Dublin San Ramon Services District
Water, wastewater, recycled water

Board of Directors

REVISED AGENDA

NOTICE OF REGULAR MEETING
TIME: 6 p.m. **DATE:** Tuesday, June 6, 2023
PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA
www.dsrsd.com

Alternate teleconference location:
PLACE: 1929 Trenton Avenue, Bremerton, WA 98310

Agenda revised after publication to add teleconference participation.

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

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 May 16, 2023
Recommended Action: Approve by Motion

7.B. Adopt Revised Records Retention Schedule Policy, Renamed to Records Retention Policy, and Rescind Resolution No. 21-15
Recommended Action: Adopt Policy by Resolution

7.C. Approve Agreement with Bartkiewicz, Kronick & Shanahan for General Counsel Legal Services
Recommended Action: Approve by Resolution

7.D. Approve Agreements with Jackson Lewis P.C. and Sloan Sakai Yeung & Wong LLP as Special Counsel for Labor and Employment Legal Services
Recommended Action: Approve by Resolution

8. BOARD BUSINESS

8.A. Public Hearing: Approve the Annual Wastewater Service Charges Levy Report and Direct the Levy and Collection of Wastewater Service Charges on the 2023–2024 Alameda County and Contra Costa County Secured Property Tax Rolls
Recommended Action: Hold Public Hearing and Approve by Resolution

8.B. Workshop: Receive Presentation on the Operating Budget for Fiscal Years Ending 2024 and 2025
Recommended Action: Receive Presentation and Provide Direction

8.C. Workshop: Receive Presentation on the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2024-2033 and Two-Year CIP Budget for Fiscal Years 2024 and 2025
Recommended Action: Receive Presentation and Provide Direction

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports
LAVWMA – May 17, 2023
DSRSD/City of Dublin Liaison – May 22, 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

May 16, 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, Director Dinesh Govindarao, 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 – None

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

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager McIntyre reported that Closed Session Item 10.A is not urgent and can be rescheduled if the Board so desires. The Board agreed to postpone the item to a future meeting.

7. CONSENT CALENDAR

Director Govindarao inquired about Items 7.B, 7.C, and 7.D pertaining to chemical pricing and cost sharing with other agencies. Staff explained that the District participates in the Bay Area Chemical Consortium's (BACC) annual cooperative bidding process to secure volume pricing, then bills the joint powers authority(ies) and/or partner agencies their pre-determined share of the total cost. Staff is also investigating the cost spikes for certain chemicals this year. Director Govindarao requested that staff explore other potential chemical purchasing opportunities in light of the pricing increases.

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

7.A. Approve Regular Meeting Minutes of May 2, 2023 – Approved

7.B. Authorize the General Manager to Execute Contract with Chemtrade Chemicals US LLC for the Supply and Delivery of Aluminum Sulfate – Approved

7.C. Authorize the General Manager to Execute Contract with Kemira Water Solutions Inc. for the Supply and Delivery of Ferrous Chloride – Approved

7.D. Authorize the General Manager to Execute Contract with Hasa Inc. for the Supply and Delivery of Sodium Hypochlorite – Approved

8. BOARD BUSINESS

8.A. Receive Report of District's Emergency Preparedness and Response Program Overview and Update

Special Assistant to the General Manager Gallardo reviewed the item for the Board and gave a presentation (handed out to the Board) that was added to the website as supplemental materials providing an overview of the following:

- Strategic Plan Goal, Policy and Priorities
- Emergency Response Program and Procedures
- District Assets, Equipment, Materials
- Staff Training and Exercises
- Interagency Coordination/Mutual Aid
- Next Steps

The Board and staff discussed various aspects of the presentation and emergency program including potential emergency scenarios and practice drills, safety equipment evaluation and maintenance, and Boardmember emergency duties. General Manager McIntyre explained that the Boardmembers' emergency duties are to gather a quorum at the District within 10 days of the emergency event to declare a formal emergency and to hold any necessary special meetings.

The Board directed staff to implement repetitive drills of various and wide-ranging emergency scenarios, and to hold regular and frequent safety topic sessions to embrace safety practices as part of the District's culture. Director Goel thanked staff for providing the Board emergency contact cards. The Board acknowledged and thanked staff for the presentation and progress made on the program.

8.B. Accept Annual Report on Rate Stabilization Fund Reserves and (1) Approve Transfer from the Water Rate Stabilization Fund (Fund 605) to the Water Operations Fund (Fund 600), and (2) Defer Transfers from the Local and Regional Wastewater Operations Funds (Funds 200 and 300) to the Local and Regional Rate Stabilization Funds (Funds 205 and 305)

Administrative Services Director Atwood reviewed the item for the Board. The Board and staff discussed deferring the transfers to the Rate Stabilization Funds until CalPERS (California Public Employees Retirement System) reports its projections for the Unfunded Actuarial Liability (UAL) in August. General Counsel Coty confirmed that the Board has the prerogative and flexibility to override its policy, in this case the Financial Reserves policy, in order to meet needs and strategic goals, such as better positioning the District to meet anticipated UAL funding needs. Staff explained the volatility of the CalPERS investment portfolio and its effects on UAL payment requirements, as well as the District's success funding it at a much higher level (approximately 92% funded) than

the majority of public agencies. Staff reported this item will be brought back to the Board in August to review and address the UAL report.

Director Govindarao MOVED to Accept the Annual Report on Rate Stabilization Fund Reserves and (1) Approve Transfer from the Water Rate Stabilization Fund (Fund 605) to the Water Operations Fund (Fund 600), and (2) Defer Transfers from the Local and Regional Wastewater Operations Funds (Funds 200 and 300) to the Local and Regional Rate Stabilization Funds (Funds 205 and 305). Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

8.C. Receive Presentation on Zone 7 Water Agency 2023 Annual Sustainability Report

Assistant General Manager Lee reviewed the item for the Board and gave a presentation (handed out to the Board) that was added to the website as supplemental materials providing an overview of the following:

- Water Supplies
- Declining State Water Project Reliability
- Available Zone 7/Main Basin Groundwater Storage
- Kern County Storage and Recovery Programs
- Total Available Storage
- 2023 Water Supply Conditions
- Five-Year Supply and Demand Comparison (100% demand delivery from Zone 7 projected through 2027)
- Shadow Cliffs Regional Recreational Area (2023 lake refill project)

The Board and staff discussed various aspects of the presentation regarding groundwater management, storage capabilities and balances (currently about 190,000 acre-feet [AF] with a potential total of 500,000 AF), conveyance challenges, and delivery projections through 2027. Ms. Lee noted that Zone 7's five-year projections were developed with the assumption (stress test) that drought conditions will be seen again next year. She confirmed that any additional supply needed by City of Pleasanton, should its wells continue to be offline, has been built into the 2024 projections. They also discussed the ongoing concerns regarding Delta conditions and the catastrophic impact to the District's should the Delta (and, thereby, the Kern County storage banks) become inaccessible.

8.D. Receive Presentation on Long-term Water Resiliency Efforts

Assistant General Manager Lee and Senior Engineer Irene Suroso reviewed the item for the Board and gave a presentation (handed out to the Board) that was added to the website as supplemental materials providing an overview of the following:

- Background
- Updates
  - Zone 7 Long-term Water Projects
  - Near-term Pilots
  - Supplemental Recycled Water Supplies
  - Long-term Conservation Framework
- Next Steps

The Board and staff discussed various aspects of the presentation including the challenges posed by conservation legislation - by 2030, the per capita residential indoor use standard is lowered to 42 gallons per day and monetary penalties will be levied to the District should that be exceeded, the District's cost to purchase Zone 7 water, the current pilot projects exploring storage and emergency capabilities, and the regional efforts made by DSRSD and Tri-Valley agencies regarding potable and recycled water use. The Board directed staff to carry forward with current efforts.

8.E. Adopt Revised Budget Accountability Policy and Rescind Resolution No. 44-22

Financial Analyst Corinne Ferreyra reviewed the item for the Board. The Board and staff reviewed the maximum authority levels the Board has granted to staff for contracts and capital outlays and their alignment with State purchasing/bidding levels.

Director Govindarao MOVED to adopt Resolution No. 15-23, Revising the Budget Accountability Policy and *Rescinding Resolution No. 44-22*. Director Goel SECONDED the MOTION, which CARRIED with FIVE AYES.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports – None

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

Director Govindarao did not submit a written report, but shared that he attended the Annual Employee Recognition Event on May 6 and wished to convey his appreciation for the hard work of staff who make DSRSD successful.

Director Goel submitted a written report to Executive Services Supervisor/ District Secretary Genzale. He stated that he was unable to attend the Annual Employee Recognition Event, but wished to recognize DSRSD staff for a job well done. He reported that he attended the 2024 Association of California Water Agencies Spring Conference and Expo in Monterey on May 9–11. He summarized the activities and discussions at the conference. He shared how well received DSRSD was by its colleagues and stated he is honored to be a part of the District.

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association Chapter meeting on May 10 at the Alameda County LAFCo office in Hayward, and the Alameda LAFCo chapter meeting on May 11 at the City of Dublin (no written report submitted). She summarized the activities and discussions at the meetings. She also presented the engraved crystal figurine DSRSD received from the Dublin Chamber of Commerce at the April 19 State of the City event for being a Silver Level Leadership Circle sponsor.

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

Vice President Johnson requested that an item regarding the Rate Stabilization Fund Reserves be presented at an August Board meeting.

9.B. Staff Reports

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

- The July 5, 2023 Board meeting will be cancelled.
- A LAVWMA Board meeting will be held tomorrow night at 6 p.m.
- A DSRSD/Dublin Liaison Committee meeting will be held Monday, May 22, 2023, at 4:15 p.m.
- Should an emergency event occur during Board proceedings, the Board and staff are to gather at the designated evacuation meeting location on the east side of the District Office and Drought Garden.

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

10. NOT HELD – CLOSED SESSION

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

11. NOT HELD – REPORT FROM CLOSED SESSION

12. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 8:18 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary

Dublin San Ramon Services District
Water, wastewater, recycled water

STAFF REPORT

Meeting Date: June 6, 2023

TITLE: Adopt Revised Records Retention Schedule Policy, Renamed to Records Retention Policy, and Rescind Resolution No. 21-15

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the revised Records Retention Schedule policy, renamed to Records Retention policy, and rescind Resolution No. 21-15.

SUMMARY:

The policy has two parts: (1) a preamble (introduction) that outlines the District's methods for managing the District's records and (2) retention schedules that list the District's records by function and by series, and specify the appropriate retention periods. The Board approved the revised preamble on December 21, 2021. At this meeting, the Board will consider the revised retention schedules that address standard updates to reflect current laws, regulations, and business practices, and approval of the renamed policy in its entirety.

BACKGROUND:

The Records Retention Schedule policy is periodically reviewed by staff to recommend and facilitate changes that reflect business needs and meet current legal requirements. Staff worked with records consultant Records Control Services who reviewed the policy and schedules, advised of necessary legal updates, recommended best practices, and worked with key department staff to determine current records needs.

The Board last revised this policy on April 7, 2015. The key objectives of the 2015 revision were to implement the Trustworthy Electronic Content Management System (ECMS) project (CIP 15-A006), enable effective ECMS configuration for retention of the District's official records, and effectively support the District's Records Management Program. The ECMS initiative has supported the District's past strategic goals and its current goal to "*Optimize District-wide operations by improving our business practices, procedures, and information systems to meet evolving needs*" and specifically the action item to "*Integrate our business enterprise systems to more effectively share data across the District*."

Since the 2015 update was completed, District processes and technologies have significantly changed. Staff recognize that these changes necessitated an extensive and careful assessment and revision of the policy to align with business needs and continue support of ECMS goals. As a result, the proposed policy streamlines and better organizes functional areas, clarifies records series information, and drives records management system adjustments and filing procedures.

On December 21, 2022, the Board approved "Part One" of the policy update—a revised introduction to the policy—to outline the District's methods for managing the District's records, including the development of a separate email policy; to establish the foundation for updating the retention schedules for adoption at a future meeting, with an expanded glossary and an updated framework; and to declare the OnBase ECMS a trusted system to electronically store official District records. The glossary defines terms while the updated framework reflects broader information in the retention schedules and identifies three additional items: (1) the Office of Record, the department responsible for a record series, (2) the System of Record, the system used for maintaining the records in a record series, and (3) Special Attributes to distinguish record series that are confidential, historical, or vital. The Office of Record and System of Record items are administrative and were added to assist staff in identifying and referencing the storage of department records. The Office of Record information is subject to updates after Board approval. The System of Record item has been removed from the formal policy because technologies and systems, and the records assigned to them, are rapidly getting outdated or changing.

Originating Department: Administrative Services	**Contact: V. Chiu/C. Atwood**	**Legal Review: Yes**
Financial Review: Not Required	**Cost and Funding Source: N/A**	
Attachments: ☐ None ☒ Resolution ☐ Ordinance ☐ Task Order ☐ Proclamation ☒ Other (see list on right)	**Attachment 1 – Marked-up Records Retention Policy**	

DISCUSSION:

Following the Board's approval of Part One, the District's Records Management Team (composed of the District Secretary who administers the District's Records Management Program, all management staff who ensure effective files for operations and compliance, and the Department Records Coordinators who work with the actual files and records) examined and updated the 2015 schedules under the guidance of the District's records consultant to produce the updated retention schedules ("Part Two"). Thereafter, District General Counsel conducted a broad legal review of the draft schedules to confirm it was sound. Following the Board's approval of Part Two, staff will start on a separate policy to address email and other electronic communications ("Part Three").

The current policy has 16 schedules, whereas, the revised policy streamlines the schedules to 14, with the addition of one new schedule to classify laboratory records, and the removal of three schedules for property management, facility, and library records that were removed (obsolete or duplicative) or reassigned to more appropriate schedules. The remaining 14 schedules list 75 main series and close to 500 individual series to categorize and organize the District's records since its formation in 1953.

Attachment 1 is the marked-up policy with retention schedules, with added text in red and removed text in strikethrough. The entire proposed policy without markups is included as Exhibit A to the resolution.

Staff also proposes a very minor change to the policy name (remove "Schedule") to reflect that the policy encompasses more than the schedules. In accordance with the District's practice of reviewing each of its policies at least every four years, this policy is scheduled for review again in 2027 if the Board adopts a revised policy this year.

Dublin San Ramon Services District
Water, wastewater, recycled water

Policy

Policy No.	P200-	**Type of Policy:**	General
Policy Title:	Records Retention ~~Schedules~~		
Policy Description:	Establishment of retention schedules for the management and destruction of District records		

Approval Date:	6/6/2023	**Last Review Date:**	2023
Approval Resolution No.:		**Next Review Date:**	2027
Rescinded Resolution No.:	21-15	**Rescinded Resolution Date:**	4/7/2015

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to institute comprehensive and uniform methods for the management of the District's records in accordance with legal requirements, industry standards, and business needs; and to establish records retention schedules in accordance with Government Code Sections 60200–60204 relating to destruction of records of special districts.

1. Introduction and Scope

Pursuant to Government Code Section 60201(b)(2), Dublin San Ramon Services District has adopted the Secretary of State's "Local Government Records Management Guidelines" established pursuant to Government Code Section 12236 to assist in determining minimum retention periods for records for which the statutory provisions for Destruction of Records of Special Districts (Government Code Sections 60200–60204) do not provide specific guidance. Although not a dispositive source of authority, the District determines that, along with additional research, the State's guidelines and the California Public Records Act (Government Code Section 6250, et seq.) provide the basis for establishing reasonable records retention schedules to meet regulatory requirements, operational and administrative needs, and best records management practices, and to classify the District's records by series and establish a standard protocol for their destruction or disposition.

This policy and the attached Dublin San Ramon Services District Records Retention Schedules address all District records, regardless of media and storage. Email and other electronic communications are more fully addressed under a separate policy.

2. Storage of Records

Retention of official electronic records is managed in the District's Trustworthy Enterprise Content Management System (ECMS), a trusted system defined by Government Code Section 12168.7(c) as "a

combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from or reproduced by the system could differ substantially from the public record that is originally stored." Physical records may be stored in offices, department filing areas, storage rooms, inactive records centers, or secured records vaults.

3. **Official Records, Copies, and Non-Records**

For retention purposes, a **record** includes any writing containing information relating to the conduct of the business prepared, owned, used, or retained by the organization regardless of physical form or characteristics. Government Code §6252(g) defines "**writing**" as "any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored." Records include the subsets of trusted copies, confidential records, vital records, historical records, electronic records, and transitory records, as defined below in this policy or the attached Records Retention Schedules.

"**Official record**" is the original record or "trusted copy" having the legally recognized and enforceable quality of any writing containing information related to the conduct of the District's business. A "**trusted copy**" is a copy of an originally created record if the copy is created on a trusted system. "Trusted copies" are photographically or electronically generated documents controlled by daily operational procedures and policies to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document. Once a "trusted copy" is created, it will replace the original source document as the official record, and the "trusted copy" must then be retained as the official record in accordance with the requirements of this policy and the attached Records Retention Schedules. The original source document shall then be considered a "duplicate copy" and can be destroyed in the approved manner.

"**Duplicate copy**" is a copy of an "official record" if the copy is not within the definition of a "trusted copy." In addition to hard copies of official records, "duplicate copies" also include, but are not limited to, database backups or other copies of electronic records. Per Government Code Section 60200, duplicates and copies of official records may be destroyed at any point after immediate use and/or before the retention period of the original record, but must not be retained longer than the total retention period of the original record. A "duplicate copy" may be destroyed after the employee ensures it is no longer required for the operational needs of the department. The District realizes that it neither has control over, nor can it enforce the storage, management, and disposal of, duplicate records released to outside entities.

"**Transitory record**" is a writing with only short-lived value because the information is used for a relatively short period of time and may be destroyed at any time after the employee ensures the record is not an official record and is no longer required for the operational needs of the department. Examples of transitory records may include, but are not limited to, the following documents that are not retained in

the ordinary course of business: preliminary drafts, notes, interagency/intra-agency memoranda, email and electronic communications, voicemails, and audio recordings.

"**Non-record**" means any writing which is not within the definition of a record. Examples of "non-record" include writings that are not directly related to the conduct of the District's business and/or are used specifically for reference including, but not limited to, text books, brochures, catalogs, or seminar announcements.

4. Legal Holds on Destruction

Government Code Section 60201(d)(4) requires that the District maintain any document that "relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years." Depending upon how long litigation remains pending or when settlement is reached, these "legal holds" can potentially extend the life of a document well beyond the otherwise applicable retention period set forth in the accompanying schedules. The District may also suspend destruction due to discovery requests, public records requests, or for any other reason.

Departments will be notified of legal holds on specific documents by the General Manager, District Secretary and/or the District's legal counsel. Since legal holds commonly target specific individuals, and a specific subject or set of information, documents unrelated to the legal hold may be disposed according to the approved retention periods.

5. Records Destruction

The District Secretary, in whose custody the District's records are kept, is hereby authorized to destroy District records in accordance with the adopted Records Retention Schedules after review and concurrence by department heads. Paper records may be destroyed by shredding or disposed of by placing in a recycling or trash receptacle. Electronic records may be destroyed by deleting or overwriting.

Notwithstanding the adopted Records Retention Schedules, the District Secretary is not authorized to destroy or dispose of any records the destruction or disposal of which is prohibited by any applicable provision of law enacted after this policy becomes effective.

6. Responsibilities

The General Manager (or designee) shall develop comprehensive rules and procedures in furtherance of this policy and is hereby directed and authorized from time to time to make and implement such changes in the attached Records Retention Schedules as may be determined, in conjunction with District's General Counsel, to be required by the law then applicable.

The District Secretary (or designee) shall manage and implement the District's Records Management Program, including dissemination of information, providing training to staff, assisting departments in the maintenance and destruction of records, providing review of changes in records management practices

and any proposed amendments to this policy, and prepare recommendations for approval by Board of Directors.

The District staff shall handle and process District records in accordance with the Department's records management methods and this policy.

Any questions related to the retention schedules, citations or approved retention periods should be directed to the District Secretary.

Retention Schedule Glossary

Schedule Headings

Series Code	Set of numbers assigned to a record series, a group of similar records arranged under a single filing system or kept together as a unit.
Series Name	Title of a record series.
Description of Documents	Details of a record series when a title is not sufficient.
Office of Record	Department responsible for maintaining records in a record series. This can be the department that creates the record, receives the record from outside of the District, or receives the record from another department within the District. Where the designation is "Districtwide," the Office of Record can be any department that may maintain documents in the record series.
System of Record	System used for maintaining records in a record series, as further described below.
Special Attributes	Identification of confidential, historical, or vital record, as further described below.
Total Required Retention	Length of time a record must be retained to fulfill its administrative, fiscal, and/or legal function.
Citations and Legal Basis	Legal requirements for a minimum retention period.

Systems of Record

EL	Electronic media.
MX	Mixed media: paper or electronic.
PA	Paper media.

Special Attributes

C	Confidential record, in general, is any record not disclosed to the public unless directed by court order.
H	Historical records have long-term value and document accomplishments, changes, and growth of the District.
P	Permanent records are required in perpetuity, usually identified by statute or other written guidance.
V	Vital record are critical records that are needed to continue or resume basic District operations.

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Retention Schedule Glossary

Retention Codes

Administrative Record	Administrative Records include general subject information, reports and reference documents with minimal to no long term value and that may or may not relate to a specific record series. Although there is no requirement to keep these records beyond the State's minimum 2-year requirement, Administrative Records should be reviewed annually for relevance to current subject matter or projects.
AA	After the annual audit, either by a regulatory body or performed internally by the District.
AC	After completion of the project or task (such as a maintenance project or report preparation), or closure of the case or issue (such as a claim against the District).
ACT	Maintain documents while the subject is actively used, such as a vendor that works with the District. This retention code often applies to duplicates and copies of records.
AE	After expiration of a document or activity, such as a permit, license, or agreement.
AFP	After final payment of a bond or grant.
AP	After approval of the document or finished task.
AR	Review the documents annually for relevance to current subject matters or projects and dispose of obsolete documents.
AT	After termination of employment or use of a system, such as software program.
CM	Maintain for the current month, plus any additional time listed.
CY	Maintain for the current year, plus any additional time listed.
EY	Maintain for the year the event occurred, such as a meeting or conference.
IND	Maintain the documents indefinitely. This retention code often applies to databases, since the data may be perpetually maintained in the software system.
LOB/LOV/ LOI/LOS/LOR	Maintain the documents for the life of board/committee, building, vehicle, improvement, ~~or~~ system, or registrant.
P	Maintain all associated documents permanently.
S	After document is superseded, such as a policy or procedure.
+[Number]	Associated ~~record~~ retention code, plus the number of years or months (shown with "Y" or "M" after number).

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Office of Record Listing

Office of Record	Office of Record Description
Districtwide	Any department may maintain documents in the record series.
Board of Dir	Board of Directors - Vital records of the District such as resolutions, ordinances, agendas, minutes, agreements, easements, deeds, destruction reports.
Capital	Capital Projects - Design, construction, bids, etc.
Dev & Const	Development & Construction Services - Development/other projects, construction, permits, inspections, etc.
Exec	Executive Services - Board of Directors, Fair Political Practices Commission, Public Records Act requests, elections, subpoenas, legal, compliance, records management, event planning, facility use, etc.
Field Ops	Field Operations - Water, wastewater, recycled water infrastructure maintenance and repair, etc.
Finance	Financial Services - Operations budget, rate studies, payroll, accounts receivable/payable, audit, revenue, billing, debt and refinancing, etc.
General Mgr	Office of the General Manager - Reference materials used and maintained by the General Manager.
HR & Risk	Human Resources & Risk Management - Personnel, benefits, recruitment, claims, workers compensation, performance management, labor relations, leaves, employee engagement, risk management, training, etc.
IC&E	Instrumentation, Controls & Electrical - Supervisory Control and Data Acquisition (SCADA).
ITS	Information Technology Services - Applications, computer equipment, work devices, backups, licenses, programming, telephony, WiFi, cybersecurity, etc.
Lab & Tech	Laboratory & Technical Services - Sampling, compliance reports, quality assurance, chain of custody, microbiology, etc.
Mech Maint	Mechanical Maintenance - Equipment, fleet, facilities related.
Ops Library	Operations Library - Reference manuals, reports, procedures, etc.
Ops Support	Operations Support Services - Safety, emergency response, training, reports, etc.
Plan & Asset	Planning & Asset Management - Planning, environmental, pollution prevention, conservation, graphical information system, etc.
Plant Ops	Plant Operations - Treatment plant, recycled water plant, permits, industral waste, etc.
Public Affairs	Public Affairs - District history, public outreach and communications, social media, district branding, official logo/graphics.
UB & CS	Utility Billing & Customer Services - Customer accounts, billing, delinquencies, meter rental, payment processing, etc.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active~~ Suggested ~~Retention~~	~~Inactive~~ Suggested ~~Retention~~	Total Required Retention	Citations & Legal Basis ©
0101-00	**Office General Management**							
0101-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the State minimum guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0101-02	Correspondence – ~~Internal~~ Departmental		Districtwide		~~CY+2~~		**CY+2**	State of California Guidelines; Administrative Record
0101-03	Correspondence – ~~External~~ Outside of District		Districtwide		~~CY+2~~		**CY+2**	State of California Guidelines; Administrative Record
0101-04	District Policies	Vital Record. Includes District policies related to board business, general, operations, finance, purchasing, service, and personnel.	Districtwide	V	~~S~~	~~5~~	**S+5**	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-05	Administrative Procedures	Vital Record. Includes general administrative procedures of the District, not related to Standard Operating Procedures (SOPs) of an individual department/division.	Districtwide	V	~~S~~	~~5~~	**S+5**	State of California Guidelines: 5 years after superseded or expired CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-06	Mission Statements		Districtwide	V	~~S~~	~~5~~	**S+5**	State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-07	Department Annual Goals & Objectives		Districtwide		~~S~~	~~5~~	**S+5**	State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-08	(Series Available for Use) ~~Assignments~~				~~S~~	~~5~~	~~**S+5**~~	~~State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded~~
0101-09	Departmental Staff Meetings	Departmental staff meetings and meeting notes for non-formal meetings. Non-agenda related reports and supporting documentation.	Districtwide		~~EY~~	~~2~~	**CY ~~EY+2~~**	State of California Guidelines; Administrative Record
0101-10	District Administration		Districtwide		~~CY+2~~		**CY+2**	State of California Guidelines; Administrative Record
0101-11	Regulations		Exec	V	~~S~~	~~5~~	**S+5**	State of California Guideline: 5 years after superseded or expired
0101-12	Visitor Sign-in Sheets		UB & CS				**CY+2**	State of California Guidelines; Administrative Record
0101-13	Facility Use Applications & Insurance	Applications and insurance certificates from outside agencies and companies that use District facilities (Boardroom, meeting rooms, parking lots, etc.)	Exec				**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for facility use permits and insurance binders
0102-00	**Office Reference**							
0102-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0102-02	Chronological		Districtwide		~~ACT~~		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
0102-03	Professional Associations / Organizations	Includes information on or from individual employee professional associations and organizations.	Districtwide		~~CY+2~~		**CY+2**	State of California Guidelines; Administrative Record
0102-04	Community Organizations	Includes information and correspondence from local organizations outside of the District.	Districtwide		~~CY+2~~		**CY+2**	State of California Guidelines; Administrative Record
0102-05	Newsletters/Publications - External	Newsletters and other publications received by the District. Potential historical information.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision; Current year plus 2, review for historical content

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active~~ Suggested ~~Retention~~	~~Inactive~~ Suggested ~~Retention~~	Total Required Retention	Citations & Legal Basis ©
0102-06	(Series Available for Use) ~~Public Relations~~	~~Potential Historical information. May include photographs with historical value.~~		~~H~~	~~EY+2, AR~~	~~5~~	~~**EY+7, AR**~~	~~State of California Guidelines; Current year plus 7~~ ~~Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record~~
0102-07	(Series Available for Use) ~~Demographics~~				~~CY+2~~		~~**CY+2**~~	~~State of California Guidelines; Current year plus 2 years general recommendation for local government agency records~~
0102-08	Complaints	General complaints received by the district. Does not include Prop 218 protests or complaints.	Districtwide		~~CY+2~~		**CY+2**	State of California Guidelines; 2 year plus the current year for maintenance and operations documents
0102-09	~~Newspaper Clippings~~ Historical Records	Includes newspaper clippings, photographs and other historical documents and materials. Historical records include materials valuable to inside and outside parties.	Districtwide	H	~~CY+2~~		~~**CY+2**~~ **P**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision: Maintain records designated as important to the history of the District permanently
0102-10	Special Events	Includes District hosted or attended events, such as employee recognition, receptions, ribbon cuttings, St. Patrick's Day Parade and other events.	Districtwide	H	~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision; Current year plus 2, review for historical content
0103-00	**Forms Management**							
0103-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0103-02	Blank Forms	Does not include controlled forms.	Districtwide		~~S~~		**S**	State of California Guidelines; Administrative record
0103-03	Form Letters	Does not include controlled forms.	Districtwide		~~S~~		**S**	State of California Guidelines; Administrative record
0103-04	Form Masters	Does not include controlled forms.	Districtwide		~~S~~		**S**	State of California Guidelines; Administrative record
0104-00	**Records Management**							
0104-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0104-02	Certificates Of Destruction		Exec	V	~~P~~	~~P~~	**P**	State of California Guidelines; 2 years after superseded Administrative Decision: Permanent for destruction tracking purposes
0104-03	Directives & Procedures		Exec		~~S~~	~~5~~	**S+5**	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0104-04	Uniform Functional Filing System		Exec	V	~~S~~		**S**	Administrative Decision; Retain current version only Destroy printed versions older than 30 days, due to potential updates
0104-05	Inactive Records Storage Information		Exec		~~S+2~~		**S+2**	State of California Guidelines; 2 years after superseded
0105-00	~~**Handouts**~~ **Public Affairs**							
0105-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active~~ Suggested Retention	~~Inactive~~ Suggested Retention	Total Required Retention	Citations & Legal Basis ©
0105-02	District Newsletters	Review for historical content.	Public Affairs	H			**CY+2, AR**	Administrative Record, State of California Guidelines Review for historical content prior to destruction
0105-03	Public Relations	Potential historical information and may include photographs with historical value. Historical information should be reclassified to 0102-09 Historical Records.	Districtwide	H			**EY+7, AR**	State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record
0105-04	Customer Satisfaction Surveys & Questionnaires		Public Affairs				**AC+2**	State of California Guidelines; 2 years after completion for general studies and surveys
0105-05	District Reports	Includes annual and biannual District reports, District at a Glance, budget in brief, and other District produced reports to the public.	Public Affairs				**CY+2**	State of California Guidelines; Current year plus 2 years for annual activity/statistical reports by division
0105-06	Campaigns		Public Affairs				**CY+7**	State of California Guidelines; Current year plus 7
0105-07	Public Affairs Mailings	Includes Prop 218 notices, inserts, postcards and other mailings created by Public Affairs for other departments.	Public Affairs				**CY+2**	Administrative Record, State of California Guidelines
0105-08	Social Media	Applications such as ArchiveSocial.	Public Affairs				**CY+2**	Administrative Record, State of California Guidelines
0105-09	News Releases	Historical information should be reclassified to 0102-09 Historical Records.	Public Affairs				**EY+7, AR**	State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record
0106-00	**~~Computer~~ Information Technology**							
0106-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0106-02	~~Hardware~~ Equipment Inventory	~~Includes hardware inventories.~~ Does not include logs. Only an active inventory listing updated as equipment is managed.	ITS		~~S+2~~		**~~S+2~~ ACT**	State of California Guidelines; 2 years after superseded for hardware inventory logs State of California Guidelines; Administrative Record, maintain while active
0106-03	Software	Includes ~~installation~~ installed software licenses and annual maintenance. ~~for productivity and other District software applications~~.	ITS		~~AT~~	~~5~~	**AT+~~5~~ 4**	~~CCP 337.2; Statutes of limitations of 4 years~~ CCP 343; Statutes of limitations of 4 years ~~48 CFR 4.601; 5 years after completion for procurements exceeding $25,000~~ 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
~~0106-04~~	~~Vendor Information~~				~~ACT~~		**~~ACT~~**	~~GC 60200; Duplicate records may be destroyed at any point before the total retention period~~
0106-04	~~Exagrid Disk Array~~ Backups	~~Includes Disk-to-Disk backup and disaster recovery plan. The Exagrid archives at the "image" level. Located at WWTP.~~ Includes backups of programs and directories. Backups are for accidental deletions and disaster recovery only.	ITS		~~CM+2M~~		**~~CM+2M~~ 12M**	State of California Guidelines; Current month plus 2 months for daily backups Administrative Decision: Maintain server backups for the current month plus 12 months for disaster recovery and accidental deletions
~~0106-06~~	~~Tape Backups~~	~~Veeam Tape Backup system used to move archive backups from Exagrid to tape for longer storage. Stored locally. Includes older backup tapes from superseded systems.~~			~~CM+2M~~		**~~CM+2M~~**	~~State of California Guidelines; Current month plus 2 months for daily backups~~
~~0106-07~~	~~DVDs / CDs~~	~~Includes burns of email PSTs and U: drives of exiting employees for supervisors to browse if necessary. Stored locally.~~			~~ACT~~		**~~ACT~~**	~~GC 60200; Duplicate records may be destroyed at any point before the total retention period~~

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~~0106-08~~	~~USB Keys~~	~~Used for physical transport to either home or systems that are not connected via network. Stored locally~~			~~ACT~~		**~~ACT~~**	~~GC 60200; Duplicate records may be destroyed at any point before the total retention period~~ ~~Administrative Decision: Duplicate and/or transitory records. USB key and drive contents deleted after return to ITS.~~
0106-05	Video Surveillance ~~Disk Array~~ Recordings	Includes ~~Lenel Security System disk array for~~ storage of video. Storage eventually overwritten. Located at ~~DO~~ the District Office.	ITS		~~7 Days *~~		**7 Days ***	GC 53160; 100 days for routine video monitoring & telephone recordings State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * Exception Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action Administrative Decision: Maintain video surveillance for 7 days due to system storage limitations
0106-06	Voicemail Recordings	Deleted from systems after 31 days. Located at ~~DO~~ the District Office.	ITS		~~31 Days *~~		**31 Days ***	GC 53160; 100 days for routine video monitoring & telephone recordings State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * Exception Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action Administrative Decision: Voicemail recordings maintained for 31 days due to system storage limitations
0106-07	Electronic Conversations	Includes text messages and other electronic based conversations.	ITS				**180 Days ***	GC 53160; 100 days for routine video monitoring & telephone recordings State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * Exception Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
0106-08	Administrative Meeting Recordings	Includes meeting recordings and other internal audio and video recordings. Does not include Board meeting video recordings.	ITS				**180 Days ***	GC 53160; 100 days for routine video monitoring & telephone recordings State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * Exception Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
~~0106-11~~	~~Text Messages~~	~~Stored locally on PCs~~			~~180 Days *~~		**~~180 Days *~~**	~~State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * Exception Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.~~
0107-00	**Safety**							
0107-01	General Information		Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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0107-02	Safety Programs	Includes Injury & Illness Prevention Plan (IIPP) and other safety training programs outlines and forms.	Ops Support		~~CY+7~~		~~CY~~ S+7	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training Administrative Decision: Maintain for 7 years after the program is superseded
0107-03	~~Audits~~ Series Available for Use				~~AC+2~~	~~3~~	~~AC+5~~	~~29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to.~~ ~~8 CCR 14300.33; current year plus 5 years for OSHA 300 reports~~ ~~8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final.~~ ~~State of California Guideline: 5 years after completed for safety reports~~
0107-04	Procedures		Ops Support		~~S~~	~~5~~	S+5	State of California Guideline: 5 years after superseded or expired
0107-05	(Series Available for Use)							
0107-06	~~Contractor Safety Manuals~~ Series Available for Use				~~ACT~~		~~ACT~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~
0107-07	Safety Meetings	Includes agendas and meeting minutes for various safety workgroups such as Emergency Communications, Emergency Planning, and Safety Committee.	Ops Support		~~CY+2~~	~~5~~	CY+7	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination, general personnel records retention State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training Administrative Decision: Maintain safety meeting materials for the current year plus 7 years to match training retention in Human Resources
0107-08	Hazardous Waste ~~Manifests~~	Includes Hazardous Materials Business Plan, information booklets, waste manifests, Department of Toxic Substances control manifests, hazardous materials management plans, carcinogen reports, hazardous materials inventory statements.	Ops Support		~~CY+3~~	~~P~~	P	40 CFR 262.40; 3 years for manifests State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents. State recommends permanent for environmentally sensitive materials, such as hazardous materials storage permits.
0107-09	CalOSHA Logs		Ops Support		~~CY+5~~		CY+5	29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102;5 years from date of injury State of California Guideline: 5 years after completed
0107-10	Health & Fitness Issues	Includes general information on health and fitness for employees such as respirator/fit-testing. Does not include recommendations to specific employees or counseling for health and fitness issues. Respirator / fit-testing clearance forms are kept separately in the employee's medical file.	Ops Support		~~CY+2~~		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0107-11	Security	Security plans and procedures. Maintenance and other documents.	Ops Support		~~S+5~~ ~~CY+2~~		S+5 CY+2	State of California Guidelines; 2 years for maintenance records, 5 years after superseded for procedures

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0107-12	Incident Reports		Ops Support				**AC+7**	42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
0107-13	Training Rosters		Ops Support				**CY+7**	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
0107-14	Equipment & System Manuals		Ops Support				**LOS+2**	State of California Guidelines; Life of the equipment plus 2 years
0107-15	Safety Suggestions	Department prefers to maintain for 10 years.	Ops Support				**CY+10**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision: Maintain safety suggestions for the current year plus 10 years for activity reference
0107-16	Ergonomic Evaluations & Assessments	Includes ergonomic assessment reports, evaluation forms, evaluation pictures and reports to staff.	Ops Support				**CY+3**	CCP 338(d); 3 years to commence action for mistakes
0107-17	Facility Inspections	Includes Safety Committee facility inspections and Fire & Life safety inspections.	Ops Support				**AC+5**	UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection
0107-18	Equipment Inspections	Includes crane, fall protection equipment, SPCC equipment and tanks.	Ops Support				**CY+2**	State of California Guidelines; 2 years plus the current year
0107-19	Facilities Equipment Permits	Includes elevator, facility and other permits not related to water or sewer.	Ops Support				**AE+2**	State of California Guidlines; Current year plus 2 years for municipal facility rental / use permits
0107-20	Environmental Permits	Includes Bay Area Air Quality Management District, hazardous materials business plans and other county, regional, state or federal agency environmental permits.	Ops Support				**P**	State of California Guidlines; Current year plus 2 years for federal and state agency permits. State recommends Permanent for environment related documents. Administrative Decision: Maintain environmental permits permanently to follow State suggestion

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0200-00 PLANNING

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0201-00	**Emergency Planning**							
0201-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0201-02	Disaster Preparedness		Plan & Asset	V	~~S+2~~		**S+2**	State of California Guidelines; 2 years after superseded
0202-00	**Planning**							
0202-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0202-02	Long Range Planning		Plan & Asset		~~S+2~~		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0202-03	Annexations/Sphere Of Influence	Includes reports, agreements, public notices.	Plan & Asset		~~P~~	~~P~~	**P**	GC 60201(d); Real property records, permanent State of California Guidelines; Permanent
~~0202-04~~	~~(Series Available for Use)~~							
0203-00	**Advanced Planning**							
0203-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0203-02	Special Projects		Plan & Asset		~~S+2~~		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0203-03	East Dublin		Plan & Asset		~~S+2~~		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0203-04	West Dublin		Plan & Asset		~~S+2~~		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0203-05	Dougherty Valley		Plan & Asset		~~S+2~~		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0203-06	LAVWMA/TWA		Plan & Asset		~~S+2~~		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0204-00	**Master Plan**							
0204-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0204-02	Water	~~Copies of the master plan~~ Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		~~S+2~~ ~~AC+2~~	 ~~P~~	~~**S+2**~~ **P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference
0204-03	Recycled Water	~~Copies of the master plan~~ Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		~~S+2~~ ~~AC+2~~	 ~~P~~	~~**S+2**~~ **P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active~~ ~~Suggested~~ ~~Retention~~	~~Inactive~~ ~~Suggested~~ ~~Retention~~	Total Required Retention	Citations & Legal Basis ©
0204-04	Sewer	~~Copies of the master plan~~ Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		~~S+2~~ ~~AC+2~~	 ~~P~~	**~~S+2~~** **P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference
0204-05	Wastewater Treatment	~~Copies of the master plan~~ Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		~~S+2~~ ~~AC+2~~	 ~~P~~	**~~S+2~~** **P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference
0204-06	Water, Sewer & Recycled Water	~~Copies of the master plan~~ Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		~~S+2~~ ~~AC+2~~	 ~~P~~	**~~S+2~~** **P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference
0205-00	**Environmental Planning**							
0205-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0205-02	California Environmental Quality Act	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations.	Plan & Asset		~~CY+5~~	~~P~~	**P**	State of California Guidelines; Permanent recommendation for environmental related documents
0205-03	Notices of Preparations	Includes public notices and legal publications required for posting.	Plan & Asset		~~CY+2~~	~~2~~	**CY+4**	CCP 343; Statutes of limitations, 4 years State of California Guidelines; Current year plus 4 years for public notices

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0300-00 DISTRICT ADMINISTRATION

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0301-00	**Board**							
0301-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Board of Dir		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0301-02	~~Agenda~~ (Series Available for Use)	~~Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Board of Supervisors~~			~~CY+2~~		~~**CY+2**~~	~~State of California Guidelines; Maintain for the Current Year plus 2 years~~
0301-03	Minutes	Official minutes of the Board of ~~Supervisors~~ Directors	Board of Dir	V	~~P~~		**P**	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent
0301-04	Agenda ~~Memos~~ Packets	Includes agenda face sheets, draft minutes, staff reports and attached materials, letters and memos and documents received, created and/or submitted to the Board for regular, special, workshop and other Brown Act Board meetings.	Board of Dir		~~CY+2~~	~~73~~	**CY+75**	State of California Guidelines; Maintain for the Current Year plus 2 years Adminsitrative Decision: Current Year plus 75 years for reference purposes
0301-05	Minute Orders, Notices of Completion, Certificates of Acceptance	Official minutes of the Board of ~~Supervisors~~ Directors.	Board of Dir	V	~~P~~		**P**	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent for minutes and recorded documents
0301-06	Agenda ~~Packets~~ Reference Items	Includes images and physical files of agenda face sheets, staff reports and attached materials, letters, memos, and working documents maintained by the departments for reference purposes.	Districtwide		~~ACT~~		~~**ACT**~~ **CY+5**	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record Administrative Decision: Maintained in OnBase for 5 years as a courtesy for departments to reference
0301-07	Proposition 218 Written Protests & Ballots	~~Includes notices and ballots.~~ Also includes affidavit of mailing for protests and ballots.	Finance		~~CY+2~~	~~P~~	~~**P**~~ **CY+4**	State of California Guidelines; Permanent for Prop 218 ballots CCP 343, 349; Statutes of limitations GC 53755(3)(d); Maintain protests for 2 years GC 53753(d)(2); Maintain ballots for 2 years R&T 5097(a)(2); 4 years to claim tax refund League of California Cities Propositions 26 & 218 Implementation Guide Pg 114; Maintain protest materials for 4 years to meet R&T code 5097
0301-08	Board Meeting Video Recordings	Video recording of Board meetings.	Board of Dir		~~**CY+5**~~		**CY+5**	GC 549535; 30 days after recording Administrative Decision: Maintain board video recordings for the current year plus 5 years for openness and transparency as a courtesy for departments and the public to reference
0301-09	Board Correpondence	Includes District customers and other agency correspondence to and from the Board.	Board of Dir				**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0301-10	SB 343 Documents, Agenda Related	Documents received within 72 hours prior to a Board meeting directly relating to the agenda packet. Maintained in a binder at the front desk.	Board of Dir				**CY+75**	GC 54957.5; Make documents available to the public State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0301-11	SB 343 Documents, Informational	Documents received by the Board at meetings not relating to the agenda packet. Includes speaker cards, informational handouts, correspondence and other information received by the Board prior to meetings.	Board of Dir				**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0302-00	**Committees**							
0302-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Board of Dir		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active~~ Suggested ~~Retention~~	~~Inactive~~ Suggested ~~Retention~~	Total Required Retention	Citations & Legal Basis ©
0302-02	~~Board and Committees Applications~~ Committee Reference Materials	~~Selected applications to boards, commissions and committees. Unselected candidate applications maintained for 2 Years after completion.~~ Includes general information, correspondence, workshops, liaison meetings, and other reference materials for committees.	Board of Dir	V	~~CY+2~~	~~L+5~~	~~L+5~~ CY+2	State of California Guidelines; ~~5 years after board, commission or committee is disolved~~ Maintain for the Current Year plus 2 years
0302-03	~~Special Committee Agenda Packets~~ SB 343 Documents, Agenda Related	~~Includes letters, memos, staff reports, and documents received, created and/or submitted to the Committee - Liaison and Ad-Hoc.~~ Documents received within 72 hours prior to a Board meeting directly relating to the agenda packet. Maintained in a binder at the front desk.	Board of Dir		~~CY+2~~	~~13~~	CY+~~15~~ 20	~~State of California Guidelines; Maintain for the Current Year plus 2 years~~ ~~Administrative Decision: Current Year plus 15 years for reference purposes~~ GC 54957.5; Make documents available to the public State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision: Maintain committee SB 343 materials for the current year plus 20 years to support the agenda packet.
0302-04	~~Special Committees~~ (Series Available for Use)	~~Official minutes of legislative bodies - Liaison and Ad-Hoc~~			~~P~~		~~P~~	~~GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent~~
0302-05	Committee Minutes	Official minutes of board appointed committees. Does not include ad-hoc committees, which may be kept for the Current Year plus 2 years.	Board of Dir	V	~~P~~		P	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent
0302-06	Committee Agenda Packets	Includes letters, memos, staff reports, and documents received, created and/or submitted to the Board.	Board of Dir	V	~~CY+2~~	~~8~~	CY+~~15~~ 20	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus ~~15~~20 years for reference purposes.
0303-00	**Reports, Studies And Surveys**							
0303-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0303-02	District Generated	Does not includes annual District report which is provided by Public Affairs.	Districtwide		~~CY+2, AR~~		CY+2 5, AR	State of California Guidelines; 2 years plus the current year for general studies and reports Administrative Decision; Current year plus 2 5 years, review annually for relevance to projects
0303-03	Other Agency Generated		Districtwide		~~CY+5, AR~~		CY+5, AR	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision; Current year plus 5 years, review annually for relevance to projects
0304-00	**District Corporations**							
0304-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Board of Dir		~~CY+2, AR~~		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0304-02	DSRSD Financing Corp	Includes administration and financial documents. Management reports may be kept for 2 years per State of California Guidelines.	Board of Dir	V	~~CY+2~~	~~P~~	P	GC 60201; Permanent GC 53901; Maintain budget, indefinite State of California Guidelines; Permanent
0304-03	Dublin San Ramon Public Information, Inc.	Includes administration and financial documents. Management reports may be kept for 2 years per State of California Guidelines.	Board of Dir	V	~~CY+2~~	~~P~~	P	GC 60201; Permanent GC 53901; Maintain budget, indefinite State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0401-00	**Accounting**							
0401-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0401-02	Annual Audit Reports	Includes CAFRs, and other mandated reports.	Finance		~~AA+1~~	~~P~~	**P**	State of California Guidelines; Permanent
0401-03	Financial Reports/Statements	Includes monthly general financial reports for internal use only. Does not include state or other agency mandated reports, which are kept PERMANENTLY.	Finance		~~AA+2~~		**AA+2**	State of California Guidelines; 2 years after audit
0401-04	Invoices	Paid invoices, CalCard statements and payments, account analysis, receipts, AP postings, employee requests for reimbursements, and supporting vendor documents.	Finance		~~AA+1~~	~~3~~	**AA+4 7**	GC 60201(12); Maintain district credit card statements and payments for 7 years after payment. State of California Guidelines; 4 years after audit
0401-05	Cash Receipts		Finance		~~AA+1~~	~~3~~	**AA+4**	CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0401-06	Journal Entries	Detail maintained in Eden/Munis. Postings maintained in OnBase	Finance		~~AA+2~~		**AA+2**	State of California Guidelines; 2 years after audit
0401-07	Federal/State Mandated Reporting	Includes State Controller's Reports and other federal and state reporting.	Finance		~~CY+1~~	~~P~~	**P**	State of California Guidelines; Permanent
0402-00	**Banking**							
0402-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0402-02	~~(Series Available for Use)~~ Cancelled Receivable Checks	Checks scanned and maintained in Remit Plus. Electronic copy of the cancelled check is the official record. Paper cancelled checks are maintained for 1 month for reconciliation purposes, then shredded.	Finance				**AA+4**	CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0402-03	Bank Statements/Reconciliation	Includes statements, summaries for receipts, disbursements & reconciliation.	Finance		~~AA+1~~	4	**AA+5**	26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
0402-04	Remit Plus Database	Used to submit checks to banks for deposits.	Finance				**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision: Duplicate and/or transitory records.
0402-05	Check Registers		Finance		~~AA+2~~		**AA+2**	State of California Guidelines; After audit plus 2 years for warrant registers.
0402-06	Investments	Includes reports prepared for financials, summaries of transactions, inventory and earnings reports.	Finance		~~CY+2~~	~~P~~	**~~P~~ AA+5**	CCP 337; Statutes of limitations, 4 years for action State of California Guidelines; Permanent Administrative Decision: Maintain investment statements and reports for 5 years after the annual audit to match the bank statement retention period.
0403-00	**Insurance**							
0403-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0403-02	Insurance Policies	Includes policy information pertaining to CSRMA insurance programs such as pooled liability, property, public official bond, workers' compensation, identity theft, etc. Workers' compensation claims administration, claims loss reports, and procedures are not included with policy information.	Finance		~~CY+2~~	~~P~~	**P**	CCP 337.2, 343, Statutes of limitations, 4 years 29 CFR 1920.1020; 30 years after termination for medical records. State of California Guidelines; Permanent for workers compensation insurance working files and for insurance policies. Maintain to support workers compensation claims and employee medical files.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0403-03	Certificates Of Insurance		Finance		~~AE+2~~	~~P~~	**P**	State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.
0403-04	Performance Bonds		Finance		~~AC+2~~		**AC+2**	State of California Guidelines; 2 years after completion for performance bonds
0403-05	Workers Compensation Insurance	Insurance and plan documents.	Finance		~~AT+2~~	~~P~~	**P**	29 CFR 1920.1020; 30 years after termination for medical records. State of California Guidelines; Permanent for workers compensation insurance working files. Maintain to support workers compensation claims and employee medical files.
0403-06	Maintenance Bonds/Certificate Of Deposit	For construction projects.	Finance		~~AC+2~~	~~8~~	**AC+10**	CCP 337.5; 10 year statute of limitations State of California Guidelines; 10 years after completion for development bonds
0403-07	Payment Bonds	For construction projects.	Finance		~~AC+2~~	~~8~~	**AC+10**	CCP 337.5; 10 year statute of limitations State of California Guidelines; 10 years after completion for development bonds
0403-08	Letters Of Credit	For construction projects.	Finance		~~AC+2~~	~~8~~	**AC+10**	CCP 337.5; 10 year statute of limitations State of California Guidelines; 10 years after completion for development bonds
0403-09	Insurance Claims	Includes information pertaining to active/inactive damage claims involving District employees, personal and damage claims against the District, claim subrogation and recovery.	Finance		~~AC+2~~	4	**AC+6**	29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
0404-00	**Payroll**							
0404-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0404-02	Time Sheets	Signed employee timesheets for audit reports. Electronic record. BOD time sheets maintained in OnBase.	Finance		~~AA+4~~	~~2~~	**AA+6**	29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
0404-03	~~(Series Available for Use)~~ CalPERS Pension Reporting	Includes payroll processing CalPERS reports.	Finance				**AA+7**	GC 60201d(12); 7 years after payment 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
0404-04	Earnings/Withholding Reports (Taxes)	Forms 1096, 1099, W-4 and W-2.	Finance		~~CY+1~~	~~AA+7~~	**AA+7**	GC 60201d(12); 7 years after payment 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0404-05	Payroll Registers		Finance		~~CY+1~~	~~P~~	**P**	GC 60201d(12); 7 years after payment 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; Permanent for payroll registers
0404-06	Employee Payroll Changes	Includes payroll changes, workpapers, cacluations and notes based on approved Personnel Action Forms. Duplicate records of documents maintain by Human Resources.	Finance		~~AA+1~~	~~6~~	~~**AA+7**~~ **CY+2**	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision: Maintain payroll changes for the current year plus 2 years for reference purposes. ~~GC 60201d(12); 7 years after payment~~ ~~LC 1174; 3 years for payroll records~~ ~~LC 1197.5(d); 2 years for payroll records~~ ~~22 CCR 1085.2(c); 4 years for unemployment contributions~~ ~~29 CFR 516.2(a)(10); Maintain~~ ~~29 CFR 516.6; 2 years~~ ~~LC 1174; 2 years after pay period~~ ~~29 USC 255(a); 2 to 3 years statute of limitations for minimum and unpaid wages~~ ~~State of California Guidelines; 4 years after termination~~
0405-00	**Budget**							
0405-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0405-02	Annual Budget		Finance		~~CY+2~~	~~P~~	**P**	GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent. Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
0405-03	Budget Adjustments	Detail maintained in Eden/Munis. Postings maintained in OnBase.	Finance		~~AA+1~~	~~1~~	**AA+2**	State of California Guidelines; 2 years after audit
0405-04	Budget Working Papers	Includes proposed budgets, and all work papers leading up to final annual budget.	Finance		~~AA+1~~	~~1~~	**AA+2**	State of California Guidelines; 2 years after audit
0406-00	**Revenue**							
0406-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0406-02	Rates And Service Charges	Includes rate and fee studies.	Finance		~~S+2~~		**S+2**	State of California Guidelines; 2 years after superseded
0406-03	(Series Available for Use)							
0406-04	Reimbursement	Reimbursement to District for services from other agencies, such as DERWA, LAVWMA, etc. Detail maintained in Eden/Munis. Postings maintained in OnBase.	Finance		~~AA+1~~	~~3~~	**AA+4**	CCP 337; Statute of limitations of 4 years
0406-05	Fees		Finance		~~S+2~~		**S+2**	State of California Guidelines; 2 years after superseded
0407-00	**Billing Group**							

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0400-00 FINANCIAL SERVICES

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0407-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0407-02	Service/Meters	Includes water applications, meter change slips, signed water forms, meter readings, usage, payments, customer name and address information, and cancellations.	UB & CS		~~AA+2~~		**AA+2 4**	~~State of California Guidelines; 2 years after audit~~ CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0407-03	Customer Complaints		UB & CS		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2
0407-04	Collections		UB & CS	C	~~AA+2~~	~~2~~	**AA+4**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit
0407-05	Bankruptcies	Includes bankruptcy notifications and court documents associated with bankruptcies where services must be provided by the District while the bankruptcy is active.	UB & CS	C			**AC+4**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit for collections. Administrative Decision: Maintain bankruptcy files for 4 years after closure of the case to match collections retention recommendations.
0408-00	**Debt**							
0408-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0408-02	Official Debt Offering Documents	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenance and cash/surety bonds. Bond issues:	Finance		~~AC+1~~ ~~P~~	~~9~~ ~~P~~	**AC+10** **P**	CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues
0408-03	Mandated Annual Reporting (Continuing Disclosure Documents)		Finance		~~AC+1~~	~~9~~	**AC+10**	CCP 337.5; Statutes of limitations FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active~~ Suggested ~~Retention~~	~~Inactive~~ Suggested ~~Retention~~	Total Required Retention	Citations & Legal Basis ©
0501-00	**Personnel Data**							
0501-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0501-02	Individual HR and Confidential Data Files – Active Employees / Supervisor's Records	Includes general employee information for active employees, and supervisor's "satellite" employee records. Supervisors should forward employee files to Human Resources upon termination/separate of the employee. All personnel related materials and correspondence. Does not include medical leave records, workers' compensation or PERS information.	HR & Risk	C	~~ACT~~		**ACT**	Maintain in offices while employee is active, then transfer to 501-03 record series.
0501-03	Individual HR and Confidential Data File – Inactive/Separated Employees	Includes general employee information for active employees, and supervisor's "satellite" employee records. Supervisors should forward employee files to Human Resources upon termination/separate of the employee. All personnel related materials and correspondence. Does not include medical leave records, workers' compensation or PERS information.	HR & Risk	C	~~AT+1~~	~~6~~	**AT+~~7~~ 6**	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946(a); ~~2~~ 4 years after termination or action State of California Guidelines; 3 years after termination
0501-04	(Series Available for Use)							
0501-05	(Series Available for Use)							
0501-06	Individual Medical Data File - Active Employees	All personnel related materials and correspondence. Includes medical leave records, worker's compensation, state/federal mandated leave records, and emergency notification instructions.	HR & Risk	C	~~ACT~~		**ACT**	Maintain in offices while employee is active, then transfer to 501-07 record series.
0501-07	Individual Human Resources Data File - Inactive/Separated Employees	All personnel related materials and correspondence. Includes medical leave records, worker's compensation, state/federal mandated leave records, and emergency notification instructions.	HR & Risk	C	~~AT+1~~	~~29~~	**AT+30**	8 CCR 15400.2; Maintain workers compensation claims 8 CCR 10102; 5 years after injury 8 CCR 3204(d)(1)(A), (B); 30 years after termination 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 years after termination
0502-00	**Personnel Management**							
0502-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0502-02	Classification & Compensation	Includes job descriptions, organizational charts, District compensation surveys and reclassification data.	HR & Risk	C	~~CY+3~~	~~4~~	**CY+7**	GC 60201d(12); 7 years. GC 12946(a); ~~2~~ 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0502-03	Rules & Regulations	Includes current District personnel rules and policies, and General Manager Directives	HR & Risk		~~S~~	~~2~~	**S+~~2~~ 5**	~~State of California Guideline: 2 years after superseded~~ CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
0502-04	~~(Series Available for Use)~~ DMV Employer - Pull Notice Program		HR & Risk	C			**S**	VC 1808.1; must pull record at least every 12 months
0502-05	(Series available for use)							
0502-06	EEO Data / Surveys	Voluntarily completed by employees and filed separately from personnel records.	HR & Risk		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years for employee statistics reports.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0503-00	**Personnel Recruitment**							
0503-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0503-02	Temporary Employee Recruitments	Includes all information related to temporary employee/internship recruitments such as approved job requisitions, temporary agency information, candidate resumes and/or applications, advertising information, interview data.	HR & Risk	C	~~AC~~	~~3~~	**AC+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
0503-03	District Position Recruitment	Includes all information related to District recruitments such as approved job requisitions, candidate applications, advertising information, testing and/or interview data, and EEO surveys completed by applicants.	HR & Risk	C	~~AC~~	~~3~~	**AC+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
0504-00	**Personnel Benefits & Compensation**							
0504-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0504-02	Workers' Compensation	Includes claims administration, claims loss reports, and procedures. Employee claim files are kept separately in the employee's medical file at the closure of the claim.	HR & Risk	C	~~AT+2~~	~~P~~	**P**	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.
0504-03	Deferred Compensation	Benefit plan documents and plan administration.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0504-04	Dental Plan	Benefit plan documents and plan administration.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0504-05	Leave	Administration of and updates to required notices for State/Federal mandated leaves such as California Family Rights Act (CFRA), Family and Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL), Military Leave. Employee claim files are kept separately in the employee's medical file at the closure of the claim.	HR & Risk	C	~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.

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0504-06	Health Plan	Benefit plan documents and information related to annual open enrollment, and health benefit vesting.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0504-07	Employee Assistance Program	Benefit plan documents.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0504-08	COBRA	Includes COBRA audits and administration. Employee claim files are kept separately in the employee's medical file at the closure of the claim.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-09	Life Insurance/Disability Plans	Benefit plan documents.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0504-10	EDD - Unemployment	Unemployment claims administration, claim information, and reporting. Maintained in the HR Manager's office.	HR & Risk		~~CY+5~~		**CY+5**	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statues; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.
0504-11	Cafeteria Plan	Benefit plan documents related to Flexible Spending Account (FSA), Dependent Care Account (DCA), and Transit reimbursement programs.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.

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0504-12	Vision Plan	Benefit plan documents.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0504-13	Share the Savings (Medical In-Lieu)	Benefit plan documents.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0504-14	Pay for Performance	Benefit plan documents.	HR & Risk		~~AT~~	~~P~~	**P**	GC 60201d(12); 7 years. GC 12946(b); Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees. Administrative Decision: Permanent for trending purposes.
0504-15	Sick Leave Incentive Program	Benefit plan documents.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0504-16	Supplemental Benefits	Program documents for supplemental benefit plans including research, analysis, and administration.	HR & Risk		~~CY+2, AR~~		**CY+2, AR**	State of California Guidlines; Administrative Record
0505-00	**CalPERS Administration**							
0505-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0505-02	~~(Series Available for Use)~~ Valuation Reports		HR & Risk				**P**	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
0505-03	(Series Available for Use)							
0505-04	(Series Available for Use)							
0505-05	Contract Amendments		HR & Risk		~~S+2~~	~~P~~	**P**	GC 60201(12); 7 years after date of payment GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents

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0505-06	Long Term Care	Includes program information.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0505-07	Home Loan Program	Includes program information.	HR & Risk		~~AT~~	~~2~~	**AT+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for ~~2~~ 4 years after plan termination. Other superseded plan documents may be destroyed after ~~2~~ 4 years.
0505-08	Election Information	Includes Board of Elections documents, such as proof of distribution.	HR & Risk		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0505-09	Other Post Employment Benefits (OPEB)	Includes actuarial reporting data related to OPEB.	HR & Risk		~~CY+2~~	~~3~~	**CY+~~5~~ 7**	GC 60201(12); 7 years after date of payment State of California Guidelines; 5 years after completion for risk management actuarial studies
0505-10	Retirement	Includes actuarial reporting data related to retirement, and CalPERS annual reports.	HR & Risk		~~CY+2~~	~~3~~	**CY+5**	State of California Guidelines; 5 years after completion for risk management actuarial studies
0505-11	Audit	Required CalPERS audit.	HR & Risk		~~AA+1~~	~~P~~	**P**	State of Calfornia Guidelines; Permanent
0505-12	(Series Available for Use)							
0505-13	~~ACES /~~ my-CalPERS	Includes online access authorization forms.	HR & Risk		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0505-14	(Series Available for Use)							
0505-15	Requests for Service Credit	For non-active / former employees. Includes verification of prior CalPERS service.	HR & Risk		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0506-00	**Personnel Education And Training**							
0506-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0506-02	Seminars, Courses & Professional Development	Materials for mandatory training (sexual harassment prevention, workplace violence prevention, and diversity in the workplace); and professional development training (skills training) courses. Includes program information and applications for tuition reimbursement and certificate reimbursement programs.	HR & Risk		~~CY+2~~	~~5~~	**CY+7**	29 CFR 1627.3(b); 1 year for training records GC 12946(a); ~~2~~ 4 years after termination, general personnel records retention State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
~~0506-03~~	~~(Series available for use)~~							
0507-00	**Personnel Occupational Health**							
0507-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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0507-02	Occupational Health Services	Includes contracts, correspondence, and site visit information related to occupational health services. ~~Formerly "Safety/Hazard/Accident Reports". Any files should be moved to 0107 Safety Administration group.~~	HR & Risk		~~AC+2~~	~~3~~	**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000 State of California Guidelines; 5 years after termination
~~0507-03~~	~~(Series Available for Use)~~	~~Formerly "Health & Fitness Issues". Series relocated to 0107 Safety group~~						

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0508-00	**Employee Relations**							
0508-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group. Maintained in the HR Manager's office.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0508-02	Discipline	Administration of employee discipline (confidential). Individual disciplinary actions and/or decision communications are kept separately in the employee's human resources file. Maintained in the HR Manager's office.	HR & Risk	C	~~AT+2~~		**AT+2**	GC 12946(b); Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees
0508-03	Employment Actions	Administration of employee demotions, failed probationary periods, furloughs, layoffs, and terminations (confidential). Maintained in the HR Manager's office.	HR & Risk	C	~~AT+1~~	~~6~~	**AT+~~7~~ 6**	~~GC 60201d(12); 7 years after payment for employees~~ 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; ~~2~~ 4 years after termination or action State of California Guidelines; 3 years after termination
0508-04	Investigations	Administration of fraud, harassment, hostile work environment, misconduct, retaliation, and vandalism-theft; and third-party vendor reporting (confidential). Maintained in the HR Manager's office. Hired employees: Applicants who filed a complaint:	HR & Risk	C	 ~~CY+3~~ ~~AC+2~~	 ~~AT+2~~	 **AT+2** **AC+2**	GC 12946(b); Until resolved 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees
0508-05	Performance Management	Performance management program administration, annual evaluations, elements, procedures, surveys, and software (confidential). Maintained in the HR Manager's office and EE personnel files.	HR & Risk	C	~~AC+2~~	~~5~~	**AC+7**	GC 60201d(12); 7 years
0508-06	DFEH Claims	Hired employees: Applicants who filed a complaint:	HR & Risk				**AT+4** **AC+4**	GC 12946(a); 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
0509-00	**Labor Relations**							
0509-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group. Maintained in Labor Files.	Districtwide	C	~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0509-02	International Union of Operating Engineers - Stationary Engineers, Local 39	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules). Maintained in Labor Files.	HR & Risk	C	~~CY+3~~ ~~CY+3~~	~~P~~ 4	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); ~~2~~ 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.

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0500-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active~~ ~~Suggested~~ ~~Retention~~	~~Inactive~~ ~~Suggested~~ ~~Retention~~	Total Required Retention	Citations & Legal Basis ©
0509-03	Mid-Management Employees' Bargaining Unit (MEBU)	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules). Maintained in Labor Files.	HR & Risk	C	~~CY+3~~ ~~CY+3~~	~~P~~ ~~4~~	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); ~~2~~ 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0509-04	Professional Employees' Bargainining Unit (PEBU)	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules).	HR & Risk	C	~~CY+3~~ ~~CY+3~~	~~P~~ 4	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); ~~2~~ 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0509-05	Senior Management / At-Will	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules). Maintained in Labor Files.	HR & Risk	C	~~CY+3~~ ~~CY+3~~	~~P~~ 4	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); ~~2~~ 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
~~0509-06~~	~~Confidential Employees' Bargaining Unit (CEBU)~~	~~Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files.~~ ~~Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules). Maintained in Labor Files.~~	~~HR & Risk~~	~~C~~	~~CY+3~~ ~~CY+3~~	~~P~~ ~~4~~	~~P~~ ~~CY+7~~	~~GC 60201d(12); 7 years.~~ ~~29 USC 211c; Maintain, indefinite~~ ~~29 USC 203m; Definitions~~ ~~29 USC 207g; Definitions~~ ~~GC 12946; 4 years after completion/position filled~~ ~~29 CFR 516.6(2); 2 years for wage rate tables, etc.~~ ~~29 CFR 1602.14; 1 year after action/change~~ ~~State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.~~
0509-06	Unrepresented Employees	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules). Maintained in Labor Files.	HR & Risk	C			**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0510-00	**Employee Programs**							
0510-01	General Information	Includes general subject information, ~~Standard Operating Procedures (SOPs),~~ reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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0510-02	Employee Suggestion Program	Program administration and suggestion tracking.	HR & Risk		~~AC+2~~		**AC+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.
0510-03	Employee Recognition/Appreciation	Program administration, annual recognition event/HR coordination, STAR awards administration and tracking.	HR & Risk		~~AC+2~~		**AC+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.
0510-04	Mentoring Program	Program administration, startup kit, marketing, presentations, surveys, and copyright information.	HR & Risk		~~AC+2~~		**AC+~~2~~ 4**	GC 12946(a); ~~2~~ 4 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.

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0601-00	**Purchasing**							
0601-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0601-02	Bids, RFQs & RFPs - General	Includes bids, RFQs & RFPs, not related to Development or Building Improvements. Successful bids, RFQs and RFPs: Unsuccessful bids, RFQs and RFPs:	Districtwide		 ~~AC+5~~ ~~CY+2~~		 **AC+5** **CY+2**	GC 60201(d)(11); 2 years for unaccepted bids or proposals CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids, Current year plus 2 for unsuccessful bids Administrative Decision: 5 years after completion of project associated with the successful bid. Unsuccessful bids follow the State requirement.
0601-03	Purchase Orders	Original purchase orders.	Finance		~~AA+2~~	~~2~~	**AA+4**	CCP 337; Statute of limitations State of California Guidelines; 4 years after audit
0601-04	(Series available for use)							
0601-05	Requisitions	Completed forms for orders.	Finance		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2
0601-06	Vendor Information		Finance		~~ACT~~		**ACT**	Reference documents; Maintain while vendor is active or associated with the District
0602-00	**Contracting**							
0602-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0602-02	Consulting Services	Includes any working documents related to development or building improvements, and associated work.	Districtwide		~~AC+2~~	~~8~~	**AC+10**	CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 10 years after project completion for capital improvement projects
0602-03	Bids, RFQs & RFPs - Development / Improvements / Construction	Includes successful bids, RFQs & RFPs for Development or Building Improvement projects. Successful bids, RFQs and RFPs: Unsuccessful bids, RFQs and RFPs:	Districtwide		 ~~AC+2~~ ~~CY+2~~	 ~~8~~	 **AC+10** **CY+2**	GC 60201(d)(11); 2 years for unaccepted bids or proposals CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 5 years after audit, successful, Current year plus 2, unsuccessful Administrative Decision: 10 years after completion of project associated with the successful bid to match the statute of limitations. Unsuccessful bids follow the State requirement.
0602-04	Contract Employees	Includes any working documents related to development or building improvements, and associated work: Contracts:	Districtwide		~~AC+2~~ ~~AC+2~~	~~8~~ ~~P~~	**AC+10** **P**	CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 10 years after project completion for capital improvement projects, permanent for CIP contracts.
0603-00	**Equipment And Furniture**							
0603-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0603-02	Fixed Asset Inventory		Finance		~~AA+4~~		**AA+4**	State of California Guidelines; 4 years after audit for fixed asset inventories.

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0603-03	Vehicles & Equipment	Maintenance, repairs, and parts data and records.	Mech Maint		~~LOS~~	4	**LOS+4**	CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
0603-04	~~(Series Available for Use)~~ Space Planning		Exec				**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0603-05	Surplus Property		Finance		~~AA+2~~	~~2~~	**AA+4**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit
0603-06	Vehicle Title	Includes pink slips. When vehicles are ready to sell, Maintenance requests the pink slip to complete the process.	Finance				**LOV**	

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active~~ Suggested ~~Retention~~	~~Inactive~~ Suggested ~~Retention~~	Total Required Retention	Citations & Legal Basis ©
0701-00	**Legislative**							
0701-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0701-02	Ordinances		Board of Dir	V	~~P~~		**P**	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
0701-03	Resolutions		Board of Dir	V	~~P~~		**P**	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
0701-04	State Legislation	Correspondence and information in support or opposition to legislation.	Public Affairs		~~S+2~~		~~**S+2**~~ **CY+2**	~~State of California Guidelines; 2 years after superseded~~ State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-05	Ordinance Work Papers		Districtwide		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-06	Resolution Work Papers		Districtwide		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-07	District Code	Includes supplements.	Board of Dir	V	~~S~~	~~P~~	**P**	State of California Guidelines; Permanent
0701-08	Federal Legislation	Correspondence and information in support or opposition to legislation.	Public Affairs		~~S+2~~		~~**S+2**~~ **CY+2**	~~State of California Guidelines; 2 years after superseded~~ State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-09	County Legislation	Correspondence and information in support or opposition to legislation.	Public Affairs		~~S+2~~		~~**S+2**~~ **CY+2**	~~State of California Guidelines; 2 years after superseded~~ State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0702-00	**Attorney**							
0702-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0702-02	Formal Legal Opinions	CONFIDENTIAL. Includes formal written opinions from legal counsel. Opinions may be superseded due to changes in statutes or new case law.	Exec	C	~~S~~	~~2~~	**S+2**	State of California Guidelines: 2 years after superseded
0702-03	General Subject Legal Advice		Exec	C			**CY+2, AR**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision: Maintain general subject related legal advice documents for the current year plus 2 years to follow the State's general retention recommendation. Review annually for relevance to current District activities.
0703-00	**General Legal**							
0703-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0703-02	Deeds/Quitclaim Deeds		Board of Dir	V	~~P~~	~~P~~	**P**	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent

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0703-03	Easements, Right of Way, Right of Entry		Board of Dir	V	~~P~~	~~P~~	**P**	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent
0703-04	Agreements/Contracts Hard Copies	~~Follow retention guidelines for different agreements and contracts as listed below:~~ Maintained as duplicate once scanned version is imported into OnBase.	Districtwide		~~AC+2~~	~~3~~	~~**AC+5**~~ **ACT**	~~CCP 337.2; Statutes of limitations~~ ~~CCP 343; Statutes of limitations~~ ~~48 CFR 4.601; 5 years for procurements exceeding $25,000~~ ~~State of California Guidelines; 5 years after termination~~ Administrative Decision: Maintained until scanned into OnBase
	~~General Agreements/Contracts~~	~~Includes product acquisitions, services, professional services and consultants, City property leases and all other general City agreements.~~			~~AC+5~~		~~**AC+5**~~	~~CCP 337.2; Statutes of limitations~~ ~~CCP 343; Statutes of limitations~~ ~~48 CFR 4.601; 5 years for procurements exceeding $25,000~~
	~~Development Agreements~~	~~Includes Disposition & Development Agreements, Owner Participation Agreements and Development Agreements~~			~~AC+2~~	~~P~~	~~**P**~~	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~CCP337, 337.1(a), 337.15; Statutes of limitations~~ ~~48 CFR 4.703; 3 years after final payment~~ ~~48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.~~ ~~H&S 19850; Life of Building, with exceptions.~~
	~~Bond Agreements~~				~~AC+2~~	~~8~~	~~**AC+10**~~	~~CCP 337.5; Statutes of limitations, 6 years after expiration~~ ~~FC 3368; Maintain~~ ~~FC 30210; Maintain~~ ~~State of California Guidelines; 10 years after closure/expiration~~
	~~Capital Improvement Project Agreements~~	~~Includes Public Works Improvement Project contracts, bonds and insurance certificates. Specifications and all other project related documents are maintained by Public Works.~~			~~P~~	~~P~~	~~**P**~~	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~H&S 19850; Life of Building, with exceptions~~ ~~CCP 337.15; 10 years~~ ~~State of California Guidelines; Permanent~~
	~~Non-CIP Construction Contracts & Agreements~~				~~AC+2~~	~~8~~	~~**AC+10**~~	~~CCP 337.15; 10 years~~ ~~State of California Guidelines; 10 years after project completion~~
	~~Lease Agreements~~				~~AE+2~~	~~3~~	~~**AE+5**~~	~~CCP 337.2; Statutes of limitations, leases 4 years~~ ~~CCP 343; Statutes of limitations, general 4 years~~ ~~48 CFR 4.601; 5 years for procurements exceeding $25,000~~
0703-05	~~DFEH~~ Claims Against the District	~~Hired employees:~~ ~~Applicants who filed a complaint:~~	HR & Risk		~~CY+3~~ ~~AC+2~~	~~AT+2~~	~~**AT+2**~~ ~~**AC+2**~~ ~~**AC+6**~~	~~GC 12946; 2 years after completion~~ ~~29 CFR 1602.14; 1 year after action/change~~ ~~29 USC 211c; Maintain, indefinite~~ ~~29 USC 203m; Definitions~~ ~~29 USC 207g; Definitions~~ ~~State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees~~ 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 5 years after settlement or closure
0703-06	Assessment District		Exec		~~CY+3~~	~~P~~	**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0703-07	Litigation	General cases: High profile cases including significant impacts on the District (major tort, employment, etc), broad reach, rates/fees/charges, wrongful death, possible publicity due to nature of a matter and other significant cases: Documents include all materials supporting the case and leading up to the court decision.	Districtwide		~~AC+2~~ ~~AC+2~~	~~5~~ ~~P~~	**AC+7** **P**	State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
0703-08	Annexations/Detachments		Exec	V	~~AC+2~~	~~P~~	**P**	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent State of California Guidelines; Permanent
0703-09	Affidavits of Publication	Includes public notices and legal publications for council, boards, commissions and committee meetings, and other legal publication requirements.	Districtwide		~~CY+2~~	~~2~~	**CY+4**	CCP 343, 349; Statutes of limitations State of California Guidelines; Maintain legal and meeting notices for the current year plus 4 years.
0703-10	Public Records Requests	~~Granted requests~~ ~~Denied requests~~ Granted and denied requests.	Exec		~~AC~~ ~~AC+2~~		~~AC~~ **AC+2**	GC 60201(d)(5); Until request is granted or 2 years after request has been denied in writing Administrative Decision: Maintain all public records requests for 2 years after completion for reference.
0703-11	Summons & Subpoenas		Districtwide				**CY+2**	State of California Guidelines; Current year plus 2 years for subpoena copies (originals are kept with the counties)
0703-12	Service, Supply & Equipment Agreements	Vendors, product acquisitions, services, professional services and consultants and all other general District agreements.	Districtwide				**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
0703-13	CIP / Infrastructure Agreements	Capital improvement, development and other infrastructure or labor related agreements.	Districtwide				**P**	GC 60201(d)(8); Permanent for land and property related documents CCP337, 337.1(a), 337.15; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions.
0703-14	Grant & Loan Agreements		Finance				**AFP+5 ***	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
0703-15	Bond Agreements		Finance				**AFP+10**	CCP 337.5; Statutes of limitations, 6 years after expiration FC 3368; Maintain FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration
0703-16	General Construction Agreements		Districtwide				**AC+10**	CCP 337.15; 10 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; 10 years after project completion
0703-17	Joint Powers / Use Agreements		Board of Dir				**P**	State of California Guidelines; Permanent for joint powers authorities for insurance.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0703-18	Labor Agreements	Includes MOUs and employment agreements.	HR & Risk				**P**	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
0703-19	Lease & License Agreements		Districtwide				**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
0703-20	Real Property Acquisitions, Agreements & Transactions		Districtwide				**P**	GC 60201(d)(8); Permanent for land and property related documents CCP337, 337.1(a), 337.15; Statutes of limitations H&S 19850; Life of Building, with exceptions.
0703-21	Settlement Agreements - Recorded		Districtwide				**P**	CCP 343; Statutes of limitations, general 4 years State of California Guidelines; Permanent for recorded documents
0703-22	Settlement Agreements - General		Districtwide				**AC+4**	CCP 343; Statutes of limitations, general 4 years
0703-23	Property Appraisals		Districtwide				**AC+2**	State of California Guidelines; 2 years for appraisals

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0704-00	**Agencies**							
0704-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0704-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-04	Regional Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-06	Local Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-07	Joint Powers Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-08	City Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-09	Water Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-10	Sanitation Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-11	Membership Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.

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0705-00	**Grant/Loan Programs**							
0705-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0705-02	Federal Grants/Loans	Refer to grant application close-out procedure. Retention may vary depending upon grant details.	Districtwide		~~ACT~~	~~4*~~	**AFP+5***	21 CFR 1403.36; 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report OMB Cir. A-110, (C)(53); 3 years after submission of final expenditure report or final disposition 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * **Refer to grant application close-out procedures for specific retention, if any. If no retention exists, follow retention listed here**
0705-03	State Grants/Loans	Refer to grant application close-out procedure. Retention may vary depending upon grant details.	Districtwide		~~ACT~~	~~4*~~	**AFP+5***	21 CFR 1403.36; 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report OMB Cir. A-110, (C)(53); 3 years after submission of final expenditure report or final disposition 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * **Refer to grant application close-out procedures for specific retention, if any. If no retention exists, follow retention listed here**
0706-00	**Elections/Fair Political Practices Committee**							
0706-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0706-02	Conflict Of Interest - Elected & Appointed	Includes FPPC form 700 - Statement of Economic Interest for elected and appointed officials.	Exec		~~AC+2~~	~~5~~	**AC+7**	GC 81009e; 7 years after election closes
0706-03	Elections	Records used to compile final election results, may include copy of consolidated election application packets, final election certifications from counties, oaths of office, notices from counties, appointment applications, etc. Results are kept 5 Years After Election Closes, since originals are kept with the County. ~~Proof of publication and copies of documents:~~ ~~Proposition 218 Ballots:~~	Exec		~~AC+2~~ ~~AC+2~~ ~~AC+2~~	~~3~~ ~~P~~	**AC+~~5~~ 2** **~~AC+2~~** **~~P~~**	~~EC 17000-1; Affidavits and indexes are 5 years~~ ~~EC 17300; 5 years after election for election rosters~~ EC 17302-6; 6 months after election, if no contest, for election records ~~GC 81009; Campaign reports, not including candidate's campaign statements~~ ~~State of California Guidelines; Permanent for Prop 128 ballots~~ GC 60200; For all election documents where the State's requirement is permanent, but for which the County maintains the original documents, duplicate records may be destroyed at any point before the total retention period
0706-04	Form 800's	Includes Forms 802, 804 & 806.	Exec				**AC+7**	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies

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0801-00	**General Engineering**							
0801-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0801-02	Bids - Successful	Includes successful bids, RFQs & RFPs for Development or Building Improvement projects.	Capital Proj		~~AC+2~~	~~8~~	**AC+10**	CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 5 years after audit, successful bids Administrative Decision: 10 years after completion of project associated with the successful bid to match the statute of limitations for construction related projects.
0801-03	Specifications		Capital Proj		~~AC+10~~	~~P~~	**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Completion of project plus 10 years. Administrative Decision: Permanent or maintenance purposes
0801-04	Special Projects		Capital Proj		~~AC+5~~	~~5~~	**AC+10**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Completion of project plus 10 years.
0801-05	Bids - Unsuccessful		Capital Proj		~~CY+2~~		**CY+2**	GC 60201(d)(11); 2 years for unaccepted bids or proposals State of California Guidelines; Current year plus 2, unsuccessful bids
0802-00	**Capital Improvement Projects**							
0802-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Capital Proj		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0802-02	CIP Projects	Includes construction and conformed or record drawing ~~plan~~ documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems. Non-conformed and partial drawings are considered transitory and can be disposed of after the conformed or record drawings are completed.	Capital Proj		~~AC+5~~	~~P~~	**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0802-03	Capital Improvement Budget		Capital Proj		~~CY+2~~	~~P~~	**P**	CCP 337.15; 10 years after project completion State of California Guidelines; Permanent for budgets
0802-04	Capital Improvement Budget Working Papers	Includes proposed budgets, and all work papers leading up to final annual budget.	Capital Proj		~~AA+1~~	~~1~~	~~**AA**~~ **AC+2**	~~State of California Guidelines; 2 years after audit~~ State of California Guidelines; Current year plus 2 years for proposed budgets. Administrative Decision: Maintain budget workpapers for 2 years after budget approval.
0802-05	Labor Cost Tracking	Costs by employee & program.	Capital Proj		~~AA+1~~	~~1~~	**AA+2**	State of California Guidelines; 2 years after audit
0802-06	Certificates of Acceptance		Exec Ser				**P**	GC 60201(d)(8); Permanent for land and property related documents GC 4003, 4004 & 4005; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property

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0802-07	Notices of Completion		Exec Ser				**P**	GC 60201(d)(8); Permanent for land and property related documents GC 4003, 4004 & 4005; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property

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0803-00	**CORR Projects**							
0803-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0803-02	CORR Projects (Contingent On Revenue Receipt)	Includes construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		~~AC+5~~	~~P~~	**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0804-00	**~~Development Projects~~ Facilities Maps & Plans**							
0804-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0804-02	~~Dublin – Development Review Committee~~ Service Area		Dev & Const		~~AC+5~~	~~P~~	~~**CY+2, AR P**~~	~~GC 60200; Duplicate records may be destroyed at any point before the total retention period~~ ~~State of California Guidelines; Administrative Record~~ GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-03	~~San Ramon – Development Review Committee~~ Tract/Subdivisions		Dev & Const		~~AC+5~~	~~P~~	~~**CY+2, AR P**~~	~~GC 60200; Duplicate records may be destroyed at any point before the total retention period~~ ~~State of California Guidelines; Administrative Record~~ GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-04	Parcels		Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-05	Hydrant Locations		Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-06	Plot Maps		Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-07	Expansions	Includes maps and plans for projects.	Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-08	LAVWMA	Includes maps and plans for projects.	Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-09	Fire Line	Includes maps and plans for projects.	Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-10	Collection System Facilities		Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-11	Recycled Water Facilities		Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-12	Clean Water Revival		Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-13	CIP Project Maps & Plans		Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent

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0804-14	District Office	Includes maps and plans for projects.	Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-15	Special Purpose		Dev & Const				**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-16	Adjacent Cities		Dev & Const				**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0804-17	Alameda County		Dev & Const				**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0804-18	California Dept of Transportation		Dev & Const				**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0805-00	**Permits**							
0805-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Dev & Const		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0805-02	Special Permit Related Studies		Dev & Const		~~AC+2~~		**AC+2**	State of California Guidelines; Completion of study plus 2 years
0805-03	(Series Available for Use)							
0805-04	Certificates of Capacity Rights	Permits to connect to the District's sewer and water systems.	Dev & Const		~~P~~	~~P~~	**P**	GC 60201(d)(8); Permanent for land and property related documents 40 CFR 122.28; Maintain 40 CFR 122.41; 5 years after completion 40 CFR 141.33; Maximum 10 years after completion 40 CFR 141.91; 12 years after testing State of California Guidelines; Permanent
0805-05	District Facility Construction Permits	Includes water and sewer construction permits for developers.	Dev & Const		~~P~~	~~P~~	**P**	GC 60201(d)(8); Permanent for land and property related documents 40 CFR 122.28; Maintain 40 CFR 122.41; 5 years after completion 40 CFR 141.33; Maximum 10 years after completion 40 CFR 141.91; 12 years after testing State of California Guidelines; Permanent
~~0805-06~~	~~(Series Available for Use)~~							
~~0805-07~~	~~(Series Available for Use)~~							
~~0805-08~~	~~Facilities Equipment Permits~~	~~Includes elevator, facility and other permits not related to water or sewer.~~			~~AE+2~~		~~**AE+2**~~	~~State of California Guidlines; Current year plus 2 years for municipal facility rental / use permits~~
~~0805-09~~	~~Environmental Permits~~	~~Includes BAAQMD, HMBP and other county, regional, state or federal agency environmental permits.~~			~~AE+2~~	~~P~~	~~**P**~~	~~State of California Guidlines; Current year plus 2 years for federal and state agency permits. State recommends Permanent for environment related documents.~~ ~~Administrative Decision: Maintain environmental permits permanently to follow State suggestion.~~
0806-00	**Residential/Commercial/Industrial Projects**							
0806-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0806-02	Projects	Engineering and construction development projects for residential, industrial and commercial locations. Also includes Development Review Committee documents from cities and sewer capacity.	Dev & Const		~~AC+2~~	~~P~~	**P**	GC 60201(d)(8); Permanent for land and property related documents GC 4003, 4004 & 4005; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
0806-03	Conditional Use Permit Review	Includes comments from the District on municipal CUPs.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0806-04	Certificates of Acceptance	Certificates for development projects.	Exec				**P**	GC 60201(d)(8); Permanent for land and property related documents GC 4003, 4004 & 4005; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active~~ ~~Suggested~~ ~~Retention~~	~~Inactive~~ ~~Suggested~~ ~~Retention~~	Total Required Retention	Citations & Legal Basis ©
0807-00	**Institutional Projects**							
0807-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0807-02	BART Projects	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		~~AC+5~~	~~P~~	**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-03	Caltrans Projects	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		~~AC+5~~	~~P~~	**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-04	Alameda County	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		~~AC+5~~	~~P~~	**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-05	Army – Parks Rfta	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		~~AC+5~~	~~P~~	**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-06	Churches/Schools	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		~~AC+5~~	~~P~~	**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0808-00	**Repair/Overlays/Miscellaneous Projects**							
0808-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0808-02	Sewer System Repairs & Related Projects	Includes work orders, entry cards, manholes, service. to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-03	Water System Repairs & Related Projects	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-04	Recycled Water System Repairs	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-05	Buildings And Grounds	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-06	WWTP	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-07	LAVWMA	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-08	Fee-Related Studies		Dev & Const		~~AC+2~~		**AC+2**	State of California Guidelines; Completion of study plus 2 years
0808-09	Overlay Projects	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0809-00	**Record Group (~~Series~~ Available for Use)**							

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
~~0810-00~~	~~**Underground Service Alert (USA)**~~ **(Record Group Available for Use)**							
~~0810-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		~~**CY+2, AR**~~	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~0810-02~~	~~DSRSD Location Notices~~				~~CY+2~~	~~P~~	~~**P**~~	~~H&S 19850; Plans and maps, permanent~~ ~~GC 4216.3(C)(4); Maintain and preserve underground facilities information~~ ~~GC 4216.3(C)(4)(d); 3 years for failure to disclose underground facilities~~ ~~State of California Guidelines; Permanent for special district underground utility records.~~
~~0810-03~~	~~LAVWMA Location Notices~~				~~CY+2~~	~~P~~	~~**P**~~	~~H&S 19850; Plans and maps, permanent~~ ~~GC 4216.3(C)(4); Maintain and preserve underground facilities information~~ ~~GC 4216.3(C)(4)(d); 3 years for failure to disclose underground facilities~~ ~~State of California Guidelines; Permanent for special district underground utility records.~~
~~0810-04~~	~~Dublin Location Notices~~				~~CY+2~~	~~P~~	~~**P**~~	~~H&S 19850; Plans and maps, permanent~~ ~~GC 4216.3(C)(4); Maintain and preserve underground facilities information~~ ~~GC 4216.3(C)(4)(d); 3 years for failure to disclose underground facilities~~ ~~State of California Guidelines; Permanent for special district underground utility records.~~
~~0810-05~~	~~DERWA Location Notices~~				~~CY+2~~	~~P~~	~~**P**~~	~~H&S 19850; Plans and maps, permanent~~ ~~State of California Guidelines; Permanent for special district underground utility records.~~
0811-00	**Inspection**							
0811-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Dev & Const		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0811-02	Log Books	Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check and utilities.	Dev & Const		~~CY+2~~	~~3~~	~~**CY+5**~~ **P**	State of California Guidelines; Current year plus 5. Administrative Decision: Maintain log books permanently to track and audit activity.
0811-03	Tract Inspections	Includes correspondence, fees, appeal requests and inspection reports.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years for building inspections.
0811-04	Street Inspections	Includes correspondence, fees, appeal requests and inspection reports.	Dev & Const		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years for building inspections.
0811-05	Other Inspections	Includes correspondence, fees, appeal requests and inspection reports.	Dev & Const	H	~~CY+2~~		~~**CY+2**~~ **P**	State of California Guidelines; Current year plus 2 years for building inspections. Administrative Decision: Maintain inspections permanently for historical content and photographs.
~~0811-06~~	~~Facility Inspections~~	~~Includes Safety Committee facility inspections and Fire & Life Safety inspections.~~			~~AC+2~~	~~3~~	~~**AC+5**~~	~~UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years.~~ ~~IFC 104.6; Retain for 5 years after renewal/expiration of fire permit~~ ~~State of California Guidelines; 3 years after completion of inspection~~
~~0811-07~~	~~Equipment Inspections~~	~~Includes crane, fall protection equipment, SPCC equipment and tanks.~~			~~CY+2~~		~~**CY+2**~~	~~State of California Guidelines; 2 years plus the current year.~~

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0811-06	Recycled Water Inspections	Include site inspection correspondence.	Plan & Asset				**CY+2**	State of California Guidelines; Current year plus 2 years for building inspections.

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0900-00 ~~PROPERTY MANAGEMENT~~ FUNCTION AVAILABLE FOR USE

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
~~0901-00~~	**~~District Property~~**							
~~0901-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		**~~CY+2, AR~~**	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~0901-02~~	~~Property Acquisition/ Transactions/ Transfers~~				~~AC+2~~	~~8~~	**~~AC+10~~**	~~GC 6254; Record disclosure~~ ~~CCP 337.1; 4 years after completion of construction or improvement~~ ~~CCP 337.15; 10 years after completion of construction or improvement~~ ~~36 CFR 64.11; 3 years after last payment for public property acquisition.~~ ~~State of California Guidelines; Completion plus 10 years for property acquisitions and dispositions~~
~~0901-03~~	~~Right Of Way/Easement Acquisition~~	~~Easements are also under Legal & Legislative. Where should they reside?~~			~~P~~	~~P~~	**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~0901-04~~	~~(Series Available for Use)~~							
~~0901-05~~	~~(Series Available for Use)~~							
~~0902-00~~	**~~District Leased Property~~**							
~~0902-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		**~~CY+2, AR~~**	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~0903-00~~	**~~Property Management Reference Materials~~**							
~~0903-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		**~~CY+2, AR~~**	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~0903-02~~	~~Diseases~~				~~ACT~~		**~~ACT~~**	~~GC 60200; Duplicate records may be destroyed at any point before the total retention period~~ ~~State of California Guidelines; Administrative Record~~
~~0903-03~~	~~Landscaping~~				~~ACT~~		**~~ACT~~**	~~GC 60200; Duplicate records may be destroyed at any point before the total retention period~~ ~~State of California Guidelines; Administrative Record~~
~~0903-04~~	~~Irrigation~~				~~ACT~~		**~~ACT~~**	~~GC 60200; Duplicate records may be destroyed at any point before the total retention period~~ ~~State of California Guidelines; Administrative Record~~
~~0903-05~~	~~Pesticides~~				~~ACT~~		**~~ACT~~**	~~GC 60200; Duplicate records may be destroyed at any point before the total retention period~~ ~~State of California Guidelines; Administrative Record~~

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1000-00 WATER

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1001-00	**Water System**							
1001-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1001-02	Hydraulic Modeling		Field Ops		~~CY+2~~	~~P~~	**P**	18 CFR 125.3; 5 years for internal statistical reports 40 CFR 141.91; 12 years after completion State of California Guidelines; Permanent for hydrography reports.
1001-03	(Series Available for Use)							
1001-04	Test/Logs/Reports	Compliance documentation including strip charts, sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Field Ops		~~CY+2~~	~~P~~	**P**	40 CFR 141.91; 12 years after completion for quality tests, 5 years after completion for bacterial tests, 10 years after completion for chemical analysis of system. State of California Guidelines; Permanent for hydrograph records
1001-05	System Maintenance		Field Ops		~~CY+3~~		**CY+3**	40 CFR 141.33; 3 years after completion for corrections to water system violations
1001-06	Infrastructure		Field Ops		~~P~~		**P**	State of California Guidelines; Locations and connection records are permanent
1001-07	(Series Available for Use)							
1001-08	Water System O & M Manuals		Field Ops		~~ACT~~		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
1001-09	Cathodic Protection Surveys		Field Ops		~~CY+2~~	~~8~~	**CY+10**	40 CFR 141.33; Maximum 10 years after completion relating to sanitary surveys
1001-10	~~(Series Available for Use)~~ Backflow Test & Maintenance Reports		Field Ops				**CY+3**	17 CCR 7605; 3 years for backflow testing and maintenance reports
1001-11	Water/Sewer Service Calls	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Field Ops		~~CY+2~~		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
1001-12	Water Quality Control	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Field Ops		~~CY+2~~	~~10~~	**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for water quality compliance documents
1002-00	**Water Conservation**							
1002-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1002-02	Conservation Ordinances	Conservation reports.	Ops Support		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years for conservation records
1002-03	Drought	Conservation reports.	Ops Support		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years for conservation records
1002-04	Urban Water Conservation	Conservation reports.	Ops Support		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years for conservation records
1002-05	Water Audit	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Ops Support		~~CY+2~~	~~10~~	**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for water quality compliance documents
1003-00	**Water Resources**							
1003-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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1000-00 WATER

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1003-02	Water Acquisition	May include wells, lakes, rivers, other Districts.	Ops Support		~~CY+2~~		~~**CY+2** P~~	~~State of California Guidelines; Current year plus 2~~ State of California Guidelines; Permanent for wells, mains, valves and hydrant locations.
1003-03	Water Sources	May include wells, lakes, rivers, other Districts.	Ops Support		~~CY+2~~		~~**CY+2** P~~	~~State of California Guidelines; Current year plus 2~~ State of California Guidelines; Permanent for wells, mains, valves and hydrant locations.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
1101-00	**Recycled Water**							
1101-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1101-02	Recycling Program	Includes ~~outreach and~~ information on recycling programs, such as the Recycled Water Fill Station and other local programs.	Plant Ops		~~S+2~~		**~~S+2~~ CY+2**	~~State of California Guidelines; 2 years after program materials are superseded.~~ State of California Guidelines; Administrative materials
1101-03	Task Forces		Plant Ops		~~CY+2~~		**CY+2**	State of California Guidelines; Maintain for the Current Year plus 2 years
1101-04	Projects	Includes projects and programs from outside agencies. Not District CIP projects.	Plant Ops		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
1101-05	Reports & Studies	General reports and studies from internal and external sources.	Plant Ops		~~CY+3~~	~~2~~	**~~CY+5~~ ACT**	~~State of California Guidelines; Current year plus 5~~ State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain reports while actively relevant.
1101-06	~~(Series Available for Use)~~ Recycled Water Permits		Plant Ops				**AE+2**	State of California Guidelines; Maintain for the Current Year plus 2 years
1101-07	Strategic Planning		Plant Ops		~~S+2~~		**S+2**	State of California Guidelines; 2 years after master plan is superseded.

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1201-00	**Sewer**							
1201-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1201-02	Hydraulic Modeling		Field Ops		~~CY+2~~	~~P~~	**P**	State of California Guidelines; Permanent for hydrograph reports and daily flow of streams.
1201-03	~~Sewer Districts~~ (Series Available for Use)				~~CY+2~~		~~**CY+2**~~	~~State of California Guidelines; Current year plus 2 years general recommendation for local government agency records~~
1201-04	Sewer Line Testing	Does not include compliance documents.	Field Ops		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years for maintenance and operations records.
1201-05	Rate Schedules		Field Ops		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years for rates
1201-06	(Series Available for Use)							
1201-07	System Maintenance		Field Ops		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years for maintenance and operations records.
1201-08	Infrastructure		Field Ops		~~S+2~~	~~P~~	**P**	State of California Guidelines; Locations and connection records are permanent
1201-09	~~Sewer Capacity~~ (Series Available for Use)	~~Capacity tracking working files tracked electronically, then saved to the development project file.~~			~~AC+2~~		~~**AC+2**~~	~~State of California Guidelines; 2 years after completion~~
1201-10	Task Forces		Field Ops		~~CY+2~~		**CY+2**	State of California Guidelines; Maintain for the Current Year plus 2 years

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1300-00 WASTEWATER TREATMENT PLANT

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
1301-00	**Plant Administration/Operations**							
1301-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1301-02	NPDES/MRP Permit Administration	Includes permit application and supporting paperwork.	Plant Ops		~~CY+2~~	~~P~~	**P**	40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.28; Maintain NPDES general permits State of California Guidelines; Permanent for NPDES permits
1301-03	Daily Log Sheets	Includes daily flow quantities.	Plant Ops		~~CY+2~~	~~P~~	**P**	40 CFR 122.41; Up to 5 years after completion 18 CFR 125.3; 3 years for operation logs State of California Guidelines; Permanent for hydrograph records including daily flow of streams.
1301-04	Monthly Totals		Plant Ops		~~CY+2~~	~~P~~	**P**	40 CFR 122.41; Up to 5 years after completion State of California Guidelines; Current year plus 10 years Administrative Decision: Maintain monthly totals permanently to support daily flow totals.
1301-05	Reports & Studies		Plant Ops				**CY+5**	40 CFR 122.41; Up to 5 years after completion 18 CFR 125.3; 3 years for operation logs State of California Guidelines; Current year plus 5 years for discharge reports.
1302-00	**Government Reports**							
1302-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1302-02	RWQCB	Includes audits, correspondence and general information.	Plant Ops		~~CY+2~~	~~3~~	**CY+5**	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1302-03	Quarterly Reports		Plant Ops		~~CY+2~~	~~3~~	**CY+5**	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1302-04	Regulatory	Includes semi-annual and annual pretreatment, biosolids and dedicated land disposal reports.	Plant Ops		~~CY+2~~	~~3~~	**CY+5**	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1302-05	Industrial Waste Reports		Plant Ops		~~CY+2~~	~~8~~	**CY+10**	40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
1303-00	**LAVWMA**							
1303-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1303-02	EBDA Report	East Bay Dischargers Authority	Plant Ops		~~AC+3~~		~~**AC+3**~~ **CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
1303-03	Pump Station Report		Plant Ops		~~AC+3~~		**AC+3**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data
1303-04	Langelier Report		Plant Ops		~~AC+3~~		**AC+3**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data
1303-05	Pump Station Daily Meter Logs	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Plant Ops		~~CY+2~~	~~3~~	**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-06	Operators Inspection Check List	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Plant Ops		~~CY+2~~	~~3~~	**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-07	Chlorine Analysis		Plant Ops		~~CY+2~~	~~3~~	**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-08	Cathodic Protection		Plant Ops		~~CY+2~~	~~3~~	**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-09	Digester Worksheet		Plant Ops		~~CY+2~~	~~3~~	**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-10	O & M Reports		Plant Ops		~~CY+2~~		**CY+2**	State of California Guidelines; Current year plus 2 years
1304-00	**Records Drawings/Photos**							
1304-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1304-02	WWTP Site		Plant Ops		~~P~~		**P**	State of California Guidelines; Permanent for field notes, maps and locations of equipment.

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1304-03	Sludge Storage Basins/FSL Site		Plant Ops		~~P~~		**P**	State of California Guidelines; Permanent for field notes, maps and locations of equipment.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
1305-00	**~~Laboratory~~ Record Group Available for Use**							
~~1305-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		**~~CY+2, AR~~**	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~1305-02~~	~~Atomic Absorption Worksheets~~	~~Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. Stored in LIMS.~~			~~CY+2~~	~~5~~	**~~CY+8~~**	~~40 CFR 61.54; 2 years for sludge sampling~~ ~~40 CFR 60.153; 2 years for treatment plant monitoring~~ ~~40CFR 503.27; 5 years for sewage sludge monitoring~~ ~~40 CFR 122.21; 3 years from application signature date for permit supporting data~~ ~~40 CFR 122.41; 5 years for sewage sludge use & disposal activities~~ ~~State of California Guidelines; Current year plus 5 years~~ ~~Administrative Decision: Maintain lab results for the current year plus 8 years to support process studies and trend analysis.~~
~~1305-03~~	~~Gas Chromatograph Worksheets~~	~~Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. Stored in LIMS.~~			~~CY+2~~	~~5~~	**~~CY+8~~**	~~40 CFR 61.54; 2 years for sludge sampling~~ ~~40 CFR 60.153; 2 years for treatment plant monitoring~~ ~~40CFR 503.27; 5 years for sewage sludge monitoring~~ ~~40 CFR 122.21; 3 years from application signature date for permit supporting data~~ ~~40 CFR 122.41; 5 years for sewage sludge use & disposal activities~~ ~~State of California Guidelines; Current year plus 5 years~~ ~~Administrative Decision: Maintain lab results for the current year plus 8 years to support process studies and trend analysis.~~
~~1305-04~~	~~Lab Reports~~	~~Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. Stored in LIMS.~~			~~CY+2~~	~~5~~	**~~CY+8~~**	~~40 CFR 61.54; 2 years for sludge sampling~~ ~~40 CFR 60.153; 2 years for treatment plant monitoring~~ ~~40CFR 503.27; 5 years for sewage sludge monitoring~~ ~~40 CFR 122.21; 3 years from application signature date for permit supporting data~~ ~~40 CFR 122.41; 5 years for sewage sludge use & disposal activities~~ ~~State of California Guidelines; Current year plus 5 years~~ ~~Administrative Decision: Maintain lab results for the current year plus 8 years to support process studies and trend analysis.~~
~~1305-05~~	~~Chain Of Custody~~	~~Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. Stored in LIMS.~~			~~CY+2~~	~~5~~	**~~CY+8~~**	~~40 CFR 61.54; 2 years for sludge sampling~~ ~~40 CFR 60.153; 2 years for treatment plant monitoring~~ ~~40CFR 503.27; 5 years for sewage sludge monitoring~~ ~~40 CFR 122.21; 3 years from application signature date for permit supporting data~~ ~~40 CFR 122.41; 5 years for sewage sludge use & disposal activities~~ ~~State of California Guidelines; Current year plus 5 years~~ ~~Administrative Decision: Maintain lab results for the current year plus 8 years to support process studies and trend analysis.~~
1306-00	**Industrial Waste**				~~CY+2, AR~~			

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1306-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+5~~	~~5~~	**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1306-02	Significant Users	Includes permits, inspections and correspondence.	Plant Ops		~~CY+5~~	~~5~~	**CY+10**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum. State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain for the current year plus 10 years for reference purposes by inspectors.
1306-03	Significant Users - Categorical	Includes permits, inspections and correspondence.	Plant Ops		~~CY+ 3~~		**CY+10**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum. State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain for the current year plus 10 years for reference purposes by inspectors.
1306-04	Intermediate Users	Includes permits, inspections and correspondence.	Plant Ops		~~P~~		**CY+3**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum State of California Guidelines; Current year plus 2 years
1306-05	Recycled Water Users	Includes recycled water customer connection drawings.	Plant Ops		~~CY+ 3~~		**P**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum State of California Guidelines; Permanent for connection maps and water line connections
1306-06	Commercial - Auto/Restaurant	Includes permits, inspections and correspondence.	Plant Ops				**CY+3**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum State of California Guidelines; Current year plus 2 years
~~1306-07~~	~~(Series Available for Use)~~							
~~1306-08~~	~~(Series Available for Use)~~							
1307-00	**Treatment Plant Maintenance**				~~CY+2, AR~~			
1307-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~AC+2~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1307-02	Co-Generation		Plant Ops		~~AA+4~~		**AC+2**	State of California Guidelines; 2 years plus the current year for maintenance projects.
1307-03	~~Fuel Inventory Logs~~ (Series Available for Use)				~~CY+2~~		**~~AA+4~~**	~~CCP 337; SOL of 4 years~~ ~~State of California Guidelines; 3 years after audit~~
1307-04	Work Orders		Plant Ops		~~CY+2~~	~~8~~	**CY+2**	State of California Guidelines; 2 years plus the current year for service requests for maintenance.
1307-05	Hazardous Waste Manifests		Plant Ops				**CY+10**	40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
1307-06	Preventative Maintenance Reports - Annual		Plant Ops				**AC+3**	State of California Guidelines; 2 years plus the current year for maintenance projects. Administrative Decision: Maintain annual reports for 3 years after completion for reference and trending purposes.

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1307-07	Preventative Maintenance Reports - Tri-annual		Plant Ops				**AC+9**	State of California Guidelines; 2 years plus the current year for maintenance projects. Administrative Decision: Maintain tri-annual reports for 9 years after completion for reference and trending purposes.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
~~1401-00~~	**~~Boundary (Maps & Drawings)~~**							
~~1401-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		**~~CY+2, AR~~**	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~1401-02~~	~~Service Area~~				~~P~~		**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1402-00~~	**~~Base Maps~~**							
~~1402-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		**~~CY+2, AR~~**	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~1402-02~~	~~Tract/Subdivisions~~				~~P~~		**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1402-03~~	~~Parcels~~				~~P~~		**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1402-04~~	~~Hydrant Locations~~				~~P~~		**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1402-05~~	~~Plot Maps~~				~~P~~		**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1403-00~~	**~~Wastewater Treatment Plant~~**							
~~1403-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		**~~CY+2, AR~~**	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~1403-02~~	~~Expansions~~	~~Includes maps and plans for projects.~~			~~P~~		**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1403-03~~	~~LAVWMA~~	~~Includes maps and plans for projects.~~			~~P~~		**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1403-04~~	~~Miscellaneous Projects~~						**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1403-05~~	~~DERWA~~						**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1404-00~~	**~~Water System Facilities~~**							
~~1404-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		**~~CY+2, AR~~**	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~1404-02~~	~~Fire Line~~	~~Includes maps and plans for projects.~~			~~P~~		**~~P~~**	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1405-00~~	**~~Collection System Facilities~~**							

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~~1405-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		~~**CY+2, AR**~~	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~**1406-00**~~	~~**Recycled Water Facilities**~~							
~~1406-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		~~**CY+2, AR**~~	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~**1407-00**~~	~~**District-Owned**~~							
~~1407-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		~~**CY+2, AR**~~	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~1407-02~~	~~Easements~~				~~P~~		~~**P**~~	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~**1408-00**~~	~~**Standard Detail**~~							
~~1408-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		~~**CY+2, AR**~~	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~1408-02~~	~~CIP Projects~~				~~P~~		~~**P**~~	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1408-03~~	~~District Office~~	~~Includes maps and plans for projects.~~			~~P~~		~~**P**~~	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~**1409-00**~~	~~**Special Purpose**~~							
~~1409-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		~~**CY+2, AR**~~	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~**1410-00**~~	~~**Other Agencies**~~							
~~1410-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		~~**CY+2, AR**~~	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~**1411-00**~~	~~**Historical**~~							
~~1411-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~		~~H~~	~~CY+2, AR~~		~~**CY+2, AR**~~	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~

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1400-00 ~~FACILITIES~~ FUNCTION AVAILABLE FOR USE

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
~~1411-02~~	~~Parks~~	~~Includes maps and plans for projects.~~		~~H~~	~~CY+2~~	~~P~~	~~P~~	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1411-03~~	~~Fire~~	~~Includes maps and plans for projects.~~		~~H~~	~~CY+2~~	~~P~~	~~P~~	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1411-04~~	~~Old Wells~~	~~Includes maps and plans for projects.~~		~~H~~	~~CY+2~~	~~P~~	~~P~~	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~
~~1411-05~~	~~Historical District Related Newspaper Articles~~	~~Historical records related to facilities. Other historical records are filed under 0102-09.~~		~~H~~	~~CY+2~~	~~P~~	~~P~~	~~GC 60201(d)(8); Permanent for land and property related documents~~ ~~State of California Guidelines; Permanent~~

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis ©
1501-00	**Reports & Studies**							
1501-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.			CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1501-02	Water				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1501-03	Sewer				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1501-04	LAVWMA				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1501-05	TWA				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1501-06	Other Agency				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1501-07	Self-Monitoring				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1501-08	Reclamation				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
~~1501-09~~	~~DERWA~~				~~ACT~~		~~**AR**~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~

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1502-00	**Specifications**							
1502-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.			CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1502-02	Water				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1502-03	Sewer				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1502-04	LAVWMA				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1502-05	Other Agency				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1502-06	AWWA Standards				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1502-07	DERWA				ACT		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1503-00	**Management Reference**							
1503-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.			CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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~~1503-02~~	~~Minutes~~				~~ACT~~		~~AR~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1503-03~~	~~Approved Budgets~~				~~ACT~~		~~AR~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1503-04~~	~~Code Books~~				~~ACT~~		~~AR~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1503-05~~	~~Planning Documents~~				~~ACT~~		~~AR~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1503-06~~	~~Historical Documents~~				~~ACT~~		~~AR~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1503-07~~	~~Finance Documents~~				~~ACT~~		~~AR~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1503-08~~	~~Agreements~~				~~ACT~~		~~AR~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1503-09~~	~~Rules & Regulations~~	~~Reference copies of District rules and regulations.~~			~~ACT~~		~~AR~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~**1504-00**~~	~~**Books/Magazines**~~							

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~~1504-01~~	~~General Information~~	~~Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.~~			~~CY+2, AR~~		~~**CY+2, AR**~~	~~Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.~~
~~1504-02~~	~~Text Books~~				~~ACT~~		~~**AR**~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1504-03~~	~~Magazines~~				~~ACT~~		~~**AR**~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1504-04~~	~~Seminar Handouts & Notes~~				~~ACT~~		~~**AR**~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1504-05~~	~~Computer Manuals~~				~~ACT~~		~~**AR**~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~
~~1504-06~~	~~Video Tapes/Cd~~				~~ACT~~		~~**AR**~~	~~Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.~~ ~~Review Annually for potential historical reference.~~

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1601-00	**Reports & Studies**							
1601-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1601-02	Administration / Miscellaneous		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-03	Financial & Budgeting		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-04	Master Plans		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-05	Regulator		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-06	Safety		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-07	Geological / Environmental		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-08	Infrastructure		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.

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1601-09	In-Plant Utilities		Ops Library		~~ACT~~		~~ACT~~ AR	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-10	Processes		Ops Library		~~ACT~~		~~ACT~~ AR	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-11	Odor Control		Ops Library		~~ACT~~		~~ACT~~ AR	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-00	**Projects**							
1602-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1602-02	LAVWMA Projects		Ops Library		~~ACT~~		~~ACT~~ AR	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-03	DERWA Projects		Ops Library		~~ACT~~		~~ACT~~ AR	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-04	Wastewater Treatment Projects		Ops Library		~~ACT~~		~~ACT~~ AR	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-05	Water Projects		Ops Library		~~ACT~~		~~ACT~~ AR	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.

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1602-06	Collection Projects		Ops Library		~~ACT~~		~~**ACT**~~ **AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-07	Recycled Water Projects		Ops Library		~~ACT~~		~~**ACT**~~ **AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-08	Miscellaneous Projects		Ops Library		~~ACT~~		~~**ACT**~~ **AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1603-00	**Manuals**							
1603-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1603-02	Training / Standard Operating Procedures		Ops Library		~~ACT~~		~~**ACT**~~ **AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1603-03	Projects / Facilities Manuals		Ops Library		~~ACT~~		~~**ACT**~~ **AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1603-04	Equipment Manuals		Ops Library		~~ACT~~		~~**ACT**~~ **AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1603-05	Miscellaneous Manuals		Ops Library		~~ACT~~		~~**ACT**~~ **AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1604-00	**Books/Magazines/Catalogs**							

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	~~Active Suggested Retention~~	~~Inactive Suggested Retention~~	Total Required Retention	Citations & Legal Basis ©
1604-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		~~CY+2, AR~~		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1604-02	Books & Texts		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1604-03	Product Catalogs		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1604-04	Product Brochures		Ops Library		~~ACT~~		**~~ACT~~ AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1701-00	**Instrumentation**					
1701-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1701-02	Metals Lab Reports		Lab & Tech		**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1701-03	Organics Lab Reports		Lab & Tech		**CY+10**	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1701-04	Anions Lab Reports		Lab & Tech		**CY+10**	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1702-00	**Quality Assurance / Control**					
1702-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1702-02	Calibration		Lab & Tech		**CY+12**	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1702-03	Reagent Preparation		Lab & Tech		**CY+12**	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1702-04	Proficiency Testing		Lab & Tech		**CY+12**	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1702-05	Daily Equipment Checks		Lab & Tech		**CY+12**	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1703-00	**Chain Of Custody**					

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1703-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1703-02	Lab Sample Log Books		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-03	Environmental Compliance		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-04	Special Projects		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-05	Leaks / Sanitary Sewer Spill Overflow		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-06	New Construction		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-07	Drinking Water Distribution		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1704-00	**Microbiology**					
1704-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1704-02	New Construction	For drinking water.	Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1704-03	Water Distribution		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1704-04	Fecal / Entero		Lab & Tech		**CY+5**	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis.
1704-05	DERWA		Lab & Tech		**CY+5**	40 CFR 122.41; 5 years for discharge monitoring.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1704-06	Microbiology Quality Control		Lab & Tech		**CY+12**	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis. Administrative Decision: Maintain microbiology records for at least the current year plus 12 years after completion to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.
1704-07	Special Projects	For both drinking and waste water.	Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1704-08	Microscope Examination	Worksheets for observations.	Lab & Tech		**CY+5**	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1705-00	**Wet Chemistry**					
1705-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1705-02	Cyanide		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-03	Phenol		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-04	Biochemical Oxygen Demand		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-05	Chemical Oxygen Demand		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-06	Ammonia		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-07	Total Dissolved Solids		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis. Administrative Decision: Maintain report for the current year plus 12 years to simplify destruction of records.
1705-08	Total Suspended Solids		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis. Administrative Decision: Maintain report for the current year plus 12 years to simplify destruction of records.
1705-09	Digester / Solids		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-10	Chlorine Residual		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-11	Silica		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1705-12	Langelier / Smp		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-13	Total / Calcium Hardness		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-14	Alkalinity		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-15	Turbidity		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-16	Process		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1706-00	**Reports**					
1706-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1706-02	Self Monitoring Reports		Lab & Tech		**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports
1706-03	Dept Of Drinking Water		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1706-04	Biosolid		Lab & Tech		**CY+5**	40 CFR 122.41; 5 years for sewage sludge use and disposal.
1706-05	Dedicated Land Disposal		Lab & Tech		**CY+5**	40 CFR 122.41; 5 years for sewage sludge use and disposal, and discharge monitoring.
1706-06	LAVWMA		Lab & Tech		**CY+5**	40 CFR 122.41; 5 years for discharge monitoring.
1706-07	Environmental Compliance		Lab & Tech		**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports
1706-08	Sub-Contracted Lab Reports	For wastewater analysis.	Lab & Tech		**CY+12**	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis. Administrative Decision: Maintain sub-contracted lab records for at least the current year plus 12 years to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1706-09	Other Reports		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1706-10	Wells		Lab & Tech		**CY+12**	State of California Guidelines; Current year plus 2 years for water source records. Administrative Decision: Maintain well records for at least the current year plus 12 years to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.

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RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE RECORDS RETENTION SCHEDULE POLICY, RENAMING THE POLICY TO THE RECORDS RETENTION POLICY, AND RESCINDING RESOLUTION NO. 21-15

WHERAS, by Resolution No. 41-86 on July 15, 1986, the Board approved the District's first retention schedule in the current format; and

WEHERAS, the retention schedule was subsequently revised and expanded on July 18, 1995, June 3, 2003, March 21, 2006, March 15, 2011, and April 7, 2015, to prudently manage the District's records; and

WHEREAS, this policy is periodically revised to align with current laws and best practices; and

WHEREAS, pursuant to California Government Code Sections 60200 to 60203, the legislative body of a special district may authorize destruction of documents or records of the District under certain conditions; and

WHEREAS, in accordance with said sections, and using the guidelines provided by the Secretary of State pursuant to California Government Code Section 12236, District staff performed a review of the Records Retention Schedule policy to comply with the requirements of current law using the consulting services of Records Control Services and the assistance of District General Counsel; and

WHEREAS, the policy includes multiple retention schedules to distinguish between categories of records; and

WHEREAS, this Board has reviewed the proposed retention schedules and finds and determines that destruction or disposition of the categories of records described in said schedules will not adversely affect any interest of the District or of the public, and that the lists of records destroyed or disposed of, by category, reasonably identify the information contained in the records in each category, and therefore the Board desires to approve said retention schedules and authorize the disposal of records in accordance with said schedules; and

WHEREAS, the policy will hereby be known as the Records Retention policy.

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

1. The revised Records Retention Schedule policy, attached as Exhibit "A," is hereby renamed to the Records Retention policy and is hereby adopted; and Resolution No. 21-15, attached as Exhibit "B," is hereby rescinded.

2. The General Manager, or designee, is authorized and directed to make further non-substantive administrative changes to the retention schedules.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of June, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

_____
Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

Dublin San Ramon Services District
Water, wastewater, recycled water

Policy

Policy No.	P200-	**Type of Policy:**	General
Policy Title:	Records Retention		
Policy Description:	Establishment of retention schedules for the management and destruction of District records		

Approval Date:	6/6/2023	**Last Review Date:**	2023
Approval Resolution No.:		**Next Review Date:**	2027
Rescinded Resolution No.:	21-15	**Rescinded Resolution Date:**	4/7/2015

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to institute comprehensive and uniform methods for the management of the District's records in accordance with legal requirements, industry standards, and business needs; and to establish records retention schedules in accordance with Government Code Sections 60200–60204 relating to destruction of records of special districts.

1. Introduction and Scope

Pursuant to Government Code Section 60201(b)(2), Dublin San Ramon Services District has adopted the Secretary of State's "Local Government Records Management Guidelines" established pursuant to Government Code Section 12236 to assist in determining minimum retention periods for records for which the statutory provisions for Destruction of Records of Special Districts (Government Code Sections 60200–60204) do not provide specific guidance. Although not a dispositive source of authority, the District determines that, along with additional research, the State's guidelines and the California Public Records Act (Government Code Section 6250, et seq.) provide the basis for establishing reasonable records retention schedules to meet regulatory requirements, operational and administrative needs, and best records management practices, and to classify the District's records by series and establish a standard protocol for their destruction or disposition.

This policy and the attached Dublin San Ramon Services District Records Retention Schedules address all District records, regardless of media and storage. Email and other electronic communications are more fully addressed under a separate policy.

2. Storage of Records

Retention of official electronic records is managed in the District's Trustworthy Enterprise Content Management System (ECMS), a trusted system defined by Government Code Section 12168.7(c) as "a

combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from or reproduced by the system could differ substantially from the public record that is originally stored." Physical records may be stored in offices, department filing areas, storage rooms, inactive records centers, or secured records vaults.

3. **Official Records, Copies, and Non-Records**

For retention purposes, a **record** includes any writing containing information relating to the conduct of the business prepared, owned, used, or retained by the organization regardless of physical form or characteristics. Government Code §6252(g) defines "**writing**" as "any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored." Records include the subsets of trusted copies, confidential records, vital records, historical records, electronic records, and transitory records, as defined below in this policy or the attached Records Retention Schedules.

"**Official record**" is the original record or "trusted copy" having the legally recognized and enforceable quality of any writing containing information related to the conduct of the District's business. A "**trusted copy**" is a copy of an originally created record if the copy is created on a trusted system. "Trusted copies" are photographically or electronically generated documents controlled by daily operational procedures and policies to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document. Once a "trusted copy" is created, it will replace the original source document as the official record, and the "trusted copy" must then be retained as the official record in accordance with the requirements of this policy and the attached Records Retention Schedules. The original source document shall then be considered a "duplicate copy" and can be destroyed in the approved manner.

"**Duplicate copy**" is a copy of an "official record" if the copy is not within the definition of a "trusted copy." In addition to hard copies of official records, "duplicate copies" also include, but are not limited to, database backups or other copies of electronic records. Per Government Code Section 60200, duplicates and copies of official records may be destroyed at any point after immediate use and/or before the retention period of the original record, but must not be retained longer than the total retention period of the original record. A "duplicate copy" may be destroyed after the employee ensures it is no longer required for the operational needs of the department. The District realizes that it neither has control over, nor can it enforce the storage, management, and disposal of, duplicate records released to outside entities.

"**Transitory record**" is a writing with only short-lived value because the information is used for a relatively short period of time and may be destroyed at any time after the employee ensures the record is not an official record and is no longer required for the operational needs of the department. Examples of transitory records may include, but are not limited to, the following documents that are not retained in

the ordinary course of business: preliminary drafts, notes, interagency/intra-agency memoranda, email and electronic communications, voicemails, and audio recordings.

"**Non-record**" means any writing which is not within the definition of a record. Examples of "non-record" include writings that are not directly related to the conduct of the District's business and/or are used specifically for reference including, but not limited to, text books, brochures, catalogs, or seminar announcements.

4. **Legal Holds on Destruction**

Government Code Section 60201(d)(4) requires that the District maintain any document that "relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years." Depending upon how long litigation remains pending or when settlement is reached, these "legal holds" can potentially extend the life of a document well beyond the otherwise applicable retention period set forth in the accompanying schedules. The District may also suspend destruction due to discovery requests, public records requests, or for any other reason.

Departments will be notified of legal holds on specific documents by the General Manager, District Secretary and/or the District's legal counsel. Since legal holds commonly target specific individuals, and a specific subject or set of information, documents unrelated to the legal hold may be disposed according to the approved retention periods.

5. **Records Destruction**

The District Secretary, in whose custody the District's records are kept, is hereby authorized to destroy District records in accordance with the adopted Records Retention Schedules after review and concurrence by department heads. Paper records may be destroyed by shredding or disposed of by placing in a recycling or trash receptacle. Electronic records may be destroyed by deleting or overwriting.

Notwithstanding the adopted Records Retention Schedules, the District Secretary is not authorized to destroy or dispose of any records the destruction or disposal of which is prohibited by any applicable provision of law enacted after this policy becomes effective.

6. **Responsibilities**

The General Manager (or designee) shall develop comprehensive rules and procedures in furtherance of this policy and is hereby directed and authorized from time to time to make and implement such changes in the attached Records Retention Schedules as may be determined, in conjunction with District's General Counsel, to be required by the law then applicable.

The District Secretary (or designee) shall manage and implement the District's Records Management Program, including dissemination of information, providing training to staff, assisting departments in the maintenance and destruction of records, providing review of changes in records management practices

and any proposed amendments to this policy, and prepare recommendations for approval by Board of Directors.

The District staff shall handle and process District records in accordance with the Department's records management methods and this policy.

Any questions related to the retention schedules, citations or approved retention periods should be directed to the District Secretary.

Schedule Headings

Series Code	Set of numbers assigned to a record series, a group of similar records arranged under a single filing system or kept together as a unit.
Series Name	Title of a record series.
Description of Documents	Details of a record series when a title is not sufficient.
Office of Record	Department responsible for maintaining records in a record series. This can be the department that creates the record, receives the record from outside of the District, or receives the record from another department within the District. Where the designation is "Districtwide," the Office of Record can be any department that may maintain documents in the record series.
System of Record	System used for maintaining records in a record series, as further described below.
Special Attributes	Identification of confidential, historical, or vital record, as further described below.
Total Required Retention	Length of time a record must be retained to fulfill its administrative, fiscal, and/or legal function.
Citations and Legal Basis	Legal requirements for a minimum retention period.

Systems of Record

EL	Electronic media.
MX	Mixed media: paper or electronic.
PA	Paper media.

Special Attributes

C	Confidential record, in general, is any record not disclosed to the public unless directed by court order.
H	Historical records have long-term value and document accomplishments, changes, and growth of the District.
P	Permanent records are required in perpetuity, usually identified by statute or other written guidance.
V	Vital record are critical records that are needed to continue or resume basic District operations.

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Retention Codes

Administrative Record	Administrative Records include general subject information, reports and reference documents with minimal to no long term value and that may or may not relate to a specific record series. Although there is no requirement to keep these records beyond the State's minimum 2-year requirement, Administrative Records should be reviewed annually for relevance to current subject matter or projects.
AA	After the annual audit, either by a regulatory body or performed internally by the District.
AC	After completion of the project or task (such as a maintenance project or report preparation), or closure of the case or issue (such as a claim against the District).
ACT	Maintain documents while the subject is actively used, such as a vendor that works with the District. This retention code often applies to duplicates and copies of records.
AE	After expiration of a document or activity, such as a permit, license, or agreement.
AFP	After final payment of a bond or grant.
AP	After approval of the document or finished task.
AR	Review the documents annually for relevance to current subject matters or projects and dispose of obsolete documents.
AT	After termination of employment or use of a system, such as software program.
CM	Maintain for the current month, plus any additional time listed.
CY	Maintain for the current year, plus any additional time listed.
EY	Maintain for the year the event occurred, such as a meeting or conference.
IND	Maintain the documents indefinitely. This retention code often applies to databases, since the data may be perpetually maintained in the software system.
LOB/LOV/ LOI/LOS/LOR	Maintain the documents for the life of board/committee, building, vehicle, improvement, system, or registrant.
P	Maintain all associated documents permanently.
S	After document is superseded, such as a policy or procedure.
+[Number]	Associated retention code, plus the number of years or months (shown with "Y" or "M" after number).

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Office of Record Listing

Office of Record	Office of Record Description
Districtwide	Any department may maintain documents in the record series.
Board of Dir	Board of Directors - Vital records of the District such as resolutions, ordinances, agendas, minutes, agreements, easements, deeds, destruction reports.
Capital	Capital Projects - Design, construction, bids, etc.
Dev & Const	Development & Construction Services - Development/other projects, construction, permits, inspections, etc.
Exec	Executive Services - Board of Directors, Fair Political Practices Commission, Public Records Act requests, elections, subpoenas, legal, compliance, records management, event planning, facility use, etc.
Field Ops	Field Operations - Water, wastewater, recycled water infrastructure maintenance and repair, etc.
Finance	Financial Services - Operations budget, rate studies, payroll, accounts receivable/payable, audit, revenue, billing, debt and refinancing, etc.
General Mgr	Office of the General Manager - Reference materials used and maintained by the General Manager.
HR & Risk	Human Resources & Risk Management - Personnel, benefits, recruitment, claims, workers compensation, performance management, labor relations, leaves, employee engagement, risk management, training, etc.
IC&E	Instrumentation, Controls & Electrical - Supervisory Control and Data Acquisition (SCADA).
ITS	Information Technology Services - Applications, computer equipment, work devices, backups, licenses, programming, telephony, WiFi, cybersecurity, etc.
Lab & Tech	Laboratory & Technical Services - Sampling, compliance reports, quality assurance, chain of custody, microbiology, etc.
Mech Maint	Mechanical Maintenance - Equipment, fleet, facilities related.
Ops Library	Operations Library - Reference manuals, reports, procedures, etc.
Ops Support	Operations Support Services - Safety, emergency response, training, reports, etc.
Plan & Asset	Planning & Asset Management - Planning, environmental, pollution prevention, conservation, graphical information system, etc.
Plant Ops	Plant Operations - Treatment plant, recycled water plant, permits, industral waste, etc.
Public Affairs	Public Affairs - District history, public outreach and communications, social media, district branding, official logo/graphics.
UB & CS	Utility Billing & Customer Services - Customer accounts, billing, delinquencies, meter rental, payment processing, etc.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0101-00	**Office General Management**					
0101-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the State minimum guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0101-02	Correspondence – Departmental		Districtwide		**CY+2**	State of California Guidelines; Administrative Record
0101-03	Correspondence – Outside of District		Districtwide		**CY+2**	State of California Guidelines; Administrative Record
0101-04	District Policies	Vital Record. Includes District policies related to board business, general, operations, finance, purchasing, service, and personnel.	Districtwide	V	**S+5**	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-05	Administrative Procedures	Vital Record. Includes general administrative procedures of the District, not related to Standard Operating Procedures (SOPs) of an individual department/division.	Districtwide	V	**S+5**	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-06	Mission Statements		Districtwide	V	**S+5**	State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-07	Department Annual Goals & Objectives		Districtwide		**S+5**	State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-08	(Series Available for Use)					
0101-09	Departmental Staff Meetings	Departmental staff meetings and meeting notes for non-formal meetings. Non-agenda related reports and supporting documentation.	Districtwide		**CY+2**	State of California Guidelines; Administrative Record
0101-10	District Administration		Districtwide		**CY+2**	State of California Guidelines; Administrative Record
0101-11	Regulations		Exec	V	**S+5**	State of California Guideline: 5 years after superseded or expired
0101-12	Visitor Sign-in Sheets		UB & CS		**CY+2**	State of California Guidelines; Administrative Record
0101-13	Facility Use Applications & Insurance	Applications and insurance certificates from outside agencies and companies that use District facilities (Boardroom, meeting rooms, parking lots, etc.)	Exec		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for facility use permits and insurance binders
0102-00	**Office Reference**					
0102-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0102-02	Chronological		Districtwide		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
0102-03	Professional Associations / Organizations	Includes information on or from individual employee professional associations and organizations.	Districtwide		**CY+2**	State of California Guidelines; Administrative Record
0102-04	Community Organizations	Includes information and correspondence from local organizations outside of the District.	Districtwide		**CY+2**	State of California Guidelines; Administrative Record

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0102-05	Newsletters/Publications - External	Newsletters and other publications received by the District. Potential Historical information.	Districtwide		**CY+2, AR**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision; Current year plus 2, review for historical content
0102-06	(Series Available for Use)					
0102-07	(Series Available for Use)					
0102-08	Complaints	General complaints received by the district. Does not include Prop 218 protests or complaints.	Districtwide		**CY+2**	State of California Guidelines; 2 year plus the current year for maintenance and operations documents
0102-09	Historical Records	Includes newspaper clippings, photographs and other historical documents and materials. Historical records include materials valuable to inside and outside parties.	Districtwide	H	**P**	Administrative Decision: Maintain records designated as important to the history of the District permanently
0102-10	Special Events	Includes District hosted or attended events, such as employee recognition, receptions, ribbon cuttings, St. Patrick's Day Parade and other events.	Districtwide	H	**CY+2, AR**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision; Current year plus 2, review for historical content
0103-00	**Forms Management**					
0103-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0103-02	Blank Forms	Does not include controlled forms.	Districtwide		**S**	State of California Guidelines; Administrative record
0103-03	Form Letters	Does not include controlled forms.	Districtwide		**S**	State of California Guidelines; Administrative record
0103-04	Form Masters	Does not include controlled forms.	Districtwide		**S**	State of California Guidelines; Administrative record
0104-00	**Records Management**					
0104-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0104-02	Certificates Of Destruction		Exec	V	**P**	State of California Guidelines; 2 years after superseded Administrative Decision: Permanent for destruction tracking purposes
0104-03	Directives & Procedures		Exec		**S+5**	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
0104-04	Uniform Functional Filing System		Exec	V	**S**	Administrative Decision; Retain current version only. Destroy printed versions older than 30 days, due to potential updates
0104-05	Inactive Records Storage Information		Exec		**S+2**	State of California Guidelines; 2 years after superseded

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0105-00	**Public Affairs**					
0105-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0105-02	District Newsletters	Review for historical content.	Public Affairs	H	**CY+2, AR**	Administrative Record, State of California Guidelines Review for historical content prior to destruction
0105-03	Public Relations	Potential historical information and may include photographs with historical value. Historical information should be reclassified to 0102-09 Historical Records.	Districtwide		**EY+7, AR**	State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record
0105-04	Customer Satisfaction Surveys & Questionnaires		Public Affairs		**AC+2**	State of California Guidelines; 2 years after completion for general studies and surveys
0105-05	District Reports	Includes annual and biannual District reports, District at a Glance, budget in brief, and other District produced reports to the public.	Public Affairs		**CY+2**	State of California Guidelines; Current year plus 2 years for annual activity/statistical reports by division
0105-06	Campaigns		Public Affairs		**CY+7**	State of California Guidelines; Current year plus 7
0105-07	Public Affairs Mailings	Includes Prop 218 notices, inserts, postcards and other mailings created by Public Affairs for other departments.	Public Affairs		**CY+2**	Administrative Record, State of California Guidelines
0105-08	Social Media	Applications such as ArchiveSocial.	Public Affairs		**CY+2**	Administrative Record, State of California Guidelines
0105-09	News Releases	Historical information should be reclassified to 0102-09 Historical Records.	Public Affairs		**EY+7, AR**	State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record
0106-00	**Information Technology**					
0106-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0106-02	Equipment Inventory	Does not include logs. Only an active inventory listing updated as equipment is managed.	ITS		**ACT**	State of California Guidelines; Administrative Record, maintain while active
0106-03	Software	Includes installed software licenses and annual maintenance.	ITS		**AT+4**	CCP 343; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
0106-04	Backups	Includes backups of programs and directories. Backups are for accidental deletions and disaster recovery only.	ITS		**CM+12M**	State of California Guidelines; Current month plus 2 months for daily backups Administrative Decision: Maintain server backups for the current month plus 12 months for disaster recovery and accidental deletions

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0106-05	Video Surveillance Recordings	Includes storage of video. Storage eventually overwritten. Located at the District Office.	ITS		**7 Days ***	GC 53160; 100 days for routine video monitoring & telephone recordings. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * Exception Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action. Administrative Decision: Maintain video surveillance for 7 days due to system storage limitations
0106-06	Voicemail Recordings	Deleted from systems after 31 days. Located at the District Office.	ITS		**31 Days ***	GC 53160; 100 days for routine video monitoring & telephone recordings. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * Exception Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action. Administrative Decision: Voicemail recordings maintained for 31 days due to system storage limitations
0106-07	Electronic Conversations	Includes text messages and other electronic based conversations.	ITS		**180 Days ***	GC 53160; 100 days for routine video monitoring & telephone recordings. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * Exception Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.
0106-08	Administrative Meeting Recordings	Includes meeting recordings and other internal audio and video recordings. Does not include Board meeting video recordings.	ITS		**180 Days ***	GC 53160; 100 days for routine video monitoring & telephone recordings. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * Exception Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.
0107-00	**Safety**					
0107-01	General Information		Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0107-02	Safety Programs	Includes Injury & Illness Prevention Plan (IIPP) and other safety training programs outlines and forms.	Ops Support		**S+7**	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training. Administrative Decision: Maintain for 7 years after the program is superseded
0107-03	(Series Available for Use)					

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0107-04	Procedures		Ops Support		**S+5**	State of California Guideline: 5 years after superseded or expired
0107-05	(Series Available for Use)					
0107-06	(Series Available for Use)					
0107-07	Safety Meetings	Includes agendas and meeting minutes for various safety workgroups such as Emergency Communications, Emergency Planning, and Safety Committee.	Ops Support		**CY+7**	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination, general personnel records retention State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training. Administrative Decision: Maintain safety meeting materials for the current year plus 7 years to match training retention in Human Resources
0107-08	Hazardous Waste	Includes Hazardous Materials Business Plan, information booklets, waste manifests, Department of Toxic Substances control manifests, hazardous materials management plan, carcinogen reports, hazardous materials inventory statements.	Ops Support		**P**	40 CFR 262.40; 3 years for manifests State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents. State recommends permanent for environmentally sensitive materials, such as hazardous materials storage permits.
0107-09	CalOSHA Logs		Ops Support		**CY+5**	29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102;5 years from date of injury State of California Guideline: 5 years after completed
0107-10	Health & Fitness Issues	Includes general information on health and fitness for employees such as respirator/fit-testing. Does not include recommendations to specific employees or counseling for health and fitness issues. Respirator/Fit-testing clearance forms are kept separately in the employee's medical file.	Ops Support		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0107-11	Security	Security plans and procedures. Maintenance and other documents.	Ops Support		**S+5** **CY+2**	State of California Guidelines; 2 years for maintenance records, 5 years after superseded for procedures
0107-12	Incident Reports		Ops Support		**AC+7**	42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
0107-13	Training Rosters		Ops Support		**CY+7**	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
0107-14	Equipment & System Manuals		Ops Support		**LOS+2**	State of California Guidelines; Life of the equipment plus 2 years

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0107-15	Safety Suggestions	Department prefers to maintain for 10 years.	Ops Support		**CY+10**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision: Maintain safety suggestions for the current year plus 10 years for activity reference
0107-16	Ergonomic Evaluations & Assessments	Includes ergonomic assessment reports, evaluation forms, evaluation pictures and reports to staff.	Ops Support		**CY+3**	CCP 338(d); 3 years to commence action for mistakes
0107-17	Facility Inspections	Includes Safety Committee facility inspections and Fire & Life safety inspections.	Ops Support		**AC+5**	UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years. IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection
0107-18	Equipment Inspections	Includes crane, fall protection equipment, SPCC equipment and tanks.	Ops Support		**CY+2**	State of California Guidelines; 2 years plus the current year
0107-19	Facilities Equipment Permits	Includes elevator, facility and other permits not related to water or sewer.	Ops Support		**AE+2**	State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
0107-20	Environmental Permits	Includes Bay Area Air Quality Management District, hazardous materials business plans, and other county, regional, state or federal agency environmental permits.	Ops Support		**P**	State of California Guidelines; Current year plus 2 years for federal and state agency permits. State recommends Permanent for environment related documents. Administrative Decision: Maintain environmental permits permanently to follow State suggestion

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0200-00 PLANNING

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0201-00	**Emergency Planning**					
0201-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0201-02	Disaster Preparedness		Plan & Asset	V	**S+2**	State of California Guidelines; 2 years after superseded
0202-00	**Planning**					
0202-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0202-02	Long Range Planning		Plan & Asset		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0202-03	Annexations/Sphere Of Influence	Includes reports, agreements, public notices.	Plan & Asset		**P**	GC 60201(d); Real property records, permanent State of California Guidelines; Permanent
0203-00	**Advanced Planning**					
0203-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0203-02	Special Projects		Plan & Asset		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0203-03	East Dublin		Plan & Asset		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0203-04	West Dublin		Plan & Asset		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0203-05	Dougherty Valley		Plan & Asset		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0203-06	LAVWMA/TWA		Plan & Asset		**S+2**	State of California Guidelines; 2 years after master plan is superseded
0204-00	**Master Plan**					
0204-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0204-02	Water	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		**P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.

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0200-00 PLANNING

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0204-03	Recycled Water	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		**P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.
0204-04	Sewer	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		**P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.
0204-05	Wastewater Treatment	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		**P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.
0204-06	Water, Sewer & Recycled Water	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		**P**	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.
0205-00	**Environmental Planning**					
0205-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0205-02	California Environmental Quality Act	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations.	Plan & Asset		**P**	State of California Guidelines; Permanent recommendation for environmental related documents
0205-03	Notices of Preparations	Includes public notices and legal publications required for posting.	Plan & Asset		**CY+4**	CCP 343; Statutes of limitations, 4 years State of California Guidelines; Current year plus 4 years for public notices

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0300-00 DISTRICT ADMINISTRATION

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0301-00	**Board**					
0301-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Board of Dir		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0301-02	(Series Available for Use)					
0301-03	Minutes	Official minutes of the Board of Directors	Board of Dir	V	**P**	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent
0301-04	Agenda Packets	Includes agenda face sheets, draft minutes, staff reports and attached materials, letters and memos and documents received, created and/or submitted to the Board for regular, special, workshop and other Brown Act Board meetings.	Board of Dir		**CY+75**	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 75 years for reference purposes.
0301-05	Minute Orders, Notices of Completion, Certificates of Acceptance	Official minutes of the Board of Directors.	Board of Dir	V	**P**	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent for minutes and recorded documents
0301-06	Agenda Reference Items	Includes images and physical files of agenda face sheets, staff reports and attached materials, letters, memos, and working documents maintained by the departments for reference purposes.	Districtwide		**CY+5**	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record Administrative Decision: Maintained in OnBase for 5 years as a courtesy for departments to reference.
0301-07	Proposition 218 Written Protests & Ballots	Also includes affidavit of mailing for protests and ballots.	Finance		**CY+4**	CCP 343, 349; Statutes of limitations GC 53755(3)(d); Maintain protests for 2 years GC 53753(d)(2); Maintain ballots for 2 years R&T 5097(a)(2); 4 years to claim tax refund League of California Cities Propositions 26 & 218 Implementation Guide Pg 114; Maintain protest materials for 4 years to meet R&T code 5097
0301-08	Board Meeting Video Recordings	Video recording of Board meetings	Board of Dir		**CY+5**	GC 54953.5; 30 days after recording Administrative Decision: Maintain board video recordings for the current year plus 5 years as a courtesy for departments and the public to reference.
0301-09	Board Correspondence	Includes District customers and other agency correspondence to and from the Board.	Board of Dir		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0301-10	SB 343 Documents, Agenda Related	Documents received within 72 hours prior to a Board meeting directly relating to the agenda packet. Maintained in a binder at the front desk.	Board of Dir		**CY+75**	GC 54957.5; Make documents available to the public State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0301-11	SB 343 Documents, Informational	Documents received by the Board at meetings not relating to the agenda packet. Includes speaker cards, informational handouts, correspondence and other information received by the Board prior to meetings.	Board of Dir		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0302-00	**Committees**					
0302-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Board of Dir		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0302-02	Committee Reference Materials	Includes general information, correspondence, workshops, liaison meetings, and other reference materials for committees.	Board of Dir	V	**CY+2**	State of California Guidelines; Maintain for the Current Year plus 2 years
0302-03	SB 343 Documents, Agenda Related	Documents received within 72 hours prior to a Board meeting directly relating to the agenda packet. Maintained in a binder at the front desk.	Board of Dir		**CY+20**	GC 54957.5; Make documents available to the public State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision: Maintain committee SB 343 materials for the current year plus 20 years to support the agenda packet.
0302-04	(Series Available for Use)					
0302-05	Committee Minutes	Official minutes of board appointed committees. Does not include ad-hoc committees, which may be kept for the Current Year plus 2 years.	Board of Dir	V	**P**	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent
0302-06	Committee Agenda Packets	Includes letters, memos, staff reports, and documents received, created and/or submitted to the Board.	Board of Dir	V	**CY+20**	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
0303-00	**Reports, Studies And Surveys**					
0303-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0303-02	District Generated	Does not includes annual District report which is provided by Public Affairs.	Districtwide		**CY+~~2~~ 5, AR**	State of California Guidelines; 2 years plus the current year for general studies and reports. Administrative Decision; Current year plus 5 years, review annually for relevance to projects.
0303-03	Other Agency Generated		Districtwide		**CY+5, AR**	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision; Current year plus 5 years, review annually for relevance to projects.
0304-00	**District Corporations**					
0304-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Board of Dir		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0304-02	DSRSD Financing Corp	Includes administration and financial documents. Management reports may be kept for 2 years per State of California Guidelines.	Board of Dir	V	**P**	GC 60201; Permanent GC 53901; Maintain budget, indefinite State of California Guidelines; Permanent
0304-03	Dublin San Ramon Public Information, Inc.	Includes administration and financial documents. Management reports may be kept for 2 years per State of California Guidelines.	Board of Dir	V	**P**	GC 60201; Permanent GC 53901; Maintain budget, indefinite State of California Guidelines; Permanent

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0400-00 FINANCIAL SERVICES

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0401-00	**Accounting**					
0401-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0401-02	Annual Audit Reports	Includes CAFRs, and other mandated reports.	Finance		**P**	State of California Guidelines; Permanent
0401-03	Financial Reports/Statements	Includes monthly general financial reports for internal use only. Does not include state or other agency mandated reports, which are kept PERMANENTLY.	Finance		**AA+2**	State of California Guidelines; 2 years after audit
0401-04	Invoices	Paid invoices, CalCard statements and payments, account analysis, receipts, AP postings, employee requests for reimbursements, and supporting vendor documents.	Finance		**AA+4 7**	GC 60201(12); Maintain district credit card statements and payments for 7 years after payment. State of California Guidelines; 4 years after audit
0401-05	Cash Receipts		Finance		**AA+4**	CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0401-06	Journal Entries	Detail maintained in Eden/Munis. Postings maintained in OnBase	Finance		**AA+2**	State of California Guidelines; 2 years after audit
0401-07	Federal/State Mandated Reporting	Includes State Controller's Reports and other federal and state reporting.	Finance		**P**	State of California Guidelines; Permanent
0402-00	**Banking**					
0402-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0402-02	Cancelled Receivable Checks	Checks scanned and maintained in Remit Plus. Electronic copy of the cancelled check is the official record. Paper cancelled checks are maintained for 1 month for reconciliation purposes, then shredded.	Finance		**AA+4**	CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0402-03	Bank Statements/Reconciliation	Includes statements, summaries for receipts, disbursements & reconciliation.	Finance		**AA+5**	26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
0402-04	Remit Plus Database	Used to submit checks to banks for deposits.	Finance		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision: Duplicate and/or transitory records.
0402-05	Check Registers		Finance		**AA+2**	State of California Guidelines; After audit plus 2 years for warrant registers.
0402-06	Investments	Includes reports prepared for financials, summaries of transactions, inventory and earnings reports.	Finance		**~~P~~ AA+5**	CCP 337; Statutes of limitations, 4 years for action State of California Guidelines; Permanent Administrative Decision: Maintain investment statements and reports for 5 years after the annual audit to match the bank statement retention period.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0403-00	**Insurance**					
0403-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0403-02	Insurance Policies	Includes policy information pertaining to CSRMA insurance programs such as pooled liability, property, public official bond, workers' compensation, identity theft, etc. Workers' compensation claims administration, claims loss reports, and procedures are not included with policy information.	Finance		**P**	CCP 337.2, 343, Statutes of limitations, 4 years 29 CFR 1920.1020; 30 years after termination for medical records. State of California Guidelines; Permanent for workers compensation insurance working files and for insurance policies. Maintain to support workers compensation claims and employee medical files.
0403-03	Certificates Of Insurance		Finance		**P**	State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.
0403-04	Performance Bonds		Finance		**AC+2**	State of California Guidelines; 2 years after completion for performance bonds
0403-05	Workers Compensation Insurance	Insurance and plan documents.	Finance		**P**	29 CFR 1920.1020; 30 years after termination for medical records. State of California Guidelines; Permanent for workers compensation insurance working files. Maintain to support workers compensation claims and employee medical files.
0403-06	Maintenance Bonds/Certificate Of Deposit	For construction projects.	Finance		**AC+10**	CCP 337.5; 10 year statute of limitations State of California Guidelines; 10 years after completion for development bonds
0403-07	Payment Bonds	For construction projects.	Finance		**AC+10**	CCP 337.5; 10 year statute of limitations State of California Guidelines; 10 years after completion for development bonds
0403-08	Letters Of Credit	For construction projects.	Finance		**AC+10**	CCP 337.5; 10 year statute of limitations State of California Guidelines; 10 years after completion for development bonds
0403-09	Insurance Claims	Includes information pertaining to active/inactive damage claims involving District employees, personal and damage claims against the District, claim subrogation and recovery.	Finance		**AC+6**	29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
0404-00	**Payroll**					
0404-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0404-02	Time Sheets	Signed employee timesheets for audit reports. Electronic record. BOD time sheets maintained in OnBase.	Finance		**AA+6**	29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0404-03	CalPERS Pension Reporting	Includes payroll processing CalPERS reports.	Finance		**AA+7**	GC 60201d(12); 7 years after payment 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
0404-04	Earnings/Withholding Reports (Taxes)	Forms 1096, 1099, W-4 and W-2.	Finance		**AA+7**	GC 60201d(12); 7 years after payment 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
0404-05	Payroll Registers		Finance		**P**	GC 60201d(12); 7 years after payment 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; Permanent for payroll registers
0404-06	Employee Payroll Changes	Includes payroll changes, workpapers, calculations and notes based on approved Personnel Action Forms. Duplicate records of documents maintain by Human Resources.	Finance		**CY+2**	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision: Maintain payroll changes for the current year plus 2 years for reference purposes.
0405-00	**Budget**					
0405-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0405-02	Annual Budget		Finance		**P**	GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent. Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
0405-03	Budget Adjustments	Detail maintained in Eden/Munis. Postings maintained in OnBase.	Finance		**AA+2**	State of California Guidelines; 2 years after audit
0405-04	Budget Working Papers	Includes proposed budgets, and all work papers leading up to final annual budget.	Finance		**AA+2**	State of California Guidelines; 2 years after audit

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0406-00	**Revenue**					
0406-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0406-02	Rates And Service Charges	Includes rate and fee studies.	Finance		**S+2**	State of California Guidelines; 2 years after superseded
0406-03	(Series Available for Use)		Finance			
0406-04	Reimbursement	Reimbursement to District for services from other agencies, such as DERWA, LAVWMA, etc. Detail maintained in Eden/Munis. Postings maintained in OnBase.	Finance		**AA+4**	CCP 337; Statute of limitations of 4 years
0406-05	Fees		Finance		**S+2**	State of California Guidelines; 2 years after superseded
0407-00	**Billing Group**					
0407-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0407-02	Service/Meters	Includes water applications, meter change slips, signed water forms, meter readings, usage, payments, customer name and address information, and cancellations.	UB & CS		**AA+2 4**	CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0407-03	Customer Complaints		UB & CS		**CY+2**	State of California Guidelines; Current year plus 2
0407-04	Collections		UB & CS	C	**AA+4**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit
0407-05	Bankruptcies	Includes bankruptcy notifications and court documents associated with bankruptcies where services must be provided by the District while the bankruptcy is active.	UB & CS	C	**AC+4**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit for collections. Administrative Decision: Maintain bankruptcy files for 4 years after closure of the case to match collections retention recommendations.
0408-00	**Debt**					
0408-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0408-02	Official Debt Offering Documents	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenance and cash/surety bonds. Bond issues:	Finance		**AC+10** **P**	CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues
0408-03	Mandated Annual Reporting (Continuing Disclosure Documents)		Finance		**AC+10**	CCP 337.5; Statutes of limitations FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration

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0500-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0501-00	**Personnel Data**					
0501-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0501-02	Individual HR and Confidential Data Files – Active Employees / Supervisor's Records	Includes general employee information for active employees, and supervisor's "satellite" employee records. Supervisors should forward employee files to Human Resources upon termination/separate of the employee. All personnel related materials and correspondence. Does not include medical leave records, workers' compensation or PERS information.	HR & Risk	C	**ACT**	Maintain in offices while employee is active, then transfer to 501-03 record series.
0501-03	Individual HR and Confidential Data File – Inactive/Separated Employees	Includes general employee information for active employees, and supervisor's "satellite" employee records. Supervisors should forward employee files to Human Resources upon termination/separate of the employee. All personnel related materials and correspondence. Does not include medical leave records, workers' compensation or PERS information.	HR & Risk	C	**AT+6**	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946(a); 4 years after termination or action State of California Guidelines; 3 years after termination
0501-04	(Series Available for Use)					
0501-05	(Series Available for Use)					
0501-06	Individual Medical Data File - Active Employees	All personnel related materials and correspondence. Includes medical leave records, worker's compensation, state/federal mandated leave records, and emergency notification instructions.	HR & Risk	C	**ACT**	Maintain in offices while employee is active, then transfer to 501-07 record series.
0501-07	Individual Human Resources Data File - Inactive/Separated Employees	All personnel related materials and correspondence. Includes medical leave records, worker's compensation, state/federal mandated leave records, and emergency notification instructions.	HR & Risk	C	**AT+30**	8 CCR 15400.2; Maintain workers compensation claims 8 CCR 10102; 5 years after injury 8 CCR 3204(d)(1)(A), (B); 30 years after termination 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 years after termination
0502-00	**Personnel Management**					
0502-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0502-02	Classification & Compensation	Includes job descriptions, organizational charts, District compensation surveys and reclassification data.	HR & Risk	C	**CY+7**	GC 60201d(12); 7 years. GC 12946(a); 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0502-03	Rules & Regulations	Includes current District personnel rules and policies, and General Manager Directives	HR & Risk		**S+5**	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
0502-04	DMV Employer - Pull Notice Program		HR & Risk	C	**S**	VC 1808.1; must pull record at least every 12 months
0502-05	(Series Available for Use)					
0502-06	EEO Data / Surveys	Voluntarily completed by employees and filed separately from personnel records.	HR & Risk		**CY+2**	State of California Guidelines; Current year plus 2 years for employee statistics reports.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0503-00	**Personnel Recruitment**					
0503-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0503-02	Temporary Employee Recruitments	Includes all information related to temporary employee/internship recruitments such as approved job requisitions, temporary agency information, candidate resumes and/or applications, advertising information, interview data.	HR & Risk	C	**AC+4**	GC 12946(a); 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
0503-03	District Position Recruitment	Includes all information related to District recruitments such as approved job requisitions, candidate applications, advertising information, testing and/or interview data, and EEO surveys completed by applicants.	HR & Risk	C	**AC+4**	GC 12946(a); 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
0504-00	**Personnel Benefits & Compensation**					
0504-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0504-02	Workers' Compensation	Includes claims administration, claims loss reports, and procedures. Employee claim files are kept separately in the employee's medical file at the closure of the claim.	HR & Risk	C	**P**	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.
0504-03	Deferred Compensation	Benefit plan documents and plan administration.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-04	Dental Plan	Benefit plan documents and plan administration.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0504-05	Leave	Administration of and updates to required notices for State/Federal mandated leaves such as California Family Rights Act (CFRA), Family and Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL), Military Leave. Employee claim files are kept separately in the employee's medical file at the closure of the claim.	HR & Risk	C	**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-06	Health Plan	Benefit plan documents and information related to annual open enrollment, and health benefit vesting.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-07	Employee Assistance Program	Benefit plan documents.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-08	COBRA	Includes COBRA audits and administration. Employee claim files are kept separately in the employee's medical file at the closure of the claim.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-09	Life Insurance/Disability Plans	Benefit plan documents.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.

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0504-10	EDD - Unemployment	Unemployment claims administration, claim information, and reporting. Maintained in the HR Manager's office.	HR & Risk		**CY+5**	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statues; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.
0504-11	Cafeteria Plan	Benefit plan documents related to Flexible Spending Account (FSA), Dependent Care Account (DCA), and Transit reimbursement programs.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-12	Vision Plan	Benefit plan documents.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-13	Share the Savings (Medical In-Lieu)	Benefit plan documents.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-14	Pay for Performance	Benefit plan documents.	HR & Risk		**P**	GC 60201d(12); 7 years. GC 12946(b); Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees. Administrative Decision: Permanent for trending purposes.
0504-15	Sick Leave Incentive Program	Benefit plan documents.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.

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0504-16	Supplemental Benefits	Program documents for supplemental benefit plans including research, analysis, and administration.	HR & Risk		**CY+2, AR**	State of California Guidelines; Administrative Record
0505-00	**CalPERS Administration**					
0505-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0505-02	Valuation Reports		HR & Risk		**P**	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
0505-03	(Series Available for Use)					
0505-04	(Series Available for Use)					
0505-05	Contract Amendments		HR & Risk		**P**	GC 60201(12); 7 years after date of payment GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
0505-06	Long Term Care	Includes program information.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0505-07	Home Loan Program	Includes program information.	HR & Risk		**AT+4**	GC 12946(a); 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0505-08	Election Information	Includes Board of Elections documents, such as proof of distribution.	HR & Risk		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0505-09	Other Post Employment Benefits (OPEB)	Includes actuarial reporting data related to OPEB.	HR & Risk		**CY+5 7**	GC 60201(12); 7 years after date of payment State of California Guidelines; 5 years after completion for risk management actuarial studies
0505-10	Retirement	Includes actuarial reporting data related to retirement, and CalPERS annual reports.	HR & Risk		**CY+5**	State of California Guidelines; 5 years after completion for risk management actuarial studies
0505-11	Audit	Required CalPERS audit.	HR & Risk		**P**	State of California Guidelines; Permanent
0505-12	(Series Available for Use)					

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0505-13	my-CalPERS	Includes online access authorization forms.	HR & Risk		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0505-14	(Series Available for Use)					
0505-15	Requests for Service Credit	For non-active / former employees. Includes verification of prior CalPERS service.	HR & Risk		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0506-00	**Personnel Education And Training**					
0506-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0506-02	Seminars, Courses & Professional Development	Materials for mandatory training (sexual harassment prevention, workplace violence prevention, and diversity in the workplace); and professional development training (skills training) courses. Includes program information and applications for tuition reimbursement and certificate reimbursement programs.	HR & Risk		**CY+7**	29 CFR 1627.3(b); 1 year for training records GC 12946(a); 4 years after termination, general personnel records retention State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.

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0507-00	**Personnel Occupational Health**					
0507-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0507-02	Occupational Health Services	Includes contracts, correspondence, and site visit information related to occupational health services.	HR & Risk		**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000 State of California Guidelines; 5 years after termination
0508-00	**Employee Relations**					
0508-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0508-02	Discipline	Administration of employee discipline (confidential). Individual disciplinary actions and/or decision communications are kept separately in the employee's human resources file. Maintained in the HR Manager's office.	HR & Risk	C	**AT+2**	GC 12946(b); Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees
0508-03	Employment Actions	Administration of employee demotions, failed probationary periods, furloughs, layoffs, and terminations (confidential). Maintained in the HR Manager's office.	HR & Risk	C	**AT+6**	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action State of California Guidelines; 3 years after termination
0508-04	Investigations	Administration of fraud, harassment, hostile work environment, misconduct, retaliation, and vandalism-theft; and third-party vendor reporting (confidential). Maintained in the HR Manager's office. Hired employees: Applicants who filed a complaint:	HR & Risk	C	**AT+2** **AC+2**	GC 12946(b); Until resolved 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees
0508-05	Performance Management	Performance management program administration, annual evaluations, elements, procedures, surveys, and software (confidential). Maintained in the HR Manager's office and EE personnel files.	HR & Risk	C	**AC+7**	GC 60201d(12); 7 years
0508-06	DFEH Claims	Hired employees: Applicants who filed a complaint:	HR & Risk		**AT+4** **AC+4**	GC 12946(a); 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees

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0509-00	**Labor Relations**					
0509-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide	C	**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0509-02	International Union of Operating Engineers - Stationary Engineers, Local 39	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules). Maintained in Labor Files.	HR & Risk	C	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0509-03	Mid-Management Employees' Bargaining Unit (MEBU)	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules). Maintained in Labor Files.	HR & Risk	C	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0509-04	Professional Employees' Bargaining Unit (PEBU)	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules).	HR & Risk	C	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0509-05	Senior Management / At-Will	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules). Maintained in Labor Files.	HR & Risk	C	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.

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0509-06	Unrepresented Employees	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules). Maintained in Labor Files.	HR & Risk	C	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.

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0500-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0510-00	**Employee Programs**					
0510-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0510-02	Employee Suggestion Program	Program administration and suggestion tracking.	HR & Risk		**AC+4**	GC 12946(a); 4 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.
0510-03	Employee Recognition/Appreciation	Program administration, annual recognition event/HR coordination, STAR awards administration and tracking.	HR & Risk		**AC+4**	GC 12946(a); 4 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.
0510-04	Mentoring Program	Program administration, startup kit, marketing, presentations, surveys, and copyright information.	HR & Risk		**AC+4**	GC 12946(a); 4 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.

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0600-00 PURCHASING & MATERIAL ACQUISITION

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0601-00	**Purchasing**					
0601-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0601-02	Bids, RFQs & RFPs - General	Includes bids, RFQs & RFPs, not related to Development or Building Improvements. Successful bids, RFQs and RFPs: Unsuccessful bids, RFQs and RFPs:	Districtwide		**AC+5** **CY+2**	GC 60201(d)(11); 2 years for unaccepted bids or proposals CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids, Current year plus 2 for unsuccessful bids Administrative Decision: 5 years after completion of project associated with the successful bid. Unsuccessful bids follow the State requirement.
0601-03	Purchase Orders	Original purchase orders.	Finance		**AA+4**	CCP 337; Statute of limitations State of California Guidelines; 4 years after audit
0601-04	(Series Available for Use)					
0601-05	Requisitions	Completed forms for orders.	Finance		**CY+2**	State of California Guidelines; Current year plus 2
0601-06	Vendor Information		Finance		**ACT**	Reference documents; Maintain while vendor is active or associated with the District
0602-00	**Contracting**					
0602-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0602-02	Consulting Services	Includes any working documents related to development or building improvements, and associated work.	Districtwide		**AC+10**	CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 10 years after project completion for capital improvement projects
0602-03	Bids, RFQs & RFPs - Development / Improvements / Construction	Includes successful bids, RFQs & RFPs for Development or Building Improvement projects. Successful bids, RFQs and RFPs: Unsuccessful bids, RFQs and RFPs:	Districtwide		**AC+10** **CY+2**	GC 60201(d)(11); 2 years for unaccepted bids or proposals CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 5 years after audit, successful, Current year plus 2, unsuccessful Administrative Decision: 10 years after completion of project associated with the successful bid to match the statute of limitations. Unsuccessful bids follow the State requirement.
0602-04	Contract Employees	Includes any working documents related to development or building improvements, and associated work: Contracts:	Districtwide		**AC+10** **P**	CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 10 years after project completion for capital improvement projects, permanent for CIP contracts.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0603-00	**Equipment And Furniture**					
0603-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0603-02	Fixed Asset Inventory		Finance		**AA+4**	State of California Guidelines; 4 years after audit for fixed asset inventories.
0603-03	Vehicles & Equipment	Maintenance, repairs, and parts data and records.	Mech Maint		**LOS+4**	CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
0603-04	Space Planning		Exec		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0603-05	Surplus Property		Finance		**AA+4**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit
0603-06	Vehicle Title	Includes pink slips. When vehicles are ready to sell, Maintenance requests the pink slip to complete the process.	Finance		**LOV**	

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0701-00	**Legislative**					
0701-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0701-02	Ordinances		Board of Dir	V	**P**	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
0701-03	Resolutions		Board of Dir	V	**P**	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
0701-04	State Legislation	Correspondence and information in support or opposition to legislation.	Public Affairs		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-05	Ordinance Work Papers		Districtwide		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-06	Resolution Work Papers		Districtwide		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-07	District Code	Includes supplements.	Board of Dir	V	**P**	State of California Guidelines; Permanent
0701-08	Federal Legislation	Correspondence and information in support or opposition to legislation.	Public Affairs		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-09	County Legislation	Correspondence and information in support or opposition to legislation.	Public Affairs		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0702-00	**Attorney**					
0702-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0702-02	Formal Legal Opinions	CONFIDENTIAL. Includes formal written opinions from legal counsel. Opinions may be superseded due to changes in statutes or new case law.	Exec	C	**S+2**	State of California Guidelines: 2 years after superseded
0702-03	General Subject Legal Advice		Exec	C	**CY+2, AR**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision: Maintain general subject related legal advice documents for the current year plus 2 years to follow the State's general retention recommendation. Review annually for relevance to current District activities.

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0703-00	**General Legal**					
0703-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0703-02	Deeds/Quitclaim Deeds		Board of Dir	V	**P**	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent
0703-03	Easements, Right of Way, Right of Entry		Board of Dir	V	**P**	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent
0703-04	Agreements/Contracts Hard Copies	Maintained as duplicate once scanned version is imported into OnBase.	Districtwide		**ACT**	Administrative Decision: Maintained until scanned into OnBase
0703-05	Claims Against the District		HR & Risk		**AC+6**	42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 5 years after settlement or closure
0703-06	Assessment District		Exec		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0703-07	Litigation	General cases: High profile cases including significant impacts on the District (major tort, employment, etc.), broad reach, rates/fees/charges, wrongful death, possible publicity due to nature of a matter and other significant cases: Documents include all materials supporting the case and leading up to the court decision.	Districtwide		**AC+7** **P**	State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
0703-08	Annexations/Detachments		Exec	V	**P**	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent State of California Guidelines; Permanent
0703-09	Affidavits of Publication	Includes public notices and legal publications for council, boards, commissions and committee meetings, and other legal publication requirements.	Districtwide		**CY+4**	CCP 343, 349; Statutes of limitations State of California Guidelines; Maintain legal and meeting notices for the current year plus 4 years.
0703-10	Public Records Requests	Granted and denied requests.	Exec		**AC+2**	GC 60201(d)(5); Until request is granted or 2 years after request has been denied in writing Administrative Decision: Maintain all public records requests for 2 years after completion for reference.
0703-11	Summons & Subpoenas		Districtwide		**CY+2**	State of California Guidelines; Current year plus 2 years for subpoena copies (originals are kept with the counties)

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0703-12	Service, Supply & Equipment Agreements	Vendors, product acquisitions, services, professional services and consultants and all other general District agreements.	Districtwide		**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
0703-13	CIP / Infrastructure Agreements	Capital improvement, development and other infrastructure or labor related agreements.	Districtwide		**P**	GC 60201(d)(8); Permanent for land and property related documents CCP337, 337.1(a), 337.15; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions.
0703-14	Grant & Loan Agreements		Finance		**AFP+5 ***	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
0703-15	Bond Agreements		Finance		**AFP+10**	CCP 337.5; Statutes of limitations, 6 years after expiration FC 3368; Maintain FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration
0703-16	General Construction Agreements		Districtwide		**AC+10**	CCP 337.15; 10 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; 10 years after project completion
0703-17	Joint Powers / Use Agreements		Board of Dir		**P**	State of California Guidelines; Permanent for joint powers authorities for insurance.
0703-18	Labor Agreements	Includes MOUs and employment agreements.	HR & Risk		**P**	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
0703-19	Lease & License Agreements		Districtwide		**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.
0703-20	Real Property Acquisitions, Agreements & Transactions		Districtwide		**P**	GC 60201(d)(8); Permanent for land and property related documents CCP337, 337.1(a), 337.15; Statutes of limitations H&S 19850; Life of Building, with exceptions.
0703-21	Settlement Agreements - Recorded		Districtwide		**P**	CCP 343; Statutes of limitations, general 4 years State of California Guidelines; Permanent for recorded documents
0703-22	Settlement Agreements - General		Districtwide		**AC+4**	CCP 343; Statutes of limitations, general 4 years

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0703-23	Property Appraisals		Districtwide		**AC+2**	State of California Guidelines; 2 years for appraisals

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0704-00	**Agencies**					
0704-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0704-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-04	Regional Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-06	Local Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-07	Joint Powers Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-08	City Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-09	Water Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-10	Sanitation Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.

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0704-11	Membership Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0705-00	**Grant/Loan Programs**					
0705-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0705-02	Federal Grants/Loans	Refer to grant application close-out procedure. Retention may vary depending upon grant details.	Districtwide		**AFP+5***	21 CFR 1403.36; 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report OMB Cir. A-110, (C)(53); 3 years after submission of final expenditure report or final disposition 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * **Refer to grant application close-out procedures for specific retention, if any. If no retention exists, follow retention listed here.**
0705-03	State Grants/Loans	Refer to grant application close-out procedure. Retention may vary depending upon grant details.	Districtwide		**AFP+5***	21 CFR 1403.36; 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report OMB Cir. A-110, (C)(53); 3 years after submission of final expenditure report or final disposition 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * **Refer to grant application close-out procedures for specific retention, if any. If no retention exists, follow retention listed here**
0706-00	**Elections/Fair Political Practices Committee**					
0706-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0706-02	Conflict Of Interest - Elected & Appointed	Includes FPPC form 700 - Statement of Economic Interest for elected and appointed officials.	Exec		**AC+7**	GC 81009e; 7 years after election closes

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0700-00 LEGAL & LEGISLATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0706-03	Elections	Records used to compile final election results, may include copy of consolidated election application packets, final election certifications from counties, oaths of office, notices from counties, appointment applications, etc. Results are kept 5 Years After Election Closes, since originals are kept with the County.	Exec		**AC+2**	EC 17302-6; 6 months after election, if no contest, for election records GC 60200; For all election documents where the State's requirement is permanent, but for which the County maintains the original documents, duplicate records may be destroyed at any point before the total retention period
0706-04	Form 800's	Includes Forms 802, 804 & 806.	Exec		**AC+7**	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies

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0800-00 ENGINEERING

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0801-00	**General Engineering**					
0801-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0801-02	Bids - Successful	Includes successful bids, RFQs & RFPs for Development or Building Improvement projects.	Capital		**AC+10**	CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 5 years after audit, successful bids Administrative Decision: 10 years after completion of project associated with the successful bid to match the statute of limitations for construction related projects.
0801-03	Specifications		Capital		**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Completion of project plus 10 years. Administrative Decision: Permanent or maintenance purposes
0801-04	Special Projects		Capital		**AC+10**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Completion of project plus 10 years.
0801-05	Bids - Unsuccessful		Capital		**CY+2**	GC 60201(d)(11); 2 years for unaccepted bids or proposals State of California Guidelines; Current year plus 2, unsuccessful bids
0802-00	**Capital Improvement Projects**					
0802-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Capital		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0802-02	CIP Projects	Includes construction and conformed or record drawing documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems. Non-conformed and partial drawings are considered transitory and can be disposed of after the conformed or record drawings are completed.	Capital		**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0802-03	Capital Improvement Budget		Capital		**P**	CCP 337.15; 10 years after project completion State of California Guidelines; Permanent for budgets
0802-04	Capital Improvement Budget Working Papers	Includes proposed budgets, and all work papers leading up to final annual budget.	Capital		**AC+2**	State of California Guidelines; Current year plus 2 years for proposed budgets. Administrative Decision: Maintain budget workpapers for 2 years after budget approval.
0802-05	Labor Cost Tracking	Costs by employee & program.	Capital		**AA+2**	State of California Guidelines; 2 years after audit

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0802-06	Certificates of Acceptance		Exec		**P**	GC 60201(d)(8); Permanent for land and property related documents GC 4003, 4004 & 4005; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property
0802-07	Notices of Completion		Exec		**P**	GC 60201(d)(8); Permanent for land and property related documents GC 4003, 4004 & 4005; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property
0803-00	**CORR Projects**					
0803-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0803-02	CORR Projects (Contingent On Revenue Receipt)	Includes construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0804-00	**Facilities Maps & Plans**					
0804-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0804-02	Service Area		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-03	Tract/Subdivisions		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-04	Parcels		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-05	Hydrant Locations		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-06	Plot Maps		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-07	Expansions	Includes maps and plans for projects.	Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-08	LAVWMA	Includes maps and plans for projects.	Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-09	Fire Line	Includes maps and plans for projects.	Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0804-10	Collection System Facilities		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-11	Recycled Water Facilities		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-12	Clean Water Revival		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-13	CIP Project Maps & Plans		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-14	District Office	Includes maps and plans for projects.	Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-15	Special Purpose		Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-16	Adjacent Cities		Dev & Const		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0804-17	Alameda County		Dev & Const		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0804-18	California Dept of Transportation		Dev & Const		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0805-00	**Permits**					
0805-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Dev & Const		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0805-02	Special Permit Related Studies		Dev & Const		**AC+2**	State of California Guidelines; Completion of study plus 2 years
0805-03	(Series Available for Use)					
0805-04	Certificates of Capacity Rights	Permits to connect to the District's sewer and water systems.	Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents 40 CFR 122.28; Maintain 40 CFR 122.41; 5 years after completion 40 CFR 141.33; Maximum 10 years after completion 40 CFR 141.91; 12 years after testing State of California Guidelines; Permanent
0805-05	District Facility Construction Permits	Includes water and sewer construction permits for developers.	Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents 40 CFR 122.28; Maintain 40 CFR 122.41; 5 years after completion 40 CFR 141.33; Maximum 10 years after completion 40 CFR 141.91; 12 years after testing State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0806-00	**Residential/Commercial/Industrial Projects**					
0806-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0806-02	Projects	Engineering and construction development projects for residential, industrial and commercial locations. Also includes Development Review Committee documents from cities and sewer capacity.	Dev & Const		**P**	GC 60201(d)(8); Permanent for land and property related documents GC 4003, 4004 & 4005; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property
0806-03	Conditional Use Permit Review	Includes comments from the District on municipal CUPs.	Dev & Const		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0806-04	Certificates of Acceptance	Certificates for development projects.	Exec		**P**	GC 60201(d)(8); Permanent for land and property related documents GC 4003, 4004 & 4005; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property
0807-00	**Institutional Projects**					
0807-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0807-02	BART Projects	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-03	Caltrans Projects	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-04	Alameda County	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-05	Army – Parks RFTA	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-06	Churches/Schools	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems.	Dev & Const		**P**	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0808-00	**Repair/Overlays/Miscellaneous Projects**					
0808-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0808-02	Sewer System Repairs & Related Projects	Includes work orders, entry cards, manholes, service. to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-03	Water System Repairs & Related Projects	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-04	Recycled Water System Repairs	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-05	Buildings And Grounds	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-06	WWTP	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-07	LAVWMA	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-08	Fee-Related Studies		Dev & Const		**AC+2**	State of California Guidelines; Completion of study plus 2 years
0808-09	Overlay Projects	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0809-00	**Record Group (Available for Use)**					
0810-00	**Record Group (Available for Use)**					
0811-00	**Inspection**					
0811-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Dev & Const		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0811-02	Log Books	Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check and utilities.	Dev & Const		**P**	State of California Guidelines; Current year plus 5. Administrative Decision: Maintain log books permanently to track and audit activity.
0811-03	Tract Inspections	Includes correspondence, fees, appeal requests and inspection reports.	Dev & Const		**CY+2**	State of California Guidelines; Current year plus 2 years for building inspections.
0811-04	Street Inspections	Includes correspondence, fees, appeal requests and inspection reports.	Dev & Const		**CY+2**	State of California Guidelines; Current year plus 2 years for building inspections.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
0811-05	Other Inspections	Includes correspondence, fees, appeal requests and inspection reports.	Dev & Const	H	**P**	State of California Guidelines; Current year plus 2 years for building inspections. Administrative Decision: Maintain inspections permanently for historical content and photographs.
0811-06	Recycled Water Inspections	Include site inspection correspondence.	Plan & Asset		**CY+2**	State of California Guidelines; Current year plus 2 years for building inspections.

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0900-00 FUNCTION AVAILABLE FOR USE

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©

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1000-00 WATER

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1001-00	**Water System**					
1001-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1001-02	Hydraulic Modeling		Field Ops		**P**	18 CFR 125.3; 5 years for internal statistical reports 40 CFR 141.91; 12 years after completion State of California Guidelines; Permanent for hydrography reports.
1001-03	(Series Available for Use)					
1001-04	Test/Logs/Reports	Compliance documentation including strip charts, sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Field Ops		**P**	40 CFR 141.91; 12 years after completion for quality tests, 5 years after completion for bacterial tests, 10 years after completion for chemical analysis of system. State of California Guidelines; Permanent for hydrograph records
1001-05	System Maintenance		Field Ops		**CY+3**	40 CFR 141.33; 3 years after completion for corrections to water system violations
1001-06	Infrastructure		Field Ops		**P**	State of California Guidelines; Locations and connection records are permanent
1001-07	(Series Available for Use)					
1001-08	Water System O & M Manuals		Field Ops		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
1001-09	Cathodic Protection Surveys		Field Ops		**CY+10**	40 CFR 141.33; Maximum 10 years after completion relating to sanitary surveys
1001-10	Backflow Test & Maintenance Reports		Field Ops		**CY+3**	17 CCR 7605; 3 years for backflow testing and maintenance reports
1001-11	Water/Sewer Service Calls	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Field Ops		**CY+2**	State of California Guidelines; Current Year plus 2 years for maintenance projects.
1001-12	Water Quality Control	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Field Ops		**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for water quality compliance documents
1002-00	**Water Conservation**					
1002-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1002-02	Conservation Ordinances	Conservation reports.	Ops Support		**CY+2**	State of California Guidelines; Current year plus 2 years for conservation records
1002-03	Drought	Conservation reports.	Ops Support		**CY+2**	State of California Guidelines; Current year plus 2 years for conservation records
1002-04	Urban Water Conservation	Conservation reports.	Ops Support		**CY+2**	State of California Guidelines; Current year plus 2 years for conservation records
1002-05	Water Audit	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Ops Support		**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for water quality compliance documents

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1003-00	**Water Resources**					
1003-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1003-02	Water Acquisition	May include wells, lakes, rivers, other Districts.	Ops Support		**P**	State of California Guidelines; Permanent for wells, mains, valves and hydrant locations.
1003-03	Water Sources	May include wells, lakes, rivers, other Districts.	Ops Support		**P**	State of California Guidelines; Permanent for wells, mains, valves and hydrant locations.

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1100-00 RECYCLED WATER

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1101-00	**Recycled Water**					
1101-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1101-02	Recycling Program	Includes information on recycling programs, such as the Recycled Water Fill Station and other local programs.	Plant Ops		**CY+2**	State of California Guidelines; Administrative materials
1101-03	Task Forces		Plant Ops		**CY+2**	State of California Guidelines; Maintain for the Current Year plus 2 years
1101-04	Projects	Includes projects and programs from outside agencies. Not District CIP projects.	Plant Ops		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
1101-05	Reports & Studies	General reports and studies from internal and external sources.	Plant Ops		**ACT**	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain reports while actively relevant.
1101-06	Recycled Water Permits		Plant Ops		**AE+2**	State of California Guidelines; Maintain for the Current Year plus 2 years
1101-07	Strategic Planning		Plant Ops		**S+2**	State of California Guidelines; 2 years after master plan is superseded.

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1200-00 SEWER

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1201-00	**Sewer**					
1201-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1201-02	Hydraulic Modeling		Field Ops		**P**	State of California Guidelines; Permanent for hydrograph reports and daily flow of streams.
1201-03	(Series Available for Use)					
1201-04	Sewer Line Testing	Does not include compliance documents.	Field Ops		**CY+2**	State of California Guidelines; Current year plus 2 years for maintenance and operations records.
1201-05	Rate Schedules		Field Ops		**CY+2**	State of California Guidelines; Current year plus 2 years for rates
1201-06	(Series Available for Use)					
1201-07	System Maintenance		Field Ops		**CY+2**	State of California Guidelines; Current year plus 2 years for maintenance and operations records.
1201-08	Infrastructure		Field Ops		**P**	State of California Guidelines; Locations and connection records are permanent
1201-09	(Series Available for Use)					
1201-10	Task Forces		Field Ops		**CY+2**	State of California Guidelines; Maintain for the Current Year plus 2 years

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1300-00 WASTEWATER TREATMENT PLANT

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1301-00	**Plant Administration/Operations**					
1301-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1301-02	NPDES/MRP Permit Administration	Includes permit application and supporting paperwork.	Plant Ops		**P**	40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.28; Maintain NPDES general permits State of California Guidelines; Permanent for NPDES permits
1301-03	Daily Log Sheets	Includes daily flow quantities.	Plant Ops		**P**	40 CFR 122.41; Up to 5 years after completion 18 CFR 125.3; 3 years for operation logs State of California Guidelines; Permanent for hydrograph records including daily flow of streams.
1301-04	Monthly Totals		Plant Ops		**P**	40 CFR 122.41; Up to 5 years after completion State of California Guidelines; Current year plus 10 years Administrative Decision: Maintain monthly totals permanently to support daily flow totals.
1301-05	Reports & Studies		Plant Ops		**CY+5**	40 CFR 122.41; Up to 5 years after completion 18 CFR 125.3; 3 years for operation logs State of California Guidelines; Current year plus 5 years for discharge reports.
1302-00	**Government Reports**					
1302-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1302-02	RWQCB	Includes audits, correspondence and general information.	Plant Ops		**CY+5**	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1302-03	Quarterly Reports		Plant Ops		**CY+5**	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1302-04	Regulatory	Includes semi-annual and annual pretreatment, biosolids and dedicated land disposal reports.	Plant Ops		**CY+5**	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1302-05	Industrial Waste Reports		Plant Ops		**CY+10**	40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1303-00	**LAVWMA**					
1303-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1303-02	EBDA Report	East Bay Dischargers Authority	Plant Ops		**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-03	Pump Station Report		Plant Ops		**AC+3**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data
1303-04	Langelier Report		Plant Ops		**AC+3**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data
1303-05	Pump Station Daily Meter Logs	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Plant Ops		**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-06	Operators Inspection Check List	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Plant Ops		**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-07	Chlorine Analysis		Plant Ops		**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years

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1303-08	Cathodic Protection		Plant Ops		**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-09	Digester Worksheet		Plant Ops		**CY+5**	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-10	O & M Reports		Plant Ops		**CY+2**	State of California Guidelines; Current year plus 2 years
1304-00	**Records Drawings/Photos**					
1304-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1304-02	WWTP Site		Plant Ops		**P**	State of California Guidelines; Permanent for field notes, maps and locations of equipment.
1304-03	Sludge Storage Basins/FSL Site		Plant Ops		**P**	State of California Guidelines; Permanent for field notes, maps and locations of equipment.
1305-00	**Record Group (Available for Use)**					
1306-00	**Industrial Waste**					
1306-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1306-02	Significant Users	Includes permits, inspections and correspondence.	Plant Ops		**CY+10**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum. State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain for the current year plus 10 years for reference purposes by inspectors.
1306-03	Significant Users - Categorical	Includes permits, inspections and correspondence.	Plant Ops		**CY+10**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum. State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain for the current year plus 10 years for reference purposes by inspectors.

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1306-04	Intermediate Users	Includes permits, inspections and correspondence.	Plant Ops		**CY+3**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum State of California Guidelines; Current year plus 2 years
1306-05	Recycled Water Users	Includes recycled water customer connection drawings.	Plant Ops		**P**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum State of California Guidelines; Permanent for connection maps and water line connections
1306-06	Commercial - Auto/Restaurant	Includes permits, inspections and correspondence.	Plant Ops		**CY+3**	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum State of California Guidelines; Current year plus 2 years
1307-00	**Treatment Plant Maintenance**					
1307-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1307-02	Co-Generation		Plant Ops		**AC+2**	State of California Guidelines; 2 years plus the current year for maintenance projects.
1307-03	(Series Available for Use)					
1307-04	Work Orders		Plant Ops		**CY+2**	State of California Guidelines; 2 years plus the current year for service requests for maintenance.
1307-05	Hazardous Waste Manifests		Plant Ops		**CY+10**	40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
1307-06	Preventative Maintenance Reports - Annual		Plant Ops		**AC+3**	State of California Guidelines; 2 years plus the current year for maintenance projects. Administrative Decision: Maintain annual reports for 3 years after completion for reference and trending purposes.
1307-07	Preventative Maintenance Reports - Tri-annual		Plant Ops		**AC+9**	State of California Guidelines; 2 years plus the current year for maintenance projects. Administrative Decision: Maintain tri-annual reports for 9 years after completion for reference and trending purposes.

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1400-00 FUNCTION AVAILABLE FOR USE

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1500-00 FUNCTION AVAILABLE FOR USE

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1601-00	**Reports & Studies**					
1601-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1601-02	Administration / Miscellaneous		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-03	Financial & Budgeting		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-04	Master Plans		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-05	Regulator		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-06	Safety		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-07	Geological / Environmental		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.

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1601-08	Infrastructure		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-09	In-Plant Utilities		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-10	Processes		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1601-11	Odor Control		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-00	**Projects**					
1602-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1602-02	LAVWMA Projects		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-03	DERWA Projects		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.

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1602-04	Wastewater Treatment Projects		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-05	Water Projects		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-06	Collection Projects		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-07	Recycled Water Projects		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1602-08	Miscellaneous Projects		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1603-00	**Manuals**					
1603-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1603-02	Training / Standard Operating Procedures		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.

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1603-03	Projects / Facilities Manuals		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1603-04	Equipment Manuals		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1603-05	Miscellaneous Manuals		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1604-00	**Books/Magazines/Catalogs**					
1604-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1604-02	Books & Texts		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1604-03	Product Catalogs		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.
1604-04	Product Brochures		Ops Library		**AR**	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement. Review Annually for potential historical reference.

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1700-00 PLANT LABORATORY

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1701-00	**Instrumentation**					
1701-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1701-02	Metals Lab Reports		Lab & Tech		**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1701-03	Organics Lab Reports		Lab & Tech		**CY+10**	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1701-04	Anions Lab Reports		Lab & Tech		**CY+10**	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1702-00	**Quality Assurance / Control**					
1702-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1702-02	Calibration		Lab & Tech		**CY+12**	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1702-03	Reagent Preparation		Lab & Tech		**CY+12**	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1702-04	Proficiency Testing		Lab & Tech		**CY+12**	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1702-05	Daily Equipment Checks		Lab & Tech		**CY+12**	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1703-00	**Chain Of Custody**					
1703-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1703-02	Lab Sample Log Books		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-03	Environmental Compliance		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-04	Special Projects		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-05	Leaks / Sanitary Sewer Spill Overflow		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-06	New Construction		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-07	Drinking Water Distribution		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1704-00	**Microbiology**					
1704-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1704-02	New Construction	For drinking water.	Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1704-03	Water Distribution		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1704-04	Fecal / Entero		Lab & Tech		**CY+5**	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis.
1704-05	DERWA		Lab & Tech		**CY+5**	40 CFR 122.41; 5 years for discharge monitoring.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1704-06	Microbiology Quality Control		Lab & Tech		**CY+12**	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis. Administrative Decision: Maintain microbiology records for at least the current year plus 12 years after completion to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.
1704-07	Special Projects	For both drinking and waste water.	Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1704-08	Microscope Examination	Worksheets for observations.	Lab & Tech		**CY+5**	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis.
1705-00	**Wet Chemistry**					
1705-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1705-02	Cyanide		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-03	Phenol		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-04	Biochemical Oxygen Demand		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-05	Chemical Oxygen Demand		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-06	Ammonia		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-07	Total Dissolved Solids		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis. Administrative Decision: Maintain report for the current year plus 12 years to simplify destruction of records.

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1705-08	Total Suspended Solids		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis. Administrative Decision: Maintain report for the current year plus 12 years to simplify destruction of records.
1705-09	Digester / Solids		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis. Administrative Decision: Maintain report for the current year plus 12 years to simplify destruction of records.
1705-10	Chlorine Residual		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-11	Silica		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-12	Langelier / Smp		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-13	Total / Calcium Hardness		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-14	Alkalinity		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-15	Turbidity		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-16	Process		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1706-00	**Reports**					
1706-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1706-02	Self Monitoring Reports		Lab & Tech		**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports

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Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ©
1706-03	Dept Of Drinking Water		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1706-04	Biosolid		Lab & Tech		**CY+5**	40 CFR 122.41; 5 years for sewage sludge use and disposal.
1706-05	Dedicated Land Disposal		Lab & Tech		**CY+5**	40 CFR 122.41; 5 years for sewage sludge use and disposal, and discharge monitoring.
1706-06	LAVWMA		Lab & Tech		**CY+5**	40 CFR 122.41; 5 years for discharge monitoring.
1706-07	Environmental Compliance		Lab & Tech		**CY+12**	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports
1706-08	Sub-Contracted Lab Reports	For wastewater analysis.	Lab & Tech		**CY+12**	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis. Administrative Decision: Maintain sub-contracted lab records for at least the current year plus 12 years to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.
1706-09	Other Reports		Lab & Tech		**CY+12**	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1706-10	Wells		Lab & Tech		**CY+12**	State of California Guidelines; Current year plus 2 years for water source records. Administrative Decision: Maintain well records for at least the current year plus 12 years to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.

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RESOLUTION NO. 21-15

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE RECORDS RETENTION SCHEDULE POLICY AND RESCINDING RESOLUTION NO. 11-11

WHEREAS, on March 15, 2011 the Board adopted Resolution No. 11-11, providing for an updated Records Retention Schedule policy to prudently manage District records; and

WHEREAS, this policy is periodically revised to align with current laws and best practices; and

WHEREAS, pursuant to Government Code Sections 60200 to 60203, the legislative body of a special district may authorize destruction of documents or records of the District under certain conditions; and

WHEREAS, in accordance with said sections, and using the guidelines provided by the Secretary of State pursuant to Government Code Section 12236, District staff performed a review of the Records Retention Schedule policy to comply with the requirements of current law using the assistance of General Counsel and the consulting services of Records Control Services; and

WHEREAS, the Trustworthy Electronic Content Management System project (ECMS) (CIP 15-A006), approved by the Board on May 5, 2014 to address the District's electronic records management, requires updated records retention guidelines for near-term ECMS system implementation activities.

WHEREAS, this Board has reviewed proposed retention schedules containing certain categories of records and finds and determines that destruction or disposition of the categories of records described in said schedules will not adversely affect any interest of the District or of the public, and that the lists of records destroyed or disposed of, by category, reasonably identify the

information contained in the records in each category, and therefore the Board desires to approve said retention schedules and authorize the disposal of records in accordance with said schedules.

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 revised Records Retention Schedule policy, attached as Exhibit "A," is hereby adopted, and Resolution No. 11-11 is hereby rescinded and attached as 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 7th day of April 2015, and passed by the following vote:

AYES: Directors Dawn L. Benson, Georgean M. Vonheeder-Leopold, Richard M. Halket, D.L. (Pat) Howard, Edward R. Duarte

NOES: 0

ABSENT: 0

Edward R. Duarte, President

ATTEST: Nancy Gamble Hatfield
Nancy Gamble Hatfield, District Secretary

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Dublin San Ramon Services District
Water, wastewater, recycled water

STAFF REPORT

Meeting Date: June 6, 2023

TITLE: Approve Agreement with Bartkiewicz, Kronick & Shanahan for General Counsel Legal Services

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, an agreement with Bartkiewicz, Kronick & Shanahan (BKS) for general counsel legal services to the District.

DISCUSSION:

From February 5, 2002, through June 30, 2022, the District used the law firm of Bold, Polisner, Maddow, Nelson & Judson (BPMNJ) for general counsel services. A number of attorneys at BPMNJ successfully served as General Counsel for the District during this period. In June of 2022, representatives for BPMNJ indicated that because of staffing changes, BPMNJ would no longer be able to provide general counsel services to DSRSD. BPMNJ's primary attorney assigned as General Counsel to the District, Mr. Doug Coty, was moving to another law firm, Bartkiewicz, Kronick & Shanahan (BKS). To ensure continuity of services of the District's legal affairs, the Board approved a one-year contract with BKS on June 21, 2022.

Between February 17, 2023, and March 10, 2023, the District initiated a request for proposals from twelve (12) law firms to provide general counsel legal services to the District. Three (3) firms submitted proposals: BKS, Best Best and Krieger, LLP (BBK), and Aleshire & Wynder, LLP (A&W). These proposals were reviewed, and interviews were conducted by the District's Board of Directors at a special meeting of the Board in closed session on April 17, 2023.

After review of the three proposals, the Board directed staff to initiate negotiations with BKS for an agreement for general counsel legal services. A copy of the agreement is attached to the proposed Resolution as Exhibit "A." The agreement is for a two-year term beginning July 1, 2023, and subject to satisfactory reviews, the District may authorize extensions of the agreement for two additional two-year terms (for a total of up to six (6) years). The negotiated General Counsel rates for fiscal year ending (FYE) 2024 and FYE 2025 would be $315/hour and $330/hour, respectively. This represents an increase of 5% of the current General Counsel rate. If the agreement is extended beyond FYE 2025, the hourly rates for BKS and Of Counsel would be subject to annual adjustment (generally as of July 1), with prior notice to the District of the adjustment.

The General Counsel typically provides about 300 hours per year of legal support. However, the level of legal support varies year to year based on both anticipated and unanticipated work efforts. The estimated cost for FYE 2024 and FYE 2025 is $320,000.

Originating Department: Office of the General Manager	**Contact: J. Lee/D. McIntyre**	**Legal Review: Not Required**
Financial Review: Not Required	**Cost and Funding Source: Approximately $320,000 from Operating Budget, Administrative Cost Center (Fund 900)**	
Attachments: ☐ None ☒ Resolution ☐ Ordinance ☐ Task Order ☐ Proclamation ☐ Other (see list on right)		

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING EXECUTION OF AN AGREEMENT WITH BARTKIEWICZ, KRONICK & SHANAHAN FOR DISTRICT GENERAL COUNSEL LEGAL SERVICES

WHEREAS, the District Board of Directors directed staff to conduct a request for proposals for general counsel legal services in 2023; and

WHEREAS, the District issued a request for proposals between February 17 and March 10, 2023 to twelve (12) firms, of which, three (3) firms provided proposals and were interviewed by the Board of Directors, General Manager, and Assistant General Manager on April 17, 2023; and

WHEREAS, the Board of Directors directed staff, following consideration of the proposals and interviews, to engage in negotiations for an Agreement for Legal Services (Agreement) with Bartkiewicz, Kronick & Shanahan (BKS) with Douglas E. Coty assigned as the primary attorney serving as District General Counsel; and

WHEREAS, Douglas E. Coty has served in the role of District General Counsel since 2020; and

WHEREAS, Douglas E. Coty's performance working for the Board of Directors and coordinating with District staff for the last four years has been of high quality; and

WHEREAS, the Board of Directors wishes to approve the Agreement with the law firm of Bartkiewicz, Kronick & Shanahan, to take effective on July 1, 2023; and

WHEREAS, the Agreement provides for an initial two-year term and, at the District's option, two additional two-year terms that would commence on July 1, 2025 and July 1, 2027.

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

1. The agreement titled Agreement for Legal Services with the Dublin San Ramon Services District, attached as Exhibit "A," is hereby approved, and the Board President is authorized and directed to execute said Agreement on behalf of the District.

2. The maximum amount for legal services under this Agreement shall not exceed $320,000 for the two-year period from July 1, 2023 through June 30, 2025.

3. The District may extend this Agreement for two additional two-year terms.

*****

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 6th day of June, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

_____
Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

BARTKIEWICZ, KRONICK & SHANAHAN
A Professional Corporation
1011 Twenty-Second Street
Sacramento, CA 95816-4907
(916) 446-4254

AGREEMENT FOR LEGAL SERVICES WITH THE DUBLIN SAN RAMON SERVICES DISTRICT

This Agreement is made effective as of July 1, 2023 by and between Bartkiewicz, Kronick & Shanahan, a California professional corporation ("Attorneys"), and Dublin San Ramon Services District, a California public agency ("District"), who agree as follows:

1. Scope and Duties. District retains Attorneys to provide general counsel legal services, including matters relating to District's governance, water rights, water service, public works and other contracts, water service rates and charges, and other matters as may be requested from time to time by District. District and Attorneys may modify this scope of legal services by mutual agreement, which may be informal. Douglas E. Coty ("Mr. Coty") will be the primary attorney advising and representing District under this Agreement and will be assisted as needed by other attorneys in the firm as approved by the District. Attorneys will provide the legal services reasonably required to advise and represent District in this matter, and will take reasonable steps to keep District informed of progress and significant developments, and to respond to District's inquiries. District will be truthful with Attorneys, cooperate with Attorneys, keep Attorneys informed of developments and changed circumstances, abide by this Agreement and pay Attorneys' bills in a timely manner.

2. Relationship of District and Attorney. The District, acting through its Board of Directors, is Attorneys' client. Attorneys will act only at the direction of the Board or according to Board delegation of authority to the General Manager. The Directors and staff of District individually are not clients of Attorneys, and Attorneys may advise individual Directors or staff members only for purposes of advancing, implementing and enforcing Board direction and duly adopted District ordinances, resolutions, regulations, and policies.

3. Billing Rates. During the term of this Agreement and the possible extensions provided in section 8, District agrees to pay for legal services at the following hourly rates for work performed by BKS Shareholders and Of Counsel, including work by Mr. Coty: $315 per hour for FYE 2024; $325 per hour for FYE 2025. If this Agreement is extended beyond FYE 2025, hourly rates for BKS Shareholders and Of Counsel would be subject to annual adjustment (generally as of July 1), with prior notice to District of the adjustment. Annual adjustments to these attorney rates generally do not exceed 5%. For FYE 2024, District agrees to pay $275 per hour for legal services by Associate I attorneys, $225 per hour for Associate II attorneys, and $175 per hour for paralegals. Associate attorney and paralegal rates are subject to adjustment annually after FYE 2024 (generally as of July 1), with prior notice to District of the adjustment. Attorneys charge in minimum one-quarter hour units.

4. Costs and Expenses. Whenever practical, District agrees to pay directly for costs and expenses by either advancing such costs or expenses to Attorneys, or by paying third parties directly. In all other cases, District will reimburse Attorneys for all necessary and actual costs and expenses incurred by Attorneys, including, but not limited to, the following:

costs of serving pleadings; filing fees and other charges assessed by courts and other public agencies; court reporter's fees; jury and witness fees; long distance telephone charges; messenger and other delivery fees; postage; parking; mileage (at the current IRS rate); computer-assisted research charges; consultant and expert witness fees; and other out-of-pocket expenses incurred by Attorneys. Extraordinary document reproductions (including administrative hearings or court filings) of more than $50 in one month may be charged at $0.20 per page for black-and-white copies and $0.30 per page for color copies. Attorneys will itemize all costs incurred on each monthly statement.

5. Special Counsel. District may, at District's sole discretion, hire special counsel to perform legal work for District. In such event, District shall select the special counsel and Attorneys shall facilitate the work of and cooperate with special counsel to ensure optimum delivery of legal services to District. District may, but shall not be required to, seek Attorneys' assistance in determining whether to utilize special counsel, or in the selection process.

6. Statements. Attorneys will send District a statement for fees and costs incurred every month, except that when the fees and costs for a particular month are minimal, they may be carried over to the next month's statement. Upon District's request, Attorneys will provide a statement within 10 days. District will pay Attorneys' statements within 30 days after each statement's date. Attorneys' statements will clearly state the basis of the charges, including the amount, rate and basis for calculation of Attorneys' fees. Unless directed otherwise by District, Attorneys will send statements for legal services to District to the attention of the General Manager at the address stated in the Notice provision, Section 18 of this Agreement.

7. Disclaimer of Guarantee. Attorneys have made no promises or guarantees to District about the outcome of District's matters, and nothing in this Agreement will be construed as such a promise or guarantee. Attorneys' comments about the outcome of District's matters are expressions of opinion only.

8. Term and Termination.

a. This Agreement is for a two-year term beginning July 1, 2023 and ending June 30, 2025. At the District's option, the District may extend this agreement for two additional two-year terms that would commence July 1, 2025 and July 1, 2027 by providing written notice to Attorneys not less than thirty days in advance of the Agreement's term ending. Any further extension or renewal of this Agreement will be at District's discretion and subject to a written amendment or restatement.

b. District may terminate this Agreement or discharge Attorneys at any time by giving notice of termination to Attorneys. Attorneys may withdraw with District's consent or for good cause. Good cause includes District's breach of this Agreement, District's refusal to cooperate with Attorneys or to follow Attorneys' advice on a material matter, retirement or termination of key Attorneys personnel, or any other fact or circumstance that would render Attorneys' continuing representation unlawful, unethical or burdensome. Attorneys will comply with Rule 1.16 of the Rules of Professional Conduct of the State Bar of California in terminating this Agreement. When Attorneys' services conclude, all unpaid charges will become immediately due and payable. After Attorneys' services conclude, Attorneys will, upon District's request, deliver District's files to District, along with any District funds or

property in Attorneys' possession. Attorneys and District each agree to sign any documents reasonably necessary to complete Attorneys' discharge or withdrawal.

9. Documents and Records. Attorneys shall deliver to District all records, data, and reports prepared or obtained in the performance of this Agreement, which shall be and remain the property of District. Attorneys shall permit District and its authorized agents and/or representatives to examine, re-examine, make excerpts, transcribe and copy Attorney's books, documents, papers, materials, payrolls, records, accounts, computer disks, tapes, and any and all data relevant to the Agreement at any reasonable time within three years after final payment under this Agreement. Attorneys also shall permit District and its authorized agents and/or representatives to audit and verify statements, invoices or bills submitted by Attorneys pursuant to this Agreement. Attorneys shall provide such assistance as may be reasonably required in the course of such examination and audit. The foregoing shall be in furtherance of and not in limitation of the rights that District may have under applicable law.

10. Insurance.

a. Attorneys at their sole expense will procure and maintain for the duration of this Agreement the following types and minimum limits of insurance: commercial general liability, $1,000,000 per occurrence; professional liability, $2,000,000 per claim; and, workers' compensation, statutory limits. Upon request, Attorneys will provide to District a certificate or certificates of insurance evidencing this insurance coverage.

b. The professional liability insurance protecting against claims arising out of negligent acts, errors, or omissions of Attorneys pursuant to the Agreement, in an amount not less than $2,000,000 combined single limit coverage and $2,000,000 aggregate, will be written on a claims made basis with a continuation of coverage extension for two years. Such coverage shall be maintained for at least five years after the termination of this Agreement.

c. With respect to evidence of commercial general liability and automobile liability insurance coverage, Attorneys shall furnish District with original endorsements: (i) precluding cancellation or reduction in coverage before the expiration of 30 days after District shall have received written notification thereof by certified mail, return receipt requested; (ii) providing that Attorneys' insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross-liability endorsement); (iii) naming District, its Board of Directors, committees, officers, employees, and agents, as additional insureds; and (iv) providing that for any claims relating to Attorneys' services hereunder, Attorneys' insurance coverage shall be primary insurance with respect to District, its Board of Directors, committees, officers, employees, and agents, and that any insurance or self-insurance maintained by District for itself, its Board of Directors, committees, officers, employees, and agents shall be excess to Attorneys' insurance and not contributory with it.

11. Indemnification. Attorneys will indemnify, defend, protect, and hold harmless District, and its officers, employees, and agents from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of Attorneys' performance of the work under this Agreement and caused by any negligent act or omission, willful

misconduct or violation of law of or by Attorneys, except where caused by the active negligence, sole negligence or willful misconduct of District or as otherwise provided or limited by law.

12. Disclosure of Other Clients. Attorneys and District are not aware of a conflict of interest in Attorneys' representation of District and of other clients of Attorneys. Attorneys disclose, and District acknowledges, that Attorneys represent Alameda County Water District, and clients with other interests that may be related to District, as follows:

> Bay-Delta clients. Attorneys represent numerous clients located in areas that are tributary to the Sacramento-San Joaquin Bay-Delta ("Delta"), and that divert water from or are interested in, tributaries to the Delta on matters related to the Delta. These other clients are Amador Water Agency; Browns Valley Irrigation District; the Cities of Folsom, Roseville and Sacramento; Regional Water Authority; Sacramento Suburban Water District; Woodland-Davis Clean Water Agency; Yolo County Flood Control & Water Conservation District; and Yuba County Water Agency (collectively, "Delta Clients"). Currently, Attorneys are representing these Delta Clients in relation to the SWRCB's proposed amendment of the Bay-Delta Water Quality Control Plan, as well as matters related to proposals to build structures under or through the Delta for the conveyance of Central Valley Project and State Water Project water (formerly known as "California WaterFix"). Attorneys believe that District's interests in Bay-Delta matters are generally aligned with the Delta Clients' interests and, to the extent those interests are aligned, Attorneys will represent District as part of this group of clients as agreed between Attorneys and District.

As of the time this Agreement is executed, Attorneys are not aware of a conflict of interest in Attorneys' representation of District and Attorneys' representation of the other clients identified in this section. In the event that such a conflict is identified or arises in the future, District and Attorneys agree that: (a) Attorneys reserve the right to continue to provide advice and represent on all matters the preexisting clients referenced in this section; and (b) Attorneys may screen Mr. Coty and seek conflict waivers from Client and the existing client if possible, or withdraw from representing District in the matter or matters in which such a conflict arises. In the event that such a conflict is identified or arises in the future, Attorneys would promptly notify District of the potential conflict, and discuss with District an appropriate way to address the situation.

13. Entire Agreement. Attorneys and District intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the subject matter addressed in the Agreement. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the subject matter of this Agreement, except those other documents that may be expressly referenced in this Agreement.

14. Assignees. No party may assign, delegate, transfer or subcontract any of its rights, duties, obligations or other interests in this Agreement without the other party's prior written consent. Any assignment, delegation, transfer or subcontract in violation of this provision is null and void and grounds for the other party to terminate this Agreement.

15. No Third-Party Beneficiaries. This agreement is a personal services agreement

exclusive to District and no third-party beneficiaries are intended or created by this Agreement.

16. Independent Contractor. Attorneys' relationship to District is that of an independent contractor. All persons hired by Attorneys and performing work under this Agreement will be Attorneys' employees. Attorneys and their employees are not District employees, and they are not entitled to District employment salary, wages or benefits. Attorneys will pay, and District will not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Attorneys' employees.

17. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California.

18. Notice. Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this Agreement or by law to be served on or delivered or given to a party by another party to this Agreement shall be in writing, and shall be deemed duly served, given, or delivered: (i) when delivered personally; (ii) when sent by confirmed email during the recipient's business day (or otherwise on the next business day); (iii) three days after having been sent by registered or certified mail, return receipt requested, postage prepaid; or (iv) one business day after deposit with a commercial overnight carrier with tracking, specifying next-business day delivery. Any party may change their address or designated recipient by giving written notice of such change to the other party in the manner provided in this Section 18.

If to District:	Dublin San Ramon Services District 7051 Dublin Boulevard Dublin, California 94568 Attn: General Manager Email: mcintyre@dsrsd.com
If to Attorneys:	Bartkiewicz, Kronick & Shanahan 1011 22nd Street Sacramento, CA 95815-4907 Attn: President Email: ajr@bkslawfirm.com

DUBLIN SAN RAMON SERVICES DISTRICT	BARTKIEWICZ, KRONICK & SHANAHAN, A California Professional Corporation
By: _____ Georgean Vonheeder-Leopold President, Board of Directors	By: _____ Andrew Ramos President

Dublin San Ramon Services District
Water, wastewater, recycled water

STAFF REPORT

Meeting Date: June 6, 2023

TITLE: Approve Agreements with Jackson Lewis P.C. and Sloan Sakai Yeung & Wong LLP as Special Counsel for Labor and Employment Legal Services

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, agreements with Jackson Lewis P.C. and Sloan Sakai Yeung & Wong LLP as Special Counsel to provide labor and employment legal services to the District.

DISCUSSION:

On February 17, 2023, the District initiated a request for proposals from five (5) law firms to provide special counsel labor and employment legal services to the District. Three (3) firms submitted proposals: Jackson Lewis P.C. (Jackson Lewis), Sloan Sakai Yeung & Wong LLP (Sloan Sakai), and Liebert Cassidy Whitmore (LCW). These proposals were reviewed, and interviews were conducted by staff and the District's General Counsel, Mr. Doug Coty, on May 2, 2023.

At the conclusion of this process, staff determined Jackson Lewis and Sloan Sakai to be the best of the qualified firms to meet the District's needs and, through direction of the General Manager, worked to draft Master Agreements for Consulting Services with both firms. A copy of the agreements with Jackson Lewis and Sloan Sakai are attached to the proposed Resolution as Exhibit "A" and Exhibit "B," respectively.

The District has worked with attorneys from both firms on a variety of employment and labor issues. Jackson Lewis provides the District's management and Human Resources staff with legal advice, training, and support related to employee matters, including leaves of absences, employee investigations and disciplinary matters, and administrative rules and policy reviews and legal updates. Additionally, Jackson Lewis provides legal advice on adjacent matters, including IRS and taxation issues related to administration of employee benefits and federal contractor laws as they apply to employment. Sloan Sakai provides the District's management and Human Resources staff with legal advice, training, and support related to employee matters, with a primary focus on labor relations, including contract negotiations, memorandum of understanding (MOU) interpretations, side letters, personal services agreements, grievance and dispute resolution, as well as other employment-related matters.

Each agreement is for a two-year term beginning July 1, 2023, and subject to satisfactory service, the General Manager may authorize extensions of the agreements for two (2) additional two-year terms (for a total of up to six (6) years). The combined estimated cost for the fiscal year ending (FYE) 2024 and FYE 2025 agreements is between $40,000–$60,000. If the agreements are extended beyond FYE 2025, the hourly rates for Jackson Lewis and Sloan Sakai would be subject to annual adjustment (generally as of January 1 or July 1, respectively). Additionally, if the agreements are extended beyond FYE 2025, the District anticipates an increase in hours and cost in FYE 2026 to provide legal support to the District with labor contract negotiations in fall 2025. Therefore, the total estimated cost for six (6) years is between $126,000–$190,000.

Originating Department: Office of the General Manager	**Contact: S. Koehler/M. Gallardo**	**Legal Review: Not Required**
Financial Review: Not Required	**Cost and Funding Source: $126,000–$190,000 from Operating Budget**	
Attachments: ☐ None ☒ Resolution ☐ Ordinance ☐ Task Order ☐ Proclamation ☐ Other (see list on right)		

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING EXECUTION OF AGREEMENTS WITH JACKSON LEWIS P.C. AND SLOAN SAKAI YEUNG AND WONG LLP FOR DISTRICT SPECIAL COUNSEL LABOR AND EMPLOYMENT LEGAL SERVICES

WHEREAS, the District conducted a request for proposals for special counsel to provide labor and employment legal services in 2023; and

WHEREAS, the District issued a request for proposals between February 17 and March 10, 2023, to five firms, of which, three firms provided proposals and were interviewed by District staff and the District's General Counsel on May 2, 2023; and

WHEREAS, following consideration of the proposals and interviews, staff recommended, through direction of the General Manager, to draft successor Master Agreements for Consulting Services with Jackson Lewis P.C. (Jackson Lewis) and Sloan Sakai Yeung & Wong LLP (Sloan Sakai); and

WHEREAS, Jackson Lewis and Sloan Sakai attorneys have served in the role of Special Counsel to the District for labor and employment legal services since June 2018; and

WHEREAS, Jackson Lewis and Sloan Sakai attorneys' performance working with District staff for the last five years has been of very high quality; and

WHEREAS, the District wishes to approve two-year agreements with the law firms of Jackson Lewis and Sloan Sakai, to take effective on July 1, 2023, and subject to satisfactory service, the General Manager, may authorize extensions of the agreements for two additional two-year terms.

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 agreement titled Master Agreement for Consulting Services with Jackson Lewis P.C., attached as Exhibit "A," is hereby approved, and the General Manager is authorized and directed to execute said Agreement on behalf of the District.

2. That the agreement titled Master Agreement for Consulting Services with Sloan Sakai Yeung & Wong LLP, attached as Exhibit "B," is hereby approved, and the General Manager is authorized and directed to execute said Agreement on behalf of the District.

3. That, if services received are satisfactory, the General Manager is authorized to extend the agreements for two additional two-year terms.

*****

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 6th day of June, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

_____
Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

MASTER AGREEMENT for CONSULTING SERVICES
WITH
Jackson Lewis P.C.

THIS AGREEMENT, made and entered into this 1st day of July, 2023 by and between DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the counties of Alameda and Contra Costa, California ("District") and JACKSON LEWIS P.C. ("Special Counsel"), 50 California Street, 9th Floor, San Francisco, CA 94111;

WHEREAS, District requires professional labor and employment legal consulting services; and

WHEREAS, Special Counsel's principals are duly licensed attorneys in the State of California and Special Counsel represents that it is experienced in performing, and uniquely qualified to perform, the professional labor and employment legal consulting services; and

WHEREAS, District desires to engage Special Counsel for such services; and

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES. The District retains Special Counsel to perform assignments in accordance with the terms and conditions of this Agreement and written Task Orders issued from time to time by District to Special Counsel and accepted by Special Counsel. Each such Task Order shall include, but not be limited to: (i) a description of the services to be performed by Special Counsel, and the key personnel to be assigned by Special Counsel to the performance of the services to be provided (who shall not be replaced without the prior written approval of the District, which shall not be unreasonably withheld); (ii) the time of performance for providing such services; (iii) maximum compensation payable for providing such services, provided that such compensation shall be payable pursuant to Paragraph 2 hereof unless otherwise expressly provided in the Task Order; (iv) District's source of funding; and (v) such other provisions as the parties deem appropriate or necessary to accomplish the purpose of the Task Order. To the extent not expressly modified by Task Order, all other terms and conditions of this Agreement shall be deemed incorporated in each Task Order. It is understood that the District's General Counsel acts as the legal counsel for the District and renders day to day on-going legal services, and that Special Counsel will coordinate its services hereunder with the General Counsel to the extent required. Special Counsel is expressly authorized to continue, complete, and shall be compensated by District for all work authorized, approved and performed, prior to the effective date of this Agreement, under any prior agreement(s) or any Task Orders issued by the District pursuant thereto.

2. COMPENSATION. Unless otherwise provided in a Task Order, District shall compensate Special Counsel for all services performed by Special Counsel pursuant to Paragraph 1 in an amount equal to Special Counsel's hourly rates of charge for Special Counsel's personnel multiplied by the number of hours, or portions thereof, of services correspondingly performed by said personnel. Special Counsel's personnel agree to provide legal services at the following rates, which will remain in effect through June 30, 2024. Principals and Of Counsels will provide legal services at a rate of $425 per hour; Associates will provide legal services at a rate of $355 per hour; Paralegal services will be provided at a rate of $225 per hour. Beginning July 1, 2024, Principals and Of Counsels will provide legal services at a rate of $435 per hour; Associates will provide legal services at a rate of $365 per hour; Paralegal services will be provided at a rate of $230 per hour. Beginning July 1, 2025, if the Agreement is extended for an additional term,

Principals and Of Counsels will provide legal services at a rate of $450 per hour; Associates will provide legal services at a rate of $375 per hour; Paralegal services will be provided at a rate of $235 per hour. Beginning July 1, 2026, if the Agreement is extended for an additional term, Special counsel rates are subject to adjustment annually (generally as of July 1), with prior written notice to the District of the adjustment.

District shall reimburse Special Counsel for reasonable out-of-pocket expenses incurred in performing services hereunder, if any, such as costs for travel, telephone calls, photocopying, outgoing faxes, postage, messenger service and delivery charges where material must be sent via certified or registered mail or by express mail or package carrier. The District will be responsible for direct payment of all third party charges (e.g., court reporter, mediator, arbitrator, or agency fees).

Compensation and reimbursement of expenses shall be payable by District within thirty (30) days upon receipt of billing by Special Counsel. Billing by Special Counsel to District shall not be more often than monthly for services corresponding to each Task Order. The billing shall include an itemized statement briefly describing the services rendered and costs incurred. Services provided shall be billed in one-tenth hour increments.

3. RECORDS. Special Counsel shall keep and maintain accurate records of all time expended and costs and expenses incurred relating to services to be performed by Special Counsel hereunder. Said records shall be available to District for review and copying during regular business hours at Special Counsel's place of business, or as otherwise agreed upon by the parties.

4. NON-ASSIGNABILITY. Special Counsel shall not subcontract, assign, sell, mortgage, hypothecate or otherwise transfer its interest or obligations in this agreement or any Task Order issued hereunder in any manner, without the express prior written consent of District, which consent shall not be unreasonably withheld. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Special Counsel, upon District's written consent, from employing such independent Special Counsels, associates, and subcontractors as may be necessary to assist in the performance of the services hereunder. Nothing herein shall be construed to give any rights or benefits to anyone other than District and Special Counsel.

5. STATUS. In the performance of services hereunder, Special Counsel shall be, and is, an independent contractor, and shall not be deemed to be an employee or agent of District. All services provided pursuant to this Agreement shall be authorized by Task Order issued by the District's General Manager or his or her designated representative and signed by the Special Counsel. The persons used by Special Counsel to provide services under this Agreement will not be considered employees of the District.

6. PERIOD OF SERVICE. This Agreement is for a two-year term beginning July 1, 2023, and ending June 30, 2025. At its option, the District may extend this Agreement for two additional two-year terms that would commence July 1, 2025, and July 1, 2027, by providing written notice to Special Counsel not less than thirty (30) days in advance of the agreement's term ending. Any further extension or renewal of this Agreement will be at the District's discretion and subject to a written amendment or restatement.

7. PERFORMANCE STANDARDS. In performing services hereunder, Special Counsel will exercise the reasonable professional care and skill customarily exercised by reputable members of California State Bar practicing in the State of California, and will use reasonable diligence and best judgment while exercising its professional skill and expertise.

8. TERMINATION. The District may terminate this representation at any time, with or without cause, by written notice to Special Counsel. Special Counsel also reserves the right to withdraw at any time to the fullest extent permitted by the applicable ethical rules. To the extent possible Special Counsel will provide the District with written notice of at least thirty (30) days of any withdrawal. Any termination of Special Counsel's representation of the District will be subject to such approval as may be required from any court(s) in which Special Counsel is appearing on the District's behalf. In the event of termination by either of the parties, the District shall compensate Special Counsel for the services rendered to the date of termination, as the case may be, calculated in accordance with the provisions of Paragraph 2.

Following any termination of representation, Special Counsel will only release the District's client files upon receipt of a signed release letter containing appropriate directions and an acknowledgement of the obligation to pay outstanding fees. The District will be charged for the reasonable costs of retrieval, assembly, copying, processing and transfer of all files or materials, including Electronically Stored Information ("ESI"). Upon termination of representation, Special Counsel reserves the right to maintain the District's client file in electronic format only.

9. TITLE TO, POSSESSION OF, AND RELIANCE UPON DOCUMENTS. Special Counsel will provide the District with the final version of all briefs, legal memos and work product produced by Special Counsel within a reasonable time, not to exceed ten (10) days, after the work product is made final.

10. COMPLIANCE WITH LAWS. In performance of this Agreement, Special Counsel shall exercise due professional care in compliance with all applicable federal, state and local laws, rules and regulations.

11. INSURANCE. Special Counsel shall procure and maintain for the duration of this Agreement, and any Task Orders issued hereunder, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Special Counsel, its agents, representatives, or employees.

Minimum Scope and Limit of Insurance. Coverage shall be at least as broad as:

A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

B. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Special Counsel has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than $1,000,000 per accident for bodily injury and property damage.

C. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

D. Professional Liability (Errors and Omissions) Insurance appropriates to the Special Counsel's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 aggregate.

If the Special Counsel maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to broader coverage and/or the higher limits maintained by the Special Counsel. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

A. Additional Insured Status: The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy. General liability coverage can be provided in the form of an endorsement to Special Counsel's insurance.

B. Primary Coverage: For any claims related to services provided under this Agreement, the Special Counsel's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Special Counsel's insurance and not contributory with it.

C. Notice of Cancellation/Modification: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the District.

D. Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Special Counsel to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District.

E. Acceptability of Insurers: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

F. Claims Made Policies: If any of the required policies provide coverage on a claims-made basis:

i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

ii. Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work.*

iii. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Dat*e prior to the contract effective date, the Special Counsel must purchase "extended reporting" coverage for a minimum of *five (5)* years after completion of contract work.

G. Verification of Coverage: Special Counsel shall furnish the District with original Certificates of Insurance including all required and amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to District before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Special Counsel's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

H. Subcontractors: Special Counsel shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Special Counsel shall ensure that District is an additional insured on insurance required from subcontractors.

I. Special Risks or Circumstances: District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

12. INDEMNIFICATION. Special Counsel shall hold harmless, indemnify and defend District and its governing Board of Directors (collectively, "Indemnitees") from and against all claims for liability,

losses, damages, expenses, costs (including, without limitation, costs and fees of litigation) of every nature, kind and description, which may be brought against or suffered or sustained by Indemnitees, to the extent caused by the gross negligence, intentional tortuous acts or omissions, or willful misconduct of Special Counsel, its officers, employees or agents, in the performance of any services or work pursuant to this Agreement or any Task Order issued hereunder, excepting therefrom such liability, losses, or damage which was solely caused by the willful misconduct of Indemnitees.

13. DISTRICT COOPERATION AND PRESERVATION OF DOCUMENTATION. The District understands and agrees that, in order for Special Counsel to represent the District effectively, it is necessary to for the District, including its Board of Directors, officers, officials, employees and agents, to assist and cooperate with Special Counsel. The District agrees to: (1) make itself (including its officers and employees) available to discuss items as they arise in connection with services performed under this Agreement; (2) attend and participate in meetings, preparation sessions, court proceedings and other activities in connection with the services provided under this Agreement; (3) provide complete and accurate information and documents to Special Counsel on a timely basis; and (4) make timely payment to any experts or vendors retained in connection with services provided under this Agreement.

Should a claim be received by the District, the District recognizes it must take immediate steps to identify, preserve and collect all relevant information until the matter is completely resolved. This information includes all paper and all ESI related to the claim. ESI includes, but is not limited, the following: emails, test messages and other electronic communications, word processing files, spreadsheets, PowerPoints, photos and other images, SharePoints, voicemail, databases, data files and archive files, regardless of whether the information is contained on servers, laptop and desktop computers, back-up tapes, home and personal computers, cloud storage systems, or portable ESI storage devices such as iPhones, Android phones, Blackberries and other smart phones, iPads, iPods, thumb drives, CD's, DVD's, and portable hard drives. This also will likely include any and all relevant surveillance tapes and recordings.

The District must also immediately suspend any document retention/destruction policy and put in place a "Litigation Hold." This Litigation Hold is designed to ensure that relevant electronic evidence is preserved and not destroyed, altered, modified, disposed of, or in any way compromised, and any individuals who may have relevant information or documents related to a matter must comply with this litigation hold. The District recognizes that a failure to preserve documents or electronic data could have dire consequences in a matter, including preclusions from using certain evidence at trial, a court allowing a jury to draw negative inferences against the District, or a court awarding a judgment in favor of a claimant. The District agrees that if it has any doubt regarding paper or electronic data falls within the scope of a "Litigation Hold", it will err on the side of preservation and contact Special Counsel.

14. COVENANT AGAINST CONTINGENCY FEES. Special Counsel hereby warrants that Special Counsel has not employed or retained any company or person, other than a *bona fide* employee working for Special Counsel, to solicit or secure this Agreement, and Special Counsel has not paid or agreed to pay any company or person, other than a *bona fide* employee, any fee, commission, percentage, brokerage fees, gifts or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation of this warranty, District shall have the right to annul this Agreement without liability or at District's discretion, to deduct from the Agreement price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fees, gifts or contingent fee.

15. ECONOMIC DISCLOSURE. Upon District's determination that the services provided through this Agreement involve making, or participation in making, decisions which may foreseeably have a

material effect on a financial interest, Special Counsel and/or any of its employees identified by District shall prepare and file an Economic Disclosure Statement(s) consistent with District's local conflict of interest code and the Political Reform Act.

16. ADVANCE CONFLICT OF INTEREST WAIVER: Because of the size, geographical reach and the broad scope of Special Counsel's legal practice, it is possible that attorneys in one or more of Special Counsel's offices or departments may now or in the future represent parties in matters in which their interests are adverse to those of the District or its affiliates, or have contractual or other dealings with the District. The District agrees that Special Counsel may represent other parties in matters in which their interests are adverse to those of the District or its affiliates and waives any conflict that would otherwise exist in such matters, provided that: (1) any matter in which Special Counsel represents an adverse party is not substantially related to Special Counsel's work for the District, and (2) if appropriate, an ethical wall is created to separate the other matter from the matters Special Counsel is handling for the District.

17. PARAGRAPH HEADINGS. Paragraph headings as used herein are for convenience only and shall not be deemed to be a part of any such paragraph and shall not be construed to change the meaning thereof.

18. WAIVER. A waiver by either District or Special Counsel of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

19. SURVIVABILITY. The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

20. INTEGRATION AND MODIFICATION. This Agreement, together with the Compensation Schedule setting forth Special Counsel's rates and charges and compensable expenses, attached hereto as Exhibit "A," is adopted by District and Special Counsel as a complete and exclusive statement of the terms of this Agreement between District and Special Counsel, except to the extent revised and/or implemented through issuance of Task Orders hereunder. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the District and Special Counsel, whether written or oral.

21. AMENDMENTS. This Agreement may be amended or supplemented by the parties by written agreement approved and executed in the same manner as this Agreement.

22. SUCCESSORS AND ASSIGNS. This agreement shall be binding upon the respective successors, executors, administrators, assigns, and legal representatives to the parties.

23. GOVERNING LAW. This Agreement shall be governed by, and construed in accordance with, the laws of the State of California.

24. DISPUTE RESOLUTION. The parties agree to first submit any dispute arising out of or in connection with this Agreement to a mutually acceptable professional mediator and to negotiate in good faith toward an agreement with respect to the dispute. Either party within 30 days of providing written

notice may initiate mediation. Either party within 60 days of having participated in the first mediation session may request that the matter be submitted to binding arbitration. This includes but is not limited to any claims regarding attorney's fees or costs under this Agreement or regarding a claim of attorney malpractices, that is, whether any legal services Special Counsel has rendered under this Agreement or otherwise, were improperly, negligently, or incompetently rendered, or otherwise rendered in breach of a contractual or ethical duty.

The District understands and acknowledges that, by agreeing to binding arbitration, it waives and thereby eliminates the right to submit the dispute for determination by a court and thereby also waives the right to a jury trial. The District acknowledges that it has been informed that the grounds for appeal of an arbitration award are very limited compared to a court judgment or jury verdict. The District is further advised that it should carefully consider whether arbitration is acceptable to it and should consult with independent counsel.

Arbitration shall be in accordance with the Uniform Arbitration Act of California. The dispute will be resolved by a single arbitrator to be selected by the parties. If, in the opinion of any party, there arises a problem or unreasonable delay with the administration of the dispute, including but not limited to scheduling any hearing, any party upon ten (10) days written notice to the other shall have the right and power to notify and engage the American Arbitration Association (AAA) to commence formal administration of the processing before the AAA with AAA's then prevailing rules.

The arbitrator must be an attorney in good standing in California. The cost of the arbitration award shall be shared by the parties, but the arbitrator shall have the right to allocate costs in the final award. The award rendered by the arbitrator shall be final and may be confirmed in any court of competent jurisdiction.

24. NOTICES. All notices to be given hereunder shall be written, and shall be sent by certified or registered mail, postage prepaid, addressed as follows:

To District:
General Manager
Dublin San Ramon Services District
7051 Dublin Boulevard
Dublin, CA 94568

To Special Counsel:
Cepideh Roufougar, Principal
Jackson Lewis P.C.
50 California Street, 9th Floor
San Francisco, CA 94111

25. ELECTRONIC SIGNATURES. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, be deemed an original but which together shall constitute one and the same instrument, and the signature pages from any counterpart may be appended to any other counterpart to assemble fully executed documents, and counterparts of this Agreement may also be exchanged via email or other electronic means and any email or other electronic transmission of any party's signature shall be deemed to be an original signature for all purposes.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first written.

DUBLIN SAN RAMON SERVICES DISTRICT, a public agency

By_____
Daniel McIntyre, General Manager

Attest:

_____
Nicole Genzale, District Secretary

Special Counsel JACKSON LEWIS P.C.

_____
Cepideh Roufougar, Principal

MASTER AGREEMENT for CONSULTING SERVICES
WITH
Sloan Sakai Yeung & Wong LLP

THIS AGREEMENT, made effective as of 1st day of July, 2023 by and between DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the counties of Alameda and Contra Costa, California ("District") and SLOAN SAKAI YEUNG & WONG LLP ("Special Counsel"), 1220 Seventh Street, Suite 300, Berkeley, CA 94710;

WHEREAS, District requires professional labor and employment legal consulting services; and

WHEREAS, Special Counsel's principals are duly licensed attorneys in the State of California and Special Counsel represents that it is experienced in performing, and uniquely qualified to perform, the professional labor and employment legal consulting services; and

WHEREAS, District desires to engage Special Counsel for such services; and

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES. The District retains Special Counsel to perform assignments in accordance with the terms and conditions of this Agreement and written Task Orders issued from time to time by District to Special Counsel and accepted by Special Counsel. Each such Task Order shall include, but not be limited to: (i) a description of the services to be performed by Special Counsel, and the key personnel to be assigned by Special Counsel to the performance of the services to be provided (who shall not be replaced without the prior written approval of the District, which shall not be unreasonably withheld); (ii) the time of performance for providing such services; (iii) maximum compensation payable for providing such services, provided that such compensation shall be payable pursuant to Paragraph 2 hereof unless otherwise expressly provided in the Task Order; (iv) District's source of funding; and (v) such other provisions as the parties deem appropriate or necessary to accomplish the purpose of the Task Order. To the extent not expressly modified by Task Order, all other terms and conditions of this Agreement shall be deemed incorporated in each Task Order. It is understood that the District's General Counsel acts as the legal counsel for the District and renders day to day on-going legal services, and that Special Counsel will coordinate its services hereunder with the General Counsel to the extent required. Special Counsel is expressly authorized to continue, complete, and shall be compensated by District for all work authorized, approved and performed, prior to the effective date of this Agreement, under any prior agreement(s) or any Task Orders issued by the District pursuant thereto.

2. COMPENSATION. Unless otherwise provided in a Task Order, District shall compensate Special Counsel for all services performed by Special Counsel pursuant to Paragraph 1 in an amount equal to Special Counsel's hourly rates of charge for Special Counsel's personnel multiplied by the number of hours, or portions thereof, of services correspondingly performed by said personnel. Special Counsel's personnel agree to provide legal services at the following rates, which will remain in effect through December 31, 2023. Ms. Dania Torres Wong will provide legal services at a rate of $395 per hour; Ms. Genevieve Ng will provide legal services at a rate of $365 per hour; and Ms. Chelsea Avent will be provided at a rate of $290 per hour. Special counsel rates are subject to adjustment annually (generally as of January 1), with prior written notice to the District of the adjustment. Upon mutual agreement between Special Counsel and the District, additional attorneys or consultants may be authorized to work on District matters.

District shall reimburse Special Counsel for reasonable out-of-pocket expenses incurred in performing services hereunder, if any, such as costs for travel, telephone calls, photocopying, outgoing faxes, postage, messenger service and delivery charges where material must be sent via certified or registered mail or by express mail or package carrier. The District will be responsible for direct payment of all third party charges (e.g., court reporter, mediator, arbitrator, or agency fees).

Compensation and reimbursement of expenses shall be payable by District within thirty (30) days upon receipt of billing by Special Counsel. Billing by Special Counsel to District shall not be more often than monthly for services corresponding to each Task Order. The billing shall include an itemized statement briefly describing the services rendered and costs incurred and the authorized amount remaining.

3. RECORDS. Special Counsel shall keep and maintain accurate records of all time expended and costs and expenses incurred relating to services to be performed by Special Counsel hereunder. Said records shall be available to District for review and copying during regular business hours at Special Counsel's place of business, or as otherwise agreed upon by the parties.

4. NON-ASSIGNABILITY. Special Counsel shall not subcontract, assign, sell, mortgage, hypothecate or otherwise transfer its interest or obligations in this agreement or any Task Order issued hereunder in any manner, without the express prior written consent of District, which consent shall not be unreasonably withheld. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Special Counsel, upon District's written consent, from employing such independent Special Counsels, associates, and subcontractors as may be necessary to assist in the performance of the services hereunder. Nothing herein shall be construed to give any rights or benefits to anyone other than District and Special Counsel.

5. STATUS. In the performance of services hereunder, Special Counsel shall be, and is, an independent contractor, and shall not be deemed to be an employee or agent of District. All services provided pursuant to this Agreement shall be authorized by Task Order issued by the District's General Manager or his or her designated representative and signed by the Special Counsel. The persons used by Special Counsel to provide services under this Agreement will not be considered employees of the District.

6. PERIOD OF SERVICE. This Agreement is for a two-year term beginning July 1, 2023, and ending June 30, 2025. At its option, the District may extend this Agreement for two additional two-year terms that would commence July 1, 2025, and July 1, 2027, by providing written notice to Special Counsel not less than thirty (30) days in advance of the agreement's term ending. Any further extension or renewal of this Agreement will be at the District's discretion and subject to a written amendment or restatement.

7. PERFORMANCE STANDARDS. In performing services hereunder, Special Counsel will exercise the reasonable professional care and skill customarily exercised by reputable members of California State Bar practicing in the State of California, and will use reasonable diligence and best judgment while exercising its professional skill and expertise.

8. TERMINATION. The District may terminate this representation at any time, with or without cause, by written notice to Special Counsel. Special Counsel also reserves the right to withdraw at any time to the fullest extent permitted by the applicable ethical rules. To the extent possible Special Counsel will provide the District with written notice of at least thirty (30) days of any withdrawal. Any termination of Special Counsel's representation of the District will be subject to such approval as may be required from any court(s) in which Special Counsel is appearing on the District's behalf. In the event of termination by

either of the parties, the District shall compensate Special Counsel for the services rendered to the date of termination, as the case may be, calculated in accordance with the provisions of Paragraph 2.

Following any termination of representation, Special Counsel will only release the District's client files upon receipt of a signed release letter containing appropriate directions and an acknowledgement of the obligation to pay outstanding fees. The District will be charged for the reasonable costs of retrieval, assembly, copying, processing and transfer of all files or materials, including Electronically Stored Information ("ESI"). Upon termination of representation, Special Counsel reserves the right to maintain the District's client file in electronic format only.

9. TITLE TO, POSSESSION OF, AND RELIANCE UPON DOCUMENTS. Special Counsel will provide the District with the final version of all briefs, legal memos and work product produced by Special Counsel within a reasonable time, not to exceed ten (10) days, after the work product is made final.

10. COMPLIANCE WITH LAWS. In performance of this Agreement, Special Counsel shall exercise due professional care in compliance with all applicable federal, state and local laws, rules and regulations.

11. INSURANCE. Special Counsel shall procure and maintain for the duration of this Agreement, and any Task Orders issued hereunder, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Special Counsel, its agents, representatives, or employees.

Minimum Scope and Limit of Insurance. Coverage shall be at least as broad as:

A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

B. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Special Counsel has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than $1,000,000 per accident for bodily injury and property damage.

C. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

D. Professional Liability (Errors and Omissions) Insurance appropriates to the Special Counsel's profession, with limit no less than $1,000,000 per occurrence or claim, $2,000,000 aggregate.

If the Special Counsel maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Special Counsel. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

A. Additional Insured Status: The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Special Counsel including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the

form of an endorsement to the Special Counsel's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

B. Primary Coverage: For any claims related to this contract, the Special Counsel's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Special Counsel's insurance and shall not contribute with it.

C. Notice of Cancellation: Each insurance policy required above shall not be canceled, except with 30 days advance written notice to the District.

D. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Special Counsel to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

E. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

F. Claims Made Policies: If any of the required policies provide coverage on a claims-made basis:

i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

ii. Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work.*

iii. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Dat*e prior to the contract effective date, the Special Counsel must purchase "extended reporting" coverage for a minimum of *five (5)* years after completion of contract work.

G. Verification of Coverage: Special Counsel shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Special Counsel's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

H. Subcontractors: Special Counsel shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Special Counsel shall ensure that District is an additional insured on insurance required from subcontractors.

I. Special Risks or Circumstances: District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

12. INDEMNIFICATION. Special Counsel shall hold harmless, indemnify and defend District, its governing Board of Directors, other boards, commissions, committees, officers, officials, employees, volunteers, and agents (collectively, "Indemnities") from and against all claims for liability, losses, damages, expenses, costs (including, without limitation, costs and fees of litigation) of every nature, kind and description, which may be brought against or suffered or sustained by Indemnities, to the extent

caused in whole or in part by the negligence, intentional tortuous acts or omissions, or willful misconduct of Special Counsel, its officers, employees or agents, in the performance of any services or work pursuant to this Agreement or any Task Order issued hereunder. Special Counsel's duty to indemnify and save harmless shall include the duty to defend as set forth in California Civil Code Section 2778; provided, that nothing herein contained shall be construed to require Special Counsel to indemnify Indemnities against any responsibility or liability in contravention of California Civil Code Section 2782.

A. In the event Special Counsel provides a defense pursuant to this Paragraph and such action or other claim is resolved by a final judicial determination, which includes a finding that there was no negligence on the part of Special Counsel, its officers, employees or agents, District shall refund to Special Counsel all defense costs, judgments and/or amounts paid by Special Counsel on behalf of Indemnities.

B. In the event Special Counsel provides a defense pursuant to this Paragraph and such action or other claim is resolved by a final judicial determination which includes a finding as to the respective negligence of Special Counsel, its officers, employees or agents and any Indemnities(s), then District shall be responsible to pay that portion of the judgment attributed to Indemnities(s), and shall refund to Special Counsel a pro rata share of any defense costs expended on behalf of Indemnities.

C. In the event Special Counsel provides a defense pursuant to this Paragraph and such action or other claim is finally resolved by any other means than those stated in Paragraphs 13(a) and 13(b), or in the event Special Counsel fails to provide a defense to Indemnities, Special Counsel and District shall meet and confer in an attempt to reach a mutual agreement regarding the apportionment of costs (including attorneys' fees), judgments and/or amounts paid by Special Counsel and/or Indemnities. In the event Special Counsel and District are unable to reach agreement regarding such an apportionment, said dispute shall be submitted to arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association in effect on the date a demand for arbitration is submitted. The arbitration panel shall award the prevailing party its costs (including attorneys' fees) incurred in the arbitration.

13. DISTRICT COOPERATION AND PRESERVATION OF DOCUMENTATION. The District understands and agrees that, in order for Special Counsel to represent the District effectively, it is necessary to for the District, including its Board of Directors, officers, officials, employees and agents, to assist and cooperate with Special Counsel. The District agrees to: (1) make itself (including its officers and employees) available to discuss items as they arise in connection with services performed under this Agreement; (2) attend and participate in meetings, preparation sessions, court proceedings and other activities in connection with the services provided under this Agreement; (3) provide complete and accurate information and documents to Special Counsel on a timely basis; and (4) make timely payment to any experts or vendors retained in connection with services provided under this Agreement.

Should a claim be received by the District, the District recognizes it must take immediate steps to identify, preserve and collect all relevant information until the matter is completely resolved. This information includes all paper and all ESI related to the claim. ESI includes, but is not limited, the following: emails, test messages and other electronic communications, word processing files, spreadsheets, PowerPoints, photos and other images, SharePoints, voicemail, databases, data files and archive files, regardless of whether the information is contained on servers, laptop and desktop computers, back-up tapes, home and personal computers, cloud storage systems, or portable ESI storage devices such as iPhones, Android phones, Blackberries and other smart phones, iPads, iPods, thumb drives, CD's, DVD's, and portable hard drives. This also will likely include any and all relevant surveillance tapes and recordings.

The District must also immediately suspend any document retention/destruction policy and put in place a "Litigation Hold." This Litigation Hold is designed to ensure that relevant electronic evidence is preserved and not destroyed, altered, modified, disposed of, or in any way compromised, and any individuals who may have relevant information or documents related to a matter must comply with this litigation hold. The District recognizes that a failure to preserve documents or electronic data could have dire consequences in a matter, including preclusions from using certain evidence at trial, a court allowing a jury to draw negative inferences against the District, or a court awarding a judgment in favor of a claimant. The District agrees that if it has any doubt regarding paper or electronic data falls within the scope of a "Litigation Hold", it will err on the side of preservation and contact Special Counsel.

14. COVENANT AGAINST CONTINGENCY FEES. Special Counsel hereby warrants that Special Counsel has not employed or retained any company or person, other than a *bona fide* employee working for Special Counsel, to solicit or secure this Agreement, and Special Counsel has not paid or agreed to pay any company or person, other than a *bona fide* employee, any fee, commission, percentage, brokerage fees, gifts or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation of this warranty, District shall have the right to annul this Agreement without liability or at District's discretion, to deduct from the Agreement price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fees, gifts or contingent fee.

15. ECONOMIC DISCLOSURE. Upon District's determination that the services provided through this Agreement involve making, or participation in making, decisions which may foreseeably have a material effect on a financial interest, Special Counsel and/or any of its employees identified by District shall prepare and file an Economic Disclosure Statement(s) consistent with District's local conflict of interest code and the Political Reform Act.

16. PARAGRAPH HEADINGS. Paragraph headings as used herein are for convenience only and shall not be deemed to be a part of any such paragraph and shall not be construed to change the meaning thereof.

17. WAIVER. A waiver by either District or Special Counsel of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

18. SURVIVABILITY. The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

19. INTEGRATION AND MODIFICATION. This Agreement, together with the Compensation Schedule setting forth Special Counsel's rates and charges and compensable expenses, attached hereto as Exhibit "A," is adopted by District and Special Counsel as a complete and exclusive statement of the terms of this Agreement between District and Special Counsel, except to the extent revised and/or implemented through issuance of Task Orders hereunder. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the District and Special Counsel, whether written or oral.

20. AMENDMENTS. This Agreement may be amended or supplemented by the parties by written agreement approved and executed in the same manner as this Agreement.

21. SUCCESSORS AND ASSIGNS. This agreement shall be binding upon the respective successors, executors, administrators, assigns, and legal representatives to the parties.

22. GOVERNING LAW. This Agreement shall be governed by, and construed in accordance with, the laws of the State of California.

23. DISPUTE RESOLUTION. The parties agree to first submit any dispute arising out of or in connection with this Agreement to a mutually acceptable professional mediator and to negotiate in good faith toward an agreement with respect to the dispute. Either party within 30 days of providing written notice may initiate mediation. Either party within 60 days of having participated in the first mediation session may provide notice of termination of mediation and thereafter proceed with whatever remedies it may choose in law or in equity.

24. NOTICES. All notices to be given hereunder shall be written, and shall be sent by certified or registered mail, postage prepaid, addressed as follows:

To District:
Daniel McIntyre, General Manager
Dublin San Ramon Services District
7051 Dublin Boulevard
Dublin, CA 94568

To Special Counsel:
Dania Torres Wong, Partner
Sloan Sakai Yeung & Wong LLP
1220 Seventh Street, Suite 300
Berkeley, CA 94710

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first written.

DUBLIN SAN RAMON SERVICES DISTRICT, a public agency

By_____
Daniel McIntyre, General Manager

Attest:

_____
Nicole Genzale, District Secretary

Special Counsel SLOAN SAKAI YEUNG & WONG LLP

_____
Dania Torres Wong, Partner

Dublin San Ramon Services District
Water, wastewater, recycled water

STAFF REPORT

Meeting Date: June 6, 2023

TITLE: Public Hearing: Approve the Annual Wastewater Service Charges Levy Report and Direct the Levy and Collection of Wastewater Service Charges on the 2023–2024 Alameda County and Contra Costa County Secured Property Tax Rolls

RECOMMENDATION:

Staff recommends the Board of Directors hold a Public Hearing and approve, by Resolution, the Annual Wastewater Service Charges Levy Report and direct the levy and collection of wastewater service charges on the 2023–2024 Alameda County and Contra Costa County secured property tax rolls.

DISCUSSION:

On May 2, 2023, the Board of Directors adopted Resolution No. 14-23 (Attachment 1), establishing annual wastewater service charges for fiscal year ending (FYE) 2024. Wastewater rate adjustments were noticed March 17, 2023 with an effective date of July 1, 2023.

Under the provisions of Section 5.30.120 (*Methods of billing wastewater charges*) of the District Code, the District may use a variety of methods to collect wastewater charges as authorized by the Board, whether delinquent or not, including use of the property tax roll, use of internal billing system, third-party billing system, or any other reasonable method. If the District elects to have its wastewater charges collected on the tax roll in the same manner as property taxes, the proceedings shall be those set forth in California Health and Safety Code Section 5473 and California Government Code Section 61115(b). The District has elected to place residential wastewater service charges on the property tax roll since 1971.

It should be noted that the Board is not considering adopting the rates with this agenda item because the rates were previously adopted by Resolution No. 14-23 (Attachment 1) at the public hearing held on May 2, 2023. This evening's public hearing is to elect placing the residential wastewater service charges on the Alameda County and Contra Costa County property tax rolls, in lieu of manually billing all the residential accounts. Wastewater service charges for non-residential accounts will continue to be included on the non-residential utility bills.

Staff has prepared the Annual Wastewater Service Charges Levy Report for fiscal year 2023–2024, describing each affected parcel of real property and the applicable charges for the forthcoming fiscal year to be collected on the property tax roll. The Annual Wastewater Service Charge Levy Report is available for review on the District's website at www.dsrsd.com/your-account/rates-fees (Rates and Fees page) and at the District Office at 7051 Dublin Boulevard, Dublin, California. On May 23, 2023, a written public hearing notice (Attachment 2) of the wastewater charges to be placed on the property tax roll for the upcoming fiscal year was mailed to affected parcel owners as required under the Community Services District Law, California Government Code Section 61115. A Notice of Public Hearing (Attachment 3) was also published in the local newspaper via the Bay Area News Group on May 23 and May 30, 2023. As of June 1, 2023, the District Secretary has received two written protests (Attachment 4) concerning the levy of the wastewater service charges.

Originating Department: Administrative Services	**Contact: C. Ferreyra/C. Atwood**	**Legal Review: Yes**
Financial Review: Yes	**Cost and Funding Source: N/A**	
Attachments: ☐ None ☒ Resolution ☐ Ordinance ☐ Task Order ☐ Proclamation ☒ Other (see list on right)	**Attachment 1 – Resolution No. 14-23** **Attachment 2 – Postcard Notice of Public Hearing** **Attachment 3 – Newspaper Notice of Public Hearing** **Attachment 4 – Written Protests Received**	

RESOLUTION NO. 14-23

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING LOCAL AND REGIONAL WASTEWATER RATES UNDER SECTION 5.30.020 (SERVICE AND DEMAND CHARGES) OF THE DISTRICT CODE AND RESCINDING RESOLUTION NO. 33-17 AND RESOLUTION NO. 36-22

WHEREAS, Section 5.30.020 of the District Code of Regulations allows the Board of Directors to establish user charges by resolution, and

WHEREAS, the District Board last approved a Comprehensive Regional and Local Sewer Rate Study in June 2017 by the adoption of Resolution No. 33-17; and

WHEREAS, the current Local and Regional Wastewater Service Charges were adopted on July 19, 2022, by Resolution No. 36-22, and

WHEREAS, on March 7, 2023, the Board of Directors received the final draft 2023 Comprehensive Regional and Local Sewer Rate Study, dated February 28, 2023, which described recommendations for cost allocation and rate setting; and

WHEREAS, the Board of Directors has considered the recommendations therein and agree that adjustments to the allocation of costs among customer classes are necessary to maintain desired levels of wastewater service within the District's service area; and

WHEREAS, the Board of Directors conducted a duly noticed public hearing on May 2, 2023, and notice of the hearing was provided to all District customers by mail on March 17, 2023, and the Board has considered all of the information received by the Board regarding the proposed recommendation, including the written protests received prior to and comments received at the public hearing; and

WHEREAS, the Board of Directors accepted and caused a tabulation of all written protests against the proposed wastewater rates, in accordance with Article XIII D of the California Constitution (Proposition 218) and the District's Proposition 218 Receipt, Tabulation and Validation of Written Protests Policy P100-19-5, and based upon the results of the tabulation a majority protest against the proposed rates does not exist; and

WHEREAS, the Board of Directors finds and determines that the District has complied with the procedural and substantive requirements set forth in Article XIII D of the California Constitution (Proposition 218) and all relevant statutes that provide for revisions to property-related rates and charges, and the Board further finds and determines that the recommended revisions to the wastewater rates are in the best interests of the District and will pay for ongoing operations, maintenance, repair and improvements to the District's facilities; and

WHEREAS, the California Environmental Quality Act (CEQA), Section 15273. Rates, Tolls, Fares, and Charges, states that CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies which the public agency finds are for the purpose of:

(1) Meeting operating expenses, including employee wage rates and fringe benefits;

(2) Purchasing or leasing supplies, equipment, or materials;

(3) Meeting financial reserve needs and requirements;

(4) Obtaining funds for capital projects, necessary to maintain service within existing service areas;

(5) Obtaining funds necessary to maintain such intra-city transfers as are authorized by city charter; and

WHEREAS, the proposed wastewater rates are explicitly for the purposes above, as described in detail in the 2023 Comprehensive Regional and Local Sewer Rate Study.

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 of Directors hereby declares each of the foregoing recitals true and correct and fully incorporated herein; and

BE IT FURTHER RESOLVED that the Board of Directors hereby adopts the 2023 Comprehensive Regional and Local Sewer Rate Study prepared by HDR Engineering, Inc., dated February 28, 2023, including adoption of the local and regional wastewater rate schedules for Fiscal Years 2024 through 2028 inclusive; and

BE IT FURTHER RESOLVED by the Board of Directors as follows:

1. That this resolution shall be effective immediately upon its adoption and the Local and Regional Wastewater Rates, as shown in the attached Exhibit A, are hereby established as operative for all billing periods commencing on and after July 1, 2023, unless and until subsequently revised as provided for herein.

2. The Consumer Price Index — All urban Consumers for the San Francisco-Oakland-San Jose, California area (CPI), provides an appropriate and accurate measure of the increases in operating costs of the sort used to calculate the amount of the District's user charges, and the Board therefore adopts said Consumer Price Index as the index for measuring increases in the cost of such costs for the purpose of future automatic adjustments to the District's user charges.

3. Unless otherwise acted upon by the Board, the amount of the Local Wastewater Rates will be automatically adjusted effective July 1 of each year as shown in the attached Exhibit A,

commencing with Fiscal Year 2024 and ending with Fiscal Year 2028 and as described in the sentence that follows. The General Manager is authorized and directed to increase the Local Wastewater Rates by the percentage by which the most recent CPI available as of the last day of February for that calendar year has increased in relation to the most recent corresponding CPI available the last day of February of the preceding calendar year. These automatic increases shall apply to Fiscal Years 2026, 2027 and 2028, unless further authorized pursuant to the procedures specified in section 6 of Article XIII D of the California Constitution and Government Code section 53755.

4. Unless otherwise acted upon by the Board, the amount of the Regional Wastewater Rates will be automatically adjusted effective July 1 of each year as shown in the attached Exhibit A, commencing with Fiscal Year 2024 and ending with Fiscal Year 2028 and as described in the sentence that follows. The General Manager is authorized and directed to increase the Regional Wastewater Rates by the percentage by which the most recent CPI available as of the last day of February for that calendar year has increased in relation to the most recent corresponding CPI available the last day of February of the preceding calendar year. These automatic increases shall apply to Fiscal Years 2026, 2027 and 2028, unless further authorized pursuant to the procedures specified in section 6 of Article XIII D of the California Constitution and Government Code section 53755.

5. The General Manager shall notify the Board of an automatic adjustment per this resolution and post the new Local and Regional Wastewater Rates on the District's website by April 30 of each year and customers shall receive notification thereof in accordance with Government Code section 53756.

6. The wastewater service charges are subject to the statute of limitations provided for in California Government Code section 53759.

7. Resolution No. 33-17 and Resolution No. 36-22 are rescinded in full effective July 1, 2023, and are included as Exhibit B to this document and this resolution shall thereafter supersede any prior resolutions of the Board of Directors setting wastewater service charges, to the extent contrary to this resolution.

8. If any provision of this resolution, or any part thereof, is for any reason held to be ultra vires, invalid, unenforceable, or unconstitutional, the remaining provisions shall not be affected but shall remain in full force and effect, and to this end the provisions of this resolution are severable.

*****

Res. No. 14-23

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 2nd day of May, 2023, and passed by the following vote:

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

NOES: 0

ABSENT: 0

Georgean M. Vonheeder-Leopold, President

ATTEST: Nicole Genzale, District Secretary

Residential – Current and Proposed Rates
(Combined Local and Regional Bimonthly Rates)

Customer Class	Billing Unit	Current Rates ($)	Effective July 1, 2023 (Fiscal Year 2024)	Effective July 1, 2024 (Fiscal Year 2025)	Effective July 1, 2025 July 1, 2026 July 1, 2027 (Fiscal Years 2026-28)
Single Family or Townhouse	Annual	82.62	82.58	86.03	Percentage increases will be set by and limited to inflation applied to the previous year's rate.*
Condominium	Annual	56.93	61.98	64.54	
Duplex	Annual	165.24	165.16	172.06	
Single Family w/ 2nd Dwelling	Annual	130.84	144.55	150.58	
Multifamily	Bimonthly	48.22	61.98	64.54	

*Rates will be adjusted upward annually by the February to February CPI increase for each of the fiscal years ending 2026, 2027, and 2028. Examples illustrating the effect of CPI increases and the specific amounts of the combined rates attributable to the Local and Regional components may be found at www.DSRSD.com.

Non-Residential – Current Rates
(Classifications have been modified for proposed future rates)

Customer Class	Billing Unit	Current
Commercial		
Low: ≤ 300 mg/L	ccf	3.93
Medium: > 300 mg/L and ≤ 600mg/L	ccf	6.66
High: >600 mg/L	ccf	8.80
Institutional		
Schools (submetered)	ccf	3.92
Schools (not submetered)	ccf	3.29
Other Institutions	ccf	3.92
Industrial		
Low: ≤ 1,000 mg/L	ccf	10.52
Medium: > 1,000 mg/L and ≤ 1,500mg/L	ccf	12.91
High: >1,500 mg/L	ccf	15.31
Septic Haulers	gallon	0.069

Non-Residential – Proposed Rates
(Combined Local and Regional Bimonthly Rates)

Commercial/Institutional/Industrial (per CCF)	Effective July 1, 2023 (Fiscal Year 2024)	Effective July 1, 2024 (Fiscal Year 2025)	Effective July 1, 2025 July 1, 2026 July 1, 2027 (Fiscal Years 2026-28)
Less than or equal to 300 mg/L	4.58	4.77	Percentage increases will be set by and limited to inflation, applied to the previous year's rate.*
Between 300 and 450 mg/L	5.49	5.71	
Between 450 and 600 mg/L	6.41	6.65	
Between 600 and 750 mg/L	7.32	7.59	
Between 750 and 900 mg/L	8.23	8.53	
Between 900 and 1,050 mg/L	9.14	9.46	
Greater than 1,050 mg/L	To be determined by District on calculation basis		

Dublin San Ramon Services District – East Bay Municipal Utility District Recycled Water Agency (DERWA)	Current	Effective July 1, 2023	Effective July 1, 2024	Effective July 1, 2025 July 1, 2026 July 1, 2027
$/Connection	6.65			Percentage increases will be set by and limited to inflation*, applied to the previous year's rate.
Demand ($/MG)	125.90	3,888.52	4,005.18	
BOD ($/lb)	0.0579	0.3549	0.3655	
TSS ($/lb)	0.0194	0.7164	0.7379	
Septic Haulers (A1 Enterprises) (per CCF)	0.0690	0.0358	0.0369	

*Rates will be adjusted upward annually by the February to February CPI increase for each of the fiscal years ending 2026, 2027, and 2028. Examples illustrating the effect of CPI increases may be found at www.DSRSD.com..

RESOLUTION NO. 33-17

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING LOCAL AND REGIONAL WASTEWATER RATES UNDER SECTION 5.30.020 (SERVICE AND DEMAND CHARGES) OF THE DISTRICT CODE AND RESCINDING RESOLUTION NO. 31-10.

WHEREAS, Section 5.30.020 of the District Code of Regulations allows the Board of Directors to establish user charges by resolution, and

WHEREAS, the current Local and Regional Wastewater Service Charges were adopted on July 20, 2010 by Resolution No. 31-10, and

WHEREAS, cost of service studies were completed to determine the rates needed for the Local and Regional Wastewater Enterprise, and

WHEREAS, on April 18, 2017, the Board was provided a comprehensive overview of the rate study process and assumptions, a financial review of the Wastewater Enterprises and a presentation of rate allocations to review and provided guidance on the adoption thereof.

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

1. The Consumer Price Index — All urban Consumers for the San Francisco-Oakland-San Jose, California area (CPI), provides an appropriate and accurate measure of the increases in operating costs of the sort used to calculate the amount of the District's user charges, and the Board therefore adopts said Consumer Price Index as the index for measuring increases in the cost of such costs for the purpose of future automatic adjustments to the District's user charges.
2. The Local and Regional Wastewater Rates as shown in the attached Exhibit A are hereby established effective July 1, 2017.
3. Unless otherwise acted upon by the Board, the amount of the Local Wastewater Rates will be adjusted automatically effective July 1 of each year as shown in the attached Exhibit A, commencing with FYE 2018 and ending with FYE 2022, unless further authorized pursuant to the procedures specified in section 6 of article XIIID of the California Constitution and Government Code section 53755.
4. Unless otherwise acted upon by the Board, the amount of the Regional Wastewater Rates will be automatically adjusted effective July 1 of each year by the CPI as defined above and as described in the sentence that follows. The General Manager is authorized and directed to increase the Regional Wastewater Rates by the percentage by which the most recent CPI available as of the last day of February for that calendar year has increased in relation to the most recent corresponding CPI available the last day of February of the preceding calendar year. Examples of how a 2% CPI would affect the Regional Wastewater Rates is shown in the attached Exhibit A. These automatic increases shall apply to FYE 2019, FYE 2020, FYE 2021 and FYE 2022, unless further authorized pursuant to the procedures specified in section 6 of article XIIID of the California Constitution and Government Code section 53755.

5. The General Manager shall post the new Local and Regional Wastewater Rates on the District's website by March 31 of each year and customers shall receive notification thereof in accordance with section 53756 of the Government Code.
6. Resolution No. 31-10 is rescinded effective July 1, 2017, and is included as Exhibit B to this document.

ADOPTED by the Board of Directors of the 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 June 2017, and passed by the following vote:

AYES: 4 - Directors D.L. (Pat) Howard, Georgean M. Vonheeder-Leopold, Edward R. Duarte, Richard M. Halket

NOES: 0

ABSENT: 1 - Director Madelyne A. Misheloff

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary

RESOLUTION NO. 36-22

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ESTABLISHING LOCAL AND REGIONAL WASTEWATER RATES UNDER CHAPTER 5.30.020 OF THE DISTRICT CODE AND RESCINDING RESOLUTION NO. 33-17

WHEREAS, Chapter 5.30.020 of the District Code of Regulations allows the Board of Directors to establish user charges by resolution; and

WHEREAS, the current Local and Regional Wastewater Service Charges were adopted on June 20, 2017, by Resolution No. 33-17; and

WHEREAS, on May 17, 2022, the Board was provided an overview of the rate assumptions and financial review necessary to consider and justify extending the *2017 Regional Sewer Rate Study* and *2017 Local Wastewater Rate Study* for an additional year to develop proposed fiscal year ending 2023 wastewater service charges; and

WHEREAS, the public has received notification of the proposed rate adjustment and the public hearing in accordance with Proposition 218; and

WHEREAS, the Board reviewed the protests and determined that a majority protest does not exist; and

WHEREAS, the rates, as adopted by this resolution, will supersede those previously established in Resolution No. 33-17.

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

1. The Local and Regional Wastewater Rates as shown in Exhibit "A," attached hereto and incorporated herein as if fully set forth, are hereby established effective September 1, 2022.

2. The General Manager shall post the new Local and Regional Wastewater Rates on the District website following the adoption of this Resolution.

3. Resolution No. 33-17, attached as Exhibit "B," is rescinded effective September 1, 2022.

*****

Res. No. 36-22

ADOPTED by the Board of Directors of the 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 19th day of July, 2022, and passed by the following vote:

AYES: 4 – Directors Georgean M. Vonheeder-Leopold, Ann Marie Johnson, Arun Goel, Marisol Rubio

NOES: 0

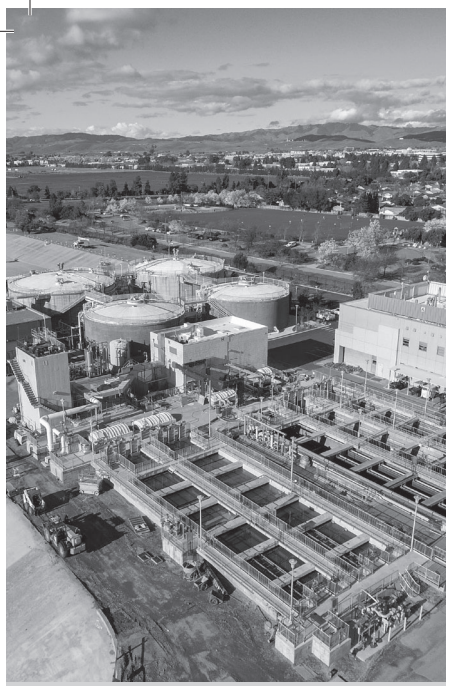
ABSENT: 1 – Director Richard M. Halket

Marisol Rubio

AR Richard M. Halket, President

ATTEST: Nicole Genzale

Nicole Genzale, District Secretary



Dublin San Ramon Services District
Water, wastewater, recycled water

PUBLIC HEARING JUNE 6, 2023

This notice serves to inform our customers that a public hearing on May 16, 2023, has been rescheduled to June 6, 2023, at 6:00 p.m.

The public hearing is to continue placing the sewer service charge on the secured property tax roll for the Counties of Alameda and Contra Costa. The District has placed this charge on the property tax roll since 1971.

Written protests may be emailed to board@dsrsd.com, or by mail to Dublin San Ramon Services District, District Secretary, 7051 Dublin Blvd., Dublin, CA 94568, by 4:00 p.m. on June 6, 2023.

This charge will appear on the 2023-2024 (July 1, 2023 to June 30, 2024) secured property tax bill as "DSRSD SEWER SVC" mailed in the fall:

Residential Wastewater Collection and Treatment Annual Service Charge

Dwelling Type	2022-2023 Service Charge	2023-2024 Service Charge
Single-Family Home or Townhouse	$495.72	$495.48
Condominium	$341.58	$371.88
Duplex	$991.44	$990.96
Single Family w/2nd Dwelling Unit	$785.04	$867.30

Any parcels not billed on the secured tax roll will be billed on the bimonthly utility bill.

Dublin San Ramon Services District
Water, wastewater, recycled water

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

PUBLIC HEARING RESCHEDULED
FOR ANNUAL NOTICE OF SERVICE CHARGE LEVY ON SECURED PROPERTY TAX ROLL



Visit https://www.dsrsd.com/about-us/board-meetings-agendas-minutes-videos for information on the Public Hearing

DUBLIN SAN RAMON SERVICES DISTRICT
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Directors of the Dublin San Ramon Services District will hold a **Public Hearing on June 6, 2023, at 6 p.m., in the Boardroom at the District Office at 7051 Dublin Boulevard, Dublin, California**, to continue placement of sewer service charges for the purpose of wastewater collection, disposal, and treatment on the secured property tax roll for the Counties of Alameda and Contra Costa in accordance with District Code Section 5.30.120. The District has placed this charge on the property tax roll since 1971.

NOTICE IS FURTHER GIVEN that the sewer service charges shall appear on the 2023–2024 (July 1, 2023 to June 30, 2024) secured property tax rolls as "DSRSD SEWER SVC" and are summarized below:

Dwelling Type	2022–2023 Service Charge	2023–2024 Service Charge
Single-Family Home or Townhouse	$495.72	$495.48
Condominium	$341.58	$371.88
Duplex	$991.44	$990.96
Single-Family with 2nd Dwelling Unit	$785.04	$867.30

NOTICE IS FURTHER GIVEN that at the hearing, the Board will consider all written protests, hear all persons interested, consider all comments, if any, and take final action on continuing placing the sewer service charges on the county tax rolls.

NOTICE IS FURTHER GIVEN that the Annual Wastewater Service Charge Levy Report is available for review on the District's website at www.dsrsd.com/your-account/rates-fees (Rates & Fees page) and at the Office of the District Secretary during regular business hours at the District Office at 7051 Dublin Boulevard, Dublin, California. Background information will be included in the Board agenda packet of June 6, 2023, posted on the District's website at www.dsrsd.com/about-us/board-meetings-agendas-minutes-videos 72 hours before the meeting .

For additional information about this matter or to submit written comments, contact Administrative Services Director Carol Atwood at 925-875-2270 or atwood@dsrsd.com. Written protests may be emailed to board@dsrsd.com or mailed to the District Secretary at the address above. Protests and comments received by 4 p.m. on the day of the meeting will be provided to the Board before the meeting.

By: Nicole Genzale, CMC
District Secretary

From: Xuefu Zhang
To: Board Mailbox
Subject: Protest against placing sewer and garbage service on property tax bill
Date: Friday, May 5, 2023 4:44:22 PM

[EXTERNAL – check for red flags]

Dear Board,

The practice should be stopped because it taxes on owners even if the property is vacant and not using the service. It should be as a utility bill just like other cities.

The practice is completely weird and unacceptable.

Regards,
Xuefu Zhang



From: Henry Chin
To: Board Mailbox
Subject: Annual Sewer Service Charge
Date: Monday, May 29, 2023 1:30:03 PM

[**EXTERNAL** – check for red flags]

Dear DSRSD Board and Staff,

I received the notice of the Public Hearing on June 6, 2023 and the proposed sewer service charges for 2023-2024. While I understand the purpose of the sewer service charge, I do not understand how the Board and Staff have arrived at the amount of the charge, and specifically how the charges are allocated between the different Dwelling Types. In particular, I don't see any rationale being even for the almost 9% increase in charges for condominiums compared to slight decrease in charges for single family homes/townhouses and duplexes. In the absence of any explanation for these changes, I feel that I must object to and protest the proposed charges.

Respectfully,

Henry Chin

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE ANNUAL WASTEWATER SERVICE CHARGES LEVY REPORT AND DIRECTING THE LEVY AND COLLECTION OF WASTEWATER SERVICE CHARGES ON THE ALAMEDA COUNTY AND CONTRA COSTA COUNTY SECURED PROPERTY TAX ROLLS FOR 2023–2024

WHEREAS, Section 5.30.020 of the District Code allows the Board of Directors to establish user charges by resolution; and

WHEREAS, on May 2, 2023, the Board of Directors conducted a duly noticed public hearing after a notice of the hearing was provided to all District customers by mail on March 17, 2023, under the provisions of Article XIII(D), Section 6 of the California State Constitution, known as Proposition 218; and

WHEREAS, at the public hearing on May 2, 2023, the Board considered all of the information received by the Board regarding the proposed recommendation, including the written protests received prior to and comments received at the public hearing; and

WHEREAS, after the public hearing was held on May 2, 2023, and the Board adopted Resolution No. 14-23 establishing the Local and Regional Wastewater Rates and adopted a five-year schedule of increases for Local and Regional Wastewater Rates for the period of July 1, 2023, to June 30, 2028; and

WHEREAS, the Board of Directors conducted a duly noticed public hearing on June 6, 2023, with a notice of the hearing of the collection of wastewater service charges on the Alameda County and Contra Costa County secured property tax rolls for fiscal year ending 2024 mailed to the parcel owners for all affected parcels on May 23, 2023, and published in a newspaper of general circulation on May 23 and May 30, 2023; and

WHEREAS, under Section 5473.1 of the California Health and Safety Code and Section 61115(b) of the California Government Code, the Board may provide that any charges and penalties may be collected on the tax roll in the same manner as property taxes; and

WHEREAS, Section 5.30.120 “Methods of billing wastewater charges,” of the District Code allows the District to use a variety of methods to collect wastewater charges as authorized by the Board, whether delinquent or not, including use of property tax roll, use of internal billing system, third-party billing system, or any other reasonable method; and

WHEREAS, the District has been collecting wastewater charges on the property tax roll since 1971.

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. Objections and Protests. Objection, comment, or protest, against the placement of levy of service charges for the affected parcels on the property tax rolls for Alameda County and Contra Costa County, as a whole or as to any part thereof, was received prior to or at the Public Hearing.

2. Collection of Wastewater Service Charges. The Board hereby elects to have those certain wastewater charges established by the District for wastewater services collected on the tax roll of the Counties of Alameda and Contra Costa, and in the manner provided pursuant to Section 5473.1 of the California Health and Safety Code, Section 61115(b) of the California Government Code, and said resolutions of the District.

3. Annual Wastewater Service Charges Levy Report Approved. The Annual Wastewater Service Charges Levy Report, in the form on file with the District Secretary, and to which reference is hereby made for further particulars, including levy of service charges to affected parcels, is hereby approved and confirmed and shall stand as the Wastewater Service Charge Annual Report for the next fiscal year.

4. Effective Date. This resolution shall be effective upon the date of its adoption.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting this 6th day of June, 2023, and passed by the following vote:

AYES:

NOES:

ABSENT:

_____
Georgean M. Vonheeder-Leopold, President

ATTEST: _____
Nicole Genzale, District Secretary

Dublin San Ramon Services District
Water, wastewater, recycled water

STAFF REPORT

Meeting Date: June 6, 2023

TITLE: Workshop: Receive Presentation on the Operating Budget for Fiscal Years Ending 2024 and 2025

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the Operating Budget for fiscal years ending (FYE) 2024 and 2025 and provide direction.

DISCUSSION:

The Board received the proposed Operating Budget (Budget) for FYE 2024 and 2025 on May 26, 2023. The proposed Budget incorporates implementation of the new 2024–2028 Strategic Plan, the addition of nine full-time positions per the 2023 Operations Workforce Study, and projected revenues based on the new rates in the 2023 Local and Regional Wastewater Rate Study approved by the Board on May 2, 2023. In addition, the Budget addresses (1) complying with increasingly complex and expanding regulations on the water and wastewater industries; (2) continuing to accelerate a proactive, preventative maintenance and rehabilitation program; (3) managing through a period of high inflation, rising energy costs, and supply chain issues; and (4) allocating resources needed to fulfill the District's contractual obligations to operate and maintain the DSRSD-EBMUD Recycled Water Authority (DERWA) and Livermore Amador Valley Water Management Agency (LAVWMA) facilities.

The budget is divided into five main sections as follows:

- *Introduction* – Organization chart, Board and senior staff directory, strategic plan, mission, vision, and core values, awards, and adopted resolution.
- *Executive overview* – Message from the General Manager, 10-year financial models, District overview and economic conditions, and service area map.
- *Financial overview* – Descriptions of the budget process and accounting structure, working capital by fund families, financial information/trend analysis on revenues, expenses and transfers, and a summary of the capital improvement program.
- *Department operating budgets* – Department overview, accomplishments, budget summaries and trends, future goals, and performance measures.
- *Appendix* – District financial policies, glossary, debt summary, and working capital summaries by fund.

Overall revenues for the District are estimated to decrease 4.0% in FYE 2024 and increase 15.6% in FYE 2025, primarily due to fluctuations in Capacity Reserve Fees. Expenses for the District will increase by 9.3% in FYE 2024 and 3.9% in FYE 2025. Primary drivers for the increases are rising utility costs, new regulation requirements, aging infrastructure, and additional staffing needs. This Budget document incorporates the actual DERWA and LAVWMA budgets for FYE 2024.

The proposed Budget includes 10-year financial planning models for the District's three utility enterprises to assess the District's long-term financial sustainability. The Local and Regional Wastewater Enterprises are stable and sustainable throughout the 10-year horizon of the financial planning model, with working capital projections above target reserves for the 2-year budget period. The Water Enterprise working capital projections stay above minimum reserve levels through FYE 2028, however, unanticipated cost increases are contributing to a downward trend in the combined working capital for the Water Enterprise and Water Rate Stabilization Funds. A comprehensive water rate study will be performed in fall 2023 to review cost of service and revenue requirements. A combination of modest rate increases and potential reductions in expenses are anticipated to be needed for long-term financial sustainability for the Enterprise.

On June 6, staff will provide a presentation to the Board on the proposed Budget and incorporate direction received into the two-year Operating Budget for FYE 2024 and FYE 2025. A noticed public hearing on the Operating Budget is scheduled for June 20, 2023. The Board will consider formal adoption of the Budget at that hearing.

Originating Department: Administrative Services	**Contact: C. Atwood**	**Legal Review: Not Required**
Financial Review: Yes	**Cost and Funding Source: N/A**	
Attachments: ☐ None ☐ Resolution ☐ Ordinance ☐ Task Order ☐ Proclamation ☒ Other (see list on right)	**Attachment 1 – Proposed Operating Budget FYE 2024 and FYE 2025**	

Proposed Operating Budget

fiscal years ending

2024

and

2025



Dublin San Ramon Services District

Water, wastewater, recycled water

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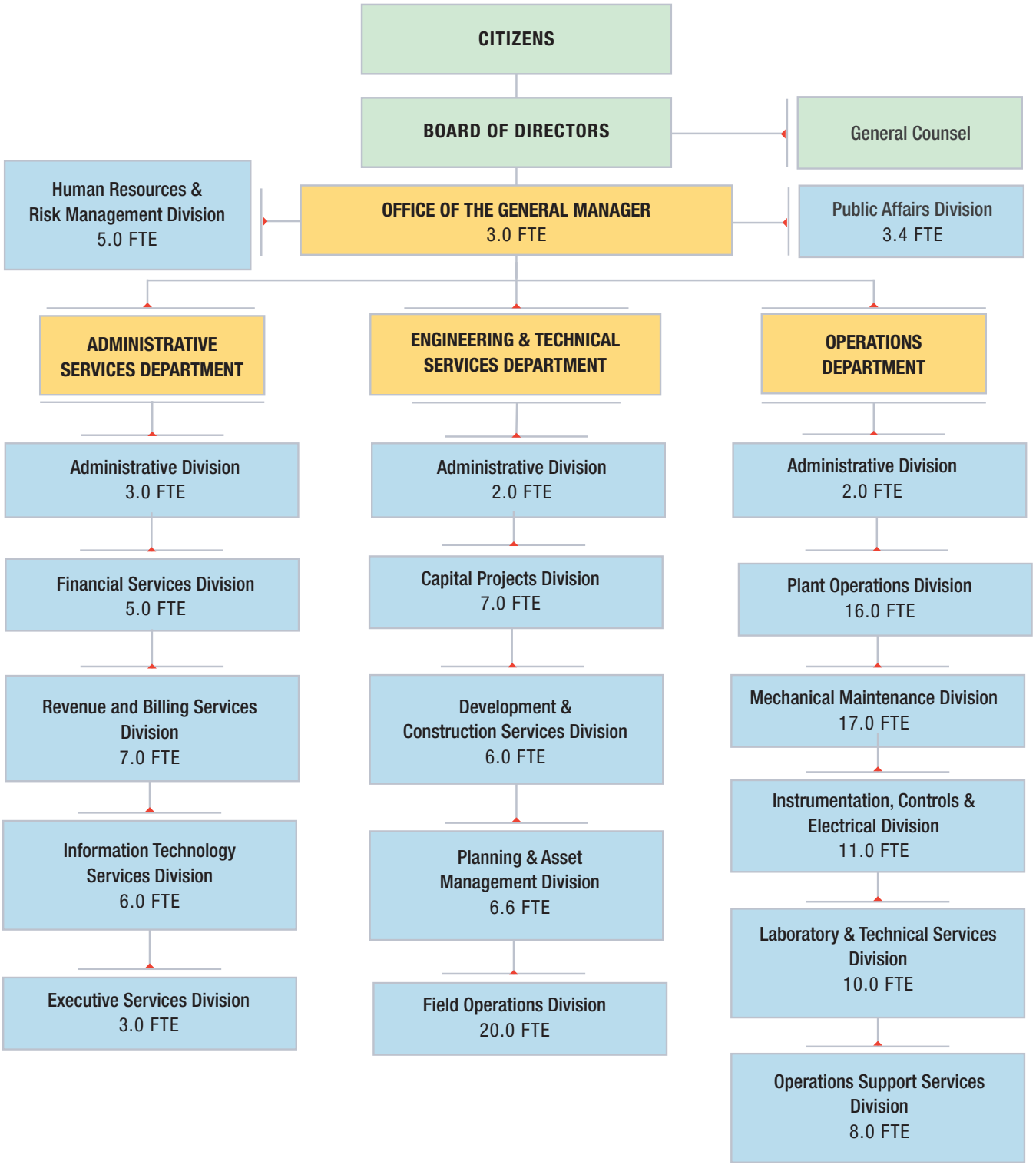
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ORGANIZATION CHART

Fiscal Years 2024-2025



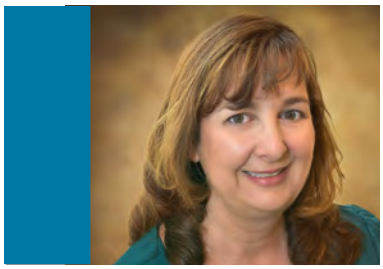
BOARD OF DIRECTORS



GEORGEAN VONHEEDER-LEOPOLD

President (Division 4)

Boardmember since July 2009
Term expires December 2026
(Previously served 1992–2000)



ANN MARIE JOHNSON

Vice President (Division 2)

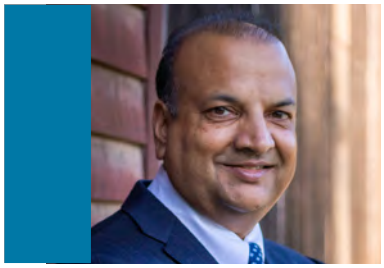
Boardmember since 2018
Term expires December 2026



DINESH GOVINDARAO

Director (Division 1)

Boardmember since 2023
Term expires December 2024



ARUN GOEL

Director (Division 5)

Boardmember since 2021
Term expires December 2026



RICHARD HALKET

Director (Division 3)

Boardmember since 2004
Term expires December 2024

SENIOR MANAGEMENT TEAM

DANIEL MCINTYRE ..... *General Manager*

JAN LEE ..... *Assistant General Manager*

CAROL ATWOOD ..... *Administrative Services Director*

MAURICE ATENDIDO ..... *Interim Operations Director*

STEVE DELIGHT ..... *Engineering & Technical Services Director*

MICHELLE GALLARDO ..... *Special Assistant to the General Manager*



Dublin San Ramon Services District

Water, wastewater, recycled water

STRATEGIC PLAN GOALS AND ACTION ITEMS— FY24 THROUGH FY28

Maintain our financial stability and sustainability

- Manage the District's finances to meet funding needs and maintain fair and reasonable water and wastewater rates, while striving to limit increases to general inflation trends
- Ensure financial sustainability through long-term financial planning, including 10-year modeling
- Review and update the District's reserve policies

Meet or exceed regulatory requirements while preparing for the future regulatory landscape

- Sustain a robust safety culture by continuously updating the District's environmental health and safety programs
- Develop and maintain a centralized regulatory tracking system
- Collaborate with partner agencies to monitor evolving regulatory requirements and explore potential compliance and mitigation strategies
- Implement improvements to comply with standards adopted by the Environmental Laboratory Accreditation Program beginning January 1, 2024

Enhance our ability to respond to emergencies and maintain business continuity

- Update and maintain documentation of emergency response and business continuity plans, including support documents for regional coordination and mutual assistance
- Manage inventory of emergency assets, equipment, and materials in stock
- Integrate and strengthen employee knowledge and competency of emergency response through ongoing training and Incident Command System (ICS) and Emergency Operation Center (EOC) exercises
- Explore coordination of emergency planning with partner agencies and the cities we serve

Maintain a high level of customer service and community relations through public outreach, education and partnership efforts

- Educate and engage the community on the Tri-Valley's water supply challenges and opportunities through implementation of the Tri-Valley Water Reliability Public Information Program
- Build public awareness of the District's priorities, initiatives, systems, and services
- Leverage Tri-Valley and regional partnerships to maximize public outreach efforts

Improve the resiliency of the District's water supplies against future uncertainties

- Work collaboratively with our Tri-Valley and regional partners in the development of a more diversified and resilient water supply
- Prepare and implement water conservation strategies to reduce water demand, improve system reliability, and comply with state regulations

Foster long-term partnerships to provide efficient and cost-effective services

- Build relationships and actively participate in local partnerships, regional groups, coalitions, and associations to advance common goals
- Review and update our Joint Powers Authority and other interagency agreements and contracts to address changing conditions and align with the District's Mission and Strategic Plan goals

Optimize the Asset Management Program to guide District business decisions

- Standardize and implement District-wide procedures and plans for the Asset Management Program
- Expand and maintain asset records including equipment data, criticality, maintenance history, asset condition, and performance
- Use asset management data to maximize the life of assets and budget for long-term capital replacement needs

Improve energy efficiency and reliability for the District

- Develop a District energy policy and District energy master plan that evaluates sustainable energy sources and opportunities for cost-effective energy conservation and efficiency
- Initiate cost-effective energy projects consistent with the District's energy policy, business needs, and future regulations

Maintain a culture that attracts, retains, and engages a high performing workforce in support of the District's Mission and Values

- Diversify and strengthen the skills of District employees to meet evolving workforce demands through participation in professional organizations and development programs
- Implement a structured management and leadership program for employee career and professional growth
- Promote a strong District workforce culture which encourages learning, teamwork, and recognition of employee contributions, and enhances employee engagement
- Develop a succession plan for key positions where feasible

Optimize District-wide operations by improving our business practices, procedures, and information systems to meet evolving needs

- Invest in business process improvements to enhance communications and access to information
- Integrate our business enterprise systems to more effectively share data across the District
- Review and update our Information Technology and SCADA Master Plans

Updated April 2023

MISSION

Protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.

VISION

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



DISTRICT CORE VALUES

The core values are simple key words that describe the values of the agency; they are accompanied by questions that are to be asked when major policy decisions are being considered to ascertain if the decision is in conformance to the stated values.

CORE VALUE	CORE VALUE QUESTION
Protect Public Health and the Environment	Does the decision protect public health and the environment?
Sustain Financial Stability	Does the decision sustain or contribute to the financial stability of the District?
Be Open and Transparent	Is the decision being made in an appropriately open and transparent manner and has it considered public input?
Fairness, Respect, Honesty, and Ethics	Does the decision treat all concerned fairly, respectfully, honestly, and ethically?
Operate Safely	Does the decision promote a safe environment for the community and the workforce?
Provide High Quality Customer Service	Does the decision reflect high quality customer service?
Provide Sustainable, Efficient, Reliable, and Secure Services	Does the decision maintain or enhance the District's sustainability, efficiency, reliability, and security?
Perform at a High Standard	Does the decision or action lead to a high performing, highly qualified, motivated, safe, and innovative workforce and an adaptable organization?



California Society of
Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award
Fiscal Years 2021-2022 & 2022-2023

Presented to the

Dublin San Ramon Services District

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

February 28, 2022

Marcus Pimentel
CSMFO President

Michael Manno, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

In bestowing this award, CSMFO acknowledges the District for its outstanding presentation of financial and budgetary data.

The California Society of Municipal Finance Officers {CSMFO} issues annual awards for outstanding achievement and contributions to the profession. Dublin San Ramon Services District received the Operating Budget Excellence Award for its fiscal years ending FY22 and FY23 Operating Budget.

The District's FY24 and FY25 Operating Budget is intended to continue to meet the CSMFO's high standards and will be submitted again to determine eligibility.

RESOLUTION NO. 35-21

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AND ADOPTING THE OPERATING BUDGET FOR FISCAL YEARS ENDING 2022 AND 2023

WHEREAS, the District is required to adopt an operating budget by September 1; and

WHEREAS, on May 18, 2021, the Board was provided a comprehensive overview of the budget process and assumptions, a District-wide financial review, and fund financial allocations in the proposed operating budget for fiscal years ending 2022 and 2023; and

WHEREAS, on May 27, 2021, the Board was provided an updated budget reflecting a true-up for the adopted budgets of DERWA and LAVWMA, and recognizing the recently negotiated easement with Pleasanton for $1.3 million dollars for FYE 2022; and

WHEREAS, the budget as presented provides a financial plan that supports the Board's policy objectives for the next two fiscal years as expressed in the District 2022-2026 Strategic Plan; and

WHEREAS, said budget is balanced and incorporates expenditures for the District to provide reliable and sustainable water, wastewater, and recycled water to the communities it serves in a safe, efficient, and environmentally responsible manner; and

WHEREAS, per California Government Code Section 61110(c), the District Secretary published the notice of public hearing on May 18, 2021, for the biennial Operating Budget for Fiscal Years Ending 2022 and 2023, which was more than fourteen (14) days prior to the public hearing for the operating budget.

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 Proposed Operating Budget for Fiscal Years Ending 2022 and 2023, attached as Exhibit "A," modified as described above, including the revenues, expenditures, and transfers as described therein, is hereby adopted, and all expenditures made consistent therewith are hereby ratified and approved.

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 June, 2021, and passed by the following vote:

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

NOES: 0

ABSENT: 0

Ann Marie Johnson, President

ATTEST: _____
Nicole Genzale, District Secretary



Jeffrey G. Hansen Water Recycling Plant

Executive Overview

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Dublin San Ramon Services District
Water, wastewater, recycled water

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Dublin, CA 94568-3018

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

A LETTER FROM THE GENERAL MANAGER

May 26, 2023

Honorable President and District Directors:

I am pleased to submit the FY 24 and FY 25 operating budget for the Board's review and consideration. This operating budget highlights District accomplishments over the last two years, identifies major operational and policy issues facing the District over the next two years, and projects the financial condition of the District's three business enterprises over the next decade based on updated long-term financial planning models. Detailed financial plans for the next two years are described in this operating budget from three perspectives - a fund basis, a category basis, and a department basis - to provide full transparency to the readers.

The District operates three main business enterprises: Local Wastewater for wastewater collection system services in Dublin and southwest San Ramon, Regional Wastewater for wastewater treatment and disposal services for Dublin, southwest San Ramon, and Pleasanton (by contract), and Water for potable and recycled water service in Dublin and the Dougherty Valley region of San Ramon. Total operating expenditures for the three enterprises and the District's other funds for FY 24 are $81,100,887. This amount is 9.34% more than estimated expenditures for FY 23. Total expenditures are projected to increase by 3.9% in FY 25 to $84,260,652.

The District's main challenges in the near term are: (1) complying with increasingly complex and expanding regulations on the water and wastewater industries; (2) continuing to accelerate a proactive preventative maintenance and rehabilitation program; and (3) managing through a period of high inflation, rising energy costs, and supply chain issues.

The two-year budget includes appropriate funding and staff resources to operate the District's three utilities, address the District's near-term challenges and Strategic Plan priorities, provide robust funding of the District's long-term Asset Management Program, and meet the District's contractual obligations to operate facilities on behalf of the DSRSD-EBMUD Recycled Water Authority (DERWA) and Livermore Amador Valley Water Management Agency (LAVWMA).

With continued growth in the District's service area and water usage rebounding post-drought, the proposed two-year budget will have a modest impact on local wastewater collection, regional wastewater treatment, and water rates. With revenues anticipated based on the 2023 Wastewater Rate Study, approved by the Board in May of 2023, the Local Wastewater and Regional Wastewater Enterprises are stable and sustainable throughout the 10-year horizon of the financial planning model. The Water Enterprise is in a good financial position in the near term. However, unanticipated cost increases are contributing to a downward trend in the combined working capital for the Water Enterprise and Water Rate Stabilization Funds. Similar to the 2023 Wastewater Rate Study, a comprehensive water rate study will be performed in the Fall of 2023 to review cost of service and revenue requirements. It is projected that a combination of modest rate increases and potential reductions in future expenses can provide the course correction needed to ensure long-term financial sustainability for the Water Enterprise.

Highlights and Review of FY 22 and FY 23

After three consecutive dry years, the State of California emerged from the drought in early 2023 in dramatic fashion after relentless storms pushed through northern California bringing record amounts of rain and snow. While a welcome relief for easing drought conditions, these storms created a challenge for managing the additional wet weather flows that entered our wastewater collection system and needed to be properly treated at the Regional Wastewater Treatment Plant (WWTP) before being pumped through the LAVWMA

system for eventual discharge to San Francisco Bay.

Starting in December 2022, District staff worked around the clock to successfully manage higher flows from storm events. The largest storm event occurred on New Years Eve, December 31, 2022. During this storm event, the WWTP experienced a record setting peak influent flow of 56 million gallons per day (MGD), which is roughly five times the average daily WWTP flow of 11 MGD. Overall, the wastewater collection, wastewater treatment, and LAVWMA disposal systems performed well, and District staff were able to successfully manage the additional wet weather flows without any major incidents.

Amidst the challenges of dramatic swings from drought to flood conditions, staff turnover, and urgent business improvement efforts, the District has operated its water, wastewater collection, wastewater treatment, and recycled water systems without any significant service shortcomings over the last two years and had many successes and accomplishments. Noteworthy efforts include: (1) completion of a $19 million project to renovate and expand to five primary clarifiers at the WWTP to meet growing demands and improve process efficiency; (2) State Water Board approvals for a new 5-year WWTP discharge permit and re-rating of the recycled water treatment plant to operate at 16.2 MGD; (3) continued implementation of a new Enterprise Resource Planning system for Finance, Human Resources, Payroll, and Utility Billing; (4) completion of over 5,000 staff hours of health and safety training and over 400 staff hours of emergency preparedness training; and (5) implementation of Drought Water Shortage Emergency water use restrictions and a water conservation campaign to achieve a 15% conservation goal. Due to dramatically improved water supply conditions, the Board terminated the Water Shortage Emergency in April of 2023.

The District also continues to be a leader in recycled water and resource conservation. At the beginning of FY 23, District staff assumed the role of DERWA Authority Manager. The DERWA recycled water program conserves limited drinking water, which is especially critical during times of drought. The District currently recycles approximately 80% of WWTP flows from May through September each year, resulting in significant reductions in nutrient loading to the San Francisco Bay. In 2021, the District, as the contract operator for the DERWA program, produced nearly 6,000 acre-feet of recycled water for irrigation within DSRSD, EBMUD, and Pleasanton service areas and operated the DERWA-Central Contra Costa Sanitary District (Central San) Diversion Project for the first time. This temporary project diverts a portion of Central San's wastewater flows to the District's wastewater collection system to augment recycled water supplies. Through collaborative partnerships, the District remains committed to maximizing the use of local resources and exploring opportunities to expand recycled water use.

Major Operational and Policy Issues in FY4 and FY5

The District will address a number of operational and policy challenges in coming years. The recently adopted 2023 edition of the Five-Year Strategic Plan outlines an approach to managing many of these challenges. Early District actions requiring budgetary focus over the next two years are reflected in this operating budget. The most critical issues and budgetary responses are listed below.

- **New and Evolving Regulatory Requirements** – There are a number of more stringent regulatory requirements recently adopted or pending that will require a substantial increase in District effort. These include new State Environmental Laboratory Accreditation Program requirements that go into effect beginning January 1, 2024, chemicals of emerging concern, evolving wastewater standards, new drinking water requirements, new air quality standards, new long-term water conservation standards, and more rigorous reporting requirements for many District activities. The two-year budget proposes additional staff positions and investments in technical services to identify and meet these regulatory requirements. The District's Capital Improvement Program also includes conservation programs and studies that will be needed to meet the State's long-term conservation regulations.
- **Preventative Maintenance** - Over the past 20 years, the amount of District assets, including underground pipeline infrastructure, has more than doubled. This infrastructure, along with DERWA and LAVWMA infrastructure, has aged, which requires a higher level of preventative maintenance to extend the useful life of the asset and maintain a high level of customer service. The two-year budget proposes additional staff positions to add capacity to increase preventative maintenance activities.
- **Increases in Supplies, Chemicals, and Energy Costs** – Over the last two years, the water and wastewater industry has been experiencing abnormally high increases in the costs for supplies, chemicals, and power due to high inflation, supply chain issues, and increases in Pacific Gas & Electric (PG&E) charges. PG&E has expanded "peak hours" in California, when higher rates are charged. In addition, PG&E is projecting a 30% increase in charges for FY 24. The impact of PG&E increases on the District is partially mitigated

by the District's cogeneration system, which generates the majority of the electricity for the WWTP using a blend of biogas produced onsite and natural gas. However, increases in PG&E charges directly impact the District's pumping costs for our water and recycled water systems. To address energy uncertainty and rising costs, the District is preparing an energy master plan and energy policy that will evaluate sustainable energy sources and opportunities for cost-effective energy conservation and efficiency.

- **Operation of DERWA and LAVWMA Facilities** – The District is a member agency in two Joint Power Authorities (JPAs): LAVWMA and DERWA. Per agreements, the District is the contract operator for both the LAVWMA and DERWA facilities. The District directly budgets for expenditures for operating the JPA facilities and is reimbursed by the JPAs for the operations and maintenance costs. Over time, the resources the District has dedicated to the JPAs has increased as facilities and customers have been added, and infrastructure has aged. To avoid impacting the District's ratepayers, the District needs to fairly charge and recover its costs for providing services to LAVWMA and DERWA. Starting in FY 24, one of the larger increases to DERWA will be the cost for DSRSD to treat the DERWA filter backwash waste streams from the recycled water treatment plant. This cost, which hasn't been adjusted since 2006, will substantially increase based on new DSRSD wastewater treatment rates scheduled to take effect on July 1, 2023. The District also anticipates allocating an additional 2.7 full-time equivalent (FTEs) of staff time to support the JPAs in the next two-year budget.

Staffing Resources

The District is at an inflection point as it manages a customer base that has rapidly grown and adapts to an industry that is changing. While the District has added operations staff over the past three budget cycles, the resources needed to address increasingly complex and stringent regulatory requirements and properly operate and maintain infrastructure that has been added over the last 20 years have outpaced the capacity of the District's operational units.

In early 2023, the District completed a comprehensive Operations Workforce Study to assess staffing levels to ensure current and future service levels are met, operations are aligned with best practices, and succession and business continuity needs are considered. Based on the recommendations in the 2023 Operations Workforce Study, the proposed budget includes nine (9) new positions – seven (7) in the Operations Department and two (2) in the Field Operations Division. These new positions will provide needed capacity to increase preventative maintenance, meet current and future regulatory requirements, ensure adequate coverage for operating the wastewater, recycled water, and potable water systems, provide resources to support the District's Capital Improvement Program and priorities in the Strategic Plan, and fulfill the District's contractual obligations to operate and maintain the DERWA and LAVWMA facilities.

The addition of the proposed positions will bring the total FTE positions up from 132 to 141. It should be noted that 2.7 FTEs are allocated to LAVWMA operations and 5.2 FTEs are allocated to DERWA operations, with 133.1 FTEs exclusively dedicated to DSRSD. This represents a 50% increase in staffing resources dedicated to the JPAs compared to the prior FY 22 & FY 23 operating budget, which is more reflective of the effort needed to properly operate and maintain the DERWA and LAVWMA systems.

Proposed FY 24 and FY 25 Revenues and Operating Expenses

After extraordinarily strong growth in DSRSD's service area between 2010 and 2019, the pace of development has slowed as the District approaches build out and developable land in the service area diminishes. Growth is still anticipated in the service area, but at a more moderate pace.

Service charges are the District's primary source of revenue. Because many of the District's costs are fixed, additions to its customer base enhance the financial condition of the Local Wastewater Enterprise, the Regional Wastewater Enterprise, and the Water Enterprise. Total service charge revenue is estimated to increase by 6.7% in FY 24 and 5.3% in FY 25. These projections incorporate a rebound in water usage by customers post-drought, estimated growth in the customer base, and annual adjustments to utility rates.

Capacity Reserve Fee revenue is non-cyclical and directly tied to new building activity. These revenues include the "buy in" component into existing infrastructure which funds in part each enterprise's replacement fund, and an "expansion" component that funds both new projects to serve new development and debt service for expansion projects previously constructed to serve new development. Total Capacity Reserve Fees vary widely from year to year and are on a general decline as the District approaches build out. The District works closely with the cities of Dublin, San Ramon, and Pleasanton planning departments to estimate the anticipated development activity included in these projections. Capacity Reserve Fees are estimated to be approximately $10 million in FY 24 and $20 million FY 25. Funds

collected are sufficient to continue meeting expansion debt service obligations of $6.3 million per year.

Revenues by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Service Charges	63,603,758	64,125,228	66,357,836	70,774,044	74,550,353
Capacity Reserve Fees	8,748,663	17,528,817	24,135,485	9,981,126	20,476,992
Other Revenues	10,678,643	17,584,313	6,472,053	9,673,500	10,195,500
Interest	(665,105)	(7,371,991)	1,853,188	4,475,000	4,475,000
Total	**82,365,960.06**	**91,866,367**	**98,818,562**	**94,903,670**	**109,697,845**
% Change		**11.53%**	**7.57%**	**-3.96%**	**15.59%**

On the expense side of the budget, FY 24 expenses are projected to be 9.34% higher than estimated expenses for FY 23 and increase by 3.9% in the second year of the budget. Per a May 2023 update to the Budget Accountability Policy, capital outlay expenditures are now shown in the Capital Improvement Program budget. The FY 24 budget includes higher-than-normal increases in the costs for supplies, chemicals, and power; increased contributions to the JPAs; technical support services needed to navigate complex regulatory requirements; and the addition of nine new positions based on the 2023 Operations Workforce Study. The 2023 Wastewater Rate Study and rate increases that were approved by the Board in May of 2023 take into account recent increases in material costs and seven of the nine new positions, which would be allocated to support the Local Wastewater and Regional Wastewater business enterprises. A comprehensive water rate study will be prepared in Fall 2023 to review cost of service and revenue requirements and unanticipated costs that have been added to the Water Enterprise. The last water rate study was performed in 2019.

Expenses by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Wages and Benefits	21,858,691	23,077,292	26,927,966	28,299,260	29,590,558
Materials	21,619,639	21,719,951	23,572,818	27,284,231	29,076,183
Contracts	5,954,824	7,994,381	8,592,528	9,282,220	9,668,217
Other Expenses / JPA / Service	(23,969,848)	14,059,747	13,532,856	16,235,176	15,925,694
Capital Outlay	421,561	641,563	1,548,110	-	-
Total	**25,884,867**	**67,492,934**	**74,174,278**	**81,100,887**	**84,260,652**
% Change		**160.74%**	**9.90%**	**9.34%**	**3.90%**

* FY21 includes an accounting adjustment of $37.9 million to reclass investment in JPA.
** Included in the Capital Improvement Program effective FY24.

Financial Sustainability

The FY 24 and FY 25 operating budget includes 10-year financial planning models for the District's three utility enterprises. These financial planning models, first included in the FY 22 and FY 23 operating budget, provide a "look ahead" for the District's enterprises. The models project current and evolving economic trends into the future, thus forecasting how current budgetary decisions by the Board may impact the financial stability and resiliency of the three business enterprises. A chapter reviewing the 10-year financial planning models, including a discussion of model assumptions, immediately follows this budget message and provides context for how the detailed two-year operating budget might be extrapolated into the future.

Both the Local Wastewater and Regional Wastewater Enterprises are stable and sustainable throughout the 10-year financial planning period. For the Local Wastewater Enterprise, the combined working capital for the Enterprise and Rate Stabilization Funds is above target reserve levels for the first five years and above minimum but below target reserve levels for the remaining five years. The Regional Wastewater Enterprise is well funded and working capital for the combined funds remains above target for the entire 10-year period, even rising in FY 33 due to the full repayment of LAVWMA debt in FY 32.

In the near term the Water Enterprise is in a good financial position and able to fund recycled water and potable water operations. However, unanticipated increases in DERWA backwash treatment costs, energy, and underground repairs are contributing to a downward trend in the combined working capital for the Enterprise and Rate Stabilization Funds. Similar to the 2023 Wastewater Rate Study, a comprehensive water rate study will be performed in the Fall of 2023 to review cost of service and revenue requirements. A new comprehensive permit/inspection fee study is also scheduled to be completed in FY 24, which will reevaluate how development processing and related overhead costs are recovered through current permit and inspection fees. It is anticipated that a combination of modest rate increases and potential reductions in future expenses can provide the course correction needed to ensure long-term financial sustainability for the Water Enterprise.

Asset Management Program / Capital Replacement

The District's Asset Management Program demonstrates that the three enterprise replacement funds are appropriately funded. The three enterprise operations funds contribute $9.6 million of replacement allocations to the replacement funds in FY 24, rising to $13.0 million annually in FY33. Current replacement fund resources exceed $73 million.

Concluding Comments

I am proud to report that the District provides a high level of customer service, operates our water, recycled water, and wastewater systems in compliance with constantly changing regulatory mandates, responsibly manages the District's finances to meet funding needs across all the enterprise funds, and utilizes 10-year financial planning models to meet the Strategic Goal of maintaining financial stability and sustainability. I would like to express my appreciation to the Board of Directors for their policy decisions that shape the direction of the District, and for the dedication and diligence of the members of the Senior Management Team. I would also like to thank all of the division managers and supervisors who are the balance of the organization's Leadership Team for their perseverance, dedication, and efforts in planning the District's operating budget and capital budget. Lastly, special thanks to the staff of the Financial Services Division and Public Affairs Division for their work in assembling this two-year financial plan.

Respectfully submitted,



Daniel McIntyre
General Manager

10-YEAR FINANCIAL PLANNING MODELS

The FY 2024 and FY 2025 operating budget includes 10-year financial planning models for the District's three main business enterprises: Local Wastewater (collection), Regional Wastewater treatment and disposal, and Water. These financial planning models, first included in the FY 2022/2023 operating budget, provide a "look ahead" for the District's enterprises. The models project current and evolving economic trends into the future, thus forecasting how current budgetary decisions by the Board may impact the financial stability and resiliency of the three business enterprises. The models provide an opportunity for the Board and District management to ensure any needed course corrections are proactively discussed and addressed. Each of the three following graphics shows the estimated year end working capital each year for the combined operating and rate stabilization funds for each of the three enterprises. They also show the calculated minimum reserve and target reserve of working capital into the future, as reflected in the Board adopted Financial Reserve policy. The core assumptions in each of the three models for FY 2026 – FY 2033 are:

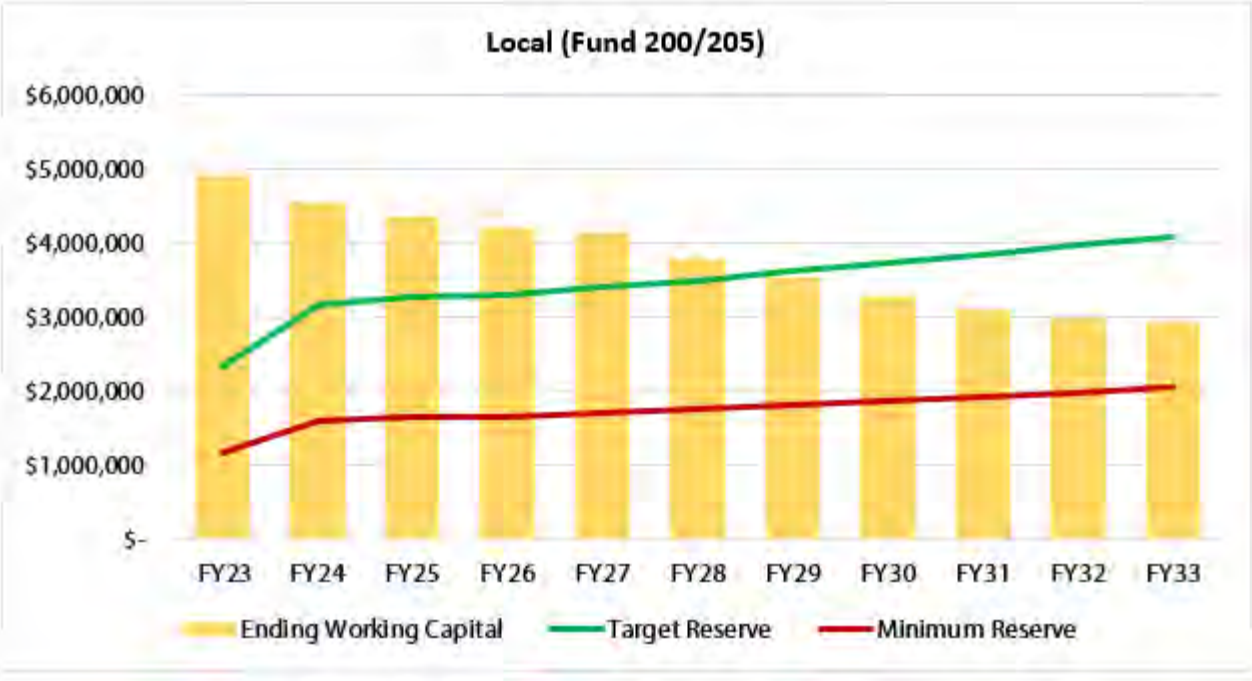
- General inflation of 3% per year
- Increase in personnel costs of 3% per year
- Increases in water and wastewater rates in line with general inflation
- Growth in energy costs of 8% per year
- Vacancy rate of 3% in all approved positions, which is less than the assumption used in the FY 2022/2023 financial planning model of 5%
- Increase of 6% in medical benefits costs per year
- Increase of 4% in the allocated costs from the District's two joint powers authorities (DERWA and LAVWMA) per year
- Level costs over ten years for the CalPERs Unfunded Actuarial Liability (UAL) contributions
- Growth in the customer base in Dublin of 1% per year, 0% growth in southern San Ramon and Dougherty Valley, and 0.5% per year growth in Pleasanton

Local Wastewater Model

The Local Wastewater Model is in a strong financial position. Working capital is projected to be above target reserve levels through FY 2030 and above the minimum reserve levels for all 10 years. FY 2024 reflects the first of the five-year rate adjustments from the 2023 Local Wastewater Rate Study approved by the Board in May of 2023. Revenues will increase overall by 7% in FY 2024 and FY 2025, with rate adjustments based on the Consumer Price Index (CPI) for years 2026 through 2028.

The budget includes the reinstatement of transfers of $800,000 per year to the Replacement Fund starting in FY 2023 to fund projects to replace infrastructure and improve the local collection system. Two (2) new positions, which were accounted for in the 2023 Local Wastewater Rate Study, have been added to the budget to address the need for increased preventative maintenance, cleaning, and repairs to the sewer collection system due to age.

Combined Working Capital of Local Enterprise Fund and Local Rate Stabilization Fund



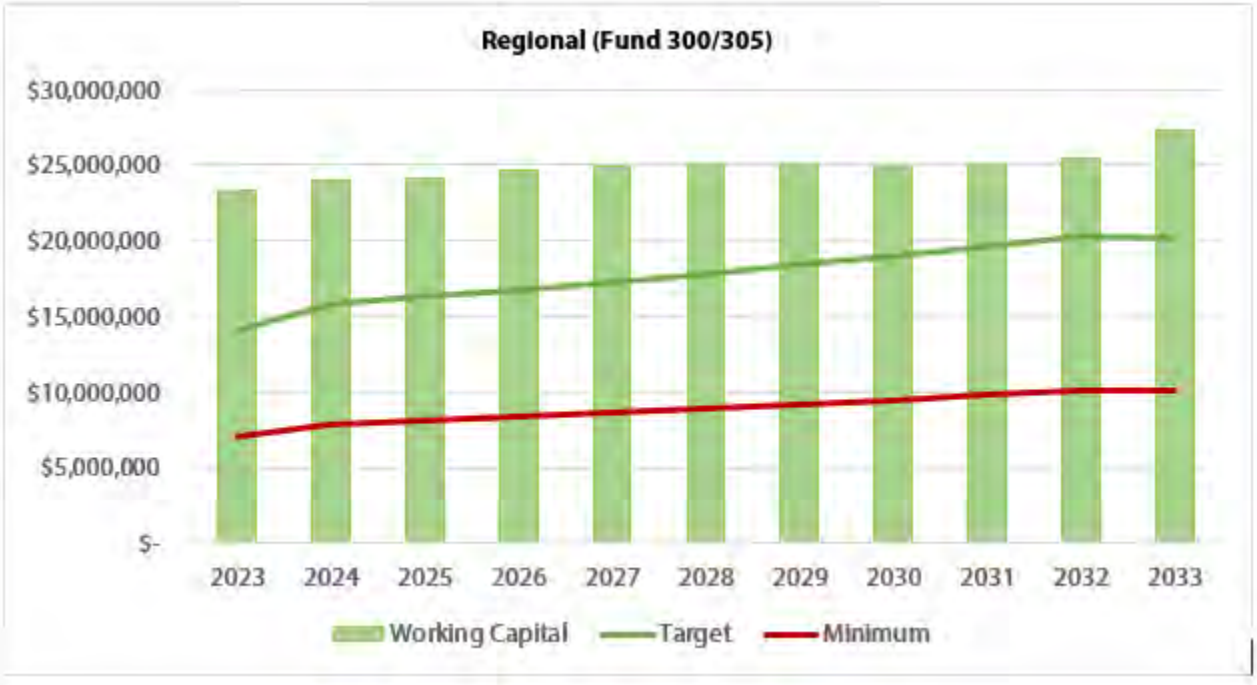
Regional Wastewater Model

The Regional Wastewater Model has been, and continues to be, in a strong financial position, with projected working capital above target reserve levels for all 10 years. FY 2024 reflects the first of the five-year rate adjustments from the 2023 Regional Wastewater Rate Study approved by the Board in May of 2023. Rate revenue will increase at 6.6% in FY 2024 and rates will increase 3% in FY 2025, with adjustments based on CPI for the years 2026 through 2028. Growth in the Tri-Valley is also reflected in the revenue projections based on information from the cities within our service area. Other revenues for the Regional Wastewater Enterprise Fund include pretreatment and industrial waste lab fees, sampling, permits and interest.

For projected expenditures in this fund, LAVWMA refunded its outstanding debt in 2021 and the annual savings from the refinancing are assumed in the model. The two-year budget anticipates higher than normal increases in material and chemical costs due to supply chain issues and inflation. The addition of five (5) new positions, which were accounted for in the 2023 Regional Wastewater Rate Study, are included in the budget. The new positions are needed to address new and evolving regulatory requirements, increase preventative maintenance of facilities, and provide adequate coverage for operating the WWTP, DERWA, and LAVWMA facilities. District expenditures for operating and maintaining the DERWA and LAVWMA facilities are reimbursed by the JPAs.

The working capital will increase in FY 33 when the LAVWMA debt is fully paid off.

Combined Working Capital of Regional Enterprise Fund and Regional Rate Stabilization Fund



Water Model

The Water Fund balances are starting in a strong financial position above the target reserve level with a combined working capital of $25 million. The Water Model projects working capital to be below target reserve levels but above minimum reserve levels for the next five years. The model assumes full funding for infrastructure and replacement projects through transfers from the Water Enterprise Fund to the Water Replacement Fund, increasing from $6.4 million to $7.4 million per year over the 10-year period.

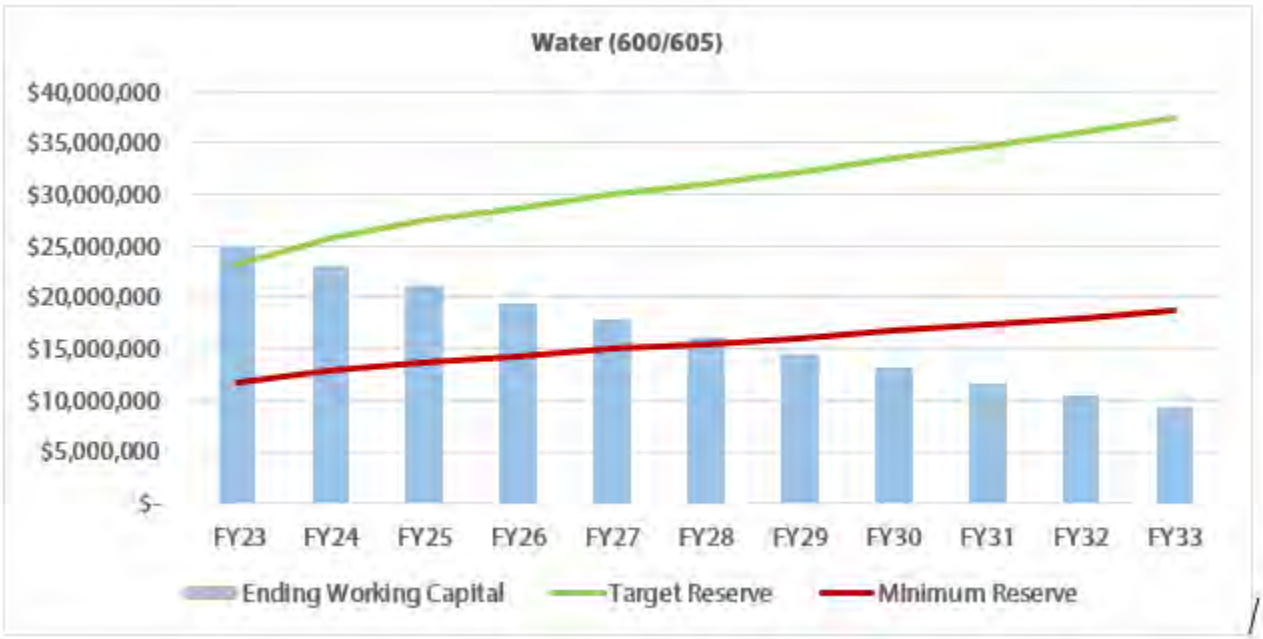
However, due to increases in expenditures that were not previously anticipated in the prior FY 2022/2023 financial model, the working capital is trending downward and is projected to fall below minimum reserve levels in Fiscal Year 2029 without a course correction. The primary expense categories contributing to this declining trend include:

- **DERWA contributions** – DERWA operating expenses allocated to DSRSD are anticipated to increase by $900,000 beginning in Fiscal Year 2024 due to increases in the cost to treat the filter backwash waste streams generated from the recycled water treatment plant ($600,000), a projected 30% increase in PG&E charges ($200,000), and increased labor to maintain the DERWA treatment and transmission system ($100,000). A cost of service study done in conjunction with the 2023 Regional Wastewater Rate Study resulted in a significant increase in the rate DSRSD charges DERWA to treat filter backwash waste streams. The rate is scheduled to take effect on July 1, 2024.
- **Energy** – Costs to pump potable and recycled water are anticipated to increase by $400,000 in Fiscal Year 2024 based on a projected increase of 30% in PG&E charges. A 10% increase is assumed in Fiscal Year 2025, followed by increases of 8% in years 2026 through 2033.
- **Underground Emergency Repairs** – The FY 2024 and FY 2025 budgets include approximately $1 million annually for emergency subsurface repair work, or an increase of $400,000 annually beyond projections in the last 10-year financial planning model (FY 2022/2023 budget). The District's costs for underground emergency repairs have increased over the last few years due to a number of factors, including the aging of the District's infrastructure and increased costs for labor, equipment and materials. This trend is not anticipated to change.
- **Personnel** – Two (2) new positions are budgeted in the Water Fund at a cost of $300,000 based on the Operations Workforce Study completed in early 2023. These positions are needed to address new and evolving regulatory requirements and increase preventative maintenance of facilities. The work needed to meet regulatory requirements, including water quality sampling and reporting, has increased as the District's service area has grown.

The unanticipated increase in costs for DERWA, energy, and underground repairs has a combined negative impact of $17 million over the next decade on the Water Enterprise. A new Comprehensive Water Rate Study will be performed in the Fall of 2023 to review our cost of service and revenue requirements with rates anticipated to go into effect on January 1, 2024. The 2023 study will also review projected revenues based on growth within our service area and changes in customer water usage that may be needed to meet the State's long-term conservation regulations. After extraordinarily strong growth in DSRSD's service area between 2010 and 2019, the pace of development has tapered off as the District approaches build out and developable land in the service area is exhausted. As a result, the beneficial tailwind to the District's finances has slowed. A new comprehensive permit/inspection fee study is also scheduled to be completed in FY 2024, which will reevaluate how development processing and related overhead costs are recovered through current permit and inspection fees.

Using the Water Fund Model, it is estimated that a 4% increase in the revenue requirement above CPI would be required to keep working capital above the minimum reserve level for the 10-year period. A 10% increase in the revenue requirement above CPI would be required to raise the working capital back up to the target reserve level by the end of the ten-year period. Along with increasing revenues, there may be opportunities to implement improvements to control backwash and energy costs, two of the larger increases in expenditures. The District is currently preparing an Energy Master Plan that will evaluate potential opportunities for cost-effective energy conservation and efficiency projects. DERWA and DSRSD are also conducting a study to investigate options to reduce the amount of filter backwash that needs to be treated, thus potentially reducing costs to DERWA and DSRSD. A combination of modest rate increases and potential reductions in DERWA expenses can provide the course correction needed to ensure long-term financial sustainability for the Water Enterprise Fund.

Combined Working Capital of Water Enterprise Fund and Water Rate Stabilization Fund





Construction continues on the former Camp Parks site.

DISTRICT OVERVIEW AND ECONOMIC CONDITIONS

Overview

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 196,000 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 the agreement with the city.

Economic Conditions

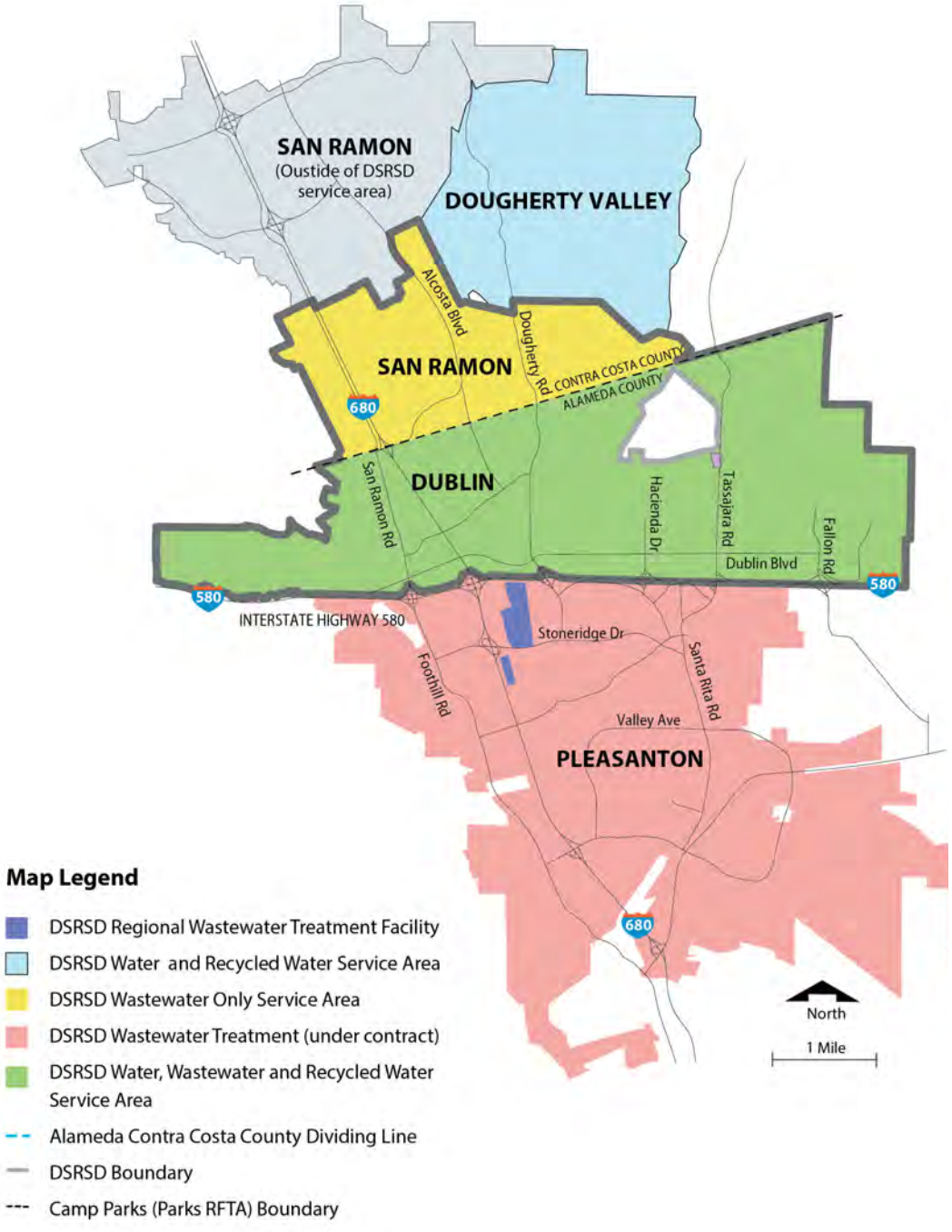
As of September 2022, the district's service area encompassing the cities of Dublin, Pleasanton, and South San Ramon had unemployment rates of 2.6%, 2.4%, and 2.6%, respectively. The greater East Bay Region (Alameda and Contra Costa County) had unemployment rates of 2.9% and 3.2%, respectively during the same period, placing them among the top performing counties in California. The state's unemployment rate was 3.8% at this time.

Personal income is on an upward trend in the East Bay, 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. 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.

The housing market in the East Bay remains strong. 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. 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.

Service Area

The District's service area lies within the Tri-Valley, which is part of the East Bay region of the San Francisco Bay Area. The City of Dublin, located approximately 35 miles east of San Francisco and 35 miles north of San Jose, comprises the largest part of the service area. The service area also includes two portions of the City of San Ramon: the original "Village", which is located to the north of Dublin, and the newer Dougherty Valley, located northeast of Dublin. By contract, the District provides wastewater treatment services for the City of Pleasanton, located south of Dublin. Located within commuting distance of major employers throughout the Bay Area, the Tri-Valley offers many transportation options, including Interstates 580 and 680, Bay Area Rapid Transit (BART), Altamont Commuter Express (ACE), and Livermore Amador Valley Transit Authority (LAVTA).





Financial Overview

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ANNUAL BUDGET PROCESS

Dublin San Ramon Services District operates on a fiscal year which runs July 1 through June 30. In this document, if a year is used, it means the end of the fiscal year; for example, 2022 refers to the fiscal year ending June 30, 2022, and is abbreviated as "FY".

The FY 2024 and 2025 budget was developed to address key issues and allow the Board to make fundamental policy decisions. The Operating Budget provides the Board with two prior years actual, current year estimated, and new year budget financial information for two years, as well as trend analysis, past accomplishments, future goals, and other supplemental information.

The District's budget process typically starts at the January management retreat where the full management team develops strategic goals and objectives for the organization and discusses personnel, operational and capital needs of the District for the ensuing two fiscal years. In early Spring, the Board approves a new 5 year Strategic Plan. The District's General Manager provides guidance to division management regarding the budget development based on those goals and objectives. The budget is reviewed by both the Senior Managers and the General Manager before presentation to the Board.

All Board discussions are held in open session and all materials are made publicly available in accordance with the Brown Act. The Board will receive a detailed budget presentation at its June 6, 2023 meeting. In addition, a noticed public hearing will be held on June 20, 2023 providing the public an opportunity to formally make comments regarding the budget directly to the Board prior to adoption.



DSRSD's Regional Wastewater Treatment Facility.

BASIS OF ACCOUNTING/GANN LIMIT

Basis of Accounting

The District is in the business of providing potable and recycled water services, and wastewater collection, treatment and disposal. The District accounts for these business activities in enterprise funds. Revenues are generated through service charges to customers. Expenses are charged to the appropriate fund to ensure that rates are established to recover those costs.

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

For enterprise funds, where the proper matching of revenues and costs is important, the District utilizes the full accrual basis of accounting for financial reporting. However, the budget shows some items as expenses that normally would be recorded directly to the balance sheet. This provides budgetary control throughout the year. Examples include:

- Principal payments of debt, which reduce the amount of debt owed on the balance sheet
- Purchases of capital outlay items (fixed capital assets), which are capitalized on the balance sheet

Non-cash items, such as depreciation, contributions of property, Governmental Accounting Standards Board (GASB) adjustments related to retirement, and compensated leave are not budgeted.

Article XIIIB Appropriations Limit (Gann Limit)

The Community Services District Law (Government Code §61000, et seq.) provides that any district that has previously transferred services and all of the property tax revenue allocation associated with those services to another agency does not need to establish an appropriations limit. The District transferred its property tax allocations to the cities of San Ramon and Dublin in 1988, so no appropriation limit is required.

DESCRIPTION OF FUNDS

Enterprise Funds

Enterprise funds are self-supporting funds that cover the costs of operations and maintenance primarily through service charges. The District's core services are each accounted for in an enterprise fund.

- **Local Wastewater Enterprise (Fund 200)** – operations relating to wastewater collection. The service area consists of the southern part of San Ramon and the City of Dublin.
- **Regional Wastewater Enterprise (Fund 300)** – operations relating to wastewater treatment. The service area consists of southern part of San Ramon, the City of Dublin, and the City of Pleasanton (under contract).
- **Water Enterprise (Fund 600)** – operations relating to delivering potable and recycled water. The service area consists of the City of Dublin and the Dougherty Valley area of San Ramon.

Rate Stabilization Funds

Each enterprise fund is paired with a rate stabilization fund (RSF) to support the District's strategic goal of managing public funds to assure financial stability, including stability of revenues and related rates and charges. In some years, there may be a surplus above the working capital target in one or more of the District's enterprise funds; in other years, unexpected events may cause a fund balance to fall below the target. Rate stabilization funds allow the District to properly manage these different circumstances to achieve the desired stability; avoiding wide fluctuations in rates to fund operations. Cell tower lease and property tax revenues are recorded in the water rate stabilization fund.

Replacement Funds

Replacement funds receive non-operating revenue from developer capacity reserve fees ("buy-in" component) and replacement allocation transfers from enterprise funds. Replacement allocations are based upon funding requirements identified in the District's updated Asset Replacement Planning Model. The buy-in component represents the benefit developers receive from connecting to existing infrastructure that is maintained primarily by ratepayers. This long-term planning model ensures that sufficient funds will be available when capital assets need refurbishment or replacement.

Description of Funds (Continued)

In addition to capital projects, replacement funds also fund the District's capital outlay expenses. A "capital outlay" (also commonly referred to as a capital asset) is defined as any individual asset costing $20,000 or more with a useful life of more than three years.

Expansion Funds

Expansion funds receive revenue from developer capacity reserve fees. These fees are designed to cover the cost of building expanded facilities for new development, including debt service for assets built to serve new development. Capacity reserve fees, which are considered "non-operating" revenue, are recognized upon receipt, but may not be used for many years until the need arises.

Costs for growth-related capital projects, including direct staff time and overhead, are charged to expansion funds.

Administrative Cost Center

The District uses the Administrative Cost Center to capture costs not specifically identifiable to any one of its enterprises. Costs for all of the District's administrative divisions are included in this fund. General administrative costs for services provided to two joint powers authorities (DERWA and LAVWMA) are also recorded in this fund.

Net fund costs are allocated based upon proportionate personnel costs across enterprise funds.

Other Post-Employment Benefits Fund

In August 2004, GASB issued Statement No. 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions. Under the GASB 45 standard, retiree health care and other non-pension benefits for retirees must be paid for as the benefit is earned. In response to this requirement, the District hired an actuary to provide information on the costs of these benefits.

In 2007, the Other Post-Employment Benefits (OPEB) Fund was established to set aside monies for post-retirement insurance costs. The District transferred funds in 2007 from other funds into the OPEB Fund. In 2008, the District passed a resolution to participate in the California Employers' Retiree Benefit Trust (CERBT), an irrevocable trust established to fund OPEB and administered by CalPERS. Funds held by CERBT are managed by an appointed board not under control of the District Board. The OPEB fund records transactions between the District and CERBT.

Dougherty Valley Standby Assessment District Fund

The Dougherty Valley Standby Assessment District (DVSAD) Fund was established to collect assessments and pay ongoing costs associated with the State Water Project specifically tied to the Dougherty Valley. An assessment is levied each year after the Department of Water Resource budget is finalized. All assessments received for the DVSAD, as well as related expenses, are accounted for in this fund.

WORKING CAPITAL BY FUND FAMILIES

Working Capital Targets

The District funds operations from its enterprise and rate stabilization funds. Operating reserves, referred to as "working capital," are defined as current assets minus current liabilities. Working capital is a measure of available resources to meet fluctuations in cash flow.

The Board of Directors establishes working capital targets to define the appropriate amount of operating reserves available in each fund to cover ongoing costs. These targets are defined in terms of "months of working capital," or the amount of cash needed to cover expenses for a set period.

For all three enterprise funds, the target is four months of working capital (or four months of that year's budgeted operating expenses). The working capital target is one of several measures the Board uses to determine when rate adjustments are needed.

The District's Financial Reserves Policy (P400-15-1) establishes reserve guidelines for enterprise, replacement, and expansion funds.

Working Capital by Fund Families

The following pages summarize the District's overall financial picture by individual fund, including revenue and expenses, as well as cash activity that is not accounted for as a revenue or expense (such as loans). The fund schedules are grouped by enterprise and its related rate stabilization fund, followed by the Administrative Cost Center, the Other Post-Employment Benefits Fund, and the Dougherty Valley Standby Assessment District Fund. Financial reserve/working capital targets are included for each funds.

Local Wastewater Operating Funds: Enterprise (200) and Rate Stabilization (205)

The Local Wastewater fund group provides sewer collection services in Dublin and southern San Ramon. The collection system consists of the sewer pipes that transmit wastewater from the residences and businesses to the Regional Wastewater Treatment Plant. Of the three DSRSD utility enterprises, Local Wastewater is the smallest, with $4.8 million in operating costs.

The Local Wastewater Enterprise Fund currently shows a sustainable financial position. The 2023 Local Wastewater Rate Study has projected the revenue needs over the next five year cycle and the Board has approved rate increases of 7% for both FY24 and FY25 with a CPI escalator for years 2026 through 2028,

The Proposed Budget includes $800,000 in replacement funding per year to ensure adequate funding for the Local Wastewater Replacement Fund. The Budget includes the addition of 9.0 FTEs, of which 2.0 FTEs are allocated to support local collection operations. For FY24 and FY25, the combined local enterprise and rate stabilization funds are projected to be above reserve policy targets (four months of working capital).

Local Wastewater Operating Funds - Enterprise Fund & Rate Stabilization Fund

OPERATING BUDGET	Local Enterprise (200)		Local Rate Stabilization (205)	
	FY24	FY25	FY24	FY25
(Estimated) Beginning Working Capital	4,183,149	3,730,984	716,996	731,996
Operating Revenues				
Service Charges	4,808,440	5,145,030	-	-
Other Revenues	370,000	386,000	-	-
Interest	65,000	65,000	15,000	15,000
Total Operating Revenues	5,243,440	5,596,030	15,000	15,000
Operating Expenses				
Wages and Benefits	2,924,199	3,077,225	-	-
Unfunded Actuarial Liability (Pension/OPEB)	176,035	157,274	-	-
Materials & Supplies	133,715	146,833	-	-
Contracts	509,842	434,252	-	-
Other	40,540	41,816	-	-
Allocated Costs	1,020,019	1,071,298	-	-
Total Operating Expenses	4,804,351	4,928,697	-	-
Transfers Out				
Replacement Allocations	800,000	800,000	-	-
Transfers Out - Others	91,254	93,992	-	-
Total Transfers Out	891,254	893,992	-	-
Net increase (decrease)	(452,165)	(226,659)	15,000	15,000
(Projected) Ending Working Capital	3,730,984	3,504,325	731,996	746,996

Regional Wastewater Operating Funds: Enterprise (300) and Rate Stabilization (305)

The Regional Wastewater fund group provides sewer treatment and disposal services in Dublin and southern San Ramon, and the City of Pleasanton (by contract). Of the three utilities, Regional Wastewater is DSRSD's mid-size utility.

The Regional Enterprise Fund continues to be in good financial condition. The 2023 Regional Wastewater Rate Study approved by the Board in March 2023 projected the revenue needs over the next five year cycle and the Board approved revenue increases of 6.6% for FY24 and rate increases of 3.0% for FY25, with a CPI escalator for years FY26 through FY28.

The Proposed Budget includes the addition 9.0 FTEs, of which 5.0 FTEs are allocated to support regional treatment operations. For FY24 and FY25, the combined regional enterprise and rate stabilization funds are projected to be well over reserve policy targets (four months of working capital).

Regional Wastewater Operating Funds

OPERATING BUDGET	Regional Enterprise (300)		Regional Rate Stabilization (305)	
	FY2024	FY2025	FY2025	FY2024
(Estimated) Beginning Working Capital	13,550,683	13,845,886	9,811,391	10,013,391
Operating Revenues				
Service Charges	25,655,604	26,420,323	-	-
Other Revenues	1,200,000	1,200,000	-	-
Interest	147,000	147,000	202,000	202,000
Total Operating Revenues	27,002,604	27,767,323	202,000	202,000
Operating Expenses				
Wages and Benefits	8,754,337	9,319,415	-	-
Unfunded Actuarial Liability (Pension/OPEB)	530,076	473,581	-	-
Materials & Supplies	4,881,791	4,965,510	-	-
Contracts	1,474,168	1,444,218	-	-
Other	297,864	308,919	-	-
5th Supplemental Agreement (Pleasanton)	150,000	150,000	-	-
Contribution to JPA	4,472,908	4,602,583	-	-
Allocated Costs	3,071,473	3,225,882	-	-
Total Operating Expenses	23,632,616	24,490,108	-	-
Transfers Out				
Replacement Allocations	2,400,000	2,700,000	-	-
5th Supplemental Agreement (to Fund 600)	400,000	400,000	-	-
Transfers Out- Others	274,784	283,028	-	-
Total Transfers Out	3,074,784	3,383,028	-	-
Net increase (decrease)	295,203	(105,813)	202,000	202,000
(Projected) Ending Working Capital	13,845,886	13,740,073	10,013,391	10,215,391

Water Operating Funds: Enterprise (600) and Rate Stabilization (605)

The Water fund group supports the District's potable and recycled water system for Dublin and the Dougherty Valley area of San Ramon. The District has provided recycled water service since 1999, which currently represents 22% of total water sales.

The 2019 Comprehensive Water Rate Study was completed in April 2019 and incorporated significant changes to the District's water rates to more accurately reflect cost of service principles. To partially mitigate the impact of the restructured rates on lower water users, the District did not increase rates in FY19 and FY20, and future rate adjustments were limited to inflation for FY21 through FY23. A Water Rate Study will be performed in the Fall of 2023 with an anticipated water rate increase effective January 1, 2024. The current budget projects minimal increases in both growth and water demand in FY24, with demand continuing to increase slowly post-drought in FY25.

The Budget includes the addition 9.0 FTEs of which 2.0 FTEs are allocated to support the Water Enterprise Fund operations. Efforts are underway to take District operations to a proactive versus reactive approach for maintenance of our water system, embracing current best practices in regards to water flushing, infrastructure maintenance and increased water flows to enhance water quality.

Both the combined Water Enterprise and Rate Stabilization funds are projected to be between minimum (2 months) and target (four months) reserve policy requirements for the next two years.



Engineering/GIS Technician Roper Macaraeg uses a locator to pinpoint a valve location in a new development that will be incorporated into the DSRSD's Geographic Information System. The new point will have valve information and service history to better track and maintain DSRSD's service area."

Water Operating Funds

OPERATING BUDGET	Water Enterprise (600) FY24	Water Enterprise (600) FY25	Water Rate Stabilization (605) FY24	Water Rate Stabilization (605) FY25
(Estimated) Beginning Working Capital	9,064,945	5,893,067	15,866,949	17,130,949
Operating Revenues				
Total Service Charges	40,310,000	42,985,000	-	-
Other Revenues	1,215,500	1,246,500	1,000,000	1,035,000
Interest	276,000	276,000	334,000	334,000
Total Operating Revenues	41,801,500	44,507,500	1,334,000	1,369,000
Operating Expenses				
Wages and Benefits	7,520,015	7,916,646	-	-
Unfunded Actuarial Liability (Pension/OPEB)	452,778	404,522	-	-
Materials & Supplies	3,146,575	3,292,750	-	-
Water Purchase	18,722,350	20,257,000	-	-
Contracts	2,381,893	2,388,713	-	-
Other	318,276	327,217	70,000	70,000
Contribution to JPA	3,583,200	3,653,100	-	-
Allocated Costs	2,623,577	2,755,470	-	-
Total Operating Expenses	38,748,664	40,995,418	70,000	70,000
Transfers In				
5th Supplemental Agreement (from Fund 300)	400,000	400,000	-	-
Total Transfers In	400,000	400,000	-	-
Transfers Out				
Replacement Allocations	6,390,000	6,500,000	-	-
Transfers Out - Others	234,714	241,756		
Total Transfers Out	6,624,714	6,741,756	-	-
Net increase (decrease)	(3,171,879)	(2,829,673)	1,264,000	1,299,000
Ending Working Capital	5,893,067	3,063,393	17,130,949	18,429,949

Internal Service Funds: Administrative Cost Center (900), Other Post-Employment Benefits (965), and Dougherty Valley Standby Assessment District Fund (995)

Administrative Cost Center

The Administrative Cost Center captures costs not specifically identifiable to any one of the District's operational activities. A majority of the cost for the Administrative Services Department and the Board of Directors/Office of the General Manager Department is included in this fund. Revenue is generated in the fund for general administrative services provided to the two joint powers authorities (DERWA and LAVWMA), the general overhead for capital project management, and miscellaneous services to customers and other local agencies. The net fund costs are allocated across funds of the District's three main enterprises based upon proportionate personnel costs.

Other Post Employee Benefits (OPEB)

The Other Post-Employment Benefits (OPEB) Fund records transactions between the District and California Employers' Retiree Benefit Trust (CERBT), an irrevocable trust established to fund future OPEB costs. The fund reflects the costs of current retiree benefits and the amount that may be drawn from CERBT ($628,247 and $672,224) to cover these costs. The District is currently super-funded with a funded ratio of 125%.

Dougherty Valley Standby Assessment District (DVSAD)

The Zone 7 Water Agency (Zone 7) recovers State Water Project (SWP) costs through the Alameda County property tax roll and charges to Tri-Valley retailers. The DVSAD was established in 2000 to provide potable water service to the newly developed Dougherty Valley in the City of San Ramon, which is located in Contra Costa County. Since Zone 7 does not have jurisdiction to place assessments on the Contra Costa County property tax roll, DSRSD assessed the DVSAD a proportionate share of SWP costs on Zone 7's behalf. SWP costs have increased significantly over the years and have exceeded the DVSAD limit of $1.3 million. Based on estimates from the Zone 7 Water Agency, an additional increment is now charged to recover SWP costs that exceed the DVSAD limit through the Dougherty Valley Incremental fee, which augments this fund.



Dublin's Emerald High School began construction to serve a growing population.

Internal Service Operating Funds

OPERATING BUDGET	Administrative Cost Center (900) FY24	FY25	OPEB (965) FY24	FY25	DVSAD (995) FY24	FY25
(Estimated) Beginning Working Capital	-	-	-	-	-	-
Operating Revenues						
Other Revenues	3,491,000	3,696,000	-	-	2,397,000	2,632,000
Interest	-	-	-	-	-	-
Operating Expenses						
Wages and Benefits	7,341,067	7,623,120	1,229,000	1,291,000	-	-
Unfunded Actuarial Liability (Pension/OPEB)	-	-	(628,247)	(672,224)	-	-
Materials & Supplies	399,800	414,090	-	-	-	-
Contracts	2,369,067	2,615,284	-	-	2,397,000	2,635,500
Other	96,135	96,155	-	-	-	-
Allocated Costs	(6,715,069)	(7,052,650)	-	-	-	-
Total Operating Expenses	3,491,000	3,696,000	600,753	618,776	2,397,000	2,635,500
Transfers In						
Transfers In - Others	-	-	600,753	618,776		
Interfund Loan Repaid	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
			600,753	618,776		
Net increase (decrease)	-	-	-	-	-	(3,500)
(Projected) Ending Working Capital	-	-	-	-	-	(3,500)
Target Reserve						

OPERATING REVENUE

Service charges are the District's primary source of revenue. The District conducts periodic rate and fee studies to ensure financial sufficiency to meet operation and maintenance (O&M) and capital replacement costs, achieve policy reserve targets, realign rates/fees to more closely reflect costs incurred, and adequately recover the revenue requirements of each enterprise. The budget reflects adopted rates and fees, as well as anticipated annual adjustments based on the Consumer Price Index (CPI) or Construction Cost Index (CCI). Projections on customer consumption, account growth, and development forecast have been used to develop operating revenue budgets. DSRSD's current rates, fees, and charges are available on the District's website at www.dsrsd.com/your-account/rates-fees.

Revenues by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Service Charges	63,603,758	64,125,228	66,357,836	70,774,044	74,550,353
Capacity Reserve Fees	8,748,663	17,528,817	24,135,485	9,981,126	20,476,992
Other Revenues	10,678,643	17,584,313	6,472,053	9,673,500	10,195,500
Interest	(665,105)	(7,371,991)	1,853,188	4,475,000	4,475,000
Total	**82,365,960.06**	**91,866,367**	**98,818,562**	**94,903,670**	**109,697,845**
% Change		**11.53%**	**7.57%**	**-3.96%**	**15.59%**

Service Charges

Total Service Charge revenue is comprised of the local wastewater collection rates, the regional wastewater treatment rates and the water and recycled water rates. This revenue category is projected to increase by 6.7% in FY24 and 5.4% in FY25. Rates are set with a cost of service study every five years. The District recently completed the 2023 Local and Regional Wastewater Rate Study with new rates effective July 1, 2023 and has started a 2024 Water Rate Study with new water rates targeted for an effective date of January 1, 2024.

Local Wastewater Service Charges

Local service charges fund the operation and maintenance of the District's wastewater collection system, and are billed to customers in Dublin and southern San Ramon. Residential customers are primarily billed through the Alameda and Contra Costa county property tax rolls. Multi-family and non-residential customers in Dublin are billed directly by the District. For south San Ramon non-residential customers, billing is done by contract through the water provider, East Bay Municipal Utility District (EBMUD) which then remits revenue to the District on a monthly basis.

The *2023 Local Wastewater Rate Study* was completed in May 2023, with the new rates reflected in the FY24 and FY25 projections. The Study incorporates increases in power and reflects the addition of 2.0 FTEs as a result of the recent Operations Workforce Study. Local service charge revenue is projected to increase 7.0% in FY24 and FY25 , with rates for FY26 through FY28 set to the annual increase in the Consumer Price Index (CPI).

Below is a summary of the Local Wastewater Service Charge revenues for FY21 through FY25. Detailed rates for customer classes are available at www.dsrsd.com/your-account/rates-fees/wastewater-rates.

Local Wastewater Fund Service Charge Revenue	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Sewer Service Charges - Dublin	3,146,630	3,576,165	3,675,993	3,933,313	4,208,644
Sewer Service Charges - San Ramon	715,018	808,724	817,876	875,127	936,386
Total	**3,861,649**	**4,384,889**	**4,493,869**	**4,808,440**	**5,145,030**
% Change		**13.55%**	**2.49%**	**7.00%**	**7.00%**

Regional Wastewater Service Charge

Regional service charges fund the operation and maintenance of the District's wastewater treatment system, and are billed to customers in Dublin, south San Ramon and Pleasanton (by contract). Residential customers are primarily billed via the Alameda and Contra Costa county property tax rolls. Multi-family and non-residential customers in Dublin are billed directly by the District. For south San Ramon non-residential customers, billing is done by contract through the water provider, East Bay Municipal Utility District (EBMUD) which then remits revenue to the District on a monthly basis. Pleasanton bills its customers and remits payment to the District once they receive payment from their customers.

The *2023 Local Wastewater Rate Study* was completed in May 2023, with the new rates reflected in the FY24 and FY25 projections. Regional service charge revenue is projected to increase 6.6% in FY24 and 3.0% in FY25, with rates for years 2026 through 2028 set to an annual increase in the Consumer Price Index (CPI). The Study incorporated increases in power and chemical costs and reflects the addition of 5.0 FTEs as a result of the recent Operations Workforce Study.

Below is a summary of the Regional Wastewater Service Charge revenues for FY21 through FY25. Detailed rates for customer classes are available at www.dsrsd.com/your-account/rates-fees/wastewater-rates.

Regional Wastewater Fund Service Charge Revenue	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Sewer Service Charges - Dublin	9,712,333	10,338,216	10,528,862	11,223,767	11,560,480
Sewer Service Charges - Pleasanton	10,733,596	10,827,011	11,243,642	11,985,722	12,345,294
Sewer Service Charges - San Ramon	1,988,668	2,083,286	2,139,883	2,281,115	2,349,549
Sewer Service Charges - IW (all others)	52,272	76,696	74,081	80,000	80,000
Sewer Service Charges - IW (Pleasanton)	67,099	84,979	82,721	85,000	85,000
Total	**22,553,968**	**23,410,188**	**24,069,190**	**25,655,604**	**26,420,323**
% Change		**3.80%**	**2.82%**	**6.59%**	**2.98%**

Water Service Charges

The District provides potable water service to the City of Dublin and the Dougherty Valley area in the City of San Ramon. The District's potable water supply is from the Zone 7 Water Agency, the largest expense in the Water Enterprise Fund. To recover the costs of water purchases, the District established a pass-through charge based on the wholesale rate charged by Zone 7. The wholesale rate is adjusted by Zone 7 annually, typically in January, and is not directly controlled by the District. Revenue from the Zone 7 Cost of Water charge is intended to fully offset water purchases.

The *2019 Comprehensive Water Rate Study* was completed in April 2019. The Study incorporated a number of major policy decisions resulting in significant changes to the District's water rates to better address cost of service principles. To partially mitigate the impact of the restructured rates on our lower water users, the Board deferred rate increases for FY19 and FY20, with future rate adjustments limited to inflation for FY21 through FY23.

Water recycling continues to be a prime focus for the District. With California's water supply situation, recycled water is increasingly critical to water resource conservation. DSRSD has worked many years in partnership with EBMUD to develop a comprehensive recycled water program for Dublin and San Ramon Valley customers. This effort is represented through the DSRSD-EBMUD Recycled Water Authority (DERWA) Joint Powers Authority (JPA). DERWA recycled water for irrigation customers in Dublin, Pleasanton, the Dougherty Valley portion of San Ramon and Danville. The recycled water program is at peak capacity during the summer months, necessitating a moratorium on new recycled water connections until a new source of supply can be secured.

The Recycled Water Charge is adjusted annually in January based on the Consumer Price Index for the San Francisco-Oakland-Hayward, CA area. New rates will be adopted on January 1, 2024 to reflect the *2023 Water Rate Study* cost of service. Detailed rates for customer classes are available at www.dsrsd.com/your-account/rates-fees/water-rates.

A power charge applies to service locations where water must be pumped above a certain elevation, generally in Dougherty Valley and eastern and western Dublin. The Power Charge is typically adjusted annually in January based on the Consumer Price Index (CPI) for the San Francisco-Oakland-Hayward, CA area. The power charge will be reviewed as part of the comprehensive water rate study that will be performed in the Fall of 2023.

Water Fund Service Charge Revenue	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Water Service Charges - Potable Water	30,509,878	30,242,513	31,144,885	33,600,000	36,015,000
Water Service Charges - Recycled	5,823,936	5,150,855	5,772,733	5,680,000	5,880,000
Water Service Charges - Power	854,327	936,782	877,161	1,030,000	1,090,000
Total	**37,188,141**	**36,330,150**	**37,794,778**	**40,310,000**	**42,985,000**
% Change		**-2.31%**	**4.03%**	**6.65%**	**6.64%**

Capacity Reserve Fees

Capacity Reserve Fees fund the cost of new or expanded District infrastructure to support growth and contribute toward the benefit received through connection to existing infrastructure. The revenue from the "buy-in" component is to contribute a proportionate share of the benefit received from rehabilitation and replacement of existing infrastructure maintained by ratepayers. Fees are comprised of the following components:

- **Expansion** – Funds new or expanded facilities needed to support growth from planned development.
- **Debt** – Principal and interest costs associated with the "expansion" portion of facilities built to support growth (projects are allocated between current and future customers when built; only the "future" portion of those facilities funded by debt are included)
- **Buy-in** – "Buy-in" to available capacity of existing infrastructure (net of the principal on any related debt) to serve development

Projected revenues are calculated using growth estimates and fee adjustments based on a change in the construction cost index. The District works closely with the cities of Dublin, San Ramon, and Pleasanton planning departments to estimate the anticipated development activity included in these projections.

Capacity Reserve Fee revenue is non-cyclical and directly tied to new building activity. Total Capacity Reserve Fees vary widely from year to year based on development within the service area. Overall, the pace of development has slowed and the District anticipates that revenues from Capacity Reserve Fees will decline as the District approaches build out and developable land in the service area is exhausted. However, the State Regional Housing Needs Assessment (RHNA) may put pressure on cities to build more housing which would impact this revenue source.

Capacity Reserve Fees	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Local Wastewater Replacement	476,544	1,103,584	1,422,509	539,817	1,237,398
Local Wastewater Expansion	14,536	33,662	43,391	16,581	38,007
Regional Wastewater Replacement	903,680	2,261,290	3,302,790	1,357,224	2,531,481
Regional Wastewater Expansion	2,483,080	6,106,193	8,746,658	3,331,137	6,107,371
Water Replacement	1,501,356	2,503,857	3,346,116	2,130,526	4,760,700
Water Expansion	3,369,468	5,520,230	7,274,021	2,605,841	5,802,035
Total	**8,748,663**	**17,528,817**	**24,135,485**	**9,981,126**	**20,476,992**
% Change		**100.36%**	**37.69%**	**-58.65%**	**105.16%**

Interest

The District uses a pooled interest allocation method for all funds with any unrestricted interest earned allocated each quarter based upon the cash balances in each fund. For the next two fiscal years, a 2.0% interest rate is assumed as the federal government works to combat the current inflation rates.

Other Revenue

Revenues that cannot be classified as service charges or capacity reserve fees are included in other revenue. Key changes are noted below:

- Inspection and plan check fees are based on city permit projections. A cost allocation study is planned in 2024 to ensure fees are appropriately capturing all cost of service.
- Dougherty Valley Standby Assessment and Incremental Fees continue to increase each year, but these costs are controlled by the State and are a pass-through only for DSRSD.
- Miscellaneous revenues vary substantially from year to year with FY22 receiving one-time funding from disposal of assets ($3.8M), State COVID Relief Funds ($2.8M), and easement revenue for roadway improvements from the city of Pleasanton ($1.3M).
- Administrative fees represent staff time incurred for the operations of the DERWA and LAVWMA JPA's. Billing for the two JPA's and for overhead costs associated with management of capital projects will increase by almost $2M for the next two years to more accurately represent staff allocation associated with operations, maintenance, and project management.



Other Revenues by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Administrative Fees	1,653,440	1,799,791	1,353,646	3,291,000	3,496,000
Backflow Prevention	260,694	267,372	190,914	270,000	275,000
Fireline Service	243,993	252,569	185,851	250,000	260,000
Inspections	223,757	600,246	99,000	708,000	708,000
Meter Assemblies	34,569	44,662	140,000	60,000	60,000
Penalties	-	(259)	161,459	200,000	200,000
Plan Check Fees	185,211	321,146	94,000	120,000	152,000
Property Tax	806,005	837,336	797,622	900,000	935,000
DV Standby Charge District	1,588,179	1,772,372	1,999,463	2,397,000	2,632,000
Miscellaneous Revenue	5,682,795	11,689,077	1,450,098	1,477,500	1,477,500
Total	**10,678,643**	**17,584,313**	**6,472,053**	**9,673,500**	**10,195,500**
% Change		**64.67%**	**-63.19%**	**49.47%**	**5.40%**

Other Revenues by Fund	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Local Wastewater Enterprise	1,282,030	1,953,012	81,300	370,000	386,000
Local Wastewater Replacement	1,222	90,702	-	-	-
Local Wastewater Expansion	-	100,364	-	-	-
Regional Wastewater Enterprise	1,420,095	2,142,965	1,156,873	1,200,000	1,200,000
Regional Wastewater Rate Stabilization	-	-	-	-	-
Regional Wastewater Replacement	3,290	291,475	-	-	-
Regional Wastewater Expansion	854,642	2,150,450	-	-	-
Water Enterprise	2,605,017	4,474,984	807,190	1,215,500	1,246,500
Water Rate Stabilization	908,531	1,009,594	911,622	1,000,000	1,035,000
Water Replacement	23,541	355,789	-	-	-
Water Expansion	267,318	1,157,848	-	-	-
Administrative Cost Center	1,724,779	2,084,758	1,515,605	3,491,000	3,696,000
DV Standby Charge District	1,588,179	1,772,372	1,999,463	2,397,000	2,632,000
Total	**10,678,643**	**17,584,313**	**6,472,053**	**9,673,500**	**10,195,500**
% Change		**64.67%**	**-63.19%**	**49.47%**	**5.40%**

OPERATING EXPENSES

The Board approves the operating budget at the fund level, providing resources for the General Manager to run the District while ensuring it maintains overall control of rates and fees. By Board Policy, the General Manager is authorized to make "no net change" budget adjustments within a fund.

The following charts summarize District operating expenses by fund and by category (expense type). The changes driving expense increases by expenditure category are discussed in more detail on the following pages. Additional departmental detail is included in the Department Operating Budget section.

Operating Expenses by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget	
Wages and Benefits	21,858,691	23,077,292	26,927,966	28,299,260	29,590,558	
Materials	21,619,639	21,719,951	23,572,818	27,284,231	29,076,183	
Contracts	5,954,824	7,994,381	8,592,528	9,282,220	9,668,217	
Other Expenses / JPA / Service	(23,969,848)	14,059,747	13,532,856	16,235,176	15,925,694	*
Capital Outlay	421,561	641,563	1,548,110	-	-	**
Total	**25,884,867**	**67,492,934**	**74,174,278**	**81,100,887**	**84,260,652**	
% Change		**160.74%**	**9.90%**	**9.34%**	**3.90%**	

* FY21 includes an accounting adjustment of $37.9 million to reclass investment in JPA.

** Included in the Capital Improvement Program effective FY24.

Operating Expenses by Fund	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Local Wastewater Enterprise	2,784,427	2,592,029	3,572,873	4,804,351	4,928,697
Local Wastewater Rate Stabilization	2,321	11,263	9,000	-	
Local Wastewater Replacement		24,930	568,530	-	-
Local Wastewater Expansion		205	-	-	-
Regional Wastewater Enterprise	15,662,444	20,173,580	21,750,191	23,632,616	24,490,108
Regional Wastewater Rate Stabilization	2,321	11,263	9,000	-	-
Regional Wastewater Replacement	534,711	842,718	598,579	279,600	279,600
Regional Wastewater Expansion	(9,438,946)	4,030,964	3,580,676	3,583,046	3,581,322
Water Enterprise	31,251,767	32,326,511	35,539,740	38,748,664	40,995,418
Water Rate Stabilization	74,014	142,461	140,625	70,000	70,000
Water Replacement	181,391	173,842	834,481	517,950	242,250
Water Expansion	(18,462,165)	2,159,132	2,699,945	2,975,907	2,722,982
Administrative Cost Center	1,338,234	3,022,772	1,920,605	3,491,000	3,696,000
Other Post-Employment Benefits	0	(1,817)	945,553	600,753	618,776
DV Standby Charge District	1,954,350	1,983,080	2,004,481	2,397,000	2,635,500
Total	**25,884,867**	**67,492,934**	**74,174,278**	**81,100,887**	**84,260,652**
% Change		**160.74%**	**9.90%**	**9.34%**	**3.90%**

Personnel Costs

The Board reviews all new position requests, authorizes total full time equivalent (FTE) positions, and approves salary ranges for positions. The adopted budget reflects the addition of nine new FTEs as a result of the Operations Workforce Study. Of the 141 approved employee count, 2.7 FTE are dedicated to LAVWMA, 5.2 FTE to DERWA, and 133.1 FTE are exclusive to DSRSD.

Staffing Overview and Salaries

As in most service industries, wages and benefits are the District's largest expense category, representing approximately 36% of the total District operating expenditures. Negotiations were completed with four bargaining groups in early 2022 which provided for cost-of-living adjustments (COLA) and increased medical benefits. The contracts will expire in late 2025. The District has conservatively budgeted for the maximum COLA over this 4-year period. Position detail by division can be found on the next page.

In early 2023, the District completed a comprehensive Operations Workforce Study to assess staffing levels to ensure current and future service levels are met, operations are aligned with best practices, resources are available to support the District's CIP and Strategic Plan, and succession and business continuity needs are considered. Based on the recommendations in the 2023 Operations Workforce Study, the proposed budget includes nine (9) new positions – seven (7) in the Operations Department and two (2) in the Field Operations Division. These new positions will provide additional capacity to increase preventative maintenance, meet current and future regulatory requirements, ensure adequate coverage for operating the wastewater, recycled water, and potable water systems, provide resources to support the District's CIP and priorities in the Strategic Plan, and fulfil the District's contractual obligations to operate and maintain the DERWA and LAVWMA facilities.



Senior Process Wastewater Treatment Plant Operator Todd Millison conducts a treatment plant tour for new employees.

Retirement Benefits: CalPERS & UAL

All regular and limited-term employees who work more than 1,000 hours per fiscal year are enrolled as "classic members" in the California Public Employees Retirement System (CalPERS) 2.7% at age 55 retirement program if employed by the District prior to January 1, 2013, or, if hired after January 1, 2013, was a member of a public retirement system within 6 months of hire date with DSRSD. New employees not qualifying as classic members are designated as "new members" or "PEPRA members," and are enrolled in the CalPERS 2.0% at age 62 plan in accordance with state law. Classic employees contribute 10.0% of salary toward their retirement (8.0% is the employee's portion and 2.0% is paid by the employees on behalf of the employer, as negotiated in exchange for the current retirement plan). This 2% payment by employees "sunsets" in 2024. PEPRA members contribute 50.0% of the total normal cost of benefits (currently 6.75% of salary for FY23 and will increase to 7.75% beginning FY24) toward retirement. The District's employer contribution varies from year to year. Based on the most recent actuarial valuation (2022), the budget assumes net employer contributions of 13.95% (15.95%-2.0%) of salary in FY24 and 16.0% in FY25 for classic members. Employer contributions for PEPRA members are 7.68% and 7.75% of salary in FY24 and FY25, respectively.

PERSONNEL TABLE BY DEPARTMENT

Div	BOARD OF DIRECTORS AND OFFICE OF THE GENERAL MANAGER	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
12	Office of the General Manager	2.0	2.0	2.0	3.0	3.0
14	Public Affairs	3.4	3.4	3.4	3.4	3.4
32	Human Resources and Risk Management[1]	0	0	5.0	5.0	5.0
		5.4	5.4	10.4	11.4	11.4
	ADMINISTRATIVE SERVICES					
30	Administrative Services Administration	2.0	3.0	3.0	3.0	3.0
31	Financial Services	6.0	5.0	5.0	5.0	5.0
32	Human Resources & Risk Management[1]	5.0	5.0	0	0	0
33	Revenue and Billing Services	7.0	7.0	8.0	7.0	7.0
34	Information Technology Services	6.0	6.0	6.0	6.0	6.0
35	Executive Services	3.0	3.0	3.0	3.0	3.0
		29.0	29.0	25.0	24.0	24.0
	ENGINEERING & TECHNICAL SERVICES					
40	Engineering & Technical Services Administration	2.6	2.6	2.0	2.0	2.0
41	Capital Projects	8.0	8.0	7.0	7.0	7.0
42	Development & Construction Services	7.0	7.0	6.0	6.0	6.0
43	Planning & Asset Management	5.0	5.0	6.6	6.6	6.6
51	Field Operations[2]	0	0	18.0	20.0	20.0
		22.6	22.6	39.6	41.6	41.6
	OPERATIONS					
50	Operations Administration	1.0	1.0	1.0	2.0	2.0
51	Field Operations[2]	16.0	17.0	0	0	0
52	Plant Operations	13.0	14.0	14.0	16.0	16.0
53	Mechanical Maintenance	16.0	16.0	16.0	17.0	17.0
54	Instrumentation, Controls, & Electrical	10.0	10.0	10.0	11.0	11.0
55	Laboratory & Technical Services	8.0	8.0	8.0	10.0	10.0
56	Operations Support Services	7.0	8.0	8.0	8.0	8.0
		71.0	74.0	57.0	64.0	64.0
Total		**128.0**	**131.0**	**132.0**	**141.0**	**141.0**
Change		**-**	**3.0**	**1.0**	**9.0**	**-**

NOTES

1 In FY23, Human Resources moved from Administrative Services to the Office of the General Manager

2 In FY23, Field Operations moved from Operations to Engineering & Technical Services

Other Employee Benefits (OPEB)

All full-time employees and Board members are eligible to receive medical, dental, and vision benefits. Part-time employees receive prorated benefits. Health premiums paid by the District are set forth in a cost sharing agreement in each of the labor contracts. Per negotiated labor agreements in 2021, the maximum monthly District contribution for medical is set at $2,303 (Kaiser family rate) per month. Increases in medical costs are shared by the District and the employees.

The District provides retiree medical coverage subject to a vesting schedule established by CalPERS. Retiree dental coverage is provided to employees hired prior to July 1, 2014. Funding of these benefits is from the Other Post-Employment Benefits (OPEB) fund.

The table below summarizes all personnel and benefit costs. FY24 shoes full salary projections including the addition of nine new positions as result of our Operations Department Workforce Study completed in early 2023.

The District charges unfunded actuarial liability (UAL) costs directly to the divisions, thus showing only year-end adjustments in this category with all UAL costs consolidated. The proposed budget pays down this liability based on the most recent CalPERS Actuarial Report, amortized over fifteen years.

Finally, as a higher percentage (52.0%) of our workforce falls under the CalPERS Public Employees' Pension Reform Act (PEPRA) benefits the costs of retirement will start to decline as payments into that plan are less than the CalPERS Classic benefit plan.

Personnel Costs	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Wages	14,024,594	15,019,920	16,916,908	17,607,469	18,720,586
Benefits	2,722,080	2,671,448	3,300,800	3,849,909	3,985,201
Retirement	3,881,110	3,147,933	3,386,115	3,974,526	4,272,790
Pension-Unfunded Actuarial Liability (UAL) & Advance Funding	586,273	1,016,556	1,316,565	1,158,889	1,035,376
Other Post-Employment Benefits (OPEB)	1,064,867	931,328	945,553	600,753	618,776
Other Personnel Costs	644,635	1,221,436	1,062,025	1,107,714	957,829
Total	**22,923,558**	**24,008,620**	**26,927,966**	**28,299,260**	**29,590,558**
% Change		**4.73%**	**12.16%**	**5.09%**	**4.56%**

Materials

Materials are expected to increase 15.74% in FY24 and 6.57% in FY25, driven by rising energy, chemical costs and inflation. Major items to note under the material category of expenses are discussed below.

Water Purchase

All of the District's potable water is purchased from Zone 7 Water Agency, which represents the largest District materials expense. The Zone 7 component of water rates is designed to cover the full cost of water and is adjusted based upon the rate established by Zone 7, generally effective January 1 of each year. Water purchase costs are mainly driven by Zone 7 rate adjustments, customer growth, and water demand. Water purchases are projected to increase a modest 6% in FY24 and an additional 3% in FY25 due to growth within the service area and a gradual rebounding of water usage after the end of drought restrictions.

The District continues to focus on identifying and minimizing water that is used but not billed. Some reasons for unbilled water include inaccurate data (under-reading) from water meters, pipe leaks, flushing fire hydrants, and testing new water lines. The budget assumes a 7.0% rate of unbilled water.

Gas & Electric

The Wastewater Treatment Plant generates much of its own electricity from the cogeneration system that is powered by a blend of biogas produced onsite and supplemented with natural gas. The vast majority of the Gas & Electric budget is for the purchase of electricity from PG&E for the distribution of potable water and the treatment and distribution of recycled water. The Gas & Electric budget includes DERWA energy costs that are reimbursed by the JPA. The budget does not include LAVWMA energy costs. PG&E has expanded peak hours for higher rates in California, thus directly affecting the District's pumping costs for our water and recycled water systems. The Gas & Electric budget assumes a projected 30% increase in PG&E charges in FY24 followed by a 10% increase in FY25.

Chemicals

To curtail the rise in chemical costs, the District formed the Bay Area Chemical Consortium (BACC), which is now managed by Bay Area Clean Water Agencies (BACWA). BACC is an informal cooperative of 68 water and wastewater agencies in the Bay Area working together to purchase chemicals in higher volume at lower cost. Supply chain issues, however, have resulted in significant increases over the past few years. Chemical increases, especially those used in our wastewater treatment, are projected to increase by 82% in FY24 and level off in FY25.

Materials	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Water Purchase	16,021,759	15,615,879	17,238,103	18,722,350	20,257,000
Gas & Electric	2,721,107	3,094,328	2,954,406	3,822,566	4,102,093
General Supplies	1,774,171	1,728,831	1,701,844	2,211,000	2,230,500
Chemicals	464,520	466,534	681,736	1,242,200	1,267,960
Meter Equipment	117,943	303,727	277,000	353,500	353,500
Equipment Under $20,000	285,808	164,897	401,669	524,450	444,250
Fuel	83,849	159,620	137,934	173,800	180,500
Tools	60,953	66,693	63,056	81,375	86,350
Office Supplies/Services	37,612	62,336	68,570	74,490	75,530
Fluids	51,918	57,106	48,500	78,500	78,500
Total	**21,619,639**	**21,719,951**	**23,572,818**	**27,284,231**	**29,076,183**
% Change		**0.46%**	**8.53%**	**15.74%**	**6.57%**

Contract Services

Contract expenses are projected to increase 8.03% and 4.16%, respectively , over the next two years. Software Maintenance costs were separated from regular maintenance as the District is heavily investing in state-of-the-art software solutions.

Professional Services

Professional services expenses are for various consultants to provide ongoing program support and assist with long-range financial and capital planning. FY23 expenses increased significantly due to consultant support required to support the District's implementation and integration of a new Enterprise Resource Planning System for Finance, Human Resources, Utility Billing and Engineering. Professional services expenses for FY24 include support for Emergency Preparedness and Response programs, Strategic Planning, regulatory compliance, and rate studies..

Other Services - Dougherty Valley Standby Charge District (DVSCD)

DSRSD's largest contractual services expense under Other Services is the remittance of standby charges from the DVSAD Fund to Zone 7. In order for DSRSD to provide water services to Dougherty Valley, DSRSD must collect a proportionate share of State Water Project (SWP) costs charged to Zone 7 and then reimburse Zone 7 for these costs. SWP costs are projected at $2.4 million in FY24 and $2.6 million in FY25. The District contracts out both planned maintenance and emergency repairs as needed for the water distribution, recycled water distribution, and sewer collection systems. The District's costs for underground emergency repairs have increased over the past few years due to a number of factors, including the aging of the District's infrastructure and increased costs for labor, equipment and materials. This trend is not anticipated to change. The FY24 and FY25 budgets include approximately $1 million annually for emergency subsurface repair work.

Contracts	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Insurance	525,505	532,269	636,202	650,700	650,700
Legal Services	208,497	164,887	255,000	280,000	280,000
Professional Services	970,091	926,568	1,679,180	1,531,108	1,372,033
Advertising	10,459	51,692	55,500	57,000	57,000
Equipment Lease/Rental	160,049	125,963	117,980	167,820	175,520
Maintenance Contracts	626,347	696,107	881,572	565,210	674,670
Monitoring & Testing Services	45,989	88,709	107,500	117,400	112,400
Other Services	3,808,746	5,416,065	4,616,144	5,189,133	5,638,233
Other Services - District Office Flood	(589,055)	(269,504)	-	-	-
Printing Services	102,181	158,849	119,950	167,020	156,000
Telecommunication Services	86,015	102,776	123,500	128,550	129,250
Software Maintenance	-	-	-	428,279	422,411
Total	**5,954,824**	**7,994,381**	**8,592,528**	**9,282,220**	**9,668,217**
% Change		**34.25%**	**7.48%**	**8.03%**	**4.16%**

Other Expenses/JPA/Debt Payments

Debt Payments

Per the District's Capital Financing and Debt Management policy, the District may use debt financing only to purchase or build capital assets that cannot be acquired from either current revenues or replacement reserves and to fund capital improvements and additions. Debt for operating and maintenance costs is not allowed. See Appendix for Consolidated Debt Service schedule.

Debt expenses shown below are budgeted for both principal and interest to ensure the working capital by fund is accurately reflected for forecasting purposes.

Other Expenses	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Debt Service	1,873,263	1,835,958	1,877,188	1,880,438	1,877,188
Total	**1,873,263**	**1,835,958**	**1,877,188**	**1,880,438**	**1,877,188**
% Change		**-1.99%**	**2.25%**	**0.17%**	**-0.17%**

2021 LAVWMA Pledge Obligation

In addition to the debt service mentioned above, the District also pays its proportionate share of the 2021 LAVWMA Pledge Obligation through a Contribution to Joint Powers Authorities (JPA) expense. On September 28, 2011, LAVWMA issued $105,345,000 of 2011 Sewer Revenue Refunding Bonds (2011 LAVWMA Bonds) to refund and retire its Series A Sewer Revenue Bonds and to pay costs of issuance. As a member of LAVWMA, the District has pledged its regional service charges to a portion of the 2011 LAVWMA Bonds. LAVWMA refunded this debt in August, 2021, to take advantage of the current bond market interest rates. Net present value savings as a result of the refunding, for all JPA participants, was approximately $9.6 million and resulted in a savings of $980,000 per year in interest expense for the DSRSD and Pleasanton obligation.





By contract DSRSD operates and maintains the DERWA and LAVWMA facilities.

Contributions to Joint Powers Authorities

The District is a member agency in two JPAs: the Livermore Amador Valley Water Management Agency (LAVWMA) and the Dublin San Ramon Services District - East Bay Municipal Utility District Recycled Water Authority (DERWA). Each JPA Board of Directors is comprised of representatives of their respective member agencies and adopt operating and capital budgets independently. Budgeted Contributions to JPAs are based on the adopted budget of each JPA. Debt for each JPA is based on the debt service schedule for each offering. DSRSD is the contractual operator of both the LAVWMA and DERWA facilities. The District directly budgets for expenditures for operating the JPA facilities, and is reimbursed by the JPAs for the operations and maintenance costs.

LAVWMA

Formed in 1974, member agencies of LAVWMA are comprised of the District and the Cities of Livermore and Pleasanton. The authority operates an export pumping facility through which secondary effluent is discharged. DSRSD is the contract operator under a 1980 Maintenance Agreement. Contributions to LAVWMA for operations and maintenance expenses is funded by the Regional Enterprise Fund. LAVWMA's replacement capital projects are funded through the Regional Replacement Fund. LAVWMA debt is funded by the Regional Enterprise Fund (repair portion) and the Regional Expansion Fund (expansion portion). Under terms of agreements with the City of Pleasanton, DSRSD's Regional Wastewater Program funds Pleasanton's share of all LAVWMA costs. Increases in Operating and Maintenance Cost in FY24 and FY25 are primarily due to the large increases from PG&E for pumping costs, which are estimated at 30% and 10%, respectively.

DERWA

DSRSD and East Bay Municipal Utility District (EBMUD) are the member agencies that comprise DERWA, a JPA formed in 2006 to provide recycled water service. DSRSD is the contract operator under a 2005 Maintenance Agreement. Contributions to DERWA for operations and maintenance are funded by the Water Enterprise Fund. DERWA also holds debt for recycled water infrastructure, and annual debt payments are included in the contributions to DERWA from the Water Expansion Fund. Replacement capital projects are funded by the Water Replacement Fund and expansion capital projects are funded by the Water Expansion Fund. DERWA state loan repayments are also funded by the Water Expansion Fund. Operating and Maintenance expenses in FY24 are projected to increase substantially due to increased costs to treat the filter backwash streams generated from the recycled water treatment plant, which are based on new DSRSD wastewater treatment rates that will take effect on July 1, 2023, a projected 30% increase in PG&E costs, and increased labor to maintain the system. These three factors result in an increased cost to DSRSD of approximately $900,000 annually.

Contribution to JPA	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
DERWA - O&M Expense	2,490,842	2,579,648	2,415,158	3,583,200	3,653,100
DERWA - Capital Expense/Replacement Funding	329,165	123,910	996,637	517,700	242,000
DERWA - Debt Expense	810,087	810,087	822,757	1,098,094	845,794
LAVWMA - O&M Expense	3,682,264	3,900,903	3,731,219	4,472,908	4,602,583
LAVWMA - Capital Expense/Replacement Funding	279,600	279,600	279,600	279,600	279,600
LAVWMA - Debt Expense	4,313,654	4,310,354	3,580,676	3,583,046	3,581,322
Total	**11,905,612**	**12,004,502**	**11,826,047**	**13,534,548**	**13,204,399**
% Change		**0.83%**	**-1.49%**	**14.45%**	**-2.44%**

Other Expenses

Costs that cannot be classified in other categories are budgeted to other expenses. Key trends are explained below:

- Permits have increased due to Water Board permit fees, new State ELAP laws and HPDES permit fees.
- Meeting expense is expected to increase as travel restrictions are lifted.
- Prior period adjustments represent a one-time accounting adjustment to record the District's investment in JPA's.
- Subscriptions have increased as a means to keep abreast of the growing compliance requirements and legal mandates imposed on the District.
- Credit card transaction fees were absorbed by the District in FY20 to encourage electronic payments and has been widely received by our customer base, as reflected in the additional budget costs.

Other Expenses	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget	
Permits, Licenses & Memberships	443,562	483,559	480,815	568,125	586,517	
Low Income Credit (UB)	55,446	52,358	68,625	70,000	70,000	
Meetings	3,457	20,252	32,030	46,600	47,100	
Prior Year Adjustments	(37,855,740)	-	-	-	-	*
Subscriptions & Publications	8,353	11,255	22,848	24,090	24,490	
Bond Issuance Costs	1,750	1,750	-	-	-	
Credit Card Transaction Fees	95,138	112,628	90,000	114,000	116,000	
Total	**(37,248,033)**	**681,803**	**694,318**	**822,815**	**844,107**	
% Change		**-101.83%**	**1.84%**	**18.51%**	**2.59%**	

* FY21 includes an accounting adjustment of $37.9 million to reclass investment in JPA.

NOTES

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INTERFUND TRANSFERS

Transfers are transactions that are used to move money from one fund to another for specified purposes. Transfers are included in both the revenue and expense sections of the District budget. Each enterprise fund contributes money to its respective replacement fund for the future repair and replacement of its facilities and infrastructure. Amounts are determined each budget cycle based on the fund balance and future projected expenses.

Replacement Allocations	FY24		FY25	
	From	To	From	To
Local Wastewater Enterprise	800,000		800,000	
Local Wastewater Replacement		800,000		800,000
Regional Wastewater Enterprise	2,400,000		2,700,000	
Regional Wastewater Replacement		2,400,000		2,700,000
Water Enterprise	6,390,000		6,500,000	
Water Replacement		6,390,000		6,500,000
Total	**9,590,000**	**9,590,000**		



The dredge harvest biosolids from Facultative Sludge Lagoon Four.

OPEB	FY24 From	FY24 To	FY25 From	FY25 To
Local Wastewater Enterprise	91,254		93,992	
Regional Wastewater Enterprise	274,784		283,028	
Water Enterprise	234,714		241,756	
Other Post-Employment Benefits		600,753		618,776
Total	**600,753**	**600,753**	**618,776**	**618,776**

5th Supplemental Agreement (Pleasanton)	FY24 From	FY24 To	FY25 From	FY25 To
Regional Wastewater Enterprise	400,000		400,000	
Water Enterprise		400,000		400,000
Total	**400,000**	**400,000**	**400,000**	**400,000**



The new primaries are shown in the center of the photo.

CAPITAL IMPROVEMENT PROGRAM (CIP)

The Capital Improvement Program (CIP) is a capital investment plan to maintain and enhance DSRSD infrastructure. The CIP serves as a guide for identifying current and future projects in support of the District's mission and consists of the Ten-Year Capital Improvement Plan and the Two-Year Capital Improvement Budget. The first two years of expenditures in the Capital Improvement Plan reflect the District's Two-Year Capital Improvement Budget for Fiscal Years 2024 and 2025.

The CIP also includes funding for capital outlay, also commonly referred to as "capital assets". Capital outlay are generally vehicles and equipment such as pumps and laboratory equipment and are typically identified through the District's asset management replacement program.

Prior to FY24, capital outlay budgets were approved as part of the Operating Budget, even though they were funded out of the CIP Budget from Capital Replacement funds. On May 16, 2023, the Board of Directors adopted revisions to the Budget Accountability policy, which provides for approval of funding or replacement of capital outlay as part of the CIP Budget versus the Operating Budget. Therefore, all discussion of capital outlay is included in the CIP.

The rates and fees paid by the District's customers go into the Enterprise Funds and are used to pay the normal operating costs. A portion of the rates is transferred from the Enterprise Funds to the Replacement Funds (replacement allocations) to pay for capital projects that replace or improve facilities that benefit existing customers.

The following tables provide an overview of the revenues and expenditures included in the CIP, which is a standalone document adopted independently from the Operating Budget. For further detail on capital project expenditures as well as a detailed capital fund analysis, the CIP Ten-Year Plan for FY24 through FY33, and the Two-Year Budget for FY24 and FY25 is available at www.dsrsd.com/about-us/library/financial-information.

10-YEAR CAPITAL IMPROVEMENT PLAN (IN THOUSANDS OF $)

Fund	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	10 Year Total	Future	With Future
210	770	2,298	1,516	3,619	3,197	1,760	421	421	421	421	14,842	3,373	18,215
220	-	328	978	-	363	1,715	-	275	2,557	-	6,215	10	6,225
310	11,202	15,298	6,900	6,755	10,105	12,343	13,108	12,388	2,568	2,568	93,235	42,879	136,114
320	418	1,343	2,228	5,514	12,236	7,345	-	10,500	2,700	5,400	47,682	22,881	70,563
610	9,840	11,790	16,365	5,854	9,207	11,402	8,752	8,827	12,277	21,627	115,939	66,363	182,302
620	2,693	15,315	11,258	12,132	470	2,674	375	625	625	3,125	49,292	4,935	54,227
Total	**24,923**	**46,372**	**39,244**	**33,874**	**35,577**	**37,238**	**22,655**	**33,035**	**21,147**	**33,140**	**327,205**	**140,441**	**467,646**





(Top and bottom) Camp Parks Water Line Replacement.

Capital Funds-Replacement & Expansion Fund

OPERATING BUDGET	FY 2024					
	Fund 210	Fund 220	Fund 310	Fund 320	Fund 610	Fund 620
(Estimated) Beginning Working Capital	4,771,166	8,950,373	36,305,821	43,774,527	32,016,267	52,006,188
Capacity Reserve Fees	539,817	16,581	1,358,348	3,334,289	2,130,526	2,605,841
Interest	82,000	164,000	720,000	890,000	580,000	1,000,000
Total Revenues	621,817	180,581	2,078,348	4,224,289	2,710,526	3,605,841
Transfers In:						
Replacement Allocations	800,000	-	2,400,000	-	6,390,000	-
Total Transfers In	800,000	-	2,400,000	-	6,390,000	-
Total Revenue	1,421,817	180,581	4,478,348	4,224,289	9,100,526	3,605,841
Operating Expenses:						
Contribution to JPA	-	-	279,600	-	770,000	-
Debt Service	-	-	-	3,583,047	-	2,726,232
Total Operating Expenses	-	-	279,600	3,583,047	770,000	2,726,232
Capital Projects - Proposed Fund Limits	770,421	-	11,201,795	417,919	9,540,469	2,692,702
Total Transfers Out	-	-	-	-	-	-
Total Expenses	770,421	-	11,481,395	4,000,966	10,310,469	5,418,934
Net increase (decrease)	651,396	180,581	(7,003,047)	223,323	(1,209,943)	(1,813,093)
(Estimated) Ending Working Capital	$5,422,562	$9,130,954	29,302,774	43,997,850	30,806,324	50,193,095

Capital Funds-Replacement & Expansion Fund

OPERATING BUDGET	FY 2025					
	Fund 210	Fund 220	Fund 310	Fund 320	Fund 610	Fund 620
(Estimated) Beginning Working Capital	5,422,562	9,130,954	29,302,774	43,997,850	30,806,324	50,193,095
Capacity Reserve Fees	1,237,398	38,007	2,539,482	6,129,824	4,760,700	5,802,035
Interest	82,000	164,000	720,000	890,000	580,000	1,000,000
Total Revenues	1,319,398	202,007	3,259,482	7,019,824	5,340,700	6,802,035
Transfers In:					-	
Replacement Allocations	800,000	-	2,700,000	-	6,500,000	-
Transfers In-Cross Connections	-	-	-	-	-	-
Total Transfers In	800,000	-	2,700,000	-	6,500,000	-
Total Revenue	2,119,398	202,007	5,959,482	7,019,824	11,840,700	6,802,035
Operating Expenses:						
Contribution to JPA	-	-	279,600	-	242,000	-
Debt Service	-	-	-	3,581,323	-	2,722,982
Total Operating Expenses	-	-	279,600	3,581,323	242,000	2,722,982
Capital Projects - Proposed Fund Limits	2,298,100	327,500	15,298,190	1,342,710	11,790,000	15,315,256
Transfers Out:					-	
Interfund Loan Repayment	-	-	-	-	-	
Total Transfers Out	-	-	-	-	-	-
Total Expenses	2,298,100	327,500	15,577,790	4,924,033	12,032,000	18,038,238
Net increase (decrease)	(178,702)	(125,493)	(9,618,308)	2,095,791	(191,300)	(11,236,203)
(Estimated) Ending Working Capital	$5,243,860	$9,005,461	19,684,466	46,093,641	30,615,024	38,956,892

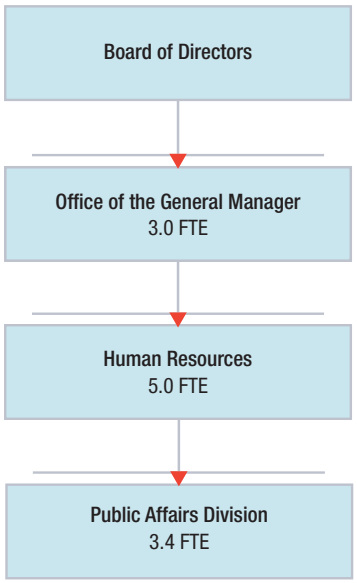
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Wastewater Treatment Plant

Department Overview



Board of Directors and Office of the General Manager Department

Board of Directors and Office of the General Manager Department consists of four divisions including Board of Directors, the Office of the General Manager, Human Resources and Risk Management, and Public Affairs. The department is responsible for directing policy, providing executive leadership to the District, providing human resources and risk management functions to the District, and managing public affairs and community outreach.

DIVISION INTRODUCTORY/OVERVIEW

10 - Board of Directors

The Dublin San Ramon Services District Board of Directors is an independently elected legislative body consisting of five Directors. The Directors govern the District by setting policies and hiring and overseeing the District's General Manager. The Board exercises these powers under the authority of the Community Services District Law (California Government Code section 61000 et seq.) and is ultimately responsible and accountable to the customers of the District.

The Board of Directors' budget includes costs associated with the Boardmember travel and training at industry conferences, meetings, and community events, the annual audit, and consolidated elections held every two years with the statewide general election.

12 - Office of the General Manager

The Office of the General Manager provides executive leadership and management of the District's business, including oversight to the three main operating departments (Operations, Administrative Services, and Engineering and Technical Services). The General Manager is the primary liaison between the Board of Directors and the staff of the District and is responsible for interagency coordination and emergency preparedness.

14 - Public Affairs

The Public Affairs Division communicates priorities, initiatives, and maximizes public awareness and understanding of the District and its services. It engages with customers, stakeholders, agencies, legislators, and elected officials, including government relations, advocacy, community outreach, media relations, emergency communications, public events, and student educational programs.

32 - Human Resources and Risk Management

The Human Resources and Risk Management Division conducts recruitments and selection processes, maintains classification and compensation structure, and coordinates employee benefits, employee relations, organizational personnel planning, and policy development. The Division also supports labor relations and administers employee engagement programs, including employee feedback, coaching, and recognition, as well as District-wide training and development, and the District's pooled insurance program, including liability, property, and workers compensation.

ACCOMPLISHMENTS, FY 2022 AND 2023

BOARD ACCOMPLISHMENTS

- Held twelve liaison committee meetings with agencies including the cities of Dublin, Pleasanton, San Ramon, Zone 7 Water Agency, Central Contra Costa County Sanitary District, and Tri-Valley Liaison Committee.
- Successfully transitioned from remote to live Board meetings after the District Office Board Room renovation.
- Earned the CSDA "District Distinction" accreditation for DSRSD's prudent fiscal practices and enhanced training on good governance for special districts.
- DSRSD Board Member Georgean Vonheeder-Leopold appointed to serve as the President of the California Association of Sanitation Agencies (CASA) for 2022-2023.
- DSRSD Board Member Ann Marie Johnson appointed to the Fiscal Committee for the California Special Districts Association (CSDA).
- Comprehensively updated the Board Guidelines for Conducting District Business.
- Updated the division boundaries for by-division elections, to conform with latest information from the 2020 Federal Census.
- Filled an unexpected Board vacancy through a competitive selection and appointment process.

OTHER ACCOMPLISHMENTS

- Conducted a drought outreach campaign directly to DSRSD water customers and in partnership with Zone 7 Water Agency and Tri-Valley water retailers to reach a 15% conservation goal.
- Hosted a Tri-Valley Chamber Mixer and "Grand Reopening of the District Office" in collaboration with the Dublin Chamber of Commerce in 2022, including commission of the entry portico mural, opening the renovated Demonstration Garden and a District Office open house.
- Negotiated an interim side agreement with DERWA and EBMUD to define collaborative recycled water planning efforts, and establish a framework for a comprehensive update of the DERWA agreements in 2025.
- Assumed duties of the DERWA Authority Manager, improving interagency communication and long-range planning efforts.
- Approved a multi-agency agreement to conduct public outreach and monitor funding opportunities in support of a Regional Purified Water Demonstration project with Alameda County Water District (ACWD) and other water/wastewater agencies.
- Completed a comprehensive Operations Department Workforce Study.



District Secretary Nicole Genzale swears in Director Dinesh Govindarao, who was appointed in February 2023 to represent Division 1.

- Enhanced emergency preparedness and regional reliability efforts by working collaboratively with Zone 7 and EBMUD to complete plans and assemble temporary piping connections required to perform a future maintenance test of the DSRSD/EBMUD emergency interties.
- Completed a District-wide employee survey.
- Hosted the District's third bi-annual Citizen Water Academy.
- Completed a biennial DSRSD "State of the District" report for all DSRSD residents and members of the influential public.
- Completed the District-wide Classification and Compensation studies.
- Completed contract negotiations of 4- year memorandums of understanding with bargaining units.
- Completed recruitment of 36 full time staff, increasing net staff on payroll from 117 to 129 FTE.
- Conducted introductory orientation plus 3 hours of formal training on the National Incident Management System ("NIMS") for over 95% of staff to enhance District-wide Disaster Preparedness efforts.
- Provided leadership in the water industry by serving on the Association of California Water Agencies Board of Directors in 2022 and in the local community by serving as President on the Dublin Chamber of Commerce Board of Directors in 2022.

BUDGET SUMMARY

Operating Expenses by Fund	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Local Wastewater Enterprise	15,653	10,881	31,725	18,525	18,525
Regional Wastewater Enterprise	241,248	190,868	272,279	99,440	99,440
Water Enterprise	333,149	372,563	450,373	108,585	98,585
Administrative Cost Center	1,061,300	1,177,420	1,418,460	3,546,500	3,945,569
Total	**1,651,350**	**1,751,732**	**2,172,837**	**3,773,050**	**4,162,119**
		6.08%	**24.04%**	**73.65%**	**10.31%**

Operating Expenses by Division	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Board of Directors	111,957	219,651	371,407	242,200	400,200
Office of the General Manager	858,316	890,616	1,002,545	1,372,437	1,453,465
Public Affairs	681,077	641,465	798,885	868,753	966,790
Human Resources & Risk Management				1,289,660	1,341,664
Total	**1,651,350**	**1,751,732**	**2,172,837**	**3,773,050**	**4,162,119**
		6.08%	**24.04%**	**73.65%**	**10.31%**

NOTES

1 In mid-2023, Human Resources & Risk Management was moved from the Administrative Services Department to the Office of the General Manager. Pre-FY24 expenses are reflected in the Administrative Services Department expenditures.

2 Effective FY24 Capital Outlay or Capital Asset expenses are shown in the CIP Ten-Year Capital Improvement Plan and Two-Year CIP Budget.

Operating Expenses by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Wages and Benefits	1,430,002	1,384,436	1,503,107	2,909,085	3,059,174
Materials	2,299	2,810	10,300	9,650	9,650
Contracts	67,675	199,572	481,600	661,860	900,840
Other Expenses	151,375	164,914	177,830	192,455	192,455
Total	**1,651,350**	**1,751,732**	**2,172,837**	**3,773,050**	**4,162,119**
		6.08%	**24.04%**	**73.65%**	**10.31%**

BUDGET TRENDS, FY24 AND FY25

The Board of Directors' proposed budget for FY24 and FY25 is a status quo budget with the exception of bi-annual elections. Additional costs were incurred in FY22 to complete the realignment process for the District's election divisions using the 2020 Census results. In FY23 and FY25, the budget includes $150,000 for the Board bi-annual election.

The Office of the General Manager's budget includes the addition of the Special Assistant to the General Manager position, which is a 2-year limited term position added mid-FY23 to implement District Leadership Training and Emergency Preparedness and Response Programs, and the addition of $150,000 for professional services each year starting in FY24 to accommodate these efforts. The new Special Assistant to the General Manager will also oversee the Human Resources & Risk Management division over the next two years, which has been transfered from the Administrative Services Division and represents the largest increase in this overall department budget.

TOP DEPARTMENT GOALS, FY24 AND FY25

BOARD GOALS

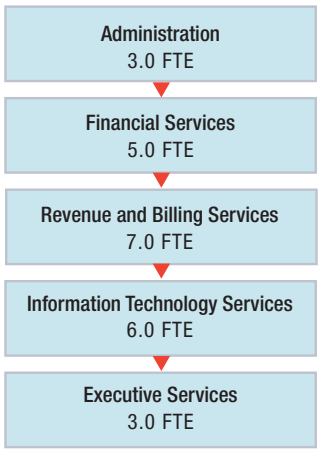
- Represent the District at industry conferences, meetings, interagency liaison meetings, and community events
- Facilitate consensus with Tri-Valley partners on the importance of improving long-term water resiliency through diversification and maximizing local water supplies.
- Adopt a District Energy Policy.

OTHER GOALS

- Collaborate with Tri-Valley water agencies on a public education program educating the community on long-term water reliability challenges and opportunities, and building public support for bolstering the Tri-Valley's water reliability.
- Initiate a formal multi-tiered leadership and management skills program for potential lead/senior workers, supervisors, and managers.
- Negotiate revisions to the District's interagency agreements and contracts, including LAVWMA and City of Pleasanton to address changing conditions.
- Integrate on-going emergency training into District operations and conduct a District-wide Incident Command System exercise to assess and improve District disaster response capabilities.
- Facilitate a Citizens Water Academy in 2024 to educate residents on our industry and the role DSRSD plays in the Tri-Valley.
- Implement the new Strategic Plan adopted in April 2023.
- Recruit additional positions in conjunction with the Operations Workforce Study.
- Update the District's Employer-Employee Organization Relations Policy.
- Update and revitalize the District's employee engagement programs.
- Implement updates to the District's performance management program.
- Develop small property damage claims settlement policy.
- Conduct a comprehensive update and refreshing of the District's website.

PERFORMANCE MEASURES

LEGISLATIVE AND OFFICE OF THE GM	Objective	FY22 Actual	FY23 Estimate	FY24 Target	FY25 Target
Office of the GM	Conduct District-wide emergency exercise to assess District capabilities	n/a	*new/deferred	one drill	one drill
	% of staff that have completed at least two NIMS/ICS training courses	75%	95%	95%	95%
Human Resources & Risk Management	Average number of days to fill external recruitments from requisition to hire	143	145	145	145



The Administrative Services Department

The Administrative Services Department consists of five divisions including Administration, Financial Services, Revenue and Billing Services, Information Technology Services and Executive Services. These divisions provide all internal support functions for the District including financial management, billing information, technology services and administrative support to the Board and General Manager.

DIVISION INTRODUCTORY/OVERVIEW

30 - Administrative Services

The Administration Division sets the priorities and provides overall management for the Administrative Services Department. The division ensures the internal service divisions are operating efficiently and effectively to provide timely, quality service to the Board, our citizens and the other departments.

31 - Financial Services

The Financial/Accounting Services Division coordinates the District's annual audit, produces the Annual Comprehensive Financial Report (ACFR) and the biennial budget, performs various rate studies, and prepares long- term financial projections. This division maintains the District's financial records, pays vendors, processes payroll, invests District funds, and prepares reports, financial statements, and statutory filings.

33 - Revenue and Billing Services

The Revenue and Billing Services Division manages all aspects of customer service, billing, communications, remittance processing, debt collections, equipment installation and maintenance, and monitoring of the District's advanced metering infrastructure (AMI). This division has been instrumental in educating customers on the use of the AquaHawk portal so customers have 24/7 feedback on their water usage, eBills, and payments.

34 - Information Technology Services

Information Technology Services provides strategic IT vision, planning, and enterprise solutions to assist in achieving DSRSD's strategic plan, goals, and objectives. Collaborating with other District divisions, they provide innovative, secure, reliable, technology solutions that add value to key business processes. This division helps keep the organization operating by maintaining critical servers, key software and administering and maintaining the IT infrastructure on a day-to-day basis. This division also maintains and makes continuous improvements to the District cyber posture and policy.

35 - Executive Services

The Executive Services Division provides administrative services in support of the Board of Directors, General Manager's Office and the public. The division performs District Secretary duties and facilitates Board and Committee meetings (including packets, noticing,and minutes), provides timely responses to Public Records Act requests, facilitates the Board of Directors elections and appointments, manages mandatory Fair Political Practices Commission (FPPC) filings and tracks Boardmember compliance trainings, oversees records management, facilitates district noticing requirements, manages contract and recordation processes, and maintains the District Code and District policies.

ACCOMPLISHMENTS, FY22 AND FY23

- Continued District services for internal and external customers throughout the COVID pandemic through the use of technology and telecommuting strategies. Developed District COVID-19 response matrix and reporting guidelines, and administered new federal and state benefit programs related to the pandemic. Worked successfully with customers to maintain consistency in outstanding revenue and billing payments during COVID-19.
- Rolled-out key technology to enhance telecommuting/social distancing possibilities including TEAMS, Planner, and Forms.
- Promoted Employee Engagement via the Employee Academy, the All-Employee Recognition Event, the monthly Supervisor Training Series and our Annual Management Retreat.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 21st and 22nd year in a row for the FY21 and 2022 ACFRs.
- Received the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award for Fiscal Years 2022-2023.
- Implemented a new Enterprise Resource Planning system for Finance, HR, Payroll and Utility
- Completed 41 new hires and 39 promotional recruitments.
- Implemented the District-wide Classification and Compensation Studies.
- Implemented two new personnel rules, telework and wellness program.
- Completed labor negotiations for three successor Memorandums of Understanding (MOU) and established an unrepresented group, resulting in consistent contact terms for salary, medical and deferred compensation.
- Refunded the 2011 LAVWMA Bonds saving the JPA Members a total net present value of $9.6 million over the next 10 years.
- Performed a local Regional Wastewater Study and a Water Capacity Reserve Fee Study.
- Implemented a District-wide telecommuting policy.
- Increased users on the self-monitoring AquaHawk system to proactively manage abnormal water usage patterns.
- Initiated phishing campaigns, cybersecurity awareness training, and migrated anti-virus to a cloud based platform for additional protection against ransomware and cyber security threats.
- Implemented Governance Planning for the District's secure use of the M365 online environment and transitioned from Exchange to M365.
- Modified the District Election divisions to conform to the 2020 census.
- Facilitated the Division 1 vacancy appointment process in February 2023.
- Completed the records and restoration clean-up project following the District Office flood renovations.
- Expanded the electronic content management system with contracts, ordinances, and Board agenda packets.
- Implemented eSignatures for virtual document approval.
- Revised nine key District policies including Guidelines for Conducting District Business.
- In the process of implementing quality recording and live streaming of Board meetings with audio / visual hardware and software (to be completed by June 30, 2023).
- Facilitated the Citizen Water Academy in 2022 to educate residents on our industry and the role DSRSD plays in the Tri-Valley.
- Prepared the FY24 and FY25 Operating Budget while transitioning between two software system data bases.
- Designed and refurbished the DSRSD Drought Demonstration Garden to educate residents on drought tolerant plants and recycled water usage.

BUDGET SUMMARY

Operating Expenses by Fund	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Local Wastewater Enterprise	128,685	150,760	146,316	172,982	214,687
Local Wastewater Replacement	-	-	7,000	-	-
Regional Wastewater Enterprise	128,684	168,502	176,316	178,313	221,158
Regional Wastewater Replacement	-	-	10,500	-	-
Water Enterprise	833,095	901,136	964,008	1,374,470	1,300,146
Water Replacement	-	-	17,500	-	-
Administrative Cost Center	4,674,901	4,886,723	5,520,045	4,329,108	4,462,066
Total	**5,765,365**	**6,107,122**	**6,841,684**	**6,054,874**	**6,198,057**
		5.93%	**12.03%**	**-11.50%**	**2.36%**

Operating Expenses by Division	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Administrative Services Administration	377,864	467,101	433,796	630,926	666,454
Financial Services	936,989	1,120,750	1,409,381	1,214,861	1,218,317
Human Resources & Risk Management	1,081,742	1,163,658	1,267,203		
Utility Billing & Customer Services	1,098,063	1,121,246	1,221,639	1,605,765	1,640,991
Information Technology Services	1,594,221	1,612,851	1,807,120	1,826,661	1,890,966
Executive Services	676,486	621,516	702,545	776,660	781,329
Total	**5,765,365**	**6,107,122**	**6,841,684**	**6,054,874**	**6,198,057**
		5.93%	**12.03%**	**-11.50%**	**2.36%**

Operating Expenses by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Wages and Benefits	4,668,418	4,958,284	5,384,931	4,567,788	4,735,560
Materials	38,979	38,745	36,423	63,065	63,180
Contracts	1,053,267	1,104,072	1,365,780	1,287,970	1,261,267
Other Expenses	4,701	6,021	19,550	136,050	138,050
Capital Outlay	-	-	35,000	-	-
Total	**5,765,365**	**6,107,122**	**6,841,684**	**6,054,874**	**6,198,057**
		5.93%	**12.03%**	**-11.50%**	**2.36%**

NOTES

1 In mid-2023, Human Resources & Risk Management was moved from the Administrative Services Department to the Office of the General Manager. FY24 and FY25 expenses are reflected in the Office of the General Manager expenditures.

2 Effective in Capital Outlay or Capital Asset expenses are shown in the CIP Ten-Year Capital Improvement Plan and Two-Year CIP Budget.

BUDGET TRENDS, FY24 AND FY25

The Administrative Services Department was reorganized in mid-2023, resulting in the transfer of the Human Resources & Risk Management division to the Office of the General Manager. In addition, a new management analyst position was added to Administration along with the costs associated with the newly renovated drought/recycled water demonstration garden. The department is completing its conversion from an antiquated Finance, Human Resource, Payroll and Utility Billing system to a more modern and robust enterprise resource planning system. Costs for overtime and temporary help have been incurred during this process for FY21through FY24, and additional ongoing costs are reflected for the new Tyler-Munis software maintenance agreements starting in FY23. Finally, credit card fees have been reflected in the Revenue and Billing Services division effective in FY24 in the amount of $90,000 per year to more appropriately reflect the cost of service in regards to billing of our utility accounts.



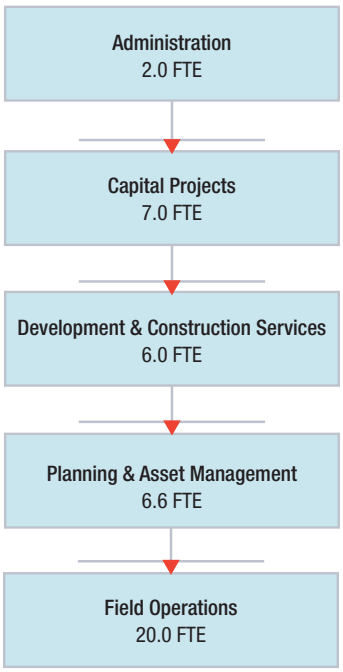
The succulent garden is one of the water-wise garden portions open to the public at DSRSD's Demonstration Garden at the District Office.

TOP DEPARTMENT GOALS, FY24 AND FY25

- Review and update the District's Financial Reserve policies.
- Support the Office of the General Manager in revisions to City of Pleasanton agreements.
- Fully implement the new Enterprise Resource Planning System (ERP) for Finance, Human Resources, Payroll, and Utility Billing, including integration with other systems of record.
- Assist in the implementation of the Local and Regional Wastewater Rate Study for FY24 through FY28.
- Perform a Water Rate Study including recycled water rates, the Dougherty Valley Incremental Assessment, and new drought rates in FY24.
- Perform a Wastewater Capacity Reserve Fee Study in FY25.
- Perform an overhead and indirect cost allocation study and cost of service study, with emphasis on Engineering and Laboratory fees.
- Explore a debt financing policy for equitable funding of new and replacement infrastructure.
- Facilitate the 2024 Citizen Water Academy.
- Investigate contracting out the District's Investment Portfolio to a third party administrator.
- Continue to educate our customers on the use of the AMI system and promote e-Bills, Automated payments and AquaHawk monitoring to all customers.
- Identify areas of investment in information systems to optimize operations and enhance business processes.
- Enhance the functionality of Lucity, the District's maintenance and asset management system.
- Link and provide integrated platform access to all document systems (Sharepoint/Office365/OnBase) to deliver relevant information as needed by staff.
- Continue to build and expand the use of the Electronic Content Management System (ECMS) for official records and automated records retention.
- Further strengthen our cybersecurity and network resiliency capabilities.
- Renew the District's Transparency Certification.
- Fully implement the new audio/visual system for the Board Chambers.
- Prepare the FY26 and FY27 bi-annual budget document and fully automate the production using the new Tyler-Munis system.
- Continue the long-standing award recognition for the Annual Comprehensive Financial Report (ACFR) and the Bi-Annual Operating Budget.
- Complete a 4th generation financial planning model for the Enterprise Funds.
- Develop a focused Board orientation handbook.

PERFORMANCE MEASURE

ADMINISTRATIVE SERVICES	Objective	FY22 Actual	FY23 Estimate	FY24 Target	FY25 Target
Executive Services	Respond to public records requests within initial 10-day requirement	100%	100%	100%	100%
	Post agendas and publish agenda packets for regular meetings earlier than the 72-hour requirement	100%	100%	100%	100%
	Ensure annual filing requirements for Form 700 Statement of Economic Interests are adhered to	100%	100%	100%	100%
Revenue and Billing Services	Mail bills within five days of the first or 15th of each month	100%	100%	100%	100%
	Provide error free bills	100%	95%	100%	100%
Information Technology Services	Provide full network connectivity	99%	99%	99%	99%
	Block all SPAM email messages	99%	99%	99%	99%
	Perform regular third party penetration testing	100%	100%	100%	100%
	Perform daily backups of critical systems to ensure business continuity	100%	100%	100%	100%
Financial Services	Maintain good credit rating and debt service coverage	AA+	AA+	AA+	AA+
	Perform the monthly close by the 15th of the subsequent month between Sept and May	n/a	new	100%	100%
	Receive the GFOA Certificate of Achievement in Financial Reporting	100%	100%	100%	100%
	Receive the CSMFO Bi-Annual Operating Budget Excellence Award	100%	n/a	100%	n/a



The Engineering and Technical Services Department

The Engineering and Technical Services Department consists of five divisions that ensure District infrastructure is planned, designed, constructed and maintained in accordance with the District's ordinances, specifications, policies, and all applicable laws and regulations; and operates and maintains the water and recycled water distribution systems and the wastewater collection system.

The department leads the efforts in support of the Asset Management/ GIS Program and oversees the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year budget. In addition, the department provides planning and permitting services, construction inspection and the Clean Water Program.

DIVISION INTRODUCTORY/OVERVIEW

40 - Engineering Services Administration

The Engineering Services Division sets the priorities and provides overall management for the Engineering Department. The division coordinates execution of the District Strategic Plan goals with other departments and represents the District at an executive level with other agencies and professional organizations.

41 - Capital Projects

The Capital Improvement Projects Division prepares and administers the CIP ten-year plan and the CIP two-year budget. Following the guidance of Master Plans and Asset Rehabilitation and Replacement Models, the division administers, plans, designs, and manages the construction of all of the District's CIP projects. The division supports the Wastewater Treatment Plant (WWTP) and Field Operations Division (FOD) by evaluating processes and operations to improve efficiency and resolve issues, designing equipment and facility improvements, and procuring specialty equipment and services.

42 - Development & Construction Services

The Development and Construction Services Division oversees the expansion and construction of the District's water and sewer systems through development projects. The Division reviews plans and provides permits and inspections to conform to the latest DSRSD and associated city standards.

43 - Planning & Asset Management

The Planning and Asset Management Division manages the long term utility planning activities and leads the Asset Management Program, including developing and maintaining asset rehabilitation and replacement models integral to the development of capital improvement and capital outlay budgets. The Clean Water Section monitors the water and wastewater users for water conservation, pollution prevention, and State Water Resources Control Board Division of Drinking Water Regulatory requirements for backflow prevention. The GIS Section maintains the water and wastewater collection system mapping and hydraulic models.

51 - Field Operations

The Field Operations Division operates the District's potable water distribution, recycled water distribution, and wastewater collection systems. The division's personnel also conduct scheduled, unscheduled, and emergency maintenance and repairs of those facilities. FOD operation and maintenance activities meet or exceed the regulatory requirements and best practices recommendations of the State Water Resources Control Board (SWRCB).

ACCOMPLISHMENTS, FY22 AND FY23

- Completed the East Dublin Trunk Sewer Rehabilitation project.
- Substantially completed the Primary Sedimentation Expansion & Improvement project.
- Implemented Drought Water Shortage Emergency water use restrictions, conducted public outreach, and provided regular reporting to the Board of Directors on water conservation campaign activities to achieve a 15% conservation goal.
- Prepared the CIP 10-Year Plan for FY22 through FY31 and FY24 through FY33.
- Prepared the CIP 2-year budget for FY22 through FY23 and FY24 through FY25.
- Implemented a new permit enterprise system, Energov, and online customer portal to streamline development review processes, including permit tracking, inspections and collections. Performed over 280 plan reviews and 121 various inspections using the new system.
- Provided support to the DERWA Board and Authority Manager.
- Worked with the development community and the Regional Water Quality Control Board to resolve compliance issues.
- Provided presentations on water supply and resiliency to various service clubs and Tri-Valley Partners.
- Developed a replacement plan for WWTP process pipelines, based on age, material, process, surrounding environment and criticality.
- Updated the estimated life cycle and replacement cost of assets in each replacement model in conjunction with the Capital Improvement Program.
- Performed hydro-cleaning on over 200,000 feet of the sewer collection system in FY22.
- Flushed 444 dead-end water mains in FY22.
- Exercised 11% of the water distribution system valves in FY22 and again in FY23.
- Recorded 66,000 feet and 57,000 feet of closed-circuit television (CCTV) of the wastewater collection system in FY22 and FY23, respectively.
- Completed preventative maintenance on 10% of the 3,500 fire hydrants in the system in 2022 and over 10% in 2023.
- Designed/constructed facilities to divert 1 mgd of untreated wastewater from Central Contra Costa Sanitary District to DSRSD's wastewater collection system to be used as recycled water supply for DERWA.
- Assisted in the Tri-Valley Water Demand Study.
- Supported a California Association of Sanitation Agencies (CASA) study on wastewater flows and loads.
- Automated the process for new assets/updates into GIS and remote field entry of work orders.
- Assisted with the water capacity reserve fees study and two local and regional wastewater rate studies.
- Supported the Office of the General Manager in the drafting of the Seventh Supplemental Agreement with the city of Pleasanton to address use of the Dublin Trunk line.

BUDGET SUMMARY

Operating Expenses by Fund	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Local Wastewater Enterprise	573,994	550,272	2,013,798	2,977,677	3,006,008
Local Wastewater Replacement	-	19,503	540,530	-	-
Local Wastewater Expansion	-	205	-	-	-
Regional Wastewater Enterprise	839,462	778,842	967,598	811,240	852,498
Regional Wastewater Replacement	-	2,786	8,295	-	-
Water Enterprise	2,106,481	2,113,488	7,431,494	8,595,359	9,052,840
Water Replacement	-	33,434	528,825	250	250
Administrative Cost Center	130,974	296,065	168,055	353,032	330,277
Total	**3,650,911**	**3,794,597**	**11,658,596**	**12,737,558**	**13,241,873**
		3.94%	**207.24%**	**9.25%**	3.96%

Div. No.	Operating Expenses by Division	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
40	Engineering Services Administration	560,516	547,894	608,491	593,044	573,379
41	Capital Projects	1,205,664	889,375	1,071,711	611,260	639,475
42	Development and Construction Services	1,873,058	1,289,775	1,365,725	1,172,395	1,217,921
43	Planning and Asset Management	11,672	1,067,553	1,088,849	1,505,626	1,543,594
51	Field Operations			7,523,820	8,855,233	9,267,504
Total		**3,650,911**	**3,794,597**	**11,658,596**	**12,737,558**	**13,241,873**
			3.94%	**207.24%**	**9.25%**	**3.96%**

Operating Expenses by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Wages and Benefits	3,492,358	3,529,752	7,191,566	7,897,638	8,250,823
Materials	15,037	22,107	1,693,970	2,900,460	3,058,528
Contracts	142,955	185,880	1,663,380	1,772,350	1,757,070
Other Expenses	561	1,136	32,030	167,110	175,452
Capital Outlay	-	55,724	1,077,650	-	-
Total	**3,650,911**	**3,794,597**	**11,658,596**	**12,737,558**	**13,241,873**
		3.94%	**207.24%**	**9.25%**	**3.96%**

NOTES

1 In FY23, Field Operations moved from the Operations to the Engineering & Technical Services Department.

2 Effective FY24 Capital Outlay or Capital Asset expenses are shown in the CIP Ten-Year Capital Improvement Plan and Two-Year CIP Budget.

BUDGET TRENDS, FY24 AND FY25

In FY21, the Engineering Department reorganized, moving staff between the Capital Projects, Development and Construction Services, and the Planning and Asset Management divisions. In FY23, the Field Operations division (FOD) was transfered to Engineering from the Operations Department, resulting in an increase of $7.5 million to the department expenditures and 18 full time staff.

The Planning and Asset Management budget increase of $500,000 in FY24 is attributed to the transfer of 1.6 full-time staff into the unit and one intern for the Clean Water compliance program. The Field Operations budget is projected to increase by $1.3 million in 24 and $412,000 in FY25. The Fiscal Year 2024 budget includes two additional positions based on the Operations Workforce Study, a projected 30% increase in energy costs for pumping water, increased costs for regulatory permitting and compliance, and costs for meters transferred from administrative overhead to the Field Operations budget.





2022 was another drought year. Engineering Services and Public Affairs were tasked with bringing the water conservation message to a wider audience. DSRSD partnered with other agencies to share the advertising costs for kiosks at San Ramon City Center (left) and on buses in the Tri-Valley (right).

TOP DEPARTMENT GOALS, FY24 AND FY25

- Update the District's procedures to conform to the California Environmental Quality Act.
- Complete the Energy Facilities Master Plan to assist the Board in developing an Energy Policy for the District.
- Continue to develop wastewater process engineering expertise within the department to assist with day-to-day operational issues and to evaluate facilities to address effluent nutrient and biosolids disposal regulations.
- Support the Financial Services Division in developing water rates, wastewater capacity reserve fees and fee studies.
- Support Office of the General Manager in revisions to our joint powers authority and City of Pleasanton agreements.
- Prepare Capital Improvement Program Two-Year Budget for FY24 and FY25 and Ten-Year Plan for FY24 through FY33.
- Monitor biosolids dewatering regulations.
- Complete design, bid, and initiate construction of key water expansion projects, including Reservoir 20B, and Turnout 6.
- Secure necessary property rights and begin design of Reservoir 10A.
- Complete the WWTP SCADA replacement project.
- Construct high-priority waterline replacement projects in the Wineberry and Canterbury area.
- Develop an advanced purification pilot project if supported by neighboring agencies
- Update the Green Business Policy
- Flush approximately 700 dead-end mains in the water distribution system annually.
- Exercised over 10% of system valves in the water distribution system annually.
- Record 50,000 feet of closed circuit television (CCTV) to view the wastewater collection system using frequencies and priorities established by the asset management program.
- Perform preventative maintenance on at least 20% of the 3,500 fire hydrants in the system.
- Perform annual hydro cleaning of 150,000 feet of the wastewater collection system using frequencies and priorities established by the asset management program.
- Design and bid the Bio-Gas Treatment System Improvements.
- Update plan check and inspection fees to ensure direct, indirect and overhead costs are fully recovered through fees.
- Incorporate purchased capacity information by parcel into the Geographic Information System.
- Prepare the Water System Master Plan Update and Operations Plan Update, including incorporation of the 2023-2031 Housing Element Update (RHNA).
- Complete a pilot study for a leak detection program for the potable water distribution system.
- Complete Business Risk Evaluation for potable water system assets to inform maintenance strategies and replacement planning and avoid unscheduled or costly system outages.
- Prepare a Water Conservation Master Plan to identify measures needed to comply with long-term conservation standards.

This Drone photo shows construction equipment positioned to replace waterlines in the Wineberry neighborhood.

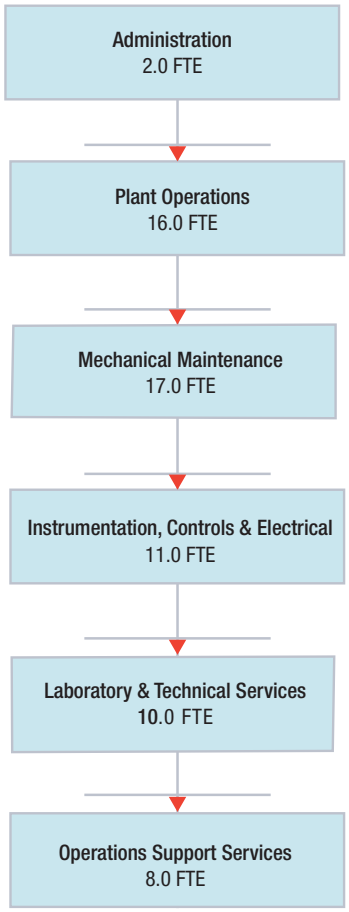


PERFORMANCE MEASURE

ENGINEERING DEPARTMENT	Objective	FY22 Actual	FY23 Estimate	FY24 Target	FY25 Target
Capital Improvement Projects	1 mile of water pipeline replaced per year	1.45 miles	0.9 mile	1 mile	1 mile
	Spot repair fifty sewer pipe segments every two years	new	50	50	50
Permitting & Construction Services	Review planning applications on or before due dates	77%	80%	80%	80%
	Return review comments of improvement plan submittals within 15 days for first submittal and 10 days for second submittal	86%	90%	90%	90%
Planning & Asset Management	Complete 75 recycled water site inspections per year	new	75	75	75
	Incorporate final project drawing in GIS within 1 month of project acceptance	new	100%	100%	100%
Field Operations	Strive for zero bacteriological positive samples	1	1	0	0



Senior Water/Wastewater Systems Operator Dan Pettinichio and Water/Wastewater Systems Operator II (On-Call) Eddie Gutierrez tighten nuts and bolts on a standpipe during an installation part of upgrading DSRSD's blow-off valves. Increasing the diameter from 2 inches to 4 inches allows operators to increase velocity when flushing water mains.



The Operations Department

The Operations Department operates under complex Federal, State, Regional, and Local permits and is the largest department in the District. The Department consists of six divisions which provide 24/7 planned and responsive wastewater treatment services, self-generated power production, facility and fleet programs, and biosolids land disposal. Operations provides core preventative maintenance and regulatory services to the water distribution system, recycled water distribution system, and the collections system and leads the Environmental Health & Safety for the District. The Department also provides the contractual Operation and Maintenance (O&M) and regulatory oversight of DERWA's recycled water facility and LAVWMA's pump station and export transport pipeline to EBDA.

DIVISION INTRODUCTORY/OVERVIEW

50 - Operations Administration

The Operations Administration Division sets the department priorities and provides operational and regulatory management to the five divisions. The Operations Administration Division is responsible for overall regulatory compliance for the Regional WWTP core functions, including plant and laboratory operations, operation of the Dedicated Land Disposal (DLD) site, the District's environmental health & safety programs, and Joint Power Agency operational obligations for DERWA and LAVWMA. The division monitors the activity and health of the operational assets through preventative and corrective maintenance efforts, coordinates operational labor involvement in support of DSRSD CIPs, and oversees the department's participation in the District's two-year budget preparation cycle.

52 - Plant Operations

The Plant Operations Division operates the Regional Wastewater Treatment Facility and Recycled Water Treatment Facility (DERWA); Facultative Sludge Lagoons, biosolids treatment, harvesting, landfill oversight and LAVWMA pump stations and permitted emergency relief facilities. The Division is also responsible for the LAVWMA Wet Weather Operations Strategy. Currently, the DSRSD wastewater plant has a designed treatment capacity of 17 million gallons per day (mgd) with an average dry weather flow of 10.3 mgd. The recycled water treatment facility's capacity is 16.2 million gallons per day (mgd).

53 - Mechanical Maintenance

The Mechanical Maintenance Division provides predictive, preventative, corrective, and emergency mechanical maintenance for the WWTP, City of Pleasanton East Amador Lift Station, cogeneration facility, recycled water treatment plant (DERWA), and field programs that consist of the potable water distribution system, recycled water distribution system (DERWA and DSRSD), collections lift stations, and LAVWMA pump stations and 26-mile pipeline system facilities. The division also maintains the District's fleet of vehicles and mobile support equipment, as well as all District buildings and facilities.

54 - Instrumentation, Controls and Electrical

The instrumentation, Controls and Electrical (ICE) Division provides predictive, preventative, corrective, and emergency maintenance for the wastewater treatment facility, City of Pleasanton East Amador Lift Station and recycled water turnout, cogeneration facility, recycled water treatment facility (DERWA), and field operations that consist of the potable water distribution system the recycled water distribution system (DERWA and DSRSD), the collections lift stations and sewer siphon, LAVWMA pump station and 26-mile pipeline system facilities including the dechlorination facility in San Leandro, and both main office buildings. The Division supports electrical, instrumentation, and Supervisory Control and Data Acquisition (SCADA) including security systems, fire alarm systems, environmental controls systems, and power monitoring systems for all these District, LAVWMA, and DERWA facilities. The Division staff also assists the Engineering Division with the design and construction of the new facilities and technology improvements, and executes in-house projects in order to enhance processes.

55 - Laboratory & Technical Services

The Laboratory & Technical Services Division monitors and generates data for drinking water, recycled water, wastewater, digester gas, industrial user samples, groundwater, and biosolids to ensure compliance with regulatory standards, optimize process controls and to support LAVWMA and DERWA operations. The Laboratory is the primary point of contact for District customers to answer questions on water quality and upon request will work with Field Operations to address customer complaints. The Environmental Compliance Section implements the District's Pre-treatment Program, as required by the Wastewater Treatment Plant NPDES permit, and conducts fats oils and grease inspections, issues and maintains permits with septage waste haulers, and supports the recycled water haulers program.

56 - Operations Support Services

The Operations Support Services (OSS) Division provides administrative support to the Operations Department, District-wide environmental health & safety and security, and regulatory compliance support to the Operations Department as well as the Field Operations Division.

OSS staff provide procurement support to all operational divisions, including purchasing documentation, invoicing, and records management. OSS staff create documentation for the divisions including Standard Operating Procedures and regulatory reports as well as general support as needed. OSS manages over 25 Safety Programs (including training and implementation), environmental permitting, compliance and reporting for a number of permits including wastewater, drinking water, recycled water, groundwater, biosolids, air quality, hazardous materials management, hazardous waste management, petroleum storage (aboveground and underground), and spill response for all District facilities and personnel. In addition, OSS oversees security through development and administration of security procedures as well as management of District facility access through keys, badging, and software management.

ACCOMPLISHMENTS, FY22 AND FY23

- Sustained full operations without significant permit violations and ensured a safe work environment for Operations staff.
- Added more advanced pump station operational controls which allows improved pumping efficiency and optimization.
- Completed PFAS sampling in wastewater in conjunction with the Bay Area Clean Water Agencies (BACWA)/San Francisco Estuary Institute (SFEI) study.
- Completed lead and copper rule sampling and reporting.
- Updated the water quality data website to incorporate innovative forecasting technology for operational process and water quality data.
- Installed nutrient analyzers at the WWTP.
- Doubled the biosolids harvesting from the FSL Lagoons #6 and #2 to the Dedicated Land Disposal site, increasing the harvested lagoons performance.
- Improved the confined space rescue trailer, WWTP 750 kWh emergency generator, water pump stations and LAVWMA ARVs and pump station actuators.
- Created inventory kits for water pump station pressure regulators to have inventory on hand for emergencies.
- Upgraded Cogen engine #2 ignition system and control panel.
- Received regulatory approval to operate recycled water sand filtration process at 16.2 mgd.
- Cleaned the anaerobic digester #3 with a 1,000,000 gallon capacity.
- Completed vendor selection on vibration equipment and installation on critical assets. Began machine predictive health monitoring for the LAVWMA pipeline air relief vaults level sensors and the WWTP and field Water Pump station pump.
- Completed a gap analysis to identify areas in the lab that need development before the new State lab standards go into effect by January 1, 2024.
- Repainted the plant process piping to identify areas by specific color codes.
- Updated the District's Environmental Health and Safety programs and received high satisfaction based on the all employee survey in this area.
- Completed over 5,000 health and safety training sessions, including over 30 new employee safety orientations.
- Implemented the 2022 Third Party Assessment and the 2016 National Environmental Laboratories Accreditation Conference (TNI) Standards. Passed all blind studies for all constituents.
- Restarted Environmental Compliance FOG inspections post COVID and completed all scheduled 2022 inspections.
- Received the lowest number of compliance violations by industrial users for our pre-treatment program.
- Complied with Certified Unified Program Agencies (CUPA) program reporting and implementation requirements for 13 District facilities, hazardous materials and waste, underground and aboveground oil storage, and air quality.
- Complied with BAAQMD and California Air Resources Board (CARB) programs for reporting and implementation requirements.
- Prepared the Annual Consumer Confidence Reports for FY22 and FY23.



Instrumentation and Controls Technician II Arup Paul and Water/ Wastewater Operator I Cliff McClure position equipment in preparation for Confined Space Training.

BUDGET SUMMARY

Operating Expenses by Fund	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Local Wastewater Enterprise	1,141,927	1,196,682	406,269	439,112	460,906
Local Wastewater Replacement	-	5,427	21,000	-	-
Regional Wastewater Enterprise	10,642,288	11,540,908	12,328,135	14,319,167	14,864,966
Regional Wastewater Replacement	255,111	560,332	300,184	-	-
Water Enterprise	6,841,109	7,656,506	3,119,328	3,287,845	3,473,255
Water Replacement	166,451	20,080	114,276	-	-
Administrative Cost Center	720,824	1,058,971	875,853	858,929	892,237
Total	**19,767,711**	**22,038,907**	**17,165,044**	**18,905,053**	**19,691,364**
		11.49%	**-22.11%**	**10.14%**	**4.16%**

Div. No.	Operating Expenses by Division	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
50	Operations Administration	786,875	747,811	764,128	749,948	778,961
51	Field Operations	5,836,911	6,202,542			
52	Plant Operations	4,654,585	5,032,807	5,289,711	6,111,959	6,465,887
53	Mechanical Maintenance	3,313,407	4,264,007	4,537,455	5,025,048	5,015,346
54	Instrumentation, Controls & Electrical	2,472,396	2,477,075	2,929,218	3,090,941	3,322,094
55	Laboratory and Technical Services	1,533,939	1,824,761	1,934,349	2,239,692	2,335,682
56	Operations Support Services	1,169,598	1,489,904	1,710,184	1,687,465	1,773,394
Total		**19,767,711**	**22,038,907**	**17,165,044**	**18,905,053**	**19,691,364**
			11.49%	**-22.11%**	**10.14%**	**4.16%**

Operating Expenses by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Wages and Benefits	11,648,222	12,131,845	10,577,944	11,137,607	11,863,349
Materials	5,256,698	5,635,179	4,011,022	5,363,706	5,462,825
Contracts	2,142,594	3,343,073	1,834,335	2,146,540	2,097,040
Other Expenses	298,636	342,971	306,283	257,200	268,150
Capital Outlay	421,561	585,839	435,460	-	-
Total	**19,767,711**	**22,038,907**	**17,165,044**	**18,905,053**	**19,691,364**
		11.49%	**-22.11%**	**10.14%**	**4.16%**

NOTES

1 In FY23, Field Operations moved from the Operations to the Engineering & Technical Services Department.

2 Effective FY24 Capital Outlay or Capital Asset expenses are shown in the CIP Ten-Year Capital Improvement Plan and Two-Year CIP Budget.

BUDGET TRENDS, FY24 AND FY25

The Operations Department successfully navigated through a significant turnover of staffing during the last 2-year budget cycle and the Field Operations Division was moved to Engineering & Technical Services Department in 2023, which reduced the overall Operations budget by $7.5 million. The growing state and federal regulatory requirements have impacted operations, resulting in higher costs for training, maintenance and compliance. To accommodate this additional workload, the adopted budget includes seven new positions for the Department as a result of the recently completed Operations Workforce Study.

The evolving framework for regulatory programs continues to impact the District's core services. Emerging programs like PFAS sampling, greenhouse gas legislation, and clean-fleet regulations continue to expand District obligations for testing and reporting. The Operations Department has taken a lead role in asset management by investing in predictive maintenance technology, completing and integrating pilot tests for critical pump vibration monitoring at the WWTP and field drinking water pump stations, and installing LAVWMA export pipeline air relief vault level detection alert sensors. Maintenance reliability programs continue to grow with a shift towards maximizing our asset management database and enhancing mobile technology use in the field. The Cogeneration Facility has undergone modernization to extend its useful life. The Operations Department is investing in a substantial inventory of parts to sustain reliability and prepare for emergencies.

The Department's budget reflects the increase in costs for maintenance due to supply chain shortages of materials, unusually high inflation, and increased costs of contracted work, materials, chemicals, and electricity/ natural gas purchases. The utility provider PG&E is continuing statewide programs that reduce the utility reliability and is implementing an above normal increase in fee schedules for electricity and natural gas. As a result, the materials and supplies budget continues to trend higher than historical average. In the upcoming budget cycle, the Department is planning to focus on continued administrative support for the District's environmental health and safety programs, deferred maintenance and projects, continued business continuity training, and efforts to prepare the lab to meet new standards beginning January 1, 2024.

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PERFORMANCE MEASURES

OPERATIONS DEPARTMENT	Objective	FY22 Actual	FY23 Estimates	FY24 Target	FY25 Target
Regulatory Compliance - Wastewater and Recycled Water	Number of permit exceedances	0	1	0	0
WWTP Self-Generation Power (Cogeneration)	Operate cogeneration facilities to power WWTP electrical demand 90% of the time	93%	88%	95%	95%
Recover WWTP Effluent for Recycled Water Production	Recycle 45% of total annual WWTP influent	46%	43%	45%	45%
Solids Harvested to Dedicated Land Disposal	Percent of solids removed from lagoons	30% (2 lagoon)	30% (2 lagoons)	30% (2 lagoons)	15% (1 lagoons)
WWTP/FSL/DLD Odor Mitigation	Sustain odors onsite and prevent odor complaints	7	5	< 5	< 5

TOP DEPARTMENT GOALS, FY24 AND FY25

- Support the Office of the General Manager in reviewing and amending operational agreements for DERWA and LAVWMA.
- Streamline the LAVWMA Quarterly report to be more efficient while complying with contract requirements.
- Harvest biosolids from two facultative sludge lagoon (FSL) in the upcoming harvesting season.
- Update electronic operations and maintenance manuals.
- Obtain regulatory approval to chlorinate wastewater effluent after DERWA during peak recycled water irrigation season in order to save on chemical and power costs.
- Achieve at least 60% of preventive maintenance work orders for the fiscal year.
- Assign and complete all preventive maintenance work orders using desk top computers or mobile devices, thereby eliminating the use of paper.
- Complete the Wastewater Treatment and Recycled Water Treatment SCADA system upgrade.
- Complete WWTP Electrical Master Plan.
- Support electronic records management efforts by capturing record drawings and O&M shop drawings into OnBase.
- Create SOPs, worksheets, work instructions, and document control compliant with the 2016 TNI Standards which the accreditation body CA Environmental Laboratory Accreditation Program (ELAP) has adopted.
- Improve reporting efficiency and accuracy by working with IT to pull data from multiple systems into a report for compliance and monitoring.
- Review and improve the pre-treatment program by updating the Pre-Treatment Program's Administrative Manual, review/make updates to permits, enforcement and sampling.
- Ensure compliance with CUPA program reporting and implementation requirements (fire safety, hazardous materials, hazardous waste, aboveground and underground storage tanks).
- Ensure compliance with BAAQMD and California Air Resources Board (CARB) program reporting and implementation requirements.
- Continue to update the District's Environmental Heath and Safety Program and foster a District-wide safety culture.
- Assist the Office of the General Manager in updating the Emergency Response Plan and the Emergency Operations Center (EOC).
- Update Environmental Compliance and Laboratory fees to ensure full cost recovery.
- Revise and adapt the District's long-term fleet management plan to align with the District's energy policy, business needs, and future regulations.

DSRSD's USS Howard dredge traverses the sludge lagoon during the harvest season.



Non-Departmental

Non-Departmental consists of account groups used for costs that are not specifically related to any one department. Expenses in this group are managed by the Administrative Services Department. Expenses include personnel costs (retiree medical and dental, unemployment payments, medical insurance administration fees, pension/Other Post-Employment Benefits (OPEB), Unfunded Actuarial Liability (UAL) funding), wholesale water purchases from Zone 7 Water Agency, contract services (liability insurance, legal services, general maintenance contracts, bond administration) and other costs (payments to joint powers authorities, debt payments and bond issuance costs).

BUDGET TRENDS, FY24 AND FY25

This budget is basically a status quo budget. Variations include increases in property insurance and general liability insurance, a policy decision to fund the District's Unfunded Actuarial Liability (UAL) at CalPERS projections starting in FY22, transfer of credit card fees ($90,000) in FY24 to the Revenue and Billing division to recognize this expenditure as a cost of doing business, and general inflation. Variations in the other expense category are generally due to contributions to our Joint Powers Authorities and inclusion of JPA capital projects which can vary by year. The Dougherty Valley State Water Project pass-through charges continue to increase as a result of increased regulations in the State.

Debt expenses are budgeted for principal and interest payments to adjust working capital for forecasting needs. Upon actual payment however, expenditures reflect interest only while actual principal paydowns are deducted from the outstanding debt liability accounts.

BUDGET SUMMARY

Operating Expenses by Fund	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Local Wastewater Enterprise	74,324	-	155,976	1,195,972	1,253,607
Local Wastewater Rate Stabilization	2,321	11,263	9,000	-	-
Regional Wastewater Enterprise	1,035,523	4,690,876	4,644,899	8,224,601	8,527,857
Regional Wastewater Rate Stabilization	2,321	11,263	9,000	-	-
Regional Wastewater Replacement	279,600	279,600	279,600	279,600	279,600
Regional Wastewater Expansion	(9,438,946)	4,030,964	3,580,676	3,583,046	3,581,322
Water Enterprise	19,005,260	18,748,391	20,536,313	25,382,274	27,135,074
Water Rate Stabilization	74,014	142,461	140,625	70,000	70,000
Water Replacement	14,940	120,328	173,880	517,700	242,000
Water Expansion	(18,462,165)	2,159,132	2,699,945	2,975,907	2,722,982
Administrative Cost Center	507,991	1,625,036	1,156,170	(5,596,500)	(5,934,500)
Other Post-Employment Benefits	0	(1,817)	945,553	600,753	618,776
DV Standby Assessment District	1,954,350	1,983,080	2,004,481	2,397,000	2,635,500
Total	**(4,950,469)**	**33,800,576**	**36,336,118**	**39,630,353**	**41,132,218**
		-782.78%	**7.50%**	**9.07%**	**3.79%**

Div. No.	Operating Expenses by Division	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
70	Non-Departmental	(4,950,469)	33,800,576	36,336,118	39,630,353	41,132,218
Total		**(4,950,469)**	**33,800,576**	**36,336,118**	**39,630,353**	**41,132,218**
			-782.78%	**7.50%**	**9.07%**	**3.79%**

Operating Expenses by Category	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
Wages and Benefits	619,691	1,072,975.45	2,270,418	1,787,142	1,681,652
Materials	16,306,627	16,021,110.09	17,821,103	18,947,350	20,482,000
Contracts	2,548,334	3,161,784.37	3,247,433	3,413,500	3,652,000
Other Expenses	(24,425,121)	13,544,706.21	12,997,163	15,482,361	15,316,566
Total	**(4,950,469)**	**33,800,576**	**36,336,118**	**39,630,353**	**41,132,218**
		-782.78%	**7.50%**	**9.07%**	**3.79%**

Contribution to JPA	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Budget	FY25 Budget
DERWA - O&M Expense	2,490,842	2,579,648	2,415,158	3,583,200	3,653,100
DERWA - Capital Expense/Replacement Funding	329,165	123,910	996,637	517,700	242,000
DERWA - Debt Expense	810,087	810,087	822,757	1,098,094	845,794
LAVWMA - O&M Expense	3,682,264	3,900,903	3,731,219	4,472,908	4,602,583
LAVWMA - Capital Expense/Replacement Funding	279,600	279,600	279,600	279,600	279,600
LAVWMA - Debt Expense	4,313,654	4,310,354	3,580,676	3,583,046	3,581,322
Total	**11,905,612**	**12,004,502**	**11,826,047**	**13,534,548**	**13,204,399**
% Change		**0.83%**	**-1.49%**	**14.45%**	**-2.44%**



Facultative sludge lagoons

Appendix

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DISTRICT POLICIES

Financial 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. 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.

Policies are not permanent documents but may be modified or rescinded in whole or in part at any time by the Board. District policies are reviewed on a regular basis and are adopted by resolution at a duly noticed meeting of the Board of Directors. The District has a number of financial policies, some of which are summarized below. The following policies can be found in their entirety on our website at www.dsrsd.com/about-us/district-policies

Auditor Selection and Services

This policy establishes guidelines to obtain auditing services from a highly-qualified firm, and to ensure there are no financial incentives that would jeopardize that firm from maintaining their independence. The Policy states the auditor may not perform other consulting services for the District and requires a full-scale competitive bidding process to be conducted at least every five years.

DSRSD prepares and submits its Comprehensive Annual Financial Report (CAFR) to the Governmental Finance Officers Association (GFOA) for inclusion in its awards program. The District has received the association's Certificate of Achievement for Excellence in Financial Reporting each time it has submitted a report. The District's current and past CAFRs are available online at www.dsrsd.com/about-us/library/financial-information

Budgeting Accountability

This policy provides operations and capital improvement program (CIP) budget controls. The General Manager is accountable to the Board of Directors for meeting the budgetary objectives set by the Board. The Board approves the operating budget at the total fund level, ensuring that it maintains control of rates and fees. In addition, the Board approves the maximum number of full time equivalent (FTE) staff positions as well as the number of those FTEs that are limited-term positions.

In adopting the CIP budget, the Board authorizes new projects and programs, and approves total project and program budgets. Expenses are controlled at the project level and project managers are responsible for their assigned projects. The General Manager is responsible for ensuring that the individual project appropriations and total fund appropriations are not exceeded, except as otherwise permitted by other policies.

DSRSD prepares and submits its operating budget to the California Society of Municipal Finance Officers (CSMFO) for inclusion in its awards program. The District has received the association's Operating Budget Excellence Award each time it has submitted a report. The District's current and past operating and CIP budgets are available online at www.dsrsd.com/Home/ShowDocument?id=298

Capital Financing and Debt Management

This policy establishes parameters for issuing and managing debt. The District will only use debt financing to purchase or build capital assets that cannot be acquired from either current revenues or replacement reserves and to fund capital improvements and additions; it will not be used for operating and maintenance costs. Lease/Purchase agreements for the purchase of vehicles, equipment and other capital assets shall generally be avoided, particularly if smaller quantities of the asset can be purchased on a pay-as-you-go basis. Visit www.dsrsd.com/Home/ShowDocument?id=300

Consolidated Water Enterprise Fund

This policy directs potable water and recycled water to be managed as consolidated funds for operations, replacement, and expansion. In support of its mission, the District is committed to planning, designing, constructing, operating and maintaining the District's water system to meet all legal and regulatory requirements and contractual obligations. In order to do so, it is imperative that sufficient revenue be collected and appropriate reserves be maintained for both the potable and recycled water systems (collectively the "Water System"). It is equally important that an appropriate financial structure and reporting system be maintained to account for the cost of providing potable and recycled water service (collectively, "Water Service") and the investments made by the District into the Water System. Visit www.dsrsd.com/Home/ShowDocument?id=302

Debt Disclosure

This policy ensures the District is in compliance with all applicable federal and state securities laws related to debt issuances. This policy also provides internal control procedures to assure disbursements are issued with appropriate documentation and approval. Additionally, this policy provides guidance on reviewing and approving, official statements, filing continuing disclosures and managing financial information released to the public. Visit www.dsrsd.com/home/showpublisheddocument/2248/637054461350370000

Financial Reserves

This policy guides the prudent accumulation and management of designated reserves. Designated reserves are earmarked by the Board of Directors for purposes such as funding new capital facilities, construction, repair, replacement or refurbishment of existing facilities, rate stabilization, emergency and operating reserves. These funds can be utilized at the discretion of the District. The Board can change fund designations at any time. Visit www.dsrsd.com/Home/ShowDocument?id=304

Investment

This policy directs public funds to be invested in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the District's investment policy. Visit www.dsrsd.com/Home/ShowDocument?id=306

Project Cost Allocation

This policy establishes the basis for determining how the cost of projects should be allocated between funds. Project costs are to be allocated in proportion to the benefits that accrue to existing and future customers of each enterprise of the District. In carrying out this policy and depending on the nature of the project, allocation of a project cost may be to more than one enterprise and/or to more than one fund within the enterprise. Visit www.dsrsd.com/Home/ShowDocument?id=308

Rate Policies and Guidelines

This policy guides decision-making for developing and adopting rates using a generally-accepted methodology that provides financial stability, achieves rate stability, ensures public well-being and safety, and considers rate impacts. Visit www.dsrsd.com/Home/ShowDocument?id=310

All current District policies are available online at www.dsrsd.com/about-us/district-policies

GLOSSARY

AMI	Advanced Metering Infrastructure
ACWA	Association of California Water Agencies
ARV	After Repair Value
BACWA	Bay Area Clean Water Agencies
CAFR	Comprehensive Annual Financial Report
CalPERS	California Public Employees' Retirement System
CIP	Capital Improvement Projects
CASA	California Association of Sanitation Agencies
CERBT	California Employers' Retiree Benefit Trust
CMMS	Computerized Maintenance Management System
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
CSDA	California Special Districts Association
CSMFO	California Society of Municipal Finance Officers
DERWA	DSRSD-EBMUD Recycled Water Authority
DSRSD	Dublin San Ramon Services District
DVSAD	Dougherty Valley Standby Assessment District
EOC	Emergency Operation Center
EBDA	East Bay Dischargers Authority
EBMUD	East Bay Municipal Utility District
FSL	Facultative Sludge Lagoon
FTE	Full-Time Equivalent

FYE	Fiscal Year Ending
GASB	Governmental Accounting Standards Board
GIS	Geographic Information System
ICS	Incident Command System
JPA	Joint Powers Authority
LAVWMA	Livermore-Amador Valley Water Management Agency
MGD	Million Gallons per Day
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OPEB	Other Post-Retirement Employment Benefits
PEPRA	Public Employees' Pension Reform Act
PMIA	Pooled Money Investment Account
RPM	Replacement Planning Model
SCADA	Supervisory Control and Data Acquisition
SFEI	San Francisco Estuary Institute
SSMP	Sewer System Management Plan
SWP	State Water Project
SWRCB	State Water Resources Control Board
TIC	Temporary Infrastructure Charge
TNI	The NELAC (National Environmental Laboratories Accreditation Conference) Institute
UAL	Unfunded Actuarial Liability
USA	Underground Service Alert
UWMP	Urban Water Master Plan
WWTP	Wastewater Treatment Plant

CONSOLIDATED DEBT SCHEDULE

	LAVWMA (1) 2021 Sewer Revenue Refunding Bonds (DSRSD & City of Pleasanton Portion)			DERWA State Loan (DSRSD Portion)			2017 Water Revenue Refunding Bonds		
Fiscal Year	**Principal Due**	**Interest Due**	**Total Debt Service**	**Principal Due**	**Interest Due**	**Total Debt Service**	**Principal Due**	**Interest Due**	**Total Debt Service**
2023-24	$3,417,288	$1,382,143	$4,799,431	$797,300	$48,495	$845,795	$500,000	$1,377,813	$1,877,813
2024-25	$3,554,413	$1,242,709	$4,797,122	$817,232	$28,562	$845,794	$525,000	$1,352,188	$1,877,188
2025-26	$3,698,755	$1,097,646	$4,796,401	$325,253	$8,131	$333,384	$550,000	$1,325,313	$1,875,313
2026-27	$3,850,313	$946,665	$4,796,978				$1,020,000	$1,286,063	$2,306,063
2027-28	$4,009,089	$789,477	$4,798,566				$1,360,000	$1,226,563	$2,586,563
2028-29	$4,171,474	$625,865	$4,797,339				$1,420,000	$1,157,063	$2,577,063
2029-30	$4,341,075	$455,614	$4,796,689				$1,495,000	$1,084,188	$2,579,188
2030-31	$4,517,893	$278,435	$4,796,328				$1,570,000	$1,007,563	$2,577,563
2031-32	$4,701,929	$94,039	$4,795,968				$1,645,000	$927,188	$2,572,188
2032-33							$1,725,000	$842,938	$2,567,938
2033-34							$1,815,000	$754,438	$2,569,438
2034-35							$1,905,000	$661,438	$2,566,438
2035-36							$1,995,000	$563,938	$2,558,938
2036-37							$2,100,000	$461,563	$2,561,563
2037-38							$2,200,000	$354,063	$2,554,063
2038-39							$2,290,000	$263,281	$2,553,281
2039-40							$2,355,000	$190,703	$2,545,703
2040-41							$2,425,000	$116,016	$2,541,016
2041-42							$2,500,000	$39,063	$2,539,063
Total	**$36,262,229**	**$6,912,594**	**$43,174,823**	**$1,939,785**	**$85,188**	**$2,024,973**	**$31,395,000**	**$14,991,374**	**$46,386,374**

Footnote:
DSRSD budgets for both the District's and Pleasanton's share of debt because the District collects the regional sewer service charge and the capacity fee revenues.

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FYE 2024 OPERATING BUDGET	Local Watewater Enterprise 200	Local Wastewater RSF 205	Local Wastewater Replacement 210	Local Wastewater Expansion 220	Regional Wastewater Enterprise 300	Regional Wastewater RSF 305	Regional Wastewater Replacement 310	Regional Wastewater Expansion 320	Water Enterprise 600	Water RSF 605	Water Replacement 610	Water Expansion 620	Administrative Cost Center 900	OPEB 965	DV Standby District 995	Total
(Estimated) Beginning Working Capital	4,183,149	716,996	4,771,166	8,950,373	13,550,683	9,811,391	36,305,821	43,774,527	9,064,945	15,866,949	32,016,267	52,006,188	-	-	-	231,018,455
																-
Revenues:																
Zone 7 Revenue (413030)	-	-	-	-	-	-	-	-	*18,585,745*	-	-	-	-	-	-	18,585,745
DSRSD Fixed Charge (413030)	-	-	-	-	-	-	-	-	*8,458,837*	-	-	-	-	-	-	8,458,837
DSRSD Potable Revenue (413030)	-	-	-	-	-	-	-	-	*6,555,418*	-	-	-	-	-	-	6,555,418
DSRSD Recycled Revenue (413032)	-	-	-	-	-	-	-	-	*5,680,000*	-	-	-	-	-	-	5,680,000
Power Charge Revenue (413033)	-	-	-	-	-	-	-	-	*1,030,000*	-	-	-	-	-	-	1,030,000
Dublin Sewer Service Charge (411010)	*3,933,313*	-	-	-	*11,223,767*	-	-	-	-	-	-	-	-	-	-	15,157,080
San Ramon Sewer Service Charge (411012)	*875,127*	-	-	-	*2,281,115*	-	-	-	-	-	-	-	-	-	-	3,156,242
Pleasanton Sewer Serice Charge (411011)	-	-	-	-	*11,985,722*	-	-	-	-	-	-	-	-	-	-	11,985,722
Miscellaneous Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pretreatment/Lab Tests- DSRSD (412010)	-	-	-	-	*80,000*	-	-	-	-	-	-	-	-	-	-	80,000
Pretreatment/Lab Tests- Pleasanton (412011)	-	-	-	-	*85,000*	-	-	-	-	-	-	-	-	-	-	85,000
Total Service Charges	4,808,440	-	-	-	25,655,604	-	-	-	40,310,000	-	-	-	-	-	-	70,774,044
Capacity Reserve Fees	-	-	539,817	16,581	-	-	1,357,224	3,331,137	-	-	2,130,526	2,605,841	-	-	-	9,981,126
Other Revenues	370,000	-	-	-	1,200,000	-	-	-	1,215,500	1,000,000	-	-	3,491,000	-	2,397,000	9,673,500
Interest	65,000	15,000	82,000	164,000	147,000	202,000	720,000	890,000	276,000	334,000	580,000	1,000,000	-	-	-	4,475,000
Total Revenues	5,243,440	15,000	621,817	180,581	27,002,604	202,000	2,077,224	4,221,137	41,801,500	1,334,000	2,710,526	3,605,841	3,491,000	-	2,397,000	94,903,670
Operating Expenses:		-				-		-		-	-	-		-	-	
Wages and Benefits	2,944,104	-	-	-	9,799,273	-	-	-	7,874,688	-	-	-	7,144,092	-	-	27,762,157
Unfunded Actuarial Liability (Pension/OPEB)	176,035	-	-	-	530,076	-	-	-	452,778	-	-	-	-	(628,247)	-	530,642
Staff Time Charged to Projects/JPAs	(159,635)	-	-	-	(1,699,611)	-	-	-	(958,118)	-	-	-	(213,889)		-	(3,031,253)
Other Personnel Costs	139,730	-	-	-	654,675	-	-	-	603,445	-	-	-	410,864	1,229,000	-	3,037,714
Chemicals, Gas & Electric	16,060	-	-	-	3,134,406	-	-	-	1,802,000	-	-	-	112,300	-	-	5,064,766
Other Materials	117,655	-	-	-	1,747,385	-	-	-	1,344,575	-	-	-	287,500	-	-	3,497,115
Water Purchase	-	-	-	-	-	-	-	-	18,722,350	-	-	-	-	-	-	18,722,350
Contracts	509,842	-	-	-	1,474,168	-	-	-	2,381,893	-	250	-	2,369,067	-	2,397,000	9,132,220
5th Supplement Agreement (Regional to Pleasanton)	-	-	-	-	150,000	-	-	-	-	-	-	-	-	-	-	150,000
Other	40,540	-	-	-	297,864	-	-	-	318,276	70,000	-	-	96,135	-	-	822,815
Contribution to JPA	-	-	-	-	4,472,908	-	279,600	3,583,046	3,583,200	-	517,700	1,098,094	-	-	-	13,534,548
Debt Service	-	-	-	-	-	-	-	-	-	-	-	1,877,813	-	-	-	1,877,813
Allocated Costs	1,020,019	-	-	-	3,071,473	-	-	-	2,623,577	-	-	-	(6,715,069)	-	-	-
Total Operating Expenses	4,804,351	-	-	-	23,632,616	-	279,600	3,583,046	38,748,664	70,000	517,950	2,975,907	3,491,000	600,753	2,397,000	81,100,887
Capital Projects - Proposed Fund Limits	-	-	770,421	-	-	-	11,201,795	417,919	-	-	9,840,469	2,692,702	-	-	-	24,923,306
Transfers In:									-	-	-					
Replacement Allocations	-	-	800,000	-	-	-	2,400,000	-	-	-	6,390,000	-	-	-	-	9,590,000
Transfers In - Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	600,753	-	600,753
5th Supplement Agreement (Regional to Water)	-	-	-	-	-	-	-	-	400,000	-	-	-	-	-	-	400,000
Total Transfers In	-	-	800,000	-	-	-	2,400,000	-	400,000	-	6,390,000	-	-	600,753	-	10,590,753
Transfers Out:									-							
Replacement Allocations	800,000	-	-	-	2,400,000	-	-	-	6,390,000	-	-	-	-	-	-	9,590,000
Transfers Out - Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out - Other	91,254	-	-	-	274,784	-	-	-	234,714	-	-	-	-	-	-	600,753
5th Supplement Agreement (Regional to Water)	-	-	-	-	400,000	-	-	-	-	-	-	-	-	-	-	400,000
Total Transfers Out	891,254	-	-	-	3,074,784	-	-	-	6,624,714	-	-	-	-	-	-	10,590,753
Net increase (decrease)	(452,165)	15,000	651,396	180,581	295,203	202,000	(7,004,171)	220,172	(3,171,879)	1,264,000	(1,257,893)	(2,062,768)	-	-	-	(11,120,523)
(Projected) Ending Working Capital	3,730,984	731,996	5,422,562	9,130,954	13,845,886	10,013,391	29,301,650	43,994,699	5,893,067	17,130,949	30,758,374	49,943,420	-	-	-	219,897,932

FYE 2025 OPERATING BUDGET	Local Watewater Enterprise 200	Local Wastewater RSF 205	Local Wastewater Replacement 210	Local Wastewater Expansion 220	Regional Wastewater Enterprise 300	Regional Wastewater RSF 305	Regional Wastewater Replacement 310	Regional Wastewater Expansion 320	Water Enterprise 600	Water RSF 605	Water Replacement 610	Water Expansion 620	Administrative Cost Center 900	OPEB 965	DV Standby District 995	Total
(Estimated) Beginning Working Capital	3,730,984	731,996	5,422,562	9,130,954	13,845,886	10,013,391	29,301,650	43,994,699	5,893,067	17,130,949	30,758,374	49,943,420	-	-	-	219,897,932
																-
Revenues:																
Zone 7 Revenue (413030)	-	-	-	-	-	-	-	-	*20,132,346*	-	-	-	-	-	-	20,132,346
DSRSD Fixed Charge (413030)	-	-	-	-	-	-	-	-	*8,917,469*	-	-	-	-	-	-	8,917,469
DSRSD Potable Revenue (413030)	-	-	-	-	-	-	-	-	*6,965,185*	-	-	-	-	-	-	6,965,185
DSRSD Recycled Revenue (413032)	-	-	-	-	-	-	-	-	*5,880,000*	-	-	-	-	-	-	5,880,000
Power Charge Revenue (413033)	-	-	-	-	-	-	-	-	*1,090,000*	-	-	-	-	-	-	1,090,000
Dublin Sewer Service Charge (411010)	*4,208,644*	-	-	-	*11,560,480*	-	-	-	-	-	-	-	-	-	-	15,769,124
San Ramon Sewer Service Charge (411012)	*936,386*	-	-	-	*2,349,549*	-	-	-	-	-	-	-	-	-	-	3,285,935
Pleasanton Sewer Serice Charge (411011)	-	-	-	-	*12,345,294*	-	-	-	-	-	-	-	-	-	-	12,345,294
Miscellaneous Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pretreatment/Lab Tests- DSRSD (412010)	-	-	-	-	*80,000*	-	-	-	-	-	-	-	-	-	-	80,000
Pretreatment/Lab Tests- Pleasanton (412011)	-	-	-	-	*85,000*	-	-	-	-	-	-	-	-	-	-	85,000
Total Service Charges	5,145,030	-	-	-	26,420,323	-	-	-	42,985,000	-	-	-	-	-	-	74,550,353
Capacity Reserve Fees	-	-	1,237,398	38,007	-	-	2,531,481	6,107,371	-	-	4,760,700	5,802,035	-	-	-	20,476,992
Other Revenues	386,000	-	-	-	1,200,000	-	-	-	1,246,500	1,035,000	-	-	3,696,000	-	2,632,000	10,195,500
Interest	65,000	15,000	82,000	164,000	147,000	202,000	720,000	890,000	276,000	334,000	580,000	1,000,000	-	-	-	4,475,000
Total Revenues	5,596,030	15,000	1,319,398	202,007	27,767,323	202,000	3,251,481	6,997,371	44,507,500	1,369,000	5,340,700	6,802,035	3,696,000	-	2,632,000	109,697,845
Operating Expenses:																
Wages and Benefits	3,106,013	-	-	-	10,457,960	-	-	-	8,358,467	-	-	-	7,535,291			29,457,731
Unfunded Actuarial Liability (Pension/OPEB)	157,274	-	-	-	473,581	-	-	-	404,522	-	-	-	-	(672,224)	-	363,152
Staff Time Charged to Projects/JPAs	(168,235)	-	-	-	(1,817,905)	-	-	-	(1,022,838)	-	-	-	(225,326)			(3,234,304)
Other Personnel Costs	139,447	-	-	-	679,360	-	-	-	581,017	-	-	-	313,155	1,291,000	-	3,003,979
Chemicals, Gas & Electric	20,878	-	-	-	3,351,225	-	-	-	1,878,960	-	-	-	118,990	-	-	5,370,053
Other Materials	125,955	-	-	-	1,614,285	-	-	-	1,413,790	-	-	-	295,100	-	-	3,449,130
Water Purchase	-	-	-	-	-	-	-	-	20,257,000	-	-	-	-	-	-	20,257,000
Contracts	434,252	-	-	-	1,444,218	-	-	-	2,388,713	-	250	-	2,615,284	-	2,635,500	9,518,217
5th Supplement Agreement (Regional to Pleasanton)	-	-	-	-	150,000	-	-	-	-	-	-	-	-	-	-	150,000
Other	41,816	-	-	-	308,919	-	-	-	327,217	70,000		-	96,155	-	-	844,107
Contribution to JPA	-	-	-	-	4,602,583	-	279,600	3,581,322	3,653,100	-	242,000	845,794	-	-	-	13,204,399
Debt Service	-	-	-	-	-	-	-	-	-	-	-	1,877,188	-	-	-	1,877,188
Allocated Costs	1,071,298	-	-	-	3,225,882	-	-	-	2,755,470	-	-	-	(7,052,650)	-	-	-
Total Operating Expenses	4,928,697	-	-	-	24,490,108	-	279,600	3,581,322	40,995,418	70,000	242,250	2,722,982	3,696,000	618,776	2,635,500	84,260,652
Capital Projects - Proposed Fund Limits	-	-	2,298,100	327,500	-	-	15,298,190	1,342,710	-	-	11,790,000	15,315,256	-	-	-	46,371,756
Transfers In:																
Replacement Allocations	-	-	800,000	-	-	-	2,700,000	-	-	-	6,500,000	-	-	-	-	10,000,000
Transfers In - Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	618,776	-	618,776
5th Supplement Agreement (Regional to Water)	-	-	-	-	-	-	-	-	400,000	-	-	-	-	-	-	400,000
Total Transfers In	-	-	800,000	-	-	-	2,700,000	-	400,000	-	6,500,000	-	-	618,776	-	11,018,776
Transfers Out:																
Replacement Allocations	800,000	-	-	-	2,700,000	-	-	-	6,500,000	-	-	-	-	-	-	10,000,000
Transfers Out - Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out - Other	93,992	-	-	-	283,028	-	-	-	241,756	-	-	-	-	-	-	618,776
5th Supplement Agreement (Regional to Water)	-	-	-	-	400,000	-	-	-	-	-	-	-	-	-	-	400,000
Total Transfers Out	893,992	-	-	-	3,383,028	-	-	-	6,741,756	-	-	-	-	-	-	11,018,776
Net increase (decrease)	(226,659)	15,000	(178,702)	(125,493)	(105,813)	202,000	(9,626,309)	2,073,339	(2,829,673)	1,299,000	(191,550)	(11,236,203)	-	-	(3,500)	(20,934,563)
(Projected) Ending Working Capital	3,504,325	746,996	5,243,860	9,005,461	13,740,073	10,215,391	19,675,341	46,068,038	3,063,393	18,429,949	30,566,824	38,707,217	-	-	(3,500)	198,963,368

Dublin San Ramon Services District
Water, wastewater, recycled water

STAFF REPORT

Meeting Date: June 6, 2023

TITLE: Workshop: Receive Presentation on the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years 2024-2033 and Two-Year CIP Budget for Fiscal Years 2024 and 2025

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the draft Capital Improvement Program (CIP) Ten-Year Plan (Plan) for fiscal years 2024 through 2033, and Two-Year CIP Budget (Budget) for fiscal years 2024 and 2025 and provide direction to staff on any desired changes to the draft Plan and Budget.

DISCUSSION:

The CIP is a capital investment plan to maintain and enhance the District's infrastructure, consisting of the Ten-Year CIP Plan and the Two-Year CIP Budget. The CIP Plan serves to identify, prioritize, and schedule capital projects for the ten-year period, and establish a plan for generating the financial resources needed to complete these capital projects. The first two years of expenditures in the CIP Plan comprise the District's Two-Year CIP Budget for fiscal years 2024 and 2025.

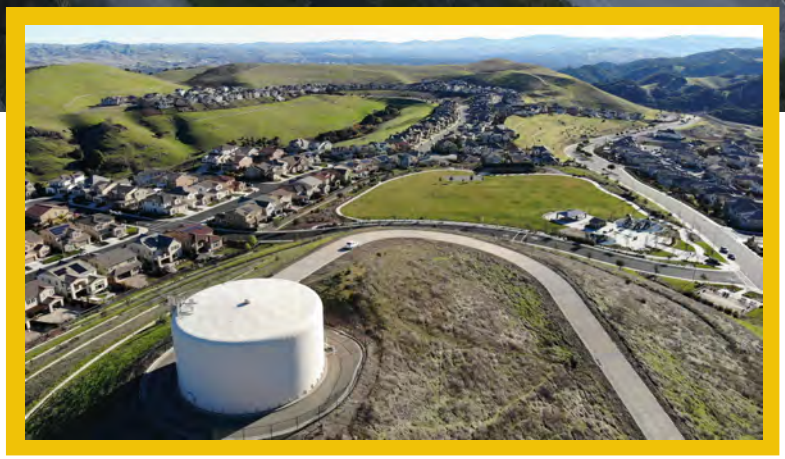
By adopting the CIP Budget, the Board:

- Authorizes total budgets for the individual capital projects and programs
- Authorizes the initiation of project expenditures in either fiscal year 2024 or 2025
- Establishes the maximum expenditures from each fund for fiscal years 2024 and 2025
- Approves funding for the purchase or replacement of capital assets

Board directed revisions to the draft CIP Plan and Budget will be incorporated into a final CIP Plan and Budget and considered for adoption at a public hearing at the June 20, 2023 Board meeting. A notice of public hearing for the June 20, 2023 meeting was published in the East Bay Times on June 6, 2023, in accordance with the requirements of Government Code Section 61110. The approved CIP Plan and Budget would become effective July 1, 2023.

Originating Department: Engineering and Technical Services	**Contact: J. Ching/S. Delight**	**Legal Review: Not Required**
Financial Review: Yes	**Cost and Funding Source: N/A**	
Attachments: ☐ None ☐ Resolution ☐ Ordinance ☐ Task Order ☐ Proclamation ☒ Other (see list on right)	**Attachment 1 – Draft CIP Plan and Budget**	







Dublin San Ramon Services District

Water, wastewater, recycled water

DRAFT
Capital Improvement Program

TEN YEAR PLAN— Fiscal Years 2024 through 2033

TWO YEAR BUDGET— Fiscal Years 2024 and 2025

Dublin San Ramon Services District

Water, wastewater, recycled water

Capital Improvement Program

Ten-Year Plan

For Fiscal Years Ending 2024 through 2033

Two-Year Budget

For Fiscal Years Ending 2024 and 2025

Adopted by Board Resolution No. ____ on June 20, 2023

Board of Directors
Georgean Vonheeder-Leopold, President
Ann Marie Johnson, Vice President
Richard Halket, Director
Arun Goel, Director
Dinesh Govindarao, Director

General Manager
Dan McIntyre

Assistant General Manager
Jan Lee

Engineering Services Director/District Engineer
Steve Delight, PE

Administrative Services Director
Carol Atwood, CPA

Acting Operations Director
Maurice Atendido, PE

Capital Program Manager
Jason Ching, PE

Document Coordination
Corinne Ferreyra – *Financial Analyst*

Technical Assistance
Aaron Johnson, *GIS Analyst II*
Roper Macaraeg – *GIS Specialist I*

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Executive Summary

Capital Improvement Program Overview

The Capital Improvement Program (CIP) is a capital investment plan to maintain and enhance the Dublin San Ramon Services District's ("District" or "DSRSD") infrastructure. The CIP serves as a guide for identifying current and future projects in support of the District's mission *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*. The CIP is also the planning instrument used to coordinate the financing and timing of improvements, with the ultimate goal of maximizing the return to customers.

The CIP consists of the Ten-Year Capital Improvement Plan ("Plan") and the Two-Year Capital Improvement Budget ("Budget"). The Capital Improvement Plan serves to identify, prioritize, and schedule capital projects for the ten-year period, and establish a plan for generating the financial resources needed to complete these capital projects. The first two years of expenditures in the Capital Improvement Plan comprise the District's Two-Year Capital Improvement Budget for Fiscal Years 2024 and 2025. By adopting the Capital Improvement Budget, the Board:

- Authorizes total budgets for the individual capital projects.
- Authorizes the initiation of project expenditures in either fiscal year 2024 or 2025.
- Establishes the maximum expenditures from each fund for fiscal years 2024 and 2025.

Capital Improvement Program Process

The development of the CIP is a coordinated process, occurring every two years, and beginning with District staff identifying projects and preparing related descriptions, schedules, and cost estimates. Projects may be identified in a master plan, study, or the asset management replacement model. Projects are also included to meet an upcoming regulatory requirement, or as a staff recommendation. Project requests are submitted for evaluation by the District Engineer.

Several factors are considered in developing the CIP, including the District's Strategic Plan and established District Policies, the need to meet a regulatory mandate or requirement, the impact to the District's capital fund reserves, and balancing project scheduling with available staffing resources. The recommended CIP is compiled and presented to the General Manager for review and input. The recommended CIP is next reviewed by the Board of Directors ("Board") at a work session, where the public has an opportunity to provide comments before final adoption by the Board at a public hearing in June.

Capital Improvement Program Projects & Programs

The CIP includes Projects and Programs, each of which are described below:

1. **Projects:** A CIP project is defined as an infrastructure project which is; 1) non-recurring in nature; 2) has a minimum cost of $20,000; 3) results in a new asset that has a useful life of at least three years or extends the useful life of an existing asset by at least three years; and 4) requires project management, typically requiring compliance with the California Public Contract Code. A common example of a CIP project is a water or wastewater collection pipeline replacement.

2. **Programs:** A CIP program sets aside money to fund projects that are anticipated but do not yet have definitive scope and budget. For example, a major water main might need unexpected replacement, and the associated program would fund the creation of a modest-scale replacement project when the need arose. The amounts set aside are based on Asset Management replacement models. The Asset Management models includes assumptions about the useful life of each asset, which identifies when an asset would need to be repaired or replaced and calculates an estimated cost to do so. Once a specific scope of work and budget is developed, a project can be created from the CIP program. An example of an Asset Management model based program is the Regional Wastewater Treatment Facility Replacement and Rehabilitation Program (00-P026). Other programs set aside funding for a particular District initiative which may ultimately fund more than one individual CIP project. An example of a District specific initiative program is the Long-Term Water Resiliency Program (00-W002).

Capital Replacement and Expansion Funds

The District has three business enterprises: local wastewater collection, regional wastewater treatment and water. Each business has two capital funds: replacement and expansion. A key distinction is that replacement funds are largely funded by rate revenue from existing customers, while expansion funds are funded by fee revenue from new development.

A CIP project can have more than one funding source depending on the project scope, and as determined by the Board's Project Cost Allocation Policy. The Capital Improvement Program outlines the capital expenditures planned in the replacement and expansion funds. A more detailed discussion of each fund occurs later in Chapter 3.

Local Wastewater Replacement (Fund 210) – The funding source to replace and improve local sewer facilities to handle existing wastewater flows. Facilities include trunk sewer lines, lift stations, and related appurtenances that transfer wastewater from the point of origin to the regional wastewater treatment plant.

Local Wastewater Expansion (Fund 220) – The funding source to expand or add local sewer facilities to accommodate increased wastewater flows from new development.

Regional Wastewater Replacement (Fund 310) – The funding source to replace and improve the regional wastewater treatment plant to process existing wastewater flows before further treatment for recycled water or transit through the LAVWMA pipeline to the San Francisco Bay for disposal.

Regional Wastewater Expansion (Fund 320) – The funding source to expand or add to the regional wastewater treatment plant and related appurtenances that process future wastewater flows.

Water Replacement (Fund 610) – The funding source to replace and improve facilities to treat recycled water, as well as the pipelines, pump stations, reservoirs, and related appurtenances to distribute potable water and recycled water.

Water Expansion (Fund 620) – The funding source to expand or add facilities to treat recycled water and to distribute potable and recycled water.

Fiscal Year 2024-2033 Capital Improvement Program At-A-Glance

The total budget for the Ten-Year Plan for Fiscal Years 2024 through 2033 is $327.2 million and is comprised of 120 projects and programs. The Two-Year Budget for Fiscal Year 2024 and 2025 is $71.3 million and is comprised of 79 projects and programs including 22 projects managed by the District on behalf of two Joint Powers Authorities: DSRSD-East Bay Municipal Utility District (EBMUD) Recycled Water Agency (DERWA) and Livermore Amador Valley Water Management Agency (LAVWMA). It should be noted that while the District manages JPA projects, DSRSD is reimbursed by the JPAs for the full cost of each project.

Table 1 – CIP Expenditures by Fund ($1,000's)

Fund	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	10-Year Total
Local Replacement	770	2,298	1,516	3,619	3,197	1,760	421	421	421	421	**14,842**
Local Expansion	-	328	978	-	363	1,715	-	275	2,557	-	**6,215**
Regional Replacement	11,202	15,298	6,900	6,755	10,105	12,343	13,108	12,388	2,568	2,568	**93,235**
Regional Expansion	418	1,343	2,228	5,514	12,236	7,345	-	10,500	2,700	5,400	**47,682**
Water Replacement	9,840	11,790	16,365	5,854	9,207	11,402	8,752	8,827	12,277	21,627	**115,939**
Water Expansion	2,693	15,315	11,258	12,132	470	2,674	375	625	625	3,125	**49,292**
Annual Total	**24,923**	**46,372**	**39,244**	**33,874**	**35,577**	**37,238**	**22,655**	**33,035**	**21,147**	**33,140**	**327,205**

Figure 1 – CIP Expenditures by Fund

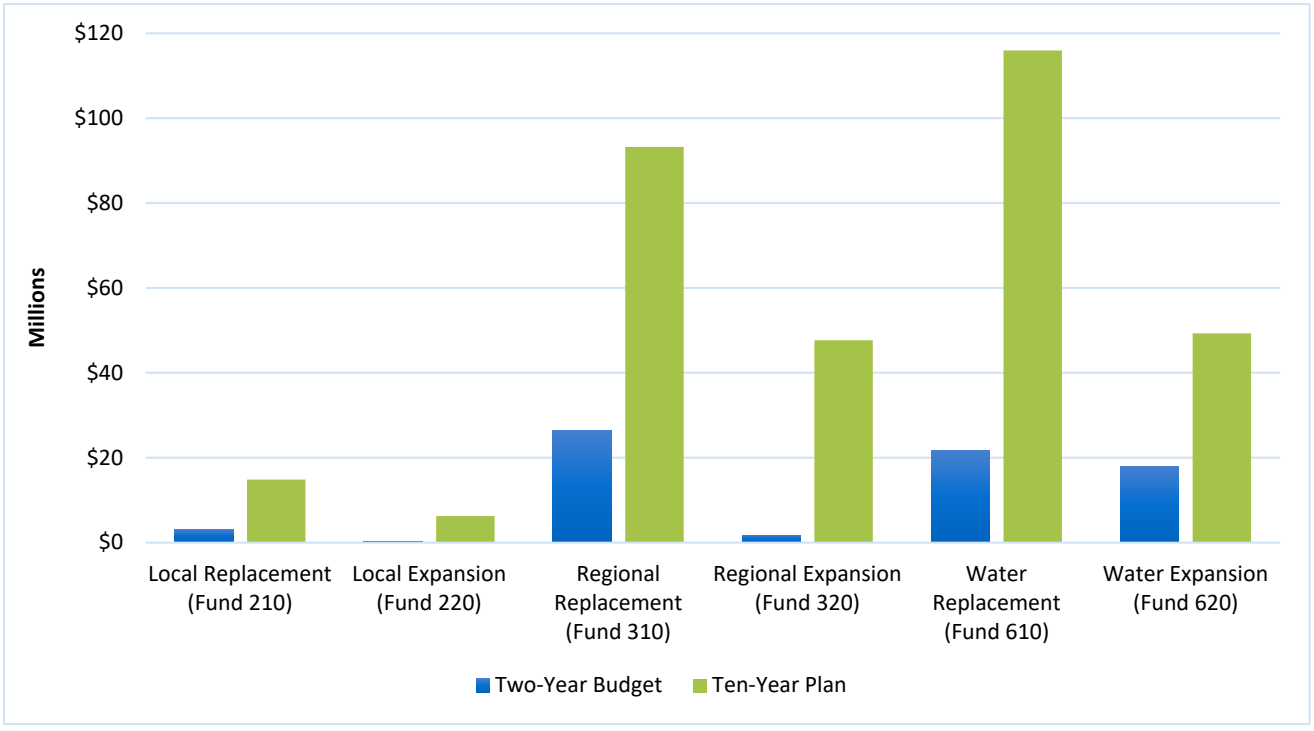
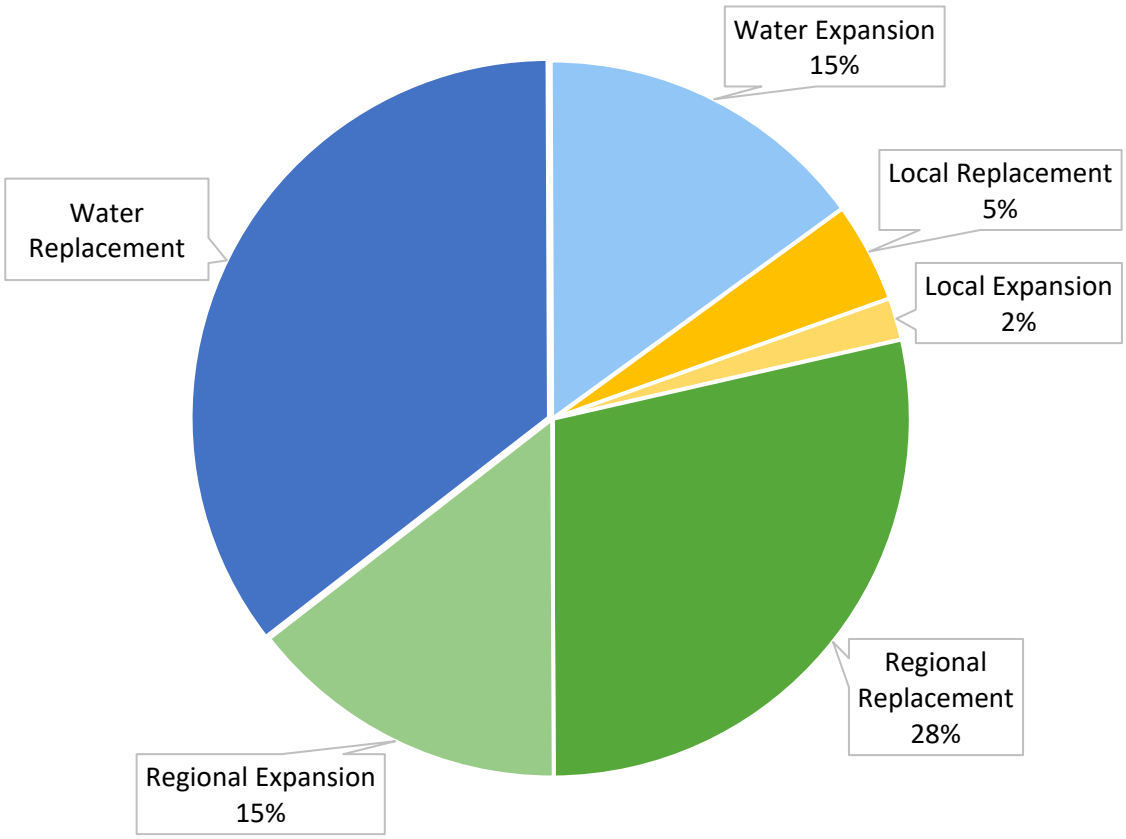


Figure 2 – Ten-Year CIP Expenditures by Fund

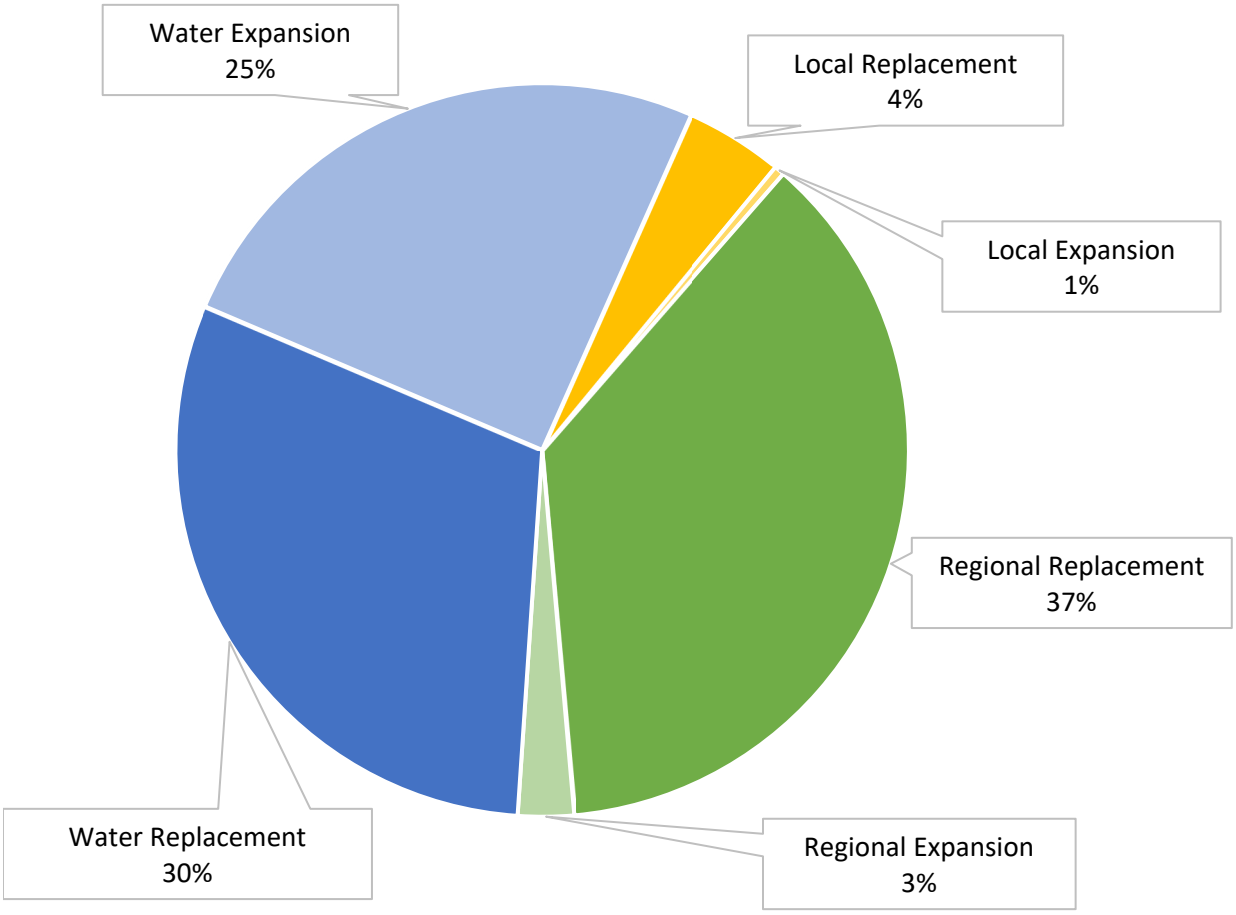


The total budget for the Ten-Year Plan for Fiscal Years 2024 through 2033 is $327.2 million and is comprised of 120 projects and programs. In the Ten-Year Plan, Local wastewater collection projects account for 7 percent of the total expenditures. Regional wastewater treatment projects account for 43 percent of the total Ten-Year Plan expenditures. Water system projects comprise 50 percent of the total expenditures in the Ten-Year Plan.

Replacement projects account for 68 percent of the total Ten-Year Plan expenditures. The share of Local Wastewater Collection, Regional Wastewater Treatment, and Water System replacement projects as a percent of the total Ten-Year Plan is 5 percent (Local), 28 percent (Regional), and 35 percent (Water).

Expansion projects account for 32 percent of the total CIP Ten-Year Plan expenditures. The share of Local Wastewater Collection, Regional Wastewater Treatment, and Water System expansion projects as a percent of the total Ten-Year Plan is 2 percent (Local), 15 percent (Regional), and 15 percent (Water).

Figure 3 – Two-Year CIP Expenditures by Fund



The Two-Year Budget for Fiscal Year 2024 and 2025 is $71.2 million and is comprised of 79 projects and programs including 22 projects managed by the District on behalf of the two Joint Powers Authority, DERWA and LAVWMA. In the Two-Year Budget, Local wastewater collection projects account for 5 percent of the total expenditures. Regional wastewater treatment projects account for 40 percent of the total CIP Two-Year Budget expenditures. Water system projects comprise the majority (55 percent) of the total Two-Year Budget expenditures.

Replacement projects account for 71 percent of the total Two-Year Budget expenditures. The share of Local Wastewater Collection, Regional Wastewater Treatment, and Water System replacement projects as a percent of the total Two-Year Budget is 4 percent (Local), 37 percent (Regional), and 30 percent (Water).

Expansion projects account for 29 percent of the total CIP Two-Year Budget expenditures. The share of Local Wastewater Collection, Regional Wastewater Treatment, and Water System expansion projects as a percent of the total Two-Year Budget is 1 percent (Local), 3 percent (Regional), and 25 percent (Water).

Chapter 1: Long-Term Capital Planning

CIP and Strategic Plan Nexus

The Capital Improvement Program (CIP) is integral to the achievement of the District's mission and implementation of the Strategic Plan. Development, approval, and implementation of the CIP accomplishes several District's Strategic Plan goals by providing specific projects and planned funding towards meeting the goals. For example, the Strategic Plan goal to enhance the District's ability to respond to emergencies is advanced with the WWTP SCADA Improvements project (05-3206) which will provide robust and redundant communication between the WWTP processes.

The CIP Plan and Budget also supports the District Strategic Plan goals to maintain financial stability and sustainability and to optimize the Asset Management Program to guide District business decisions. The District's Asset Management Program identifies projects for the CIP Plan and Budget. In addition, it provides an overall estimate of expected expenditures over the CIP Plan timeframe and beyond to guide future rate operating budget and rate studies.

The Strategic Plan includes a goal of improving the resiliency of the District's water supplies against future uncertainties. The 2023 Water Conservation Master Plan project (24-W019) will provide a framework for conservation programs to align with the District's mission to meet conservation goals. The Leak Detection and Technology Study (24-W011) also furthers this goal. The project will test and ultimately implement a cost effective leak detection technology solution to comply with California's Long-Term Water Conservation Framework regulations. The Non-Residential Meter Replacement project (24-W008) supports this goal by replacing large commercial water meters as a means to ensure meter accuracy and reduce lost water.

The Strategic Plan goal to improve energy efficiency and reliability for the District is currently being evaluated by the Energy Facilities Master Plan (22-P009) by studying current and future energy demands and develop strategies to increase energy efficiency while meeting energy demands. The Cogeneration Engine Replacement project (T18-15), which has an budget of $33.5 million expected to spent over 4 years, is another project which meets the Strategic Plan goal of improving energy efficient and reliability. This project will largely depend on the final results of the Energy Facilities Master Plan, but has been included in the Ten-Year Plan beginning in Fiscal Year 2028 based on preliminary Board direction.

Master Plans

The District develops master plans every five to ten years for each of its enterprises, Local Wastewater, Regional Wastewater and Water. The District also develops master plans for particular business needs, such as the Information Technology Master Plan and the Facilities Security Master Plan. The master plan planning horizons are typically 20 years. The proposed projects from these master plans are incorporated into the CIP. A summary of the studies and plans that have informed the CIP Plan and Budget include:

- Local Collection System Master Plan (2019)
- Wastewater Treatment and Biosolids Master Plan (2017)
- Water Master Plan (2016)
- Long-term Alternative Water Supply Plan Update (2021)
- Information Technology Master Plan (2017)

Asset Management Program/Replacement Projects

The District has developed asset management models that estimate the rehabilitation and replacement year and cost for each asset based on the age and type of the asset. The renewal and replacement needs identified by the asset management models during the Ten-Year Plan are reflected in individual capital projects and programs. Using the models, staff identifies specific capital projects and funding to be included in the CIP Plan and Budget. Expenditures to account for projects that will be identified over the time frame of the plan are included in the rehabilitation and replacement programs.

To capture the expenditures beyond the Ten-Year Plan and assure that funding is available, the average estimated expenditures over the Ten-Year Plan plus the expenditures for the five years beyond the plan are averaged to create a fifteen-year expected annual average replacement expenditure estimate. This fifteen-year average is used to set the minimum capital replacement fund levels (see Financial Reserves section for more detail), in compliance with the District's Financial Reserve Policy. Thus, the Capital Improvement Program reflects not only intermediate term capital projects, but also longer-term estimates of asset replacement needs.

The expected annual expenditures for the local collection, regional wastewater and water replacement funds for the next 30 years are shown in Figures 4 through 6. There is significant variability in the estimated expenditures from year to year. In the figures this variability has been distributed over several years to 1) reflect the variability in asset life (i.e. some pipes or equipment will fail earlier and some will fail later than its expected life), 2) better visualize the trend in expenditures, and 3) reflect a more realistic project implementation schedule to balance staffing resources.

Local Wastewater Collection - Replacement

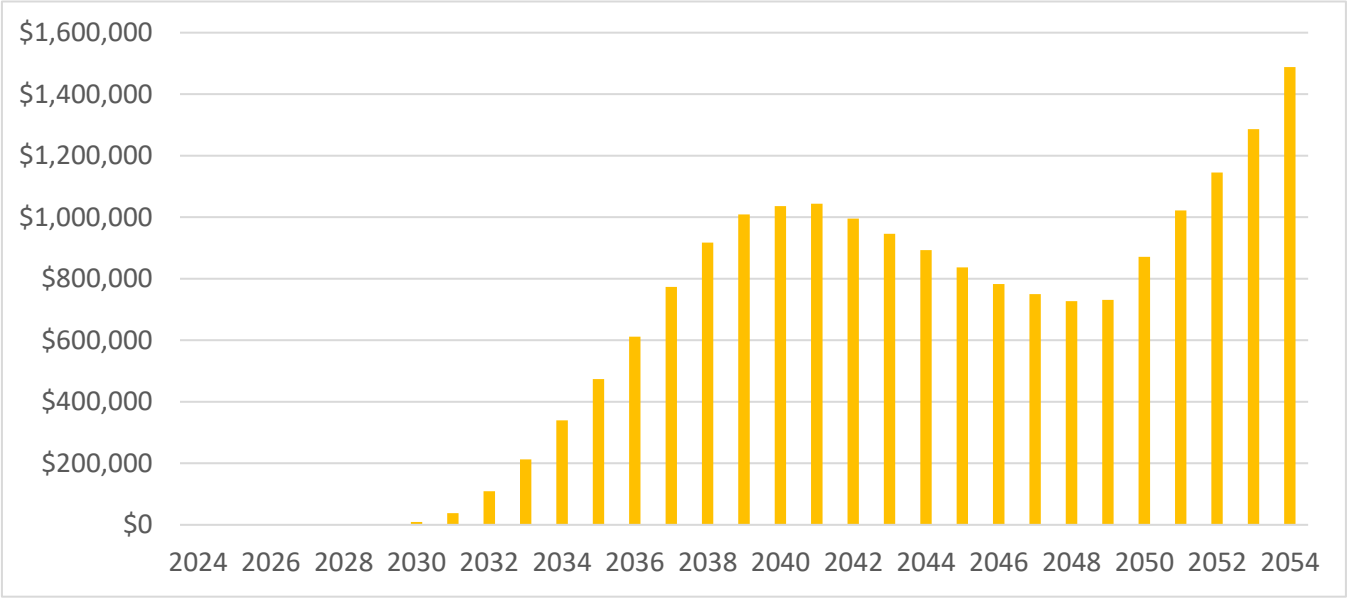
The asset management model for the local collection system estimates the remaining life of a sewer pipeline based on the installation date of the pipeline and the material used. The remaining life of a sewer pipeline may also be revised based on inspection data. If inspection data shows the pipeline to be in good condition, the life may be extended. Conversely, when inspections reveal cracking or degradation of sewer pipelines, the remaining life is shortened based on the severity of the damage and the rehabilitation or replacement of that pipeline is accelerated.

Figure 4 shows the anticipated expenditures for the Local wastewater collection system for the next 30 years. The most common method to address aging collection system pipelines is to line the pipeline, as opposed to replacing it. Lining extends the useful life, however each pipeline will eventually need to be replaced. For this reason, the replacement costs used in the model are based on rehabilitating the pipes through a combination of cast in-place lining and pipe replacement. Full replacement costs, including excavation, appear at the end of the planning horizon.

Peaks in replacement expenditures are largely driven by past surges in development, where large portions of the system were installed at a similar time, using similar pipe material. Given that many of the District's local collection assets were installed during a period of initial growth in the 1960s, those initial assets begin to reach the end of their useful life around 2050. Most of the pipe material of the original wastewater collection system is vitrified clay pipe, followed by reinforced concrete pipe.

Figure 4 shows a gradual increase in replacement costs starting in the latter half of the current Ten-Year Plan. These anticipated replacement costs are associated with pipelines that, based on inspection data, have cracking that may necessitate repair sooner than anticipated. However, the magnitude of damage is not significant enough to prompt a rehabilitation project in the near term. Some of the defects may be able to be fixed with a "spot repair" which can extend the pipeline useful life back to the original life expectancy. Staff will continue to monitor inspection data and update the model to address pipeline rehabilitation needs.

Figure 4 – Local Wastewater Collection Long-Term Replacement Costs

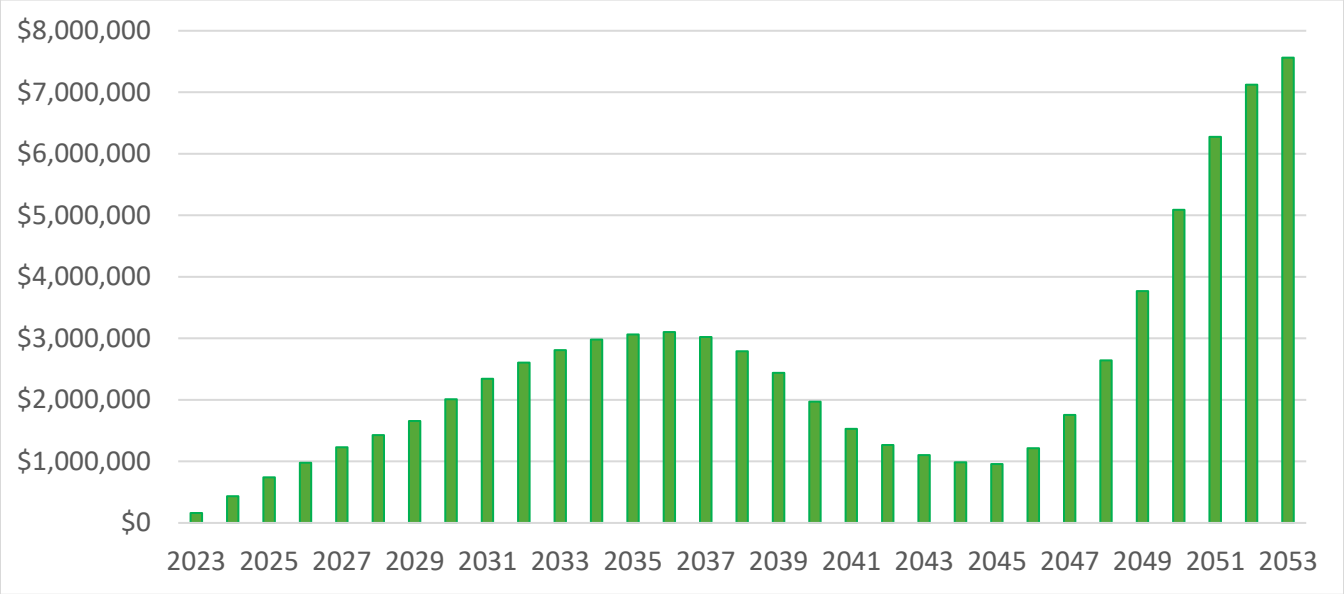


Regional Wastewater Treatment - Replacement

The regional wastewater treatment asset management model includes the structures and equipment at the Regional Wastewater Treatment Plant. The anticipated Regional Wastewater replacement expenditures, shown in Figure 5, increase annually until approximately 2036. Beyond that timeframe, the expenditures drop somewhat and flatten out until 2045 but begin to increase thereafter through 2053.

In the near term, assets due for replacement are mostly those that were installed as part of the Stage 4 treatment plan expansion in 2000. The replacement model factors in industry standard rehabilitation and replacement schedules and costs.

Figure 5– Regional Wastewater Long-Term Replacement Costs



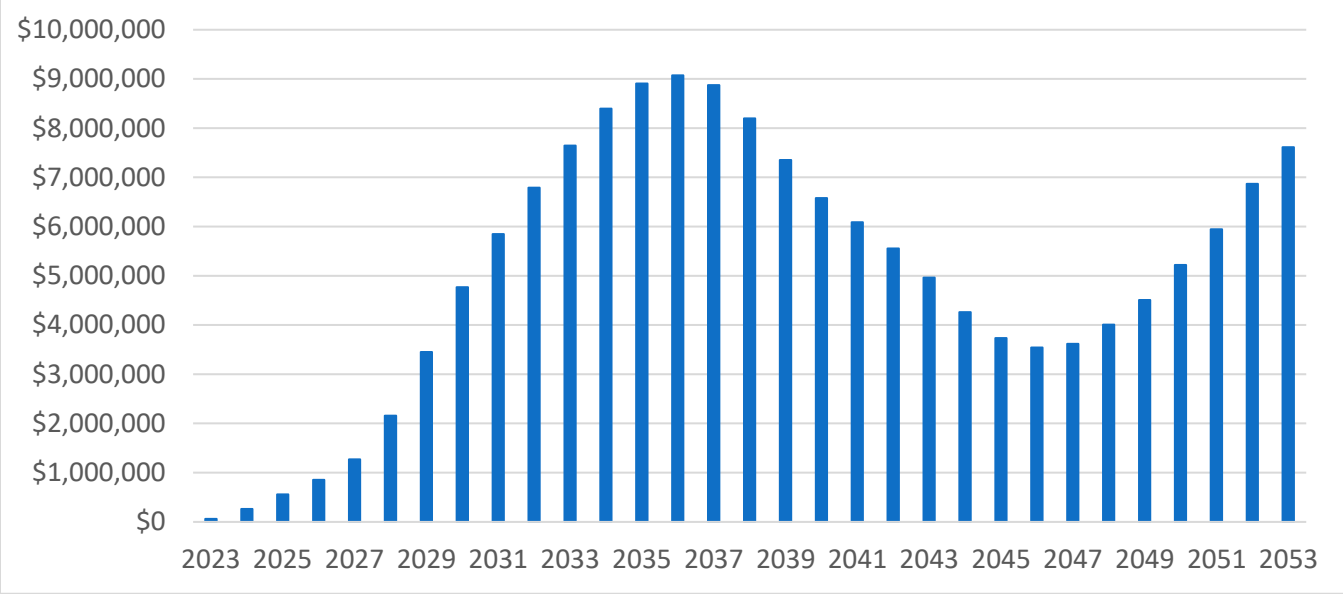
Water System- Replacement

The asset management model for the water system estimates the remaining life of a pipeline based on the installation date of the pipeline and the pipeline material. The average annual water replacement expenditures, shown in Figure 6, increase annually and peak in 2036, just outside the Ten-Year Plan horizon. The replacement costs decrease until 2046, and from there they begin to increase again. This is due to various spikes in past development throughout the service area.

The oldest pipelines in the water system, namely cast iron pipes located in Camp Parks and asbestos cement (AC) pipes in Central Dublin, are at or near the end of their useful life. There are several projects included in the CIP Two-year Budget and Ten-year Plan to replace pipelines in these areas in the next ten years. The costs shown in Figure 6 exclude the cost of these replacement projects. The anticipated replacement costs that are not captured in a specific project are reflected in the Water Replacement and Rehabilitation Program.

While pipelines comprise the majority of the costs in the model, pump station equipment is also included. A similar assessment on useful life and equipment type is used determine the appropriate replacement schedule for pump station equipment.

Figure 6 – Water Long-Term Replacement Costs



Chapter 2: Budget Process

Capital Improvement Program Process

The development of the CIP is a coordinated process, occurring every two-years, and beginning with District staff identifying projects and preparing related descriptions, schedules, and cost estimates. Projects may be identified in a master plan, study, or the asset management replacement model. Projects are also included to meet an upcoming regulatory requirement, or as a staff recommendation. Project requests are submitted for evaluation by the District Engineer. Several factors are considered in developing the CIP, including the District's Strategic Plan and established District Policies, the need to meet a regulatory mandate or requirement, the impact to the District's capital fund reserves, and balancing project scheduling with available staffing resources. The recommended CIP is compiled and presented to the General Manager for review and input. The recommended CIP is next reviewed by the Board of Directors ("Board") at a work session, where the public has an opportunity to provide comments before final adoption by the Board at a public hearing in June.

Capital Planning Policies

Development and implementation of the CIP is directed by the District policies listed below and available on the District's website. http://www.dsrsd.com/about-us/district-policies

1. **Project Cost Allocation:** Basis for determining how the cost of projects should be allocated between funds.

2. Infrastructure Responsibilities and Funding: Defines responsibility for major and non-major infrastructure planning design and construction. Establishes use of connection fees as primary source of funding for major infrastructure.

3. Financial Reserves: Provides guidance for the prudent accumulation and management of designated reserves.

4. Budget Accountability: Operations and Capital Improvement Program budget controls.

Budget Controls

Two-Year Project Budget

By Board adoption of the CIP Two-Year Budget, each project and program and their corresponding budget listed in the first two years (Fiscal Years 2024 and 2025) of the CIP Ten-Year Plan is authorized and may be fully expended with the following conditions:

- The total expenditures for each individual project shall not exceed the project total.
- The total allocated expenditures for the Two-Year Budget may be initiated in either Fiscal Year 2024 or 2025.

Additional project budget approval conditions are discussed in the following sections.

Project Approval from a Program

Approval authority for projects created from a program are consistent with the approval authority limits outlined in the District purchasing procedures:

- The General Manager may approve a project of $175,000 or less created from a program.
- The General Manager may approve an increase in the budget of a project created from a program provided adequate program funds are available up to the General Manager's authority of $175,000.
- A project created from a program in excess of $175,000 or a budget increase that is greater than the General Manager's authority requires Board approval.

Program Budgets

Upon completion of a project created from a program, any unused funds are returned to the program provided it is in the same fiscal year. Funding allocated to program budgets are not cumulative from year to year. Program budgets that do not fund specific projects by the end of the fiscal period do not carry forward. Thus, the program's total expenditures shall not exceed the total program budget for each fiscal year. The Board must approve increases in a program budget.

CIP Budget Implementation

The General Manager may authorize staff to complete the implementation process or use consultant and construction contracts in standard District form, task orders and purchase orders for services, equipment, materials and supplies up to the authority of $175,000 per the District Code. In addition, the General Manager has the authority to adjust contracts that were previously approved by the Board, up to the purchasing authority of $175,000. All work authorized by the General Manager or submitted to the Board for authorization shall be procured and managed in accordance with District Code and purchasing procedures.

Actions Requiring Board Approval

The following is a summary of project and budget actions requiring Board approval:

- Addition of a new project (not created from a program)
- Addition of a new project created from a program in excess of $175,000
- Acceleration of a future project that had to unexpectedly start early in either Fiscal Year 2024 or 2025
- Increase in a project budget in excess of $175,000
- Increase in a program budget
- Increase in a project budget where the revised project budget is in excess of $175,000
- Authorization of contracts, task orders, purchases or construction contracts in excess of $175,000

Chapter 3: Fund Overview

Overview of District Funds

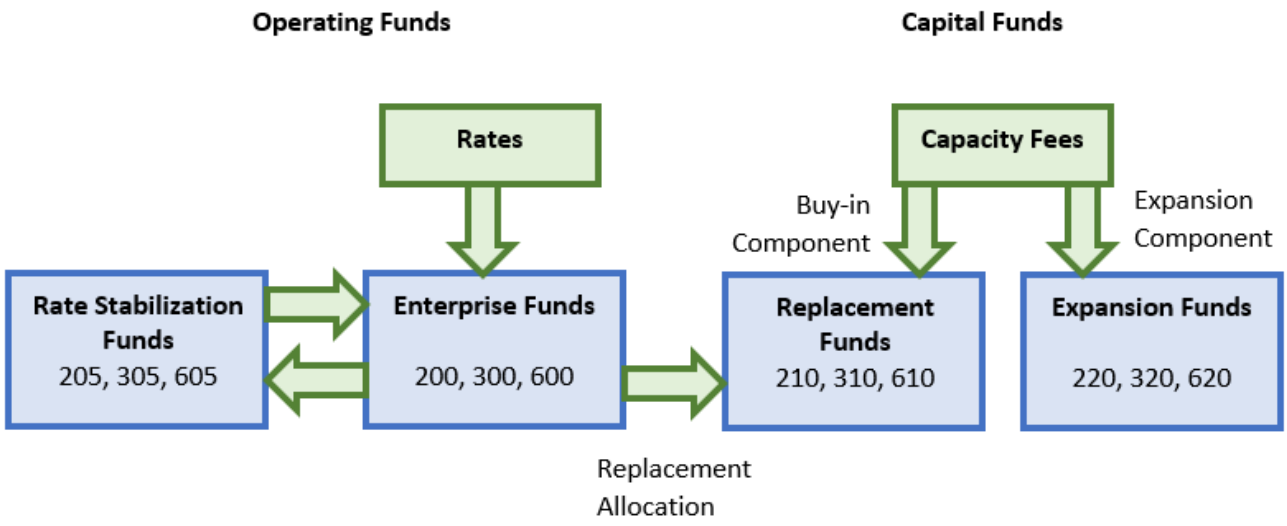
The District has three business enterprises: local wastewater collection, regional wastewater treatment and water. Each business enterprise has four funds: Enterprise, Rate Stabilization, Replacement, and Expansion. The funds have two main sources of revenue: rates and fees. Each fund also has interest revenue derived from the capital in the fund.

The rates paid by the District's customers go into the Enterprise Funds and are used to pay the normal operating costs. A portion of the rates is transferred from the Enterprise Funds to the Replacement Funds (replacement allocations) to pay for capital projects that replace or improve facilities that benefit existing customers. When there is a financial surplus in the Enterprise Fund the surplus is transferred to the Rate Stabilization Fund and is drawn upon to fund unexpected events.

Capacity reserve fees collected from development projects go into the Expansion Funds and are used to pay for new projects that serve future customers and for debt related to facilities that were built to add capacity for future customers. The District will often build a facility that is sized to meet capacity needs into the distant future. An existing infrastructure buy-in component of the fee is collected for new development to pay for the use of existing excess capacity. The existing infrastructure buy-in component goes to the Replacement Fund.

The revenue from fees is estimated based on the number of future water and wastewater connections anticipated with planned development provided by the cities of Dublin, Pleasanton, and San Ramon. Because each connection to the system may have different water or sewer use, the connections are converted to Dwelling Unit Equivalents (DUEs) which are based on usage relative to that of a single-family residential home. The number of connections in the first two years are based on the planned development slated for those years. The number of projected connections over the remaining eight years of the plan are averaged over those years as the actual timing of development in the latter years is difficult to predict.

Figure 7 – Capital Funding



Financial Reserves

The District's Financial Reserves Policy designates financial reserves in order to protect the District's investment in various assets, satisfy its commitments under its numerous financial, regulatory and contractual obligations and to stabilize long-term rates for its customers.

For capital replacement funds (210, 310, 610), the minimum reserve is twice the average annual expenditures in the fund based on the next 15 years of planned expenditure which includes the Ten-Year Plan plus an estimate of asset replacement needs for the subsequent five years.

For the expansion funds (220, 320, and 620), minimum reserve is the greater of two years debt service or the next two years of project expenditures. This methodology ensures sufficient financial reserves to complete projects in progress and pay debt service obligations should development not materialize as projected. An alternate spending plan for capital expenditures would then be addressed in the next two-year budget cycle.

As the local sewer, water, and regional wastewater treatment systems age, the replacement costs will increase. Concurrently, development in the service area will be approaching build out and capacity reserve fees will diminish. This will result in a decline in existing infrastructure buy-in component of the capacity reserve fee revenue to the replacement funds from the various capacity reserve fees, creating a conundrum where infrastructure begins to accelerate its depreciation at almost the same time that a major revenue source begins a significant decline.

The policy of setting capital replacement reserve levels at twice the fifteen-year average of planned capital projects plus known asset management replacement needs will help to mitigate the problem of increasing costs and decreasing capacity reserve revenue. The average annual replacement cost will increase, leading to an increase in replacement reserve requirements, which will gradually signal the need for additional capital funding. Within each two-year budget period, the District can assess the need for growth in utility rates to make up the difference. Thus, the District will be able to capitalize on its growing Asset Management Program to plan a sensible long-term ramp-up of rehabilitation and replacement funding through user fees.

Financial Summary by Fund

To assure the District has sufficient funds to maintain existing assets and to construct the facilities to meet the needs of new customers, the District projects the revenues and expenditures in the capital replacement and expansion funds over the ten-year CIP plan period and verifies the fund working capital is greater than the minimum financial reserve level as defined in the Financial Reserve Policy. A summary of the revenues and expenditures and working capital trends in each replacement and expansion fund is provided in the following sections.

Local Wastewater Collection Replacement (Fund 210)

The Local Wastewater Replacement fund (Fund 210) funds projects which replace and improve local sewer facilities that transfer wastewater from the point of origin to the regional wastewater treatment facility. The fund minimum reserve is twice the average annual expense of the fifteen-year CIP.

Revenue & Expenditures

The fund's revenue includes the existing infrastructure buy-in component of capacity reserve fees, interest, and the replacement allocation from the Local Enterprise fund. In the Two-Year Budget, half of the fund's revenue comes from capacity reserve fees, while 45 percent comes from replacement allocation. Interest accounts for 5 percent of the fund's total revenue. Due to insufficient rate revenue in the Local Enterprise fund, there was no replacement allocation transfer in Fiscal Year 2022. The replacement allocation was re-established in Fiscal Year 2023, at $800,000 annually through Fiscal Year 2027. In Fiscal Year 2028, the replacement allocation is increased to $1.2 million for the remainder of the planning period. Capacity Reserve Fee revenue is based on the most recent development projections and the current fee increased 3 percent annually.

The fund's only expenditures are CIP expenditures, shown in more detail in Table 8 in the following section. In Fiscal Year 2018, the Local Expansion fund loaned the Local Replacement fund $5 million to cover the cost of a large critical project, to be repaid over six years (ending in Fiscal Year 2024). This loan was repaid early in Fiscal Year 2023 given the healthy working capital.

Working Capital

The estimated beginning working capital for Fiscal Year 2024 is $4.8 million. This reflects the roughly $2 million transfer in Fiscal Year 2023 from the Regional Replacement fund as part of the 7th Supplemental Agreement to the Agreement for Wastewater Disposal Services with the City of Pleasanton to reclassify a portion of the Dublin Trunk Sewer Line as a Regional asset. The fund's working capital remains above the minimum reserve target for the entire ten-year planning period. In Fiscal Years 2025 through 2028, several pipeline replacement and rehabilitation projects are planned, causing a decrease in working capital until Fiscal Year 2029. Thereafter, working capital climbs steadily to $13.8 million in Fiscal Year 2033. With an anticipated increase in inspection activity and a planned condition assessment of large diameter sewer lines in Fiscal Year 2024, new projects will likely be identified which will reduce that peak.

Table 2 – Local Wastewater Replacement Revenue, Expenditures, & Working Capital ($1,000's)

Fiscal Year	DUEs	Capacity Reserve Fees	Interest	Replacement Allocation	CIP Expenditures	Working Capital
2024	204	$540	$82	$800	$770	$5,423
2025	454	$1,237	$82	$800	$2,298	$5,244
2026	663	$1,861	$128	$800	$1,516	$6,517
2027	842	$2,435	$123	$800	$3,619	$6,256
2028	306	$911	$103	$1,200	$3,197	$5,274
2029	306	$939	$113	$1,200	$1,760	$5,766
2030	306	$967	$150	$1,200	$421	$7,662
2031	306	$996	$189	$1,200	$421	$9,626
2032	306	$1,026	$229	$1,200	$421	$11,660
2033	306	$1,057	$270	$1,200	$421	$13,766

Figure 8 – Local Wastewater Replacement Fund Working Capital

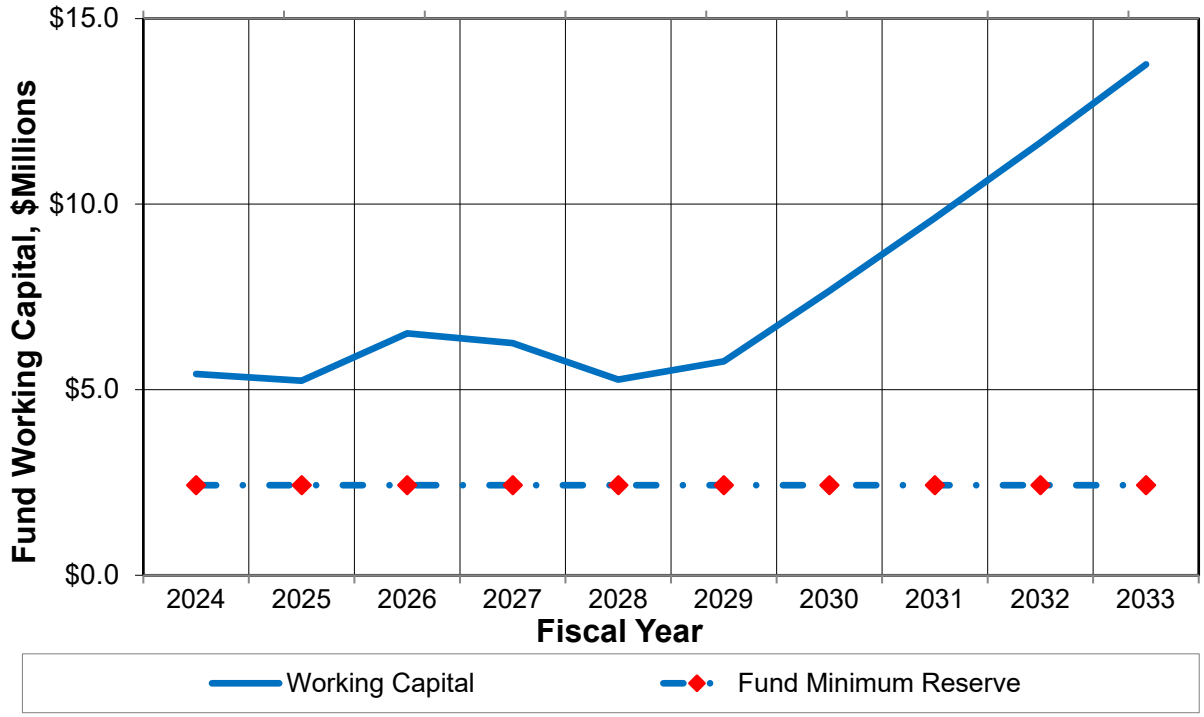
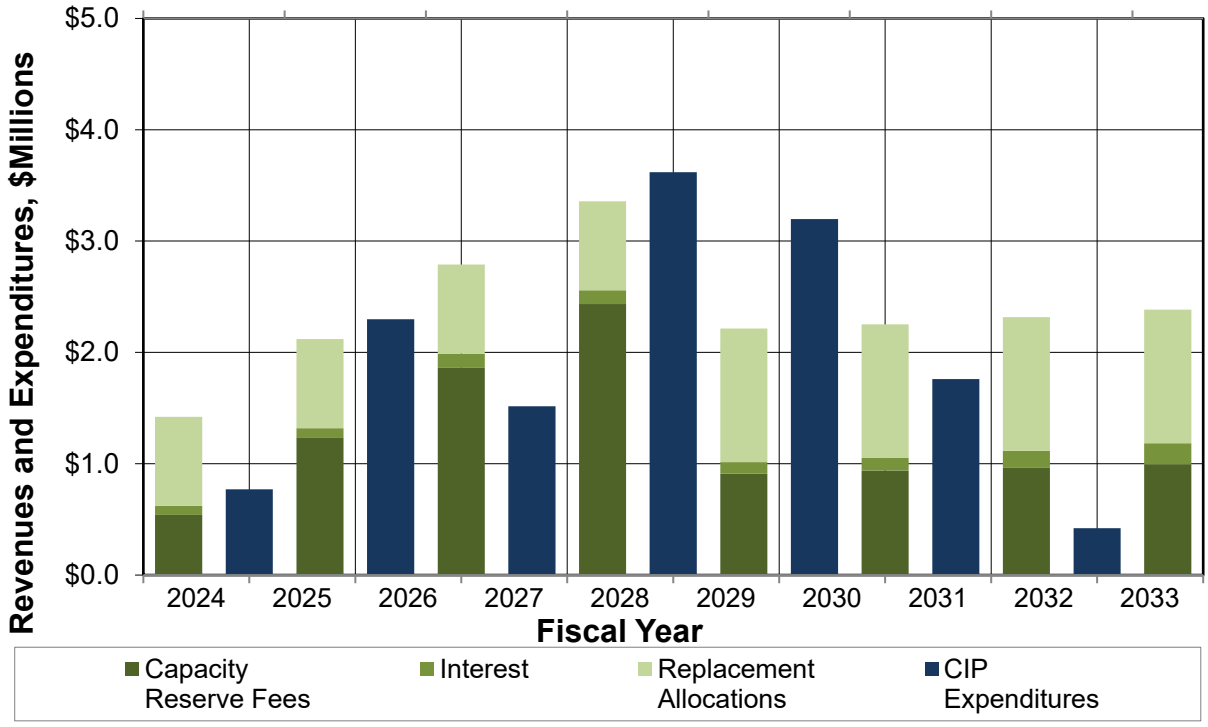


Figure 9 – Local Wastewater Replacement Fund Revenue & Expenditures



Local Wastewater Expansion (Fund 220)

The Local Wastewater Expansion fund (Fund 220) funds projects which expand or add local sewer facilities to accommodate increased wastewater flows from new development. The fund minimum reserve is the greater of two years debt service or the next two years of project expenditures.

Revenue & Expenditures

The fund's revenue includes capacity reserve fees and interest. In the Two-Year Budget, the capacity reserve fee revenue represents 15 percent of the total revenue, while interest revenue (85 percent) make up the remainder. Capacity Reserve Fee revenue is based on the most recent development projections and the current fee increased 3 percent annually.

CIP expenditures are the sole expenditure for the fund, which are shown in more detail in Table 9 in the following section. Project expenditures include various pipeline projects identified by the 2019 Sewer Collection System Master Plan to upsize pipelines as a result of development. The primary project in the near-term is the Dublin Boulevard – Amador Plaza Road to Village Parkway (20-S014) in Fiscal Year 2025.

Working Capital

The estimated beginning working capital for Fiscal Year 2024 is $9 million. This fund is well established, remaining above the fund minimum target for the entire planning period. Note the fund minimum reserve level is zero in several years. The reduction in working capital after Fiscal Year 2032 is due to the Village Parkway – South of Dublin Boulevard (T20-06) project, estimated to cost $2,832,000.

Table 3 – Local Wastewater Collection Expansion Revenue, Expenditures, & Working Capital ($1,000's)

Fiscal Year	DUEs	Capacity Reserve Fees	Interest	CIP Expenditures	Working Capital
2024	204	$17	$164	$ -	$9,131
2025	454	$38	$164	$328	$9,005
2026	663	$57	$162	$978	$8,247
2027	842	$75	$166	$ -	$8,488
2028	306	$28	$163	$363	$8,316
2029	306	$29	$133	$1,715	$6,763
2030	306	$30	$136	$ -	$6,928
2031	306	$31	$134	$275	$6,817
2032	306	$32	$86	$2,557	$4,378
2033	306	$32	$88	$ -	$4,498

Figure 10 – Local Wastewater Expansion Fund Working Capital

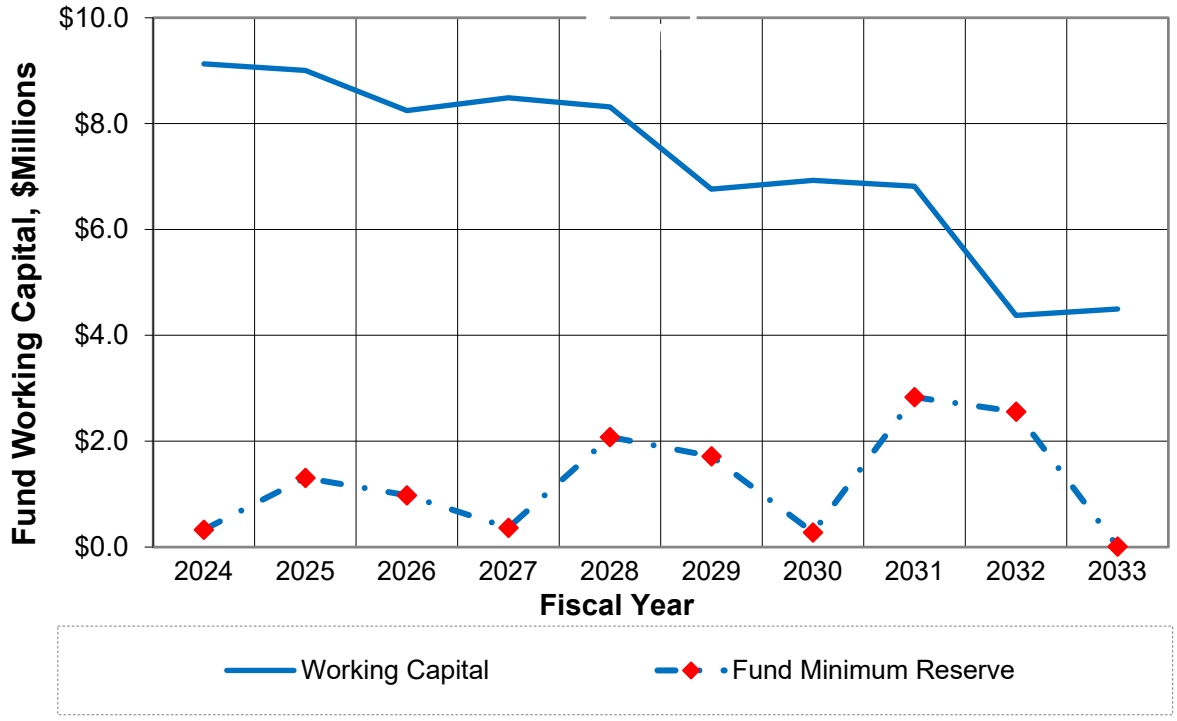
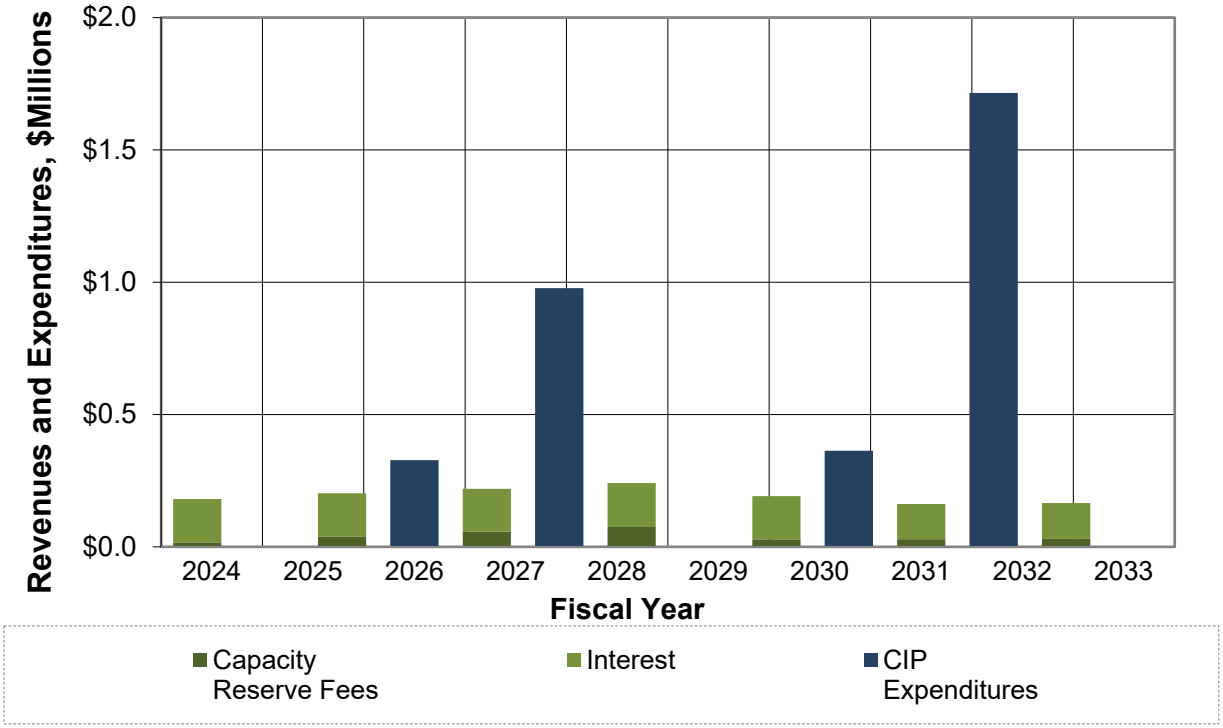


Figure 11 – Local Wastewater Expansion Fund Revenue & Expenditures



Regional Wastewater Treatment Replacement (Fund 310)

The Regional Wastewater Replacement fund (Fund 310) funds projects which replace and improve the existing Regional Wastewater Treatment Plant processes and facilities. The fund minimum reserve is twice the average annual expense of the fifteen-year CIP.

Revenue & Expenditures

The fund's revenue includes the existing infrastructure buy-in component of capacity reserve fees, interest, and the replacement allocation from the Regional Enterprise fund. In the Two-Year Budget, half of the revenue comes from replacement allocation, while 37 percent comes from capacity reserve fees. The revenue from the Capacity Reserve Fee buy is based on the most recent development projections and the current fee increased 3 percent annually.

All CIP expenditures in the fund are shown in more detail in Table 10 in the following section. The other expense to this fund is the District's contribution to the LAVWMA repair and replacement fund, which funds LAVWMA capital projects. The CIP near-term expenditures are primarily the fund's share of the Hypochlorite Building Replacement, Biogas Treatment System Improvements, and SCADA Improvements projects. The WWTP Replacement and Rehabilitation Program represents considerable expenditures in this fund increasing from $750,000 in 2024 to $2,300,000 in 2030. The Nutrient Removal project has been moved outside of the ten-year plan. This project will account for potential process improvements required to meet the San Francisco Bay Nutrients Watershed Permit. The required projects will likely change based on a new nutrient watershed permit anticipated to be issued by the San Francisco Bay Regional Water Quality Control Board in 2024.

Working Capital

The estimated beginning working capital for Fiscal Year 2024 is $36.3 million. This reflects the roughly $2 million transfer in Fiscal Year 2023 to the Local Replacement fund as part of the 7th Supplemental Agreement to the Agreement for Wastewater Disposal Services with the City of Pleasanton to reclassify a portion of the Dublin Trunk Sewer Line as a Regional asset. There is a spike in the expenditures and a related reduction of working capital beginning in Fiscal Year 2028 due to the Cogeneration Engine Replacement project ($33.5 million over 4 years). This project, which may be appropriate to debt finance given the cost impact, will largely depend on the final results of the Energy Facilities Master Plan, but has been included based on preliminary Board direction. Replacement allocation amounts will need to be reviewed over the next several years to ensure the fund has a healthy working capital balance.

Table 4 – Regional Wastewater Replacement Revenue, Expenditures, & Working Capital ($1,000's)

Fiscal Year	DUEs	Capacity Reserve Fees	Interest	Replacement Allocation	CIP Expenditures	Contribution to JPA	Working Capital
2024	304	$1,358	$720	$2,400	$11,202	$280	$29,303
2025	554	$2,539	$255	$2,700	$15,298	$280	$19,684
2026	963	$4,526	$248	$3,000	$6,900	$280	$20,417
2027	1142	$5,528	$190	$3,300	$6,755	$294	$22,403
2028	704	$3,510	$202	$3,700	$10,105	$308	$19,568
2029	704	$3,615	$229	$4,100	$12,343	$324	$14,893
2030	704	$3,724	$228	$4,500	$13,108	$340	$9,846
2031	704	$3,836	$223	$4,500	$12,388	$357	$5,527
2032	704	$3,951	$170	$4,500	$2,568	$375	$11,237
2033	704	$4,069	$103	$4,500	$2,568	$393	$17,162

Figure 12 – Regional Wastewater Treatment Replacement Fund Working Capital

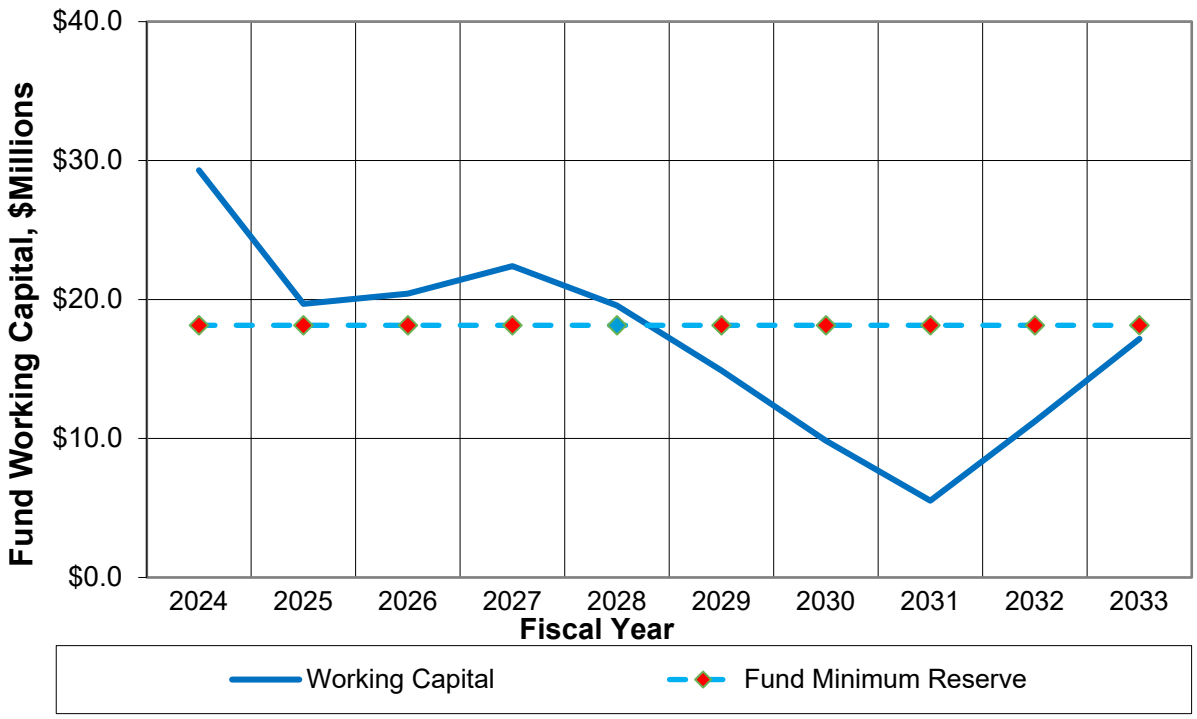
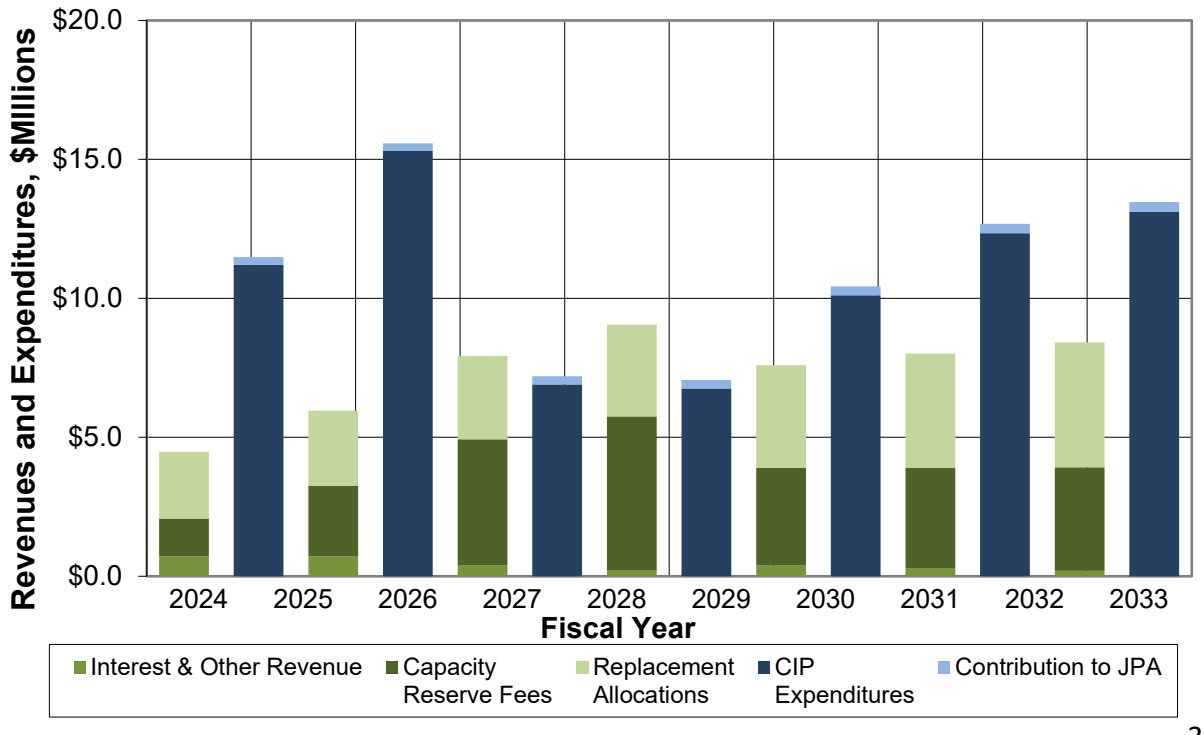


Figure 13 – Regional Wastewater Treatment Replacement Fund Revenue & Expenditures



Regional Wastewater Expansion (Fund 320)

The Regional Wastewater Replacement fund (Fund 320) funds projects which expand or add to the wastewater treatment process to accommodate future wastewater flows, ultimately conveyed through the LAVWMA pipeline to the San Francisco Bay for disposal. The fund minimum reserve is the greater of two years debt service or the next two years of project expenditures.

Revenue & Expenditures

The fund's revenue sources include capacity reserve fees and interest. In the Two-Year Budget, the capacity reserve fee revenue comprises 85 percent of the revenue for the fund. The revenue from the Capacity Reserve Fee is based on the most recent development projections and the current fee increased 3 percent annually.

The two expenditure types for the fund include CIP expenditures and debt service. The CIP near-term expenditures include the fund's contribution to the Biogas Treatment System Improvements project. The other significant project is the first phase of the Biosolids Dewatering project which includes $26.8 million in expenditures from 2025 to 2029. All CIP expenditures are shown in more detail in Table 11 in the following section. The LAVWMA debt service for this fund is approximately $3.5 million annually, ending in Fiscal Year 2031.

Working Capital

The estimated beginning working capital for Fiscal Year 2024 is $43.8 million. The projected working capital in Fiscal Year 2033, approximately $60 million, will be needed to fund future anticipated projects, including Nutrient Removal, the Regional Dublin Trunk Relief Sewer project, and Emergency Power for Distribution Panel D. The working capital will also need to cover the remaining LAVWMA debt payment.

Table 5 – Regional Wastewater Treatment Expansion Revenue, Expenditures, & Working Capital ($1,000's)

Fiscal Year	DUEs	Capacity Reserve Fees	Interest	CIP Expenditures	Debt Service	Working Capital
2024	304	$3,334	$890	$418	$3,583	$43,998
2025	554	$6,130	$890	$1,343	$3,581	$46,094
2026	963	$10,742	$1,021	$2,228	$3,581	$52,048
2027	1142	$12,915	$1,117	$5,514	$3,581	$56,983
2028	704	$8,073	$985	$12,236	$3,582	$50,224
2029	704	$8,188	$950	$7,345	$3,581	$48,437
2030	704	$8,306	$1,048	$ -	$3,581	$53,465
2031	704	$8,428	$956	$10,500	$4,326	$48,769
2032	704	$8,554	$1,092	$2,700	$3,580	$55,715
2033	704	$8,683	$1,180	$5,400	$-	$60,178

Figure 14 – Regional Wastewater Treatment Expansion Fund Working Capital

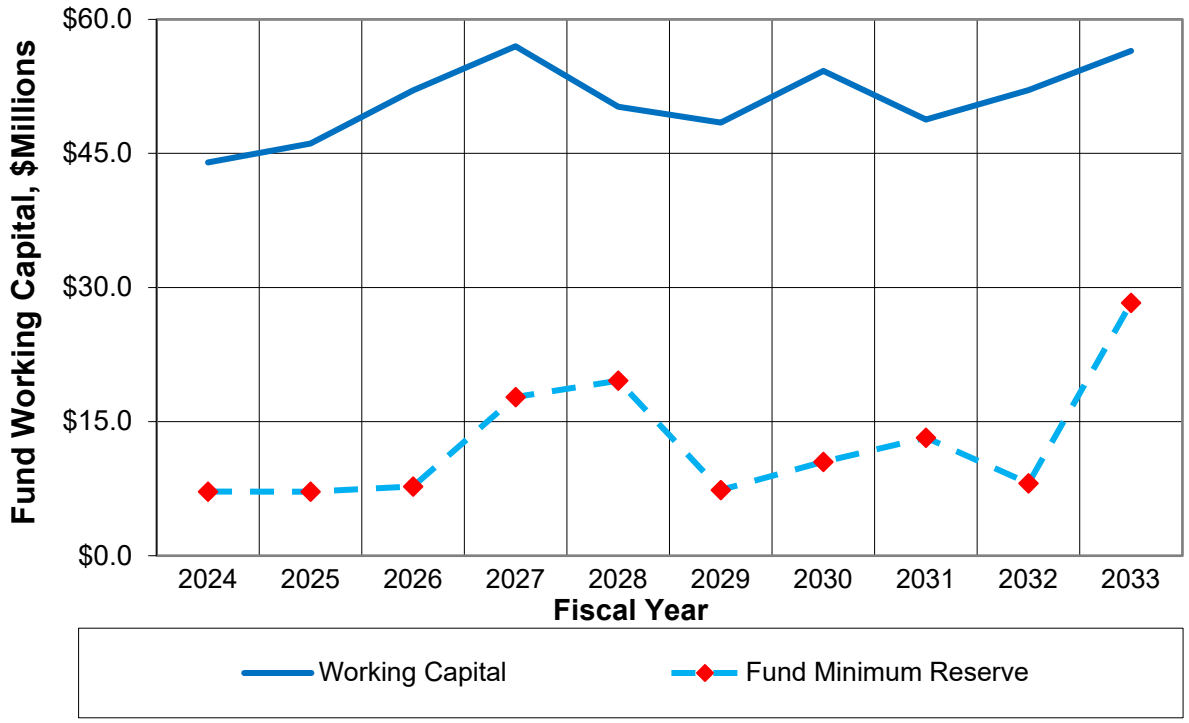
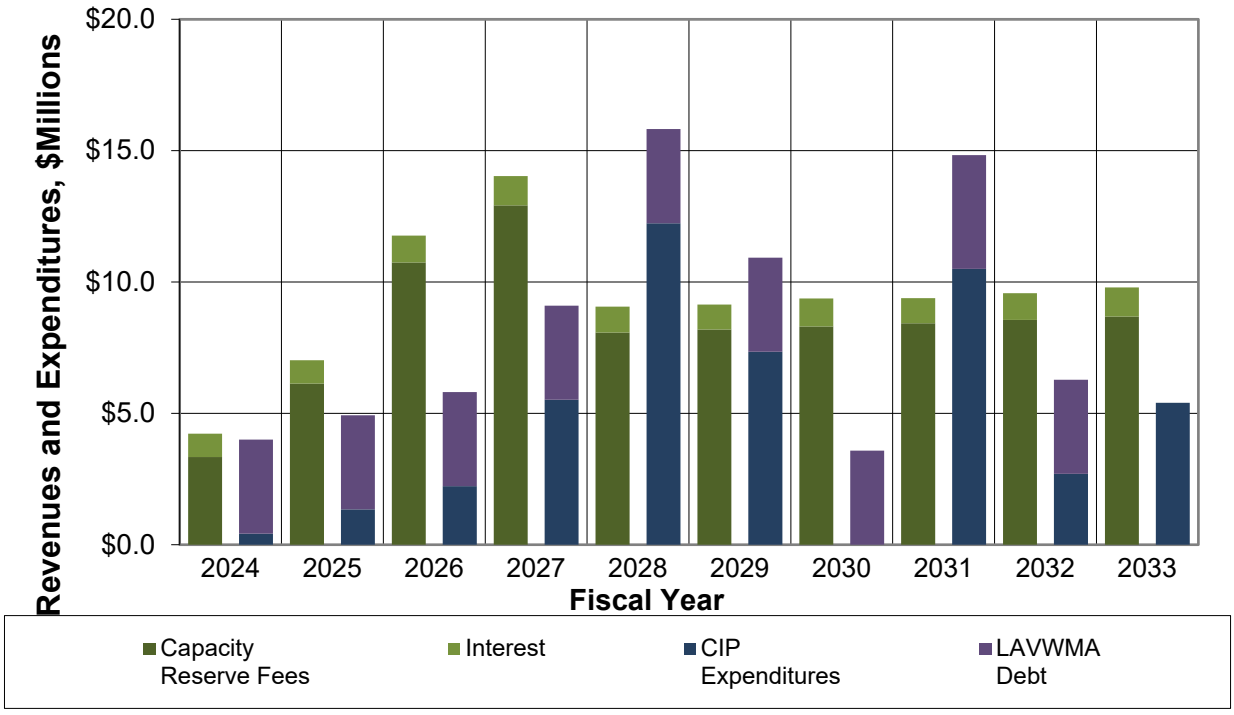


Figure 15 – Regional Wastewater Treatment Expansion Fund Revenue & Expenditures



Water Replacement (Fund 610)

The Water Replacement fund (Fund 610) funds projects which replace and improve facilities to treat recycled water, as well as the pipelines, pump stations, reservoirs, and related appurtenances to distribute potable water (from the Zone 7 turnouts to the customers) and recycled water (from the Dublin San Ramon Services District - East Bay Municipal Utility District Recycled Water Agency (DERWA) transmission system to recycled customers). The fund minimum reserve is twice the average annual expense of the fifteen-year CIP.

Revenue & Expenditures

The fund's revenue includes the existing infrastructure buy-in component of capacity reserve fees, interest, and the replacement allocation from the Water Enterprise fund. In the Two-Year Budget, just under two-thirds of the fund's revenue comes from replacement allocation, while the remaining third comes from the existing infrastructure buy-in component of the capacity reserve fee. Interest in the fund is about 6% of the total revenue. The revenue from the Capacity Reserve Fee is based on the most recent development projections and the current fee increased 3 percent annually.

CIP expenditures and contributions to DERWA are the two expenditure types for the fund. Near term pipeline replacement projects include the Tassajara Road Main Replacement and the Water Line Replacement in the Wineberry and Canterbury Area. The Long-Term Water Resiliency Program, budgeted at $30 million in this fund, comprises a large share of the total CIP expenditures, as well as the Water System Replacement and Rehabilitation Program. All CIP expenditures are shown in more detail in Table 12 in the following section.

Working Capital

The estimated beginning working capital for Fiscal Year 2024 is $32 million. While this fund is projected to spend $30 million on alternative water supplies beginning in Fiscal Year 2028, per discussions with the Board of Directors, this project may be debt funded. The working capital in this fund remains above the reserve target for the entire planning period, but will need to address future expenditures beyond the next ten years. The estimated working capital in the fund will be $27.8 million in Fiscal Year 2033, but future expenditures in the Water System Replacement and Rehabilitation Program and Reservoir Recoating Program will reduce the working capital in future years.

Table 6 – Water System Replacement Revenue, Expenditures, & Working Capital ($1,000's)

Fiscal Year	DUEs	Capacity Reserve Fees	Interest	Replacement Allocation	CIP Expenditures	Contribution to JPA	Working Capital
2024	301	$2,131	$580	$6,390	$9,840	$518	$30,759
2025	653	$4,761	$580	$6,500	$11,790	$242	$30,567
2026	949	$7,126	$560	$6,610	$16,365	$-	$28,498
2027	1159	$8,964	$642	$6,720	$12,132	$-	$32,691
2028	414	$3,298	$673	$6,830	$9,207	$-	$34,285
2029	414	$3,397	$665	$6,940	$11,402	$-	$33,885
2030	414	$3,499	$715	$7,050	$8,752	$-	$36,396
2031	414	$3,604	$768	$7,160	$8,827	$-	$39,100
2032	414	$3,712	$757	$7,270	$12,277	$-	$38,561
2033	414	$3,823	$564	$7,380	$21,627	$-	$28,701

Figure 16 – Water Replacement Fund Working Capital

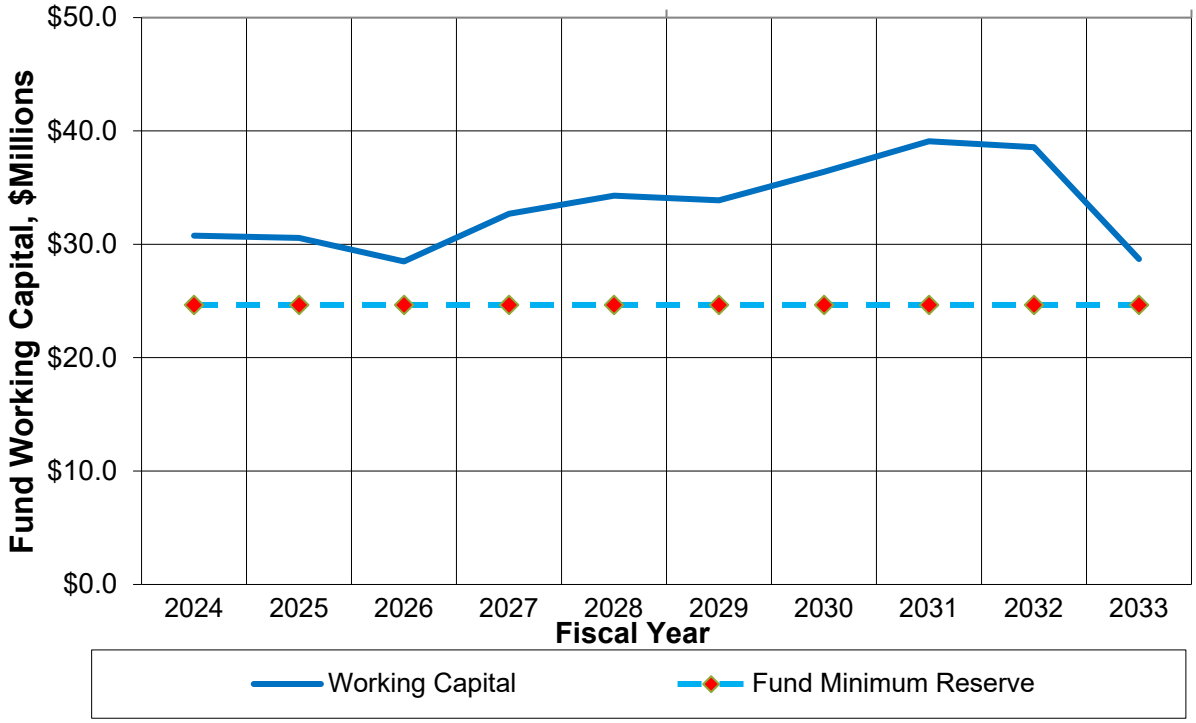
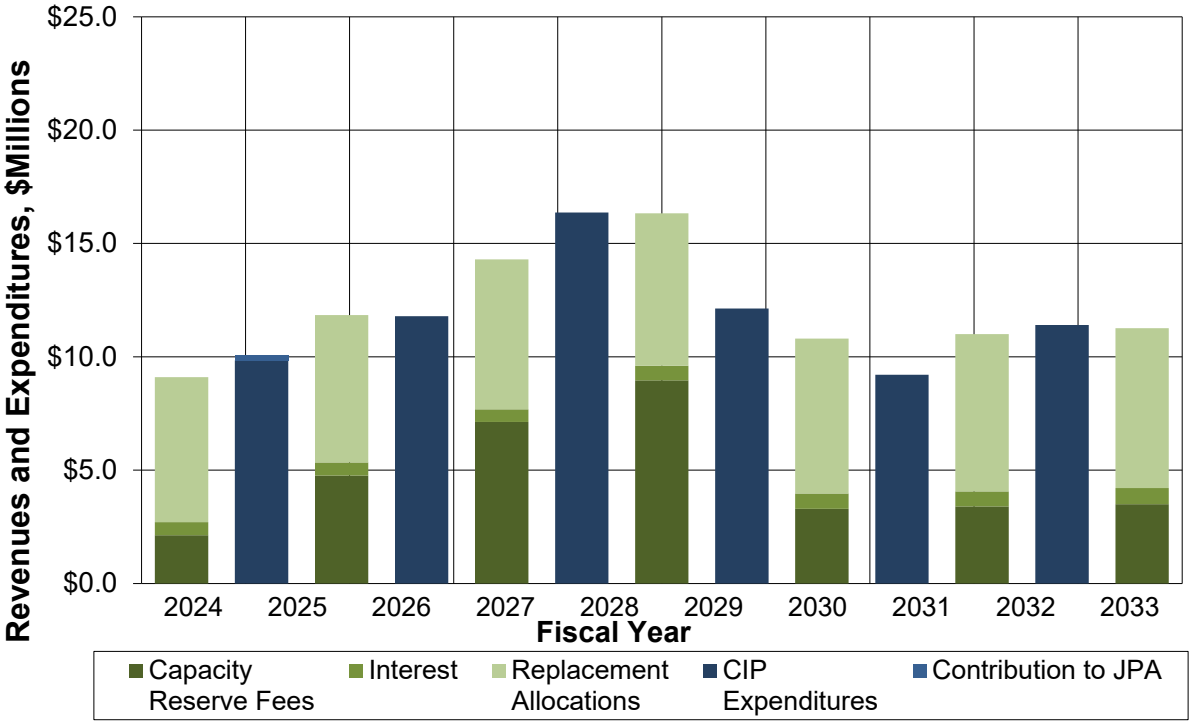


Figure 17 – Water Replacement Fund Revenue & Expenditures



Water Expansion (Fund 620)

The Water Expansion fund (Fund 620) funds projects which expand or add facilities to treat recycled water and to distribute potable and recycled water. The fund minimum reserve is the greater of two years debt service or the next two years of project expenditures.

Revenue & Expenditures

The fund's revenue sources include capacity reserve fees and interest. In the Two-Year Budget, the capacity reserve fee revenue comprises just over 80 percent of the revenue for the fund. The revenue from the Capacity Reserve Fee is based on the most recent development projections and the current fee increased 3 percent annually.

CIP expenditures and debt service are the primary expense types in the fund. The primary, near-term CIP expenditures include the construction of Reservoir 10A and Reservoir 20B for a combined total project cost of over $27 million. Other large projects include the construction of Turnout 6 and the fund's share of the Long-Term Water Resiliency Program. All CIP expenditures are shown in more detail in Table 13 in the following section. The fund is also responsible for the debt service for 2018 refinanced water bond repayment, through 2042 and the DERWA Loan, through 2027.

Working Capital

The estimated beginning working capital for Fiscal Year 2024 is $52 million. This fund is reliant upon development related fees, and in the event of a downturn in the economy, all projects will be evaluated and deferred if necessary. Staff is closely monitoring the development revenue to ensure a healthy fund balance in the fund. Working capital remains above fund minimum reserve target for the entire planning period.

Table 7 – Water System Expansion Revenue, Expenditures, & Working Capital ($1,000's)

Fiscal Year	DUEs	Capacity Reserve Fees	Interest	CIP Expenditures	Debt Service	Contribution to JPA	Working Capital
2024	301	$2,606	$1,000	$2,693	$2,726	$252	$49,941
2025	653	$5,802	$1,000	$15,315	$2,723	$-	$38,705
2026	949	$8,655	$673	$11,258	$2,211	$-	$34,558
2027	1159	$10,850	$616	$12,132	$1,877	$-	$32,010
2028	414	$3,979	$671	$470	$1,875	$-	$34,310
2029	414	$4,085	$682	$2,674	$2,306	$-	$34,092
2030	414	$4,085	$724	$375	$2,587	$-	$35,934
2031	414	$4,085	$747	$625	$2,577	$-	$37,559
2032	414	$4,085	$774	$625	$2,579	$-	$39,208
2033	414	$4,085	$758	$3,125	$2,578	$-	$38,342

Figure 18 – Water Expansion Fund Working Capital

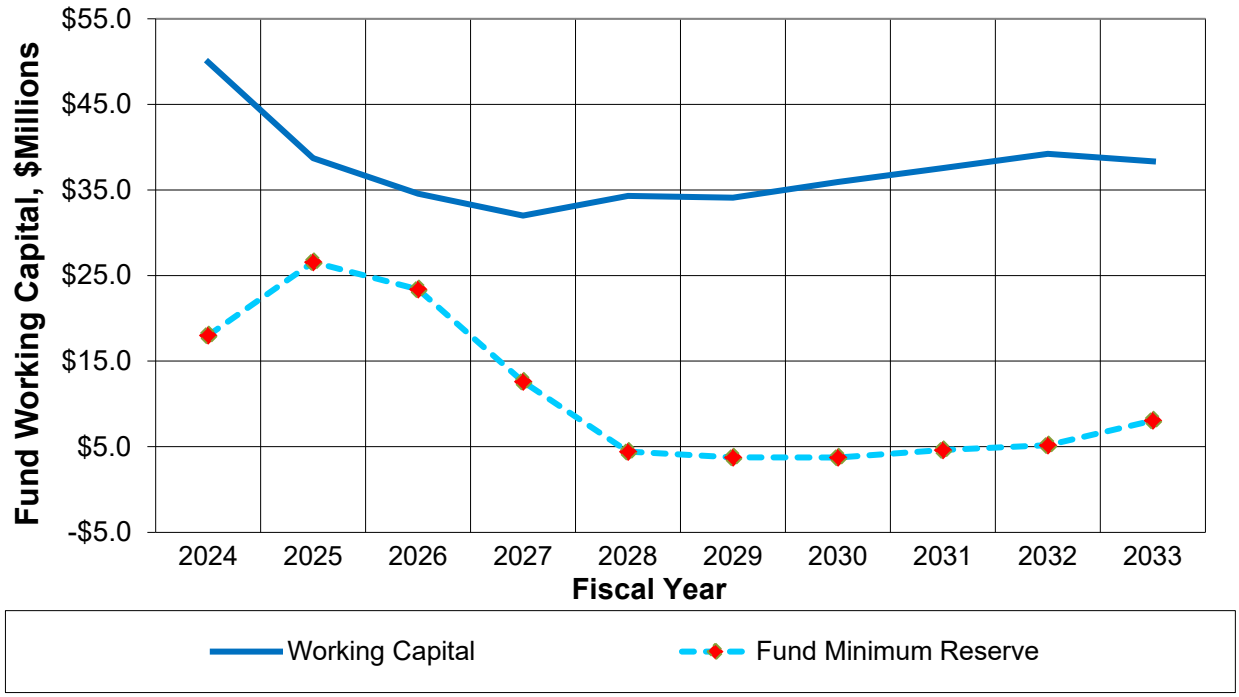
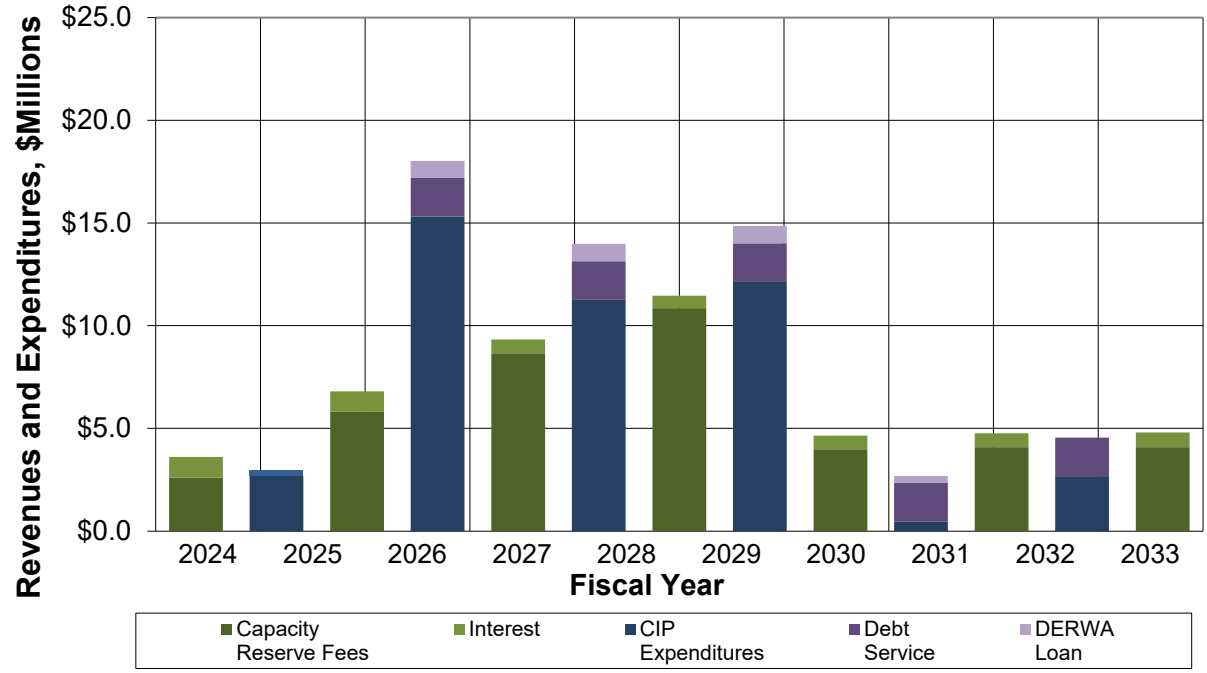


Figure 19 – Water Expansion Fund Revenue & Expenditures



Project Expenditures by Fund

The following tables present CIP Project expenditures by fund. The amounts shown are the District's costs, net of any grants or other funding. The tables illustrate the portion of estimated cash flow allocated to each fund. When a project is funded by multiple funds, it will appear multiple times, at the appropriate allocated percentage. Expenditures in the "Future" columns include the estimate of expenditures for the next five years beyond the ten-year planning period.

Table 8 – Local Replacement (Fund 210)

Table 9 – Local Expansion (Fund 220)

Table 10 – Regional Replacement (Fund 310)

Table 11 – Regional Expansion (Fund 320)

Table 12 – Water Replacement (Fund 610)

Table 13 – Water Expansion (Fund 610)

CIP 10-Year Plan for Fiscal Years Ending 2024 through 2033

Portion of Estimated Cashflow Allocated to Local Wastewater Replacement (Fund 210)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	210 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
General														
24-A021	Information Technology Master Plan	11%	16,500	0	0	0	0	0	0	0	0	0	0	16,500
00-A003	Street Overlay Modification PROGRAM	50%	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	400,000	1,200,000
00-A004	Fleet Assets PROGRAM	20%	240,000	64,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	300,000	1,084,000
00-A005	Facilities Asset Replacement PROGRAM	2%	5,000	5,000	8,600	8,600	8,600	8,600	8,600	8,600	8,600	8,600	43,000	121,800
00-A006	Information Systems Replacement PROGRAM	11%	62,700	61,600	49,500	22,000	77,000	22,000	22,000	22,000	22,000	22,000	110,000	492,800
22-A005	District Office Backup Generator Replacement	12%	0	0	26,817	87,000	0	0	0	0	0	0	0	113,817
20-A029	District Office Accessibility Improvements	10%	0	0	0	0	73,025	0	0	0	0	0	0	73,025
T20-13	Gleason Drive Property Planning Study	10%	0	0	0	0	0	0	0	0	0	0	20,000	20,000
Regional Wastewater Treatment														
22-P009	Energy Facilities Master Plan	1%	8,421	0	0	0	0	0	0	0	0	0	0	8,421
Wastewater Collection														
14-S001	Camp Parks Sewer Rehabilitation Project - Goodfellow Ave North of 8th Street	100%	150,000	1,300,000	0	0	0	0	0	0	0	0	0	1,450,000
22-S008	Sewer Collection System Evaluation and Spot Repair	100%	50,000	250,000	0	0	0	0	0	0	0	0	0	300,000
00-S020	Wastewater Collection System Replacement and Rehabilitation PROGRAM	100%	150,000	150,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	2,500,000	4,800,000
24-S007	Wastewater Collection System Master Plan Update 2025	75%	0	337,500	337,500	0	0	0	0	0	0	0	0	675,000
24-S020	Large Diameter Sewer Condition Assessment	100%	0	50,000	100,000	0	0	0	0	0	0	0	0	150,000
14-S002	Camp Parks Sewer Rehabilitation Project - 8th to 10th Streets	100%	0	0	440,000	2,100,000	0	0	0	0	0	0	0	2,540,000
18-S007	Alcosta Blvd Sewer Replacement	100%	0	0	163,250	686,375	0	0	0	0	0	0	0	849,625
18-S006	San Ramon Golf Course 24" Trunk Sewer Rehabilitation	100%	0	0	0	130,000	495,000	0	0	0	0	0	0	625,000
T16-50	Iron Horse Trail Sewer Replacement	100%	0	0	0	195,000	935,000	0	0	0	0	0	0	1,130,000
08-2101	Donohue Dr/Vomac Rd Relief Sewer	100%	0	0	0	0	1,018,100	789,250	0	0	0	0	0	1,807,350

Portion of Estimated Cashflow Allocated to Local Wastewater Replacement (Fund 210)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	210 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
T20-05	Dublin Court and Dublin Boulevard Sewer Replacement	100%	0	0	0	0	200,000	550,000	0	0	0	0	0	750,000
Water System														
22-A004	Manhole and Valve Adjustments - City of Dublin FY24	15%	7,800	0	0	0	0	0	0	0	0	0	0	7,800
			770,421	2,298,100	1,515,667	3,618,975	3,196,725	1,759,850	420,600	420,600	420,600	420,600	3,373,000	18,215,138

CIP 10-Year Plan for Fiscal Years Ending 2024 through 2033

Portion of Estimated Cashflow Allocated to Local Wastewater Expansion (Fund 220)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	220 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
General														
T20-13	Gleason Drive Property Planning Study	5%	0	0	0	0	0	0	0	0	0	0	10,000	10,000
Wastewater Collection														
20-S014	Dublin Boulevard - Amador Plaza Road to Village Parkway Relief Sewer	100%	0	215,000	865,000	0	0	0	0	0	0	0	0	1,080,000
24-S007	Wastewater Collection System Master Plan Update 2025	25%	0	112,500	112,500	0	0	0	0	0	0	0	0	225,000
20-S028	Dublin Boulevard Extension Sewer Facilities	100%	0	0	0	0	188,000	1,215,000	0	0	0	0	0	1,403,000
T20-04	Dublin Boulevard - Clark Avenue to Sierra Court Relief Sewer	100%	0	0	0	0	175,000	500,000	0	0	0	0	0	675,000
T20-06	Village Parkway - South of Dublin Boulevard Relief Sewer	100%	0	0	0	0	0	0	0	275,000	2,557,000	0	0	2,832,000
			0	327,500	977,500	0	363,000	1,715,000	0	275,000	2,557,000	0	10,000	6,225,000

CIP 10-Year Plan for Fiscal Years Ending 2024 through 2033

Portion of Estimated Cashflow Allocated to Regional Wastewater Replacement (Fund 310)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	310 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
General														
24-A021	Information Technology Master Plan	47%	70,500	0	0	0	0	0	0	0	0	0	0	70,500
00-A004	Fleet Assets PROGRAM	30%	360,000	96,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	450,000	1,626,000
00-A005	Facilities Asset Replacement PROGRAM	66%	165,000	165,000	283,800	283,800	283,800	283,800	283,800	283,800	283,800	283,800	1,419,000	4,019,400
00-A006	Information Systems Replacement PROGRAM	47%	267,900	263,200	211,500	94,000	329,000	94,000	94,000	94,000	94,000	94,000	470,000	2,105,600
22-A005	District Office Backup Generator Replacement	50%	0	0	111,738	362,500	0	0	0	0	0	0	0	474,238
20-A029	District Office Accessibility Improvements	53%	0	0	0	0	387,033	0	0	0	0	0	0	387,033
Joint Powers Authority														
23-L002	LAVWMA Flow Meter Replacements	100%	0	0	0	0	0	0	0	0	0	0	0	0
23-L005	LAVWMA San Leandro Sample Station Design Improvements	100%	0	0	0	0	0	0	0	0	0	0	0	0
23-L010	LAVWMA Pump and Motor Rebuild	100%	0	0	0	0	0	0	0	0	0	0	0	0
23-L011	LAVWMA Pipeline Inspection	100%	0	0	0	0	0	0	0	0	0	0	0	0
23-L013	LAVWMA Pump Station Valve Actuator Replacements	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-L023	LAVWMA SCADA Replacement	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-L024	LAVWMA Cathodic Protection Improvements	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-L025	LAVWMA Livermore Pipeline Rehabilitation - Station 226+00 to Station 232+00	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-L026	LAVWMA Export Pipeline Air Entrapment Assessment	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-L027	LAVWMA Pump Station Backup Power Improvements	100%	0	0	0	0	0	0	0	0	0	0	0	0
Regional Wastewater Treatment														
05-3206	WWTP SCADA Improvements	100%	700,800	6,459,200	0	0	0	0	0	0	0	0	0	7,160,000
16-P024	WWTP Fire Alarm System Upgrades	100%	332,100	392,900	0	0	0	0	0	0	0	0	0	725,000
16-P028	Biogas Treatment System Improvements	33%	77,880	515,790	0	0	0	0	0	0	0	0	0	593,670
17-P004	Primary Sedimentation Expansion and Improvements	15%	15,000	0	0	0	0	0	0	0	0	0	0	15,000

Portion of Estimated Cashflow Allocated to Regional Wastewater Replacement (Fund 310)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	310 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
18-P010	Biogas Flare Improvements	100%	2,543,500	877,000	0	0	0	0	0	0	0	0	0	3,420,500
18-P016	Alum Addition	75%	71,250	0	0	0	0	0	0	0	0	0	0	71,250
19-P003	WWTP Fencing and Security - Phase 2	100%	300,000	1,510,000	0	0	0	0	0	0	0	0	0	1,810,000
21-P009	East Amador Lift Station Rehabilitation	100%	600,000	0	0	0	0	0	0	0	0	0	0	600,000
22-P009	Energy Facilities Master Plan	64%	538,965	0	0	0	0	0	0	0	0	0	0	538,965
22-P021	Hypochlorite Building Replacement	100%	2,899,000	2,569,000	0	0	0	0	0	0	0	0	0	5,468,000
23-P015	Heat Exchanger Replacement at Anaerobic Digester Nos. 1 and 2	100%	75,000	0	0	0	0	0	0	0	0	0	0	75,000
14-P005	Wet Weather Flow Capacity	85%	521,900	212,500	0	0	0	0	0	0	0	0	0	734,400
24-P001	WWTP Sluice/Slide Gate Replacements	100%	105,000	105,000	105,000	105,000	105,000	0	0	0	0	0	0	525,000
24-P002	Cogeneration System Improvement and Upgrades	100%	550,000	470,000	470,000	0	0	0	0	0	0	0	0	1,490,000
24-P003	Sewer Loading Study	100%	98,000	97,000	0	0	0	0	0	0	0	0	0	195,000
24-P004	WWTP Building B Cable Bus	100%	160,000	0	0	0	0	0	0	0	0	0	0	160,000
00-P026	WWTP Replacement and Rehabilitation PROGRAM	100%	750,000	750,000	1,200,000	1,600,000	1,900,000	2,100,000	2,300,000	2,300,000	2,100,000	2,100,000	6,500,000	23,600,000
22-P013	WWTP Process Assessment	100%	0	155,000	125,000	0	0	0	0	0	0	0	0	280,000
24-P005	LIMS Upgrade	60%	0	465,600	0	0	0	0	0	0	0	0	0	465,600
24-P006	DAFT System Improvements and Upgrades FYE 24-25	100%	0	195,000	0	0	0	0	0	0	0	0	0	195,000
18-P014	WWTP Recycled and Potable Water Systems	100%	0	0	61,000	457,850	0	0	0	0	0	0	0	518,850
22-P010	WWTP HVAC Replacements	100%	0	0	2,846,975	0	0	0	0	0	0	0	0	2,846,975
22-P011	WWTP Roof Replacements	100%	0	0	435,000	0	0	0	0	0	0	0	0	435,000
T16-54	Odor Reduction Tower Replacement	100%	0	0	380,000	2,163,000	0	0	0	0	0	0	0	2,543,000
T20-14	WWTP/Biosolids Master Plan Update	15%	0	0	128,250	0	0	0	0	0	0	0	0	128,250
T22-09	Recoating and Rehabilitation of Digesters 3, 2, and 1	100%	0	0	452,000	452,000	624,500	0	0	0	0	0	0	1,528,500
20-P012	WWTP Security Improvements	100%	0	0	0	660,000	0	0	0	0	0	0	0	660,000
22-P022	WWTP Administration Building Remodel/Renovation	100%	0	0	0	100,000	0	0	0	0	0	0	0	100,000
T16-11	WWTP Motor Control Center and Distribution Panel "A" Improvements	100%	0	0	0	283,000	1,786,000	0	0	0	0	0	[illegible]	[illegible]

Portion of Estimated Cashflow Allocated to Regional Wastewater Replacement (Fund 310)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	310 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
T20-15	Flocculation Baffles in Secondary Clarifiers	100%	0	0	0	80,000	0	0	0	0	0	0	0	80,000
T18-15	Cogeneration Engine Replacement	100%	0	0	0	0	4,600,000	9,620,000	9,620,000	9,620,000	0	0	0	33,460,000
T22-18	Inner Sewer Flow Metering	100%	0	0	0	0	0	155,000	720,000	0	0	0	0	875,000
T16-42	Nutrient Removal	80%	0	0	0	0	0	0	0	0	0	0	34,040,000	34,040,000
Water System														
16-A016	District Facilities Security Project - Phase 2	10%	0	0	0	24,000	0	0	0	0	0	0	0	24,000
			11,201,795	15,298,190	6,900,263	6,755,150	10,105,333	12,342,800	13,107,800	12,387,800	2,567,800	2,567,800	42,879,000	136,113,730

CIP 10-Year Plan for Fiscal Years Ending 2024 through 2033

Portion of Estimated Cashflow Allocated to Regional Wastewater Expansion (Fund 320)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	320 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
Regional Wastewater Treatment														
16-P028	Biogas Treatment System Improvements	67%	158,120	1,047,210	0	0	0	0	0	0	0	0	0	1,205,330
17-P004	Primary Sedimentation Expansion and Improvements	85%	85,000	0	0	0	0	0	0	0	0	0	0	85,000
18-P016	Alum Addition	25%	23,750	0	0	0	0	0	0	0	0	0	0	23,750
22-P009	Energy Facilities Master Plan	7%	58,949	0	0	0	0	0	0	0	0	0	0	58,949
14-P005	Wet Weather Flow Capacity	15%	92,100	37,500	0	0	0	0	0	0	0	0	0	129,600
18-P013	Biosolids Dewatering Facility	100%	0	258,000	1,501,000	5,514,000	12,235,500	7,344,500	0	0	0	0	0	26,853,000
T20-14	WWTP/Biosolids Master Plan Update	85%	0	0	726,750	0	0	0	0	0	0	0	0	726,750
20-P010	Cogeneration Engine #4	100%	0	0	0	0	0	0	0	10,500,000	0	0	0	10,500,000
T12-08	Cover Settled Sewage Channel and Selector	100%	0	0	0	0	0	0	0	0	2,700,000	0	0	2,700,000
T10-83	Cover Primary Clarifiers	100%	0	0	0	0	0	0	0	0	0	5,400,000	0	5,400,000
T00-76	Regional Dublin Trunk Relief Sewer	100%	0	0	0	0	0	0	0	0	0	0	7,976,750	7,976,750
T10-62	Emergency Power for Distribution Panel-D	100%	0	0	0	0	0	0	0	0	0	0	6,394,000	6,394,000
T16-42	Nutrient Removal	20%	0	0	0	0	0	0	0	0	0	0	8,510,000	8,510,000
			417,919	1,342,710	2,227,750	5,514,000	12,235,500	7,344,500	0	10,500,000	2,700,000	5,400,000	22,880,750	70,563,129

CIP 10-Year Plan for Fiscal Years Ending 2024 through 2033

Portion of Estimated Cashflow Allocated to Water Replacement (Fund 610)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	610 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
General														
24-A021	Information Technology Master Plan	42%	63,000	0	0	0	0	0	0	0	0	0	0	63,000
00-A003	Street Overlay Modification PROGRAM	50%	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	400,000	1,200,000
00-A004	Fleet Assets PROGRAM	50%	600,000	160,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	750,000	2,710,000
00-A005	Facilities Asset Replacement PROGRAM	32%	80,000	80,000	137,600	137,600	137,600	137,600	137,600	137,600	137,600	137,600	688,000	1,948,800
00-A006	Information Systems Replacement PROGRAM	42%	239,400	235,200	189,000	84,000	294,000	84,000	84,000	84,000	84,000	84,000	420,000	1,881,600
22-A005	District Office Backup Generator Replacement	38%	0	0	84,921	275,500	0	0	0	0	0	0	0	360,421
20-A029	District Office Accessibility Improvements	37%	0	0	0	0	270,193	0	0	0	0	0	0	270,193
T20-13	Gleason Drive Property Planning Study	55%	0	0	0	0	0	0	0	0	0	0	110,000	110,000
Joint Powers Authority														
20-R021	DERWA TIPS VFD Upgrades	100%	0	0	0	0	0	0	0	0	0	0	0	0
22-R015	DERWA UV Lamp Electrical Connectors	100%	0	0	0	0	0	0	0	0	0	0	0	0
22-R016	DERWA Sand Filtration Ultra Violet System Cable Harness Replacement	100%	0	0	0	0	0	0	0	0	0	0	0	0
22-R019	DERWA Air Relief Valve Rehabilitation/Replacements	100%	0	0	0	0	0	0	0	0	0	0	0	0
23-R001	DERWA New/Replacement Capital <$50k	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-R014	DERWA Backwash Analysis	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-R015	DERWA Gate Replacements	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-R016	DERWA Pine Valley Transmission Cathodic Protection	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-R017	DERWA Decommission Microfiltration Facility	100%	0	0	0	0	0	0	0	0	0	0	0	0
22-R014	DERWA HVAC Replacements	100%	0	0	0	0	0	0	0	0	0	0	0	0
24-R018	DERWA SCADA Replacements	100%	0	0	0	0	0	0	0	0	0	0	0	0
Regional Wastewater Treatment														
22-P009	Energy Facilities Master Plan	28%	235,797	0	0	0	0	0	0	0	0	0	0	235,797
24-P005	LIMS Upgrade	40%	0	310,400	0	0	0	0	0	0	0	0	0	310,400

Portion of Estimated Cashflow Allocated to Water Replacement (Fund 610)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	610 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
Water System														
12-W016	Reservoir 1B Recoating	100%	494,903	0	0	0	0	0	0	0	0	0	0	494,903
16-W017	Water Lines Replacement - Wineberry and Canterbury Area	100%	3,573,669	0	0	0	0	0	0	0	0	0	0	3,573,669
19-W004	Valve and Blow-Off Replacement	100%	1,307,000	1,307,000	0	0	0	0	0	0	0	0	0	2,614,000
20-W017	Water System Master Plan and Operations Plan Update	80%	408,000	398,400	0	0	0	0	0	0	0	0	0	806,400
20-W025	Pump Station 1A Rehabilitation	100%	685,000	3,750,000	3,750,000	0	0	0	0	0	0	0	0	8,185,000
22-A004	Manhole and Valve Adjustments - City of Dublin FY24	85%	44,200	0	0	0	0	0	0	0	0	0	0	44,200
22-W007	Reservoir 1B Mixing System Replacement	100%	116,500	161,500	0	0	0	0	0	0	0	0	0	278,000
22-W020	2021 Alternative Water Supply Study – Phase 2	75%	150,000	187,500	1,125,000	0	0	0	0	0	0	0	0	1,462,500
23-W007	Recycled Water Distribution System Rehabilitation - York Dr to Silvergate Dr	100%	50,000	0	0	0	0	0	0	0	0	0	0	50,000
24-W008	Non-Residential Meter Replacement	100%	200,000	200,000	200,000	0	0	0	0	0	0	0	0	600,000
24-W009	Tassajara Road Main Replacement - Palisades Dr to Windemere Pkwy	100%	50,000	2,625,000	0	0	0	0	0	0	0	0	0	2,675,000
24-W010	Dublin Boulevard Water Main Improvements - Clark Avenue	100%	150,000	0	0	0	0	0	0	0	0	0	0	150,000
24-W011	Leak Detection Technology Study	100%	164,000	0	0	0	0	0	0	0	0	0	0	164,000
24-W012	Tassajara Road Gap Closure	100%	85,000	0	0	0	0	0	0	0	0	0	0	85,000
24-W019	2023 Water Conservation Master Plan	100%	264,000	0	0	0	0	0	0	0	0	0	0	264,000
24-W028	Reservoir 1A Landscaping Improvements	100%	300,000	0	0	0	0	0	0	0	0	0	0	300,000
00-W011	Water System Replacement and Rehabilitation PROGRAM	100%	500,000	500,000	950,000	1,500,000	2,000,000	3,500,000	5,000,000	6,500,000	8,000,000	9,000,000	40,000,000	77,450,000
18-W003	Reservoir 2 Recoating	100%	0	160,000	1,350,000	0	0	0	0	0	0	0	0	1,510,000
18-W004	Pump Station 3A MCC Improvements	100%	0	485,000	0	0	0	0	0	0	0	0	0	485,000
24-W013	Village Parkway Main Replacement - Amador Valley Boulevard to Kimball Avenue	100%	0	1,150,000	2,100,000	0	0	0	0	0	0	0	0	3,250,000
17-A006	Field Operations Pavement Rehabilitation	100%	0	0	510,000	410,000	395,000	345,000	345,000	0	0	0	0	2,005,000
20-W019	Automated Water Quality Monitoring	100%	0	0	300,000	300,000	300,000	0	0	0	0	0	0	900,000
22-P027	Turnout 1 Pipeline Replacement	100%	0	0	348,000	781,000	0	0	0	0	0	0	0	1,129,000

Portion of Estimated Cashflow Allocated to Water Replacement (Fund 610)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	610 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
T22-03	Camp Parks Water Lines Replacement	100%	0	0	4,990,000	1,300,000	5,000,000	5,000,000	0	0	0	0	0	16,290,000
T22-05	Reservoir 1A Chloramination Control System Upgrade	100%	0	0	100,000	0	0	0	0	0	0	0	0	100,000
16-A016	District Facilities Security Project - Phase 2	90%	0	0	0	216,000	0	0	0	0	0	0	0	216,000
T16-67	Reservoir Recoating PROGRAM	100%	0	0	0	620,000	0	0	0	0	1,950,000	2,800,000	9,370,000	14,740,000
T16-28	Water Lines Replacement - Tamarack Drive - Village Pkwy to Firethorn Way	100%	0	0	0	0	205,000	1,355,000	0	0	0	0	0	1,560,000
00-W002	Long-Term Water Resiliency PROGRAM	75%	0	0	0	0	375,000	750,000	1,125,000	1,875,000	1,875,000	9,375,000	14,625,000	30,000,000
T16-31	Water Line Replacement - Ironwood Drive	100%	0	0	0	0	0	0	1,830,000	0	0	0	0	1,830,000
			9,840,469	11,790,000	16,364,521	5,854,100	9,206,793	11,401,600	8,751,600	8,826,600	12,276,600	21,626,600	66,363,000	182,301,882

CIP 10-Year Plan for Fiscal Years Ending 2024 through 2033

Portion of Estimated Cashflow Allocated to Water Expansion (Fund 620)

**Amounts shown are District costs net of grants and other fundings*

CIP No.	Project Name	620 Split	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Future	Total
General														
T20-13	Gleason Drive Property Planning Study	30%	0	0	0	0	0	0	0	0	0	0	60,000	60,000
Joint Powers Authority														
16-R018	DERWA Supplemental Water Supply	100%	0	0	0	0	0	0	0	0	0	0	0	0
Water System														
14-W008	Reservoir 20B	100%	575,263	5,804,269	0	0	0	0	0	0	0	0	0	6,379,532
17-W003	Reservoir 10A	100%	503,439	1,454,887	7,625,880	11,438,820	0	0	0	0	0	0	0	21,023,026
20-W015	Turnout 6	100%	1,462,000	7,854,000	2,782,000	0	0	0	0	0	0	0	0	12,098,000
20-W017	Water System Master Plan and Operations Plan Update	20%	102,000	99,600	0	0	0	0	0	0	0	0	0	201,600
22-W020	2021 Alternative Water Supply Study – Phase 2	25%	50,000	62,500	375,000	0	0	0	0	0	0	0	0	487,500
20-W027	Dublin Boulevard Extension Water Facilities	100%	0	15,000	0	0	345,000	2,424,000	0	0	0	0	0	2,784,000
24-W022	East Ranch Water Main - Central Parkway to Savanna Court	100%	0	25,000	475,000	0	0	0	0	0	0	0	0	500,000
08-6202	Pump Station 20A Improvements	100%	0	0	0	693,000	0	0	0	0	0	0	0	693,000
00-W002	Long-Term Water Resiliency PROGRAM	25%	0	0	0	0	125,000	250,000	375,000	625,000	625,000	3,125,000	4,875,000	10,000,000
			2,692,702	15,315,256	11,257,880	12,131,820	470,000	2,674,000	375,000	625,000	625,000	3,125,000	4,935,000	54,226,658

Chapter 4: Project Worksheets

This Chapter provides a more detailed look at individual CIP projects and programs. Each project or program has a worksheet that presents the following fields:

1. Project Category
2. CIP Number and Project Title
3. Funding Allocation and Allocation Basis
4. Project Manager
5. Status
6. Project Summary
7. CEQA & Reference Documents
8. Ten-Year Cash Flow and Estimated Project Cost

The worksheets are grouped by the categories described below and arranged in the order of project timing. An index sheet listing the projects contained within each category is provided prior to the worksheets in that category.

1. **General:** Projects in the "general" category include those which are all-purpose, and typically affect District-wide assets that are not specific to one business enterprise. An example of a general project is the Information Technology Master Plan (24-A021).

2. **Joint Powers Authority:** Projects in the "joint powers authority," (JPA) category are Dublin San Ramon Services District and East Bay Municipal Utility District Recycled Water Authority (DERWA) projects and Livermore-Amador Valley Water Management Agency (LAVWMA) projects, which the District may manage, but only contributes a defined portion to, per the associated agreement. Examples of projects in this category are the DERWA Air Relief Valve Rehabilitation/Replacement project (22-R019) and LAVWMA Pump and Motor Rebuild (23-L010).

3. **Water System:** Projects in the "water system" category are those which are related to the water system business enterprise. An example of a water system project is the Water Lines Replacement – Wineberry and Canterbury Area project (16-W017).

4. **Wastewater Collection:** Projects in the "wastewater collection system" category are those which are related to the local wastewater collection system business enterprise. An example of a wastewater collection system project is Sewer Collection System Evaluation and Spot Repair project (22-S008).

5. **Regional Wastewater Treatment:** Projects in the "regional wastewater treatment" category are those which are related to the regional wastewater treatment business enterprise. An example of a regional wastewater treatment project is the Bio-Gas Treatment System Improvements project (16-P028).

CIP 10-YEAR PLAN FYEs 2024 through 2033

** Listed according to project timing from earliest to latest*

CATEGORY: GENERAL

CIP No.	Project Name	Page
2-Year Projects		
24-A021	Information Technology Master Plan	43
00-A003	Street Overlay Modification PROGRAM	44
00-A004	Fleet Assets PROGRAM	45
00-A005	Facilities Asset Replacement PROGRAM	46
00-A006	Information Systems Replacement PROGRAM	47
Future Projects		
22-A005	District Office Backup Generator Replacement	48
20-A029	District Office Accessibility Improvements	49
T20-13	Gleason Drive Property Planning Study	50

CATEGORY: GENERAL **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-A021 Information Technology Master Plan

Funding Allocation: 47% **310** 42% **610** 11% **210**

Project Manager: Renee Collins **Status:** New Project

Project Summary:

As identified in the District's Strategic Plan, the District has committed to "Optimize District-wide operations by improving our business practices, procedures, and information systems to meet evolving needs." As part of this objective, the District will review and update its Information Technology (IT) Master Plan. The IT Master Plan will assess and define DSRSD's technology objectives with the goal of removing duplication and complexity from the business processes and create value added solutions. The plan will develop a roadmap for deploying each capability or initiative, identify cross-enterprise dependencies and risks, and develop a ten-year expenditure estimate for ongoing and replacement costs.

Anticipated CEQA: Not a project under CEQA [CEQA Guideline 15378]

Reference: None

Fund Allocation Basis: Based on employee allocation.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	150,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$150,000**
Current Adopted Budget	$0
Increase/(Decrease)	$150,000

CATEGORY: GENERAL **Local Wastewater Replacement (Fund 210)**

CIP No. 00-A003 Street Overlay Modification PROGRAM

Funding Allocation: 50% **210** 50% **610**

Project Manager: Rudy Portugal **Status:** Continuing Program

Project Summary:

The District is required to adjust infrastructure access to any increases in street grades. This project will raise manholes and valve boxes annually in conjunction with overlay projects conducted by the City of Dublin and City of San Ramon using the Tri-Valley Intergovernmental Reciprocal Services Agreement.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302]

Reference: Coordination meetings with City staff.

Fund Allocation Basis: Fund split is based upon the number of valve boxes and manholes in the system. There are twice as many valve boxes as manholes, however, manholes cost twice as much to raise. Each project created will be based upon the actual work included.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	800,000

Total Estimated Project Cost	**$2,400,000**
Current Adopted Budget	$2,400,000
Increase/(Decrease)	$0

CATEGORY: GENERAL **Water Replacement (Fund 610)**

CIP No. 00-A004 Fleet Assets PROGRAM

Funding Allocation: 50% **610** 30% **310** 20% **210**

Project Manager: Spencer Halliday **Status:** New Program

Project Summary:

This program will set aside annual capital funding to meet the District's fleet asset requirements in future years. The District will use a comprehensive approach and follow best practice fleet operations to implement a cost effective fleet replacement program.

New fleet assets to be purchased over the two-year budget FYEs 24 and 25 include:
Ford 150 or equal
Street vaccum/sweeper truck

Fleet assets expected to be replaced over the two-year budget FYEs 24 and 25 include:
Fleet Asset 64: 2002 Ford Ranger
Fleet Asset 70: 2003 Honda Civic
Fleet Asset 71: 2003 Ford F250 w/ Utility Box
Fleet Asset 75: 2004 Ford F250 w/ Utility Box
Fleet Asset 79: 2004 Dodge Ram w/ Utility Box
Fleet Asset 86: 2008 Ford F350 Super Duty 4x4
Fleet Asset 88: 2008 Ford F350 SRW Super Duty

Anticipated CEQA: Not a project under CEQA [CEQA Guideline 15378]

Reference: Current vehicle asset inventory.

Fund Allocation Basis: Ratio based on department/function associated with each vehicle.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	1,200,000	320,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000

Total Estimated Project Cost	**$5,420,000**
Current Adopted Budget	$0
Increase/(Decrease)	$5,420,000

CATEGORY: GENERAL **Regional Wastewater Replacement (Fund 310)**

CIP No. 00-A005 Facilities Asset Replacement PROGRAM

Funding Allocation: 66% **310** 32% **610** 2% **210**

Project Manager: Spencer Halliday **Status:** New Program

Project Summary:

This program will set aside funding to meet the District's facilities asset replacement requirements in future years. The District will use a comprehensive approach and follow best practice to implement a cost effective facilities asset replacement program. This program is included in the CIP planning to assure funding for future repair or replacement of facility related assets, such as roof, HVAC, components, and lighting. The estimated annual replacement cost is based on 1% of the District's total real property value per California Sanitation Risk Management Authority (CSRMA) report dated January 2016.

Anticipated CEQA: CEQA requirement will be evaluated for individual projects at the time of inception.

Reference: None

Fund Allocation Basis: Ratio based on department/function associated with each facility.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	250,000	250,000	430,000	430,000	430,000	430,000	430,000	430,000	430,000	430,000	2,150,000

Total Estimated Project Cost	**$6,090,000**
Current Adopted Budget	$0
Increase/(Decrease)	$6,090,000

CATEGORY: GENERAL **Regional Wastewater Replacement (Fund 310)**

CIP No. 00-A006 Information Systems Replacement PROGRAM

Funding Allocation: 47% **310** 42% **610** 11% **210**

Project Manager: Renee Collins **Status:** New Program

Project Summary:

This program will fund information technology projects related to wide area network, industrial network infrastructure and security, computing infrastructure, and business network infrastructure and security.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15061(b)3)]

Reference: None

Fund Allocation Basis: Based on employee allocation.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	570,000	560,000	450,000	200,000	700,000	200,000	200,000	200,000	200,000	200,000	1,000,000

Total Estimated Project Cost	**$4,480,000**
Current Adopted Budget	$0
Increase/(Decrease)	$4,480,000

CATEGORY: GENERAL **Regional Wastewater Replacement (Fund 310)**

CIP No. 22-A005 District Office Backup Generator Replacement

Funding Allocation: 50% **310** 38% **610** 12% **210**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will replace the exisiting backup generator at the District Office. The existing generator is a 1991 model which makes it very difficult to find replacement parts. The project will study the load needs of the District Office, which may result in a larger generator, to power more of the facility in the event of a power outage. The District Office is the emergency operations center (EOC) for the District.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301 and/or 15302]

Reference: None

Fund Allocation Basis: Based on employee allocation.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
1,525	0	0	223,475	725,000	0	0	0	0	0	0	0

Total Estimated Project Cost	**$950,000**
Current Adopted Budget	$950,000
Increase/(Decrease)	$0

CATEGORY: GENERAL **Regional Wastewater Replacement (Fund 310)**

CIP No. 20-A029 District Office Accessibility Improvements

Funding Allocation: 53% **310** 37% **610** 10% **210**

Project Manager: TBD **Status:** Future Project

Project Summary:

The project will incorporate accessibility improvements and path of travel upgrades for the District Office. The scope of work will be in accordance with the recommendations specified in the accessibility inspection survey report dated January 20, 2020 (Cal Accessibility). The scope of work includes accessibility improvements for the east parking lot (ADA accessible stalls, ramps), path of travel upgrades within the drought garden, path of travel upgrades for the pathway leading from the bus stop to the main lobby, path of travel upgrades for pathway leading from the north parking lot to the engineering department area, and accessibility improvements for the patio area immediately outside the kitchen/lunch room.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302, 15304]

Reference: Cal Accessibility Inspection Report - January 20, 2020

Fund Allocation Basis: Fund split is based on the same allocation as employee costs, as the building is used by employees to conduct District business

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	730,250	0	0	0	0	0	0

Total Estimated Project Cost	**$730,250**
Current Adopted Budget	$500,000
Increase/(Decrease)	$230,250

CATEGORY: GENERAL **Water Replacement (Fund 610)**

CIP No. T20-13 Gleason Drive Property Planning Study

Funding Allocation: 55% **610** 30% **620** 10% **210** 5% **220**

Project Manager: TBD **Status:** Future Project

Project Summary:

In May 2007, the District purchased an undeveloped 12.8 acre property on Gleason Drive in Dublin, with the intention of locating a future District facilities on the site. The site is adjacent to other public and light industrial uses. This project will evaluate the use of the site for future District needs such as well facilities, a corporation yard, or office space; and include site planning, grading, infrastructure improvements, and construction costs.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15306]

Reference: Field Operations Division Corporation Yard Study, January 2009, HKIT Architects (CIP 95CN040)

Fund Allocation Basis: Based upon Field Operation cost between potable water, recycled water, and sewer activities.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	0	0	0	0	0	200,000

Total Estimated Project Cost	**$200,000**
Current Adopted Budget	$0
Increase/(Decrease)	$200,000

CIP 10-YEAR PLAN FYEs 2024 through 2033

** Listed according to project timing from earliest to latest*

CATEGORY: JOINT POWERS AUTHORITY

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CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 23-L002 LAVWMA Flow Meter Replacements

Funding Allocation: 100% **310**

Project Manager: Rudy Portugal **Status:** Continuing Project

Project Summary:

The project consists of any required modifications to improve flow measurement accuracy. The cost of the project includes studies and/or analyses, new meters, infrastructure modifications, new instrumentation and controls, and/or other miscellaneous improvements.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
60,000	190,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$250,000**
Current Adopted Budget	$250,000
Increase/(Decrease)	$0

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 23-L005 LAVWMA San Leandro Sample Station Design Improvements

Funding Allocation: 100% **310**

Project Manager: LAVWMA General Manager **Status:** Continuing Project

Project Summary:

Discharges from LAVWMA pump station are conveyed to the East Bay Dischargers Authority (EBDA) or the San Lorenzo Creek via the San Leandro sample station (SLSS). The project consists of improvements to the SLSS to improve automation and flow control. The scope of work includes the installation of new flow control valves, pressure relief valves, flow meters, chlorine residual analyzers, miscellaneous instrumentation improvements, and programming modifications to the programmable logic controllers and SCADA system.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
135,000	865,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,000,000**
Current Adopted Budget	$900,000
Increase/(Decrease)	$100,000

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 23-L010 LAVWMA Pump and Motor Rebuild

Funding Allocation: 100% **310**

Project Manager: Shawn Quinlan **Status:** Continuing Project

Project Summary:

The project consists of the replacement of pumps that are nearing the end of their useful life and the rehabilitation of their respective motors, including the replacement of the motor's resistance temperature detectors (RTDs). In FYE 24, three pumps will be replaced and two motors will be rebuilt. In FYE25, four additional pumps/motors will be replaced and/or rehabilitated.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	510,000	750,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,260,000**
Current Adopted Budget	$510,000
Increase/(Decrease)	$750,000

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 23-L011 LAVWMA Pipeline Inspection

Funding Allocation: 100% **310**

Project Manager: Spencer Halliday **Status:** Continuing Project

Project Summary:

The project consists of inspection of selected portions of the pipeline that conveys treated effluent from the LAVWMA pump station to the East Bay Dischargers Authority (EBDA). The inspection will be performed using a remotely operated vehicle. The findings of this study will be used to identify sections of the pipeline that are in need of repairs and/or to program future projects to improve and/or rehabilitate these sections of pipe.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15306]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	300,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$300,000**
Current Adopted Budget	$300,000
Increase/(Decrease)	$0

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 23-L013 LAVWMA Pump Station Valve Actuator Replacements

Funding Allocation: 100% **310**

Project Manager: Maurice Atendido **Status:** Continuing Project

Project Summary:

The LAVWMA Pump Station is equipped with valves that are controlled by electric actuators. The electric valve actuators were installed approximately 20 years ago and are nearing the end of their useful life. The project consists of the replacement of 17 valve actuators.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	255,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$255,000**
Current Adopted Budget	$255,000
Increase/(Decrease)	$0

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-L023 LAVWMA SCADA Replacement

Funding Allocation: 100% **310**

Project Manager: Jason Ching **Status:** Continuing Project

Project Summary:

The wastewater treatment plant's SCADA system replacement project is currently in design. Based on a preliminary construction cost provided by the design build consultant, LAVWMA's share of the project is proportional to the number of LAVWMA programmable logic controllers (PLCs) compared to DSRSD PLCs that will be replaced.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	300,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$300,000**
Current Adopted Budget	$300,000
Increase/(Decrease)	$0

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-L024 LAVWMA Cathodic Protection Improvements

Funding Allocation: 100% **310**

Project Manager: LAVWMA General Manager **Status:** Continuing Project

Project Summary:

Treated wastewater is conveyed from the LAVWMA Pump Station to an outfall owned by the East Bay Dischargers Authority via the LAVWMA export pipeline. The export pipelines range in size from 24 to 36-inches in diameter and span approximately 15.6 miles. The pipelines are cathodically protected using an impressed current system, which uses a rectifier and anodes buried in the ground. The project consists of improvements to the cathodic protection system, including but not limited to, repairs to the existing impressed current system, installation of additional test stations, bonding repairs to rectify electrical discontinuities, and the installation of monitoring equipment to remotely monitor the status and health of the rectifiers.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	135,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$135,000**
Current Adopted Budget	$135,000
Increase/(Decrease)	$0

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-L025 LAVWMA Livermore Pipeline Rehabilitation - Station 226+00 to Station 232+00

Funding Allocation: 100% **310**

Project Manager: Karla Castro **Status:** New Project

Project Summary:

The LAVWMA Livermore Pipeline conveys treated effluent from the Livermore wastewater treatment plant to the LAVWMA Pump Station. A portion of the LAVWMA Livermore Pipeline (approximately Station 226+00 to approximately Station 232+00) crosses the Arroyo Mocho creek and continues running parallel along the creek. When it was constructed in 1977, the pipeline was at least 4-feet below the bottom of the Arroyo Mocho and the section running parallel to the creek was set back at least 15-feet from the edge of the embankment. Since that time, the Arroyo Mocho has experienced significant erosion. The recent 2022/23 storms have further exacerbated the erosion, whereby the pipe crossing is now exposed and the section of pipe running parallel to the creek is within 3-5 feet of the edge of the embankment. The project will install a new pipeline using trenchless methods and move the pipeline away from the edge of the embankment. Costs include planning, permitting, design, and construction.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15269]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	2,000,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$2,000,000**
Current Adopted Budget	$0
Increase/(Decrease)	$2,000,000

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-L026 LAVWMA Export Pipeline Air Entrapment Assessment

Funding Allocation: 100% **310**

Project Manager: LAVWMA General Manager **Status:** New Project

Project Summary:

The project will assess entrapped air in the LAVWMA export pipeline and provide recommendations on how to exhaust any air within the export pipeline. The project cost includes engineering review and potential improvements, such as the installation of combination air valves. Cargill/East Bay Dischargers Authority (EBDA) is expected to reimburse LAVWMA for all, or a portion, of the project costs.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15262]; Categorical Exemption [CEQA Guideline 15301]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	100,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$100,000**
Current Adopted Budget	$0
Increase/(Decrease)	$100,000

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-L027 LAVWMA Pump Station Backup Power Improvements

Funding Allocation: 100% **310**

Project Manager: LAVWMA General Manager **Status:** New Project

Project Summary:

A generator tap box provide a safe and efficient means of connecting a portable or auxiliary power source in the event of an electrical outage . The project consists of the installation of a generator tap box and other necessary electrical equipment (i.e., transformers) to facilitate the connection of a mobile rental genset at the LAVWMA Pump Station.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	300,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$300,000**
Current Adopted Budget	$0
Increase/(Decrease)	$300,000

LAVWMA Project Funding:

Project is fully reimbursed by LAVWMA. DSRSD contributes an annual amount to the LAVWMA Renewal and Replacement Fund to fund LAVWMA capital projects. The amount varies by year and is adopted annually with the LAVWMA Budget.

CATEGORY: JOINT POWERS AUTHORITY **Water Expansion (Fund 620)**

CIP No. 16-R018 DERWA Supplemental Water Supply

Funding Allocation: 100% **620**

Project Manager: DERWA Authority Manager **Status:** Continuing Project

Project Summary:

This project includes planning, design, and implementation of projects to provide DERWA with supplemental supply needed to address peak month supply shortfalls that could occur during summer months. Current 5-year recycled water demand projections by the participating agencies show the peak month demand will exceed the wastewater flows from DSRSD and the City of Pleasanton. Alternative sources of supply currently under consideration are additional supply from City of Livermore and/or raw wastewater from Central Contra Costa County Sanitary District (CCCSD), and local groundwater. Options to increase storage will also be evaluated, including the current treatment plant holding basins. In Fiscal Year 2024, DERWA will complete the Recycled Water Supply and Operations Plan Update that will evaluate and recommend near-term and long-term projects needed to reliably meet DERWA's recycled water demands. Fiscal Year 2024 includes budget to continue to develop supplemental supply projects, including permanent storage basin improvements and further exploration of groundwater from the Fringe Basin to meet peak demands.

Anticipated CEQA: CEQA addendum to 1996 EIR prepared by DSRSD and approved by DERWA

Reference: DERWA Permanent Supplemental Supplies - completed studies.

Fund Allocation Basis: Project in support of future water customers.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
1,681,000	435,000		0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$2,116,000**	**DSRSD Net Cost (Contribution to JPA): $252,300**
Current Adopted Budget	$3,314,000	DERWA Project Funding: 58% DSRSD, 42% EBMUD
Increase/(Decrease)	$1,198,000	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 20-R021 DERWA TIPS VFD Upgrades

Funding Allocation: 100% **610**

Project Manager: Maurice Atendido **Status:** Continuing Project

Project Summary:

The existing variable frequency drives (VFDs) for the three original Tertiary Influent Pump Station (TIPS) pumps are 15+ years old and are obsolete. The scope of this project is to upgrade the three VFDs to a newer make and model. While performing the VFD upgrade, the industrial control network will also be upgraded to Ethernet connectivity to allow for ease maintenance and faster recovery from breakdowns. The District will hire a contractor and integrator to perform installation, PLC programming, SCADA configuration, testing, and startup.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: DERWA Fiscal Year 2020 Budget (March 2019)

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	150,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$150,000**	**DSRSD Net Cost (Contribution to JPA): $69,000**
Current Adopted Budget	$150,000	DERWA Project Funding: 46% DSRSD, 27% EBMUD, 27% Pleasanton
Increase/(Decrease)	$0	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 22-R015 DERWA UV Lamp Electrical Connectors

Funding Allocation: 100% **610**

Project Manager: Maurice Atendido **Status:** Continuing Project

Project Summary:

This project will replace electrical connectors in the sand filtration ultraviolet (SFUV) system. There are 1,200 UV lamps in the SFUV system and each lamp has one electrical connector. District staff estimates that just over 1,000 connectors need replacement due to water intrusion from worn out wiper O-rings.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
83,000	17,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$100,000**	**DSRSD Net Cost (Contribution to JPA): $46,000**
Current Adopted Budget	$100,000	DERWA Project Funding: 46% DSRSD, 27% EBMUD, 27% Pleasanton
Increase/(Decrease)	$0	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 22-R016 DERWA Sand Filtration Ultra Violet System Cable Harness Replacement

Funding Allocation: 100% **610**

Project Manager: Maurice Atendido **Status:** Continuing Project

Project Summary:

The sand filtration ultraviolet (SFUV) system has two channels with five banks each, and seven modules per bank (seventy modules total). Each module has one pair of cable harnesses. Ten of the seventy modules are less than two years old and do not require replacement. Fourteen of the modules had the cable harnesses replaced in Fiscal Year 2021, leaving forty-six modules remaining. District staff purchased the required materials in Fiscal Year 2022 and will replace the remaining forty-six modules over the course of the next two years.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: N/A

Fund Allocation Basis: Project required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
127,000	23,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$150,000**	**DSRSD Net Cost (Contribution to JPA): $69,000**
Current Adopted Budget	$150,000	DERWA Project Funding: 46% DSRSD, 27% EBMUD, 27% Pleasanton
Increase/(Decrease)	$0	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 22-R019 DERWA Air Relief Valve Rehabilitation/Replacements

Funding Allocation: 100% **610**

Project Manager: Karla Castro **Status:** Continuing Project

Project Summary:

This project will service all air relief valves and rehabilitate or replace them if needed. There are sixty-eight air relief valves in the DERWA system.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: N/A

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	135,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$135,000**	**DSRSD Net Cost (Contribution to JPA): $54,000**
Current Adopted Budget	$135,000	DERWA Project Funding: 40% DSRSD, 60% EBMUD
Increase/(Decrease)	$0	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 23-R001 DERWA New/Replacement Capital <$50k

Funding Allocation: 100% **610**

Project Manager: DERWA Authority Manager **Status:** Continuing Project

Project Summary:

This program provides funding for the acquisition of capital items for the DERWA facilities that cost less than $50,000 each. Included are new capital items needed for improved reliability and/or efficiency, required by new regulation, and for the replacement or rehabilitation of existing assets that are in need of replacement or are nearing the end of their useful life. Projects for fiscal year 2024 include small replacement projects at the treatment plant and miscellaneous improvements to the DERWA backbone distribution system.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
523,000	200,000	685,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,408,000**	**DSRSD Net Cost (Contribution to JPA): $591,360**
Current Adopted Budget	$0	DERWA Project Funding: 42% DSRSD, 31% EBMUD, 27% Pleasanton
Increase/(Decrease)	$1,408,000	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 24-R014 DERWA Backwash Analysis

Funding Allocation: 100% **610**

Project Manager: Karla Castro **Status:** New Project

Project Summary:

The DSRSD 2023 Regional Wastewater Rate Study analyzed the cost to treat backwash waste streams from DERWA. Based on that study, the cost to treat DERWA backwash rates will increase by an estimated $1.2 million. The increase in cost reflects the addition of the ballasted flocculation treatment system in 2018 and the significant increase in recycled water production that has occurred since operations began. In order to reduce the volume and/or strength of the filter backwash stream to mitigate the anticipated increase in treatment cost, DERWA will undertake a backwash analysis project to determine potential infrastructure improvements to reduce the backwash flow and/or strength.

Anticipated CEQA: To be determined.

Reference: DSRSD 2023 Regional Wastewater Rate Study

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	200,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$200,000**
Current Adopted Budget	$0
Increase/(Decrease)	$200,000

DSRSD Net Cost (Contribution to JPA): $92,000

DERWA Project Funding: 46% DSRSD, 27% EBMUD, 27% Pleasanton

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 24-R015 DERWA Gate Replacements

Funding Allocation: 100% **610**

Project Manager: Kevin Randeni **Status:** New Project

Project Summary:

Various sluice and slide gates require replacement at the DERWA water recycling plant.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	150,000	150,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$300,000**	**DSRSD Net Cost (Contribution to JPA): $138,000**
Current Adopted Budget	$0	DERWA Project Funding: 46% DSRSD, 27% EBMUD, 27% Pleasanton
Increase/(Decrease)	$300,000	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 24-R016 DERWA Pine Valley Transmission Cathodic Protection

Funding Allocation: 100% **610**

Project Manager: Rudy Portugal **Status:** New Project

Project Summary:

This cathodic protection project will begin in fiscal year 2024 to provide safety improvements to continue to mitigate possible AC interference from high-voltage overhead power lines.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	230,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$230,000**	**DSRSD Net Cost (Contribution to JPA): $108,100**
Current Adopted Budget	$0	DERWA Project Funding: 47% DSRSD, 53% EBMUD
Increase/(Decrease)	$230,000	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 24-R017 DERWA Decommission Microfiltration Facility

Funding Allocation: 100% **610**

Project Manager: Shawn Quinlan **Status:** New Project

Project Summary:

This project will decommission the DERWA microfiltration facility which is no longer used to provide recycled water treatment.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	50,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$50,000**	**DSRSD Net Cost (Contribution to JPA): $23,000**
Current Adopted Budget	$0	DERWA Project Funding: 46% DSRSD, 27% EBMUD, 27% Pleasanton
Increase/(Decrease)	$50,000	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 22-R014 DERWA HVAC Replacements

Funding Allocation: 100% **610**

Project Manager: Sukhpreet Mann **Status:** Continuing Project

Project Summary:

This project will replace the HVAC systems in Building M, Building O, and Building R at the DERWA water recycling facilities. Each of these current systems have reached their useful lives.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	76,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$76,000**	**DSRSD Net Cost (Contirbution to JPA): $34,960**
Current Adopted Budget	$76,000	DERWA Project Funding: 46% DSRSD, 27% EBMUD, 27% Pleasanton
Increase/(Decrease)	$0	

CATEGORY: JOINT POWERS AUTHORITY **Water Replacement (Fund 610)**

CIP No. 24-R018 DERWA SCADA Replacements

Funding Allocation: 100% **610**

Project Manager: Jason Ching **Status:** New Project

Project Summary:

The wastewater treatment plant's SCADA system replacement project is currently in design. Based on a preliminary construction cost provided by the design build consultant, DERWA's share of the project for the recycled water treatment system is proportional to the number of DERWA programmable logic controllers (PLCs) compared to DSRSD PLCs that will be replaced.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	300,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$300,000**	**DSRSD Net Cost (Contribution to JPA): $138,000**
Current Adopted Budget	$0	DERWA Project Funding: 46% DSRSD, 27% EBMUD, 27% Pleasanton
Increase/(Decrease)	$300,000	

CIP 10-YEAR PLAN FYEs 2024 through 2033

** Listed according to project timing from earliest to latest*

CATEGORY: WATER SYSTEM

CIP No.	Project Name	Page
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12-W016	Reservoir 1B Recoating	76
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16-W017	Water Lines Replacement - Wineberry and Canterbury Area	78
17-W003	Reservoir 10A	79
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20-W025	Pump Station 1A Rehabilitation	83
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24-W008	Non-Residential Meter Replacement	88
24-W009	Tassajara Road Main Replacement - Palisades Dr to Windemere Pkwy	89
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17-A006	Field Operations Pavement Rehabilitation	101
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CIP 10-YEAR PLAN FYEs 2024 through 2033

** Listed according to project timing from earliest to latest*

CATEGORY: WATER SYSTEM

CIP No.	Project Name	Page
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16-A016	District Facilities Security Project - Phase 2	107
T16-28	Water Lines Replacement - Tamarack Drive - Village Pkwy to Firethorn Way	108
T16-31	Water Line Replacement - Ironwood Drive	109
T16-67	Reservoir Recoating PROGRAM	110
00-W002	Long-Term Water Resiliency PROGRAM	111

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 12-W016 Reservoir 1B Recoating

Funding Allocation: 100% **610**

Project Manager: Jason Ching **Status:** Continuing Project

Project Summary:

This project will recoat the exterior and interior of Reservoir 1B which was constructed in 1961. The project will also recoat all tank and piping appurtenances including the roof hatch and vents, interior and exterior ladders, manways, inlet, outlet, and overflow pipes. A new cathodic protection system will also be installed to replace the original system for all reservoirs. Reservoir 1B is a four million gallon (MG) shared facility with 2.35 MG owned by DSRSD and 1.65 MG owned by Zone 7. Per Basic Agreement for Construction and Joint Use of 4 MG Dougherty Reservoir and Appurtenant Facilities dated April 19, 1983, DSRSD pays for 50% of operations and maintenance costs. The cost shown is the estimated DSRSD share.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301]

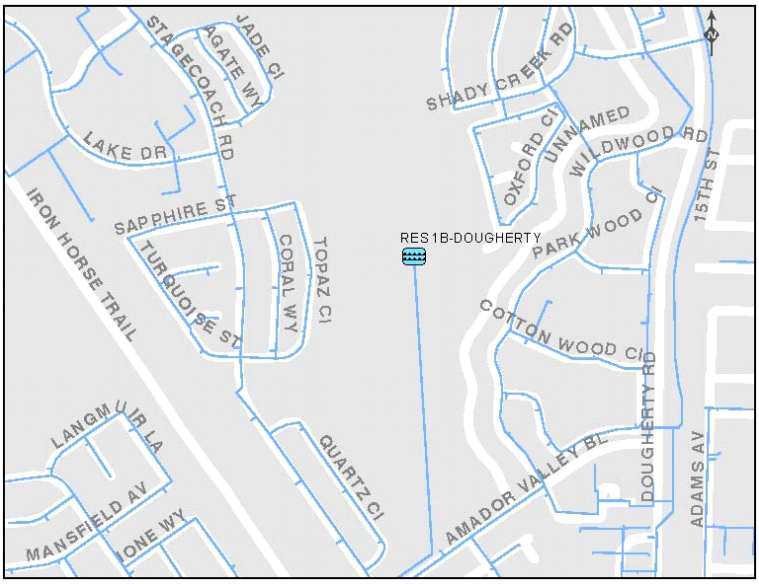
Reference: 2016 Department of Health Services inspection report; video testing report.

Fund Allocation Basis: Project is required to maintain existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
1,130,097	494,903	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,625,000**
Current Adopted Budget	$1,625,000
Increase/(Decrease)	$0



CATEGORY: WATER SYSTEM **Water Expansion (Fund 620)**

CIP No. 14-W008 Reservoir 20B

Funding Allocation: 100% **620**

Project Manager: Sukhpreet Mann **Status:** Continuing Project

Project Summary:

This project consists of the construction of a 1.3 million gallon potable water reservoir to support the water demands in Eastern Dublin. The scope also includes the installation of approximately 750 linear feet of 14-inch inlet/outlet piping, access roads, and associated property rights. Project implementation will be dependent on future development growth in service areas.

Anticipated CEQA: CEQA Initial Study/Mitigated Negative Declaration

Reference: 2016 Water Master Plan Update

Fund Allocation Basis: Project in support of future water customers.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
525,468	575,263	5,804,269	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$6,905,000**
Current Adopted Budget	$7,405,000
Increase/(Decrease)	($500,000)



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 16-W017 Water Lines Replacement - Wineberry and Canterbury Area

Funding Allocation: 100% **610**

Project Manager: Rudy Portugal **Status:** Continuing Project

Project Summary:

This project will replace approximately 4,400 feet of 8-inch asbestos cement pipe (ACP) potable water lines, services, and appurtenances on Wineberry Way, Cypress Court, Locust Place - South and North, and Mulberry Place. This area has a history of leaks and water service repairs. The project will also replace approximately 6,500 feet of existing 4-inch, 6-inch and 8-inch ACP potable water lines in Canterbury Lane from Bedford Way to Flanders Way, Cardigan Street, Mayan Court, Flanders Way, and Cardigan Court, Canterbury Lane from Flanders Way to Bedford Way, Bedford Way from Canterbury Lane to Alene Street, Hastings Way, Sutton Lane, Jasmine Court, and Canterbury Court, along with valves, hydrants, and services. The lines were installed in 1961.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

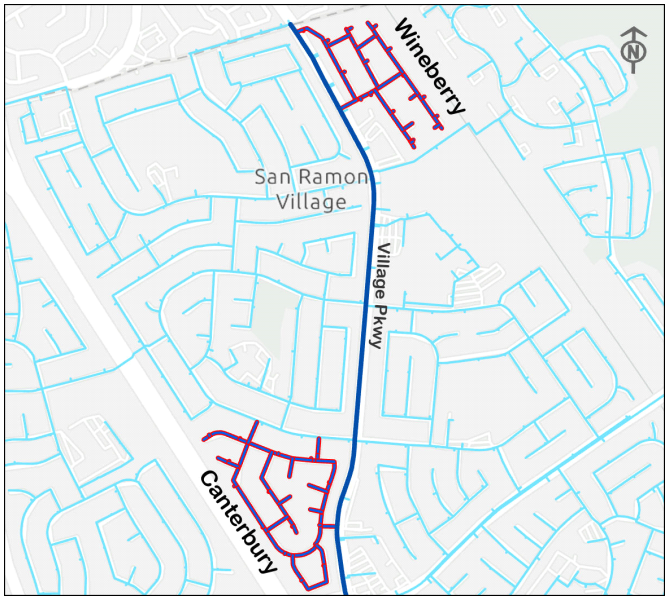
Reference: Maintenance service history

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
3,350,184	3,573,669	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$6,923,853**
Current Adopted Budget	$6,923,853
Increase/(Decrease)	$0



CATEGORY: WATER SYSTEM **Water Expansion (Fund 620)**

CIP No. 17-W003 Reservoir 10A

Funding Allocation: 100% **620**

Project Manager: Sukhpreet Mann **Status:** Continuing Project

Project Summary:

As part of the Agreement to take ownership of the Camp Parks water system, the District inherited Reservoir 10A, an open cut reservoir in the former Camp Parks water system. Reservoir 10A was constructed in the 1940s and has reached the end of its useful life. Moreover,the District's existing water distribution system, sans the storage capacity provided by Reservoir 10A, is adequately sized to meet current demands. Thus, the District does not operate Reservoir 10A. To accommodate higher future demands, the District will replace Reservoir 10A and construct the new reservoir at the appropriate elevation to optimize operational efficiency.

Anticipated CEQA: CEQA Mitigated Negative Declaration/EIR

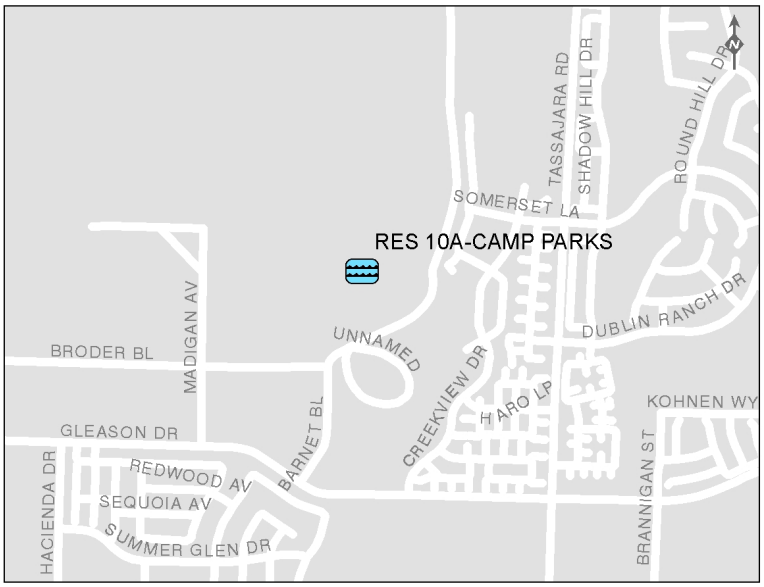
Reference: None

Fund Allocation Basis: Project is required to provide water storage capacity for future development.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
579,216	503,439	1,454,887	7,625,880	11,438,820	0	0	0	0	0	0	0

Total Estimated Project Cost	**$21,602,242**
Current Adopted Budget	$19,099,950
Increase/(Decrease)	$2,502,292



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 19-W004 Valve and Blow-Off Replacement

Funding Allocation: 100% **610**

Project Manager: Karla Castro **Status:** Continuing Project

Project Summary:

This project will repair/replace line and blow off valves throughout the water distribution system. Many of the line valves have broken over time and are located in the older parts of the service area. Repairing or replacing the valves is essential for system operation and minimizes the area for shutdowns. Blow off valves will also be strategically replaced within the water distribution system. The blow off valves will be replaced with larger valves that will improve flushing velocity and efficiency, which will improve water quality.

Anticipated CEQA: None

Reference: None

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
4,495,293	1,307,000	1,307,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$7,109,293**
Current Adopted Budget	$4,495,293
Increase/(Decrease)	$2,614,000



CATEGORY: WATER SYSTEM **Water Expansion (Fund 620)**

CIP No. 20-W015 Turnout 6

Funding Allocation: 100% **620**

Project Manager: Jason Ching **Status:** Continuing Project

Project Summary:

This project will provide water supply for development in eastern Dublin. A turnout from Zone 7 south of Hwy I-580 at Pimlico Drive with a capacity of 6,000 gpm (8.6 mgd) will be installed. This project will include 2,300 feet of 20-inch main from the turnout to Dublin Boulevard with 200 feet of trenchless pipeline to cross under Hwy I-580. This turnout will include chemical feed facilities. This project is required to meet future demands and will add redundancy to improve reliability of the distribution system. The new turnout is served by Zone 7 Water Agency's Cross Valley Pipeline.

Anticipated CEQA: Previous EIR certified 5-10-93 by City of Dublin

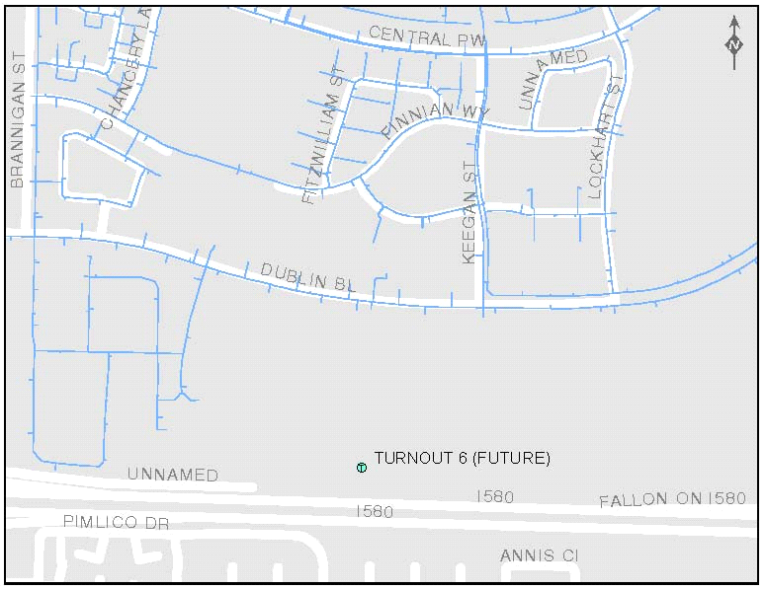
Reference: 2016 Water Master Plan Update; dependent on findings of current Waster Master Plan Update

Fund Allocation Basis: Fund split based on future expansion for Zone 1.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
310,763	1,462,000	7,854,000	2,782,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$12,408,763**
Current Adopted Budget	$9,478,000
Increase/(Decrease)	$2,930,763



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 20-W017 Water System Master Plan and Operations Plan Update

Funding Allocation: 80% **610** 20% **620**

Project Manager: Irene Suroso **Status:** Continuing Project

Project Summary:

This project will update the District's 2016 Water System Master Plan. The master plan, which is typically updated at a five year interval, outlines the water system required to serve our customers from current conditions through future build-out conditions ensuring the water system operation is reliable as systems expand. The plan will address the America's Water Infrastructure Act of 2018 (AWIA) Risk and Resilience Assessment report and address Risk and Resilience Management Strategies for the District.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15262 Feasibility and Planning Studies]

Reference: 2016 Water System Master Plan

Fund Allocation Basis: Based on the ratio of current water demands to projected buildout demands.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	510,000	498,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,008,000**
Current Adopted Budget	$500,000
Increase/(Decrease)	$508,000

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 20-W025 Pump Station 1A Rehabilitation

Funding Allocation: 100% **610**

Project Manager: Kevin Randeni **Status:** Continuing Project

Project Summary:

This project will upgrade or replace Pump Station 1A. Pump Station 1A pumps water from the Zone 7 water system to the District's Zone 1 distribution system on the west side. The suction and discharge manifolds cause high head loss, inefficiency, and pump cavitation. The project will also study upgrading or replacing the pump station at the existing location or possibly relocating it to the Turnout 1 site. Fluoride storage and injection equipment housed at the facility will also be upgraded.

Anticipated CEQA: To be determined.

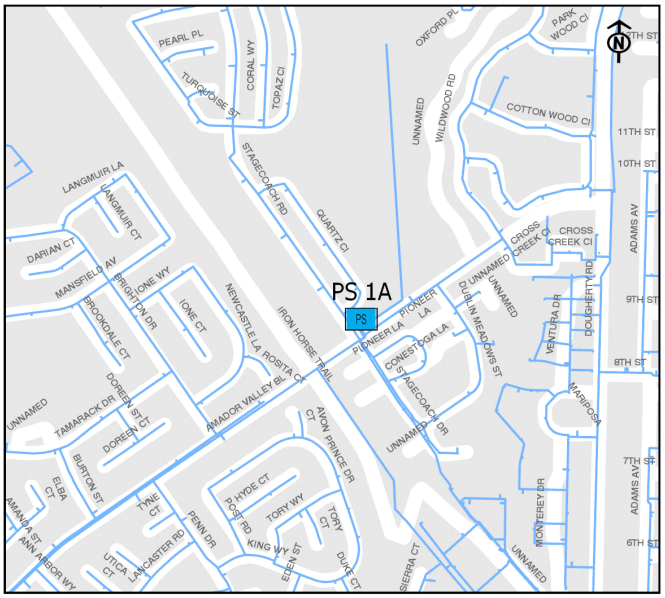
Reference: Water System Master Plan, March 2016

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
88,055	685,000	3,750,000	3,750,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$8,273,055**
Current Adopted Budget	$6,670,000
Increase/(Decrease)	$1,603,055



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 22-A004 Manhole and Valve Adjustments - City of Dublin FY24

Funding Allocation: 85% **610** 15% **210**

Project Manager: Rudy Portugal **Status:** Continuing Project

Project Summary:

The District is required to adjust infrastructure access to any increases in street grades. This project will raise manholes and valve boxes in City of Dublin on Dublin Boulevard between Scarlett Drive and Hibernia Drive.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: City of Dublin Capital Improvement Program

Fund Allocation Basis: Fund split is based upon the number of valve boxes and manholes in the project.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
52,000	52,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$104,000**
Current Adopted Budget	$226,000
Increase/(Decrease)	($122,000)

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 22-W007 Reservoir 1B Mixing System Replacement

Funding Allocation: 100% **610**

Project Manager: Jason Ching **Status:** Continuing Project

Project Summary:

This project will install new mixing equipment at Reservoir 1B to improve chlorine residual and maintain water quality. The project will also include a new/upgraded PG&E service to adequately serve additional power loads generated from the new mixing equipment. Reservoir 1B is a four million gallon (MG) shared facility with 2.35 MG owned by DSRSD and 1.65 MG owned by Zone 7 Water Agency. Per Basic Agreement for Construction and Joint Use of 4.0 MG Dougherty Reservoir and Appurtenant Facilities dated April 19, 1983, DSRSD pays for 50% of operations and maintenance costs.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

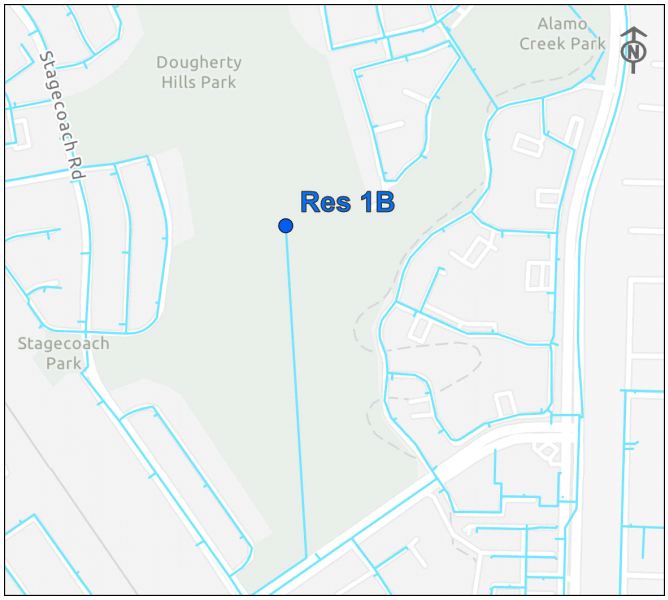
Reference: None

Fund Allocation Basis: Project is required to replace existing water fund asset.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	116,500	161,500	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$278,000**
Current Adopted Budget	$260,000
Increase/(Decrease)	$18,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 22-W020 2021 Alternative Water Supply Study – Phase 2

Funding Allocation: 75% **610** 25% **620**

Project Manager: Jan Lee **Status:** Continuing Project

Project Summary:

This project will fund collaborative efforts with regional partners to further explore potential near-term pilot projects that were identified in the 2021 Alternative Water Supply Study: A Framework for a Resilient and Sustainable Water Future. Efforts may include investigating Hopyard 7 and more productive portions of the fringe groundwater basins for supplementing the recycled water program; conceptual planning for a potential regional potable reuse demonstration project; and evaluating a pilot water transfer between EBMUD and Zone 7 utilizing existing DSRSD-EBMUD emergency interties. This project may also fund efforts to identify and pursue grant funding for both near-term pilot projects and long-term regional water resiliency efforts.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15262 Feasibility and Planning Studies]

Reference: 2021 Alternative Water Supply Study: A Framework for a Resilient and Sustainable Water Future

Fund Allocation Basis: Based on the ratio of current water demands to projected build-out demands.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
423,952	200,000	250,000	1,500,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$2,373,952**
Current Adopted Budget	$1,500,000
Increase/(Decrease)	$873,952

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 23-W007 Recycled Water Distribution System Rehabilitation - York Dr to Silvergate Dr

Funding Allocation: 100% **610**

Project Manager: Sukhpreet Mann **Status:** Continuing Project

Project Summary:

This project will investigate and rehabilitate low water pressures in the recycled water distribution system along Amador Valley Road, between approximately York Drive and San Ramon Road; San Ramon Road, between Amador Valley Road and Dublin Blvd; and Dublin Boulevard, between San Ramon Road and Silvergate Drive. The proposed work includes field testing, in-pipe camera inspections, replacement of a blowoff near the intersection of Dublin Boulevard and Silvergate, and installation of new gate and air valves.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302, and 15306]

Reference: None.

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
74,625	50,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$124,625**
Current Adopted Budget	$60,000
Increase/(Decrease)	$64,625

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 24-W008 Non-Residential Meter Replacement

Funding Allocation: 100% **610**

Project Manager: Irene Suroso **Status:** New Project

Project Summary:

This project will replace non-residential meters nearing the end of their useful life. Replacement of these meters will ensure water consumption readings are accurately measured. This project will also support compliance with California Senate Bill 555 related to the District's Water Loss Audit.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	200,000	200,000	200,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$600,000**
Current Adopted Budget	$0
Increase/(Decrease)	$600,000

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 24-W009 Tassajara Road Main Replacement - Palisades Dr to Windemere Pkwy

Funding Allocation: 100% **610**

Project Manager: Ryan Pendergraft **Status:** New Project

Project Summary:

The City of Dublin/Contra Costa County will widen Tassajara Road, between approximately Palisades Drive and Windemere Parkway. Due to these improvements, the District will need relocate portions of the pipeline to a manageable maintenance location. A reciprocal services agreement will be coordinated between DSRSD and the City of Dublin/Contra Costa County that will allow the City/County to design and construct the replacement of approximately 5,000 linear feet of water main, including valves, fire hydrants and other appurtenances, within the extent of these improvements. DSRSD will reimburse the City/County for the replacement of DSRSD's infrastructure. The cost shown is the amount DSRSD expects to reimburse the City/County.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

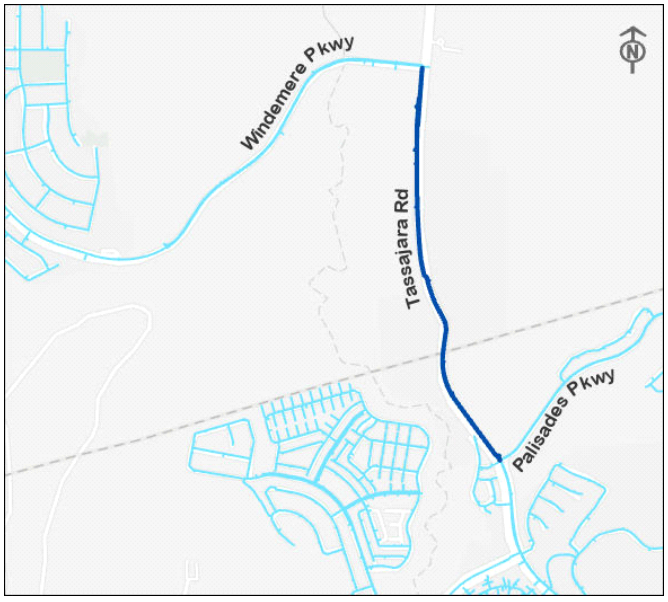
Reference: Water System Asset Replacement Model

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	50,000	2,625,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$2,675,000**
Current Adopted Budget	$0
Increase/(Decrease)	$2,675,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 24-W010 Dublin Boulevard Water Main Improvements - Clark Avenue

Funding Allocation: 100% **610**

Project Manager: Karla Castro **Status:** New Project

Project Summary:

This project will install and replace approximately 85 linear feet of existing 10-inch asbestos cement (ACP) potable water main and appurtenances at the intersection of Dublin Boulevard and Clark Avenue to reconnect the looped system previously disconnected due to a valve leak.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

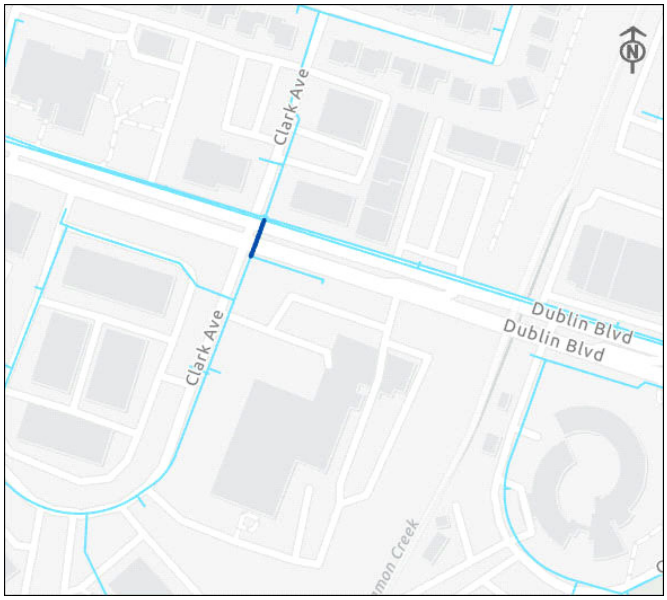
Reference: None

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	150,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$150,000**
Current Adopted Budget	$0
Increase/(Decrease)	$150,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 24-W011 Leak Detection Technology Study

Funding Allocation: 100% **610**

Project Manager: Irene Suroso **Status:** New Project

Project Summary:

This project will provide initial information on leak detection technology that suits the District's distribution system through a pilot study of two advanced leak detection sensors. The project includes pilot study that is scalable and cost-effective solution. With the District's distribution system average pressure higher than 80 psi, the likelihood of pipe burst and failure increases. This project will support compliance with California's Water Conservation Framework regulations (AB 1668 and SB 606) for the water loss component.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15262 Feasibility and Planning]

Reference: None

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	164,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$164,000**
Current Adopted Budget	$0
Increase/(Decrease)	$164,000

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 24-W012 Tassajara Road Gap Closure

Funding Allocation: 100% **610**

Project Manager: Ryan Pendergraft **Status:** New Project

Project Summary:

The City of Dublin will design and construct a road widening project that will close the gaps in Tassajara Road. This requires the relocation of several existing fire hydrants. A reciprocal services agreement will be coordinated between DSRSD and the City of Dublin that will allow the City of Dublin to design and relocate the fire hydrants. DSRSD will reimburse the City for the relocation of the fire hydrants. The cost shown is the amount DSRSD expects to reimburse the City.

Anticipated CEQA: Categorical Exemption [CEQA Guideline15302]

Reference: None

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	85,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$85,000**
Current Adopted Budget	$0
Increase/(Decrease)	$85,000

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 24-W019 2023 Water Conservation Master Plan

Funding Allocation: 100% **610**

Project Manager: Irene Suroso **Status:** New Project

Project Summary:

This project will provide a framework for water conservation programs that are aligned with DSRSD's mission and core values to meet District's water conservation and sustainabiliy goals. The Conservation Plan and Modeling Tool will be used for the annual water supply and demand assessments/reports required by the California Department of Water Resources and to support compliance with California's Water Conservation Framework regulations (AB 1668 and SB 606).

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15262 Feasibility and Planning]

Reference: 2020 Urban Water Management Plan

Fund Allocation Basis:

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	264,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$264,000**
Current Adopted Budget	$0
Increase/(Decrease)	$264,000

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 24-W028 Reservoir 1A Landscaping Improvements

Funding Allocation: 100% **610**

Project Manager: Spencer Halliday **Status:** New Project

Project Summary:

This project will safely remove approximately 38 trees from the Reservoir 1A site located at Rhoda Avenue in Dublin. An arborist report completed in March 2023 outlines that the trees are diseased and are recommended to be removed. The project will include community outreach, removal of the trees, and replanting of vegetation to screen the reservoir.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15304 - Minor Alterations to Land].

Reference: Arborist Report, March 2023

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	300,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$300,000**	**0**
Current Adopted Budget	$0	0
Increase/(Decrease)	$300,000	



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 18-W003 Reservoir 2 Recoating

Funding Allocation: 100% **610**

Project Manager: Sukhpreet Mann **Status:** Continuing Project

Project Summary:

This project will recoat the exterior and interior of Reservoir 2, which was constructed in 1964. The reservoir was cleaned and inspected in 2016. The inspection report indicated that there are multiple coating blisters on the interior surfaces and areas of corrosion on the roof. The interior and exterior coatings are original. The project will also recoat all tank and piping appurtenances including the roof hatch and vents, interior and exterior ladders, manways, inlet, outlet, and overflow pipes. A new cathodic protection system will also be installed to replace the original system.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301]

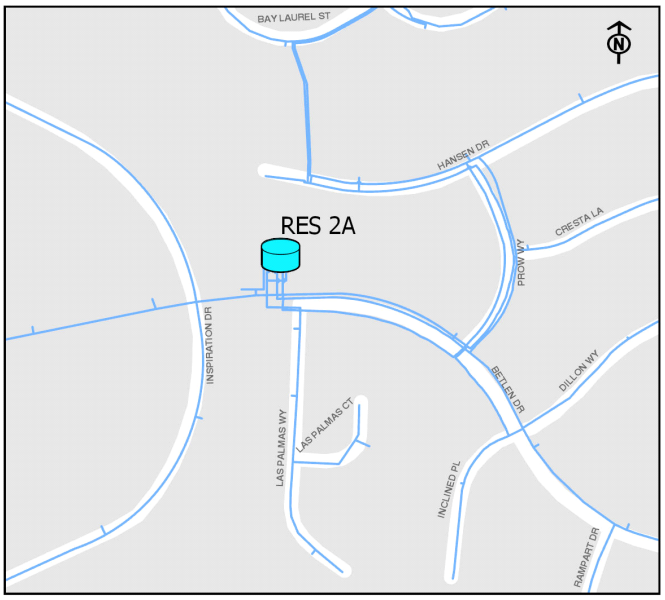
Reference: None

Fund Allocation Basis: Project is required to maintain existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
266,127	0	160,000	1,350,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,776,127**
Current Adopted Budget	$1,329,170
Increase/(Decrease)	$446,957



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 18-W004 Pump Station 3A MCC Improvements

Funding Allocation: 100% **610**

Project Manager: Sukhpreet Mann **Status:** Continuing Project

Project Summary:

The existing motor control center (MCC) at potable water Pump Station 3A (PS 3A) is in a small underground vault along with the station programmable logic controller (PLC). The electrical equipment is over 30 years old and replacement parts are are no longer readily available. The objective of the project is to install a new MCC, PLC and above ground portable generator connection to more quickly provide back-up power in the event of a Pacific Gas and Electric system outage. The remaining pump station equipment will remain inside the vault.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

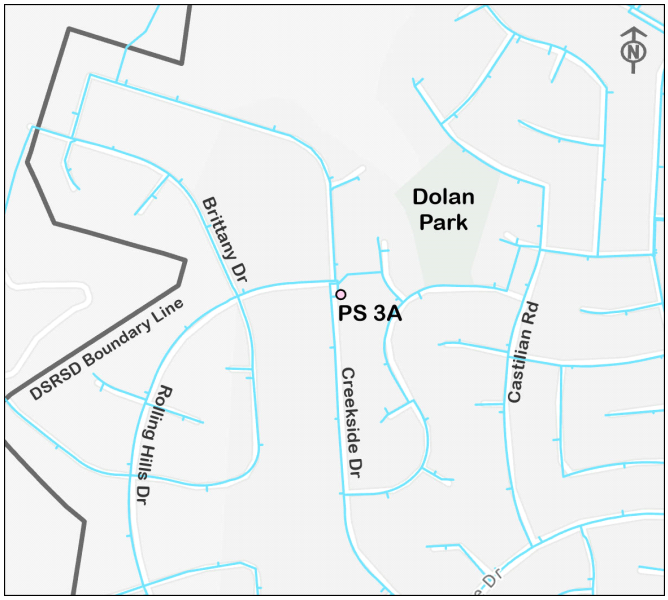
Reference: None

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
653,254	0	485,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,138,254**
Current Adopted Budget	$1,017,000
Increase/(Decrease)	$121,254



CATEGORY: WATER SYSTEM **Water Expansion (Fund 620)**

CIP No. 20-W027 Dublin Boulevard Extension Water Facilities

Funding Allocation: 100% **620**

Project Manager: Jackie Yee **Status:** Continuing Project

Project Summary:

The Alameda County Transportation Commission, Alameda County, and the cities of Dublin and Livermore are partnering on the Dublin Boulevard Extension Project, a 1.5 mile extension of Dublin Boulevard from Fallon Road in Dublin to North Canyons Parkway at Doolan Road in Livermore. The extension of Dublin Boulevard had been planned since 1984. Dublin's General Plan, the General Plans of the County and Livermore, and Plan Bay Area 2040 all include the extension of Dublin Boulevard. Water and wastewater utilities will need to be installed within the extended Dublin Boulevard to accomodate future development based on the City of Dublin's General Plan. The District coordinated with the City of Dublin to include potable water lines and wastewater collection sewers within the Districts service area in the extension project. The District's project will construct 5,150 feet of 12-inch potable water pipeline and associated appurtenances as a portion of the road extension project.

Anticipated CEQA: Final EIR – Dublin Blvd. – North Canyons Parkway Extension Project (City of Dublin) – August 2019

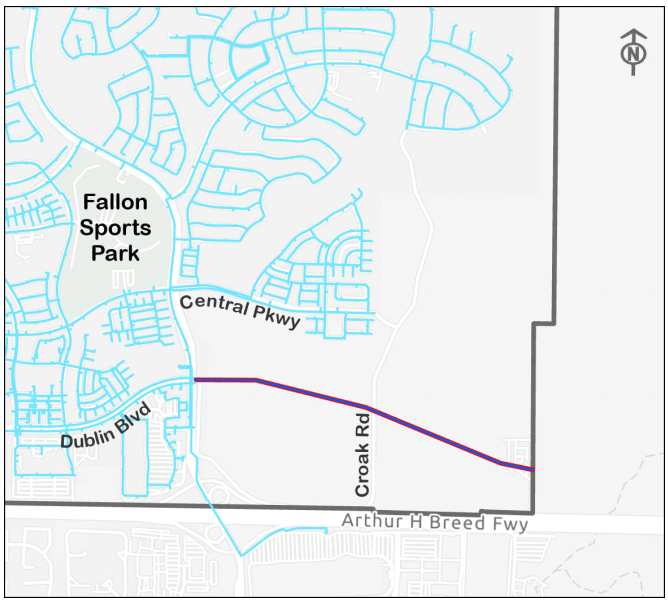
Reference: DSRSD 2016 Water Master Plan

Fund Allocation Basis: Project in support of future water customers.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
50,000	0	15,000	0	0	345,000	2,424,000	0	0	0	0	0

Total Estimated Project Cost	**$2,834,000**
Current Adopted Budget	$1,980,000
Increase/(Decrease)	$854,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 24-W013 Village Parkway Main Replacement - Amador Valley Boulevard to Kimball Avenue

Funding Allocation: 100% **610**

Project Manager: Ryan Pendergraft **Status:** New Project

Project Summary:

The City of Dublin will design and construct improvements to the Village Parkway, between Amador Valley Boulevard and Kimball Avenue. The existing pipeline within Village Parkway was originally constructed in the early 1960s and is nearing the end of their useful life. A reciprocal services agreement will be coordinated between DSRSD and the City of Dublin that will allow the City of Dublin to design and construct the replacement of approximately 6,100 linear feet of water main, including valves, fire hydrants and other appurtenances, within the extent of these improvements. DSRSD will reimburse the City for the replacement of DSRSD's infrastructure. The cost shown is the amount DSRSD expects to reimburse the City.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

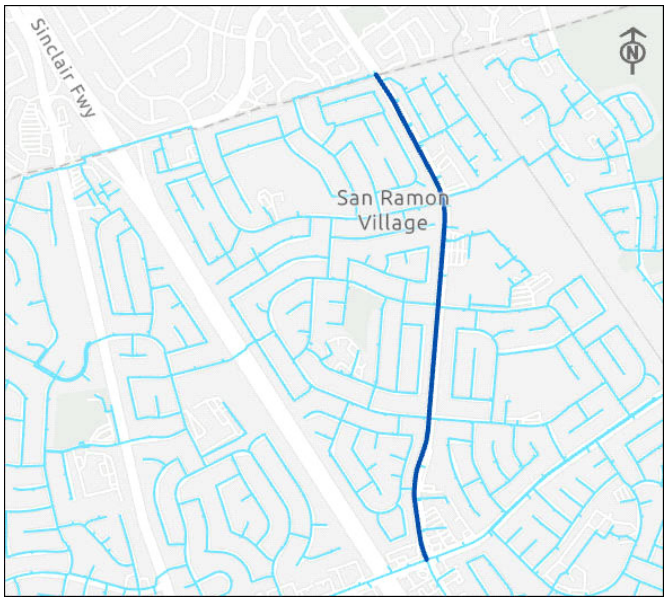
Reference: None

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	1,150,000	2,100,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$3,250,000**
Current Adopted Budget	$0
Increase/(Decrease)	$3,250,000



CATEGORY: WATER SYSTEM **Water Expansion (Fund 620)**

CIP No. 24-W022 East Ranch Water Main - Central Parkway to Savanna Court

Funding Allocation: 100% **620**

Project Manager: Ryan Pendergraft **Status:** New Project

Project Summary:

The City of Dublin's East Ranch project proposes the development of 573 residential units on an approximately 165.5-acre site. The developer requires a 12-inch mainline on Croak Road to service the development and will upsize the pipeline to 14-inch as required for the District's Reservoir 20B project. The upsizing of the pipeline will provide transmission of the water to Reservoir 20B and qualifies as major infrastructure according to Infrastructure Responsibilities and Funding Policy (P600-15-3). The work includes creating an Areawide Facility Agreement and coordination with the developer on reimbursement. The District is working with the developer that will construct approximately 4,750 linear feet of 14-inch potable water pipeline and associated appurtenances along Croak Road, between Central Parkway and Mary Way; Mary Way; and Savanna Court.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15182(c)]

Reference: Eastern Dublin General Plan Amendment and Specific Plain EIR (1993); East Dublin Properties Stage I Development and Annexation Supplemental EIR (2020); Fallon Village Supplemental EIR (2005)

Fund Allocation Basis: Project is required to support future water customers.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	25,000	475,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$500,000**
Current Adopted Budget	$0
Increase/(Decrease)	$500,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 00-W011 Water System Replacement and Rehabilitation PROGRAM

Funding Allocation: 100% **610**

Project Manager: Jason Ching **Status:** Continuing Program

Project Summary:

This program is an element of the District's Asset Management Program and will fund projects to upgrade, replace and improve water system infrastructure, including, but not limited to: distribution pipelines, valves, hydrants and related appurtenances, pumps and motors, and instrumentation and controls; to ensure the District provides uninterrupted water supply service. This program provides for the renewal or replacement of equipment on an as-needed basis or the upgrade of equipment as it becomes obsolete. This program may also be used to investigate issues that lead to the identification of projects that require the creation of a specific CIP project.

Assets expected to be replaced/rehabilitated over the two-year budget period FYEs 24 and 25 include: Pump Station 30A - Pump No. 1; Pump Station 300A - Pump No. 1; and cathodic protection improvements/upgrades greater than $20,000.

Anticipated CEQA: To be determined based on individual projects funded by program.

Reference: District internal inspections and Asset Management Replacement Model

Fund Allocation Basis: Program required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	500,000	500,000	950,000	1,500,000	2,000,000	3,500,000	5,000,000	6,500,000	8,000,000	9,000,000	40,000,000

Total Estimated Project Cost	**$77,450,000**
Current Adopted Budget	$0
Increase/(Decrease)	$77,450,000

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 17-A006 Field Operations Pavement Rehabilitation

Funding Allocation: 100% **610**

Project Manager: Karla Castro **Status:** Future Project

Project Summary:

This project will continue evaluating the existing paved access roads at District facilities excluding the wastewater treatment plant. The various access roads will be scheduled for repair, maintenance, or reconstruction based on the evaluation report. The roads were ranked by condition (fair, poor, very poor). Fair condition roads had minor cracking due to roots, lack of proper edging, poor drainage, and expansive soils. Poor condition roads were similar to fair condition roads but were more severe and noted by existing visual damage. Very poor condition roads had complex subsurface and geologic conditions that need in-depth study for recommended design and construction. Assessments will be made to evaluate the need for additional pavement for unimproved DSRSD easements where Field Operations staff are required to frequently access.

Anticipated CEQA: To be determined.

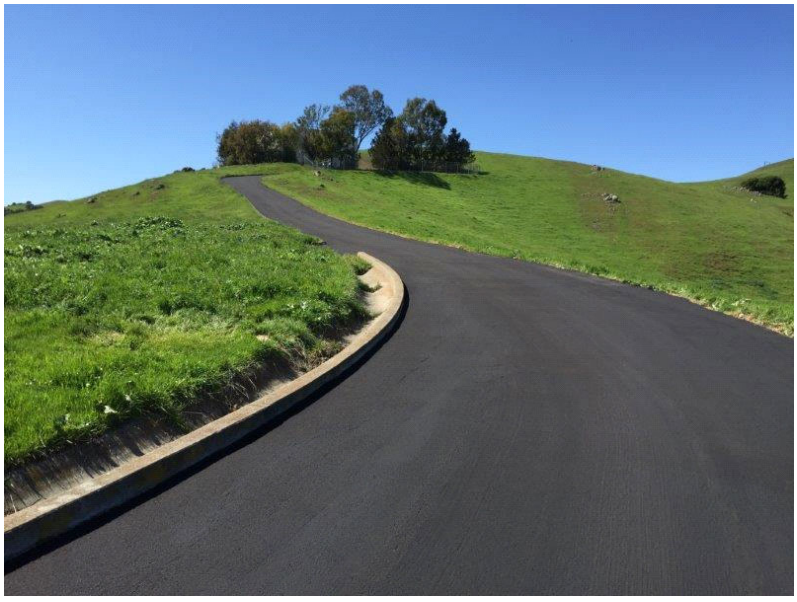
Reference: Summary Investigation Memorandum: DSRSD Reservoir Access Roads, CE&G, April 2018

Fund Allocation Basis: Project is required to maintain exsiting water assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
55,295	0	0	510,000	410,000	395,000	345,000	345,000	0	0	0	0

Total Estimated Project Cost	**$2,060,295**
Current Adopted Budget	$1,235,000
Increase/(Decrease)	$825,295



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 20-W019 Automated Water Quality Monitoring

Funding Allocation: 100% **610**

Project Manager: Irene Suroso **Status:** Future Project

Project Summary:

This project will install water quality monitors at all District potable and recycled water reservoirs, pump stations and turnouts. Analyzers will focus on key water quality indicators such as chlorine, fluoride and ammonia as well as other useful parameters. Data collected from analyzers will be used to track water quality effects resulting from operational strategy improvements and facilities upgrades. Phase 1 would be a complete upgrade of the potable Turnout monitors. Phase 2 would be the addition of monitors at pumping facilities. Phase 3 would be the installation of appropriate monitors at reservoirs.

Anticipated CEQA: To be determined.

Reference: None

Fund Allocation Basis: Project is required to improve existing system water quality.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	300,000	300,000	300,000	0	0	0	0	0	0

Total Estimated Project Cost	**$900,000**
Current Adopted Budget	$900,000
Increase/(Decrease)	$0

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 22-P027 Turnout 1 Pipeline Replacement

Funding Allocation: 100% **610**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will assess the current condition of and replace the Turnout 1 pipeline segment which crosses the Alamo Canal and serves as the primary transmission main for diverting flow from Turnout 1 . The 16" steel pipeline was originally installed in the 1960s and is a critical component of the District's distribution system. Intial results of pipeline condition assessment indicate that replacement is recommended via horizontal direciton drilling method across the Alamo Canal.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None.

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
15,673	0	0	348,000	781,000	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,144,673**
Current Adopted Budget	$26,000
Increase/(Decrease)	$1,118,673

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. T22-03 Camp Parks Water Lines Replacement

Funding Allocation: 100% **610**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will replace approximately 6,100 linear feet of 6 and 8 inch potable water mains with 8 inch water mains, between Adams Avenue, 8th Street, Davis Avenue and 10th Street; and approximately 9,200 linear feet of 6, 8 and 12 inch potable water mains with 8 and 12 inch water mains, between Davis Avenue, 6th Street, Monroe Avenue and 8th Street. The project includes new water and fire service lines, as well as hydrants and small pipelines to hydrants and buildings. The pipelines were installed in the 1950s and identified in our asset replacement model as pipelines that are in need of replacement. The pipelines in this area also have reduced flow rates due to interior pipe deterioration, which matches the predictions from the asset replacement model.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

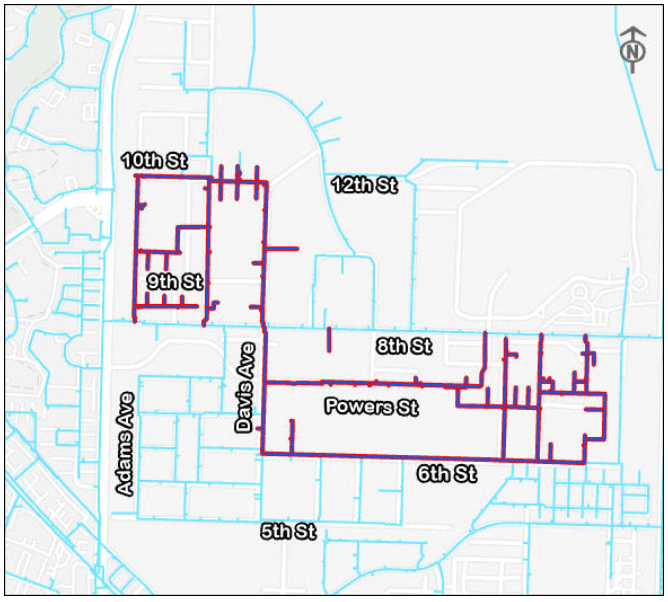
Reference: Water System Asset Replacement Model

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	4,990,000	1,300,000	5,000,000	5,000,000	0	0	0	0	0

Total Estimated Project Cost	**$16,290,000**
Current Adopted Budget	$0
Increase/(Decrease)	$16,290,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. T22-05 Reservoir 1A Chloramination Control System Upgrade

Funding Allocation: 100% **610**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will upgrade the potable water reservoir mixer and chloramination system controls at Reservoir 1A to be consistent with the controls at Reservoir 3B.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

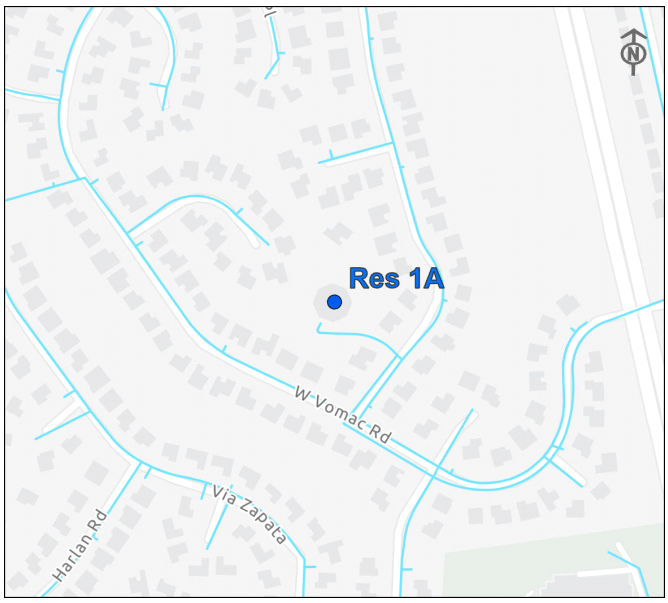
Reference: N/A

Fund Allocation Basis: Project is required to replace existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	100,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$100,000**
Current Adopted Budget	$0
Increase/(Decrease)	$100,000



CATEGORY: WATER SYSTEM **Water Expansion (Fund 620)**

CIP No. 08-6202 Pump Station 20A Improvements

Funding Allocation: 100% **620**

Project Manager: TBD **Status:** Future Project

Project Summary:

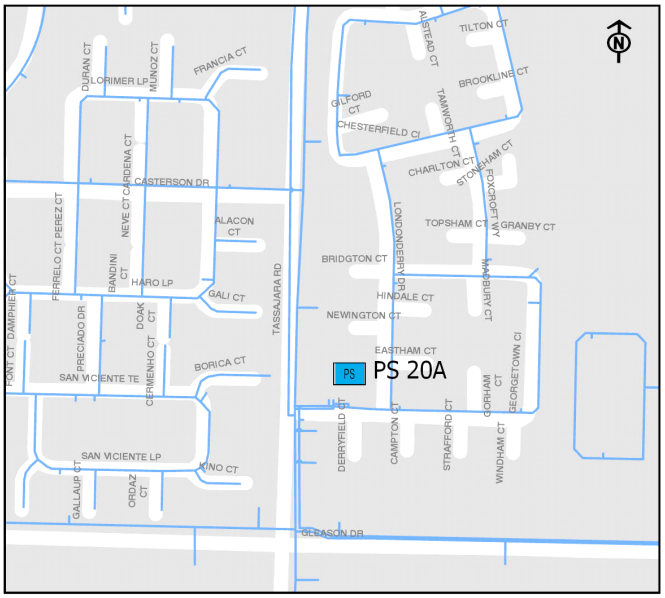
This project will add an additional pump to Pump Station 20A. The pump station was constructed with provisions for the addition of a fourth pump that matches the existing pumps. Pump Station 20B was sized assuming that this additional pump would be installed. The additional pump is needed to meet buildout pumping capacity in Pressure Zone 2 in eastern Dublin as identified in the 2016 Water Master Plan Update. This project includes modifications to the motor control center and controls required to accommodate the fourth pump.

Anticipated CEQA:	City of Dublin, Eastern Dublin Specific Plan and General Plan Amendment EIR (May 1993)
Reference:	2005 Basis of Design Report for Pump Station 20B; Eastern Dublin Specific Plan; 2016 Water Master Plan Update
Fund Allocation Basis:	Project in support of future water customers.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	693,000	0	0	0	0	0	0	0

Total Estimated Project Cost	**$693,000**
Current Adopted Budget	$470,000
Increase/(Decrease)	$223,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 16-A016 District Facilities Security Project - Phase 2

Funding Allocation: 90% **610** 10% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will 1) review past recommendations for physical security for the potable and recycled water facilities and the sewer lift stations, 2) inventory which recommendations have been implemented, either installed over the last few years or installed as part of the SCADA project (09-6101) and, 3) develop a plan and cost estimate for the remaining required improvements. The project cost will be revised in future years to include the cost of construction once the required improvements are defined. The project will incorporate the District's America's Water Infrastructure Act of 2018 (AWIA) Risk and Resilience Assessment recommendations.

Anticipated CEQA:	Categorical Exemption [CEQA Guideline 15262 Feasibility and Planning]
Reference:	Physical Security Risk Assessment, Pinkerton Consulting, April 2004 America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment Certification, December 2020
Fund Allocation Basis:	Based on number of facilities associated with each fund.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	240,000	0	0	0	0	0	0	0

Total Estimated Project Cost	**$240,000**
Current Adopted Budget	$150,000
Increase/(Decrease)	$90,000

CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. T16-28 Water Lines Replacement - Tamarack Drive - Village Pkwy to Firethorn Way

Funding Allocation: 100% **610**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will replace the existing 2,300 feet of 8-inch and 10-inch asbestos cement pipe (ACP) potable water lines in Tamarack Drive from Village Parkway to Firethorn Way, along with valves, hydrants, and services. The lines were installed in 1961. Staff reviewed the pipe repair history, corrosion information and the acoustic evaluation and have concluded that they are near the end of their useful lives and therefore should be replaced.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15282]

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	205,000	1,355,000	0	0	0	0	0

Total Estimated Project Cost	**$1,560,000**
Current Adopted Budget	$0
Increase/(Decrease)	$1,560,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. T16-31 Water Line Replacement - Ironwood Drive

Funding Allocation: 100% **610**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will replace approximately 2,800 feet of existing 4-inch, 6-inch and 8-inch asbestos cement pipe (ACP) potable water lines in Ironwood Drive, Irving Way, Honey Court, and Ironwood Court, along with valves, hydrants, and services. The lines were installed in 1960. Staff reviewed the pipe repair history, corrosion information and the acoustic evaluation and have concluded that they are near the end of their useful lives and therefore should be replaced.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15282]

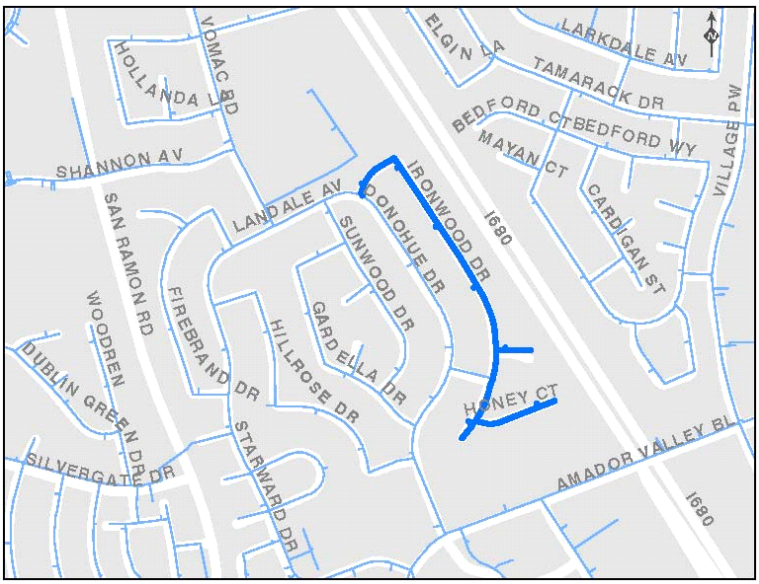
Reference: Asset Management Replacement Model

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	0	1,830,000	0	0	0	0

Total Estimated Project Cost	**$1,830,000**
Current Adopted Budget	$0
Increase/(Decrease)	$1,830,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. T16-67 Reservoir Recoating PROGRAM

Funding Allocation: 100% **610**

Project Manager: Jason Ching **Status:** Future Program

Project Summary:

This project will recoat the interiors and paint the exteriors of potable and recycled reservoirs. The recoating and painting will provide corrosion control, extend the reservoir useful life and maintain facility aesthetics. There are four reservoirs, 3A, 200A, 20A, and 30A, that will require recoating between FYE 2027 through FYE 2033. Actual timing may be adjusted based on interior dive inspections that are completed once every five years. The next scheduled inspection will take place in 2026.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing water fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	620,000	0	0	0	0	1,950,000	2,800,000	9,370,000

Total Estimated Project Cost	**$14,740,000**
Current Adopted Budget	$0
Increase/(Decrease)	$14,740,000



CATEGORY: WATER SYSTEM **Water Replacement (Fund 610)**

CIP No. 00-W002 Long-Term Water Resiliency PROGRAM

Funding Allocation: 75% **610** 25% **620**

Project Manager: Jan Lee **Status:** Future Program

Project Summary:

This program will develop long-term projects to meet the objectives of the Water Resiliency Policy adopted by the Board of Directors on April 20, 2021. The program will focus on building water resiliency by working collaboratively with regional partners to implement a diverse portfolio of supply, storage and conveyance projects. The program may include a potable reuse project; participation in regional storage; desalination, and intertie projects; and/or supplemental groundwater projects to expand the recycled water program.

Anticipated CEQA:	Environmental Impact Report
Reference:	2021 Alternative Water Supply Study: A Framework for a Resilient and Sustainable Water Future; 2016 Water Capacity Reserve Fee Study
Fund Allocation Basis:	Based on the ratio of current water demands to projected build-out demands at the time of program inception.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	500,000	1,000,000	1,500,000	2,500,000	2,500,000	12,500,000	19,500,000

Total Estimated Project Cost	**$40,000,000**
Current Adopted Budget	$40,000,000
Increase/(Decrease)	$0

CIP 10-YEAR PLAN FYEs 2024 through 2033

** Listed according to project timing from earliest to latest*

CATEGORY: WASTEWATER COLLECTION

CIP No.	Project Name	Page
2-Year Projects		
14-S001	Camp Parks Sewer Rehabilitation Project - Goodfellow Ave North of 8th Street	113
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20-S014	Dublin Boulevard - Amador Plaza Road to Village Parkway Relief Sewer	115
24-S007	Wastewater Collection System Master Plan Update 2025	116
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Future Projects		
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T20-05	Dublin Court and Dublin Boulevard Sewer Replacement	126
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CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. 14-S001 Camp Parks Sewer Rehabilitation Project - Goodfellow Ave North of 8th Street

Funding Allocation: 100% **210**

Project Manager: Kevin Randeni **Status:** Continuing Project

Project Summary:

This project will replace approximately 1,500 feet of 8-inch of vitrified clay pipe (VCP) sewer on Goodfellow Avenue north of 8th Street, including the siphon installed by the Federal Corrections Institute (FCI). This pipe has several cracks and fractures leading to high inflow and infiltration rates. The new alignment will include two lines on Westgate Parkway and Graham Lane connecting to a line running south on Goodfellow Ave to tie into the existing sewer on 8th St. Connections from the FCI housing will be modified to connect to the new sewer line.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15302]

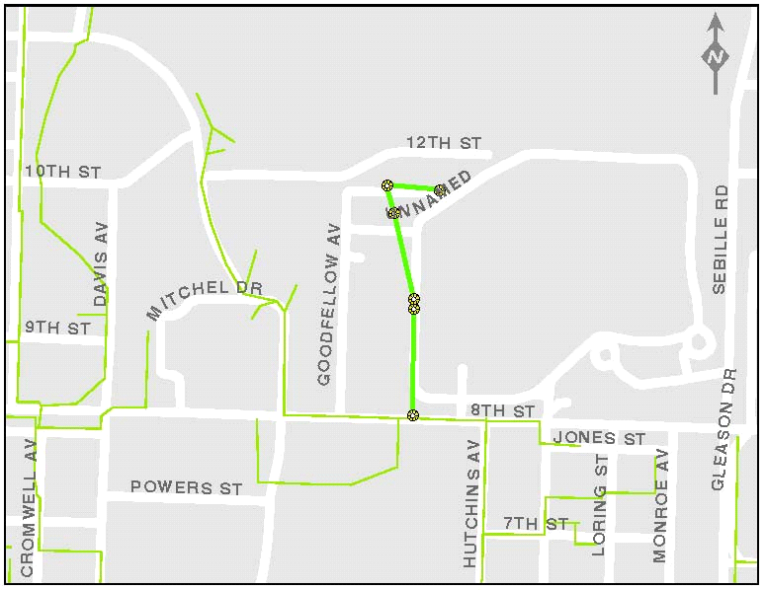
Reference: Camp Parks Privatization Study, WBA, July 1998

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
119,822	150,000	1,300,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,569,822**
Current Adopted Budget	$812,090
Increase/(Decrease)	$757,732



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. 22-S008 Sewer Collection System Evaluation and Spot Repair

Funding Allocation: 100% **210**

Project Manager: Rudy Portugal **Status:** Continuing Project

Project Summary:

As part of the Asset Management Program for the collections system, sewer lines are periodically inspected and given a condition rating in accordance with the Pipeline Assessment Certification Program (PACP). The sewer lines with the most severe PACP structural condition ratings are identified as needing futher review to determine neccesary repairs. Data collected over the past several years indicate that there are 102 pipe segments that need further investigation to determine if spot repairs are necessary. This project will evaluate the pipe segments, and if a repair is warranted, determine the most cost-effective repair using standard technical specifications that have been developed as part of a previous collection system spot repair project. A variety of sewer line repair methods may be used, such as cured-in-place-pipe lining (CIPP) or open trenching. The current budget assumes that fifty pipe segements will require basic spot repairs. If certain segments require more complicated repair, additional construction funding may be required.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	50,000	250,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$300,000**
Current Adopted Budget	$0
Increase/(Decrease)	$300,000

CATEGORY: WASTEWATER COLLECTION **Local Wastewater Expansion (Fund 220)**

CIP No. 20-S014 Dublin Boulevard - Amador Plaza Road to Village Parkway Relief Sewer

Funding Allocation: 100% **220**

Project Manager: Sukhpreet Mann **Status:** Continuing Project

Project Summary:

This project will upsize 731 feet of 18-inch gravity main to 21-inch gravity main in Dublin Boulevard between Amador Plaza Road and Village Parkway. The 2017 Wastewater Collection System Master Plan included an evaluation of the collection system under future flow conditions. Based on the evaluation, improvements were recommended to eliminate future system deficiencies and to meet projected flows for future downtown development.

Anticipated CEQA: CEQA Initial Study/Mitigated Negative Declaration

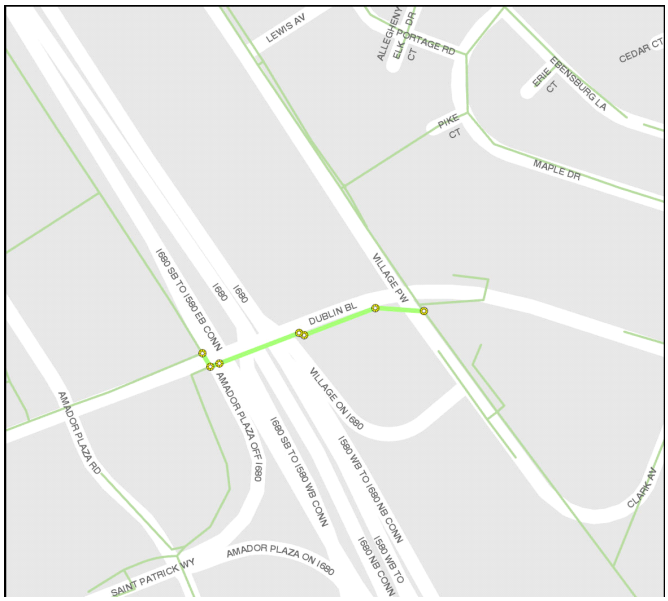
Reference: 2017 Wastewater Collection System Master Plan

Fund Allocation Basis: Project is required to convey future customer wastewater flows.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
87,744	0	215,000	865,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,167,744**
Current Adopted Budget	$1,120,000
Increase/(Decrease)	$47,744



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. 24-S007 Wastewater Collection System Master Plan Update 2025

Funding Allocation: 75% **210** 25% **220**

Project Manager: Irene Suroso **Status:** New Project

Project Summary:

This project will update the 2017 Wastewater Collection System Master Plan, a planning document used to ensure the overall wastewater collection system has adequate capacity to convey flow during a design storm without sanitary sewer overflow (SSO) for the near-term and long-term (buildout condtions). The Wastewater Collection System Master Plan is to be updated every five (5) years or as development necessitates.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15262 Feasibility and Planning Studies]

Reference: 2017 Wastewater Collection System Master Plan

Fund Allocation Basis: Based on the ratio of current wastewater flow to projected buildout demands.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	450,000	450,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$900,000**
Current Adopted Budget	$0
Increase/(Decrease)	$900,000

CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. 24-S020 Large Diameter Sewer Condition Assessment

Funding Allocation: 100% **210**

Project Manager: TBD **Status:** New Project

Project Summary:

As part of the Asset Management Program, this project will identify approximately 15,000 – 20,000 feet of larger lines that represent the greatest risk if failure were to occur and perform internal analysis using high technology equipment to assess their conditions. Data collected will include profiles, internal pipe corrosion, debris collection, etc. and will be used for improved maintenance management and CIP project identification. A similar condition assessment was completed in 2014.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15262 - Feasibility and Planning Studies]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	50,000	100,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$150,000**
Current Adopted Budget	$0
Increase/(Decrease)	$150,000

CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. 00-S020 Wastewater Collection System Replacement and Rehabilitation PROGRAM

Funding Allocation: 100% **210**

Project Manager: Jason Ching **Status:** Continuing Program

Project Summary:

This project will insure that uninterrupted sewer collection service is provided and will include, but are not limited to, repairing leaking pipes, pipe joints and manholes to reduce the amount of infiltration and inflow rates, which will reduce operating costs at the wastewater treatment plant and extend the LAVWMA wet weather capacity. Sewer lines and manholes will be repaired or replaced as identified by District staff annually.

Anticipated CEQA: To be determined based on each project funded by the program.

Reference: Asset Management Program

Fund Allocation Basis: Program is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	150,000	150,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	2,500,000

Total Estimated Project Cost	**$4,800,000**
Current Adopted Budget	$0
Increase/(Decrease)	$4,800,000

CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. 14-S002 Camp Parks Sewer Rehabilitation Project - 8th to 10th Streets

Funding Allocation: 100% **210**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will rehabilitate approximately 1,300 feet of 12-inch of vitrified clay pipe (VCP) sewer along Adams Avenue between 8th and 10th Streets; and approximately 2,600 feet of 12-inch of vitrified clay pipe (VCP) sewer along Davis and Cromwell Avenues between 8th and 10th Streets. The existing sewer has several cracks and fractures leading to high inflow and infiltration rates. The project may pipeburst, or slip line, or replace the pipe in their entirety.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

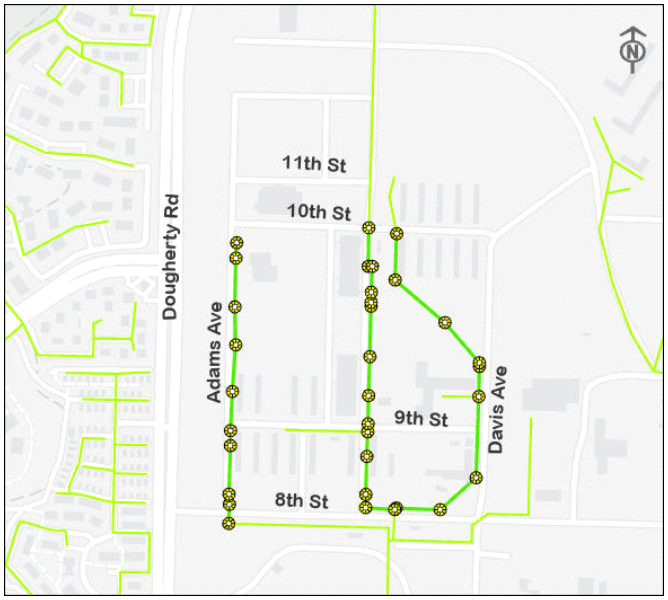
Reference: Camp Parks Privatization Study, WBA, July 1998

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
36,063	0	0	440,000	2,100,000	0	0	0	0	0	0	0

Total Estimated Project Cost	**$2,576,063**
Current Adopted Budget	$811,063
Increase/(Decrease)	$1,765,000



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. 18-S007 Alcosta Blvd Sewer Replacement

Funding Allocation: 100% **210**

Project Manager: TBD **Status:** Future Project

Project Summary:

The project will replace approximately 1,250 feet of 10-inch of vitrified clay pipe (VCP) sewer located in Alcosta Blvd from approximately at Village Parkway east to the Iron Horse Trail. The sags in the pipe make it impossible to TV to determine its condition and requires cleaning on frequent basis. The project will replace the sewer as needed to prevent potential sanitary sewer overflow (SSO) incidents.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15282]

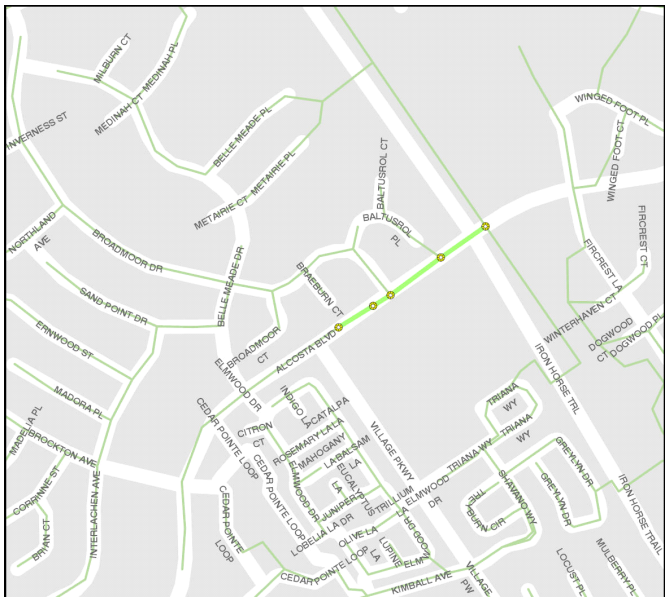
Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	163,250	686,375	0	0	0	0	0	0	0

Total Estimated Project Cost	**$849,625**
Current Adopted Budget	$647,275
Increase/(Decrease)	$202,350



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. 18-S006 San Ramon Golf Course 24" Trunk Sewer Rehabilitation

Funding Allocation: 100% **210**

Project Manager: TBD **Status:** Future Project

Project Summary:

This section of existing 24-inch reinforced concrete pipe (RCP) installed in 1961 has deteriorated. Inspection records indicate the segment has lateral cracks and sags. The project will rehabilitate approximately 470 feet of the trunk sewer in the Iron Horse Trail at the San Ramon Valley Golf Course from about 1,500 feet north of Alcosta Blvd, south to about 1,000 feet north of Alcosta Blvd.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15282]

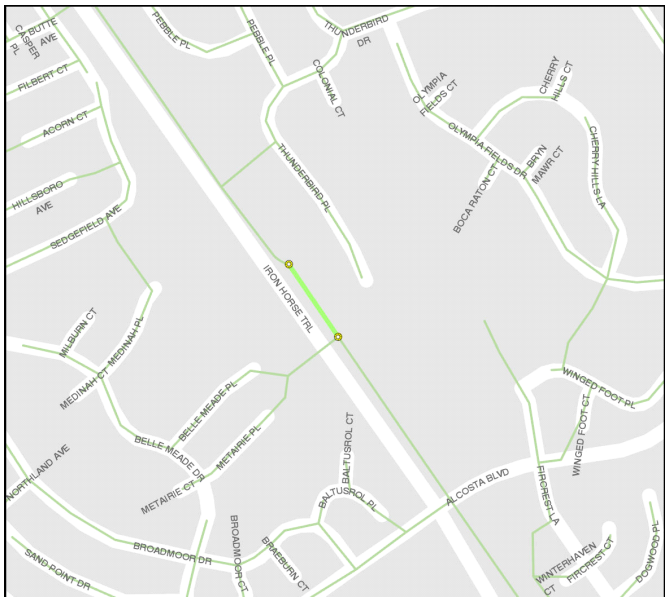
Reference: Asset Management Program: results of National Plant Services field investigation (CCTV, sonar, laser) of large diameter sewers

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	130,000	495,000	0	0	0	0	0	0

Total Estimated Project Cost	**$625,000**
Current Adopted Budget	$557,500
Increase/(Decrease)	$67,500



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. T16-50 Iron Horse Trail Sewer Replacement

Funding Allocation: 100% **210**

Project Manager: TBD **Status:** Future Project

Project Summary:

The project will replace approximately 1,650 feet of 8-inch and 10-inch of polyvinyl chloride pipe (PVC) and vitrified clay pipe (VCP) sewer located just north of the Alameda/Contra Costa County line that cross the Iron Horse Trail and the adjacent creek. The project will also add manholes; at this time, the manhole spacing makes TV inspection and cleaning problematic. The sags in the pipe make it impossible to TV to determine its condition and requires cleaning on frequent basis (3-month trouble spot). The project will replace the sewer and additional sewers upstream as needed to prevent the potential of sanitary sewer overflow (SSO) incidents.

Anticipated CEQA: Statutory Exemption [CEQA Guideline 15282]

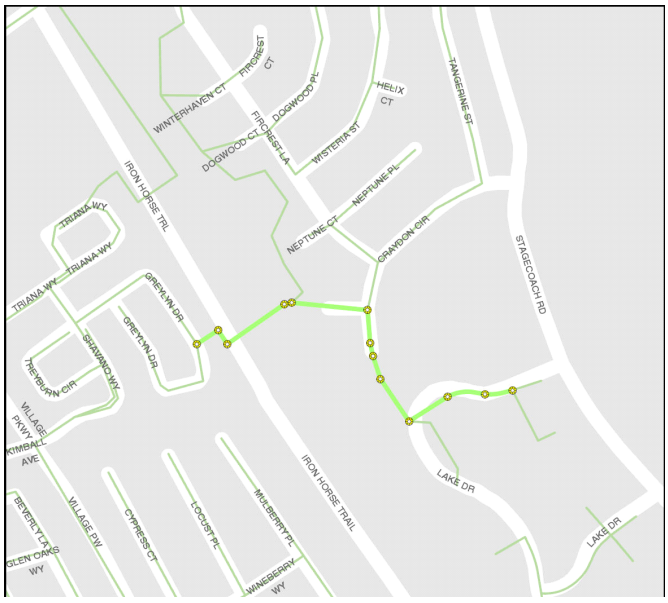
Reference: District internal inspections, CMMS data; Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	195,000	935,000	0	0	0	0	0	0

Total Estimated Project Cost	**$1,130,000**
Current Adopted Budget	$0
Increase/(Decrease)	$1,130,000



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. 08-2101 Donohue Dr/Vomac Rd Relief Sewer

Funding Allocation: 100% **210**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will upsize 2,400 feet of 8-inch to 12-inch gravity main starting on Vomac Road, continuing east to Ironwood Drive. There are three sub-basins that lead to the Donahue/Vomac area. One or all of these sub-basins are contributing to unusually high infiltration and inflow rate. The 8-inch gravity main in Donohue Drive between Gardella Drive and Hillrose Drive will be blocked to prevent splitting flow from the gravity main in Hillrose Drive to the gravity main in Donohue Drive. This blockage would prevent an extension of the required improvement project further to the southeast, which is located in easement area.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

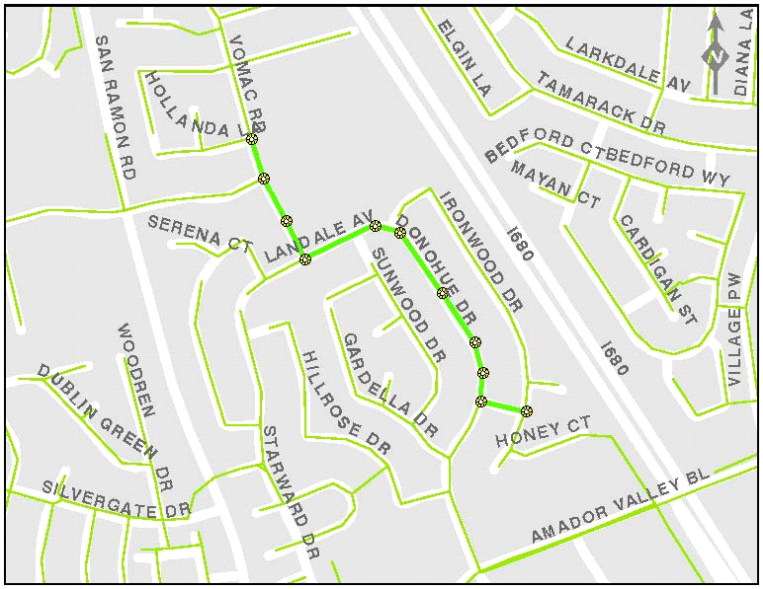
Reference: 2019 Wastewater Collection System Master Plan Update

Fund Allocation Basis: Project is required to replace or rehabilitate existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
71,445	0	0	0	0	1,018,100	789,250	0	0	0	0	0

Total Estimated Project Cost	**$1,878,795**
Current Adopted Budget	$1,651,445
Increase/(Decrease)	$227,350



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Expansion (Fund 220)**

CIP No. 20-S028 Dublin Boulevard Extension Sewer Facilities

Funding Allocation: 100% **220**

Project Manager: TBD **Status:** Future Project

Project Summary:

The Alameda County Transportation Commission, Alameda County, and the cities of Dublin and Livermore have partnered on the Dublin Boulevard Extension Project (Extension Project), a 1.5-mile extension of Dublin Boulevard from Fallon Road in Dublin to North Canyons Parkway at Doolan Road in Livermore. To accommodate future development based on the City of Dublin's General Plan, this project will construct 2,800 feet of 15-inch wastewater collection pipeline and associated appurtenances in Dublin Boulevard from Fallon Road to Croak Road in coordination with the project.

Anticipated CEQA: Final EIR – Dublin Blvd. – North Canyons Parkway Extension Project (City of Dublin) – August 2019

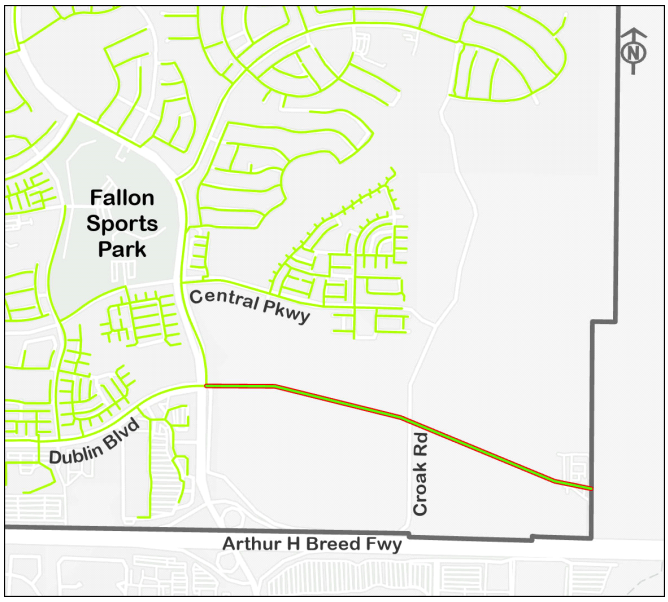
Reference: DSRSD 2019 Collection System Master Plan; DSRSD 2018 Local Wastewater Capacity Reserve Fee Study

Fund Allocation Basis: Project is required to convey future customer wastewater flows.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
46,140	0	0	0	0	188,000	1,215,000	0	0	0	0	0

Total Estimated Project Cost	**$1,449,140**
Current Adopted Budget	$1,360,000
Increase/(Decrease)	$89,140



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Expansion (Fund 220)**

CIP No. T20-04 Dublin Boulevard - Clark Avenue to Sierra Court Relief Sewer

Funding Allocation: 100% **220**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will upsize 1,048 feet of 10-inch gravity main to 12-inch gravity main in Dublin Boulevard between Clark Avenue and Sierra Court. The siphons proximate to these gravity mains are not included as part of the project. This project was recommended in the 2019 Wastewater Collection System Master Plan after extensive hydraulic evaluation.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: 2019 Local Wastewater Collection System Master Plan

Fund Allocation Basis: Project is required to convey future customer wastewater flows.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	175,000	500,000	0	0	0	0	0

Total Estimated Project Cost	**$675,000**
Current Adopted Budget	$0
Increase/(Decrease)	$675,000



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Replacement (Fund 210)**

CIP No. T20-05 Dublin Court and Dublin Boulevard Sewer Replacement

Funding Allocation: 100% **210**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will replace approximately 300 feet of 10-inch pipe near the intersection of Dublin Blvd and Dublin Court. The pipeline travels under a drainage canal and has been damaged over time. A small liner was installed as a temporary repair until the segment can be replaced.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: 2019 Local Wastewater Collection System Master Plan

Fund Allocation Basis: Project is required to replace existing local wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	200,000	550,000	0	0	0	0	0

Total Estimated Project Cost	**$750,000**
Current Adopted Budget	$0
Increase/(Decrease)	$750,000



CATEGORY: WASTEWATER COLLECTION **Local Wastewater Expansion (Fund 220)**

CIP No. T20-06 Village Parkway - South of Dublin Boulevard Relief Sewer

Funding Allocation: 100% **220**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will upsize 1,262 feet of 36-inch and 39-inch gravity main to 42-inch gravity main in Village Parkway south of Dublin Boulevard. These gravity mains are recently lined but are still recommended for upsizing due to hydraulic deficiency. This project was recommended as part of the 2019 Wastewater Collection System Master Plan.

Anticipated CEQA: CEQA Initial Study/Mitigated Negative Declaration

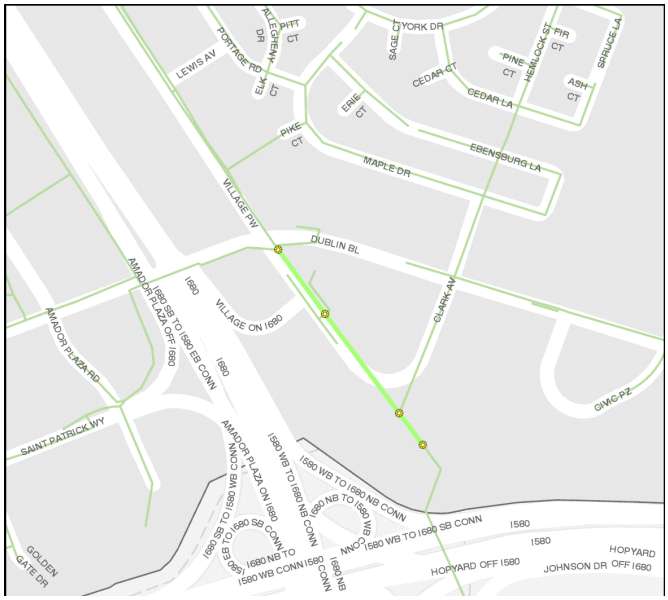
Reference: 2019 Local Collection System Master Plan

Fund Allocation Basis: Project is required to convey future customer wastewater flows.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	0	0	275,000	2,557,000	0	0

Total Estimated Project Cost	**$2,832,000**
Current Adopted Budget	$0
Increase/(Decrease)	$2,832,000



CIP 10-YEAR PLAN FYEs 2024 through 2033

** Listed according to project timing from earliest to latest*

CATEGORY: REGIONAL WASTEWATER TREATMENT

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22-P022	WWTP Administration Building Remodel/Renovation	158
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CIP 10-YEAR PLAN FYEs 2024 through 2033

** Listed according to project timing from earliest to latest*

CATEGORY: REGIONAL WASTEWATER TREATMENT

CIP No.	Project Name	Page
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T22-18	Inner Sewer Flow Metering	162
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T10-62	Emergency Power for Distribution Panel-D	167
T16-42	Nutrient Removal	168

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 05-3206 WWTP SCADA Improvements

Funding Allocation: 100% **310**

Project Manager: Jason Ching **Status:** Continuing Project

Project Summary:

This project will upgrade the wastewater treatment plant's Supervisory Control and Data Acquisition (SCADA) communication network, replace and program the programmable logic controllers (PLCS), replace the servers, install a new database repository for historical data and acquire a web portal to view SCADA data over the District's business network. This project will involve complex construction sequencing to allow for parallel SCADA systems during implementation as the plant processes cannot be interrupted, and require thorough testing of the PLC programming and communication system to assure reliable plant operation after cut-over to the new system. The scope also includes the replacement of VFDs for nine pumps at the WWTP - Influent Pumps 3 and 4; RAS Pump No. 4; EPS1 Pump No. 1, 3 and 5; and EPS2 Pump No. 2, 3 and 4; improvements to the existing fiber optic network; modifications to the Building A SCADA server room; new reporting and alarm notification software; and the installation of uninterruptible power supplies in the Building A server room.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: SCADA System Master Plan, March 2010

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
2,319,546	700,800	6,459,200	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$9,479,546**
Current Adopted Budget	$4,664,305
Increase/(Decrease)	$4,815,241



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 14-P005 Wet Weather Flow Capacity

Funding Allocation: 85% **310** 15% **320**

Project Manager: Kevin Randeni **Status:** New Project

Project Summary:

This project will remove a divider wall between the chlorine contact tank (CCT) influent channel and the CCT and remove the weir in the chlorine junction box to allow greater flows through these structures. When the wastewater treatment plant flow is greater than 37 mgd, the secondary clarifiers have the potential to overflow due to hydraulic constraints downstream of the clarifiers. During the 2022/2023 winter storms, the hydraulic constraints downstream of the secondary clarifiers and upstream of the CCT caused wastewater treatment plant operations to utilize additional pumping to prevent flooding of the secondary clarifiers.

Anticipated CEQA: Mitigated Negative Declaration approved by Board on 8/17/1999

Reference: Secondary Effluent Wet Weather Capacity Review, RMC, August 2014; 2017 WWTP and Biosolids Master Plan.

Fund Allocation Basis: Based on current vs projected buildout average dry weather flow at the time of project inception.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	614,000	250,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$864,000**
Current Adopted Budget	$0
Increase/(Decrease)	$864,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 16-P024 WWTP Fire Alarm System Upgrades

Funding Allocation: 100% **310**

Project Manager: Karla Castro **Status:** Continuing Project

Project Summary:

The wastewater treatment plant currently has four different fire alarm controls panels (FACP) on two separate systems. Two of the FACPs are obsolete and the other two are crude remotes to the primary systems at Building A and Building R. There are separate dialers with two phones lines (primary and backup) for each system. This configuration complicates the maintenance and testing of the systems. This project will integrate the entire system into a single FACP that could be easily networked and expanded as needed. Some of the existing infrastructure (i.e. smoke detectors, strobes, pull stations, etc.) will be utilized to the extent possible which should reduce cost and labor. The upgrade will also include other items such as adding fire alarm notification devices to the first and second floors of Building A, tying in flow switch (at riser) to FACP, panel programming, and fire alarm drawings that will improve staff's ability to maintain and repair the system.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301]

Reference: Staff recommendation

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
204,150	332,100	392,900	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$929,150**
Current Adopted Budget	$204,150
Increase/(Decrease)	$725,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Expansion (Fund 320)**

CIP No. 16-P028 Biogas Treatment System Improvements

Funding Allocation: 67% **320** 33% **310**

Project Manager: Jason Ching **Status:** Continuing Project

Project Summary:

The existing biogas scrubber cleans and pressurizes biogas prior to being sent to the cogeneration engines. Clean biogas improves engine efficiency and assists in meeting BAAQMD regulations at cogen. Improvements to the anaerobic digestion system (i.e., Digester No. 4), primary sedimentation process and the fats, oil and grease (FOG) station will increase biogas production. Additional treatment capacity is required to manage the increased biogas flows. Additional gas will need to be cleaned prior to sending it to cogen. This project will upgrade the existing biogas treatment system, including the installation of a third treatment train, replacement of the new gas compressors on the existing biogas skids, and improvements to the instrumentation and controls.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15303]

Reference: 2017 Wastewater Treatment Plant and Biosolids Master Plan

Fund Allocation Basis: Based on 140 scfm current gas flow vs 430 scfm new gas flow after improvements

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
1,236,272	236,000	1,563,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$3,035,272**
Current Adopted Budget	$4,430,767
Increase/(Decrease)	($1,395,495)



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 includes the construction of one additional primary sedimentation tank and the partial demolition and replacement of one of the existing primary sedimentation tanks at the wastewater treatment plant. The project also includes the installation of an additional grit tank, the replacement of the internal mechanisms in the three remaining primary sedimentation tanks, and the replacement of the motor control center. The additional primary sedimentation tank provides the treatment capacity needed for current and buildout flows.

Anticipated CEQA: Initial Study/Mitigated Negative Declaration

Reference: 2017 Wastewater Treatment Plant 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 per the 2007 WWTP Master Plan Update.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
19,280,000	100,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$19,380,000**
Current Adopted Budget	$19,380,000
Increase/(Decrease)	$0



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 18-P010 Biogas Flare Improvements

Funding Allocation: 100% **310**

Project Manager: Jason Ching **Status:** Continuing Project

Project Summary:

This project will replace the existing biogas flare at the wastewater treatment plant . Typically, all biogas is used to power the cogeneration engines after the gas is scrubbed. If the gas scrubber is out of service, or if cogen is offline, biogas must be vented to prevent overpressurization of the digesters. The flare cleanly burns the biogas under a BAAQMD permit. This project will evaluate and replace the existing biogas flare. Additional permitting may be required through the BAAQMD.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: DSRSD Wastewater Treatment Plant Digester Gas Treatment Master Plan, September 2019, Black and Veatch

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
495,434	2,543,500	877,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$3,915,934**
Current Adopted Budget	$1,555,000
Increase/(Decrease)	$2,360,934



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 18-P016 Alum Addition

Funding Allocation: 75% **310** 25% **320**

Project Manager: Kevin Randeni **Status:** Continuing Project

Project Summary:

This project will construct facilites to add alum to the facultative sludge lagoon return water. The addition of alum will precipitate phosphate from the return water and reduce the formation of struvite. Currenty, one of the strategies to avoid the formation of struvite at the wastewater treatment plant (WWTP) is to run the WWTP in a mode where the phosphate remains in the liquid process and exits the WWTP with the effluent, rather than remaining in the biosolids and forming struvite in the digesters. However, this mode of operation is not as effective in producing a consistently high quality effluent. The addition of alum will allow the WWTP to operate in an alternate mode that will produce a better settling sludge and higher quality effluent, thus eliminating the need for an additional clarifier.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

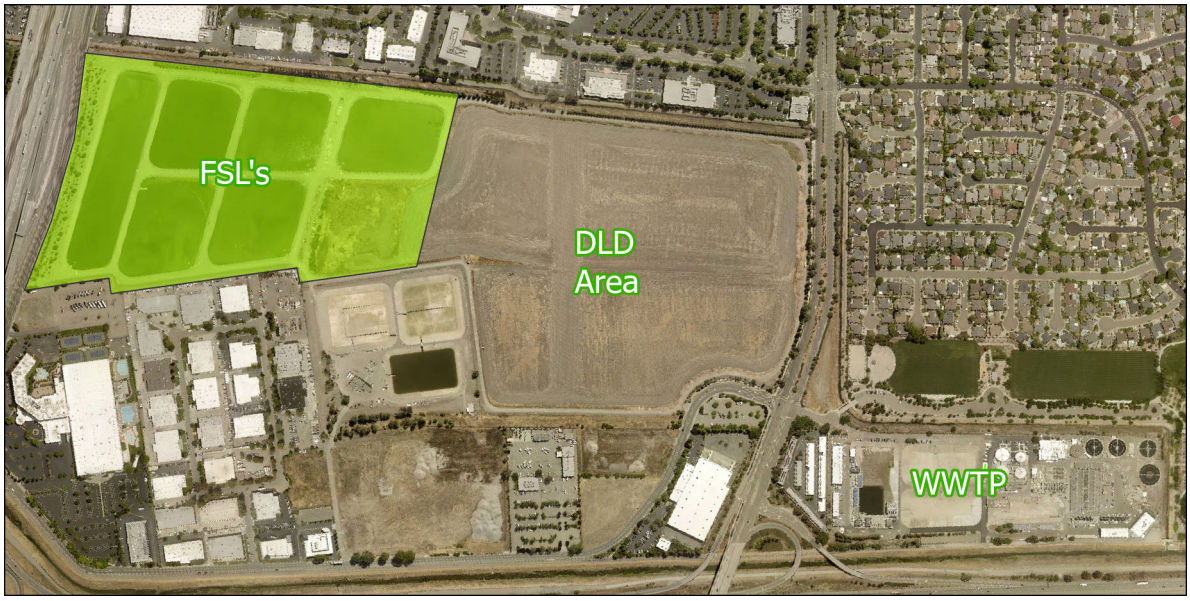
Reference: 2017 Wastewater Treatment Plant and Biosolids Master Plan

Fund Allocation Basis: Project is required to improve current operations; based on current vs. projected buildout average dry weather flow at the time of project inception.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
2,073,080	95,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$2,168,080**
Current Adopted Budget	$2,168,080
Increase/(Decrease)	$0



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 19-P003 WWTP Fencing and Security - Phase 2

Funding Allocation: 100% **310**

Project Manager: Rudy Portugal **Status:** Continuing Project

Project Summary:

This project will improve security along the wastewater treatment plant (WWTP) perimeter. This project will install 8-feet tall vinyl coated fence along the south, west and north border of the WWTP. It will also include screening landscaping where space permits. Fencing and landscaping along the eastern border of the WWTP was completed in conjunction with the construction of the fourth digester in 2019.

Anticipated CEQA: Negative Declaration approved May 19, 1998

Reference: Physical Security Risk Assessment, Pinkerton Consulting, April 2004.

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
299	300,000	1,510,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,810,299**
Current Adopted Budget	$1,210,000
Increase/(Decrease)	$600,299



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 21-P009 East Amador Lift Station Rehabilitation

Funding Allocation: 100% **310**

Project Manager: Sukhpreet Mann **Status:** Continuing Project

Project Summary:

The District has operated and maintained the East Amador Lift Station (EALS) for the City of Pleasanton in accordance with the DSRSD-City of Pleasanton Agreement for Water Disposal Services (1992). Staff is concerned that without major improvements to EALS, the pump station is at risk of failure which could lead to significant disruptions in sewer service for the City. The pumps and their variable frequency drives are at the end of their useful life. The flow meters and pump controllers also need to be upgraded. The dry well structure is in poor condition and the dry well elevator frequently malfunctions. This project will replace the aforementioned equipment. The project will be managed by DSRSD but 100 percent funded by the City of Pleasanton.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: DSRSD-Pleasanton Agreement for Water Disposal Services (1992)

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
460,886	600,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,060,886**	**DSRSD Net Cost: $0**
Current Adopted Budget	$1,500,000	Other Funding: City of Pleasanton $1,500,000
Increase/(Decrease)	($439,114)	



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 22-P009 Energy Facilities Master Plan

Funding Allocation: 64% **310** 28% **610** 7% **320** 1% **210**

Project Manager: Jason Ching **Status:** Continuing Project

Project Summary:

The Energy Facilities Master Plan will evaluate the existing processes and operations for the wastewater treatment plant, wastewater collection system, water distribution system, administrative and field office facilities, and fleet assets; and develop an adaptable, financially sustainable framework of strategies to reduce energy demand, increase efficiency, and improve conservation practices; 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.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15262 Feasibility and Planning]

Reference: Strategic Plan Goal No. 8

Fund Allocation Basis: Based on ratio of energy used at wastewater treatment plan versus water facilities.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
1,357,867	842,133	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$2,200,000**
Current Adopted Budget	$2,200,000
Increase/(Decrease)	$0

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 22-P021 Hypochlorite Building Replacement

Funding Allocation: 100% **310**

Project Manager: Kevin Randeni **Status:** Continuing Project

Project Summary:

The existing hypochlorite storage building at the wastewater treatment plant was constructed in 1992. There are four sodium hypochlorite bulk storage tanks at the wastewater treatment plant. New tanks were purchased in 2020, but prior to installation a structural evaluation of the hypochlorite storage building was conducted. Extensive deterioration was observed in the building's floor and equipment pads, caused by exposure to occasional hypochlorite spills over the years. The evaluation also identified seismic upgrades necessary to bring the building up to current building codes. Based on the results of the evaluation, it is recommended to construct a new facility, as opposed to rehabilitating the existing facility. This project will include design services and construction of the replacement facility.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

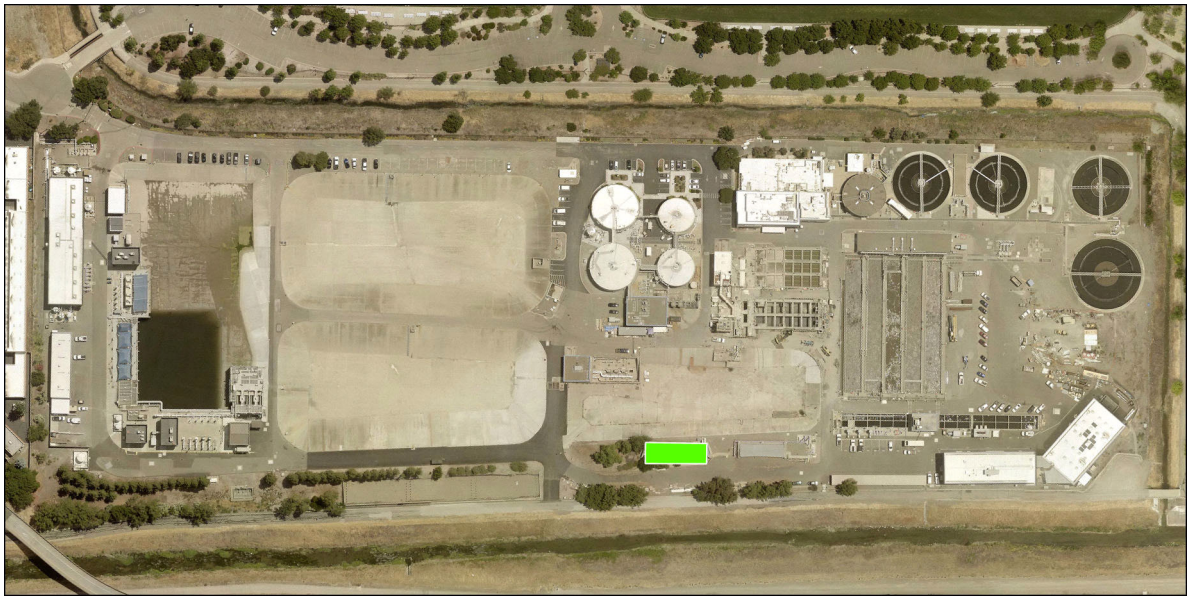
Reference: Hypochlorite Storage Building Evaluation, Carollo Engineers, September 2022

Fund Allocation Basis: Project is required to replace existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
397,475	2,899,000	2,569,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$5,865,475**
Current Adopted Budget	$640,000
Increase/(Decrease)	$5,225,475



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 23-P015 Heat Exchanger Replacement at Anaerobic Digester Nos. 1 and 2

Funding Allocation: 100% **310**

Project Manager: Karla Castro **Status:** Continuing Project

Project Summary:

This project will investigate potential manufacturers and replace the heat exchangers at Digester Nos. 1 and 2 at the wastewater treatment plant. These heat exchangers were installed in 2000 and have reached the extent of their useful life of about 20 years. Procurement lead times for heat exchangers of in kind replacement are currently estimated at 60 weeks.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
100,000	75,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$175,000**
Current Adopted Budget	$0
Increase/(Decrease)	$175,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-P001 WWTP Sluice/Slide Gate Replacements

Funding Allocation: 100% **310**

Project Manager: Kevin Randeni **Status:** New Project

Project Summary:

This project will replace a number of aging and/or failing sluice/slide gates located within the wastewater treatment plant (WWTP). Ten gates for replacement have been identified and prioritized, including the sluice/slides gates for the return activated sludge (RAS) system, aeration basins, and the Pleasanton turnout structure. Project budget includes cost for purchase and installation of new gates.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

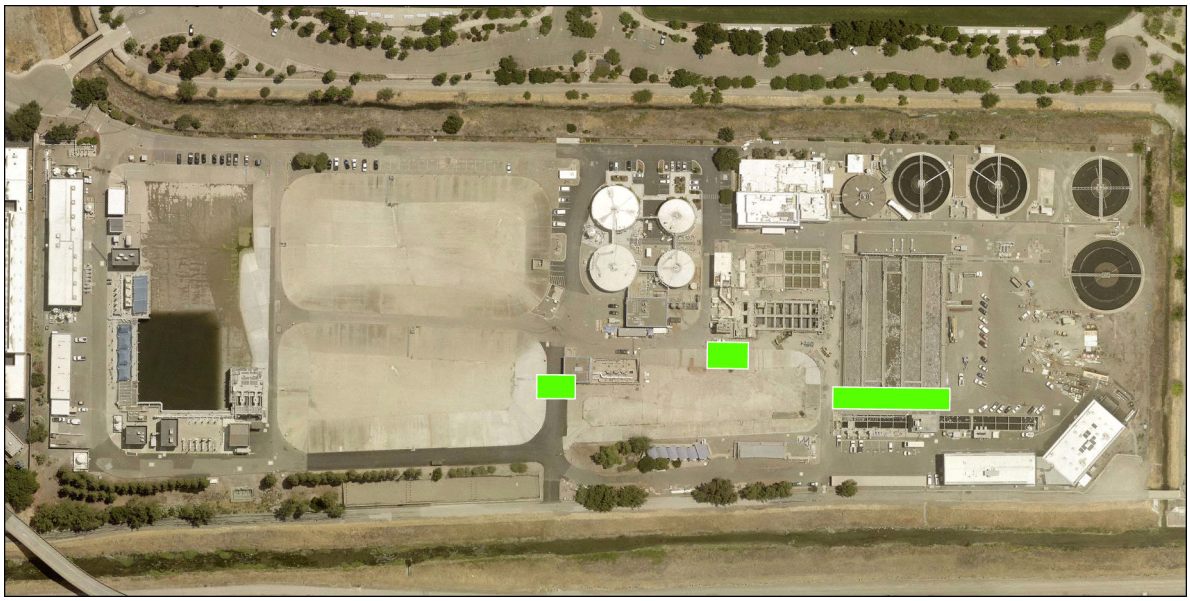
Reference: None

Fund Allocation Basis: Project is required to replace existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	105,000	105,000	105,000	105,000	105,000	0	0	0	0	0	0

Total Estimated Project Cost	**$525,000**
Current Adopted Budget	$0
Increase/(Decrease)	$525,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-P002 Cogeneration System Improvement and Upgrades

Funding Allocation: 100% **310**

Project Manager: Shawn Quinlan **Status:** New Project

Project Summary:

The District has developed asset management models that estimate the rehabilitation and replacement year and cost for each asset based on the age and type of the asset. Based on the asset replacement model, multiple assets that support the operation of the wastewater treatment plant's cogeneration system are nearing the end of their useful lives and due for either rehabilitation or replacement. The project includes but is not limited to, the replacement of various heat exchangers, cylinder heads, catalytic converters, fuel system components, water pumps, alternators and other miscellaneous parts. The project will also include the replacement of the electric hoist that is used to maintain the three cogeneration engines.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	550,000	470,000	470,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$1,490,000**
Current Adopted Budget	$0
Increase/(Decrease)	$1,490,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-P003 Sewer Loading Study

Funding Allocation: 100% **310**

Project Manager: Steven Delight **Status:** New Project

Project Summary:

The purpose of this study is to assess the organic and solids loading rates to the wastewater treatment plant. The study, which is proposed over a period of at least two years, will endeavor to collect the biochemical oxygen demand (BOD) and total suspended solids (TSS) loading rates at various locations throughout the wastewater collection system. The results of this investigation will be used to inform the next wastewater rate study.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15306]

Reference: None

Fund Allocation Basis: Project is required to replace existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	98,000	97,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$195,000**
Current Adopted Budget	$0
Increase/(Decrease)	$195,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-P004 WWTP Building B Cable Bus

Funding Allocation: 100% **310**

Project Manager: Maurice Atendido **Status:** New Project

Project Summary:

The bus duct in Building B at the wastewater treatment plant provides power to the aeration blowers motor control center. Recent inspections of the bus duct indicate it may that it may be susceptible to premature failure and/or pose an electrical hazard. The project includes the replacement of the bus duct with a cable bus system.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

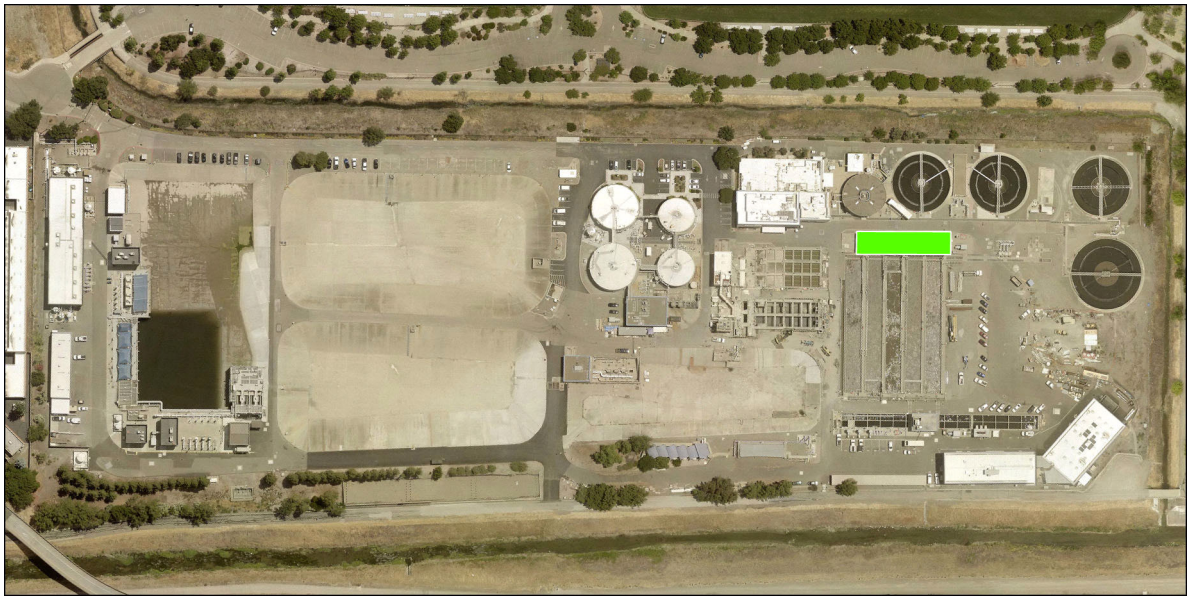
Reference: None

Fund Allocation Basis: Project is required to replace existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	160,000	0	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$160,000**
Current Adopted Budget	$0
Increase/(Decrease)	$160,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Expansion (Fund 320)**

CIP No. 18-P013 Biosolids Dewatering Facility

Funding Allocation: 100% **320**

Project Manager: Kevin Randeni **Status:** New Project

Project Summary:

The water content of the biosolids harvested from District's facultative sludge lagoons (FSLs) limits the amount of biosolids that can be placed on the dedicated land disposal (DLD) site. With this limitation, the FSLs are slowly accumulating biosolids. The current land application of biosolids on the DLD is by far the most cost-effective solution for biosolids management. To continue using the DLD for biosolids disposal, the biosolids need to be dewatered. This project will construct a new biosolids dewatering facilities at the DLD site. The dewatering of biosolids will allow the DLD to continue to be the primary method of sludge disposal. Should the District wish to diversify biosolids management or take advantage of new technologies to recover biosolids as a resource, dewatering will be required. Therefore, dewatering is a near term solution for biosolids disposal that will also move the District toward diversifying its biosolids management in the long term. This project is required for both options of continuing with DLD disposal or participation in a regional biosolids facility.

Anticipated CEQA: To be determined.

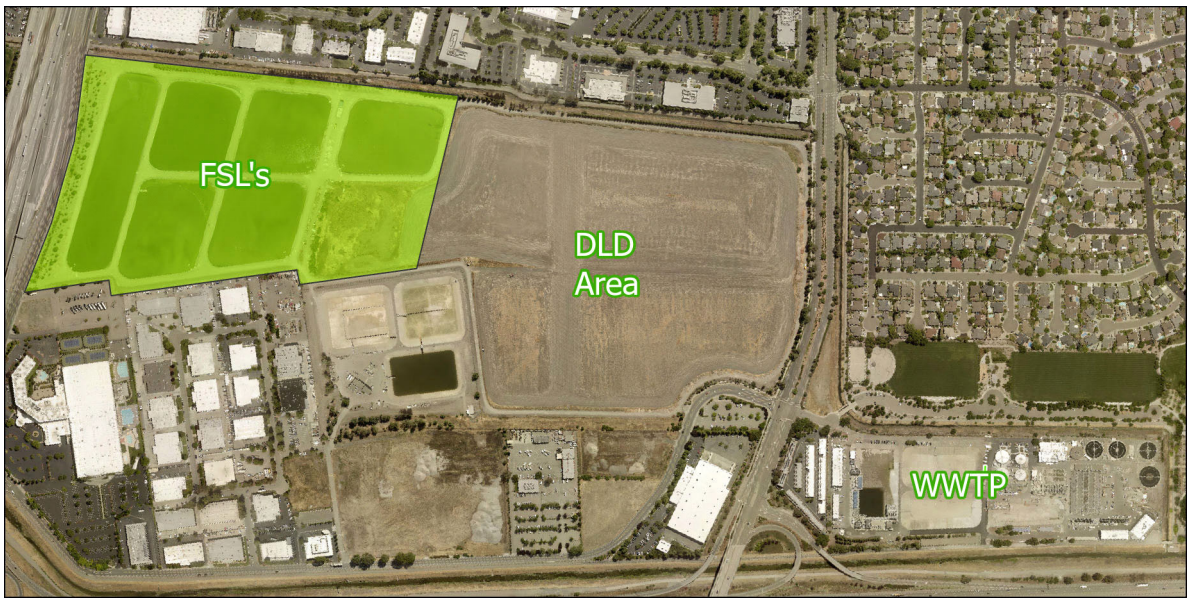
Reference: 2017 Wastewater Treatment Plant and Biosolids Master Plan

Fund Allocation Basis: Project is required to meet the needs for biosolids disposal for future customers.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	258,000	1,501,000	5,514,000	12,235,500	7,344,500	0	0	0	0	0

Total Estimated Project Cost	**$26,853,000**
Current Adopted Budget	$26,845,000
Increase/(Decrease)	$8,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 22-P013 WWTP Process Assessment

Funding Allocation: 100% **310**

Project Manager: Jason Ching **Status:** Continuing Project

Project Summary:

This project will support assessment of wastewater treatment plant assets to determine future rehabilitation projects. The project will fund various specialty inspection and consulting services, including but not limited to, corrosion control and coatings, odor control, structural engineering, and flow monitoring. Examples of assessments include an evaluation of flow and loading to various unit processes, integrity of channel covers in the commutator room and return activated sludge channel, condition of and back-up to the plant process water system, structural evaluations of sludge thickening facilities, condition assessment of slide gates, condition assessment of concrete structures, condition assessment of coatings, process pipelines inspection and useful life determination, and efficiency of odor control processes. Funding is only included for assessments. The results of the assessments will inform future projects.

Anticipated CEQA: Not a project under CEQA [CEQA Guideline 15378]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
27,700	0	155,000	125,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$307,700**
Current Adopted Budget	$275,000
Increase/(Decrease)	$32,700

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-P005 LIMS Upgrade

Funding Allocation: 60% **310** 40% **610**

Project Manager: Kristy Fournier **Status:** New Project

Project Summary:

This project will upgrade the existing Laboratory Information Management System software from version 6.7 to 7.1 and add two user licenses. The upgrade will include data migration solution of existing data and installation, testing and training of the LABWORKS Inventory Module and LABWORKS eLIMS Module. Training will be provided on new features and specific requests by District staff. Laboratory and Information Technology staff will work with vendor and a consultant to configure the software, test, train and implement the software to meet the laboratory's current workflow, reporting needs, and to aid with the State Water Board's Environmental Laboratory Accreditation Program (ELAP) TNI Quality System. The District's laboratory produces data for compliance purposes and must adhere to ELAP's new Quality Standards.

Anticipated CEQA: Not a project under CEQA [CEQA Guideline 15378]

Reference: None

Fund Allocation Basis: Based on the percentage of water and wastewater samples analyzed at the laboratory.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	776,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$776,000**
Current Adopted Budget	$0
Increase/(Decrease)	$776,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 24-P006 DAFT System Improvements and Upgrades FYE 24-25

Funding Allocation: 100% **310**

Project Manager: Shawn Quinlan **Status:** New Project

Project Summary:

The District has developed asset management models that estimate the rehabilitation and replacement year and cost for each asset based on the age and type of the asset. Based on the asset replacement model, multiple assets that support the operation of the dissolved air flotation tank (DAFT) are nearing the end of their useful lives and due for either rehabilitation or replacement. The project will replace the DAFT thickened waste activated sludge pump no. 1 and three air receiver tanks. The project will also include the rehabilitation of the DAFT's two pressurization pumps.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

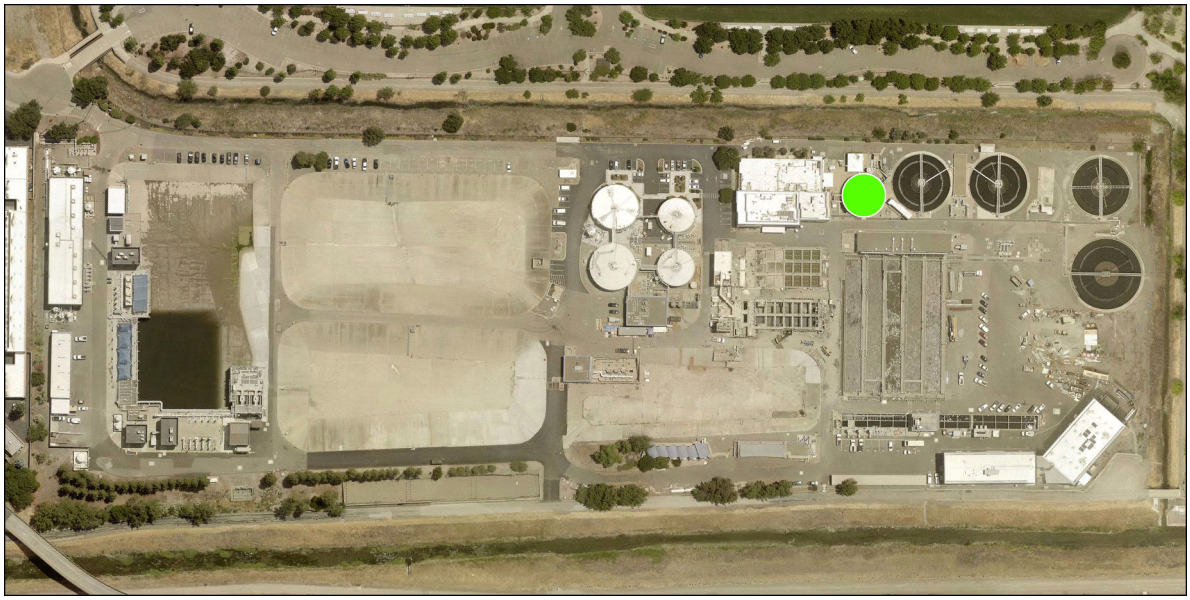
Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate esixting regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	195,000	0	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$195,000**
Current Adopted Budget	$0
Increase/(Decrease)	$195,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 00-P026 WWTP Replacement and Rehabilitation PROGRAM

Funding Allocation: 100% **310**

Project Manager: Jason Ching **Status:** Continuing Program

Project Summary:

This program will fund projects to upgrade, replace and improve facilities and equipment within the wastewater treatment plant (WWTP) to meet operational and permit requirements. Some equipment is now more than 30 years old. This program provides for the renewal, replacement and/or increase in capacity of process equipment on an as-needed basis or the upgrade of equipment as it becomes obsolete. This program may also be used to investigate issues that lead to the identification of projects that require the creation of a specific CIP project. Increases in future years' estimated cashflow reflect anticipated Asset Management Program needs as plant infrastructure ages.

Assets expected to be replaced/rehabilitated over the two-year budget FYEs 24 and 25 include: Aeration Basin Drain Pump; Aeration Basin Mixers; Anaerobic Digester No. 1 Recirculation Pump; Digested Sludge Pump No. 1; Digested Sludge Pump No. 2; Primary Sludge Grinder; WAS Pump No. 1; WAS Pump No. 3; FSL Horizontal Surface Mixer No. 1; FSL Horizontal Surface Mixer No. 2; and FSL Horizontal Surface Mixer No. 4.

Anticipated CEQA: To be determined based on individual projects funded by program.

Reference: Asset Management Program

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	750,000	750,000	1,200,000	1,600,000	1,900,000	2,100,000	2,300,000	2,300,000	2,100,000	2,100,000	6,500,000

Total Estimated Project Cost	**$23,600,000**
Current Adopted Budget	$0
Increase/(Decrease)	$23,600,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 18-P014 WWTP Recycled and Potable Water Systems

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will expand the use of recycled water for wastewater treatment plant processes. The current fire main supplies both the potable and fire water systems. This project will install approximately 550 feet of 3-inch above ground and 350 feet of 3-inch below ground recycled water pipe to the cogeneration building, blower building, plant air compressors, bar screens, 1250 kW and 750 kW generators, and Buildings S and T. The first phase of the project, installing 500 feet of 2-inch potable water lines to Buildings A, D, S, T, and fleet maintenance building, has been completed.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
276	0	0	61,000	457,850	0	0	0	0	0	0	0

Total Estimated Project Cost	**$519,126**
Current Adopted Budget	$384,000
Increase/(Decrease)	$135,126

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 22-P010 WWTP HVAC Replacements

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will replace the HVAC system components (air handling units, chiller) in Buildings A and Building T (chiller) at the wastewater treatment plant along with cleaning of the existing duct work. The project will also replace the fume and exhaust hoods and all applicable appurtenances (fans, variable frequency drives, etc.) for the laboratory.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

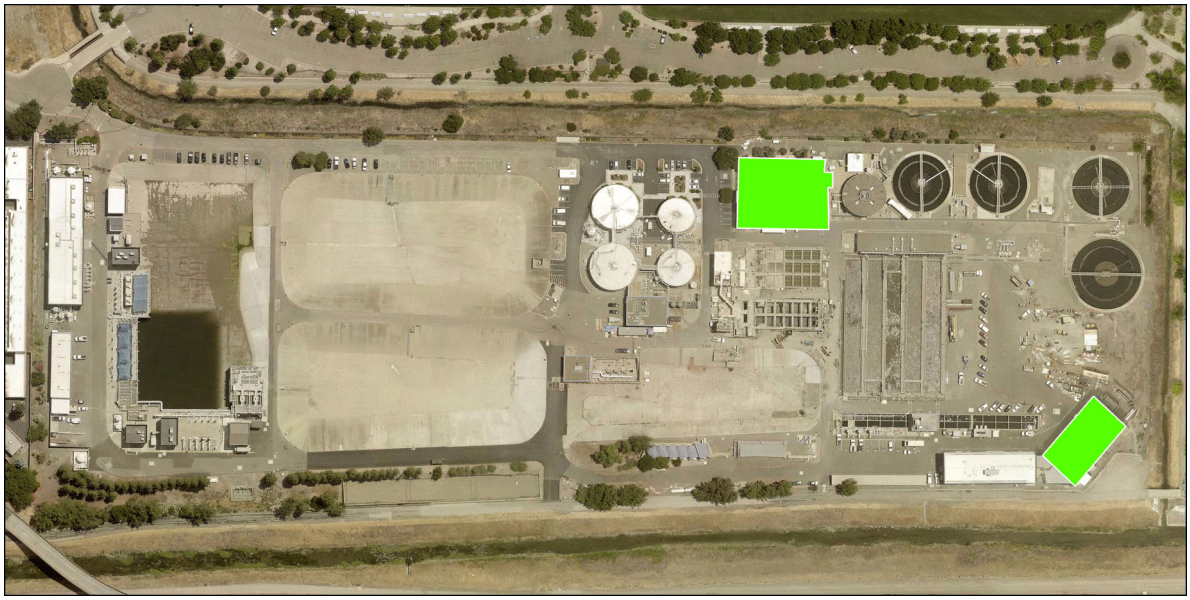
Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
5,492	0	0	2,846,975	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$2,852,467**
Current Adopted Budget	$210,000
Increase/(Decrease)	$2,642,467



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 22-P011 WWTP Roof Replacements

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will replace the roofs of Buildings B, C, D, G, Q, and R at the wastewater treatment plant. The roofs at each building are due for replacement based on their age and condition. Buildings B, Q, and R were completed in FYE 23. Buildings C, D and G are planned in FYE 26. The project will also add yellow safety granular paths to Building S and T to access equipment safely on the roof.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
165,338	0	0	435,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$600,338**
Current Adopted Budget	$300,000
Increase/(Decrease)	$300,338

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. T16-54 Odor Reduction Tower Replacement

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will either rehabilitate or replace the odor reduction tower (ORT) and commutator room at the wastewater treatment plant (WWTP). The ORT treats odorous air from the WWTP influent pump room, aerated grits tanks, and the grit building. Although the ORT effectively treats hydrogen sulfide, it does not effectively treat reduced sulfur compounds. This project will help the District meet the WWTP odor control goals and support the District's "good neighbor" policy to minimize odor impacts to the surrounding community.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: 2008 Update to Odor Control Focus Areas Analysis, CH2M Hill, July 2009

Fund Allocation Basis: Project is required to replace existing regional wastewater assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	380,000	2,163,000	0	0	0	0	0	0	0

Total Estimated Project Cost	**$2,543,000**
Current Adopted Budget	$0
Increase/(Decrease)	$2,543,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Expansion (Fund 320)**

CIP No. T20-14 WWTP/Biosolids Master Plan Update

Funding Allocation: 85% **320** 15% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

The Wastewater Treatment Plant (WWTP) and Biosolids Facility Master Plan was completed in 2017. The master plan recommended future facilities based on flow projections and potential regulatory scenarios. This project will update the facility plans and costs based on 1) recent WWTP flow and loading data, 2) the effluent nutrient limits proposed for the third San Francisco Bay Nutrients Watershed Permit anticipated for adoption June 2024, and 3) relevant changes in biosolids regulations and technology.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15262 Feasibility and Planning]

Reference: WWTP and Biosolids Facility Master Plan 2017

Fund Allocation Basis: Fund split based on ADWF that initiates project vs. buildout flowrate.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	855,000	0	0	0	0	0	0	0	0

Total Estimated Project Cost	**$855,000**
Current Adopted Budget	$0
Increase/(Decrease)	$855,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. T22-09 Recoating and Rehabilitation of Digesters 3, 2, and 1

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

The life expectancy of a digester steel cover is twenty years. This project will inspect and recommend repair and coating the interior covers of the digesters, if needed, to extend their useful life. As part of the project, the digesters will be drained and cleaned so the interior covers can be inspected, and various preventative maintenance tasks will be performed. After the condition of each interior cover is determined, necessary work will be performed. The last cleaning and inspection performed was in 2021.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302]

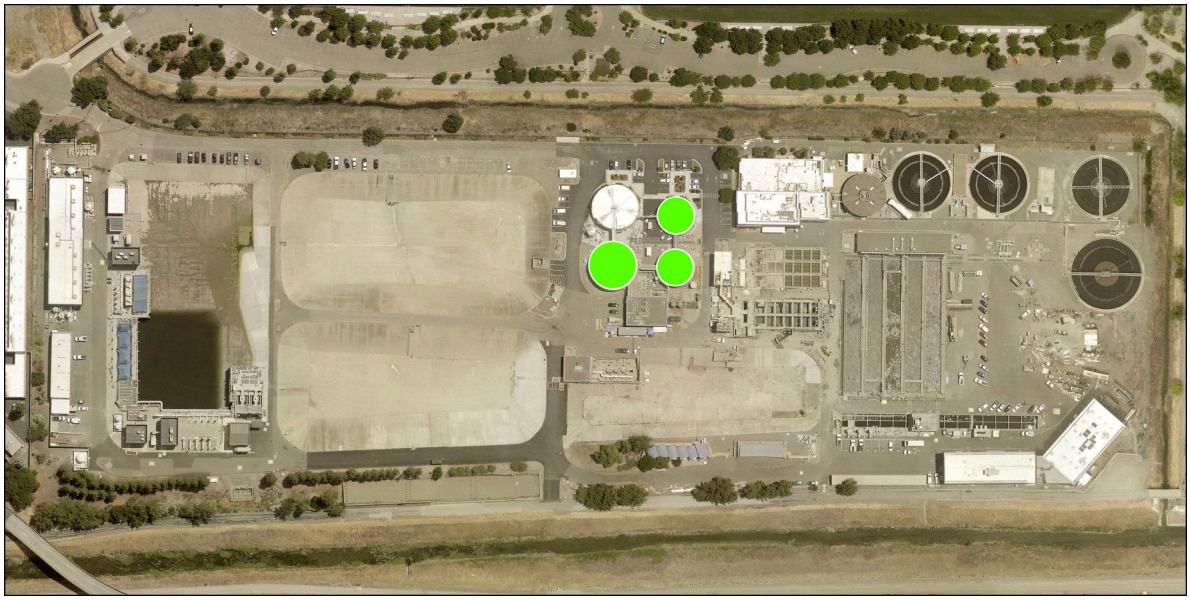
Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	452,000	452,000	624,500	0	0	0	0	0	0

Total Estimated Project Cost	**$1,528,500**
Current Adopted Budget	$0
Increase/(Decrease)	$1,528,500



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 20-P012 WWTP Security Improvements

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will address traffic control, video surveillance, physical hardware related to plant security, and provide updated programming to the District's existing security monitoring system. Traffic control will include improvements to the main access gate and provide better control of vehicle movement once in the treatment plant area. Video surveillance will include improvements and reassignment to the 25 cameras currently in use, including the installation of multi-imager cameras that will improve the amount of plant video coverage. Hardware improvements include installion of tamper switches to monitor and prevent unauthorized access to the security control panels. In addition, all doors will be evaluated and those that cannot be secured or monitored in a reliable way will be replaced. Once all improvements are in place, programming changes will be made to the existing security system program, integrating the improvements listed above.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

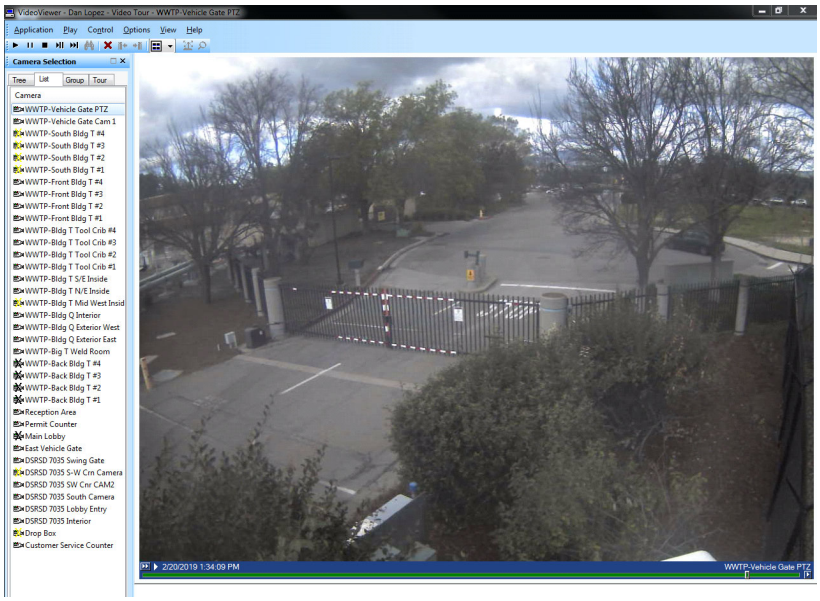
Reference: TEECOM Study (2019)

Fund Allocation Basis: Project is required to replace and upgrade existing regional wastewater assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
3,426	0	0	0	660,000	0	0	0	0	0	0	0

Total Estimated Project Cost	**$663,426**
Current Adopted Budget	$458,000
Increase/(Decrease)	$205,426



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. 22-P022 WWTP Administration Building Remodel/Renovation

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project proposes to engage design professionals for preliminary planning and design of renovations for the administration building (Bldg A) at the wastewater treatment plant. It is anticipated that construction and permitting costs will be presented following scoping and detailed design.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

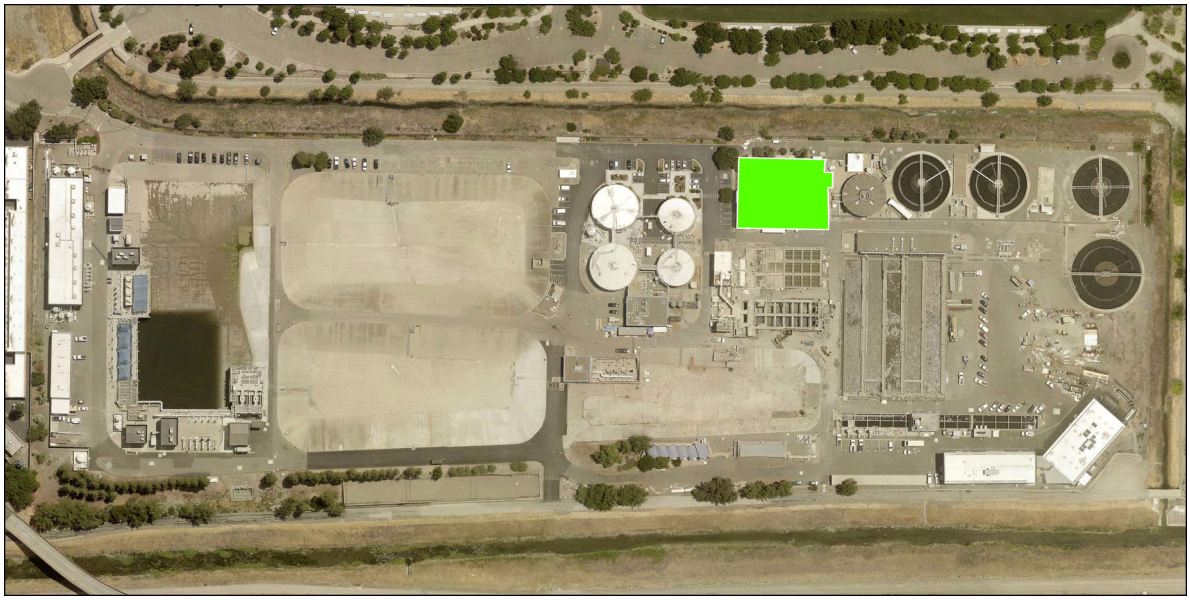
Reference: N/A

Fund Allocation Basis: Project is required to rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	100,000	0	0	0	0	0	0	0

Total Estimated Project Cost	**$100,000**
Current Adopted Budget	$0
Increase/(Decrease)	$100,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. T16-11 WWTP Motor Control Center and Distribution Panel "A" Improvements

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will upgrade the wastewater treatment plant's motor control centers (MCCs) MCC-E and electrical distribution panel A (DPA) to a standard 65,000 Ampere Interrupting Capacity (AIC) rating. Based on the most recent short circuit analysis, ten MCCs and DPA either do not have adequate short circuit equipment AIC ratings to either handle possible fault scenarios or to handle future expansions. The upgrade will also require modifications to existing MCC buckets as the MCCs are over 20 years old and exact replacement parts (i.e. starters, circuit breakers, etc.) are no longer readily available.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15301, 15302]

Reference: None

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	283,000	1,786,000	0	0	0	0	0	0

Total Estimated Project Cost	**$2,069,000**
Current Adopted Budget	$0
Increase/(Decrease)	$2,069,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. T20-15 Flocculation Baffles in Secondary Clarifiers

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will perform computational fluid dynamics (CFD) analysis of the District's secondary clarifiers and provide design of the necessary modifications for secondary clarifier #2. Field testing conducted in August 2018 indicated that secondary clarifiers perform well, but the flocculation center wells (FCWs) are too large and not fully utilized at normal and low flow conditions. Testing indicated that secondary clarifiers suffer from hydraulic short-circuiting and performance could be improved by adding simple modifications, such as flocculation baffles. Improving the secondary clarifier performance will reduce effluent suspended solids concentrations, solids loading on the ballasted flocculation process, and chemical usage. CFD analysis will be utilized to determine the most cost effective modifications and conceptual design of the flocculation baffles. The current budget is for design services only.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: N/A

Fund Allocation Basis: Project will improve the efficiency of existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	80,000	0	0	0	0	0	0	0

Total Estimated Project Cost	**$80,000**
Current Adopted Budget	$0
Increase/(Decrease)	$80,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. T18-15 Cogeneration Engine Replacement

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will replace the existing cogeneration engines. The existing cogeneration engines are in good working condition but are old, with one engine block more than 50 years old. Much of the ancillary cogeneration equipment needs replacement and it is anticipated that the engines will need to be replaced because of air quality regulations, parts availability, or a catastrophic breakdown of some units. This project may be revised pending the outcome of the Energy Facilities Master Plan, which is expected to be completed by the end of 2023.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15302]

Reference: 2017 Wastewater Treatment Plant and Biosolids Facility Master Plan, Appendix N - WWTP Energy Master Plan

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	4,600,000	9,620,000	9,620,000	9,620,000	0	0	0

Total Estimated Project Cost	**$33,460,000**
Current Adopted Budget	$0
Increase/(Decrease)	$33,460,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. T22-18 Inner Sewer Flow Metering

Funding Allocation: 100% **310**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will install a metering manhole upstream of the influent diversion structure to measure the contribution of the wastewater treatment plant process flows and storm drainage to the plant influent.

Anticipated CEQA: To be determined.

Reference: Inner-Sewer Wetwell and Pumping Assessment, Option C.2 (CIP18-P012), October 2018, Psomas

Fund Allocation Basis: Project is required to replace or rehabilitate existing regional wastewater fund assets.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	155,000	720,000	0	0	0	0

Total Estimated Project Cost	**$875,000**
Current Adopted Budget	$0
Increase/(Decrease)	$875,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Expansion (Fund 320)**

CIP No. 20-P010 Cogeneration Engine #4

Funding Allocation: 100% **320**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will permit and install additional cogeneration capacity at the wastewater treatment plant. The plant receives its energy from three cogeneration engines and a direct connection to the PG&E power grid. Approximately 65 to70 percent of the energy is supplied by the cogeneration engines. Approximately 22 percent of the gas to run the cogeneration engines is biogas. The remaining gas supply is natural gas from PG&E. The 2017 Wastewater Treatment Plant and Biosolids Facility Master Plan indicated that given the current cost of natural gas and electricity, additional cogeneration capacity would provide an annual savings of $470,000 and have an approximately 8 to 12-year simple payback. Additional onsite generation capacity will also provide a more reliable energy supply for the district with more frequent power grid outages. This project may be revised pending the outcome of the Energy Facilities Master Plan, which is expected to be completed by the end of 2023.

Anticipated CEQA:	Initial Study/Mitigated Negative Declaration
Reference:	2017 Wastewater Treatment Plant (WWTP) and Biosolids Facility Master Plan, Appendix N, WWTP Energy Master Plan
Fund Allocation Basis:	Project is required to meet recovery of biogas due to future anticipated loadings to the WWTP.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	0	0	10,500,000	0	0	0

Total Estimated Project Cost	**$10,500,000**
Current Adopted Budget	$8,000,000
Increase/(Decrease)	$2,500,000

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Expansion (Fund 320)**

CIP No. T12-08 Cover Settled Sewage Channel and Selector

Funding Allocation: 100% **320**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will cover the settled sewage channel and the selector. The settled sewage channel and the primary clarifiers have been identified in the Odor Control Master Plan as areas in the wastewater treatment plant (WWTP) that have odor issues. In addition, adding the covers will allow the addition of air to the settled sewage channel, which will increase the performance of the WWTP. The foul air removed from the settled sewage channel will be treated in a new odor treatment facility that also serves the primary clarifiers and other items in the area. The new biofilter will be constructed modular and will be added when the primaries are covered.

Anticipated CEQA: Categorical Exemption [CEQA Guideline 15303]

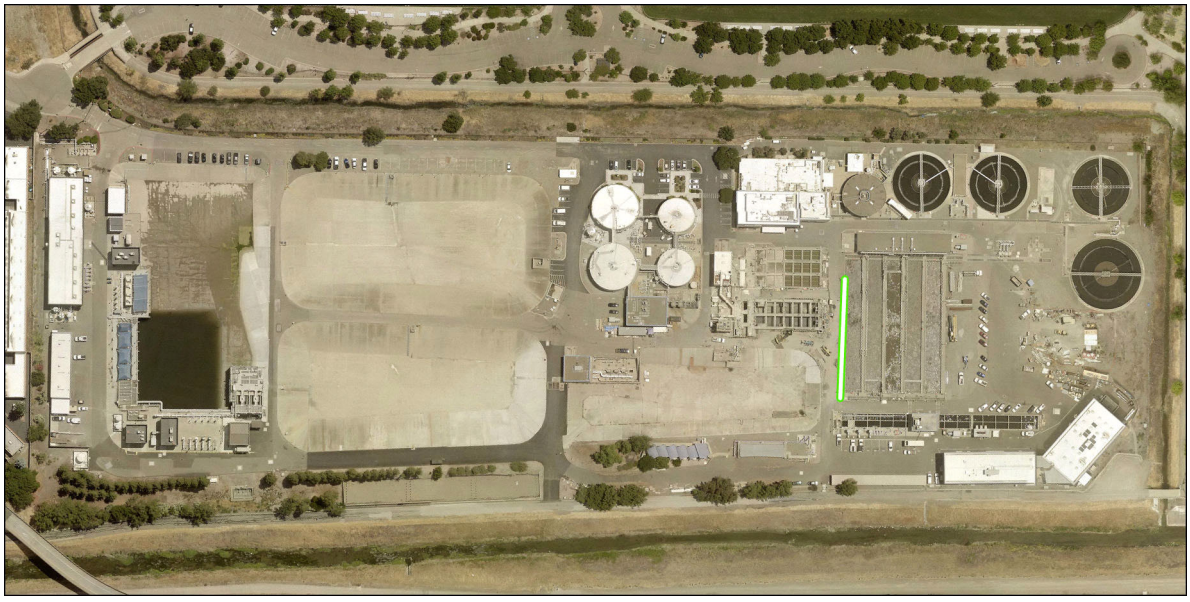
Reference: 2008 Update to Odor Control Focus Areas Analysis, CH2M Hill, July 2009; 2017 WWTP and Biosolids Master Plan

Fund Allocation Basis: New project is odor control associated with increasing flows into WWTP.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	0	0	0	2,700,000	0	0

Total Estimated Project Cost	**$2,700,000**
Current Adopted Budget	$0
Increase/(Decrease)	$2,700,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Expansion (Fund 320)**

CIP No. T10-83 Cover Primary Clarifiers

Funding Allocation: 100% **320**

Project Manager: TBD **Status:** Future Project

Project Summary:

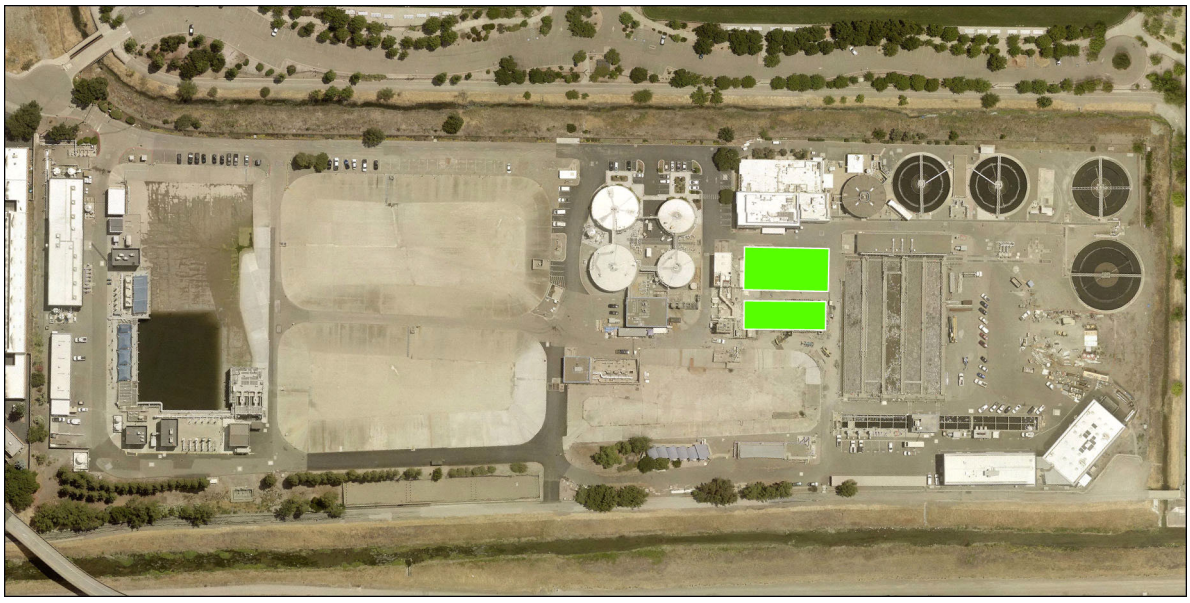
This project will cover the primary clarifiers. The settled sewerage channel and the primary clarifiers have been identified in the Odor Control Master Plan as areas in the wastewater treatment plant that have odor issues. The project may cover the entire primary tanks or only the launderers. The foul air removed from the primary clarifiers will be treated in a new odor treatment facility that also serves the settled sewerage channel and other processes in the area.

Anticipated CEQA:	Categorical Exemption [CEQA Guideline 15303]
Reference:	2008 Update to Odor Control Focus Areas Analysis, CH2M Hill, July 2009; 2017 WWTP and Biosolids Master Plan
Fund Allocation Basis:	New project is odor control associated with increasing flows into WWTP.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	0	0	0	0	5,400,000	0

Total Estimated Project Cost	**$5,400,000**
Current Adopted Budget	$0
Increase/(Decrease)	$5,400,000



DSRSD CIP 10-Year Plan for FYEs 2024 through 2033

CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Expansion (Fund 320)**

CIP No. T00-76 Regional Dublin Trunk Relief Sewer

Funding Allocation: 100% **320**

Project Manager: TBD **Status:** Future Project

Project Summary:

The project will construct a relief sewer for the Regional Dublin Trunk downstream of the East Dublin trunk sewer connection located within the District's Dedicated Land Disposal site to an existing 48-inch sewer line within the wastewater treatment plant, near the East Amador Lift Station. The project consists of approximately 2,100 feet of a 42-inch parallel pipeline. The Regional Dublin Trunk surcharges in a 20-year return frequency storm. This project is required to comply with the Regional Water Quality Control Board (RWQCB) design requirements and to reduce infiltration and inflow rate.

Anticipated CEQA: Initial Study may be required.

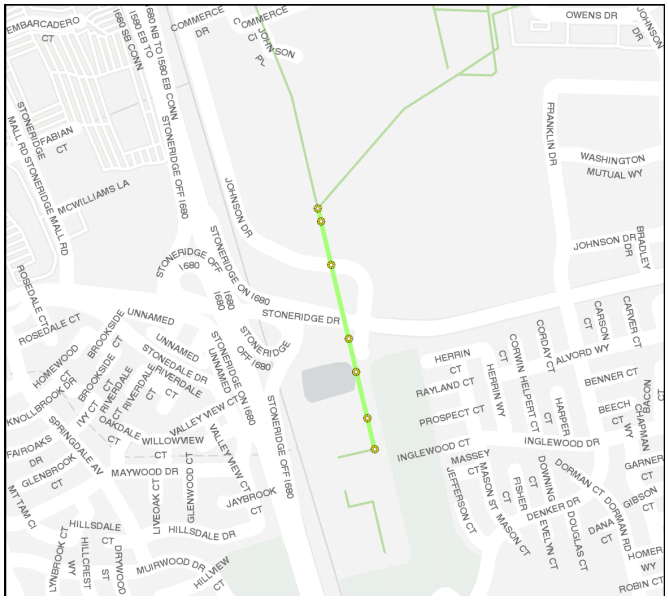
Reference: 7th Supplemental Agreement with the City of Pleasanton

Fund Allocation Basis: Project is required to convey future customer wastewater flows.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	0	0	0	0	0	7,976,750

Total Estimated Project Cost	**$7,976,750**
Current Adopted Budget	$0
Increase/(Decrease)	$7,976,750



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Expansion (Fund 320)**

CIP No. T10-62 Emergency Power for Distribution Panel-D

Funding Allocation: 100% **320**

Project Manager: TBD **Status:** Future Project

Project Summary:

This project will install a 900 kW emergency power generator for the Distribution Panel-D (DPD) switchgear to support increases in influent pumping and related treatment plant equipment, such as the bar screens, primary clarifiers, etc., corresponding to continued growth of the District's service population. Panel DPD is currently provided with emergency power via the existing generator, but higher flows will require an additional generator for Panel DPD. Emergency power is also a requirement of the District's NPDES Permit. This project will be revised per the updated Energy Facilities Master Plan, which is scheduled for completion in 2023.

Anticipated CEQA: To be determined.

Reference: 2004 WWTP Electrical Master Plan and dependent on findings of 2019 Electrical Master Plan Update; 2017 WWTP and Biosolids Master Plan

Fund Allocation Basis: Project is required for future customer wastewater treatment capacity.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	0	0	0	0	0	6,394,000

Total Estimated Project Cost	**$6,394,000**
Current Adopted Budget	$0
Increase/(Decrease)	$6,394,000



CATEGORY: REGIONAL WASTEWATER TREATMENT **Regional Wastewater Replacement (Fund 310)**

CIP No. T16-42 Nutrient Removal

Funding Allocation: 80% **310** 20% **320**

Project Manager: TBD **Status:** Future Project

Project Summary:

In April 2014, the Bay Area Regional Water Quality Control Board (RWQCB) issued a San Francisco Bay Nutrients Watershed permit to municipal wastewater dischargers. The permit requires wastewater dischargers to evaluate reductions in nutrient discharges through treatment upgrades and contribute toward studies to develop a San Francisco Bay Nutrient Management Strategy. The District is working with the Bay Area Clean Water Agencies (BACWA) to address the permit requirements. If the current studies determine that the wastewater discharges have an adverse effect on Bay water quality, the RWQCB will impose nutrient load limits on the wastewater treatment plant effluent which will require treatment upgrades. Although future regulation or the extent of the regulation is uncertain, it is prudent that the District plan for some future treatment upgrades. This project assumes the addition of three aeration basins, a fifth secondary clarifier, and chlorination improvements to meet BACWA Level 2 effluent nutrient requirements.

Anticipated CEQA: To be determined.

Reference: RWQCB's San Francisco Bay Nutrients Watershed Permit; 2017 WWTP and Biosolids Master Plan.

Fund Allocation Basis: Based on ratio of current flow to projected buildout flow at the time of project inception.

10-Year Cash Flow and Estimated Project Cost:

Prior	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	Future
0	0	0	0	0	0	0	0	0	0	0	42,550,000

Total Estimated Project Cost	**$42,550,000**
Current Adopted Budget	$0
Increase/(Decrease)	$42,550,000