principles (GAAP). As required by GAAP, these financial statements present the primary government and its component units, entities for which the government is considered to be financially accountable. Financial accountability is interpreted to mean appointment of a voting majority of the component unit's board and either the ability to impose will by the primary government or the possibility that there is a financial benefit or burden on the primary government.

In evaluating the financial reporting entity for purpose of preparing the basic financial statements, the District has determined it is financially accountable for the DSRSD Financing Corporation. The Corporation is a separate government entity whose purpose is to assist with the financing of certain public capital facilities for the District through the issuance of bonds or other forms of debt. The Corporation is controlled by the District and has the same governing body as the District, which also performs all accounting and administrative functions for the Corporation. The Corporation is included as a blended component unit in these basic financial statements.

#### E. Capital Assets

Capital assets, which include property, plant, and equipment are recorded at historical costs or estimated historical cost, if actual cost is not available. Contributed assets are recorded at acquisition value on the date of contribution. Donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are reported at acquisition value rather than fair value.

The District defines capital assets as assets with an initial, individual cost of \$20,000 or more and an estimated useful life in excess of three years.

Depreciation is computed by the straight-line method based on the estimated useful lives of related asset classifications. The District has assigned the useful lives listed below to capital assets:

Land Improvements	15-25 years
Buildings	10-50 years
Equipment	3-25 years
Sub-surface lines	25-50 years

#### F. Cash Flows Defined

For purpose of the statements of cash flows the District defines cash and cash equivalents to include all cash in deposit accounts and cash on hand but does not include cash held in escrow for restricted purposes.



# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### G. Accounts Receivable

The District bills its water consumption and sewer usage on a cycle billing method. Cycle billing results in an amount of services rendered but not yet billed at year-end. The District has recorded this revenue by estimating the unbilled amount. The estimate was calculated by using the billing subsequent to the balance sheet date (June 30) and calculating the amount of service provided prior to June 30. This calculated amount is included in accounts receivable.

#### H. Accrued Compensated Absences

The liability for vested vacation pay is calculated and accrued on an annual basis. The amount is computed using current employee accumulated leave hours (excluding sick leave which does not vest) at current pay rates. Full-time employees accrue sick leave at the rate of eight (8) hours per month credited in hour increments per pay period.

#### I. Estimates

The District's management has made a number of estimates and assumptions relating to the reporting of assets and liabilities and revenues and expenses and the disclosure of contingent liabilities to prepare these financial statements in conformity with Generally Accepted Accounting Principles (GAAP). Actual results could differ from those estimates.

#### J. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period(s) and so will *not* be recognized as an outflow of resources expense until then. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

#### K. Prior Year Summarized Information

The basic financial statements include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in accordance with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the District's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### **L. Pension**

The purposes of measuring the net pension liability (asset) and deferred outflows/ inflows of resources related to pensions, and pension expense/ information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/ deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

#### **M. Post-Employment Health Care Benefits**

For purposes of measuring the net OPEB liability (asset), deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by California Employers' Retiree Benefit Trust (CERBT). For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### **N. Lease Accounting**

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles and equipment. The District has recorded a lease receivable and deferred inflows related to leases as required (see Note 1.O.).

#### **O. New Governmental Accounting Standards Board Statement Pronouncements**

In June 2017, GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The provisions of this Statement were implemented during fiscal year 2022. As part of the implementation of this Statement, the District reviewed its inventory of leases and determined that one lease met the District's established threshold for recording leases under this Statement and therefore, the District has recorded a lease receivable offset with a deferred inflows of resources related to leases.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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### NOTE 2 – CASH AND INVESTMENTS

#### A. Policies

California Law generally requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the District's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the District's name and places the District ahead of general creditors of the institution. As of June 30, 2022, the District's cash in bank was insured or collateralized as discussed above.

The District invests in individual investments and in investment pools. Individual investments are evidenced by specific identifiable securities instruments, or by an electronic entry registering the owner in the records of the institution issuing the security, called the book entry system. In order to increase security, the District employs the Trust Department of a bank as the custodian of certain District managed investments, regardless of their form.

The District's investments are carried at fair value, as required by generally accepted accounting principles. The District adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

#### B. Classification

Cash and investments are classified in the financial statements as shown below, based on whether or not their use is restricted under the terms of District debt instruments or Agency agreements.

Cash and cash equivalents	\$13,000,340
Investments	211,587,845
Restricted cash	2
Total cash and investments	<u>\$224,588,187</u>

#### C. Investments Authorized by the California Government Code and the District's Investment Policy

The District's Investment Policy and the California Government Code allow the District to invest in the following investment types provided the credit ratings of the issuers are acceptable to the District; and approved percentages and maturities are not exceeded.

The table below identifies those investments authorized by the Board of Directors in the District's investment policy, which was last adopted July 17, 2018. Maturities on investments are limited to five years except that up to 10% of the portfolio is deemed the "long-term" portfolio and may be invested up to seven years.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 2 – CASH AND INVESTMENTS (Continued)

Limit	Minimum Rating	Minimum Credit Quality	Authorized Investment Type
None	None	5 years	Bonds issued by the District
None	None	5 years	U.S. Treasury Notes, Bills, or Certificates of Indebtness
None	None	5 years	Registered state warrants or treasury notes or bonds of this state
None	None	5 years	Registered treasury notes or bonds of the other 49 United States
None	None	5 years	Bonds , notes, warrants or evidences of indebtness of a local agency within the state
30%	None	5 years	Negotiable Certificates of Deposit by nationally or state chartered bank or a savings association or federal association or a state or general credit union or by a state licenses branch of a foreign bank
30%	A	5 years	Medium-term notes, defined as all corporate and depository institution debt securities
None	None	5 years	Deposits with bank and savings and loan associations, including certificates of deposits, where deposits are insured by FDIC
\$75 Million	None	N/A	The State of California Local Agency Investment Fund
None	None	N/A	Shares in California Asset Management Program (CAMP)
None	None	5 years	Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments.
None	None	N/A	Money Market Funds

### D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Normally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District generally manages its interest rate risk by holding investments to maturity.

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustees) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity or earliest call date:

Investment Type	12 Months or less	13 - 24 Months	25 - 60 Months	Total
Corporate Bonds	\$12,965,137	\$3,478,892	\$23,020,287	\$39,464,316
Municipal Bonds	7,920,024		23,922,216	31,842,240
<i>Not rated</i>				
US Treasuries & Agencies		24,451,165	49,371,307	73,822,472
California Asset Management Program	2,956,491			2,956,491
California Local Agency Investment Fund	57,906,332			57,906,332
Negotiable Certificates of Deposit	3,003,147	986,398	1,606,449	5,595,994
<b>Total Unrestricted Investments</b>	<b>\$84,751,131</b>	<b>\$28,916,455</b>	<b>\$97,920,259</b>	<b>\$211,587,845</b>

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 2 – CASH AND INVESTMENTS (Continued)

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The District reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2022, these investments matured in an average of 311 days.

The District is a voluntary participant in the California Asset Management Program (CAMP). CAMP is an investment pool offered by the California Asset Management Trust (the Trust). The Trust is a joint powers authority and public agency created by the Declaration of Trust and established under the provisions of the California Joint Exercise of Powers Act (California Government Code Sections 6500 et seq., or the "Act") for the purpose of exercising the common power of its Participants to invest certain proceeds of debt issues and surplus funds. The Pool's investments are limited to investments permitted by subdivisions (a) to (n), inclusive, of Section 53601 of the California Government Code. The District reports its investments in CAMP at the fair value amounts provided by CAMP, which is the same as the value of the pool share. At June 30, 2022, the fair value approximated is the District's cost. At June 30, 2022, these investments have an average maturity of 52 days.

### E. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's Investment Policy gives guidance on how the District manages its custodial credit risk. Presented below is the actual rating as of June 30, 2022 for each investment type as provided by Standard and Poor's.

Investment Type	AAA	AA+	AA	A+	A	A-	Total
Corporate Bonds	\$14,468,255	\$2,759,133	\$4,552,736	\$1,808,231	\$4,699,836	\$11,176,125	\$39,464,316
Municipal Bonds	8,911,561	4,615,138		9,414,523	3,978,573	4,922,445	31,842,240
US Treasuries & Agencies	41,652,752	17,712,689					59,365,441
<i>Not rated</i>							
California Local Agency Investment Fund	57,906,332						57,906,332
California Asset Management Program	2,956,491						2,956,491
US Treasuries & Agencies	14,457,031						14,457,031
Negotiable Certificates of Deposit	5,595,994						5,595,994
<b>Total Unrestricted Investments</b>	<b>\$145,948,416</b>	<b>\$25,086,960</b>	<b>\$4,552,736</b>	<b>\$11,222,754</b>	<b>\$8,678,409</b>	<b>\$16,098,570</b>	<b>\$211,587,845</b>

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 2 – CASH AND INVESTMENTS (Continued)

#### F. Concentration Risk

As of June 30, 2022, significant District investments in the securities of any individual issuers, other than U.S. Treasury securities, LAIF, and mutual funds, are set forth below:

Reporting Unit	Issuer	Investment Type	Reported Amount
District	Federal Farm Credit Bureau	Securities of U.S. Government Agencies	\$13,259,644
	Federal Home Loan Bank	Securities of U.S. Government Agencies	31,857,217

#### G. Investment Valuation

Investments (except for money market accounts, time deposits, and commercial paper) are measured at fair value on a recurring basis. Recurring fair value measurements are those that Governmental Accounting Standards Board (GASB) Statements require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investment fair value measurements at June 30, 2022 are described below.

	Level 2	Total
<b>Investments by Fair Value</b>		
Corporate Bonds	\$39,464,316	
Municipal Bonds	31,842,240	
US Treasuries and Agencies Securities	73,822,472	
Negotiable Certificates of Deposit	5,595,994	
	<u>\$150,725,022</u>	\$150,725,022
<b>Investments Measured at Net Asset Value Per Share:</b>		
California Asset Management Program		2,956,491
<b>External Investment Pool (Exempt):</b>		
California Local Agency Investment Fund		57,906,332
<b>Cash in Banks and On Hand</b>		<u>13,000,342</u>
Total Cash and Investments		<u>\$224,588,187</u>

US Treasuries and Agencies Securities, Corporate Bonds, Municipal Bonds, and Negotiable Certificates of Deposits categorized as Level 2 are valued based on matrix pricing which uses observable market inputs such as yield curves and market indices that are derived principally from or corroborated by observable market data by correlation to other means.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 3 – RESTRICTED ASSETS AND RESTRICTED NET POSITION

The District has restricted its net position for capital expansion, asset replacement and other purposes in the amounts set forth below:

<u>Capital Expansion</u>	<u>June 30, 2022</u>	<u>June 30, 2021</u>
Local Sewer Expansion	\$9,010,500	\$9,151,284
Regional Sewer Expansion	53,293,828	52,219,586
Water Expansion	86,869,711	83,802,739
	<u>149,174,039</u>	<u>145,173,609</u>
<u>Debt Service</u>	<u>2</u>	<u>2</u>
<u>Assessment District</u>		
Dougherty Valley Assessment District	203,996	423,586
	<u>203,996</u>	<u>423,586</u>
<b>Total Restriction on Net Position</b>	<b><u>\$149,378,037</u></b>	<b><u>\$145,597,197</u></b>

### NOTE 4 – CAPITAL ASSETS

Changes in capital assets accounts are summarized below:

	<u>Balance at June 30, 2021</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2022</u>
Capital assets being depreciated:				
Land Improvements	\$23,618,090	\$52,276		\$23,670,366
Buildings	131,514,355			131,514,355
Equipment	87,703,388	553,354	(\$158,474)	88,098,268
Sub-surface lines	170,647,061	3,830,460		174,477,521
Total capital assets being depreciated:	<u>413,482,894</u>	<u>4,436,090</u>	<u>(158,474)</u>	<u>417,760,510</u>
Less accumulated depreciation for:				
Land Improvements	(6,667,812)	(608,815)		(7,276,627)
Buildings	(54,318,419)	(2,707,706)		(57,026,125)
Equipment	(50,006,637)	(2,592,108)	158,474	(52,440,271)
Sub-surface lines	(60,673,324)	(3,177,643)		(63,850,967)
Total accumulated depreciation	<u>(171,666,192)</u>	<u>(9,086,272)</u>	<u>158,474</u>	<u>(180,593,990)</u>
Net capital assets being depreciated	<u>241,816,702</u>	<u>(4,650,182)</u>		<u>237,166,520</u>
Capital assets not being depreciated:				
Land	7,712,945			7,712,945
Construction in progress	42,126,142	12,224,970		54,351,112
Total capital assets not being depreciated	<u>49,839,087</u>	<u>12,224,970</u>		<u>62,064,057</u>
Total capital assets, net	<u>\$291,655,789</u>	<u>\$7,574,788</u>		<u>\$299,230,577</u>

## DUBLIN SAN RAMON SERVICES DISTRICT

### NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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#### NOTE 4 – CAPITAL ASSETS (Continued)

The District had outstanding construction commitments on capital projects totaling \$7,226,119 at June 30, 2022.

Depreciation expense for the District for June 30, 2022 and June 30, 2021 are as follows:

	June 30, 2022	June 30, 2021
Water Fund	\$3,643,646	\$3,617,061
Wastewater Fund	5,442,626	5,363,311
Total Depreciation expense	<u>\$9,086,272</u>	<u>\$8,980,372</u>

#### NOTE 5 – DEFERRED CAPACITY RESERVE FEES RECEIVABLE

In fiscal year ended June 30, 1997, the District implemented a deferred payment program for regional sewer capacity reserve fees as a means to attract new business to the area. The program was modified in subsequent years and is now designed for commercial and affordable housing with regional sewer capacity reserve fees owed between \$25,000 and \$100,000. Loans bear an interest rate of 5%. Customers make a 20% down payment of regional sewer capacity reserve fees owed and enter into an agreement with the District to pay the balance over a maximum of ten years. The capacity reserve fee revenue is recognized as it is received. The portions outstanding are recorded as deferred capacity reserve fees receivable, which amounted to \$65,764 at June 30, 2022, of which \$31,269 is the current portion.

#### NOTE 6 – JOINT POWERS AUTHORITIES

##### A. LAVWMA

The District is one of three participants in the Livermore Amador Valley Water Management Agency (LAVWMA), a joint powers authority formed in 1974, which constructed and operates an export pumping facility through which all wastewater in the area is discharged. The other two participants are the Cities of Livermore and Pleasanton, each also having a one-third representation in LAVWMA's Board of Directors, composed of two representatives from each participating agency. The LAVWMA's Board of Directors approves LAVWMA's annual budget, which is prepared by LAVWMA's general manager. The Agency charges its members for project costs in proportion to their rights to the Agency's capacity.



## DUBLIN SAN RAMON SERVICES DISTRICT

### NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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#### NOTE 6 – JOINT POWERS AUTHORITIES (Continued)

The District contracts with the City of Pleasanton (“City”) to provide wastewater treatment. The District establishes user charges for these wastewater services. The City then establishes those same charges in its service area and remits the charges they collect to the District upon receipt. A portion of the user charge is for the services provided by LAVWMA. LAVWMA bills the District for both the District’s and Pleasanton’s share of these costs (which includes both operations and debt service). Financial statements for LAVWMA may be obtained from DSRSD, 7051 Dublin Boulevard, Dublin, California 94568 or LAVWMA’s website at lavwma.com.

LAVWMA issued \$54,790,000 principal amount of 2021 Sewer Revenue Refunding Bonds on August 11, 2021. Proceeds of the issuance were used to refund and retire the 2011 Sewer Revenue Refunding Bonds and to pay costs of issuance. Under the Amended And Restated Sewer Service Contract dated July 1, 2021, between LAVWMA and Members, the Members pledged and created, in favor of LAVWMA and the Trustee for the 2021 Bonds, a lien on the Net Revenues of their respective wastewater systems (the “Sewer Systems”), to pay to LAVWMA the amounts owed in order for LAVWMA to pay debt service on the 2021 Bonds.

Effective October 17, 2016, the LAVWMA Board entered into an agreement to retain the District’s Administrative Services Manager as LAVWMA’s Treasurer.

Financial information for LAVWMA summarized below is as of and for the year ended June 30, 2022:

Total assets	\$121,292,819
Total liabilities and deferred inflows of resources	69,929,410
Total net position	51,363,409
Total operating revenue	11,261,431
Total operating expenses	(6,775,191)
Total non-operating revenue	69,075
Total non-operating expenses	<u>(1,368,054)</u>
Net gain	<u>\$3,187,261</u>

As of June 30, 2022, the District’s share of the JPA was \$13,979,769, which is reflected as an Investment in JPA in the District’s Wastewater Fund.

## DUBLIN SAN RAMON SERVICES DISTRICT

### NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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#### NOTE 6 – JOINT POWERS AUTHORITIES (Continued)

##### B. DERWA

The District is also a participant (along with East Bay Municipal Utility District) in the DSRSD/EBMUD Recycled Water Authority (DERWA), a joint powers authority formed in 1995 to plan, design, construct, own and operate various facilities which together will maximize the volume of recycled water deliveries while recovering its costs. Each member provides two representatives to DERWA's Board of Directors which approves the annual budget prepared by DERWA's Treasurer. The Authority began its operations on June 28, 1995.

DERWA constructed a water recycling system, including treatment, conveyance, pumping and storage facilities which became operational on February 1, 2006. Operation and maintenance expenses are allocated based on each member's actual usage. Capital costs, including debt service, are allocated based on each member's proportional share of capital assets.

Financial statements may be obtained from DERWA, P.O. Box 24055 Oakland, California 94623 or DERWA's website at [www.srvrwp.org](http://www.srvrwp.org).

Financial information for DERWA summarized below is as of and for the year ended June 30, 2022:

Total assets	\$74,821,767
Total liabilities	6,037,745
Total net position	68,784,022
Total operating revenue	6,340,102
Total non-operating revenue	3,746
Total operating expenses	(6,103,022)
Total non-operating expenses	<u>(2,315,579)</u>
Net loss	<u><u>(\$2,074,753)</u></u>

As of June 30, 2022, the District's share of the JPA was \$38,806,259, which is reflected as an Investment in JPA in the District's Water Fund.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 7 – LONG-TERM DEBT

	Original Issue Amount	Balance June 30, 2021	Retirements	Balance June 30, 2022	Amount due within one year
2017 Water Revenue Refunding Bonds 2%-5%, due 8/1/2041	\$33,590,000	\$32,325,000	\$455,000	\$31,870,000	\$475,000
Total long-term debt		\$32,325,000	\$455,000	\$31,870,000	\$475,000

#### A. 2017 Water Revenue Refunding Bonds

The District issued \$33,590,000 of 2017 Water Revenue Refunding Bonds on December 1, 2017. Proceeds of the issuance were used to refund the outstanding portion of the 2011 Water Revenue Refunding Bonds and pay costs of issuance. Interest rates range from 2% to 4%. The aggregate difference in debt service between the refunding debt and the refunded debt was \$2,745,178. Principal payments are due annually beginning August 1, 2018 through August 1, 2041.

The issuance is payable from a pledge of fees, charges and other amounts received from the available Net Revenue of the water enterprise. The pledge of future Water Fund Revenues ends upon repayment of the \$48,263,571 in remaining debt service on the bonds that is scheduled to occur in 2041.

The District's bond covenants contain events of default that require the net revenue of the District to be applied by the Trustee as specified in the terms of the agreement if any of the following conditions occur: default on debt service payments; the failure of the District to observe or perform the conditions, covenants, or agreement terms of the debt; bankruptcy filing by the District; or if any court or competent jurisdiction shall assume custody or control of the District.

The District is subject to certain revenue bond covenants, the most restrictive of which requires the setting of rates and charges to yield net revenue (as defined) equal to at least 120% of the current annual debt service requirements of the water revenue bonds. In accordance with the revenue bond covenants, if pledged revenues during the year are less than 120% of maximum annual debt service coverage due at the end of the fiscal year, the outstanding amounts of the bonds and notes become immediately due. For fiscal year 2022, operating revenues, investment income, and capital grants and contributions amounted to \$45,265,107 and operating costs including operating expenses, but not interest, amounted to \$32,860,160. Net Revenues available for debt service amounted to \$12,404,947 which represents coverage of 660% over the \$1,880,438 in debt service for the bonds. This coverage calculation is shown on the next page.

## DUBLIN SAN RAMON SERVICES DISTRICT

### NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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#### NOTE 7 – LONG-TERM DEBT (Continued)

**WATER REVENUES:**

Water Sales	\$28,458,312
Other Revenues (1)	14,708,226
Interest Income	(3,595,901)
Capacity Reserve Fees	8,024,087
Less Assessment District (2)	(1,772,372)
Less Tax Revenues	(837,336)
Less Cell Tower Lease Revenue	(111,566)
<b>TOTAL WATER REVENUES</b>	<b>\$44,873,450</b>

**WATER OPERATION & MAINTENANCE COSTS:**

Operating Expense	\$38,486,886
Less Depreciation	(3,643,646)
Less Assessment District (2)	(1,983,080)

<b>TOTAL WATER OPERATION &amp; MAINTENANCE COSTS</b>	<b>32,860,160</b>
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<b>NET WATER REVENUES</b>	<b>\$12,013,290</b>
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**DEBT SERVICE:**

2017 Water Bonds	\$1,880,438
<b>TOTAL DEBT SERVICE</b>	<b>\$1,880,438</b>

<b>DEBT SERVICE COVERAGE</b>	<b>6.39</b>
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(1) Includes Tax Revenues and Cell Tower Lease Revenue.

(2) Assessments levied in the Dougherty Valley Standby Assessment District can be used only to pay for costs related to the Assessment District and are not available to pay debt service on the Bonds.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 7 – LONG-TERM DEBT (Continued)

#### B. Segment Reporting

The Regional Wastewater Expansion Fund and Water Fund represent segments reported within the Wastewater Enterprise Fund and Water Enterprise Fund, respectively, which had debt outstanding, with the revenue pledge streams discussed above. In addition, the Regional Wastewater Expansion Fund's and Water Enterprise Fund's revenues, expenses, gains and losses, assets, and liabilities are required to be accounted for separately. Condensed financial information for each segment is presented below:

	Regional Wastewater Expansion	Water
<b>Condensed Statement of Net Position</b>		
Assets:		
Current	\$42,530,268	\$119,735,377
Capital	16,713,077	139,762,665
Other non current	11,449,544	38,806,259
Total assets	<u>70,692,889</u>	<u>298,304,301</u>
Deferred outflows of resources		2,277,982
Liabilities:		
Current liabilities	660,706	13,996,253
Long term liabilities	25,278	32,551,447
Total liabilities	<u>685,984</u>	<u>46,547,700</u>
Deferred inflows of resources		6,965,611
Net position:		
Net investment in capital assets	16,713,077	107,892,665
Restricted	53,293,828	86,869,711
Unrestricted		53,741,860
Total net position	<u>\$70,006,905</u>	<u>\$248,504,236</u>
<b>Condensed Statement of Revenues, Expenses and Changes in Net Position</b>		
Operating revenue	\$1,002,193	\$40,622,698
Operating expenses	(4,030,964)	(35,583,325)
Operating loss (gain)	<u>(3,028,771)</u>	<u>5,039,373</u>
Nonoperating revenues (expenses):		
Interest income	(2,325,366)	(3,584,648)
Interest expense		(1,415,958)
Gain on sale of capital assets		18,903
Gain on investment in JPA	1,148,256	(927,176)
State grant	959,130	1,154,438
Non-cash contributions		2,459,500
Capital contributions - capacity reserve fees	6,106,193	8,024,087
Transfers in		7,618,381
Transfers out		(6,957,839)
Change in net position	<u>2,859,442</u>	<u>11,429,061</u>
Beginning net position	<u>67,147,463</u>	<u>237,075,175</u>
Ending net position	<u>\$70,006,905</u>	<u>\$248,504,236</u>
<b>Condensed Statement of Cash Flows</b>		
Net cash provided (used) by:		
Operating activities	(\$2,612,417)	\$9,933,616
Noncapital financing activities	(1,794,559)	(761,121)
Capital financing activities	6,115,552	2,582,653
Investing activities	(1,896,046)	(11,794,661)
Net cash flows	<u>(187,470)</u>	<u>(39,513)</u>
Beginning cash and cash equivalents	<u>2,685,568</u>	<u>6,421,786</u>
Ending cash and cash equivalents	<u>\$2,498,098</u>	<u>\$6,382,273</u>

## DUBLIN SAN RAMON SERVICES DISTRICT

### NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

#### NOTE 7 – LONG-TERM DEBT (Continued)

##### C. Repayment Schedule

Shown below are maturities for the debt issues:

For The Year Ending June 30	Principal	Interest	Total
2023	\$475,000	\$1,402,188	\$1,877,188
2024	500,000	1,377,813	1,877,813
2025	525,000	1,352,188	1,877,188
2026	550,000	1,325,313	1,875,313
2027	1,020,000	1,286,063	2,306,063
2028-2032	7,490,000	5,402,565	12,892,565
2033-2037	9,540,000	3,284,315	12,824,315
2038-2042	11,770,000	963,126	12,733,126
Total payments due	<u>\$31,870,000</u>	<u>\$16,393,571</u>	<u>\$48,263,571</u>

#### NOTE 8 – UNEARNED REVENUE AND OTHER LIABILITIES

Total unearned revenue and other liabilities for the year ended June 30, 2022 totaled \$1,587,664.

As of June 30, 2022, the Wastewater Fund recorded \$365,453 from developers for future capacity reserve fee credits. When utilized in the future, 100% of the cost of the current capacity reserve fee will be paid for with the credit and the revenue will be recorded at that time.

Wastewater Fund deferred revenue for the Deferred Capacity Reserve Fee Program was also recorded in the amount of \$65,764 (see Note 5). The current portion of this balance at June 30, 2022 is \$31,269.

As of June 30, 2022, the Water Fund recorded \$1,156,447 from developers for future capacity reserve fee credits. When utilized in the future, 50% of the cost of the current capacity reserve fee will be paid for with the credit and the revenue will be recorded at that time.

#### NOTE 9 – COMPENSATED ABSENCES

As of June 30, 2022, accrued compensated absences are as follows:

	Business Type Activities		Total
	Sewer	Water	
Summary of activity:			
Beginning balance	\$1,171,679	\$747,100	\$1,918,779
Additions	1,142,636	819,719	1,962,355
Payments	<u>(1,321,095)</u>	<u>(874,539)</u>	<u>(2,195,634)</u>
Ending balance - due within one year	<u>\$993,220</u>	<u>\$692,280</u>	<u>\$1,685,500</u>

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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### NOTE 10 – PENSION PLAN

#### A. Plan Description

All qualified permanent and probationary employees are eligible to participate in the District's Miscellaneous Employee Pension Plan, cost-sharing multiple employer defined benefit pension plan (the Plan) administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan are established by State statute and District's resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

#### B. Benefits provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the plan is applied as specified by the Public Employees' Retirement Law.

Active plan members in the Miscellaneous Plan Classic members (Tier 1) for members hired before January 1, 2013 and PEPRAs members (Tier 2) for members hired on or after January 1, 2013 are required to contribute 8% and 6.75%, respectively, of their annual covered salary. The District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The contribution requirements of the plan members are established by State statute and the employer contribution rate is established and may be amended by CalPERS.

For Tier 1 members, on November 16, 2004, the Board of Directors approved a resolution authorizing an amendment to the contract between CalPERS and the Dublin San Ramon Services District. Prior to the amendment, the Retirement Plan formula was 2.0% at 55. The new formula of 2.7% at 55 provides local miscellaneous members 2.7% of pay at age 55 for each year of service credited with the employer. The formula is based on the member's final one year compensation. If retirement is earlier than 55, the percentage of final compensation decreases for each quarter of age to 2% at age 50. Former District employees' service credit will not be affected by this change and the change became effective in November 2004. The District has agreed to cost sharing with employees to implement the new retirement formula. Tier 1 members pay 2% of the employer cost through 2024.

The cost sharing was negotiated with all employee bargaining groups and continues the employer-employee partnership of jointly funding retirement benefits.

For Tier 2 members, the formula is 2% at age 62, based on the member's final three years' compensation.



# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 10 – PENSION PLAN (Continued)

The Plan's provisions and benefits in effect at June 30, 2022, are summarized as follows:

	Miscellaneous	
	Prior To	On or After
Hire date	January 1, 2013	January 1, 2013
Benefit formula	2.7% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50 - 55	52 - 62
Monthly benefits, as a % of eligible compensation	2.0% to 2.7%	1.0% to 2.5%
Required employee contribution rates	8.000%	6.750%
Required employer contribution rates	14.02%	7.59%

Starting in fiscal year 2016, the required employer contribution rate was separated into an Employer Normal Cost Rate and a fixed dollar payment of the unfunded liability. For fiscal year 2022, the District paid \$1,016,152 towards the unfunded liability.

### C. Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2022, the contributions recognized as deferred outflows for the Plan, which will be recognized as a reduction of the net pension liability in the year ended June 30, 2022 were as follows:

	Miscellaneous
Contributions - employer	\$2,605,109

### D. Pension Liabilities, Pension Expenses and Deferred Outflows/ Inflows of Resources Related to Pensions

As of June 30, 2022, the District reported net pension asset for its proportionate shares of the net pension asset of the Plan as follows:

	Proportionate Share of Net Pension Asset
Miscellaneous	\$1,162,379
Total Net Pension Asset	\$1,162,379

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 10 – PENSION PLAN (Continued)

The District's net pension liability (asset) for the Plan is measured as the proportionate share of the net pension liability of the CalPERS pooled plans. The net pension liability of the Plan is measured as of June 30, 2021, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020 rolled forward to June 30, 2021 using standard update procedures. The District's proportion of the net pension liability was based on the District's plan liability and asset-related information where available, and proportional allocations of individual plan amounts as of the valuation date where not available.

The District's proportionate share of the net pension liability (asset) for the Plan as of June 30, 2020 and 2021 was as follows:

	Miscellaneous
Proportion - June 30, 2020	0.3340%
Proportion - June 30, 2021	-0.0612%
Change - Increase (Decrease)	-0.3952%

For the year ended June 30, 2022, the District recognized pension expense of \$443,993. At June 30, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$2,605,109	
Differences between actual and expected experience		(\$130,349)
Changes of assumptions		
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions		(2,805,151)
Net differences between projected and actual earnings on plan investments	1,014,694	
Change's in employer's proportion	2,167,363	(9,254,022)
Total	<u>\$5,787,166</u>	<u>(\$12,189,522)</u>

\$2,605,109 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2023.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 10 – PENSION PLAN (Continued)

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Measurement Period Ended June 30:	Deferred Outflows (Inflows) of Resources
2023	(\$3,247,224)
2024	(3,498,992)
2025	(2,541,660)
2026	280,411
Total	<u>(\$9,007,465)</u>

- E. Actuarial Assumptions** – For the measurement period ended June 30, 2021, the total pension liability was determined by rolling forward the June 30, 2020, total pension liability. The June 30, 2020 total pension liabilities were based on the following actuarial methods and assumptions for all benefits tiers:

	Miscellaneous
Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Projected Salary Increase	Varies by entry age and service (1)
Investment Rate of Return	7.0% (2)
Mortality	Derived by CalPERS Membership Data for all funds (3)

(1) Depending on age, service and type of employment.

(2) Net of pension plan investment expenses, including inflation.

(3) The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using the Society of Actuaries Scale 90% of Scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

- F. Discount Rate** – The discount rate used to measure the total pension liability for the Plan was 7.15%. The projection of cash flows used to determine the discount rate for the Plan assumed that contributions from all plan members in the Public Employees Retirement Fund (PERF) will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 10 – PENSION PLAN (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical information for all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects the expected real rates of return by asset class.

Asset Class <sup>1</sup>	Assumed asset Allocation	Real Return Years 1 - 10 <sup>2</sup>	Real Return Years 11+ <sup>3</sup>
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Sensitive	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Estate	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
Total	100%		

(1) In the CalPERS Annual Comprehensive Financial Report, Fixed Income is included in Global Debt Securities; Liquidity is included in Shortterm Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

(2) An expected inflation of 2.00% used for this period.

(3) An expected inflation of 2.92% used for this period.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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### NOTE 10 – PENSION PLAN (Continued)

#### G. Sensitivity of the Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability (asset) for the Plan, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

Miscellaneous - All Tiers Plan's Net Pension Liability/(Asset)		
1% Decrease (6.15%)	Current Discount Rate (7.15%)	1% Increase (8.15%)
\$15,040,238	(\$1,162,379)	(\$14,556,851)

#### H. Pension Plan Fiduciary Net Position - Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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### NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS

#### A. Plan Description and Benefits Provided

The District provides medical and dental benefits for employees, hired before July 1, 2014; that retire from the District and their families under third-party insurance plans under an agent multiple-employer plan. Employees hired after July 1, 2014 will no longer be eligible for retiree dental benefits. While the District participates in the CalPERS medical plan, it is required to pay the same amounts for retiree medical insurance as it does for active employees. The Board sets the benefit amounts by resolution each year for each bargaining group and in accordance with current employee contracts.

Prior to 2004, the District paid these benefits regardless of the employee's length of service. Currently, all new employees are automatically enrolled in a medical vesting program where they are eligible for benefits based upon amounts set by CalPERS and length of service. Employees under the vesting program are not eligible to receive any medical benefits without accumulating at least ten years of CalPERS service with at least five of those years as a District employee.

As of June 30, 2022, 100 retirees are receiving medical benefits, 108 are receiving dental benefits, and there are 119 active participants eligible for future benefits.

#### B. Net OPEB Liability

##### Actuarial Methods and Assumptions

The District's net OPEB liability was measured as of June 30, 2021 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2021 that was used to determine the total OPEB liability based on the following actuarial methods and assumptions: (a) 5.67% investment rate of return, (b) 3.0% projected annual salary increase, (c) 2.5% inflation rate, and (d) 4.70% health inflation increases. The actuarial methods and assumptions used include techniques that smooth the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets. Actuarial calculations reflect a long-term perspective and actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to revision at least biennially as results are compared to past expectations and new estimates are made about the future. The District's OPEB liability is being amortized as a level percentage of projected payrolls using a 30 year closed amortization period.

In accordance with the District's budget, the OPEB plan is to be funded throughout the year as a percentage of payroll. The District Board passed a resolution to participate in the California Employers Retirees Benefit Trust (CERBT), an irrevocable trust established to fund OPEB. CERBT is administered by CalPERS, and is managed by an appointed board not under the control of the District Board. This Trust is not considered a component unit by the District and has been excluded from these financial statements. Separately issued financial statements for CERBT may be obtained from CalPERS at P.O. Box 942709, Sacramento, CA 94229-2709.

## DUBLIN SAN RAMON SERVICES DISTRICT

### NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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#### NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS (Continued)

##### Discount Rate

The discount rate used to measure the total OPEB liability was 5.67 percent. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term expected real rate of return	Long-Term Expected Rate of Return (with the effect of inflation)
Global Equity	34%	4.40%	4.50%
Fixed Income	41%	-1.00%	2.20%
TIPS	5%	-1.80%	1.30%
Commodities	3%	0.80%	1.20%
REITs	17%	3.00%	3.90%
Total	100%		
Assumed Long-Term Rate of Inflation			2.50%
Discount Rate			5.67%



# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS (Continued)

#### C. Changes in Net OPEB Liability

The changes in the Net OPEB Liability (Asset) are as follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability/(Asset)
	(a)	(b)	(c) = (a) - (b)
As of FYE 2021 (Measurement date 6/30/2020)	\$24,399,209	\$28,738,862	(\$4,339,653)
Changes Recognized for the Measurement Period:			
Service Cost	1,041,280		1,041,280
Interest on the total OPEB liability	1,573,687		1,573,687
Changes of assumptions	752,348		752,348
Contributions from the employer		897,924	(897,924)
Net investment income		5,863,962	(5,863,962)
Administrative expenses		(10,821)	10,821
Plan Experience	791,149		791,149
Benefit payments and refunds	(1,316,018)	(1,316,018)	-
Net Changes during fiscal year ended 2022	2,842,446	5,435,047	(2,592,601)
As of FYE 2022 (Measurement date 6/30/2021)	\$27,241,655	\$34,173,909	(\$6,932,254)

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued plan financial report that may be obtained from CERBT. The benefit payments and refunds include implicit subsidy benefit payments in the amount of \$259,311.

Changes in the Fiduciary Net Position due to investment performance different from the assumed earnings rate is always recognized over 5 years. The five-year period is a GASB 75 requirement.

#### D. Sensitivity of the Net OPEB Liability

The following presents the net OPEB liability (asset) of the District, as well as what the District's net OPEB liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (4.67 percent) or 1-percentage-point higher (6.67 percent) than the current discount rate:

Plan's Net OPEB Liability (Asset)		
Discount Rate -1% (4.67 %)	Current Discount Rate (5.67%)	Discount Rate +1% (6.67%)
(\$3,396,828)	(\$6,932,254)	(\$9,852,172)

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS (Continued)

#### E. Healthcare Cost Trend Rate Sensitivity

The following presents the net OPEB liability (asset) of the District, as well as what the District's net OPEB liability (asset) would be if it were calculated using a healthcare cost trend rate that is 1-percentage-point lower (4.8 percent) or 1-percentage-point higher (6.8 percent) than the current healthcare cost trend rate:

Plan's Net OPEB Liability (Asset)		
Discount Rate -1% (4.8%)	Health Care Cost Trend Rates (5.8%)	Discount Rate +1% (6.8%)
(\$10,119,883)	(\$6,932,254)	(\$3,033,473)

#### F. OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2022, the District recognized OPEB expense of (\$851,963) as of fiscal year ended June 30, 2022, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	\$613,538	(\$503,416)
Differences between expected and actual experience	645,181	(1,666,076)
Net difference between projected and actual earnings on OPEB plan investments		(3,259,821)
Total	\$1,258,719	(\$5,429,313)

The difference between projected OPEB plan investment earnings and actual earnings is amortized over a five-year period. The remaining gains and losses are amortized over the expected average remaining service life. The expected average remaining service life for the June 30, 2021 measurement period is 5.42 years for deferred resources arising in the fiscal year. Specifically, liability changes due to (1) plan experience that differs from what was assumed in the prior year and (2) assumption changes during the year are recognized over the EARSLS period.

## DUBLIN SAN RAMON SERVICES DISTRICT

### NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

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#### NOTE 11 – OTHER POST EMPLOYMENT HEALTH CARE BENEFITS (Continued)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as future OPEB expense as follows:

Measurement Period Ended June 30	Deferred Outflows/(Inflows) of Resources
2023	(\$1,602,132)
2024	(1,530,004)
2025	(632,309)
2026	(525,756)
2027	119,607
	<u>(\$4,170,594)</u>

#### NOTE 12 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts: theft, damage, and destruction of assets; errors and omissions; injuries to employees and natural disaster. The District joined together with other entities to form the California Sanitation Risk Management Authority (CSRMA), a public entity risk pool currently operating as a common risk management and insurance program for 58 member entities. The purpose of CSRMA is to spread the adverse effects of losses among the member entities and to purchase excess insurance as a group, thereby reducing its cost. The District pays annual premiums to CSRMA for its general, liability, property damage and workers compensation insurance.

CSRMA is governed by a Board comprised of one representative from each member agency. The Board controls the operations of CSRMA including selection of management and approval of operating budgets, independent of any influence by member entities.

In addition to the primary insurance types provided for through CSRMA listed above, the District also maintains commercial fidelity bonds, public employee dishonesty and public official bonds, to protect against employee theft or defalcation. Settled claims for CSRMA or commercial fidelity bonds have not exceeded coverage in any of the past three fiscal years.

# DUBLIN SAN RAMON SERVICES DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 12 – RISK MANAGEMENT (Continued)

The following is a summary of the insurance policies carried by the District as of June 30, 2022:

Company Names	Insurance Program Type of Coverage	Limits	Deductibles
Great American Excess & Surplus Company	Excess liability	\$10,000,000	None
Alliant Property Insurance Program (APIP)	Special form property	237,515,619	\$25,000
Interstate Fire and Casualty Insurance Company	Public entity pollution liability (claims made & reported)	25,000,000	None
Lloyd's of London Beazley Syndicate	Cyber liability coverage	2,000,000	None
Travelers Property and Casualty	Public official bond	100,000	None
National Union Fire Insurance Co.	ACIP CSRMA master crime policy	2,000,000	2,500
Safety National Casualty Corporation	Excess workers' compensation employers' liability	Statutory	None
Travelers Insurance Company	ID fraud master policy identify theft	25,000	None
Lloyd's of London Beazley	ADWRP - Alliant Deadly Weapons response	500,000	None
<b>Pooled Insurance Program</b>			
CSRMA Pooled Liability			
Munich American Reinsurance Co.	Errors & omissions and employment practices liability	15,500,000	100,000
CSRMA Pooled Workers' Compensation	Workers' compensation employers' liability	750,000	None

Prior to July 1, 1994, the District was self-insured for workers' compensation and will continue to be responsible for any claims existing as of that date.

Claims and judgments, including provision for claims incurred but not reported, are recorded when a loss is deemed probable of assertion and the amount of the loss is reasonably determinable. As discussed above, the District has coverage for such claims, but it had retained the risk for the deductible or uninsured portion of these claims.

The District's liability for uninsured claims is limited to workers' compensation and general liability claims, as discussed above, and was estimated by a third party claims administrator based on prior years claims experience as follows:

	2022	2021
Balance at July 1	\$581,032	\$595,970
Net change in liability for claims and claims incurred but not reported	282,929	370,127
Claims paid	(458,852)	(385,065)
Balance at June 30	\$405,109	\$581,032

The District has not exceeded its insurance coverage limits in any of the last three years. The District liability is included in accrued expenses on the financial statements.

# **DUBLIN SAN RAMON SERVICES DISTRICT**

## **NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022**

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### **NOTE 13 – COMMITMENTS AND CONTINGENT LIABILITIES**

The District purchases water from the Alameda County Flood Control and Water Conservation District (Zone 7) under a thirty-year contract, which expires August 23, 2024. Under the terms of the contract, subject to various exceptions, the District is required to purchase all of its water from Zone 7. During fiscal year ended June 30, 2022, the District's water purchases from Zone 7 amounted to \$14,182,618.

The District is a defendant in a number of lawsuits, which have arisen in the normal course of business. In the opinion of the District, these actions when finally adjudicated will not have a material adverse effect on the financial position of the District.

The District operates a Dedicated Land Disposal site upon which the District processes biosolids produced by the District's wastewater treatment plant. On August 8, 2007, the San Francisco Bay Regional Water Quality Control Board issued Waste Discharge Requirements, which require the District to perform corrective actions for known and reasonably foreseeable releases from the Dedicated Land Disposal site. At this time, the Regional Board and the District expect that the most likely corrective action, if any is needed, would be related to the potential impact to groundwater quality and resulting closure and post-closure activities. The District prepared an analysis in December 2007 to determine the estimated costs of these corrective actions which comprise drilling two extraction wells and constructing a conveyance pipeline for discharge of potentially impacted ground water into the District's collection system. The Study also included estimated costs of operation, maintenance and monitoring of the above facilities for a ten year period after closure of the site which is expected to occur within thirty to fifty years. In September 2016, a study was prepared to update the closure and post-closure care costs. Actual closure and post-closure care costs may be higher, lower, or even not required due to inflation variances, changes in technology, or changes in State or Federal regulations.

The present value of these closure and post closure costs, discounted at 5 percent amounted to \$2,145,663 as of June 30, 2022. The District is required by State and federal laws and regulations to make annual funding contributions to finance closure and post-closure care. The District is in compliance with these requirements for the year ended June 30, 2022 with the establishment of the fully-funded liability for this purpose.

# DUBLIN SAN RAMON SERVICES DISTRICT

## Required Supplementary Information For the year ended June 30, 2022

### SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY – COST SHARING MULTIPLE EMPLOYER PLAN\*

Measurement Date	2021	2020	2019	2018	2017	2016	2015
Proportion of the net pension liability (asset)	-0.061216%	0.334034%	0.304106%	0.262289%	0.263435%	0.149748%	0.185007%
Proportionate share of the net pension liability (asset)	(\$1,162,379)	\$14,089,817	\$12,177,945	\$9,884,912	\$10,384,742	\$12,957,811	\$12,698,750
Covered payroll	15,115,187	13,865,188	14,277,527	13,051,223	12,592,116	12,033,906	12,009,479
Proportionate Share of the net pension liability (asset) as percentage of covered payroll	-7.69%	101.62%	85.29%	75.74%	82.47%	107.68%	105.74%
Plan's Fiduciary net position	123,880,746	103,881,003	99,764,640	94,791,258	90,325,711	76,197,801	72,030,535
Plan Fiduciary net position as a percentage of the total pension liability	88.29%	88.06%	89.12%	90.56%	89.69%	74.06%	78.40%

Notes to schedule:

**Benefits changes.** The figures above do not include any liability impact that may have resulted from plan changes which occurred after the June 30, 2015 valuation date. This applies to for voluntary benefit changes as well as any offers of two years additional service credit (a.k.a Golden Handshakes).

**Changes in assumptions.** None.

\* Fiscal year 2015 was the 1st year of implementation, therefore only seven years are shown.

# DUBLIN SAN RAMON SERVICES DISTRICT

## Required Supplementary Information For the year ended June 30, 2022

### SCHEDULE OF CONTRIBUTIONS (PENSION)\*

	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$2,605,109	\$2,935,170	\$2,714,774	\$1,859,162	\$1,504,792	\$1,401,296	\$2,120,252	\$1,716,224
Contribution in relation to the actuarially determined contributions	2,605,109	2,935,170	2,714,774	1,859,162	1,504,792	6,401,296	7,120,252	6,716,224
Contributions deficiency (excess)	\$0	\$0	\$0	\$0	\$0	(\$5,000,000)	(\$5,000,000)	(\$5,000,000)
Covered payroll	\$15,604,785	\$15,115,187	\$13,865,188	\$14,277,527	\$13,051,223	\$12,592,116	\$12,033,906	\$12,009,479
Contributions as a percentage of covered payroll	16.69%	19.42%	19.58%	13.02%	11.53%	50.84%	59.17%	55.92%

#### Notes to Schedule

Valuation date: June 30, 2020

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age
Amortization method	Level percentage of payroll, closed
Remaining amortization period	15 years
Asset valuation method	5-year smoothed market
Inflation	2.50%
Salary increases	(1)
Investment rate of return	7.15% (2)
Mortality	Derived using CalPERS Membership Data
Post Retirement Benefit Increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies.

(1) Depending on age, service and type of employment

(2) Net of pension plan investment expenses, including inflation

\* Fiscal year 2015 was the 1st year of implementation, therefore only eight years are shown.



# DUBLIN SAN RAMON SERVICES DISTRICT

## Required Supplementary Information For the year ended June 30, 2022

### SCHEDULE OF CHANGES IN NET OPEB LIABILITY (ASSET) AND RELATED RATIOS AGENT MULTIPLE PLAN\*

Measurement Date	6/30/17	6/30/18	6/30/19	6/30/20	6/30/21
<b>Total OPEB Liability</b>					
Service Cost	\$848,840	\$1,020,504	\$1,053,670	\$1,008,504	\$1,041,280
Interest	1,701,163	1,661,164	1,764,023	1,493,182	1,573,687
Differences between expected and actual experience	(3,586,818)	-	(4,001,696)	-	791,149
Changes in assumptions	4,149,122	-	(1,209,136)	-	752,348
Benefit payments	(1,080,081)	(1,110,367)	(1,154,397)	(1,217,291)	(1,316,018)
Changes in benefits	-	-	-	-	-
<b>Net change in total OPEB liability</b>	<b>2,032,226</b>	<b>1,571,301</b>	<b>(3,547,536)</b>	<b>1,284,395</b>	<b>2,842,446</b>
<b>Total OPEB liability - beginning</b>	<b>23,058,823</b>	<b>25,091,049</b>	<b>26,662,350</b>	<b>23,114,814</b>	<b>24,399,209</b>
<b>Total OPEB liability - ending (a)</b>	<b>\$25,091,049</b>	<b>\$26,662,350</b>	<b>\$23,114,814</b>	<b>24,399,209</b>	<b>27,241,655</b>
<b>OPEB fiduciary net position</b>					
Contributions - employer	\$1,080,081	\$1,212,732	\$1,251,832	\$1,251,832	\$897,924
Net investment income	2,232,198	1,880,973	1,776,771	1,549,013	5,863,962
Administrative expense	(11,330)	(43,338)	(5,441)	(13,965)	(10,821)
Benefit payments, including refunds of employee contributions	(1,080,081)	(1,110,367)	(1,154,397)	(1,217,291)	(1,316,018)
<b>Net change in plan fiduciary net position</b>	<b>2,220,868</b>	<b>1,940,000</b>	<b>1,868,765</b>	<b>1,569,589</b>	<b>5,435,047</b>
<b>Plan fiduciary net position - beginning</b>	<b>21,139,640</b>	<b>23,360,508</b>	<b>25,300,508</b>	<b>27,169,273</b>	<b>28,738,862</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$23,360,508</b>	<b>\$25,300,508</b>	<b>\$27,169,273</b>	<b>\$28,738,862</b>	<b>\$34,173,909</b>
Net OPEB liability (asset) - ending (a)-(b)	\$1,730,541	\$1,361,842	(\$4,054,459)	(\$4,339,653)	(6,932,254)
Plan fiduciary net position as a percentage of the total OPEB liability	93%	95%	118%	118%	125%
Covered-employee payroll (not based on measure of pay)	\$12,531,924	\$13,112,995	\$14,287,090	\$13,918,661	\$15,148,687
Net OPEB liability (asset) as a percentage of covered-employee payroll	13.81%	10.39%	-28.38%	-31.18%	-45.76%

#### Notes to schedule:

\* - Fiscal year 2018 was the first year of implementation.

# DUBLIN SAN RAMON SERVICES DISTRICT

## Required Supplementary Information For the year ended June 30, 2022

### SCHEDULE OF CONTRIBUTIONS (OPEB)

Last 10 years\*

Fiscal Year Ended June 30,	2018	2019	2020	2021	2022
Actuarially determined contribution	\$1,212,732	\$1,251,832	\$865,816	\$897,924	\$931,328
Contributions in relation to the actuarially determined contributions	1,212,732	1,251,832	1,487,795	897,924	-
Contribution deficiency (excess)	\$0	\$0	(\$621,979)	\$0	\$931,328
Covered-employee payroll	\$13,112,995	\$14,287,090	\$13,918,661	\$15,148,687	\$15,473,082
Contributions as a percentage of covered-employee payroll (not based on measure of pay)	9.25%	8.76%	10.69%	5.93%	0.00%

#### Notes to Schedule

Valuation date:	7/1/2017	7/1/2017	6/30/2019	6/30/2019	6/30/2021
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#### Methods and assumptions used to determine contribution rates:

Actuarial Date	June 30, 2021
Actuarial Cost Method	Entry-Age Normal Cost Method
Amortization Method	30 Years Open
Asset Valuation Method	Market Value of Assets
Inflation	2.50% per year
Payroll Growth	3.25% per year
Investment Rate of Return	6.35%
Healthcare cost-trend rates	5.8% in 2022, stepping down 0.5% to 5.0% in 2024
Retirement Age	From 50 to 75
Mortality	MacLeod Watts Scale 2018 applied generationally

\* - Fiscal year 2018 was the first year of implementation.

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***SUPPLEMENTARY INFORMATION***

DUBLIN SAN RAMON SERVICES DISTRICT  
WASTEWATER OPERATIONS  
COMBINING STATEMENT OF NET POSITION  
JUNE 30, 2022

	Regional Wastewater Total	Local Wastewater Total	Allocation	Allocation OPEB Fund	Wastewater Total
<b>ASSETS</b>					
Current assets:					
Pooled cash	\$5,759,166	\$959,630	(\$5,445)	\$113,689	\$6,827,040
Pooled investments	92,717,794	15,530,547	-	-	108,248,341
Accounts receivable	5,516,832	408,609	147,384	793,218	6,866,043
Interest receivable	291,673	48,557	-	-	340,230
Deferred capacity reserve fees receivable	31,269	-	-	-	31,269
Prepaid expense	-	-	19,047	-	19,047
Total current assets	104,316,734	16,947,343	160,986	906,907	122,331,970
Non-current assets:					
Investment in JPA	13,979,769	-	-	-	13,979,769
Capital assets:					
Property, plant and equipment	169,599,870	69,198,572	-	-	238,798,442
Less accumulated depreciation	79,765,955	30,718,156	-	-	110,484,111
Net property, plant and equipment	89,833,915	38,480,416	-	-	128,314,331
Construction in progress	26,415,704	4,737,877	-	-	31,153,581
Total capital assets	116,249,619	43,218,293	-	-	159,467,912
Other assets:					
Net Pension asset	<i>This page intentionally left blank</i>				61,353
Net OPEB asset	-	-	-	4,014,468	4,014,468
Deferred capacity reserves receivable - long term	34,495	-	-	-	34,495
Total other assets	95,848	-	-	4,014,468	4,110,316
Total non-current assets	130,325,236	43,218,293	-	4,014,468	177,557,997
Total assets	234,641,970	60,165,636	160,986	4,921,375	299,889,967
Deferred outflows of resources					
Deferred outflows pension related amounts	2,046,335	(31,858)	-	-	2,014,477
Deferred employer pension contributions	1,217,723	276,984	-	-	1,494,707
Deferred outflows OPEB related amounts	-	-	-	728,924	728,924
Deferred employer OPEB contributions	-	-	-	-	-
Total deferred outflows of resources	\$3,264,058	\$245,126	\$-	\$728,924	\$4,238,108

DUBLIN SAN RAMON SERVICES DISTRICT  
WASTEWATER OPERATIONS  
COMBINING STATEMENT OF NET POSITION  
JUNE 30, 2022

	Regional Wastewater Total	Local Wastewater Total	Allocation	Allocation OPEB Fund	Wastewater Total
<b>LIABILITIES</b>					
Current liabilities:					
Accounts payable	\$2,725,755	\$146,498	\$126,763	\$ -	\$2,999,016
Contractor bonds and deposits	2,037,022	-	-	-	2,037,022
Accrued expenses	405,109	-	90,794	-	495,903
Accrued compensated absences	551,231	124,313	317,676	-	993,220
Unearned revenue	31,269	365,453	-	-	396,722
Total current liabilities	5,750,386	636,264	535,233	-	6,921,883
Long term liabilities:					
Net pension liability	-	334,238	-	-	334,238
DLD remediation reserve	2,145,663	-	-	-	2,145,663
Unearned revenue	34,495	-	-	-	34,495
Total long term liabilities	2,180,158	334,238	-	-	2,514,396
Total liabilities	7,930,544	970,502	535,233	-	9,436,279
Deferred inflows of resources					
Deferred inflows of resources - Pension	5,989,494	1,242,611	-	-	7,232,105
Deferred inflows of resources - OPEB	-	-	-	3,144,115	3,144,115
Total deferred inflows of resources	5,989,494	1,242,611	-	3,144,115	10,376,220
NET POSITION					
Net investment in capital assets	116,249,619	43,218,293	-	-	159,467,912
Restricted for:					
Expansion	53,293,828	9,010,500	-	-	62,304,328
Unrestricted	54,442,543	5,968,856	(374,247)	2,506,184	62,543,336
Total net position	\$223,985,990	\$58,197,649	(\$374,247)	\$2,506,184	\$284,315,576

DUBLIN SAN RAMON SERVICES DISTRICT  
WASTEWATER OPERATIONS  
COMBINING STATEMENT OF REVENUES AND EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2022

	Regional Wastewater Total	Local Wastewater Total	Allocation	Allocation OPEB Fund	Wastewater Total
OPERATING REVENUES					
Wastewater service charges	\$23,410,188	\$4,384,889	\$ -	\$ -	\$27,795,077
Other revenues	3,158,030	571,086	1,061,433	-	4,790,549
Total operating revenues	26,568,218	4,955,975	1,061,433	-	32,585,626
OPERATING EXPENSES					
Personnel	6,093,915	1,193,149	4,139,724	(494,423)	10,932,365
Materials	3,496,503	76,178	161,352	-	3,734,033
Contractual services	10,401,464	393,638	912,465	-	11,707,567
Other	276,580	39,246	34,355	-	350,181
Overhead Charges	2,803,584	683,434	(3,487,018)	-	-
Depreciation	4,063,292	1,379,334	-	-	5,442,626
Total operating expenses	27,135,338	3,764,979	1,760,878	(494,423)	32,166,772
OPERATING INCOME (LOSS)	(567,120)	1,190,996	(699,445)	494,423	418,854
NONOPERATING REVENUES (EXPENSE)					
Investment income	(4,469,221)	(536,229)	-	(3,262)	(5,008,712)
Gain on sale of assets	21,750	12,467	-	-	34,217
Gain on investment in JPA	1,405,112	-	-	-	1,405,112
State Grant	1,250,605	191,066	145,850	-	1,587,521
Total non-operating revenues (expense), net	(1,791,754)	(332,696)	145,850	(3,262)	(1,981,862)
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	(2,358,874)	858,300	(553,595)	491,161	(1,563,008)
Non-cash contributions	-	1,369,460	-	-	1,369,460
Capital contributions - capacity reserve fees	8,367,483	1,137,246	-	-	9,504,729
Transfers in	2,134,620	8,250	-	-	2,142,870
Transfers (out)	(2,795,162)	(8,250)	-	-	(2,803,412)
Changes in net position	5,348,067	3,365,006	(553,595)	491,161	8,650,639
TOTAL NET POSITION, BEGINNING OF YEAR	218,637,923	54,832,643	179,348	2,015,023	275,664,937
TOTAL NET POSITION, END OF YEAR	\$223,985,990	\$58,197,649	(\$374,247)	\$2,506,184	\$284,315,576



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DUBLIN SAN RAMON SERVICES DISTRICT  
REGIONAL WASTEWATER OPERATIONS  
COMBINING STATEMENT OF NET POSITION  
JUNE 30, 2022

	Regional Wastewater Enterprise	Regional Wastewater RSF	Regional Wastewater Replacement	Regional Wastewater Expansion	Total
<b>ASSETS</b>					
Current assets:					
Pooled cash	\$716,099	\$561,516	\$1,983,453	\$2,498,098	\$5,759,166
Pooled investments	11,595,014	9,119,436	32,119,035	39,884,309	92,717,794
Accounts receivable	5,516,404	-	731	(303)	5,516,832
Interest receivable	36,687	28,655	101,081	125,250	291,673
Deferred capacity reserve fees receivable	-	-	8,355	22,914	31,269
Total current assets	<u>17,864,204</u>	<u>9,709,607</u>	<u>34,212,655</u>	<u>42,530,268</u>	<u>104,316,734</u>
Non-current assets:					
Investment in JPA	2,555,503	-	-	11,424,266	13,979,769
Net pension asset	61,353	-	-	-	61,353
Capital assets:					
Property, plant and equipment	169,599,870	-	-	-	169,599,870
Less accumulated depreciation	<u>79,765,955</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>79,765,955</u>
Net property, plant and equipment	89,833,915	-	-	-	89,833,915
Land and construction in progress	<u>56,014</u>	<u>-</u>	<u>9,646,613</u>	<u>16,713,077</u>	<u>26,415,704</u>
Total capital assets	<u>89,889,929</u>	<u>-</u>	<u>9,646,613</u>	<u>16,713,077</u>	<u>116,249,619</u>
Other assets:					
Deferred capacity reserves receivable - long term	<u>-</u>	<u>-</u>	<u>9,217</u>	<u>25,278</u>	<u>34,495</u>
Total other assets	<u>-</u>	<u>-</u>	<u>9,217</u>	<u>25,278</u>	<u>34,495</u>
Total non-current assets	<u>92,506,785</u>	<u>-</u>	<u>9,655,830</u>	<u>28,162,621</u>	<u>130,325,236</u>
Total assets	<u>110,370,989</u>	<u>9,709,607</u>	<u>43,868,485</u>	<u>70,692,889</u>	<u>234,641,970</u>
Deferred outflows of resources					
Deferred outflows pension related amounts	2,046,335	-	-	-	2,046,335
Deferred employer pension contributions	<u>1,217,723</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,217,723</u>
Total deferred outflows of resources	<u>\$3,264,058</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$3,264,058</u>

DUBLIN SAN RAMON SERVICES DISTRICT  
REGIONAL WASTEWATER OPERATIONS  
COMBINING STATEMENT OF NET POSITION  
JUNE 30, 2022

	Regional Wastewater Enterprise	Regional Wastewater RSF	Regional Wastewater Replacement	Regional Wastewater Expansion	Total
<b>LIABILITIES</b>					
Current liabilities:					
Accounts payable	\$1,812,258	\$ 1,920	\$295,033	\$616,544	\$2,725,755
Contractor bonds and deposits	2,015,774	-	-	21,248	2,037,022
Accrued expenses	405,109	-	-	-	405,109
Accrued compensated absences	551,231	-	-	-	551,231
Unearned revenue	-	-	8,355	22,914	31,269
Total current liabilities	4,784,372	1,920	303,388	660,706	5,750,386
Long term liabilities:					
DLD remediation reserve	2,145,663	-	-	-	2,145,663
Unearned revenue	-	-	9,217	25,278	34,495
Total long term liabilities	2,145,663	-	9,217	25,278	2,180,158
Total liabilities	6,930,035	1,920	312,605	685,984	7,930,544
Deferred inflows of resources					
Deferred inflows of resources - Pension	5,989,494	-	-	-	5,989,494
Total deferred inflows of resources	5,989,494	-	-	-	5,989,494
<b>NET POSITION</b>					
Net investment in capital assets	89,889,929	-	9,646,613	16,713,077	116,249,619
Restricted for:					
Expansion	-	-	-	53,293,828	53,293,828
Unrestricted	10,825,589	9,707,687	33,909,267	-	54,442,543
Total net position	\$100,715,518	\$9,707,687	\$43,555,880	\$70,006,905	\$223,985,990

DUBLIN SAN RAMON SERVICES DISTRICT  
REGIONAL WASTEWATER OPERATIONS  
COMBINING STATEMENT OF REVENUES AND EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2022

	Regional Wastewater Enterprise	Regional Wastewater RSF	Regional Wastewater Replacement	Regional Wastewater Expansion	Total
OPERATING REVENUES					
Wastewater service charges	\$23,410,188	\$ -	\$ -	\$ -	\$23,410,188
Other revenues	1,864,360	-	291,477	1,002,193	3,158,030
Total operating revenues	25,274,548	-	291,477	1,002,193	26,568,218
OPERATING EXPENSES					
Personnel	6,093,915	-	-	-	6,093,915
Materials	3,496,503	-	-	-	3,496,503
Contractual services	6,090,900	-	279,600	4,030,964	10,401,464
Other	230,321	11,263	34,996	-	276,580
Overhead Charges	2,803,584	-	-	-	2,803,584
Depreciation	4,063,292	-	-	-	4,063,292
Total operating expenses	22,778,515	11,263	314,596	4,030,964	27,135,338
OPERATING INCOME (LOSS)	2,496,033	(11,263)	(23,119)	(3,028,771)	(567,120)
NONOPERATING REVENUES (EXPENSE)					
Investment income	(438,404)	(312,903)	(1,392,548)	(2,325,366)	(4,469,221)
State grants	-	-	291,475	959,130	1,250,605
Gain on sale of assets	21,750	-	-	-	21,750
Gain on investment in JPA	256,856	-	-	1,148,256	1,405,112
Total non-operating revenues	(159,798)	(312,903)	(1,101,073)	(217,980)	(1,791,754)
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	2,336,235	(324,166)	(1,124,192)	(3,246,751)	(2,358,874)
Capital contributions - capacity reserve fees	-	-	2,261,290	6,106,193	8,367,483
Residual equity transfer	528,122	-	(528,122)	-	-
Transfers in	-	334,620	1,800,000	-	2,134,620
Transfers (out)	(2,795,162)	-	-	-	(2,795,162)
Changes in net position	69,195	10,454	2,408,976	2,859,442	5,348,067
TOTAL NET POSITION, BEGINNING OF YEAR	100,646,323	9,697,233	41,146,904	67,147,463	218,637,923
TOTAL NET POSITION, END OF YEAR	\$100,715,518	\$9,707,687	\$43,555,880	\$70,006,905	\$223,985,990

DUBLIN SAN RAMON SERVICES DISTRICT  
LOCAL WASTEWATER OPERATIONS  
COMBINING STATEMENT OF NET POSITION  
JUNE 30, 2022

	Local Wastewater Enterprise	Local Wastewater RSF	Local Wastewater Replacement	Local Wastewater Expansion	Elimination	Total
<b>ASSETS</b>						
Current assets:						
Pooled cash	\$231,581	\$35,421	\$242,399	\$450,229	\$ -	\$959,630
Pooled investments	3,808,581	677,081	3,808,581	7,236,304	-	15,530,547
Accounts receivable	408,609	-	-	-	-	408,609
Interest receivable	11,715	2,109	11,981	22,752	-	48,557
Due from Other Funds - Current	-	-	-	833,333	(833,333)	-
Total current assets	<u>4,460,486</u>	<u>714,611</u>	<u>4,062,961</u>	<u>8,542,618</u>	<u>(833,333)</u>	<u>16,947,343</u>
Non-current assets:						
Capital assets:						
Property, plant and equipment	69,198,572	-	-	-	-	69,198,572
Less accumulated depreciation	<u>30,718,156</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,718,156</u>
Net property, plant and equipment	38,480,416	-	-	-	-	38,480,416
Land and construction in progress	<u>850,893</u>	<u>-</u>	<u>2,957,108</u>	<u>929,876</u>	<u>-</u>	<u>4,737,877</u>
Total capital assets	<u>39,331,309</u>	<u>-</u>	<u>2,957,108</u>	<u>929,876</u>	<u>-</u>	<u>43,218,293</u>
Other assets:						
Due from Other Funds - Long term	-	-	-	833,335	(833,335)	-
Total other assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>833,335</u>	<u>(833,335)</u>	<u>-</u>
Total non-current assets	<u>39,331,309</u>	<u>-</u>	<u>2,957,108</u>	<u>1,763,211</u>	<u>(833,335)</u>	<u>43,218,293</u>
Total assets	<u>43,791,795</u>	<u>714,611</u>	<u>7,020,069</u>	<u>10,305,829</u>	<u>(1,666,668)</u>	<u>60,165,636</u>
Deferred outflows of resources						
Deferred outflows pension related amounts	(31,858)	-	-	-	-	(31,858)
Deferred employer pension contributions	<u>276,984</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>276,984</u>
Total deferred outflows of resources	<u>245,126</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>245,126</u>
<b>LIABILITIES</b>						
Current liabilities:						
Accounts payable	114,499	1,920	30,079	-	-	146,498
Accrued compensated absences	124,313	-	-	-	-	124,313
Due to Other Funds - Current	-	-	833,333	-	(833,333)	-
Unearned revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>365,453</u>	<u>-</u>	<u>365,453</u>
Total current liabilities	<u>238,812</u>	<u>1,920</u>	<u>863,412</u>	<u>365,453</u>	<u>(833,333)</u>	<u>636,264</u>
Long term liabilities:						
Due to Other Funds - Long term	-	-	833,335	-	(833,335)	-
Net pension liability	<u>334,238</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>334,238</u>
Total long term liabilities	<u>334,238</u>	<u>-</u>	<u>833,335</u>	<u>-</u>	<u>(833,335)</u>	<u>334,238</u>
Total liabilities	<u>573,050</u>	<u>1,920</u>	<u>1,696,747</u>	<u>365,453</u>	<u>(1,666,668)</u>	<u>970,502</u>
Deferred inflows of resources						
Deferred inflows pension related amounts	1,242,611	-	-	-	-	1,242,611
Total deferred inflows of resources	<u>1,242,611</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,242,611</u>
<b>NET POSITION</b>						
Net investment in capital assets	39,331,309	-	2,957,108	929,876	-	43,218,293
Restricted for:						
Expansion	-	-	-	9,010,500	-	9,010,500
Unrestricted	<u>2,889,951</u>	<u>712,691</u>	<u>2,366,214</u>	<u>-</u>	<u>-</u>	<u>5,968,856</u>
Total net position	<u>\$42,221,260</u>	<u>\$712,691</u>	<u>\$5,323,322</u>	<u>\$9,940,376</u>	<u>\$ -</u>	<u>\$58,197,649</u>

DUBLIN SAN RAMON SERVICES DISTRICT  
LOCAL WASTEWATER OPERATIONS  
COMBINING STATEMENT OF REVENUES AND EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2022

	Local Wastewater Enterprise	Local Wastewater RSF	Local Wastewater Replacement	Local Wastewater Expansion	Total
OPERATING REVENUES					
Wastewater service charges	\$4,384,889	\$ -	\$ -	\$ -	\$4,384,889
Other revenues	571,086	-	-	-	571,086
Total operating revenues	4,955,975	-	-	-	4,955,975
OPERATING EXPENSES					
Personnel	1,193,149	-	-	-	1,193,149
Materials	75,973	-	-	205	76,178
Contractual services	262,126	-	131,512	-	393,638
Other	27,784	11,263	199	-	39,246
Overhead charges	683,434	-	-	-	683,434
Depreciation	1,379,334	-	-	-	1,379,334
Total operating expenses	3,621,800	11,263	131,711	205	3,764,979
OPERATING INCOME (LOSS)	1,334,175	(11,263)	(131,711)	(205)	1,190,996
NONOPERATING REVENUES					
Investment income	(135,407)	(22,937)	(131,914)	(245,971)	(536,229)
Gain on sale of assets	12,467	-	-	-	12,467
State Grant	-	-	90,702	100,364	191,066
Total non-operating revenues	(122,940)	(22,937)	(41,212)	(145,607)	(332,696)
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	1,211,235	(34,200)	(172,923)	(145,812)	858,300
Non-cash contributions	1,369,460	-	-	-	1,369,460
Capital contributions - capacity reserve fees	-	-	1,103,584	33,662	1,137,246
Transfers in	-	-	-	8,250	8,250
Transfers (out)	24,731	-	(32,981)	-	(8,250)
Changes in net position	2,605,426	(34,200)	897,680	(103,900)	3,365,006
TOTAL NET POSITION, BEGINNING OF YEAR	39,615,834	746,891	4,425,642	10,044,276	54,832,643
TOTAL NET POSITION, END OF YEAR	\$42,221,260	\$712,691	\$5,323,322	\$9,940,376	\$58,197,649

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DUBLIN SAN RAMON SERVICES DISTRICT  
WATER OPERATIONS  
COMBINING STATEMENT OF NET POSITION  
JUNE 30, 2022

	Water Total	Dougherty Valley Asmnt Dist	Allocation	Allocation OPEB Fund	Total
<b>ASSETS</b>					
Current assets:					
Pooled cash	\$6,382,273	\$12,965	(\$28,529)	(\$193,409)	\$6,173,300
Pooled investments	103,149,075	190,429	-	-	103,339,504
Restricted Cash - Debt Service Fund	2	-	-	-	2
Accounts receivable	7,811,301	-	107,122	576,524	8,494,947
Lease Receivable	2,068,914	-	-	-	2,068,914
Interest receivable	323,812	602	-	-	324,414
Prepaid expenses	-	-	13,843	-	13,843
Total current assets	119,735,377	203,996	92,436	383,115	120,414,924
Non-current assets:					
Net pension asset	1,435,264	-	-	-	1,435,264
Net OPEB asset	-	-	-	2,917,786	2,917,786
Investment in JPA	38,806,259	-	-	-	38,806,259
Capital assets:					
Property, plant and equipment	178,962,068	-	-	-	178,962,068
Less accumulated depreciation	70,109,879	-	-	-	70,109,879
Net property, plant and equipment	108,852,189	-	-	-	108,852,189
Land and construction in progress	30,910,476	-	-	-	30,910,476
Total capital assets	139,762,665	-	-	-	139,762,665
Total non-current assets	180,004,188	-	-	-	182,921,974
Total assets	299,739,565	203,996	92,436	3,300,901	303,336,898
Deferred outflows of resources					
Deferred outflows pension related amounts	1,167,580	-	-	-	1,167,580
Deferred employer pension contributions	1,110,402	-	-	-	1,110,402
Deferred outflows OPEB related amounts	-	-	-	529,795	529,795
Deferred employer OPEB contributions	-	-	-	-	-
Total deferred outflows of resources	\$2,277,982	\$ -	\$ -	\$529,795	\$2,807,777

DUBLIN SAN RAMON SERVICES DISTRICT  
WATER OPERATIONS  
COMBINING STATEMENT OF NET POSITION  
JUNE 30, 2022

	Water Total	Dougherty Valley Asmnt Dist	Allocation	Allocation OPEB Fund	Total
<b>LIABILITIES</b>					
Current liabilities:					
Accounts payable	\$9,984,301	\$ -	\$ 92,133	\$ -	\$10,076,434
Contractor bonds and deposits	2,486,373	-	-	-	2,486,373
Accrued expenses	-	-	65,991	-	65,991
Accrued compensated absences	461,387	-	230,893	-	692,280
Interest payable	589,192	-	-	-	589,192
Bonds payable - current portion	475,000	-	-	-	475,000
Total current liabilities	13,996,253	-	389,017	-	14,385,270
Long term liabilities:					
Bonds payable - less current portion	31,395,000	-	-	-	31,395,000
Unearned revenue	1,156,447	-	-	-	1,156,447
Total long term liabilities	32,551,447	-	-	-	32,551,447
Total liabilities	46,547,700	-	389,017	-	46,936,717
Deferred inflows of resources					
Deferred inflows of resources - Pension	4,957,417	-	-	-	4,957,417
Deferred inflows of resources - OPEB	-	-	-	2,285,198	2,285,198
Deferred inflows of resources - Leases	2,008,194	-	-	-	2,008,194
Total deferred inflows of resources	6,965,611	-	-	2,285,198	9,250,809
<b>NET POSITION</b>					
Net investment in capital assets	107,892,665	-	-	-	107,892,665
Restricted for:					
Expansion	86,869,711	-	-	-	86,869,711
Assessment district	-	203,996	-	-	203,996
Unrestricted	53,741,860	-	(296,581)	1,545,498	54,990,777
Total net position	\$248,504,236	\$203,996	(\$296,581)	\$1,545,498	\$249,957,149

DUBLIN SAN RAMON SERVICES DISTRICT  
WATER OPERATIONS  
COMBINING STATEMENT OF REVENUES AND EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2022

	Water Total	Dougherty Valley Asmnt Dist	Allocation	Allocation OPEB Fund	Total
OPERATING REVENUES					
Water sales	\$28,458,312	\$ -	\$ -	\$ -	\$28,458,312
Other revenues	12,164,386	1,772,372	771,468	-	14,708,226
Total operating revenues	40,622,698	1,772,372	771,468	-	43,166,538
OPERATING EXPENSES					
Personnel	5,593,002	-	3,008,824	(359,357)	8,242,469
Materials	17,868,642	-	117,274	-	17,985,916
Contractual services	5,590,738	1,983,080	663,196	-	8,237,014
Other	352,871	-	24,969	-	377,840
Overhead charges	2,534,426	-	(2,534,425)	-	1
Depreciation	3,643,646	-	-	-	3,643,646
Total operating expenses	35,583,325	1,983,080	1,279,838	(359,357)	38,486,886
OPERATING INCOME (LOSS)	5,039,373	(210,708)	(508,370)	359,357	4,679,652
NONOPERATING REVENUES (EXPENSE)					
Investment income	(3,584,648)	(8,882)	-	(2,371)	(3,595,901)
Gain on sale of assets	18,903	-	-	-	18,903
Gain (loss) on Investment in JPA	(927,176)	-	-	-	(927,176)
State grant	1,154,438	-	106,007	-	1,260,445
Interest (expense)	(1,415,958)	-	-	-	(1,415,958)
Total non-operating revenues (expenses), net	(4,754,441)	(8,882)	106,007	(2,371)	(4,659,687)
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	284,932	(219,590)	(402,363)	356,986	19,965
Non-cash contributions	2,459,500	-	-	-	2,459,500
Capital contributions - capacity reserve fees	8,024,087	-	-	-	8,024,087
Transfers in	7,618,381	-	-	-	7,618,381
Transfers (out)	(6,957,839)	-	-	-	(6,957,839)
Changes in net position	11,429,061	(219,590)	(402,363)	356,986	11,164,094
TOTAL NET POSITION, BEGINNING OF YEAR	237,075,175	423,586	105,782	1,188,512	238,793,055
NET POSITION, END OF YEAR	\$248,504,236	\$203,996	(\$296,581)	\$1,545,498	\$249,957,149

DUBLIN SAN RAMON SERVICES DISTRICT  
WATER FUNDS  
COMBINING STATEMENT OF NET POSITION  
JUNE 30, 2022

	Water Enterprise	Water RSF	Water Replacement	Water Expansion	Total
<b>ASSETS</b>					
Current assets:					
Pooled cash	\$875,336	\$937,920	\$1,661,116	\$2,907,901	\$6,382,273
Pooled investments	14,282,180	15,255,484	26,871,656	46,739,755	103,149,075
Restricted cash - debt service fund	-	-	-	2	2
Accounts receivable	7,796,821	-	-	14,480	7,811,301
Lease receivable	-	2,068,914	-	-	2,068,914
Interest receivable	44,883	47,931	84,045	146,953	323,812
Total current assets	22,999,220	18,310,249	28,616,817	49,809,091	119,735,377
Non-current assets:					
Investment in JPA	-	-	-	38,806,259	38,806,259
Net pension asset	1,435,264	-	-	-	1,435,264
Capital assets:					
Property, plant and equipment	178,962,068	-	-	-	178,962,068
Less accumulated depreciation	70,109,879	-	-	-	70,109,879
Net property, plant and equipment	108,852,189	-	-	-	108,852,189
Land and construction in progress	6,806,038	-	20,291,855	3,812,583	30,910,476
Total capital assets	115,658,227	-	20,291,855	3,812,583	139,762,665
Total non-current assets	117,093,491	-	20,291,855	42,618,842	180,004,188
Total assets	140,092,711	18,310,249	48,908,672	92,427,933	299,739,565
Deferred outflows of resources					
Deferred outflows pension related amounts	1,167,580	-	-	-	1,167,580
Deferred employer pension contributions	1,110,402	-	-	-	1,110,402
Total deferred outflows of resources	2,277,982	-	-	-	2,277,982
<b>LIABILITIES</b>					
Current liabilities:					
Accounts payable	9,573,957	15,358	394,986	-	9,984,301
Contractor bonds and deposits	2,486,373	-	-	-	2,486,373
Accrued compensated absences	461,387	-	-	-	461,387
Interest Payable	-	-	-	589,192	589,192
Bonds payable - current portion	-	-	-	475,000	475,000
Total current liabilities	12,521,717	15,358	394,986	1,064,192	13,996,253
Long term liabilities:					
Bonds payable - less current portion	-	-	-	31,395,000	31,395,000
Unearned revenue	-	-	-	1,156,447	1,156,447
Total long term liabilities	-	-	-	32,551,447	32,551,447
Total liabilities	12,521,717	15,358	394,986	33,615,639	46,547,700
Deferred inflows of resources					
Deferred inflows of resources - Pension	4,957,417	-	-	-	4,957,417
Deferred inflows of resources - Leases	-	2,008,194	-	-	2,008,194
Total deferred inflows of resources	4,957,417	2,008,194	-	-	6,965,611
<b>NET POSITION</b>					
Net investment in capital assets	115,658,227	-	20,291,855	(28,057,417)	107,892,665
Restricted for:					
Expansion	-	-	-	86,869,711	86,869,711
Unrestricted	9,233,332	16,286,697	28,221,831	-	53,741,860
Total net position	\$124,891,559	\$16,286,697	\$48,513,686	\$58,812,294	\$248,504,236

DUBLIN SAN RAMON SERVICES DISTRICT  
WATER FUNDS  
COMBINING STATEMENT OF REVENUES AND EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2022

	Water Enterprise	Water RSF	Water Replacement	Water Expansion	Total
<b>OPERATING REVENUES</b>					
Water sales	\$28,458,312	\$ -	\$ -	\$ -	\$28,458,312
Other revenues	9,868,419	1,009,594	-	1,286,373	12,164,386
Total operating revenues	38,326,731	1,009,594	-	1,286,373	40,622,698
<b>OPERATING EXPENSES</b>					
Personnel	5,593,002	-	-	-	5,593,002
Materials	17,868,642	-	-	-	17,868,642
Contractual services	4,860,499	-	32,653	697,586	5,590,738
Other	207,923	142,460	738	1,750	352,871
Overhead Charges	2,534,426	-	-	-	2,534,426
Depreciation	3,643,646	-	-	-	3,643,646
Total operating expenses	34,708,138	142,460	33,391	699,336	35,583,325
OPERATING INCOME (LOSS)	3,618,593	867,134	(33,391)	587,037	5,039,373
<b>NONOPERATING REVENUES (EXPENSE)</b>					
Investment income	(510,284)	(524,828)	(925,049)	(1,624,487)	(3,584,648)
Gain on sale of assets	18,903	-	-	-	18,903
Gain (loss) on investment in JPA	-	-	-	(927,176)	(927,176)
State Grant	-	-	355,789	798,649	1,154,438
Interest Expense	-	-	-	(1,415,958)	(1,415,958)
Total non-operating revenues (expenses)	(491,381)	(524,828)	(569,260)	(3,168,972)	(4,754,441)
<b>INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS</b>	3,127,212	342,306	(602,651)	(2,581,935)	284,932
Non-cash contributions	2,459,500	-	-	-	2,459,500
Capital contributions - capacity reserve fees	-	-	2,503,857	5,520,230	8,024,087
Residual equity transfer	52,776	-	(52,776)	-	-
Transfers in	660,542	-	6,216,416	741,423	7,618,381
Transfers (out)	(6,957,839)	-	-	-	(6,957,839)
Changes in net position	(657,809)	342,306	8,064,846	3,679,718	11,429,061
TOTAL NET POSITION, BEGINNING OF YEAR	125,549,368	15,944,391	40,448,840	55,132,576	237,075,175
TOTAL NET POSITION, END OF YEAR	\$124,891,559	\$16,286,697	\$48,513,686	\$58,812,294	\$248,504,236

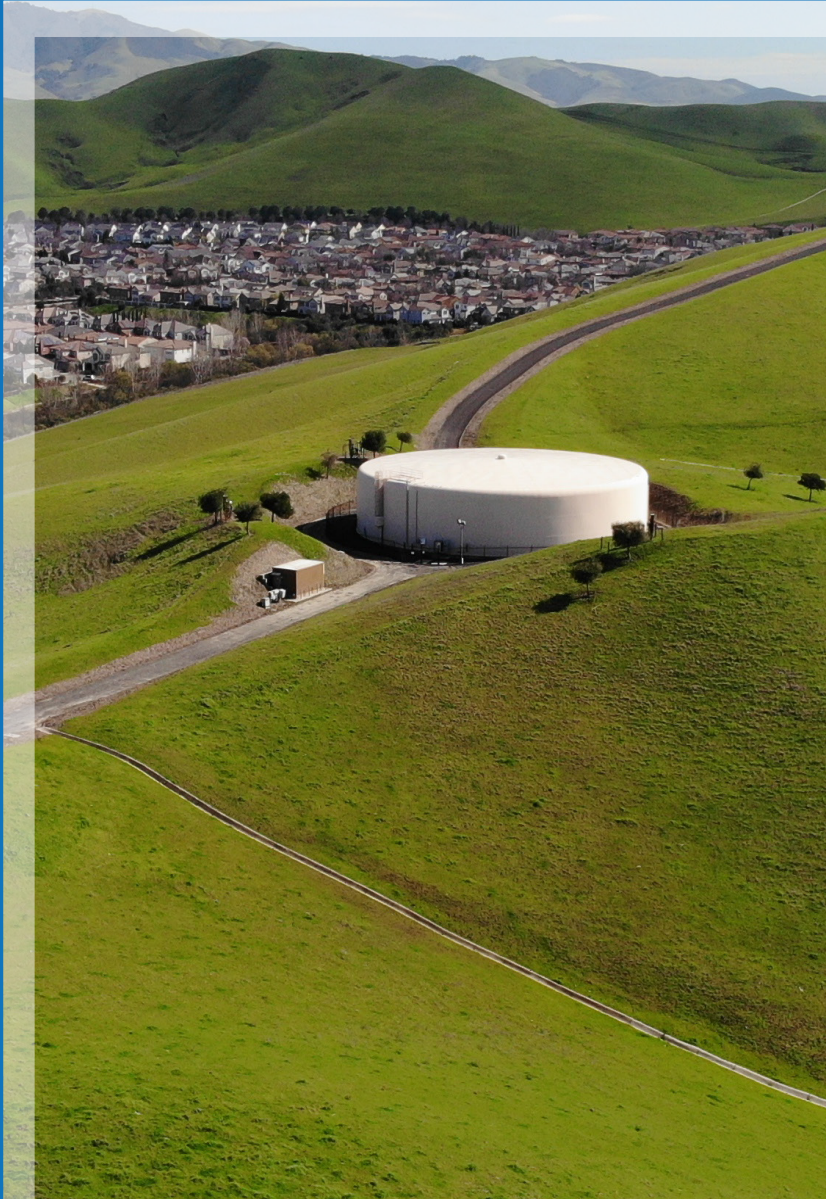
DUBLIN SAN RAMON SERVICES DISTRICT  
ALLOCATIONS  
COMBINING STATEMENT OF NET POSITION  
JUNE 30, 2022

	Administrative Cost Center	OPEB Fund	Total
ASSETS			
Current assets:			
Pooled cash	(\$33,974)	(\$79,720)	(\$113,694)
Accounts receivable	254,506	1,369,742	1,624,248
Prepaid expense	32,890	-	32,890
Total current assets	<u>253,422</u>	<u>1,290,022</u>	<u>1,543,444</u>
Other assets:			
Net OPEB asset	-	6,932,254	6,932,254
Total assets	<u>253,422</u>	<u>8,222,276</u>	<u>8,475,698</u>
Deferred outflows of resources			
Deferred outflows OPEB related amounts	-	1,258,719	1,258,719
Deferred employer OPEB contributions	-	-	-
Total deferred outflows of resources	<u>-</u>	<u>1,258,719</u>	<u>1,258,719</u>
LIABILITIES			
Current liabilities:			
Accounts payable	218,896	-	218,896
Accrued expenses	156,785	-	156,785
Accrued compensated absences	548,569	-	548,569
Total current liabilities	<u>924,250</u>	<u>-</u>	<u>924,250</u>
Total liabilities	<u>924,250</u>	<u>-</u>	<u>924,250</u>
Deferred inflows of resources			
Deferred inflows of resources - OPEB	-	5,429,313	5,429,313
Total deferred inflows of resources	<u>-</u>	<u>5,429,313</u>	<u>5,429,313</u>
NET POSITION			
Unrestricted	<u>(670,828)</u>	<u>4,051,682</u>	<u>3,380,854</u>
Total net position	<u><u>(\$670,828)</u></u>	<u><u>\$4,051,682</u></u>	<u><u>\$3,380,854</u></u>

DUBLIN SAN RAMON SERVICES DISTRICT  
ALLOCATIONS  
COMBINING STATEMENT OF REVENUES AND EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2022

	Administrative Cost Center	OPEB Fund	Total
OPERATING REVENUES			
Other revenues	\$1,832,901	\$ -	\$1,832,901
Total operating revenues	1,832,901	-	1,832,901
OPERATING EXPENSES			
Personnel	7,148,548	(853,780)	6,294,768
Materials	278,626	-	278,626
Contractual services	1,575,661	-	1,575,661
Other	59,324	-	59,324
Overhead charges	(6,021,443)	-	(6,021,443)
Total operating expenses	3,040,716	(853,780)	2,186,936
OPERATING INCOME	(1,207,815)	853,780	(354,035)
NONOPERATING REVENUES			
Investment income	251,857	(5,633)	246,224
Total non-operating revenues	251,857	(5,633)	246,224
Changes in net position	(955,958)	848,147	(107,811)
TOTAL NET POSITION, BEGINNING OF YEAR	285,130	3,203,535	3,488,665
TOTAL NET POSITION, END OF YEAR	(\$670,828)	\$4,051,682	\$3,380,854





## Statistical Section





# Statistical Overview

*The statistics in this section provide context to help readers understand what the financial statements, note disclosures, and required supplementary information reveal about the District's overall financial health. In contrast to the Financial Section, information in the Statistical Section is not subject to an independent audit.*



*Construction continues on the Boulevard development on the former site of Parks Reserved Forces Training Area in Dublin.*

## Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment in which the District's financial activities take place.

1. City of Dublin principal employers
2. Demographic and economic indicators

## Financial Trends

These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over time.

1. Changes in net position
2. Total revenue sources
3. Total expense sources
4. Net position by component

## Revenue Capacity

These schedules contain information to help the reader assess the District's most significant local revenue sources.

1. Water by type of customer
2. Principal customers
3. Water and sewer rates

## Debt Capacity

These schedules present information to help the reader assess the affordability of the District's outstanding debt and its ability to issue additional debt in the future.

1. Pledged revenue coverage
2. Outstanding debt by type

## Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the District's financial report relates to the services the District provides and activities it performs.

1. Wastewater average daily effluent flow
2. Water consumption and connections
3. Authorized full-time equivalent District employees by function/program
4. Capital assets by function/program

**Sources:** Unless otherwise noted, the information in these schedules is derived from the *Annual Comprehensive Financial Report* for the relevant year.

**CITY OF DUBLIN PRINCIPAL EMPLOYERS**

Fiscal Year 2022 and Nine Years Prior

Employer	2012		2022 <sup>1</sup>	
	Employees	Rank	Employees	Rank
U.S. Government & Federal Correctional Institution	2,100	1	1,608	1
County of Alameda	465	6	1,165	2
Ross Store Headquarters	N/A		1,100	3
Dublin Unified School District	675	4	1,070	4
Zeiss Meditec	973	2	620	5
Kaiser Permanente	N/A		600	6
Patelco Credit Union	N/A		404	7
TriNet	N/A		363	8
Target Corporation	N/A		350	9
City of Dublin	205	9	250	10
SAP (Formerly: Sybase, Inc.)	725	3	N/A	
Micro Dental Laboratories	550	5	N/A	
Safeway	400	7	N/A	
Taleo	250	8	N/A	
Franklin Templeton Investments	200	10	N/A	
Total	6,543		7,530	

**Source:** <sup>1</sup> City of Dublin, Comprehensive Annual Financial Report, Fiscal Year ended June 30, 2021**CITY OF SAN RAMON PRINCIPAL EMPLOYERS**

Fiscal Year 2022 and Nine Years Prior

Employer	2012		2022 <sup>1</sup>	
	Employees	Rank	Employees	Rank
Chevron USA, Inc.	3,500	1	4,000	1
PG&E	604	6	2,346	2
Bank of the West	1,600	3	1,600	3
Robert Half International Inc.	1,100	4	1,285	4
Accenture LLP	750	5	750	5
San Ramon Regional Medical Center	500	7	650	6
Primed Management Consulting	413	9	453	7
United Parcel Service	N/A		315	8
GE Digital LLC	N/A		284	9
Pacific Bell Telephone	N/A		265	10
AT&T	1,753	2	N/A	
IBM Corporation	408	10	N/A	
General Electric Company	500	7	N/A	
Total	11,128		11,948	

**Source:** <sup>1</sup> City of San Ramon, Comprehensive Annual Financial Report, Fiscal Year 2020-2021

**DEMOGRAPHIC AND ECONOMIC INDICATORS**

Last Ten Calendar Years

Calendar Year	City of Dublin Population <sup>2,4</sup>	Alameda County Personal Income <sup>1</sup>	Alameda County Per Capita Personal Income <sup>1</sup>	City of Dublin Unemployment Rate <sup>3</sup>
2013	49,932	86,325,365	53,798	4.60%
2014	53,462	93,163,772	56,261	3.70%
2015	55,844	102,412,663	61,879	2.90%
2016	57,349	109,572,257	67,356	2.60%
2017	59,686	116,802,392	71,282	2.70%
2018	63,241	125,583,845	76,644	2.50%
2019	64,577	131,535,494	81,171	2.10%
2020	65,716	144,751,041	87,078	7.40%
2021	64,695	n-a <sup>4</sup>	n-a <sup>4</sup>	4.00%
2022	72,932	n-a <sup>4</sup>	n-a <sup>4</sup>	2.40%

Calendar Year	City of San Ramon Population <sup>2</sup>	Contra Costa County Personal Income <sup>1</sup>	Contra Costa County Per Capita Personal Income <sup>1</sup>	City of San Ramon Unemployment Rate <sup>3</sup>
2013	76,429	66,756,974	60,885	5.00%
2014	77,270	70,278,089	63,752	4.10%
2015	77,470	76,805,095	66,348	3.30%
2016	78,363	81,451,804	67,356	2.90%
2017	80,550	86,986,057	76,527	3.00%
2018	82,643	91,653,896	82,506	2.50%
2019	83,957	97,550,344	85,324	2.20%
2020	83,118	106,318,748	92,264	7.30%
2021	83,863	n-a <sup>4</sup>	n-a <sup>4</sup>	4.00%
2022	83,820	n-a <sup>4</sup>	n-a <sup>4</sup>	2.40%

**Sources:**

- <sup>1</sup> U.S. Department of Commerce, Bureau of Economic Analysis, "CAINC1 Personal Income Summary" midyear population estimates  
- Last updated: November 16, 2021-- new statistics for 2020; revised statistics for 1998-2019
- <sup>2</sup> State of California, Department of Finance, "E-5 Population and Housing Estimates for Cities, Counties, and the State, January 2021-2022, with 2020 Benchmark"  
- Released: May 2022
- <sup>3</sup> State of California, Employment Development Department, Unemployment Rates (Labor Force) (one-year lag)  
- Last updated: Unemployment rates as of September 2022
- <sup>4</sup> As of October 31, 2022, data for 2021 and 2022 not yet available

**CHANGES IN NET POSITION**

Last 10 Fiscal Years

(Accrual Basis of Accounting)

(Amounts expressed in thousands)

	2013	2014	2015	2016	2017
<b>Operating Revenues</b>					
Water	\$28,557	\$30,576	\$29,043	\$29,627	\$35,293
Wastewater	22,699	22,904	24,333	24,804	24,316
Total operating revenues	\$51,256	\$53,480	\$53,376	\$54,431	\$59,609
<b>Operating Expenses</b>					
Water	26,857	30,994	27,486	26,147	37,635
Wastewater	28,338	28,800	28,754	29,609	31,435
Total operating expenses	\$55,195	\$59,794	\$56,240	\$55,756	\$69,070
<b>Net Operating Revenues (Expenses)</b>	(\$3,939)	(\$6,314)	(\$2,864)	(\$1,325)	(\$9,461)
<b>Non-Operating Revenues (Expenses)</b>					
Interest earnings	149	1,376	958	1,639	354
Interest expense	(2,555)	(2,470)	(2,362)	(1,929)	(1,918)
Non-operating revenue (expenses)	0	0	0	48	(37)
Non-cash contributions	1,294	4,735	4,983	1,461	4,485
Capital contributions	18,786	13,094	29,905	34,462	20,330
Total non-operating revenues (expenses)	\$17,674	\$16,735	\$33,484	\$35,681	\$23,215
<b>Change in Net Position</b>	\$13,735	\$10,421	\$30,620	\$34,356	\$13,754

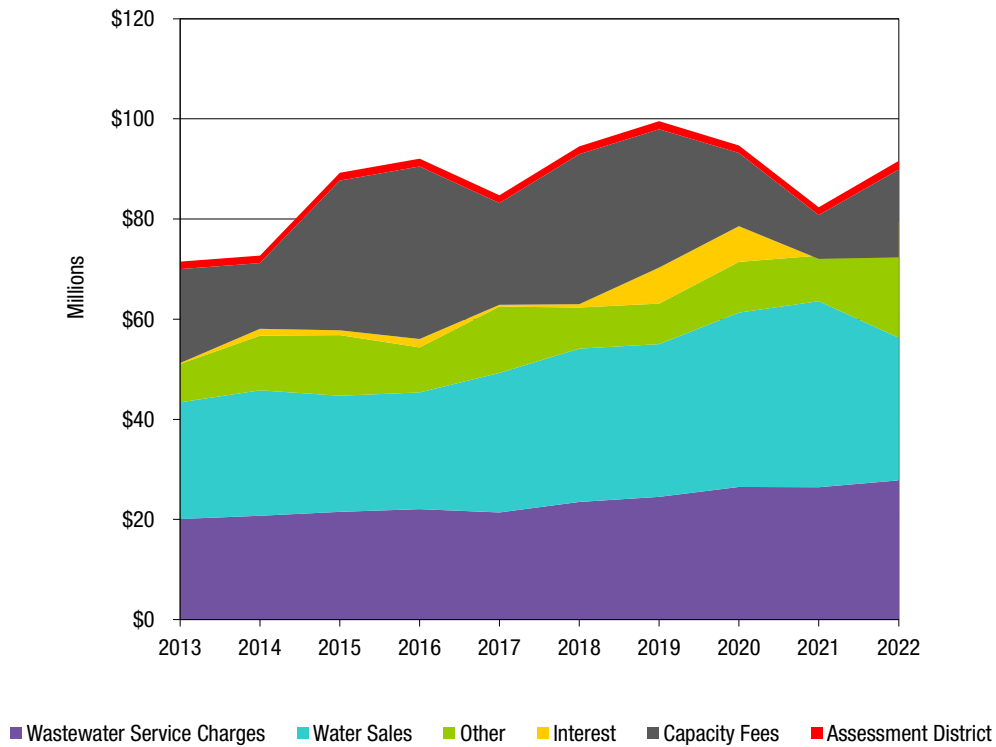
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	2018	2019	2020	2021	2022
<b>Operating Revenues</b>					
Water	\$36,063	\$35,277	42,487	41,249	43,167
Wastewater	26,199	27,107	28,917	28,962	32,586
Total operating revenues	\$62,261	\$62,384	\$71,404	\$70,211	\$75,752
<b>Operating Expenses</b>					
Water	39,012	37,438	46,278	39,293	38,487
Wastewater	31,767	36,093	37,107	33,381	32,167
Total operating expenses	\$70,779	\$73,530	\$83,385	\$72,674	\$70,654
<b>Net Operating Revenues (Expenses)</b>	(\$8,518)	(\$11,146)	(\$11,982)	(\$2,463)	\$5,099
<b>Non-Operating Revenues (Expenses)</b>					
Interest earnings	696	7,137	7,103	(663)	(7,102)
Interest expense	(1,712)	(1,467)	(1,454)	(1,438)	(1,416)
Non-operating revenue (expenses)	652	6	7	1,270	1,633
Non-cash contributions	982	2,360	1,535	2,802	3,829
Capital contributions	29,944	27,667	14,632	8,749	17,529
Total non-operating revenues (expenses)	\$30,562	\$35,703	\$21,823	\$10,719	\$14,473
<b>Change in Net Position</b>	\$22,044	\$24,557	\$9,841	\$8,256	\$19,571

**TOTAL REVENUE BY SOURCE**

Last Ten Fiscal Years

**REVENUE SOURCES FOR FISCAL YEARS 2013 THROUGH 2022**

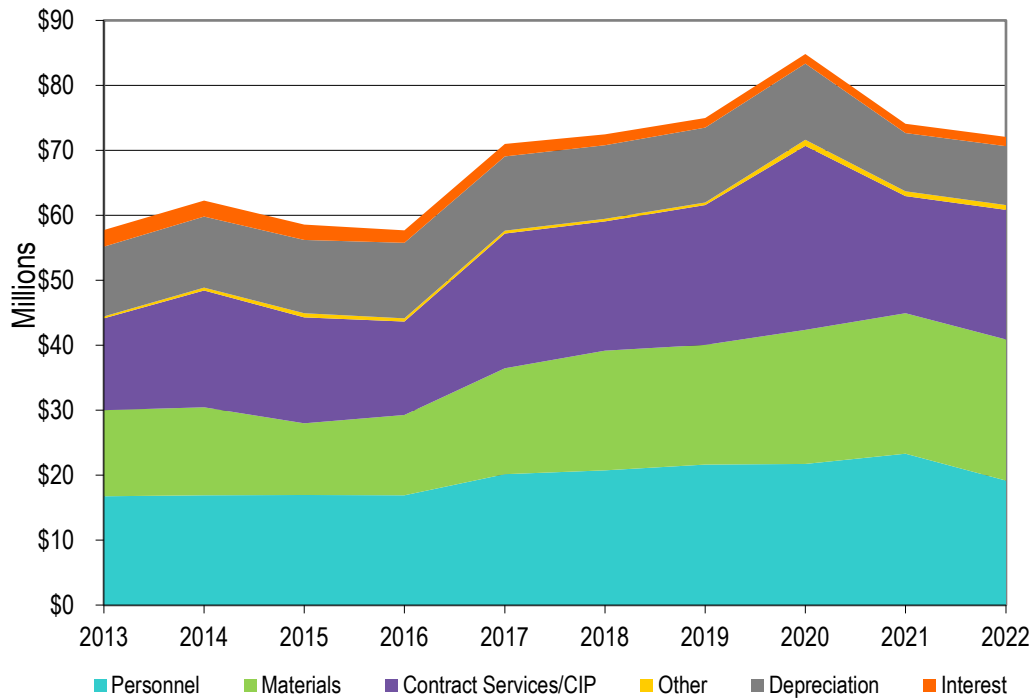
Fiscal Year Ending	Total	Wastewater Service Charges	Water Sales	Other	Interest	Capacity Fees	Assessment District
2013	71,486,077	20,112,373	23,255,332	7,718,153	149,815	18,786,036	1,464,368
2014	72,685,508	20,772,099	24,992,374	10,945,880	1,376,221	13,093,842	1,505,092
2015	89,223,380	21,547,608	23,186,190	12,083,855	958,042	29,905,253	1,542,432
2016	92,041,190	22,092,217	23,280,944	9,019,081	1,639,420	34,462,453	1,547,074
2017	84,741,940	21,408,029	27,831,941	13,255,892	354,329	20,330,328	1,561,421
2018	94,534,991	23,478,551	30,651,524	8,186,244	695,673	29,944,208	1,578,791
2019	99,554,176	24,540,413	30,452,244	8,143,805	7,136,641	27,667,384	1,613,689
2020	94,680,267	26,483,936	34,854,618	10,120,402	7,102,863	14,631,802	1,486,646
2021	82,367,742	26,415,616	37,188,141	9,084,227	(663,326)	8,748,665	1,594,419
2022	91,640,949	27,795,077	28,458,312	23,188,523	(7,102,151)	17,528,816	1,772,372

Source: Dublin San Ramon Services District audited financial statements



**TOTAL EXPENSE BY TYPE**

Last Ten Fiscal Years

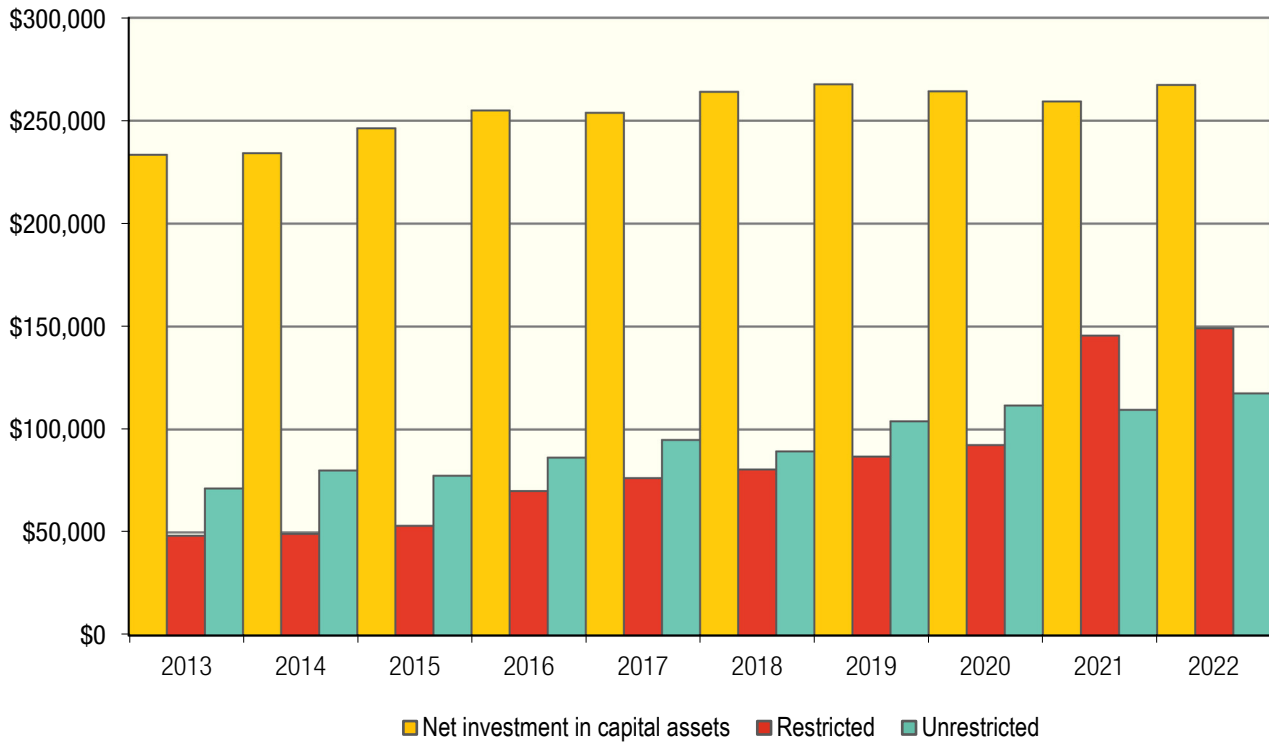
**EXPENSES FOR FISCAL YEARS 2013 THROUGH 2022**

Fiscal Year Ending	Total	Personnel	Materials	Contract Services/CIP	Other	Depreciation	Interest
2013	57,750,624	16,751,956	13,249,757	14,132,427	301,282	10,760,074	2,555,128
2014	62,264,504	16,929,786	13,532,408	17,983,580	448,169	10,900,456	2,470,105
2015	58,603,008	16,979,110	11,017,393	16,312,937	650,624	11,280,429	2,362,515
2016	57,685,170	16,894,081	12,404,304	14,363,125	487,478	11,607,463	1,928,719
2017	70,988,042	20,186,984	16,271,615	20,729,632	477,539	11,404,287	1,917,985
2018	72,490,743	20,754,356	18,414,001	19,910,203	407,162	11,293,079	1,711,942
2019	74,997,656	21,650,770	18,419,851	21,540,241	377,898	11,541,721	1,467,175
2020	84,838,939	21,750,589	20,628,632	28,308,098	970,545	11,727,255	1,453,820
2021	74,112,213	23,304,574	21,619,639	18,043,734	725,631	8,980,372	1,438,263
2022	72,069,615	19,174,834	21,719,949	19,944,581	728,021	9,086,272	1,415,958

**NET POSITION BY COMPONENT**

Last Ten Fiscal Years

(Accrual basis of accounting, amounts expressed in thousands)

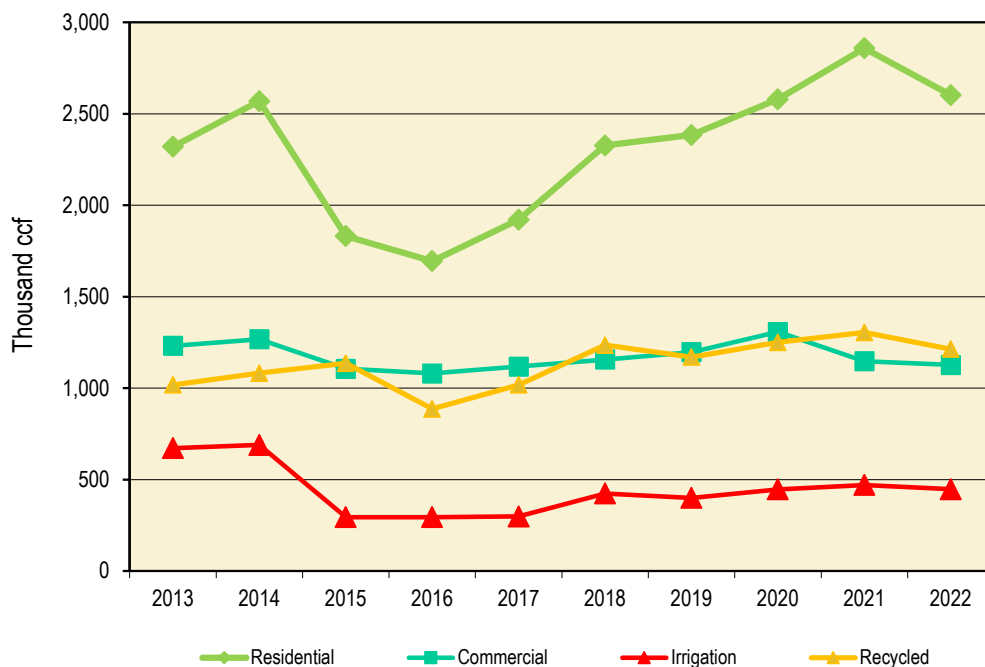


Business-type Activities	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Net investment in capital assets	\$233,439	\$234,213	\$246,295	\$254,961	\$253,841	\$264,020	\$267,682	264,272	259,331	267,361
Restricted	48,384	49,300	53,210	70,100	76,395	80,572	86,846	92,440	145,597	149,135
Unrestricted	71,358	80,089	77,530	86,331	94,910	89,357	103,978	111,635	109,530	117,534
Total net position	\$353,181	\$363,602	\$377,035	\$411,392	\$425,145	\$433,949	\$458,505	\$468,347	\$514,458	\$534,029

Source: Dublin San Ramon Services District

**WATER SOLD BY TYPE OF CUSTOMER**

Last Ten Fiscal Years (amounts in thousand ccf)



Fiscal Year Ending	Type of Customer				Total
	Residential	Commercial	Irrigation	Recycled	
2013	2,320	1,231	672	1,018	5,241
2014	2,569	1,267	689	1,082	5,607
2015	1,831	1,106	295	1,136	4,368
2016	1,695	1,080	294	886	3,955
2017	1,921	1,118	298	1,018	4,355
2018	2,327	1,156	424	1,235	5,142
2019	2,384	1,197	400	1,170	5,151
2020	2,580	1,307	446	1,250	5,583
2021	2,859	1,147	470	1,304	5,780
2022	2,602	1,127	447	1,213	5,389

**PRINCIPAL CUSTOMERS**

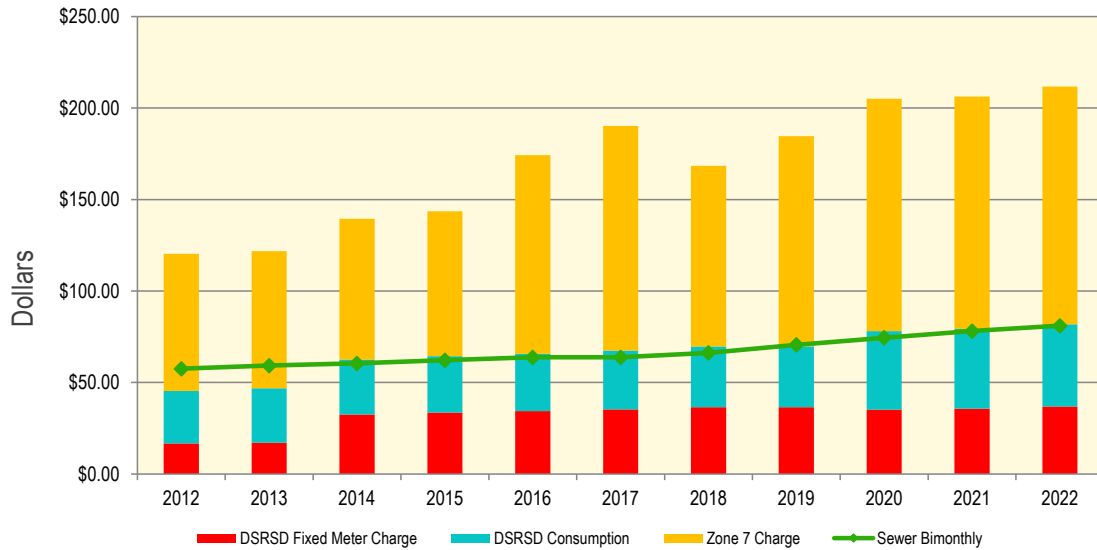
Last Ten Fiscal Years

Customer	2013			2022		
	Annual Billing	Rank	% of Total Annual Billings	Annual Billing	Rank	% of Total Annual Billings
City of Pleasanton	\$9,405,454	1	21.7%	\$10,911,990	1	15.012%
County of Alameda (Santa Rita Jail)	1,452,387	2	3.3%	2,078,311	2	2.859%
City of San Ramon	1,319,677	4	3.0%	1,745,369	3	2.401%
City of Dublin	1,103,855	5	2.5%	1,496,664	4	2.059%
Federal Correctional Institution (FCI)	1,326,764	3	3.1%	1,132,000	5	1.557%
Dublin Ranch Golf Course	509,413	7	1.2%	619,306	6	0.852%
Dublin Unified School District	520,245	6	1.2%	578,542	7	0.796%
Avalon Bay Communities Inc	285,305	9	0.7%	466,880	8	0.642%
San Ramon Unified School District	368,861	8	0.9%	416,822	9	0.573%
Amador Lakes Apartments			0.0%	312,705	10	0.430%
USAG CSTC	282,043	10	0.7%	305,712	11	0.421%
All Others	26,793,699 <sup>1</sup>		61.8%	52,626,257 <sup>1</sup>		72.4%
Total	\$43,367,704		100.0%	\$72,690,557		100.0%

<sup>1</sup> Customers included in 'All Others' when listed individually make up less than 0.5% of total annual billings.

## WATER AND SEWER RATES

Last Ten Fiscal Years



Water Bimonthly <sup>1</sup>					Sewer Bimonthly
DSRSD Fixed Meter Charge	DSRSD Consumption	Zone 7 Charge	33 CCF*	Total Water	Base Rate
16.66	28.74	74.91	\$103.65	120.31	57.51
17.12	29.73	74.91	\$104.64	121.76	59.24
32.56	29.94	76.89	\$106.83	139.39	60.42
33.54	30.83	79.20	\$110.03	143.57	62.16
34.31	31.39	108.57 <sup>1</sup>	\$139.96	174.27	63.73
35.23	32.18	122.76 <sup>2</sup>	\$154.94	190.17	63.73
36.45	33.30	98.67 <sup>3</sup>	\$131.97	168.42	66.23
36.45	33.30	114.84	\$148.14	184.59	70.58
35.16	42.90	127.05 <sup>4</sup>	\$169.95	205.11	74.48
35.73	43.56	127.05	170.61	206.34	78.1
36.86	44.88	130.02	174.9	211.76	81

**Notes:** Water rates are based on a 5/8" meter, which is the standard size for residences.  
The average water usage for residential customers varies year to year; 33 ccf is used for historical comparisons only.  
Bills are calculated based on normal conditions

- 1 In calendar year 2016, Zone 7 changed from four tier rate to single tier rate and added \$0.57/ccf Temporary Conservation Surcharge
- 2 In calendar year 2017, Zone 7 restructured rates to include a fixed charge and a volume-based rate and maintained the \$0.57/ccf Temporary Conservation Surcharge.
- 3 In calendar year 2018, Zone 7 rates included a fixed charge and a volume-based rate and removed the \$0.57/ccf Temporary Conservation Surcharge.
- 4 In calendar year 2020, volumetric rate structure changed from tiered-rates to uniform rates

**Source:** Dublin San Ramon Services District

## PLEDGED REVENUE COVERAGE

Last Ten Fiscal Years

Fiscal Year Ending	1997 Revenue Refunding Bonds	2009 Sewer Refunding Bonds	2011 Water Bonds	2017 Water Refunding Bonds <sup>1</sup>
2013		7.80	3.95	
2014		7.40	3.33	
2015			4.83	
2016			7.20	
2017			4.48	
2018				9.50 <sup>2</sup>
2019				9.27
2020				5.51
2021				5.10
2022				6.54

**Note:** Details regarding current outstanding debt can be found in the notes to the financial statements.

<sup>1</sup> Net revenues include capacity reserve fees

<sup>2</sup> Updated to reflect fiscal year ending 2018 actual instead of estimates from final Official Statement dated December 13, 2017

## OUTSTANDING DEBT BY TYPE

Last 10 Fiscal Years

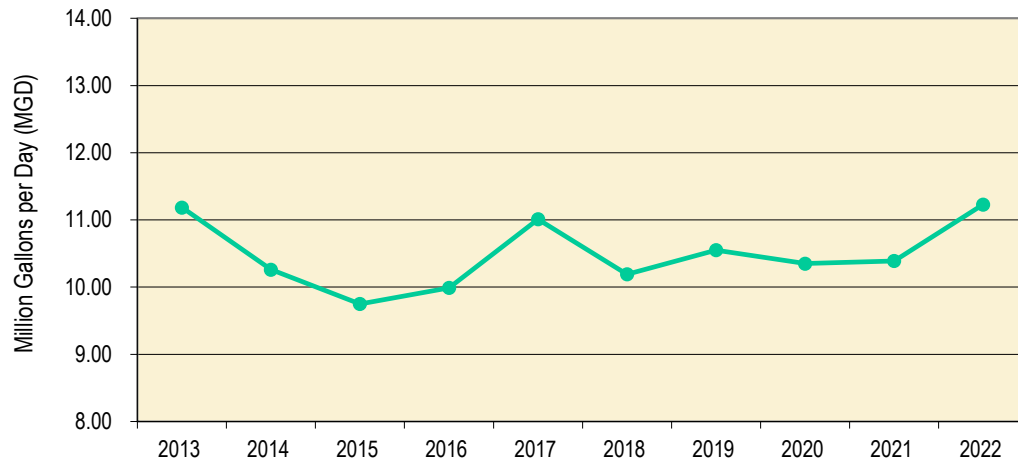
Fiscal Year Ending	Business-Type Activities						Estimated Population Served	Debt per Capita
	Water Revenue Bonds	Sewer Refunding Bonds	2011 Water Bonds	Water Refunding Bonds	2011 LAVWMA Obligation	Total		
2013		12,890,289	35,620,000		39,343,403	87,853,692	157,000	560
2014		11,135,590	35,360,000		38,055,942	84,551,532	159,000	532
2015			35,090,000		36,700,412	71,790,412	171,000	420
2016			34,810,000		35,276,816	70,086,816	173,000	405
2017			34,520,000		33,779,317	68,299,317	178,000	384
2018				33,590,000	32,204,024	65,794,024	186,000	354
2019				33,180,000	30,548,995	63,728,995	188,000	339
2020				32,760,000	28,808,396	61,568,396	187,900	328
2021				32,325,000	(28,808,396)	3,516,604	187,500	19
2022				31,870,000		31,870,000	196,000	163

**Note:** Debt amounts exclude any premiums, discounts, or other amortization amounts

**Sources:** Dublin San Ramon Services District audited financial statements

## WASTEWATER AVERAGE DAILY EFFLUENT FLOW

Last Ten Fiscal Years



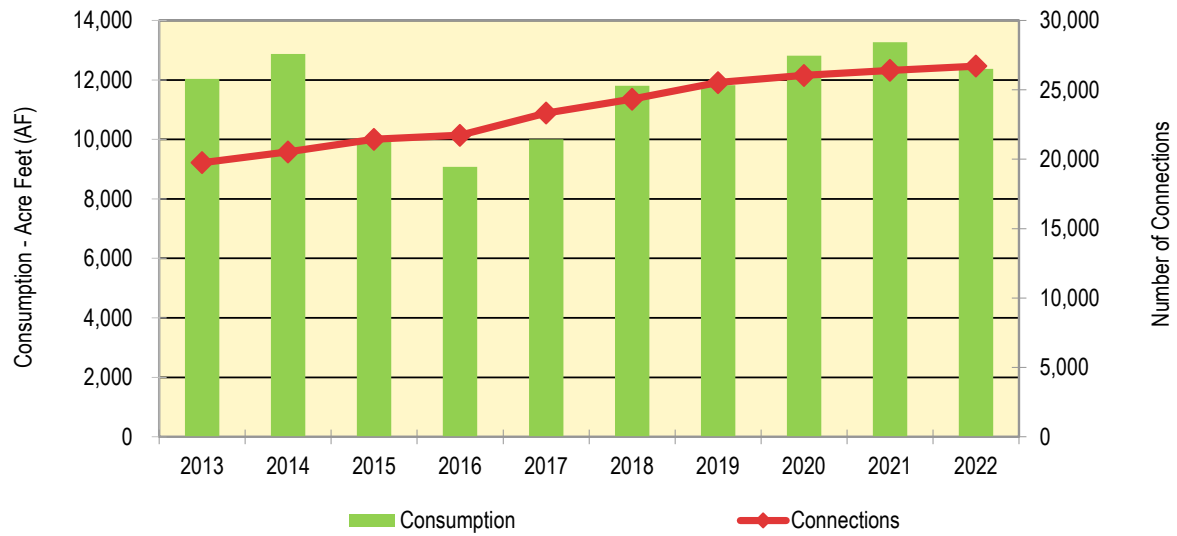
Fiscal Year Ending	Wastewater Avg. Daily Flow (MGD)	Wastewater Total Annual Flow (MG)
2013	11.19	4,083
2014	10.26	3,745
2015	9.75	3,547
2016	9.99	3,646
2017	11.01	4,019
2018	10.19	3,719
2019	10.55	3,852
2020	10.35	3,777
2021	10.39	3,792
2022	11.23	4,100

**Source:** Dublin San Ramon Services District Comprehensive Annual Financial Report



## WATER CONSUMPTION AND CONNECTIONS

Last Ten Fiscal Years



Fiscal Year Ending	Water (AF) Consumption	Number of Connections
2013	12,031	19,754
2014	12,873	20,532
2015	10,027	21,434
2016	9,079	21,722
2017	9,998	23,324
2018	11,804	24,324
2019	11,825	25,521
2020	12,817	26,044
2021	13,269	26,396
2022	12,371	26,710

**Source:** Dublin San Ramon Services District (includes potable and recycled water)

## FULL-TIME AUTHORIZED EQUIVALENT DISTRICT EMPLOYEES BY FUNCTION/PROGRAM

Last Ten Fiscal Years

Function/Program	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Office of the General Manager	5.00	5.00	5.00	5.00	5.00	5.00	5.00	2.00	2.00	2.00
Executive Services								4.00	3.00	3.00
Administrative Services		2.00	2.00	1.50	1.50	1.50	1.00	1.00	2.00	3.00
Organizational Services	5.50	4.50	4.50							
Human Resources & Risk Mgmt.				4.50	4.50	4.50	4.50	4.50	5.00	5.00
Public Affairs	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.40	3.40
Safety	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Financial Services	6.00	5.00	5.00	4.00	4.00	5.00	5.00	5.00	6.00	6.00
Utility Billing & Customer Services	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	7.00	7.00
Information Technology Services	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Engineering Services	21.00	22.00	22.00	22.50	21.50	20.50	23.00	23.00	2.60	2.60
Capital Projects									8.00	8.00
Development & Construction Services									7.00	7.00
Planning & Asset Mgmt.									5.00	5.00
Operations Administration	5.00	5.00	5.00	5.00	5.00	6.00	2.00	3.00	1.00	1.00
Field Operations	11.00	11.00	11.00	12.00	12.00	16.00	16.00	17.00	16.00	17.00
Plant Operations	12.00	12.00	12.00	12.00	12.00	12.00	13.00	14.00	13.00	14.00
Mechanical Maintenance									16.00	16.00
Instrumentation, Controls & Electrical									10.00	10.00
Laboratory & Technical Services									8.00	8.00
Operation Support Services	21.00	22.00	22.00	22.00	23.00	25.00	26.00	27.00	7.00	8.00
Total <sup>1</sup>	104.00	107.00	108.00	108.00	108.00	115.00	115.00	120.00	128.00	132.00
Retirees <sup>2</sup>	66.00	67.00	69.00	74.00	74.00	84.00	84.00	95.00	95.00	100.00

Source: <sup>1</sup> Audited Financial Statement. Retirees with medical or dental benefit coverage<sup>2</sup> Dublin San Ramon Services District Operating Budget

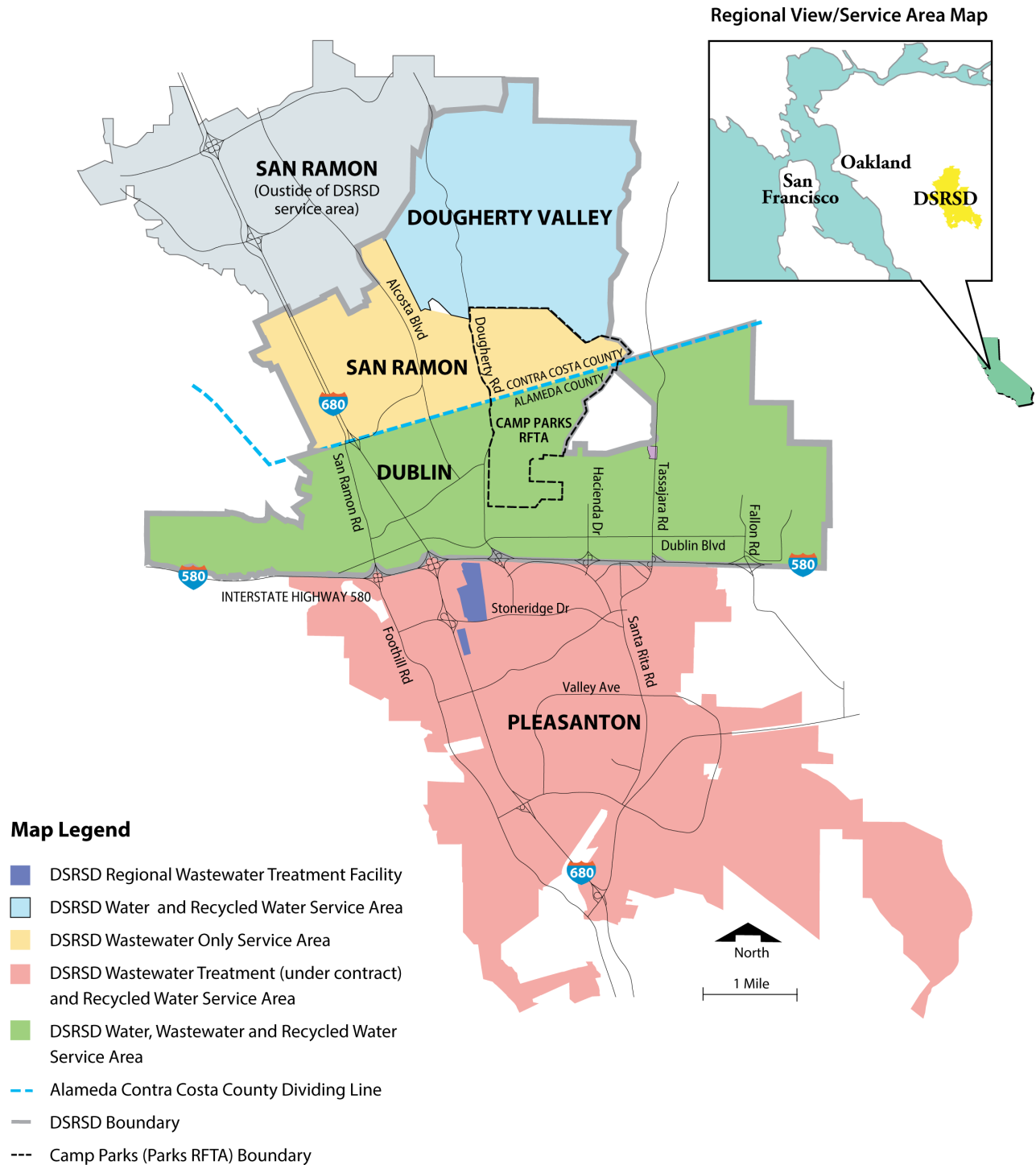
## CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM

Last Ten Fiscal Years

Function/Program	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Water</b>									
Miles of potable water mains	305.1	307.0	307.8	319.0	321.0	331.0	334.0	338.0	341.0
Miles of recycled water mains	61.1	62.0	63.7	66.7	68.0	69.0	72.0	72.0	72.0
Number of potable water reservoirs	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0
Storage capacity potable water (million gallons)	27.1	27.1	27.1	27.1	27.1	27.1	27.1	27.1	27.1
Number of recycled water reservoirs	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Storage capacity recycled water (million gallons)	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
<b>Wastewater</b>									
Miles of sanitary sewers	205.0	205.0	206.0	207.0	207.0	219.0	220.0	222.0	225.0
Number of treatment plants	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Treatment capacity (million gallons per day)	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0

Source: Dublin San Ramon Services District

## DISTRICT SERVICE AREA MAP



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**DUBLIN SAN RAMON SERVICES DISTRICT**  
**MEMORANDUM ON INTERNAL CONTROL AND**  
**REQUIRED COMMUNICATIONS**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2022**

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**DUBLIN SAN RAMON SERVICES DISTRICT**  
**MEMORANDUM ON INTERNAL CONTROL AND**  
**REQUIRED COMMUNICATIONS**

**For the Year Ended June 30, 2022**

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## MEMORANDUM ON INTERNAL CONTROL

Board of Directors  
Dublin San Ramon Services District  
Dublin, California

In planning and performing our audit of the basic financial statements of the Dublin San Ramon Services District (District), California, as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and agencies and pass-through entities requiring compliance with *Government Auditing Standards*, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads 'Maze & Associates' in a cursive, stylized font.

Pleasant Hill, California  
December 5, 2022

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## REQUIRED COMMUNICATIONS

To the Board of Directors of  
Dublin San Ramon Services District  
Dublin, California

We have audited the basic financial statements of the Dublin San Ramon Services District (District) for the year ended June 30, 2022. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 23, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Matters**

#### ***Qualitative Aspects of Accounting Practices***

*Accounting Policies* - Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows:

#### **GASB 87 – Leases**

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this Statement.

The pronouncement became effective, but did not have a material effect on the financial statements.

*Unusual Transactions, Controversial or Emerging Areas* - We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

*Accounting Estimates* - Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

*Estimated Net Pension Liabilities and Pension-Related Deferred Outflows and Inflows of Resources:* Management's estimate of the net pension assets and liabilities and deferred outflows/inflows of resources are disclosed in Note 10 to the financial statements and are based on actuarial studies determined by a consultant, which are based on the experience of the District. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Estimated Net Other Post-Employment Benefit Plan (OPEB) Liability (Asset) and OPEB-Related Deferred Outflows and Inflows of Resources:* Management's estimate of the net OPEB liability (asset) and deferred outflows/inflows of resources are disclosed in Note 11 to the financial statements and are based on actuarial studies determined by a consultant, which is based on the experience of the District. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Estimated Fair Value of Investments:* As of June 30, 2022, the District held approximately \$224.6 million of cash and investments as measured by fair value as disclosed in Note 2 to the financial statements. Fair value is essentially market pricing in effect as of June 30, 2022. These fair values are not required to be adjusted for changes in general market conditions occurring subsequent to June 30, 2022.

*Estimate of Depreciation:* Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 1E to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Disclosures* - The financial statement disclosures are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not propose any audit adjustments that, in our judgement, could have a significant effect, either individually or in the aggregate, on the District's financial reporting process.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board of Directors.

### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in a management representation letter dated December 5, 2022.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Other Matters**

We applied certain limited procedures to the required supplementary information that accompanies and supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

We were engaged to report on the supplementary information that accompanies the financial statements, but is not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the Introductory and Statistical Sections which accompany the financial statements, but are not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

\*\*\*\*\*

This information is intended solely for the use of Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

*Mazz + Associates*

Pleasant Hill, California  
December 5, 2022



**TITLE:** Discuss Board Committee and Joint Powers Authority Assignments for Calendar Year 2023 and Provide Input

**RECOMMENDATION:**

Staff recommends the Board of Directors discuss the 2023 Board Committee structure, assignments, and mission statements and provide input for the incoming Board President for consideration at the next Board meeting.

**SUMMARY:**

Each year, the Board discusses the Board Committee structure and Boardmember assignments to the various Board Committees and Joint Powers Authorities (JPA) in accordance with the process set forth in the Guidelines for Conducting District Board Business policy and provides input for the newly selected Board President.

**DISCUSSION:**

Liaison Committees enable the Board to receive information from other agencies and to convey the Board's policy positions to those agencies, whereas Joint Powers Authorities are formal and permanent interagency partnerships governed by state law and interagency agreements. DSRSD is a party to two of these JPAs: DSRSD-EBMUD Recycled Water Authority (DERWA) and Livermore-Amador Valley Water Management Agency (LAVWMA).

The current 2022 Committee/JPA Assignments and Mission Statements document (Attachment 1) lists the following seven bodies:

- Five Liaison Committees:
  - Tri-Valley Water Liaison
  - Zone 7 Water Agency Liaison
  - City of Dublin Liaison
  - City of Pleasanton Liaison
  - City of San Ramon and Central Contra Costa Sanitary District (Central San) Liaison
- Two JPAs:
  - DERWA
  - LAVWMA

The Liaison Committees meet on dates coordinated with the other agencies. In 2022, there were four Liaison Committee meetings. Staff anticipates approximately seven meetings for 2023.

The JPAs meet per the pre-designated schedules determined by the JPAs. The number of regularly scheduled DERWA meetings was reduced by the DERWA Board in May 2022 from six meetings per year to three meetings per year. DERWA meetings are scheduled on the fourth Monday of January, April, and September. The January 2023 DERWA meeting is in the process of being rescheduled to the fifth Monday of January or early February 2023. LAVWMA meets quarterly on the third Wednesday of February, May, August, and November. In addition, JPAs hold special meetings as needed.

The Board is not limited to the existing Liaison Committees and can create new committees specific to a major topic of importance in accordance with Section 2(c) of the Guidelines for Conducting District Board Business policy:

<b>Originating Department: Office of the General Manager</b>			<b>Contact: D. McIntyre</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Not Required</b>			<b>Cost and Funding Source: \$195 per Boardmember per day of service from Administrative Overhead (Fund 900)</b>	
<b>Attachments:</b> <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)			<b>Attachment 1 – 2022 Committee/JPA Assignments and Mission Statements</b> <b>Attachment 2 – Draft FPPC Form 806</b>	



**Guidelines for Establishing Committees.** If so desired, the President will propose a set of standing Board Committees at the start of the term, as well as propose which Directors are to serve on each Committee, per this traditional process:

- At the meeting at which the President is elected, the President asks the Directors to provide input on which Committees they might be interested in serving.
- At the following meeting, the President proposes a set of standing Committees and membership (including alternates) for each Committee.
- The Board considers the President’s proposal by Motion.

The Committee term traditionally begins January 1, or shortly thereafter, as feasible.

The table below shows the current assignments including alternates:

**Table 1 – 2022 Assignments**

Name (ordered by possible Board officers rotation)	Tri-Valley	Zone 7	Dublin	Pleasanton	San Ramon and Central San	DERWA	LAVWMA	Total M’s
President Vonheeder-Leopold	<b>M</b>	A	<b>M</b>	A		<b>M</b>	A	<b>3</b>
Vice President Johnson	A		A	<b>M</b>	<b>M</b>	A	<b>M</b>	<b>3</b>
Director Goel			<b>M</b>	<b>M</b>			<b>M</b>	<b>3</b>
Director Halket	<b>M</b>	<b>M</b>			A			<b>2</b>
To Be Determined		<b>M</b>			<b>M</b>	<b>M</b>		<b>3</b>
M = Member    A = Alternate								

In accordance with Regulation 18702.5 of the Fair Political Practices Commission (FPPC), the District must post on its website the FPPC Form 806 (Agency Report of Public Official Appointments) to report additional compensation that officials receive when appointing themselves to positions on committees, boards, or commissions of another public agency or to a committee or position of the agency of which the public official is a member. The form must be posted prior to a vote to appoint a Boardmember if the appointee will participate in the decision and the appointment results in additional compensation to the appointee. Attachment 2 is a draft Form 806 with vacant positions noted as “TBD” (to be determined). Dependent on the Board’s input at this meeting, staff will either post an updated form or prepare a draft form for the next meeting.

**2022 COMMITTEE/JPA ASSIGNMENTS AND MISSION STATEMENTS****LIAISON COMMITTEES**

<b>TRI-VALLEY WATER LIAISON COMMITTEE</b>	
Members:	Halket, Vonheeder-Leopold
Alternate:	Johnson
Committee Mission:	The mission of the Tri-Valley Water Liaison Committee is to confer and coordinate multi-agency efforts and programs that focus on Tri-Valley water issues. The participating agencies are: DSRSD, Zone 7 Water Agency, California Water Services Company, and the cities of Dublin, Livermore, Pleasanton and San Ramon.
Type of Committee Meeting Schedule:	Liaison. Meetings are held quarterly when mutually agreed upon by the participating agencies. By joint consensus, the new target is to meet twice a year.

<b>CITY OF DUBLIN LIAISON COMMITTEE</b>	
Members:	Goel, Vonheeder-Leopold
Alternate:	Johnson
Committee Mission:	The mission of the City of Dublin Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with all of our customers in Dublin, including residents, businesses, schools (including Dublin Unified School District), and major institutional customers.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of Dublin. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies. By mutual agreement, the new target is to meet twice a year.

<b>CITY OF PLEASANTON LIAISON COMMITTEE</b>	
Members:	Goel, Johnson
Alternate:	Vonheeder-Leopold
Committee Mission:	The mission of the City of Pleasanton Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with Pleasanton.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of Pleasanton. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies. By mutual agreement, the new target is to meet twice a year.

<b>CITY OF SAN RAMON LIAISON COMMITTEE CENTRAL CONTRA COSTA SANITARY DISTRICT LIAISON COMMITTEE</b>	
Members:	Johnson, Rubio
Alternate:	Halket
Committee Mission:	The mission of the City of San Ramon Liaison Committee and the Central Contra Costa Sanitary District Liaison Committee is to confer and coordinate on programs that focus on the District's service to, relationship with, and communication with all of our customers in San Ramon, including residents, businesses, schools (including San Ramon Valley Unified School District), and major institutional customers.
Type of Committee Meeting Schedule:	Liaison. Liaison to City of San Ramon and Central Contra Costa Sanitary District. Meetings are held when needed, on the afternoon of Board meeting dates when possible, or when mutually agreed upon by the participating agencies. By mutual agreement the new target is to meet once a year.

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

## JOINT POWERS AUTHORITIES

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

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

# Agency Report of: Public Official Appointments

Attachment 2

## A Public Document

<b>1. Agency Name</b> Dublin San Ramon Services District			<b>California Form 806</b> For Official Use Only
<b>Division, Department, or Region</b> (If Applicable)			
<b>Designated Agency Contact</b> (Name, Title) Nicole Genzale, District Secretary			
<b>Area Code/Phone Number</b> 925-875-2203	<b>E-mail</b> genzale@dsrsd.com	Page <u>1</u> of <u>3</u>	<b>Date Posted:</b> 12/21/22 (Month, Day, Year)

## 2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
Tri-Valley Water Liaison Committee	▶ Name <u>Halket, Richard</u> <small>(Last, First)</small>  Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>12 / 20 / 22</u> <small>Appt Date</small>  ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u>  ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
Tri-Valley Water Liaison Committee	▶ Name <u>Vonheeder-Leopold, Georgean</u> <small>(Last, First)</small>  Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>12 / 20 / 22</u> <small>Appt Date</small>  ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u>  ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
City of Dublin Liaison Committee	▶ Name <u>Goel, Arun</u> <small>(Last, First)</small>  Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>12 / 20 / 22</u> <small>Appt Date</small>  ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u>  ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
City of Dublin Liaison Committee	▶ Name <u>Vonheeder-Leopold, Georgean</u> <small>(Last, First)</small>  Alternate, if any <u>Johnson, Ann Marie</u> <small>(Last, First)</small>	▶ <u>12 / 20 / 22</u> <small>Appt Date</small>  ▶ <u>12 months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>195</u>  ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other

## 3. Verification

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

_____ Signature of Agency Head or Designee	Nicole Genzale _____ Print Name	District Secretary / Executive Services Supervisor _____ Title	12/21/22 _____ (Month, Day, Year)
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Comment: \_\_\_\_\_

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

**California Form 806**

**A Public Document**

Page 2 of 3

**1. Agency Name**

Dublin San Ramon Services District

Date Posted: 12/21/22  
(Month, Day, Year)

**2. Appointments**

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
City of Pleasanton Liaison Committee	<p>▶ Name <u>Goel, Arun</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other</p>
City of Pleasanton Liaison Committee	<p>▶ Name <u>Johnson, Ann Marie</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other</p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committees	<p>▶ Name <u>Johnson, Ann Marie</u> (Last, First)</p> <p>Alternate, if any <u>Halket, Richard</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other</p>
City of San Ramon and Central Contra Costa Sanitary District Liaison Committees	<p>▶ Name <u>TBD</u> (Last, First)</p> <p>Alternate, if any <u>Halket, Richard</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other</p>
Zone 7 Water Agency Liaison Committee	<p>▶ Name <u>Halket, Richard</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other</p>
Zone 7 Water Agency Liaison Committee	<p>▶ Name <u>TBD</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other</p>

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

California **806**  
Form

A Public Document

Page 3 of 3

**1. Agency Name**

Dublin San Ramon Services District

Date Posted: 12/21/22  
(Month, Day, Year)

**2. Appointments**

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
DERWA (DSRSD-EBMUD Recycled Water Authority)	<p>▶ Name <u>TBD</u> (Last, First)</p> <p>Alternate, if any <u>Johnson, Ann Marie</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u></p>
DERWA (DSRSD-EBMUD Recycled Water Authority)	<p>▶ Name <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p> <p>Alternate, if any <u>Johnson, Ann Marie</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u></p>
LAVWMA (Livermore-Amador Valley Water Management Agency)	<p>▶ Name <u>Goel, Arun</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u></p>
LAVWMA (Livermore-Amador Valley Water Management Agency)	<p>▶ Name <u>Johnson, Ann Marie</u> (Last, First)</p> <p>Alternate, if any <u>Vonheeder-Leopold, Georgean</u> (Last, First)</p>	<p>▶ <u>12 / 20 / 22</u> Appt Date</p> <p>▶ <u>12 months</u> Length of Term</p>	<p>▶ Per Meeting: \$ <u>195</u></p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u></p>
	<p>▶ Name _____ (Last, First)</p> <p>Alternate, if any _____ (Last, First)</p>	<p>▶ <u>  /  /  </u> Appt Date</p> <p>▶ _____ Length of Term</p>	<p>▶ Per Meeting: \$ _____</p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u></p>
	<p>▶ Name _____ (Last, First)</p> <p>Alternate, if any _____ (Last, First)</p>	<p>▶ <u>  /  /  </u> Appt Date</p> <p>▶ _____ Length of Term</p>	<p>▶ Per Meeting: \$ _____</p> <p>▶ Estimated Annual:</p> <p><input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000</p> <p><input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> <u>Other</u></p>



**TITLE:** Discuss Options for Filling a Board of Directors Vacancy and Provide Direction

**RECOMMENDATION:**

Staff recommends the Board of Directors accept, by Motion, the declaration of a Board of Directors vacancy for Division 1 created by the resignation of Vice President Marisol Rubio, and direct staff to take steps to fill the vacancy using Option #2 to proceed with an application and interview process with qualified citizens of the District, and make an appointment based on the results of a formal process.

**SUMMARY:**

The Board is hereby officially notified of a vacancy in District voting area Division 1, created by the resignation of Vice President Marisol Rubio. Vice President Rubio successfully ran for a seat on the San Ramon City Council resulting in her resignation from her seat on the DSRSD Board of Directors as of December 13, 2022. Vacancies on the District Board of Directors are filled pursuant to Government Code Section 1780, which provides that a Board may appoint a person to the office or call for a special election. The Board must either call a special election or act to appoint a new Director by February 18, 2023. Whether appointed or elected, a person would serve for the remainder of Vice President Rubio's term which expires in December 2024.

**DISCUSSION:**

Pursuant to Government Code Section 1780(b), the General Manager is officially notifying the Board of Directors, as of December 20, 2022, that a vacancy exists for the Division 1 seat on the Board of Directors. Pursuant to Government Code Section 1780 (Attachment 1), the following notifications and actions must happen: (1) the County Elections Officials must be notified within 15 days; (2) the Board of Directors must decide upon the method of filling the Division 1 position and take action no later than 60 days after this notification; and, (3) notice that the Board may make an appointment or call for an election at least 15 days prior to the meeting at which the election is called for or an appointment made. In this case, the Board must take action no later than February 18, 2023. If the Board wishes to appoint an individual to fill the vacancy, the position will be filled by resolution.

**Option #1 – Call an election to fill the vacancy:**

The Board could call for an election to determine a new Division 1 Director. The appropriate election date, as set by Government Code Section 1780, is the next established election date that is 130 days or more from the date on which the election is called, which would be November 7, 2023. Calling for the vacancy to be filled by election would therefore result in the vacancy extending until a new Director is elected at a special District election in November 2023 and seated following certification of the election results. The person elected would then serve out the remainder of the term (December 2024), while the seat would be up for reelection in November 2024.

The Board could request the Contra Costa County Registrar of Voters to run a traditional election or a vote-by-mail election for the District. The Contra Costa County Registrar of Voters reports that there are 12,809 registered voters in Division 1 as of December 7, 2022, with a cost of approximately \$8 - \$12 per voter. Staff would not recommend calling an election due to an estimated cost of \$102,472 for a vote-by-mail election (closer to \$8 per voter) and an estimated cost of \$153,708 for a traditional election (closer to \$12 per voter), plus any additional cost to advertise the election. In addition, Division 1 residents would be without representation and the Board short a Director for nearly a full year.

<b>Originating Department:</b> Administrative Services	<b>Contact:</b> N. Genzale/C. Atwood	<b>Legal Review:</b> Yes
<b>Financial Review:</b> Not Required	<b>Cost and Funding Source:</b> Option #1 \$102,472 - \$153,708, Option #2 Less than \$1,000 for advertising from Legislative Division 10 Election Budget	
<b>Attachments:</b> <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)	<b>Attachment 1 – Government Code Section 1780</b> <b>Attachment 2 – Suggested Application Form</b>	



**Option #2 – Proceed with an application and interview process with qualified citizens of the District, and make an appointment based on the results of a formal process:**

The Board could direct staff to take steps to implement an application and interview process. This process was last used by the District in 2020, when no candidates ran for the Division 5 seat during the regular election cycle. Prior to that, this process was implemented for a Board vacancy caused by a resignation in 2015.

If the Board wishes to proceed with this option, staff suggests the following process in order to meet all legally required deadlines, while providing adequate time for notifying the public and considering applicants:

- **December 21** – Staff begins notifying the public of the application and interview process. Staff would begin with a press release, information on the District’s web page, use of social media, and a newspaper advertisement. Notifications to the three Citizens Water Academy graduates residing in Division 1 could also be sent. Legal notices and posting of the determination to fill the vacancy by appointment would be made consistent with legal requirements following this meeting.
- **January 10** – The application period closes after an open application period of 21 days. The District Secretary preliminarily screens applications to confirm applicants meet minimum eligibility criteria.
- **January 11** – District Secretary posts a notice of vacancy in at least three conspicuous places in the District.
- **January 17** – Board reviews qualified applications included in the agenda packet and determines which applicants to invite for interview at the February 7 Board meeting.
- **February 7** – Board interviews invited applicants, makes a selection, and adopts a resolution appointing a candidate to fill the Division 1 position until the person elected at the next general District election in November 2024 has been qualified in December 2024. A vote of at least three (3) of the existing four (4) Boardmembers would be necessary to make the appointment. The administration of the oath of office for the selected candidate could be made immediately, and the new Director would take office immediately and be seated at this meeting. The County Elections Official must be notified within 15 days of the appointment.

Under this timeline, the Board would make a final decision at the February 7 regular Board meeting or at a subsequent special meeting. However, if the February 18 deadline is missed, the decision for filling the vacancy would fall to the Contra Costa County Board of Supervisors under operation of state law.

If the Board wishes to proceed with this option, staff recommends that the Board direct staff to utilize the suggested application (Attachment 2) for soliciting applicants.

There has been at least one (1) Division 1 resident who has expressed an interest in the vacant seat in the last month. Staff has had a phone conversation with the interested party and has advised them that the filling of the Division 1 seat will be considered by the Board at this Board meeting.

**Option #3 – Proceed with the direct appointment of any qualified citizen in the District:**

The Board could discuss possible individuals to be appointed to fill the vacancy, as was used in 2020 when Director Misheloff’s passing created a vacancy that was filled by Director Howard, and direct staff to publicly notice the intended appointment for the January 17 or February 7 Board meeting. A majority of the Board could make a tentative decision of the individual nominee for the vacant Board position at this December 20 Board meeting, or could defer making the selection to the January 17 or February 7 meeting. Staff would post and publicize the notice of vacancy no later than January 2 for the January 17 meeting or no later than January 23 for the February 7 meeting. A vote of at least three (3) of the existing four (4) Boardmembers would be necessary to make the appointment. The administration of the oath of office for the selected candidate could be made immediately. The new Director would take office immediately and be seated near the beginning of the meeting at which the new Director is appointed. The person appointed would serve until a new Director is elected at the next general District election in November 2024 and seated in December 2024. The County Elections Official must be notified within 15 days of the appointment.

**If no action is taken by the February 18 deadline:**

Under operation of state law, the Contra Costa Alameda County Board of Supervisors has the authority after February 18, 2023, to appoint an individual to the vacant seat or direct the District to call an election. If the Board of Supervisors does not appoint an individual or direct the District to call an election within 30 days (March 18, 2023), the District is then required to call an election to fill the vacancy at the next established election date. The person elected would serve until December 2024.



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**GOVERNMENT CODE - GOV**

**TITLE 1. GENERAL [100 - 7914]** ( Title 1 enacted by Stats. 1943, Ch. 134. )

**DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599]** ( Division 4 enacted by Stats. 1943, Ch. 134. )

**CHAPTER 4. Resignations and Vacancies [1750 - 1782]** ( Chapter 4 enacted by Stats. 1943, Ch. 134. )

**ARTICLE 2. Vacancies [1770 - 1782]** ( Article 2 added by Stats. 1943, Ch. 134. )

**1780.** (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city

council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

*(Amended by Stats. 2007, Ch. 343, Sec. 4. Effective January 1, 2008.)*

**SUGGESTED APPLICATION FORM**

**DUBLIN SAN RAMON SERVICES DISTRICT**

**BOARD OF DIRECTORS APPLICATION FORM**

***Applications and all supporting material must be submitted to Nicole Genzale, District Secretary, not later than 5 p.m. on Friday, January 10, 2023.***

***Applications may be submitted per the following methods:***

- Emailed to [genzale@dsrsd.com](mailto:genzale@dsrsd.com)
- Mailed or delivered to the District's administrative office at 7051 Dublin Blvd., Dublin, CA 94568  
Attention: Nicole Genzale, District Secretary.

***Interviews of selected applicants will be conducted by the Board of Directors on Tuesday, February 7 starting at 6 p.m. in the District Boardroom at 7051 Dublin Blvd., Dublin, CA. Applicants will be notified if the Board determines changing circumstances cause the Board meeting and interviews to be conducted via teleconference.***

***Note that the interviews will be open to the public including other selected applicants. You will be notified of your interview time. The order of the interviews will be determined by lot by the District Secretary.***

**APPLICATION MATERIAL SHALL BE LIMITED TO:**

1. This fully completed form **(Mandatory)**; and
2. A resume – Maximum of 1,000 words (Optional)

**MINIMUM QUALIFICATIONS FOR ELIGIBILITY TO APPLY FOR THE DSRSD BOARD OF DIRECTORS:**

1. Must be a registered voter in Contra Costa County residing within the boundaries of Division 1 of the Dublin San Ramon Services District. To view the division map, go to:  
<https://www.dsrsd.com/about-us/area-based-elections>
2. Must be a U.S. Citizen and 18 years of age

***Please provide the following Personal Information.***

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

***Please answer the following Background and Qualifications questions and attach your response to this application.***

Question #1: Are you willing to attend at least two Board of Directors meetings each month for the length of your term? Meetings generally occur two weekday evenings a month.

Question #2: Why do you want to be on the Board of Directors? Maximum of 200 words

Question #3: Describe the unique experience and/or qualifications that you believe makes you the best candidate for an appointment to the Board of Directors. Maximum of 200 words

***Acknowledgement & Certification***

1. I understand that all material provided by me in connection with this application is a public document and will be furnished by the District to any person including other applicants upon request and without my approval or notification.
2. I certify that I am a registered voter and a legal resident of Division 1 of the Dublin San Ramon Services District and that I am not disqualified by the Constitution or laws of the State of California from holding a civil office and further that I am qualified to and am prepared to assume and hold the office as a member of the Board of Directors of the Dublin San Ramon Services District without reservation or condition.
3. I certify under penalty of perjury that all information provided in connection with my application for the Board of Directors of the Dublin San Ramon Services District is true.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_