

REVISED AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, February 21, 2023

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA
www.dsrsd.com

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.

Agenda revised after publication to add attachment to Item 8.A and add Item 8.D.

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, Govindarao, Halket, Johnson, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
 - 4.A. New Employee Introductions
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

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

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

 - 7.A. Approve Regular Meeting Minutes of February 7, 2023
Recommended Action: Approve by Motion
 - 7.B. Accept Regular and Recurring Report: Treasurer's Report
Recommended Action: Accept by Motion

8. BOARD BUSINESS

- 8.A. Receive Presentation on the Energy Facilities Master Plan Project (CIP 22-P009)
Recommended Action: Receive Presentation and Provide Direction
- 8.B. Receive Presentation on District's Water Conservation Status
Recommended Action: Receive Presentation
- 8.C. Receive Presentation on Calendar Year 2022 Public Affairs Activities and Outreach
Recommended Action: Receive Presentation and Provide Direction
- 8.D. Approve 180-Day Wait Period Exception for Retired Annuitant Gemma Lathi as the Management Analyst II Under Government Code Sections 7522.56 and 21224
Recommended Action: Approve by Resolution

9. REPORTS

9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports
LAVWMA – February 15, 2023
- 9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors
- 9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

9.B. Staff Reports

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

10. ADJOURNMENT

All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection 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.

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

February 7, 2023

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

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

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; Michelle Gallardo, Special Assistant to the General Manager; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Nicole Moore, Administrative Assistant II (Confidential)

President Vonheeder-Leopold expressed well wishes for San Ramon Mayor Dave Hudson who is recovering from a recent stroke. She distributed a card to send from the Board and staff.

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

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

7. CONSENT CALENDAR

Director Goel MOVED for approval of the items on the Consent Calendar. Vice President Johnson SECONDED the MOTION, which CARRIED with FOUR AYES.

7.A. Approve Regular Meeting Minutes of Minutes of January 17, 2023 – Approved

7.B. Approve Amendment to District's Conflict of Interest Code – Approved – Resolution No. 3-23

7.C. Authorize the General Manager to Amend Agreements with Barrett Business Services, Inc. (BBSI), WaterTalent, Express Employment Professionals, and AppleOne for Temporary Employment Services – Approved

- 7.D. Adopt Revised Utility Billing Adjustments Policy, Renamed to Utility Billing Leak Adjustments, and Rescind Resolution No. 43-17 – Approved – Resolution No. 4-23

8. BOARD BUSINESS

- 8.A. Conduct Interviews with Applicants for Division 1 Vacancy and Consider Appointment

President Vonheeder-Leopold welcomed applicants Mr. Saqib Ahmad and Dr. Dinesh Govindarao. Applicant Mr. Olumide Adeoye did not attend and was deemed ineligible to proceed in the process. Director Halket, however, disclosed that he and Mr. Adeoye work for companies with a business relationship, but had never met.

Mr. Ahmad and Dr. Govindarao introduced themselves to the Board and described their interest and qualifications for applying for the vacant Division 1 seat. President Vonheeder-Leopold opened the interviews and each Boardmember posed a question or two to each of the candidates. No members of the public were in attendance, but three letters of support submitted for Dr. Govindarao were made available at the meeting. Director Goel disclosed that he endorsed Dr. Govindarao in previous community elections and sought him out as a possible candidate when the District needed applicants for this vacancy. The Board discussed the applicants' interview responses and qualifications to determine an appointee.

Director Goel MOVED to Appoint Dinesh Govindarao to Fill the Vacancy in Division 1 on the District Board of Directors. Vice President Johnson SECONDED the MOTION, which CARRIED with THREE AYES and ONE NO (Halket) by roll call vote.

Director Goel MOVED to Approve Resolution No. 5-23, Appointing Dinesh Govindarao to Fill the Vacancy in Division 1 on the District Board of Directors. Vice President Johnson SECONDED the MOTION, which CARRIED with FOUR AYES.

Director Govindarao was immediately sworn in and seated.

9. REPORTS

- 9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports
Special DERWA – January 30, 2023

President Vonheeder-Leopold invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meeting and 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

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the

California Association of Sanitation Agencies Winter Conference in Palm Springs January 25–28. 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 – None

9.B. Staff Reports

- 9.B.1. Event Calendar – Staff reported on the following:

- A LAVWMA Board meeting will be held on February 15, 2023 at 6 p.m.

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

10. CLOSED SESSION

At 7:04 the Board went into Closed Session. General Counsel Coty announced that Special Assistant to the General Manager Gallardo and Senior Human Resources Analyst Samantha Koehler will attend Closed Session 10.A.

- 10.A. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2):
Government Claim Dated December 30, 2022, Received from Mr. Richard Colao

Ms. Gallardo, Ms. Koehler, and General Counsel Coty left Closed Session 10.A at 7:12 p.m.

- 10.B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District General Counsel

11. REPORT FROM CLOSED SESSION

At 7:29 p.m. the Board came out of Closed Session. President Vonheeder-Leopold announced that there was no reportable action.

12. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 7:30 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Accept Regular and Recurring Report: Treasurer's Report

RECOMMENDATION:

Staff recommends the Board of Directors accept, by Motion, the regular and recurring report: Treasurer's Report.

DISCUSSION:

To maximize openness and transparency and to allow the Board to be informed about key aspects of District business, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals (see Attachment 1).

The following report is presented this month for acceptance:

Ref Item B: Treasurer's Report

The Treasurer's Report as of December 31, 2022, is attached as required under Government Code §53646. The District portfolio of \$249,978,356.20 is in conformity with the District's Investment policy and provides sufficient cash flow liquidity to meet the next six months' expenses. This report is also available on the District's Financial Information page.

Government Code §53646 (b)(1) states, "The treasurer or chief fiscal officer may render a quarterly report to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 45 days following the end of the quarter covered by the report." Due to the timing of investment statements received by the District and Board meeting dates, this 45-day requirement is rarely met. Per Board direction, staff included the 12/31/2022 quarterly treasurer's investment report as part of the 2/10/2023 General Manager Report to Board and this agenda item.

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

SUMMARY OF REGULAR AND RECURRING REPORTS

Ref	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Warrant List	Monthly	Board Direction	N/A	N/A – Posted monthly on website	N/A
B	Treasurer's Report ¹	Quarterly	CA Government Code 53646	November 2022	Yes (also included with 2/10/2023 GM Report)	May 2023
C	Quarterly Financial Report	Quarterly	Board Direction	September 2022		Pending
D	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	September 2022		August 2023
E	Employee and Director Reimbursements greater than \$100 ²	Annually – Fiscal Year	CA Government Code 53065.5	September 2022		August 2023
F	Utility Billing Adjustments ³	Annually – Fiscal Year	Utility Billing Adjustment Policy	Total FYE 2022 credits below \$25,000		August 2023
G	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	January 2022		March 2023
H	"No Net Change" Operating Budget Adjustments	As they occur but not more frequently than monthly	Board Direction Budget Accountability Policy (See table below)	November 2017		Before end of month after occurrence
I	Capital Outlay Budget Adjustments			June 2020		
J	Capital Project Budget Adjustments			April 2019		
K	Unexpected Asset Replacements			June 2019		

For the fiscal year ending 2023, the totals for these reports are as follows:

Ref	Category	YTD	This Meeting	Total
I	Capital Outlay Budget Adjustments	\$0	\$0	\$0
J	Capital Project Budget Adjustments	\$0	\$0	\$0
K	Unexpected Asset Replacements	\$0	\$0	\$0

¹ To meet the 45-day reporting requirement, the Quarterly Treasurer's Report (Ref B) could be included in (1) the General Manager Report to Board and the next Board meeting agenda packet, or (2) the next Board meeting agenda packet only. The report is also posted on the District website.

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

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

Dublin San Ramon Services District
Treasurer's Report - Portfolio Management Summary
As of: December 31, 2022

Description	Face Amount/ Par Value	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	33,008,559.48	33,008,559.48	33,008,559.48	14.37%	100%	Yes	4.300%
Certificate of Deposit	5,500,000.00	5,272,047.04	5,500,000.00	2.39%	30%	Yes	2.130%
Corporate Bonds	41,500,000.00	38,847,233.00	41,500,000.00	18.07%	30%	Yes	1.858%
Federal Agency Callables	62,666,666.65	57,544,049.84	62,666,666.65	27.28%	100%	Yes	1.537%
LAIF - Operating	19,108,580.65	19,108,580.65	19,108,580.65	8.32%	100%	Yes	2.070%
Money Market Funds	9,084.47	9,084.47	9,084.47	0.00%	100%	Yes	2.930%
Municipals	27,895,000.00	25,115,994.28	27,895,000.00	12.14%	100%	Yes	1.908%
US Treasuries	40,000,000.00	38,587,779.80	40,000,000.00	17.41%	100%	Yes	3.566%
Total Investments	\$ 229,687,891.25	\$ 217,493,328.56	\$ 229,687,891.25	100.00%			2.255%
Bank of America	20,290,464.95	20,290,464.95	20,290,464.95				
Total Cash & Investments	\$ 249,978,356.20	\$ 237,783,793.51	\$ 249,978,356.20				2.255%

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

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

Carol Atwood Digitally signed by Carol Atwood
Date: 2023.02.09 18:24:12 -08'00'

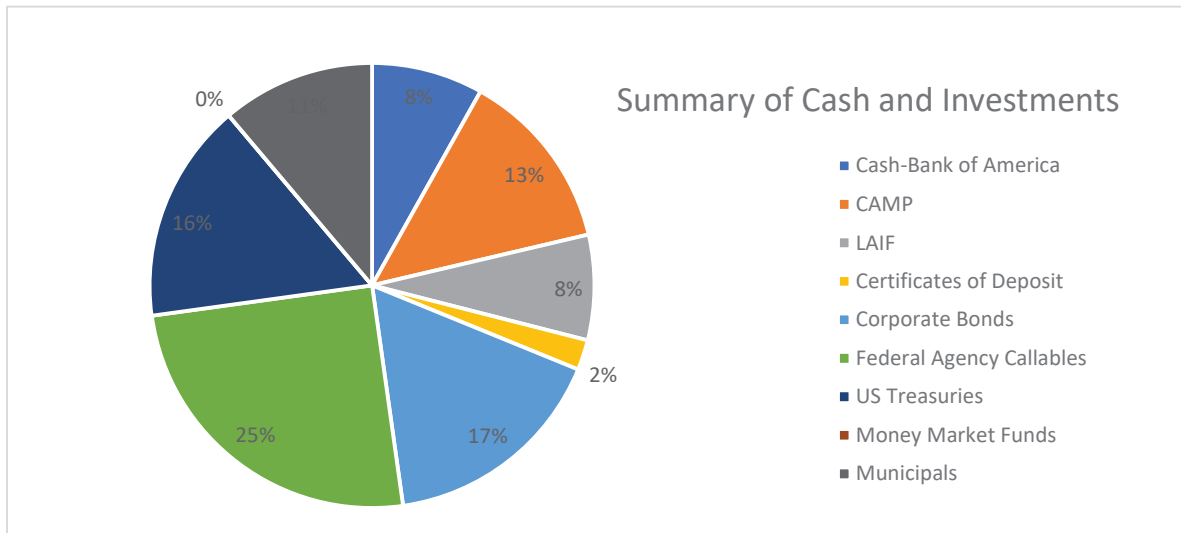
For comparison - prior quarter ending summary as 9/30/2022

Description	Face Amount/ Par Value	Market Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	2,971,757.26	2,971,757.26	2,971,757.26	1.35%	100%	Yes	2.610%
Certificate of Deposit	5,500,000.00	5,267,981.05	5,500,000.00	2.50%	30%	Yes	2.130%
Corporate Bonds	41,500,000.00	38,586,553.12	41,487,353.21	18.83%	30%	Yes	1.858%
Federal Agency Callables	62,666,666.65	57,185,879.78	62,666,666.65	28.44%	100%	Yes	1.537%
LAIF - Operating	48,914,045.51	48,914,045.51	48,914,045.51	22.20%	100%	Yes	1.290%
Money Market Funds	9,016.37	9,016.37	9,016.37	0.00%	100%	Yes	2.930%
Municipals	33,800,000.00	31,005,534.78	33,799,598.76	15.34%	100%	Yes	1.942%
US Treasuries	25,000,000.00	23,941,444.65	25,000,000.00	11.34%	100%	Yes	3.015%
Total Investments	\$ 220,361,485.79	\$ 207,882,212.52	\$ 220,348,437.76	100.00%			1.686%
Bank of America	15,081,451.90	15,081,451.90	15,081,451.90				
Total Cash & Investments	\$ 235,442,937.69	\$ 222,963,664.42	\$ 235,429,889.66				1.686%

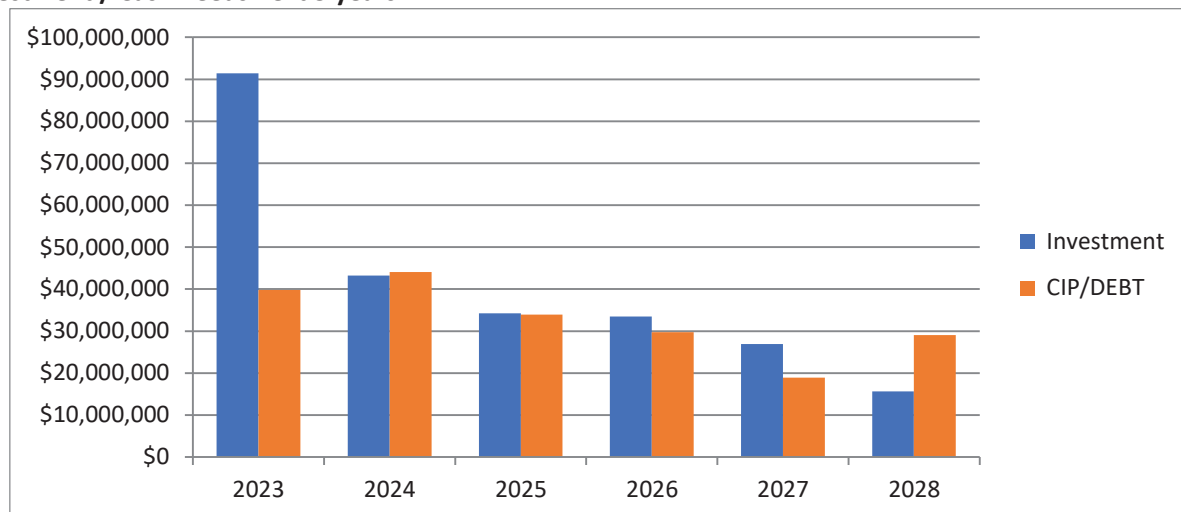
**Investment Review for :
Summary of Current Investments**

December 31, 2022

	Face Amount	% of Portfolio	Avg Maturity (in Years)	Avg Yield
Cash-Bank of America	\$ 20,290,464.95	8.12%		
CAMP	33,008,559.48	13.20%		4.300%
LAIF	19,108,580.65	7.64%		2.070%
Certificates of Deposit	5,500,000.00	2.20%	1.5	2.130%
Corporate Bonds	41,500,000.00	16.60%	2.2	1.858%
Federal Agency Callables	62,666,666.65	25.07%	2.9	1.537%
US Treasuries	40,000,000.00	16.00%	1.1	3.566%
Money Market Funds	9,084.47	0.00%	0.003	2.930%
Municipals	27,895,000.00	11.16%	3.6	1.908%
	\$ 249,978,356.20	100.00%	1.9	2.537%



Investment / Cash needs next 5 years



FYE	Investment	CIP/DEBT
2023	\$ 91,416,689.55	\$ 39,844,083.97
2024	43,250,000.00	\$ 44,054,380.95
2025	34,250,000.00	\$ 33,939,816.95
2026	33,500,000.00	\$ 29,751,048.33
2027	26,895,000.00	\$ 18,889,184.14
2028	15,666,666.65	\$ 29,064,474.67
	\$ 244,978,356.20	\$ 195,542,989.01

Description	CUSIP/Ticker	Transaction ID	Settlement Date	Face Amount/Shares	Market Value	Book Value	Coupon Rate	YTM @ Cost	Next Call Date	Days To Call/Maturity	Days To Maturity	Maturity Date	Accrued Interest	Credit Rating
Bank of America - Concentration														
Bank of America MM	MM0000		4/30/2017	20,290,464.95	20,290,464.95	20,290,464.95	0	0	N/A	1	1	N/A		NR
Sub Total / Average Bank of America - Concentration				20,290,464.95	20,290,464.95	20,290,464.95	0	0		1	1		0.00	
CAMP														
CAMP LGIP	LGIP6300		6/30/2011	33,008,559.48	33,008,559.48	33,008,559.48	4.68	4.3	N/A	1	1	N/A		None
Sub Total / Average CAMP				33,008,559.48	33,008,559.48	33,008,559.48	4.68	4.3		1	1		0.00	
Certificate of Deposit														
AMEX NATIONAL BANK 2.85 5/28/2024	02589ACT7	27.471	5/25/2022	250,000.00	244,000.09	250,000.00	2.850	2.850		514	514	5/28/2024	702.74	None
BANK HAPOLIM 0.5 12/15/2025	06251A2Q2	33.686	12/14/2020	250,000.00	222,053.15	250,000.00	0.500	0.500	1,080	1,080	12/15/2025	58.22	None	
BANK OF BARODA 3.3 9/28/2023	06062R4E9	33.681	9/28/2018	250,000.00	247,722.67	250,000.00	3.300	3.300		271	271	9/28/2023	2,124.66	None
BARCLAYS BANK 3.35 10/10/2023	06740KM69	57.203	10/10/2018	250,000.00	247,686.70	250,000.00	3.350	3.350		283	283	10/10/2023	1,881.51	None
BMW BANK OF NO AMERICA 0.5 11/20/2025	05580AXJ3	35.141	11/20/2020	250,000.00	222,679.18	250,000.00	0.500	0.500		1,055	1,055	11/20/2025	140.41	None
BRIDGEWATER BANCSHARES0.45 11/28/2025	10862ZLL3	58.210	11/30/2020	250,000.00	221,878.31	250,000.00	0.450	0.450		1,063	1,063	11/28/2025	3.08	None
CAPITAL ONE BANK 1.4 4/17/2023	14042TDM6	33.954	4/15/2020	250,000.00	247,978.44	250,000.00	1.400	1.400		107	107	4/17/2023	738.36	None
CAPITAL ONE N.A. BANK 1.4 4/17/2023	14042RPP0	4.297	4/15/2020	250,000.00	247,978.44	250,000.00	1.400	1.400		107	107	4/17/2023	738.36	None
CELTIC BANK 1.4 4/17/2024	15118RUV7	57.056	4/17/2020	250,000.00	239,845.58	250,000.00	1.400	1.400		473	473	4/17/2024	134.25	None
CENTRAL BANK CD 0.45 1/27/2026	15258RAV9	15.555	1/27/2021	250,000.00	220,439.96	250,000.00	0.450	0.450		1,123	1,123	1/27/2026	12.33	None
COMENITY CAPITAL BANK 3.25 8/14/2023	20033AD37	57.570	8/13/2018	250,000.00	248,205.64	250,000.00	3.250	3.250		226	226	8/14/2023	400.68	None
DISCOVER BANK 3.1 5/27/2025	254673E69	5.649	5/24/2022	250,000.00	241,582.83	250,000.00	3.100	3.100		878	878	5/27/2025	785.62	None
GOLDMAN SACHS BANK USA 2.85 5/28/2024	38150VAT6	33.124	5/25/2022	250,000.00	244,000.09	250,000.00	2.850	2.850		514	514	5/28/2024	702.74	None
INDUS & COMM BANK 3.3 6/30/2023	45581EAX9	24.387	8/30/2018	250,000.00	248,788.13	250,000.00	3.300	3.300		181	181	6/30/2023	22.60	None
IOWA STATE BANK 3.15 9/28/2023	46256YAY5	15.947	9/28/2018	250,000.00	247,451.75	250,000.00	3.150	3.150		271	271	9/28/2023	2,028.08	None
MEDALLION BANK CD 0.45 1/29/2026	58404DJN2	57.449	1/29/2021	250,000.00	220,389.85	250,000.00	0.450	0.450		1,125	1,125	1/29/2026	9.25	None
NORTHWEST BANK3.25 10/12/2023	66736ABN8	58.752	10/12/2018	250,000.00	247,466.85	250,000.00	3.250	3.250		285	285	10/12/2023	422.95	None
STATE BANK OF INDIA 0.55 11/24/2025	856283R57	33.664	11/23/2020	250,000.00	222,918.84	250,000.00	0.550	0.550		1,059	1,059	11/24/2025	143.15	None
UBS BANK USA 2.85 5/28/2024	90348J3L2	57.565	5/25/2022	250,000.00	243,950.46	250,000.00	2.850	2.850		514	514	5/28/2024	117.12	None
WELLS FARGO BANK 3.35 10/12/2023	94976JUN4	3.511	10/12/2018	250,000.00	247,659.52	250,000.00	3.350	3.350		285	285	10/12/2023	435.96	None
WELLS FARGO NATL BANK 1.9 1/17/2023	949495AQ8	27.389	1/17/2020	250,000.00	249,736.19	250,000.00	1.900	1.900		17	17	1/17/2023	182.19	None
WEST TOWN BANK3.25 9/28/2023	95631OAH9	28.151	9/28/2018	250,000.00	247,632.37	250,000.00	3.250	3.250		271	271	9/28/2023	2,092.47	None
Sub Total / Average Certificate of Deposit				5,500,000.00	5,272,047.04	5,500,000.00	2.130	2.130		532	532		13,876.73	
Corporate Bonds														
ALPHABET INC 0.45 8/15/2025-25	102079KAH0		9/16/2021	3,000,000.00	2,706,379.47	3,000,000.00	0.450	0.600	7/15/2025	927	958	8/15/2025	5,100.00	S&P-AA+
BANK OF NY MELLON 1.6 4/24/2025-25	06406RAN7		10/5/2020	5,000,000.00	4,649,025.50	5,000,000.00	1.600	0.618	3/24/2025	814	845	4/24/2025	14,888.89	S&P-A
COSTCO COMPANIES 2.75 5/18/2024-20	22160KAL9		5/17/2019	3,500,000.00	3,410,100.61	3,500,000.00	2.750	2.527		504	504	5/18/2024	11,496.53	Moody's-Aaa
EXXON MOBIL 2.726 3/1/2023-23	30231GAR3		5/14/2018	5,000,000.00	4,984,679.90	5,000,000.00	2.726	3.130	1/1/2023	1	60	3/1/2023	45,433.33	Moody's-Aaa
Johnson & Johnson 2.05 3/1/2023-23	478160BT02		11/9/2018	4,000,000.00	3,985,299.00	4,000,000.00	2.050	3.135	1/1/2023	1	60	3/1/2023	27,333.33	S&P-Aaa
Johnson & Johnson 2.05 3/1/2023-23	478160BT0		3/16/2018	1,000,000.00	996,324.75	996,595.88	2.050	2.790	1/1/2023	1	60	3/1/2023	6,833.33	Moody's-Aaa
PROCTER & GAMBLE 1.9 2/1/2027	742718FV6		2/10/2022	5,000,000.00	4,552,013.15	5,000,000.00	1.900	1.910		1,493	1,493	2/1/2027	39,583.33	Moody's-Aaa
STANFORD UNIVERSITY 1.289 6/1/2027	85440KAC8		12/10/2021	5,000,000.00	4,347,447.85	5,000,000.00	1.289	1.613		1,613	1,613	6/1/2027	5,370.83	S&P-Aaa
TOYOTA MOTOR CREDIT CORP 0.8 1/9/2026-21	89236THW8		3/4/2021	2,000,000.00	1,783,862.74	2,000,000.00	0.800	0.902		1,105	1,105	1/9/2026	7,644.44	S&P-A+
TOYOTA MOTOR CREDIT CORP 2.625 1/10/2023-22	89233P7F7		2/14/2019	3,000,000.00	2,998,822.23	3,000,000.00	2.625	2.985		10	10	1/10/2023	37,406.25	Moody's-Aaa
WALMART INC 1.05 9/17/2026-26	93114ZER0		9/17/2021	5,000,000.00	4,433,277.80	5,000,000.00	1.050	0.942	8/17/2026	1,325	1,356	9/17/2026	15,166.67	S&P-Aa
Sub Total / Average Corporate Bonds				41,500,000.00	38,847,233.00	41,500,000.00	1.772	1.858		796	820		216,256.93	
Federal Agency														
FFCB 0.8 3/9/2026-23	31332EMSU7		3/9/2021	5,000,000.00	4,466,881.80	5,000,000.00	0.800	0.800	3/9/2023	68	1,164	3/9/2026	12,444.44	Moody's-Aaa
FFCB 0.9 8/19/2027-21	31333ELAD3		8/19/2020	4,500,000.00	3,983,196.03	4,500,000.00	0.900	0.900		1,692	1,692	8/19/2027	14,888.89	Moody's-Aaa
FFCB 1.5 12/14/2026-22	31333ENHA1		12/14/2021	5,000,000.00	4,482,923.40	5,000,000.00	1.500	1.500		1,444	1,444	12/14/2026	3,541.67	Moody's-Aaa
FHLB 0.5 1/28/2026-22	3130AKN69		1/28/2021	5,000,000.00	4,433,195.40	5,000,000.00	0.500	0.500	1/28/2023	28	1,124	1/28/2026	10,625.00	Moody's-Aaa
FHLB 1.25 11/10/2026-22	3130APLR4		11/10/2021	5,000,000.00	4,442,602.25	5,000,000.00	1.250	1.250		1,410	1,410	11/10/2026	8,854.17	Moody's-Aaa
FHLB 1.4 2/28/2024-23	3130AQX24		2/28/2022	5,000,000.00	4,795,284.95	5,000,000.00	1.400	1.401	2/28/2023	59	424	2/28/2024	23,916.67	Moody's-Aaa
FHLB 1.5 3/30/2028-21	3130ALNS9		3/30/2021	4,166,666.65	3,608,455.69	4,166,666.65	1.500	1.500		1,916	1,916	3/30/2028	15,625.00	S&P-AA+
FHLB 1.55 8/28/2024-23	3130AQX32		2/28/2022	5,000,000.00	4,736,890.50	5,000,000.00	1.550	1.550	2/28/2023	59	606	8/28/2024	26,479.17	S&P-AA+
FHLB 3.05 4/28/2025-23	3130ARU82		4/29/2022	4,000,000.00	3,848,609.80	4,000,000.00	3.050	3.050	4/28/2023	118	849	4/28/2025	21,350.00	S&P-AA+
FHLB 3.57 6/28/2024-23	3130ASH77		6/28/2022	5,000,000.00	4,899,839.40	5,000,000.00	3.570	3.570	6/23/2023	174	545	6/28/2024	1,487.50	S&P-AA+
FHLMC 0.5 9/30/2025-22	3134GWUE4		10/2/2020	2,000,000.00	1,795,080.94	2,000,000.00	0.500	0.510	9/30/2025	89	1,004	9/30/2025	2,500.00	Moody's-Aaa
FHLMC 0.55 9/30/2025-21	3134GWWT9		10/2/2020	3,000,000.00	2,698,613.73	3,000,000.00	0.550	0.558	9/31/2023	90	1,004	9/30/2025	4,125.00	Moody's-Aaa
FHLMC 3.15 3/27/2025-22	3134GXVP6		6/27/2022	5,000,000.00	4,872,015.45	5,000,000.00	3.150	3.150	3/27/2023	86	817	3/27/2025	41,125.00	Moody's-Aaa
FNMA 0.5 2/18/2025-22	3135GA4W8		11/18/2020	5,000,000.00	4,580,660.50	5,000,000.00	0.500	0.500	2/18/2023	49	780	2/18/2025	9,236.11	Moody's-Aaa
Sub Total / Average Federal Agency				62,666,666.65	57,544,049.84	62,666,666.65	1.536	1.537		533	1,047		196,159.73	
LAIF - Operating														
LAIF LGIP	LGIP1001		6/30/2011	19,108,580.65	19,108,580.65	19,108,580.65	2.07	2.07	N/A	1	1	N/A		None
Sub Total / Average LAIF - Operating				19,108,580.65	19,108,580.65	19,108,580.65	2.07	2.07		1	1		0.00	
Money Market Fund														
Fidelity Treas Only Inst MM	31607A802		10/31/2018	9,084.47	9,084.47	9,084.47	2.930	2.930	N/A	1	1	N/A		None
Sub Total / Average Money Market Fund				9,084.47	9,084.47	9,084.47	2.930	2.930		1	1		0.00	
Municipals														
CA DWR CENTRAL VLY PROJ 1.051 12/1/2026-21	13067WSW3													



TITLE: Receive Presentation on the Energy Facilities Master Plan Project (CIP 22-P009)

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the Energy Facilities Master Plan Project (CIP 22-P009) and provide direction.

BACKGROUND:

The District's Regional Wastewater Treatment Plant and Biosolids Master Plan (WWTP Master Plan) was completed in September 2017. The WWTP Master Plan was a comprehensive study that estimated the future treatment plant flows and solids loadings, identified potential future regulations that could affect treatment standards, and identified the proposed facilities to accommodate such future changes. The WWTP Master Plan also provided preliminary guidance on optimizing energy production and use specifically at the WWTP, including improvements to reach net zero energy use.

Following the findings of the WWTP Master Plan, the Board of Directors adopted the Five-Year 2022-2026 Strategic Plan that includes the following specific goal and action items to address energy efficiency and reliability:

Develop a long-term strategy to ensure greater energy efficiency and reliability for the District

- *Develop a District energy policy and District energy master plan that evaluates sustainable energy sources and a long-term fleet management program*
- *Develop phased targets for complying with State long-term greenhouse gas emission mandates*

In an effort to meet this strategic goal, the Energy Facilities Master Plan Project (Project) was created and incorporated as part of the District's Capital Improvement Program Ten-Year Plan for Fiscal Years 2022–2031 and Two-Year Budget for Fiscal Years 2022 and 2023. The Project, which will be performed in two phases, consists of an energy-focused evaluation for all the District's facilities, processes, and operations, including those of the Regional Wastewater Treatment Facility, wastewater collection systems, water distribution system, recycled water distribution system, administrative and field office buildings, and fleet. The final Energy Facilities Master Plan will endeavor to develop an adaptable, financially sustainable framework of strategies to reduce energy demand, efficiency, and conservation; maximize energy production through the expansion, improvement, or addition of new renewable energy sources; enhance energy system reliability and resiliency; and reduce greenhouse gas emissions. The Project will also assess current and future federal, state, and local environmental mandates, and develop long-term strategies to meet those requirements.

Phase 1, which was completed in September 2022, included an investigation and evaluation of the District's existing mechanical and electrical assets; development of current energy demands, energy capacities, and greenhouse gas emissions; and a high-level overview of potential opportunities to reduce energy demand, increase energy production, and/or reduce greenhouse gas emissions. The findings of Phase 1 were presented at a Board workshop on September 27, 2022.

Phase 2 includes the development of long-term projections for energy demand and capacity; a detailed opportunities assessment to achieve short-term and long-term energy savings and efficiencies; assessments to improve energy generation and power system reliability; evaluation of financing and/or strategic partnerships opportunities for funding future energy projects; an alternatives analysis to identify recommended capital improvement projects over a 25-year planning horizon; and the development of an Energy Facilities Master Plan, which will include estimated project costs

Originating Department: Engineering and Technical Services	Contact: J. Ching/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolutions <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Energy Facilities Master Plan Presentation	

and an implementation schedule. Evaluations for the DSRSD•EBMUD Recycled Water Authority (DERWA) recycled water treatment plant, DERWA recycled water transmission system, and Livermore-Amador Valley Water Management Agency (LAVWMA) are not included in the scope of work for Phase 2, as the scope of the Project focuses only on infrastructure owned and operated by the District. Phase 2 is currently in progress and expected to be completed by the end of 2023.

DISCUSSION:

As part of Phase 1 of the Project, staff analyzed over 100 potential alternatives that might serve to potentially increase energy efficiency, decrease energy usage, increase energy generation and/or reduce greenhouse gas emissions. Alternatives that provided minimal impact and/or possessed inherent challenges such as high operating and/or capital costs were eliminated from consideration. Through the end of Phase 1, approximately 67 alternatives remained under consideration and would be included as part of the alternatives analysis in Phase 2. To further refine the remaining 67 alternatives, staff recommended “guiding principles” for the Project. The guiding principles will serve as the basis for the District’s future energy policy which, in turn, would establish the criteria for the alternatives analyses used to identify recommended capital improvement projects over the 25-year planning horizon performed.

The recommended guiding principles presented to the Board included:

- Properly planning and budgeting for staffing needs and training to employ, operate, and maintain any additional energy related infrastructure.
- Endeavoring to establish a diverse, reliable, and resilient energy supply portfolio for operation of its facilities.
- Complying with all regulatory energy and greenhouse gas related mandates and striving to exceed them when related investments are cost-effective, with consideration to the anticipated payback period and life cycle cost.
- Assessing the impacts of future capital improvements on energy demand, energy efficiency, and greenhouse gas impacts where relevant.
- Seeking opportunities to offset any additional future energy demands with renewable energy production.
- Aspiring to lead the industry in the arena of energy by supporting the development of new promising energy technologies.

At the September 2022 Board workshop, the Board expressed general agreement to the recommended guiding principles and directed staff to proceed with Phase 2 of the Project. However, the Board, in order to better assess the suitability of these principles, also requested staff to provide a future update, and highlight a few of the most promising projects that would conform to these guiding principles.

The presentation will include a review of the guiding principles presented at the September 2022 Board workshop, a general overview of four projects that conform to the recommended guiding principles, and a discussion of the factors and considerations the Board may need to contemplate for the District’s future energy policy. The overview of potential projects are representative of the preliminary analyses performed to date. Additional analyses are still required to assess other factors such as life cycle costs, financial feasibility, potential funding options, and staffing impacts. If there is consensus that the sample set of projects adequately meets the District’s objectives, staff will develop and present, at a future Board meeting, an energy policy to the Board for its consideration and adoption.

Energy Facilities Master Plan

February 21, 2023

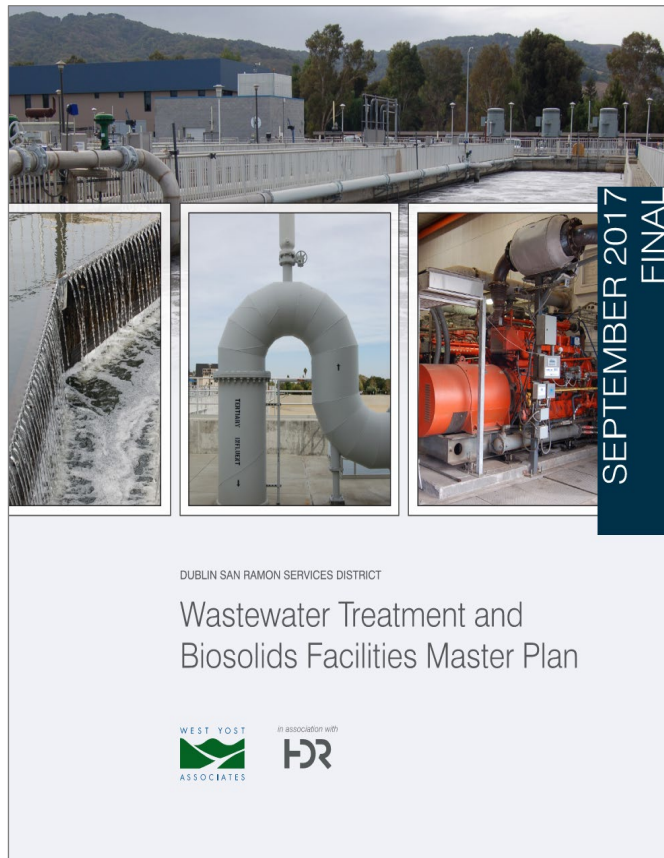


**Dublin San Ramon
Services District**
Water, wastewater, recycled water

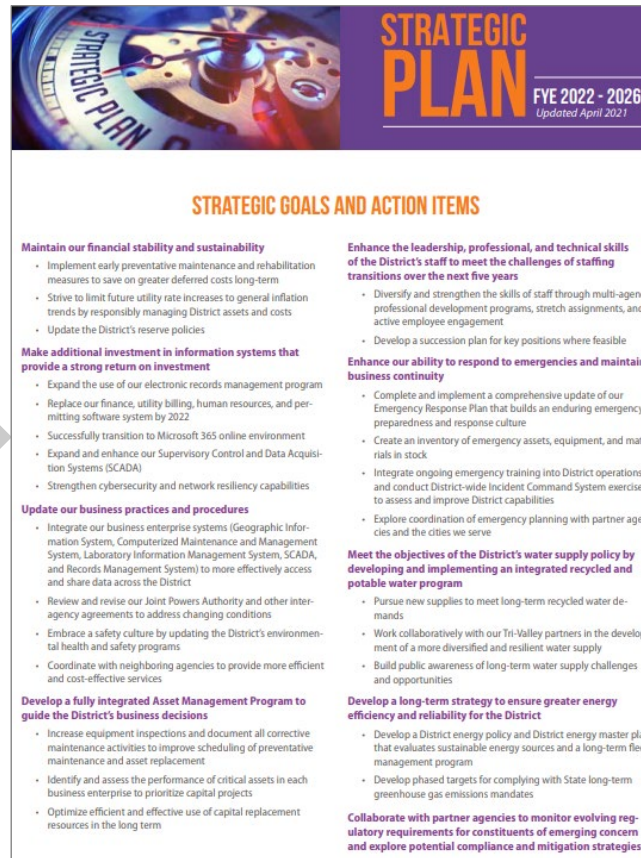
— Agenda and Objectives

- Project Background
- Summary/Overview of Phase 1
- Energy Resiliency and Reliability
- Review of the Recommended Guiding Principles
- Guiding Principles Assessment
- Potential Funding Opportunities
- Next Steps

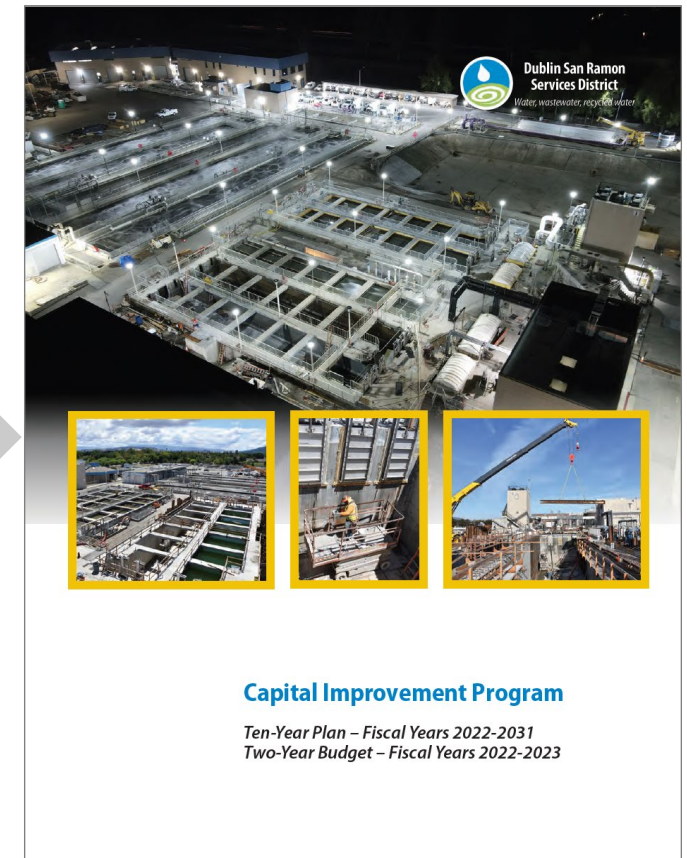
Project Background



Wastewater Treatment and Biosolids Facilities Master Plan



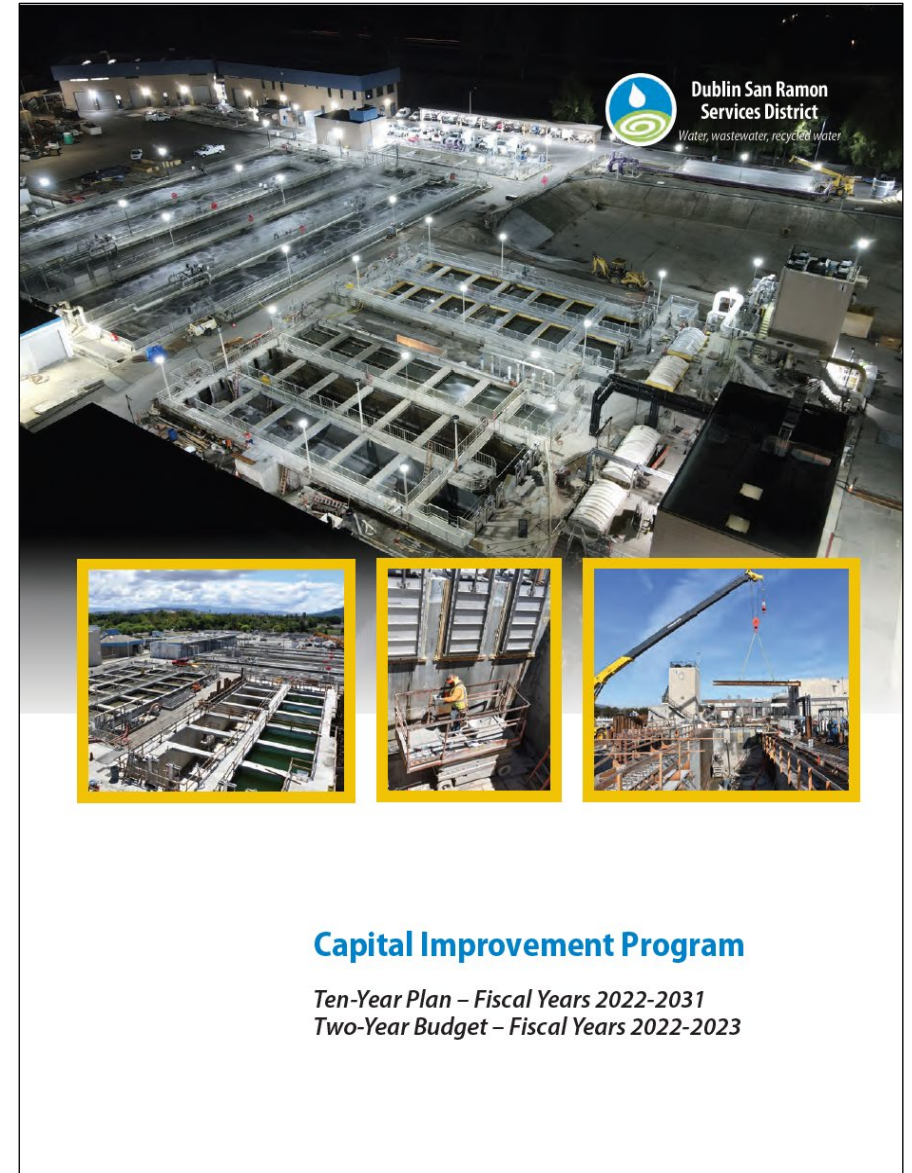
Strategic Plan



Capital Improvement Program

Project Overview

- All-Encompassing Review of All District Facilities
 - » Wastewater Collections System
 - » Wastewater Treatment Plant
 - » Potable Water Distribution System
 - » Recycled Water Distribution System
 - » Administration and Field Office Buildings
 - » Fleet
- Energy Policy
- Energy Master Plan
- Capital Improvement Program



Scope of Phase 1 and 2 of this Planning Project

Phase 1

State of the District Energy Baseline

Benchmarking

Visioning and
Opportunities
Assessment

**Board
Meeting No.1**
Guiding
Principles

1

2

3

4

5

6

7

8

9

Jan Feb Mar Apr May Jun Jul Aug Sep Oct

2022

Phase 2

Alternatives Evaluation and Prioritization

Alternatives
and Cost
Evaluation

**Board
Meeting No.2**
Status Update

**Board
Meeting No.3**
Policy
Development

Master Plan
Report with
Specific
Energy Policy

Develop
Energy
Capital
Improvements
Plan

**Board
Meeting No.4**
Approve
Energy CIP

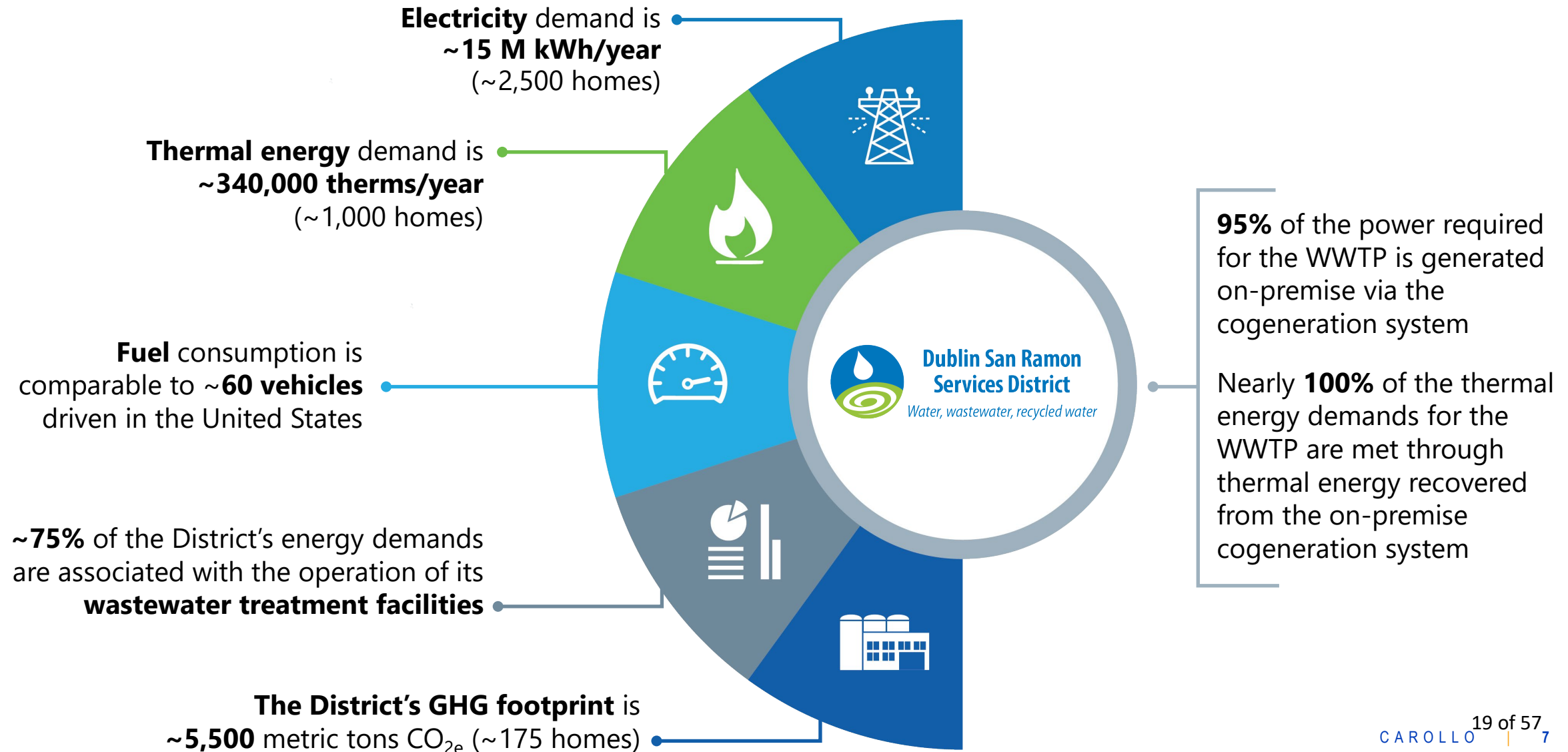
WE ARE
HERE

Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov

2023

| Phase 1 Summary

Summary of the Baseline Findings



| Energy Reliability and Resiliency

DSRSD's Electricity Reliability

- ❖ **RELIABILITY: The ability to continue the level of service under normal/expected operating conditions.**

Electrical Feed Redundancy



WWTP PG&E north/south feeder connections

- 21kV electrical loop

Wastewater Storage



WWTP Holding Basins

- Temporary Emergency Influent Flow Storage

DSRSD's Electricity Resiliency

❖ **RESILIENCY: Ability to recover from a power outage by minimizing service interruptions.**

Permanent and Mobile Generators



Water/Recycled Distribution Pump Stations

- Portable Hookup for Critical Facilities
- Future install of portable hookup for all pump station



WWTP

- Mobile Generator Fleet

DSRSD's Electricity Resiliency

❖ **RESILIENCY: Ability to recover from a power outage by minimizing service interruptions.**

Standby Generators & Cogeneration System



WWTP: Two Standby Generators (Primary)

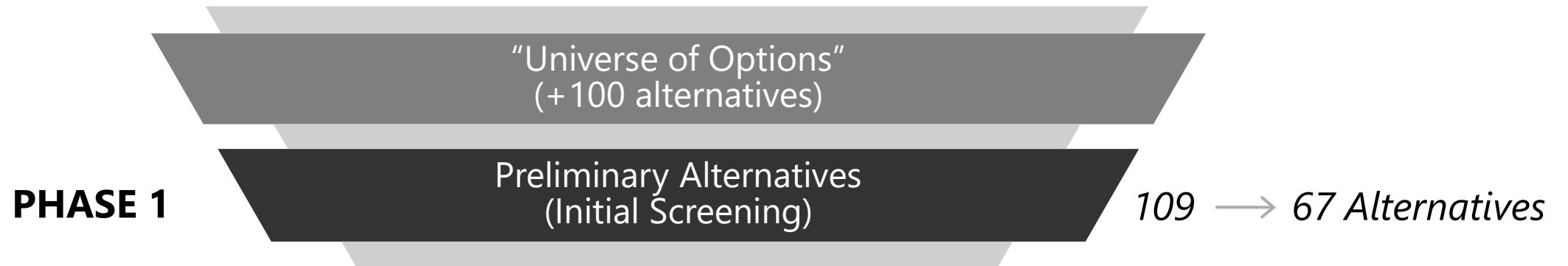
Administrative and Field Operations Buildings



WWTP: Secondary Power Backup

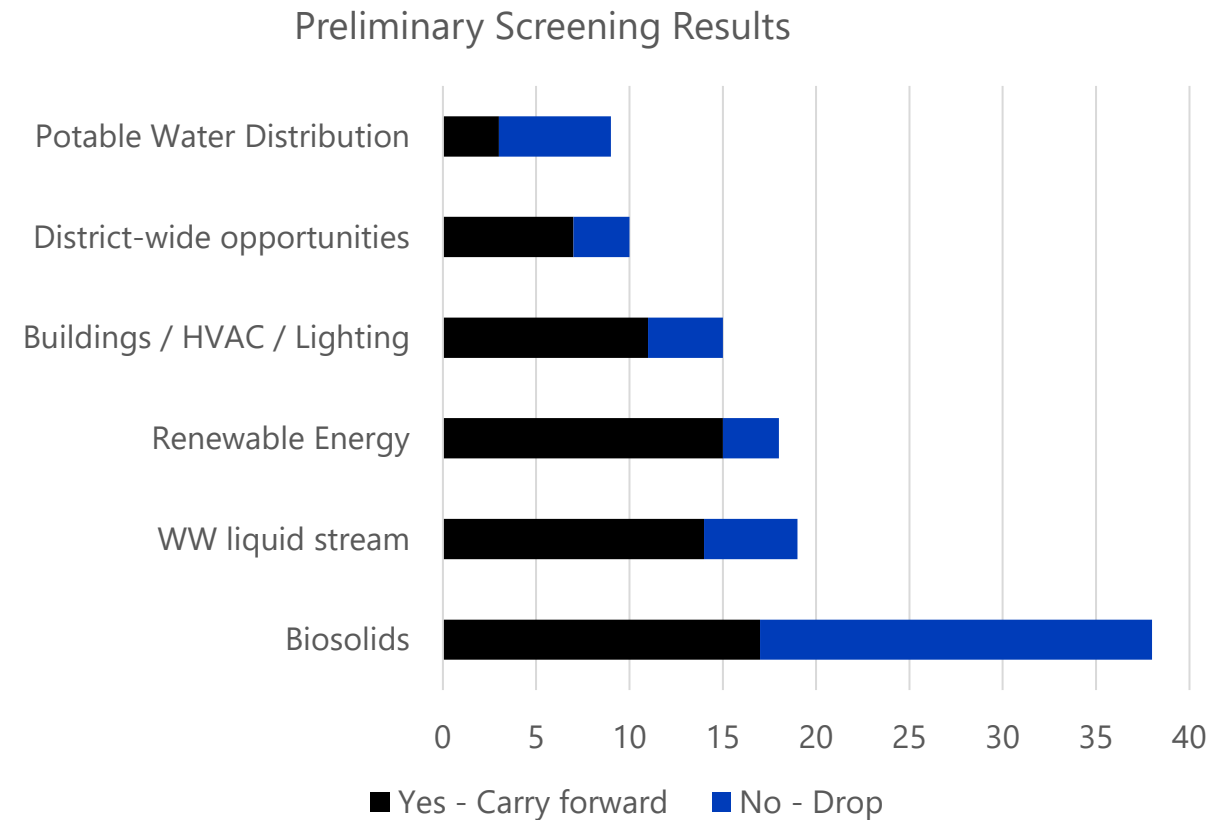
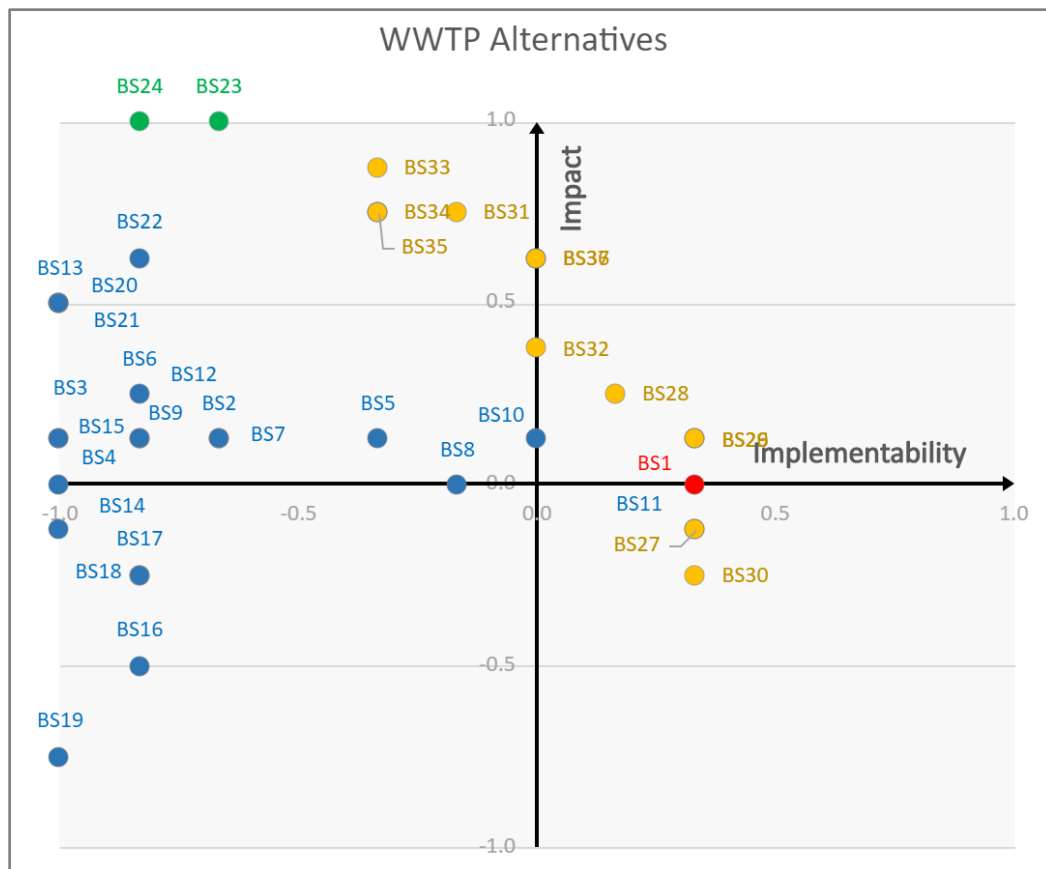
| Guiding Principles

Master Planning Process

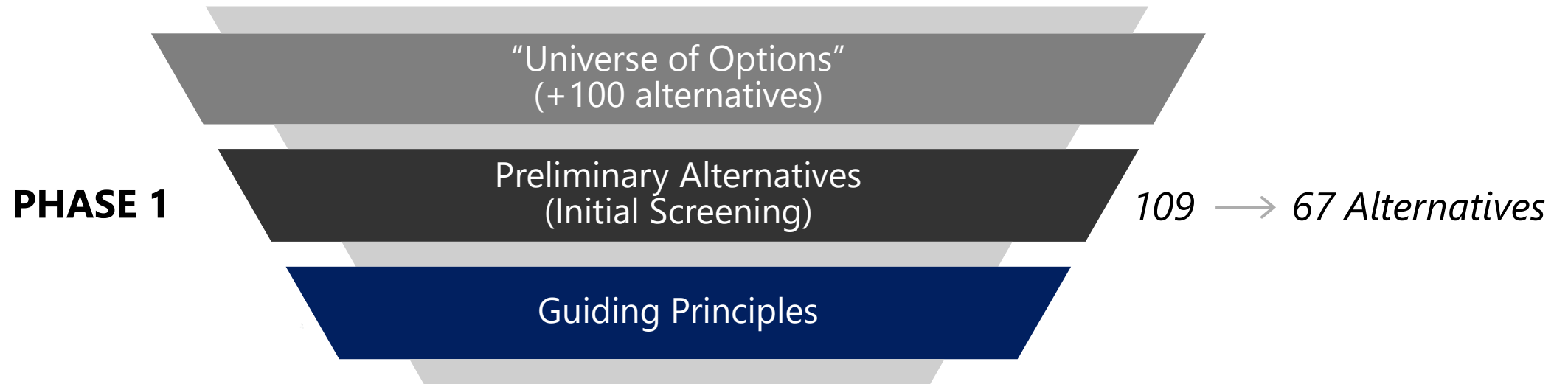


High-Level Opportunities Initial Screening Process

109 Alternatives Evaluated → **67** Alternatives Met Minimum Requirements



Master Planning Process



Energy Guiding Principles Review

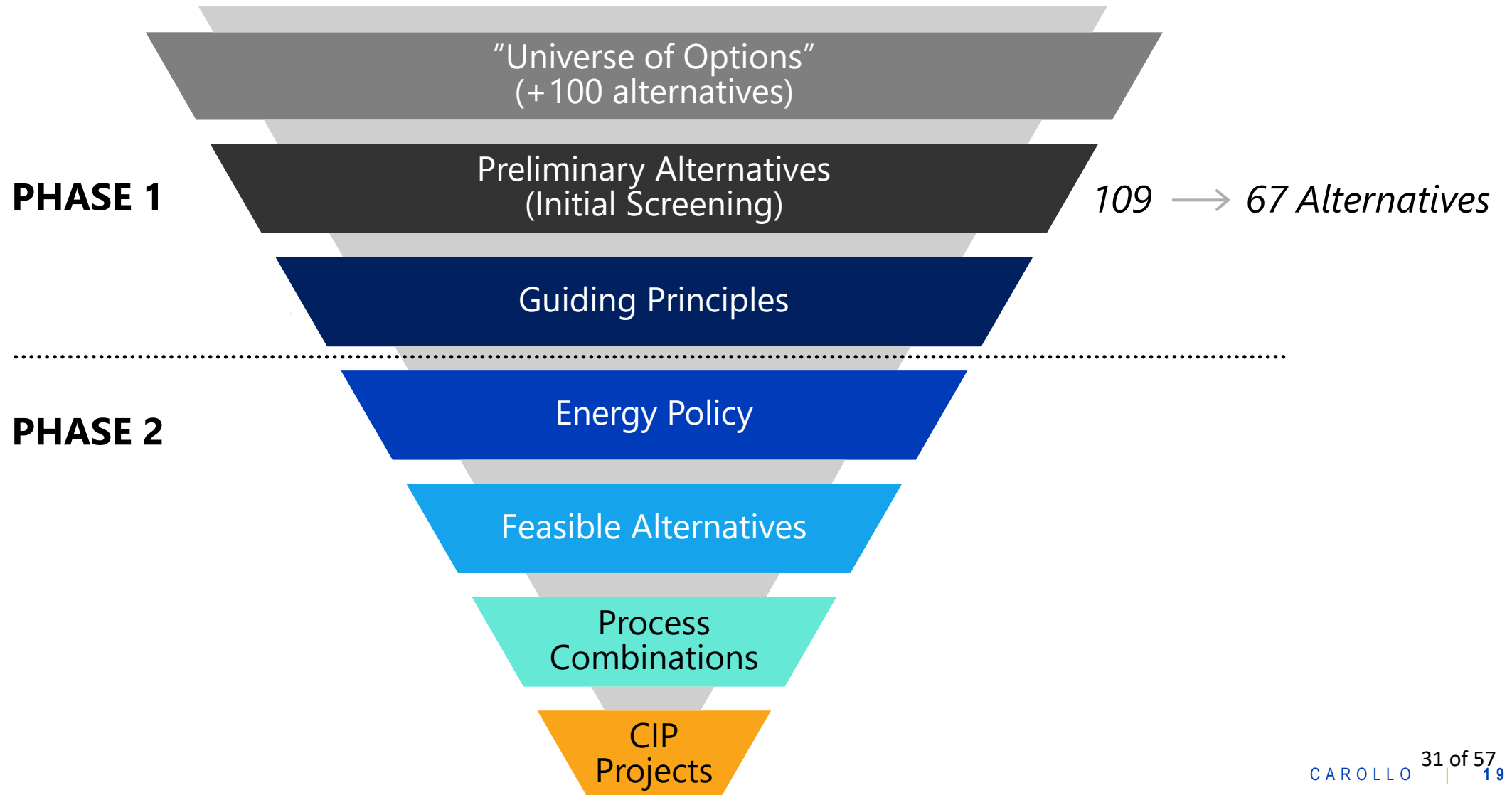
1. Properly plan and **budget for staffing needs and training** to employ, operate, and maintain any additional energy related infrastructure.
2. Strive to establish a **diverse, reliable, and resilient** energy supply portfolio for operation of its facilities.
3. Comply with all regulatory energy and GHG related mandates and **strive to exceed** them when related investments are **cost-effective** with consideration to the anticipated payback period and life cycle cost.
4. Capital improvements shall **consider the impact** on energy demand, energy efficiency, and GHG impacts where relevant.
5. Seek opportunities to **offset any additional future energy demands** with renewable energy production.
6. Strive to **lead the industry** in supporting the development of new promising energy technologies in the spirit of the guiding principles and objectives.

Energy Guiding Principles Review

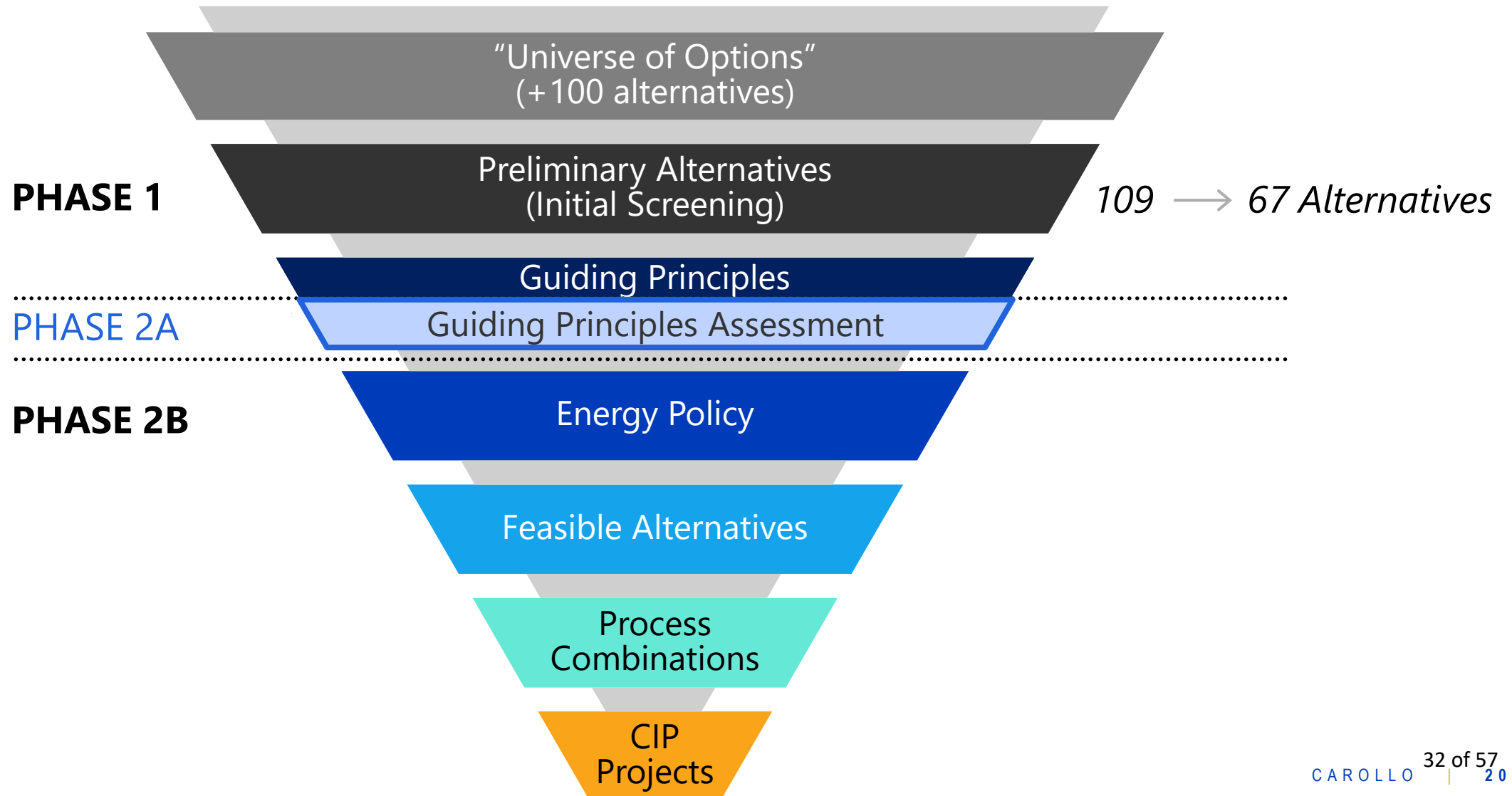
1. Properly plan and **budget for staffing needs and training** to employ, operate, and maintain any additional energy related infrastructure.
2. Strive to establish a **diverse, reliable, and resilient** energy supply portfolio for operation of its facilities.
3. Comply with all regulatory energy and GHG related mandates and **strive to exceed** them when related investments are **cost-effective** with consideration to the anticipated payback period and life cycle cost.
4. Capital improvements shall **consider the impact** on energy demand, energy efficiency, and GHG impacts where relevant.
5. Seek opportunities to **offset any additional future energy demands** with renewable energy production.
6. Strive to **lead the industry** in supporting the development of new promising energy technologies in the spirit of the guiding principles and objectives.

| Guiding Principles | Assessment

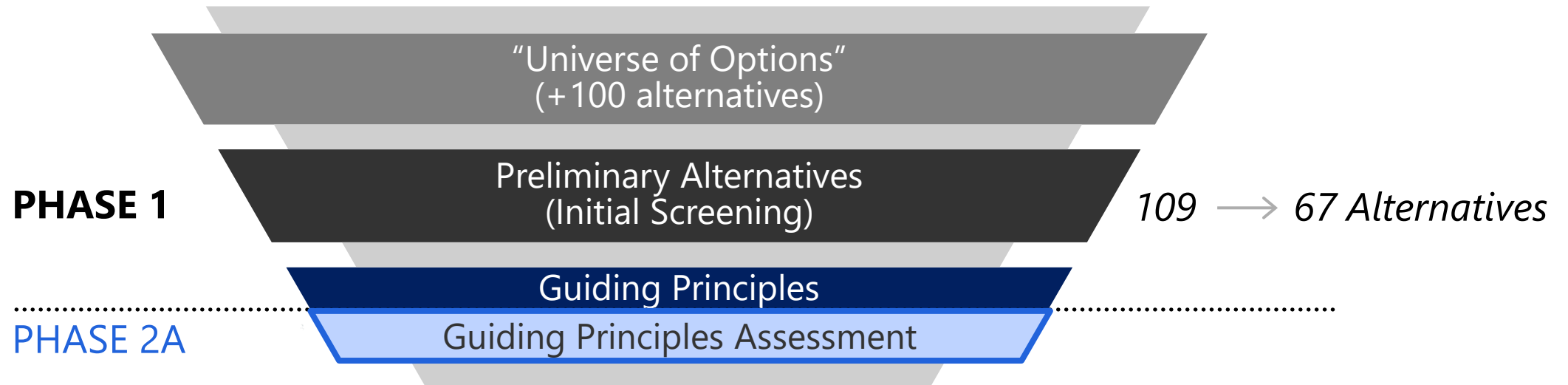
Master Planning Process



Master Planning Process



Master Planning Process



- Criteria: Guiding Principles
- Highlight a few projects that align with the Guiding Principles
- Feasibility has NOT been fully analyzed

Energy Efficiency Improvement Opportunities

- In 2021, approximately **43%** of the WWTP's energy demands were associated with aeration of secondary treatment process
- **Aeration Blowers and Diffusers** are over 20 years old and will need to be replaced within the planning horizon
- Over **0.5 M kWh/yr** of energy savings can be achieved through upgrades and optimization of the aeration process
- Capital cost for these improvements is estimated at **\$9.5 million**



Energy Generation through Photovoltaic Systems



Building Rooftops

- 98K kWh/yr
- Est. Capital Cost: \$250k - \$350k (depending on IRA tax credits), including EV charging stations
- 20-Year Cost: ~\$0.18/kWh



Ground-Mounted Off-Site

- 3.7M kWh/yr
- Requires interconnection study with PG&E grid
- Est. Capital Cost solar only: \$7.3M (\$5M with IRA)
- 20-Year Cost: ~\$0.19/kWh



Ground-Mounted On-Site

- 3.7M kWh/yr
- On-site, no grid costs from PG&E
- Est. Capital Cost solar only: \$7.3M (\$5M with IRA)
- 20-Year Cost: ~\$0.10/kWh

Energy Generation: Cogeneration Replacement

- Cogeneration equipment nearing end of useful service life (30-40 years old)
- Newer engines are more efficient
- Estimated Construction Cost: \$15M - \$23M



Co-Digestion Energy Production

- In 2021, approximately **9.5 M kWh** of electrical energy was generated through the WWTP cogeneration system
- **FOG** can generate approximately **2.6 M kWh/yr**
- **Food waste** can contribute to additional biogas and energy generation



Regulatory Driven Projects

- Zero-Emission Fleet Regulations
- Fleet Management Strategy
- Infrastructure Improvements (EV Charging Stations)



Projects that Align with the Guiding Principles

Energy
Efficiency

Photovoltaic
(Solar)

Cogeneration
Replacement

Co-Digestion

Regulatory
Driven

| Potential Funding Opportunities

Federal and State agencies with funding for water/wastewater, climate resiliency and energy efficiency projects

Federal Funding Agencies



State Funding Agencies



Potential Funding Opportunities for Identified Projects

- **Energy Efficiency Projects**

- » State of CA Clean Water State Revolving Fund (CWSRF) / Green Project Reserve
- » Department of Energy (DOE) Energy Efficiency Block Grants*
- » USBR: Water and Energy Efficiency Grant

- **Green Power Generation Projects**

- » California Energy Commission: Energy Conservation Assistance Act, Electric Program Investment Charge, Alternative and Renewable Fuel/Vehicle Technology Program
- » USBR: Water and Energy Efficiency Grant (requires water and energy to be competitive)
- » U.S. Treasury: Clean Electricity Investment Tax Credit and Clean Electricity Investment Tax Credit

- **Biogas (waste to energy) Projects**

- » CalRecycle: Co-Digestion Grant Program and Organics Grant Program (\$154M)
- » U.S. Treasury: Clean Energy Tax Incentives (Inflation Reduction Act)
- » California: CAEATFA Sales and Use Tax Exclusion (Revenue and Taxation Code Section 6010.8)

- **Fleet Electrification and Charging Stations**

- » CEC: Alternative and Renewable Fuel and Vehicle Technology Program

- **General Energy Related Program/Projects**

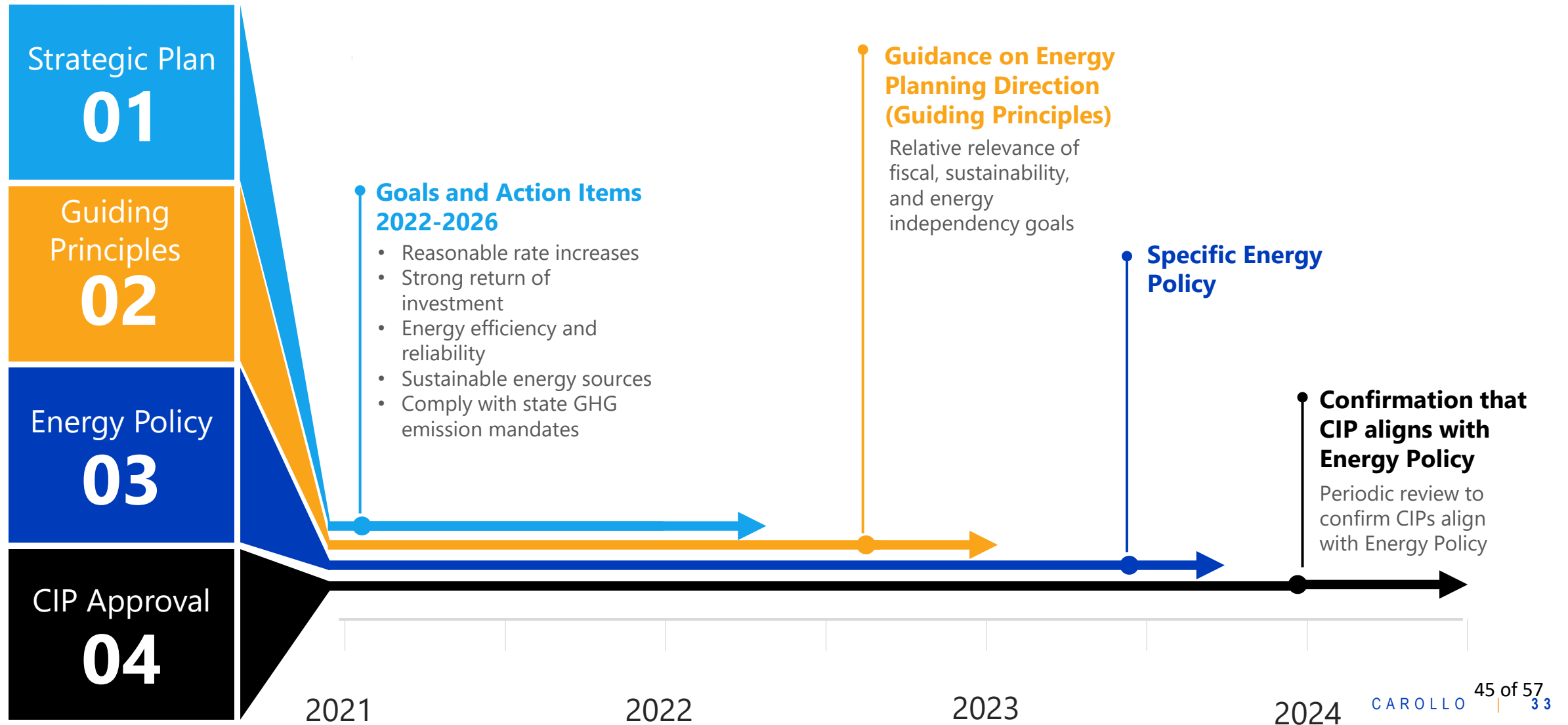
- » EPA Water Infrastructure Finance and Innovation Act (WIFIA) Program
- » State of CA Clean Water State Revolving Fund

Summary and Next Steps

Summary

- Energy Resiliency and Reliability
- Recommended Guiding Principles
- Guiding Principles Assessment
- Potential Funding Opportunities

How the Board guides the Energy CIP development



Scope of Phase 1 and 2 of this planning project

Phase 1

State of the District Energy Baseline

Benchmarking

Visioning and
Opportunities
Assessment

**Board
Meeting No.1**
Guiding
Principles

1

2

3

4

5

6

7

8

9

Jan Feb Mar Apr May Jun Jul Aug Sep Oct

2022

Phase 2

Alternatives Evaluation and Prioritization

Alternatives
and Cost
Evaluation



**Board
Meeting No.2**
Status Update



**Board
Meeting No.3**
Policy
Development

Master Plan
Report with
Specific
Energy Policy

Develop
Energy
Capital
Improvements
Plan



**Board
Meeting No.4**
Approve
Energy CIP

Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov

2023

| Questions?



TITLE: Receive Presentation on District's Water Conservation Status

RECOMMENDATION:

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

SUMMARY:

Per the Board of Directors' declaration of a Stage 2 Water Shortage Emergency, the District has a target of 15 percent water conservation on an annualized basis. This report highlights January 2023 activities and actions in response to the emergency declaration. The District's potable water use in January 2023 was one percent less than in January 2020.

DISCUSSION:

DSRSD continues implementing water demand reduction measures to meet the District's Stage 2 Water Shortage Emergency regulations adopted by the Board on September 21, 2021, which called for a mandatory 15 percent demand reduction District-wide. These water demand reduction measures are consistent with the District's Water Shortage Contingency Plan (WSCP) and regulations on water use per District Code Chapter 4.20 as amended by Ordinance No. 350.

Below is a summary of the conservation program efforts since the last update to the Board of Directors on January 17, 2023.

District Water Conservation Messaging and Program:

Due to heavy storms in January, staff did not push hard on the drought outreach. However, a few public outreach messages were delivered on water conservation through the electronic newsletter and social media.

- Monthly *Pipeline eNewsletter* featured an article with photos of the District's new CCTV truck wrap with eye-catching designs on both sides about water conservation.



- Social media in the first half of January was largely dedicated to sharing flood response information from partner agencies that may help DSRSD residents. Water conservation social media posts included information on a California Native Plant Society webinar; qualified water efficient landscaper trainings by Zone 7 Water Agency (Zone 7); and reminder posts to keep sprinklers off during and for 48 hours after rain, check for leaks to reduce water waste, and get rebates available for lawn replacements.
- On the website homepage, rotating slides remained in place for emergency drought restrictions limiting irrigation to once a week and advertising water-saving rebates.

Originating Department: Engineering and Technical Services	Contact: I. Suroso/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

Rebates Program:

Staff continued to process and approve rebates in January. There were ten rebate applications for High-Efficiency Washer (HEW) and one for Weather-Based Irrigation Control (Smart Controller).

District Potable Water Use and Conservation Target:

District water use in January was one percent lower compared to January 2020 (see Figure 1). The weather conditions during the winter of 2020 were like 2023, with rainfall from December of the prior year to January; thus, the water use pattern is similar.

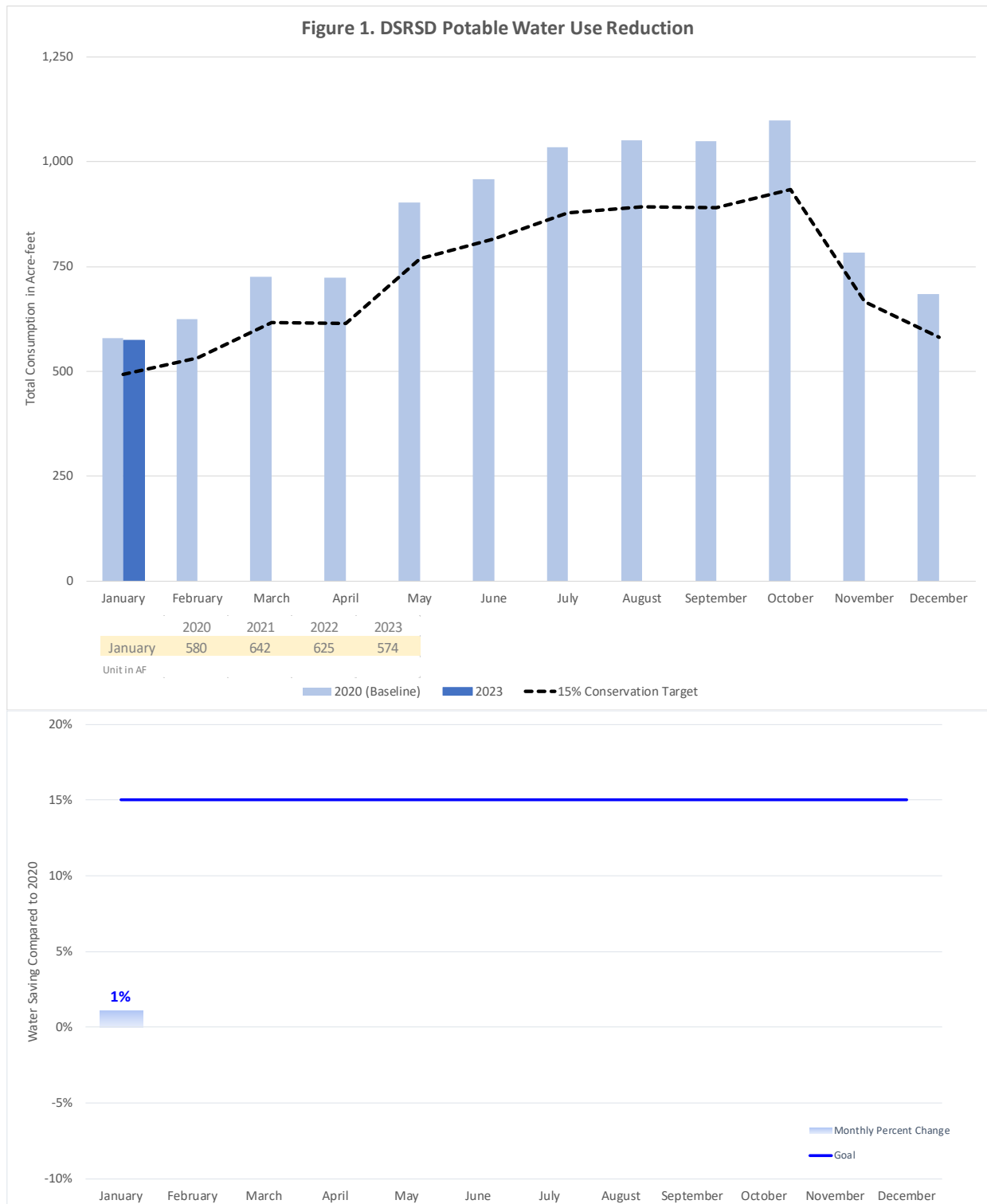
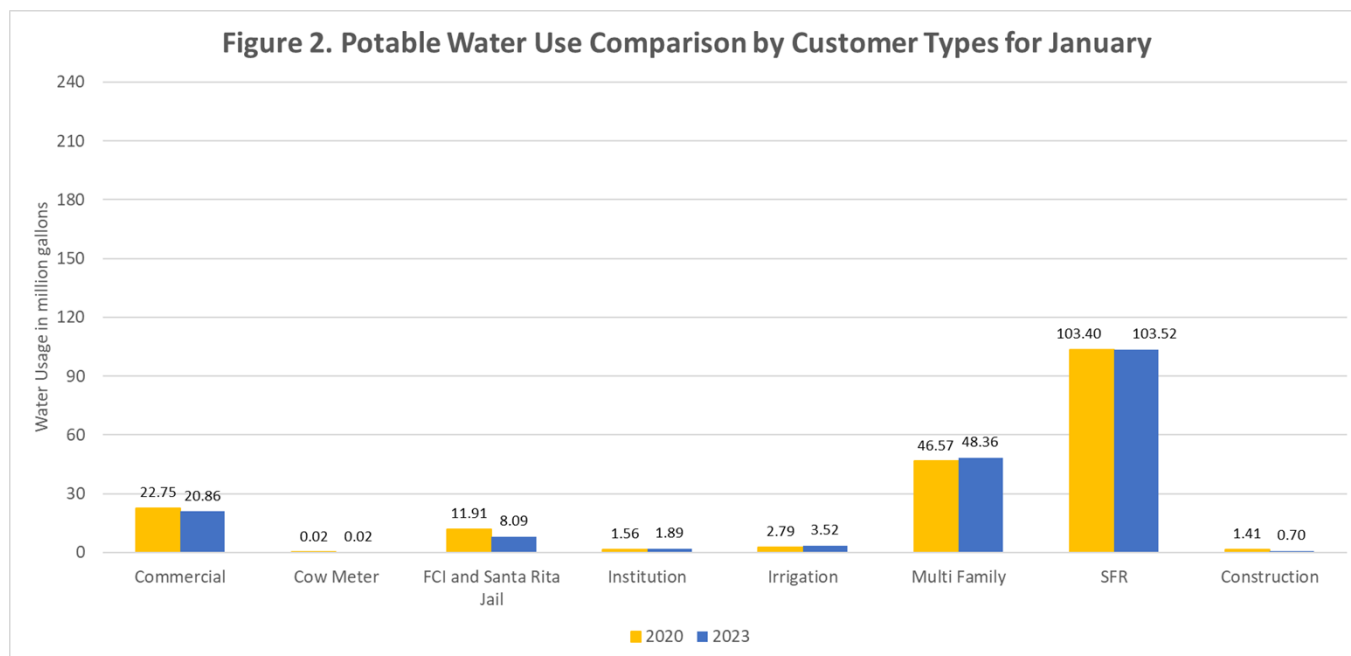


Figure 2 presents the water usage by customer type in January 2023 compared to the same time in 2020. Water use by the commercial, Federal Correctional and Santa Rita Jail, and construction (for cross-connection) were less in 2023. With multiple storms received in the service area, there were fewer outdoor activities – therefore, less water use in commercial and construction sectors. Water usages by remaining customer types were slightly higher.



Drought Status:

On January 23, the State Department of Water Resources increased the Zone 7 State Water Project (SWP) allocation from 5 to 30 percent for 2023. This allocation may be adjusted over the coming months as snowpack and runoff information is assessed, with the final allocation typically determined in May/June. Zone 7 has indicated that its current operational plan showed that even with a 30 percent allocation, there is a need for continued conservation of at least 10 percent, use of water from Kern County storage and recovery program, and 5,000 acre-feet of water transfer. Zone 7 will refine its operational plan in late winter or spring as conditions evolve.

The State Emergency Drought stage has not changed, which is currently at Level 2. The State Emergency Drought Level 2 was adopted by the State Water Board in response to Governor Newsom’s March 28 Executive Order (EO N-7-22) and has been in effect since June 10, 2022. It will remain in effect until December 2023 unless the State Water Board modifies, readopts, or ends it before December 2023. Therefore, DSRSD, as the urban water supplier, must continue to implement the State water use prohibitions and District’s Water Shortage Level 2 demand reduction actions, whichever is more stringent, until changes are made at the State level.

Next Steps:

Staff will continue following the State’s drought update and monitoring customers’ water use.



TITLE: Receive Presentation on Calendar Year 2022 Public Affairs Activities and Outreach

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation of calendar year 2022 Public Affairs activities and outreach, and provide direction.

DISCUSSION:

Staff uses a variety of tools to provide outreach to and engage with DSRSD customers. Staff took on a wide variety of projects throughout calendar year 2022.

With drought conditions worsening and mandatory water conservation at 15 percent, staff dedicated a large portion of efforts to drought outreach and encouraging water conservation in 2022. The District partnered with Zone 7 Water Agency and other water retailers on joint messaging and advertising campaigns.

In addition to water conservation, staff crafts messages and creates publications relating to pollution prevention topics, water quality, construction projects within the service area, Board of Directors updates, and other general DSRSD news. Outreach methods include:

- DSRSD website
- Monthly Pipeline eNewsletters
- Social media and videos
- Direct mail
- News releases and media relations
- Publications
- Events
- Presentations to community groups and city councils
- Education for youth and adults
- Advertising campaigns
- Visual displays throughout the service area
- Facilities tours
- Open houses, such as the 2022 Tri-Valley Chamber mixer event at the District Office
- Biennial Citizens Water Academy

Many of these outreach methods are coordinated with the other water agencies of the Tri-Valley, particularly on major joint projects and drought/conservation programs. One notable example is a common webpage that was established in 2014 with information on drought, conservation, and long-term water reliability efforts: trivalleywater.org

Originating Department: Office of the General Manager	Contact: L. Blevins/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	51 of 57	



TITLE: Approve 180-Day Wait Period Exception for Retired Annuitant Gemma Lathi as the Management Analyst II under Government Code Sections 7522.56 and 21224

RECOMMENDATION:

Staff recommends the Board of Director approve, by Resolution, a 180-day wait period exception for retired annuitant Gemma Lathi as the Management Analyst II under Government Code Sections 7522.56 and 21224.

BACKGROUND:

The Management Analyst II in the Engineering and Technical Services Department is responsible for performing analytical, financial, and operational support to ensure compliance with the District's financial policies and Joint Powers Authority contractual obligations. Due to an unexpected staff leave of absence in the Financial Services Division and critical financial rate studies, FY24-25 budget development, and financial system conversion projects currently underway in the Financial Services Division, the Management Analyst II in Engineering and Technical Services Department has been placed in an out-of-class assignment in the Financial Services Division to support these critical projects. As such, the backlog of essential analytical, financial, and operational support work typically performed by the Management Analyst II in the Engineering and Technical Services Department requires immediate work coverage to prevent violations of the District's contractual obligations related to its Joint Powers Authority agreements and other contracts.

DISCUSSION:

The District has an immediate need for analytical, financial, and operational support in the District's Engineering and Technical Services Department due to an unanticipated staff out-of-class appointment to the Financial Services Division. In accordance with Government Code Sections 7522.56 and 21224, staff recommends the appointment of retired annuitant Gemma Lathi as Management Analyst II in the Engineering and Technical Services Department, and requests approval by the Board of Directors for an exception to the 180-day wait period required by Government Code Section 7522.56.

The Public Employees' Retirement Law (PERL) and Public Employees' Pension Reform Act (PEPRA) restrict the circumstances under which public agencies participating in the California Public Employees' Retirement System (CalPERS) may use the services of retired annuitants. In the absence of an emergency in which the employment is required to prevent stoppage of public business, the extra help retired annuitant must have "specialized skills" that are needed for the employment. Government Code Section 21224 in the PERL states:

(a) "A retired person may serve without reinstatement from retirement or loss or interruption of benefits provided by this system upon appointment by the appointing power of a state agency or public agency employer either during an emergency to prevent stoppage of public business or because the retired person has specialized skills needed in performing work of limited duration..."

The PEPRA contains similar language in Government Code Section 7522.56. At the District, retired annuitants are hired as temporary "extra help" for assignments that cannot be handled by the agency's existing employees. Gemma Lathi has unique, specialized skills developed over 17 years of work for the District as a Management Analyst II, and over 11 years of experience specifically providing analytical, financial, and operational support to the Engineering and Technical Services Department, which cannot be provided by existing District employees due to the unique nature of the work, the volume of work already being performed by full-time regular District employees, and the backlog of work due to the current Management Analyst's out of class assignment supporting the Financial Services Division on critical financial projects. This appointment is intended to be of a limited duration, and in accordance with the requirements of CalPERS. Before the appointment can take effect, final approval of this appointment is required by CalPERS Membership and Post-Employment, Employer Account Management Division, upon filing a copy of an executed and signed Board resolution, a copy of the employment agreement, and a copy of the Publicly-Available Pay Schedule.

Originating Department: Office of the General Manager		Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required		Cost and Funding Source: FY23 Operating Budget	
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)		52 of 57	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING A 180-DAY WAIT PERIOD EXCEPTION FOR RETIRED ANNUITANT GEMMA LATHI AS THE MANAGEMENT ANALYST II UNDER GOVERNMENT CODE SECTIONS 7522.56 AND 21224

WHEREAS, in compliance with Government Code section 7522.56 of the Public Employees' Retirement Law, the Board of Directors must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since the retiree's retirement date; and

WHEREAS, Gemma Lathi (CalPERS ID: 2667145939) retired from Dublin San Ramon Services District ("the District") in the position of Management Analyst II, effective January 13, 2023; and

WHEREAS, Government Code Section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is July 12, 2023, without this certification resolution; and

WHEREAS, Government Code Section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Board, the District, and Gemma Lathi certify that Gemma Lathi has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Board hereby appoints Gemma Lathi as an extra-help retired annuitant to perform the duties of the Management Analyst II under Government Code Section 21224, effective February 27, 2023; and

WHEREAS, the entire appointment document between Gemma Lathi and the District has been reviewed by this body and is attached herein as Exhibit "A"; and

WHEREAS, no matters, issues, terms, or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to the retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.33 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$12,301 per month and the hourly equivalent is \$70.97, and the minimum base salary for this position is \$10,120 per month and the hourly equivalent is \$58.38; and

Res. No. _____

WHEREAS, the hourly rate paid to Gemma Lathi will be \$70.97; and

WHEREAS, Gemma Lathi has not and will not receive any other benefit, incentive, compensation in lieu of benefit, or other form of compensation in addition to this hourly pay rate.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the Board certifies that the nature of the employment of Gemma Lathi as described herein and detailed in the appointment document attached as Exhibit "A" and that this appointment is necessary to fill the critically needed position of Management Analyst II for the District by February 27, 2023, because the position performs analytical, financial, and operations support needed to ensure compliance with the District's financial policies and Joint Powers Authority contractual obligations.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 21st day of February, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

Georgian M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary



7051 Dublin Boulevard
Dublin, CA 94568-3018

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

February 22, 2023

Gemma Lathi
[REDACTED]
[REDACTED]

SUBJECT: Extra-Help Appointment as Retired Annuitant to Management Analyst II Position

Dear Gemma:

Upon recommendation of the Engineering Services Director, the Dublin San Ramon Services District is pleased to offer you an interim appointment as a retired annuitant to Management Analyst II. This position is an extra-help appointment as defined by Government Code sections 7522.56 and 21224. This letter outlines the terms and conditions of the appointment.

1. Salary and Appointment

As discussed with the District's Human Resources & Risk Division, appointment to the temporary Management Analyst II position, Salary Range PADAN2, Step E, \$12,301 per month (payable biweekly, at a equivalent hourly rate of \$70.97 per hour), becomes effective on February 27, 2023. Your assignment is anticipated to end no later than June 30, 2023, but may end at any time at the discretion of the District. The District finds that your unique, specialized skills, developed over your many years of work for the District as a Management Analyst II and years of experience in performing analytical, financial, and operational support for the Engineering and Technical Services Department, cannot be provided by existing District employees due to the unique nature of the work, the volume of work already being performed by full-time regular District employees, and the backlog of work due to the current Management Analyst's out of class assignment supporting the Financial Services Division on critical financial projects. The work you will provide is in excess of what existing, regular staff can do. Your work as a retired annuitant will be analytical, financial, and operational support to the District's Engineering and Technical Services Department, on the District's financial policies, and Joint Powers Authority contractual obligations.

Moreover, the work described above is of limited duration. Once the extra-work is completed, your appointment will be terminated. In accordance with CalPERS regulations, you may not work more than 960 hours in a fiscal year. In fiscal year 2023, you confirmed that you have not worked any retired annuitant hours for a CalPERS agency. As such, you are eligible to work up to 960 hours through fiscal year 2023 or until the end of your appointment, whichever occurs first. Please note this position is "at-will," and as such, you will not have or acquire property interest or right to continued employment.

You will report directly to the Engineering Services Director and be a member of the Engineering and Technical Services Department. Should you accept this position, you will be expected to meet all conditions of employment and perform the duties of the position.

2. District Benefits and Retirement

In accordance with CalPERS regulations and state law, as a retired annuitant, you are not eligible for any District benefits, including sick leave or health insurance. Furthermore, as a temporary employee, you are not eligible for any District incentive or employee programs.

As a retired annuitant and in accordance with CalPERS regulations, the District will not make retirement contributions to CalPERS on your behalf.

3. Unemployment Insurance Benefits Certification

Per CalPERS Regulations, you may not be appointed to work as a retired annuitant at the District if, in the previous 12 months, you received unemployment insurance benefits from a prior employer. By accepting this appointment and signing below, you certify that you have not received unemployment insurance benefits in the immediately preceding 12-month period.

4. Additional Considerations

As you may know, the Public Employees' Retirement Law and Public Employees' Pension Reform Act restrict the circumstances under which public agencies participating in the California Public Employees' Retirement System (CalPERS) may use the services of retired annuitants. It is therefore important for you to understand the restrictions on a CalPERS employer's use of a retired annuitant as well as the consequences of noncompliance with those restrictions.

In the absence of an emergency in which the employment is required to prevent stoppage of public business, the retired annuitant must have "specialized skills" that are needed for the employment. Government Code section 21224 in the PERL states:

(a) A retired person may serve without reinstatement from retirement or loss or interruption of benefits provided by this system upon appointment by the appointing power of a state agency or public agency employer either during an emergency to prevent stoppage of public business or because the retired person has specialized skills needed in performing work of limited duration. These appointments shall not exceed a combined total of 960 hours for all employers each fiscal year. The compensation for the appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule divided by 173.333 to equal an hourly rate. A retired person appointed pursuant to this section shall not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate. A retired annuitant appointed pursuant to this section shall not work more than 960 hours each fiscal year regardless of whether he or she works for one or more employers.

The PEPRRA contains similar language in Government Code section 7522.56. At the District, retired annuitants are hired as temporary "extra help" for assignments that cannot be handled by the agency's existing employees.

Therefore, it is the responsibility of both the employer and the retired annuitant to ensure that the type of work performed falls within the criteria. If CalPERS receives information that a retired annuitant may be performing work that is outside the restrictions of Government Code sections 21224 and 7522.56 and confirms noncompliance with the restrictions, the retired annuitant may be required to do the

following at CalPERS' discretion:

1. Reimburse CalPERS for the retirement income received during the unlawful employment;
2. Pay the employee share of retirement contribution, with interest, that would have otherwise been paid during the period of unlawful employment; and
3. Pay CalPERS for administrative expenses incurred to investigate the situation if the retiree is determined to be at fault.¹

Please note that, in addition, the CalPERS employer may be required to pay the employer share of retirement contributions, with interest, that should otherwise have been paid, plus administrative expenses if the employer is determined to be at fault. However, the consequences of doing work outside the statutory limitations are more severe for the retired annuitant than for the CalPERS employer.

The District has reviewed your job assignment and duties with me and has determined that your assignment meets the PERL's and PEPRAs requirements for employment of a retired annuitant. If you have any concerns about your duties/assignment or if any changes to your duties/assignment occur during your temporary employment, please contact your manager immediately to ensure that your duties continue to meet the criteria listed in sections 21224 and 7522.56. Although the District has concluded that the services you will provide as described above comply with the restrictions on work performed by retired annuitants, the District cannot guarantee that CalPERS would make the same determination if it were to review the nature of your work for the District. Therefore, you should also satisfy yourself that your work will be in compliance with the law's work restrictions for retired annuitants.

Please print and sign this letter. It can be emailed to Samantha Koehler, Acting Human Resources & Risk Manager, at koehler@dsrsd.com.

Please return this letter within three (3) business days. You should also retain a copy of the appointment letter for your records.

We feel very fortunate and are extremely pleased you have accepted this appointment.

Sincerely,

Dan McIntyre
General Manager

cc: Personnel File
Jan Lee, Assistant General Manager
Steve Delight, Engineering Services Director

I, Gemma Lathi, hereby accept the offer as outlined in this letter.

Signature

Date

¹ Gov. Code, § 21220(b).