

## AGENDA

### NOTICE OF REGULAR MEETING

**TIME:** 6 p.m.

**DATE:** Tuesday, May 21, 2024

**PLACE:** Regular Meeting Place  
7051 Dublin Boulevard, Dublin, CA  
[www.dsrsd.com](http://www.dsrsd.com)

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
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
  - 4.A. New Employee Introductions
  - 4.B. Recognition of Fallon Middle School Student Arjun Mahajan for Development of "Drought Saver" App to Further Water Conservation Efforts
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 Special Meeting Minutes of May 6, 2024  
**Recommended Action:** Approve by Motion
  - 7.B. Revise Election and Rotation of Board Officers Policy and Joint Powers Agency Rotation Policy and Rescind Resolution Nos. 19-15 and 20-15  
**Recommended Action:** Adopt Policies by Resolutions (2)

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### Board of Directors

Division 1 ♦ Dinesh Govindarao | Division 2 ♦ Ann Marie Johnson | Division 3 ♦ Richard Halket  
Division 4 ♦ Georgean Vonheeder-Leopold | Division 5 ♦ Arun Goel

- 7.C. Authorize Execution of Quitclaim of Easement with Avalon West Dublin, L.P. for a Water and Sewer Line Easement within the City of Dublin  
**Recommended Action:** Authorize by Resolution
- 7.D. Approve Master Agreement for Consulting Services with Carollo Engineers, Inc. and Authorize Execution of Task Order No. 1 for the Water System Master Plan and Operations Plan Update Project (CIP 20-W017)  
**Recommended Action:** Approve by Motion
- 7.E. Approve Revised Salary Ranges for Accounting Technician I/II Job Classifications  
**Recommended Action:** Approve by Resolution
- 7.F. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 47-23  
**Recommended Action:** Adopt by Resolution

8. BOARD BUSINESS

- 8.A. Receive Presentation on 2023 Annual Water Quality Report  
**Recommended Action:** Receive Presentation
- 8.B. Receive Presentation on 2024 Water Supply Conditions and Long-term Water Resiliency Efforts  
**Recommended Action:** Receive Presentation
- 8.C. Receive Presentation on Residential Graywater Systems  
**Recommended Action:** Receive Presentation

9. REPORTS

- 9.A. Boardmember Items
  - 9.A.1. Joint Powers Authority and Committee Reports  
LAVWMA Board Meeting of May 15, 2024
  - 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

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 SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**May 6, 2024**

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting: President Ann Marie Johnson, Director Richard M. Halket, Director Dinesh Govindarao, and Director Georgean M. Vonheeder-Leopold.

Vice President Goel entered the meeting at 6:32 p.m. after the roll call was done and during Item 9.A. Boardmember Items.

District staff present: Jan Lee, General Manager/Treasurer; Steve Delight, Engineering Services Director/District Engineer; Dan Gill, Operations Director; Michelle Gallardo, Special Assistant to the General Manager/Interim Administrative Services Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. Presentation by and Award to Winner of the Excellence in Water, Wastewater or Recycled Water Research Category of the Alameda County Science and Engineering Fair  
Second Place Winner: Braedyn Mendonca, 8th grade, Wells Middle School, Dublin  
Presentation: "Solar Drops of Hope"  
Teacher: Selwyn Kumar, Science

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:07 p.m.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager Lee reported that Vice President Goel is en route and recommended the Board move Item 8.B. to the end of the agenda for full Board discussion. The Board agreed to take Item 8.B. after Item 9.B.

7. CONSENT CALENDAR

Director Vonheeder-Leopold MOVED for approval of the items on the Consent Calendar.  
Director Govindarao SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

7.A. Approve Regular Meeting Minutes of April 16, 2024 – Approved

7.B. Accept Regular and Recurring Report: Treasurer's Report – Approved

**8. BOARD BUSINESS**

- 8.A. Accept Fiscal Year Ending 2023 Annual Report on Rate Stabilization Fund Reserves and (1) Approve Transfers from the Local and Regional Wastewater Operations Funds (Funds 200 and 300) to the Local and Regional Wastewater Rate Stabilization Funds (Funds 205 and 305), (2) Approve Transfers from the Local and Regional Wastewater Rate Stabilization Funds (Funds 205 and 305) to the Local and Regional Wastewater Replacement Funds (Funds 210 and 310), and (3) Approve a Transfer from the Water Rate Stabilization Fund (Fund 605) to the Water Operations Fund (Fund 600)

Acting Financial Services Manager Christine Chen reviewed the item for the Board. The Board and staff briefly discussed that the report is developed from the ending working capital from the financial statements, per the District's Annual Comprehensive Financial Report. The recommended transfers are based on each fund's working capital target set by the Financial Reserves policy.

Director Halket MOVED to Accept Fiscal Year Ending 2023 Annual Report on Rate Stabilization Fund Reserves and (1) Approve Transfers from the Local and Regional Wastewater Operations Funds (Funds 200 and 300) to the Local and Regional Wastewater Rate Stabilization Funds (Funds 205 and 305), (2) Approve Transfers from the Local and Regional Wastewater Rate Stabilization Funds (Funds 205 and 305) to the Local and Regional Wastewater Replacement Funds (Funds 210 and 310), and (3) Approve a Transfer from the Water Rate Stabilization Fund (Fund 605) to the Water Operations Fund (Fund 600). Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

- 8.B. Receive Presentation on Proposed Changes to the District Code Related to Administration of Wastewater Capacity Reserve Fees

This item was held after Item 9.B.

Engineer Services Director Delight reviewed the item and provided the Board a presentation (handed out to the Board) that was added to the website as supplementary materials.

The Board and staff discussed aspects of the presentation including the three components of the Wastewater Capacity Reserve Fees (Buy-in, Expansion – DSRSD, Expansion – LAVWMA Debt), a comparison to neighboring wastewater agencies' fees (DSRSD's fees are higher due to the LAVWMA Debt component) and their regional fee installment programs (terms and minimum/maximum amounts), time of payment, and proposed revisions to certain sections of the District Code applicable to Wastewater Capacity Reserve Fees. Staff also recommended the District work with the Cities of San Ramon, Dublin, and Pleasanton to explore ways to promote the Statewide Community Infrastructure Program (SCIP) as an option for financing larger affordable housing projects that exceed the District's Regional Wastewater Fee Installment Program maximum.

The Board directed staff to move forward with preparing the agenda items to revise the District Code per the staff recommendations:

- Amend District Code Section 3.70.040 "Installment payment of regional wastewater capacity reserve fees" to base the eligibility range on dwelling unit equivalents (DUEs) instead of fixed dollar amounts.
- Revise District Code Section 3.70.080 "Time of Payment" to allow the General Manager to defer payment of Capacity Reserve Fees for affordable housing projects until building occupancy, subject to Board approval.

The Board also requested staff to provide additional information regarding the placement of liens on properties that the District finances via its Regional Wastewater Fee Installment Program.

## 9. REPORTS

### 9.A. Boardmember Items

#### 9.A.1. Joint Powers Authority and Committee Reports

DERWA Board Meeting of April 22, 2024

Tri-Valley Water Liaison Committee Meeting of April 29, 2024

President Johnson invited comments on recent JPA/Committee activities.

Directors felt the available staff reports adequately covered the many matters considered at the JPA/Committee meetings and made a few comments about some of the JPA/Committee activities.

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

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the virtual Alameda County Special Districts Association Executive Committee meeting on April 10, the DERWA Board meeting on April 22, the virtual California Association of Sanitation Agencies (CASA) Finance Committee meeting on April 23, the virtual CASA Board meeting on April 24, and the Tri-Valley Water Liaison Committee meeting on April 29. She summarized the activities and discussions at the meetings.

Director Govindarao submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he attended the City of Dublin's State of the City Address on May 1 at the Shannon Community Center. He also attended the Dougherty Valley/San Ramon Rotary's Annual "Truck Time" event near the San Ramon City Center and the Annual Tri-Valley Asian Heritage Celebration at Dublin High School on Saturday, May 4 (no written reports). He summarized the activities and discussions at the meetings.

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

City of Dublin's State of the City Address on May 1. She summarized the activities and discussions at the meeting.

9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda – None

9.B. Staff Reports

General Manager Lee reported on the following:

- The Alameda LAFCo Independent Special Districts Selection Committee meeting scheduled for Wednesday, May 8, has been cancelled.
- The East Bay Municipal Utility District Board of Directors appointed Luz Gómez to the vacant Ward 2 seat and the DERWA Board of Directors.

10. ADJOURNMENT

President Johnson adjourned the meeting at 7:28 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Revise Election and Rotation of Board Officers Policy and Joint Powers Agency Rotation Policy and Rescind Resolution Nos. 19-15 and 20-15.

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by two (2) separate Resolutions, the revised Election and Rotation of Board Officers policy and Joint Powers Agency Rotation policy and rescind Resolution Nos. 19-15 and 20-15.

**SUMMARY:**

The Election and Rotation of Board Officers policy and Joint Powers Agency Rotation policy provide criteria for the rotation of DSRSD Directors into officer positions on the Board of Directors for DSRSD, DSRSD-EBMUD Recycled Water Authority (DERWA), and Livermore-Amador Valley Water Management Agency (LAVWMA). The criteria provide steps to resolve a tie should Directors equally meet the rotation criteria. The current final tiebreaker step compares each Director's total vote count received in their last District election. This method is effective under "at-large" elections whereby candidates and incumbent Directors can reside anywhere within the District's service area, run directly against each other for open seats, and are voted on by all District customers. However, this method is no longer effective due to the District's transition to a "by-division" election system. In 2019, under the California Voting Rights Act, the District's service area was divided into five voting areas whereby only division residents can run for and vote on their division's seat, thus rendering obsolete a tiebreaker method which would compare Directors' votes from the entire service area.

To resolve this out-of-date method, staff recommends revising the policies to remove the votes-based tiebreaker criterion and replace it with the seated President calling for a motion to nominate one of the tied members, unless a member opts to cede the rotation to the other. If a tie persists after multiple motions, the seated President may request the District Secretary to draw lots to determine the rotation order.

In addition, the policy purpose and other formatting and non-substantive changes are suggested for clarity and to conform to the District's current policy template.

The marked-up policies (Attachment 1 and 2) and the proposed policies without the markups (Exhibit A to each Resolution) are included for review. In accordance with the District's practice of reviewing each of its policies on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy, this policy is scheduled for review again in 2028 if the Board adopts a revised policy this year.

Originating Department: Office of the General Manager	Contact: N. Genzale/J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolutions (2) <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Election and Rotation of Board Officers Policy Attachment 2 – Marked-up Joint Powers Agency Rotation Policy	



# Policy

<b>Policy No.</b> <del>P100-23-1</del>	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> <del>Election and Rotation of Board Officers</del> <u>Selection and Rotation of Board Officers</u>	
<b>Policy Description:</b> <del>Election of Board President and Vice President on District Board</del> <u>Guidelines for Selecting Board President and Vice President on the District Board</u>	
<b>Approval Date:</b> <del>4/7/2015</del> <u>5/21/2024</u>	<b>Last Review Date:</b> <del>2023</del> <u>2024</u>
<b>Approval Resolution No.:</b> <del>19-15</del>	<b>Next Review Date:</b> <del>2027</del> <u>2028</u>
<b>Rescinded Resolution No.:</b> <del>45-04</del> <u>19-15</u>	<b>Rescinded Resolution Date:</b> <del>8/17/2004</del> <u>4/7/2015</u>

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

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish guidelines and criteria for the selection of Board officers (President and Vice President).

## 1. Timing of Selection

The selection of Board officers, (President, and Vice President), shall take place annually, with ~~the~~ President ~~shall be~~ elected first, and the Vice President second, each by separate motion.

## ~~2. The election of Board officers shall occur on:~~

- In an election year, at the first regular Board Meeting after elected Boardmembers are sworn in.
- In a non-election year, at the first regular Board meeting in December.

## 2. Eligibility

~~3.~~ The President and Vice President must have been elected to the Board of Directors rather than appointed.

~~4.~~ Eligibility for the offices of President and Vice President occurs after twelve (12) months of continuous services following first election to the Board of Directors. ~~(Assuming continuous service since first election.)~~

## 3. Rotation for Presidency

~~5.~~ PRESIDENT:

Policy No. **P100-23-1**Policy Title: **ESelection and Rotation of Board Officers**

Elected members who meet the requirements specified in Section 2 above can rotate for Presidency:

- a. The Vice President is the President-elect under normal rotation.
- b. The elected member who has served the longest on the Board (in continuous service) without ever serving as President ~~and who meets the requirements Nos. 3 and 4 above,~~ shall rotate to the Presidency.
- c. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President, ~~and who meets the requirements Nos. 3 and 4 above,~~ shall rotate to the Presidency.

#### 4. **Rotation for Vice Presidency**

##### 6. **VICE PRESIDENT:**

Elected members who meet the requirements specified in Section 2 above can rotate for Vice Presidency:

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

#### 5. **Tiebreaker**

~~7. If no member meets the rotation criteria 3, 4, 5, or 3, 4, and 6 in Section 3 or 4 above, or if there are members whose eligibility criteria are the same, then succession shall be determined by which member has served longest on the Board (in continuous service). If a tie still exists, the elected member who received the greatest number of votes at their last election shall be given preference in the rotation~~ seateding ~~President shall call for a motion to nominate one of the tied members, unless one of the members opts to secede the leadership rotation to the other. If a tie persists after multiple motions, the seateding President may request the District Secretary to draw lots to determine which member will serve as the next President or Vice President.~~



# Policy

Policy No. <u>P100-23-2</u>	Type of Policy: Board Business
Policy Title: <u>Joint Powers Agency Rotation</u> <u>Rotation of Joint Powers Agency Board Officers</u>	
Policy Description: Rotational <u>Policy</u> <u>guidelines</u> for <u>nominating</u> District Directors <u>Serv</u> <u>ing to serve on as</u> Joint Powers Agencies' Boards <u>s of Directors</u> <u>Officers</u>	
Approval Date: <u>4/7/2015</u> <u>5/21/2024</u>	Last Review Date: <u>2023</u> <u>2024</u>
Approval Resolution No.: <u>20-15</u>	Next Review Date: <u>2027</u> <u>2028</u>
Rescinded Resolution No.: <u>46-04</u> <u>20-15</u>	Rescinded Resolution Date: <u>8/17/2004</u> <u>4/7/2015</u>

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

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish rotational guidelines and criteria for the nomination of a District Director, who is serving on the Bboard of a Joint Powers Agency (JPA) as a District representative, to become a JPA's Bboard officer Chair or Vice Chair, as follows:

1. District Directors shall nominate, accept nomination, make seconds, and vote in a manner that causes the result specified in this policy.
2. Except as provided herein, the District representatives appointed to the Bboard of a Joint Powers Agency (JPA) shall rotate between themselves the opportunity to hold the office of Chair of the JPA Bboard.
3. When two District Directors are concurrently appointed to a JPA Bboard, ~~that the~~ District Director with greater tenure on the District Board shall first serve, when the opportunity arises, as Chair or in a position which leads to Chair of the JPA Bboard. When tenure is equal on the District Board, the District Director elected by the greater total vote count in the most recent District election in which they stood election shall first serve, ~~when the opportunity arises, as Chair or in a position which leads to Chair of the JPA board.~~ President shall call for a motion to nominate one of the tied members to serve first when the opportunity arises, as Chair or in a position which leads to Chair of the JPA Board, unless one of the tied members opts to secede the leadership rotation to the other. If a tie persists after multiple motions, the seated President may request the District Secretary to draw lots to determine which member will serve first.
4. In the event that one new representative of the District is appointed to a JPA Bboard and in the further event that the remaining District representative to that JPA Bboard has previously served as Chair of



Policy No. **P100-23-2**Policy Title: **Joint Powers Agency Rotation**

that JPA **B**board during that representative's current uninterrupted tenure on the District's Board, the new District representative shall first serve, when the opportunity arises, as Chair or in a position which leads to Chair of the JPA **B**board. -This shall apply provided that the new representative has served on the JPA **B**board for a period of at least one year at some time in the past when the opportunity arises.

5. In the event that one new representative of the District is appointed to a JPA **B**board and in the further event that the remaining District representative to that JPA **B**board has never served as Chair of that JPA **B**board, the remaining District representative shall first serve, when the opportunity arises, as **President** Chair or in a position which leads to Chair of the JPA **B**board.
6. On a JPA **B**board where the Vice Chair, or any other officer, ascends to Chair automatically or by policy or practice of that JPA **B**board, this policy shall apply to the selection of Vice Chair, or any other officer, of that JPA **B**board.
7. The District Director in- line for the Chair or Vice Chair in accordance with this policy may decline that office. -In that case, the terms of this policy shall apply as to the second Director.
8. To the extent this policy does not result in the intended result due to the votes of other members of the JPA **B**board, the District's representatives to the JPA shall report that outcome to the DSRSD Board.

Policy is current and no changes need to be adopted by the Board of Directors: <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>April 7, 2015</b>	
<b>Reviewed by Committee or Board:</b>	<b>Date:</b>
<b>Board</b>	<b>October 1, 2019</b>
<b>Board</b>	<b>August 1, 2023</b>

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE ELECTION AND ROTATION OF BOARD OFFICERS POLICY AND RESCINDING RESOLUTION NO. 19-15

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WHEREAS, in 1995 the Board adopted a policy for the rotation of members to leadership positions on the Board of Directors; and

WHEREAS, the timing of the election of President and Vice President depends on whether it is an election year or non-election year; and

WHEREAS, the policy determines eligibility for succession to a leadership position using set criteria; and

WHEREAS, the District transitioned from an at-large to by-division election system in 2019, thereby rendering obsolete the policy's current Board Officers rotation tiebreaker method which compares the previous election vote counts for equally tenured Directors; and

WHEREAS, this policy revision establishes a new tiebreaker method whereby the Board conducts a vote to select which Director shall advance in the rotation, unless one of the tied Directors opts to secede the rotation to the other, and incorporates other formatting and non-substantive changes made for clarity and to conform to the District's current policy template.

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 Election and Rotation of Board Officers policy, attached as Exhibit "A," is hereby adopted, and Resolution No. 19-15, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 21st day of May, 2024, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Ann Marie Johnson, President

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



# Policy

<b>Policy No.</b>	Click here to enter text.	<b>Type of Policy:</b>	Board Business
<b>Policy Title:</b>	Selection and Rotation of Board Officers		
<b>Policy Description:</b>	Guidelines for Selecting Board President and Vice President on the District Board		
<b>Approval Date:</b>	5/21/2024	<b>Last Review Date:</b>	2024
<b>Approval Resolution No.:</b>	Click here to enter text.	<b>Next Review Date:</b>	2028
<b>Rescinded Resolution No.:</b>	19-15	<b>Rescinded Resolution Date:</b>	4/7/2015

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish guidelines and criteria for the selection of Board officers (President and Vice President).

## 1. Timing of Selection

The selection of Board officers (President and Vice President) shall take place annually, with the President elected first and the Vice President second, each by separate motion:

- a. In an election year, at the first regular Board Meeting after elected Boardmembers are sworn in.
- b. In a non-election year, at the first regular Board meeting in December.

## 2. Eligibility

The President and Vice President must have been elected to the Board of Directors rather than appointed. Eligibility for the offices of President and Vice President occur after twelve (12) months of continuous services following first election to the Board of Directors.

## 3. Rotation for Presidency

Elected members who meet the requirements specified in Section 2 above can rotate for Presidency:

- a. The Vice President is the President-elect under normal rotation.
- b. The elected member who has served the longest on the Board (in continuous service) without ever serving as President shall rotate to the Presidency.

<b>Policy No.</b>	<b>Policy Title:</b> Selection and Rotation of Board Officers
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- c. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President shall rotate to the Presidency.

#### 4. **Rotation for Vice Presidency**

Elected members who meet the requirements specified in Section 2 above can rotate for Vice Presidency:

- a. The elected member of the Board who has served longest on the Board (in continuous service) without ever serving as President shall rotate to the Vice Presidency.
- b. If all elected members of the Board have been President, the elected member who has served the longest on the Board (in continuous service) since last being President shall rotate to the Vice Presidency.

#### 5. **Tiebreaker**

If no member meets the rotation criteria in Section 3 or 4 above, or if there are members whose eligibility criteria are the same, then succession shall be determined by which member has served longest on the Board (in continuous service). If a tie still exists, the seated President shall call for a motion to nominate one of the tied members, unless one of the members opts to cede the leadership rotation to the other. If a tie persists after multiple motions, the seated President may request the District Secretary to draw lots to determine which member will serve as the next President or Vice President.

RESOLUTION NO. 19-15

## RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE ELECTION AND ROTATION OF BOARD OFFICERS POLICY AND RESCINDING RESOLUTION NO. 45-04

WHEREAS, in 1995 the Board adopted a policy for the rotation of members to leadership positions on the Board of Directors; and

WHEREAS, the timing of the election of President and Vice President depends on whether it is an election year or non-election year; and

WHEREAS, the revision makes no substantive changes to the policy but proposes clarifying language to determine succession to a leadership position to state that a term of service by an elected Boardmember shall refer to the member who has served longest on the Board in "continuous service."

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 Election and Rotation of Board Officers policy, attached as Exhibit "A" be adopted, and Resolution No. 45-04 is hereby Rescinded and attached as Exhibit "B."

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 7th day of April 2015, and passed by the following vote:

AYES: 5 - Directors Georgean M. Vonheeder-Leopold, Dawn L. Benson,  
Richard M. Halket, D.L.(Pat) Howard, Edward R. Duarte

NOES: 0

ABSENT: 0

  
Edward R. Duarte, President

ATTEST:   
Nancy G. Hatfield, District Secretary

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE JOINT POWERS ROTATION POLICY AND RESCINDING RESOLUTION NO. 20-15

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WHEREAS, the District is a member of a number of Joint Powers Agencies (collectively JPAs), which further its mission; and

WHEREAS, in 1999 the District Board of Directors adopted a policy establishing a rotation of its members to leadership positions on the Boards of Directors of Joint Powers Agencies; and

WHEREAS, in 2004 the policy was revised to apply to committees made up of other selected officials; and

WHEREAS, the policy was revised in 2015 to specify that when moving into a leadership position on the JPA, only a Director's current consecutive tenure can be used to count service time, not service in any prior term; and

WHEREAS, the District transitioned from an at-large to by-division election system in 2019, thereby rendering obsolete the policy's current JPA leadership rotation tiebreaker method which compares the previous election vote counts for equally tenured Directors; and

WHEREAS, this policy revision establishes a new tiebreaker method whereby the Board conducts a vote to select which Director shall advance in the rotation, unless one of the tied Directors opts to secede the rotation to the other, and incorporates other formatting and non-substantive changes have been made for clarity and to conform to the District's current policy template.

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 Joint Powers Agency Rotation policy, attached as Exhibit "A," is hereby adopted, and Resolution No. 20-15, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 21st day of May, 2024, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Ann Marie Johnson, President

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



# Policy

<b>Policy No.</b>	Click here to enter text.	<b>Type of Policy:</b>	Board Business
<b>Policy Title:</b>	Rotation of Joint Powers Agency Board Officers		
<b>Policy Description:</b>	Rotational guidelines for nominating District Directors to serve as Joint Powers Agencies' Board Officers		

<b>Approval Date:</b>	5/21/2024	<b>Last Review Date:</b>	2024
<b>Approval Resolution No.:</b>	Click here to enter text.	<b>Next Review Date:</b>	2028
<b>Rescinded Resolution No.:</b>	20-15	<b>Rescinded Resolution Date:</b>	4/7/2015

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish rotational guidelines and criteria for the nomination of a District Director, who is serving on the Board of a Joint Powers Agency (JPA) as a District representative, to become a JPA's Board officer Chair or Vice Chair, as follows:

1. District Directors shall nominate, accept nomination, make seconds, and vote in a manner that causes the result specified in this policy.
2. Except as provided herein, the District representatives appointed to the Board of a Joint Powers Agency (JPA) shall rotate between themselves the opportunity to hold the office of Chair of the JPA Board.
3. When two District Directors are concurrently appointed to a JPA Board, the District Director with greater tenure on the District Board shall first serve, when the opportunity arises, as Chair or in a position which leads to Chair of the JPA Board. When tenure is equal on the District Board, the President shall call for a motion to nominate one of the tied members to serve first when the opportunity arises, as Chair or in a position which leads to Chair of the JPA Board, unless one of the tied members opts to cede the leadership rotation to the other. If a tie persists after multiple motions, the seated President may request the District Secretary to draw lots to determine which member will serve first.
4. In the event that one new representative of the District is appointed to a JPA Board and in the further event that the remaining District representative to that JPA Board has previously served as Chair of that JPA Board during that representative's current uninterrupted tenure on the District's Board, the new District representative shall first serve, when the opportunity arises, as Chair or in a position which leads to Chair of the JPA Board. This shall apply provided that the new representative has served on the JPA Board for a period of at least one year at some time in the past when the opportunity arises.

**Policy No.****Policy Title:**

5. In the event that one new representative of the District is appointed to a JPA Board and in the further event that the remaining District representative to that JPA Board has never served as Chair of that JPA Board, the remaining District representative shall first serve, when the opportunity arises, as Chair or in a position which leads to Chair of the JPA Board.
6. On a JPA Board where the Vice Chair, or any other officer, ascends to Chair automatically or by policy or practice of that JPA Board, this policy shall apply to the selection of Vice Chair, or any other officer, of that JPA Board.
7. The District Director in line for the Chair or Vice Chair in accordance with this policy may decline that office. In that case, the terms of this policy shall apply as to the second Director.
8. To the extent this policy does not result in the intended result due to the votes of other members of the JPA Board, the District representatives to the JPA shall report that outcome to the DSRSD Board.



RESOLUTION NO. 20-15

## RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE JOINT POWERS AGENCY ROTATION POLICY AND RESCINDING RESOLUTION NO. 46-04

WHEREAS, the District is a member of a number of Joint Powers Agencies (collectively JPAs), which further its mission; and

WHEREAS, in 1999 the District Board of Directors adopted a policy establishing a rotation of its Members to leadership positions on the Boards of Directors of Joint Powers Agencies; and

WHEREAS, in 2004 the policy was revised to apply to committees made up of other selected officials so as to cover the recently constituted Committee of Valley Water Retailers; and

WHEREAS, this policy revision will specify that when moving into a leadership position on the JPA, only a Director's current consecutive tenure can be used to count service time, not service in any prior term.

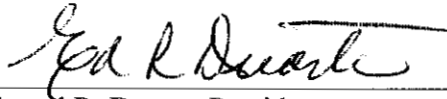
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the revised Joint Powers Agency Rotation policy, attached as Exhibit "A" be adopted, and Resolution No. 46-04 is hereby 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: 5 – Directors Georjean M. Vonheeder-Leopold, Dawn L. Benson,  
Richard M. Halket, D.L. (Pat) Howard, Edward R. Duarte

NOES: 0

ABSENT: 0

  
Edward R. Duarte, President

ATTEST:   
Nancy G. Hatfield, District Secretary



**TITLE:** Authorize Execution of Quitclaim of Easement with Avalon West Dublin, L.P. for a Water and Sewer Line Easement within the City of Dublin

**RECOMMENDATION:**

Staff recommends the Board of Directors authorize, by Resolution, the General Manager to execute a Quitclaim of Easement with Avalon West Dublin, L.P. for a water and sewer line easement at 7688 St. Patrick Way in Dublin.

**DISCUSSION:**

In November 2021, the District approved construction plans for the St. Patrick Way Improvement Plans (Tract Map 8460) at 7688 St. Patrick Way, Dublin. The project redeveloped a site that was formally occupied by the Corovan warehouse which received water and sewer service from the District. The area had existing water and sewer lines within the property that were relocated during construction of the new project. The infrastructure that served the previous business was removed, and the District no longer needs easements. Staff is recommending the Board authorize execution of a Quitclaim of Easement for the former water and sewer line alignments.

A Grant of Easement for the newly relocated water and sewer lines to serve the new development was provided to the District and recorded with Alameda County on October 5, 2023.

Originating Department: Engineering and Technical Services	Contact: J. Yee/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Quitclaim of Easement	

**Recording Requested By:**

Dublin San Ramon Services District  
7051 Dublin Boulevard  
Dublin, CA 94568

**And When Recorded Mail To:**

Dublin San Ramon Services District  
7051 Dublin Boulevard  
Dublin, CA 94568

Space Above This Line For Recorder's Use

**Mail Tax Statements To:**

No Tax Due

Record Without Fee, Government Section 27383

ATTN: Legal Department  
AvalonBay Communities, Inc.  
4040 Wilson Blvd, Suite 1000  
Arlington, VA 22203

Nicole Genzale, District Secretary  
Dublin San Ramon Services District

R&amp;T Code 11911 – Consideration – Ø

AFFECTS A.P.N. 941-2855-001-00 ESCROW NO. \_\_\_\_\_**QUITCLAIM OF EASEMENT**

By this instrument dated \_\_\_\_\_, for a valuable consideration, DUBLIN SAN RAMON SERVICES DISTRICT, a political subdivision organized and existing under the community services district laws of the State of California, Counties of Alameda and Contra Costa, hereinafter "GRANTOR", hereby QUIT CLAIMS to: ATTN: Legal Department  
Avalon West Dublin, L.P. AvalonBay Communities, Inc.  
4040 Wilson Blvd, Suite 1000  
Arlington, VA 22203

the following described real property located in the State of California, County of,  
Alameda, City of Dublin:

AS DESCRIBED IN EXHIBIT "A" ATTACHED HERETO

IN WITNESS WHEREOF, GRANTOR has executed this Grant Deed as of the day and year first above written.

GRANTOR:

Jan R. Lee

Print Name

General Manager

Title

Dublin San Ramon Services District

Signature

Agency

MARCH 1, 2024  
JOB NO.: 2763-000

**PROPERTY DESCRIPTION**  
**10' SEWER EASEMENT TO BE QUITCLAIMED (4233 OR 399)**  
**LOT 1, TRACT 8460 (367 M 19)**  
**CITY OF DUBLIN, CALIFORNIA**

REAL PROPERTY, SITUATE IN THE INCORPORATED TERRITORY OF THE CITY OF DUBLIN, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING ALL OF THAT CERTAIN 10' SEWER EASEMENT RECORDED JANUARY 21, 1976, IN BOOK 4233 OF OFFICIAL RECORDS, AT PAGE 399, IN THE OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY LYING WITHIN LOT 1, AS SAID LOT 1 IS SHOWN AND SO DESIGNATED ON THE FINAL MAP OF TRACT 8460, RECORDED NOVEMBER 15, 2021, IN BOOK 367 OF MAPS, AT PAGE 19, IN SAID OFFICE OF THE RECORDER OF ALAMEDA COUNTY.

ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

**END OF DESCRIPTION**



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MARK H. WEHBER, P.L.S.  
L.S. NO. 7960

PK II DUBLIN  
RETAIL CENTER, LP  
LOT B  
143 PM 6

DN. 2020222361

ST. PATRICK WAY

PORTION TO REMAIN

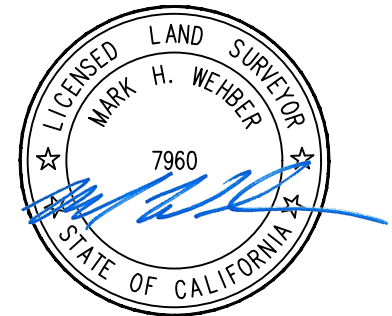
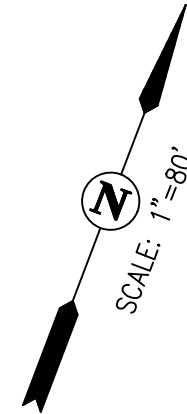
LIBBY  
PARCEL 2  
94 PM 11

PORTION OF 10' SEWER EASEMENT  
PER 4233 OR 399 TO BE QUITCLAIMED

LOT 1  
TRACT 8460  
367 M 19

CHIN  
PARCEL A  
101 PM 47

CHIN  
PARCEL B  
101 PM 47



SHEET 1 OF 1

## PLAT TO ACCOMPANY LEGAL DESCRIPTION

10' SEWER EASEMENT TO BE QUITCLAIMED (4233 OR 399)

LOT 1, TRACT 8460, (367 M 19)  
CITY OF DUBLIN, CALIFORNIA

MARCH 1, 2024

**Carlson, Barbee & Gibson, Inc.**

CIVIL ENGINEERS • SURVEYORS • PLANNERS

2633 CAMINO RAMON, SUITE 350

SAN RAMON, CALIFORNIA, (925) 866-0322

23 of 101

MARCH 1, 2024  
JOB NO.: 2763-000

**PROPERTY DESCRIPTION**  
**10' WATER LINE EASEMENT TO BE QUITCLAIMED (4233 OR 404)**  
**LOT 1, TRACT 8460 (367 M 19)**  
**CITY OF DUBLIN, CALIFORNIA**

REAL PROPERTY, SITUATE IN THE INCORPORATED TERRITORY OF THE CITY OF DUBLIN, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING ALL OF THAT CERTAIN 10' WATER LINE EASEMENT RECORDED JANUARY 21, 1976, IN BOOK 4233 OF OFFICIAL RECORDS, AT PAGE 404, IN THE OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY LYING WITHIN LOT 1, AS SAID LOT 1 IS SHOWN AND SO DESIGNATED ON THE FINAL MAP OF TRACT 8460, RECORDED NOVEMBER 15, 2021, IN BOOK 367 OF MAPS, AT PAGE 19, IN SAID OFFICE OF THE RECORDER OF ALAMEDA COUNTY.

ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

**END OF DESCRIPTION**



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MARK H. WEHBER, P.L.S.  
L.S. NO. 7960

PK II DUBLIN  
RETAIL CENTER, LP  
LOT B  
143 PM 6

DN. 2020222361

ST. PATRICK WAY

PORTION TO REMAIN

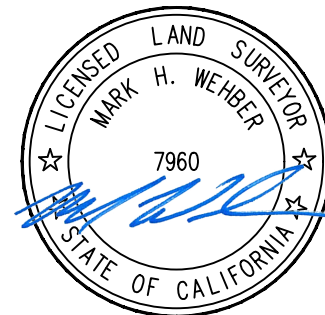
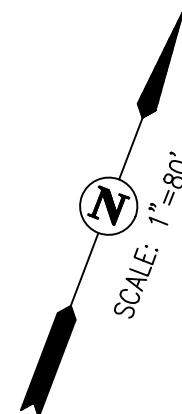
PORTION OF 10' WATER LINE EASEMENT  
PER 4233 OR 404 TO BE QUITCLAIMED

LIBBY  
PARCEL 2  
94 PM 11

LOT 1  
TRACT 8460  
367 M 19

CHIN  
PARCEL A  
101 PM 47

CHIN  
PARCEL B  
101 PM 47



SHEET 1 OF 1

## PLAT TO ACCOMPANY LEGAL DESCRIPTION

10' WATER LINE EASEMENT TO BE QUITCLAIMED (4233 OR 404)

LOT 1, TRACT 8460, (367 M 19)  
CITY OF DUBLIN, CALIFORNIA

MARCH 1, 2024

**Carlson, Barbee & Gibson, Inc.**

CIVIL ENGINEERS • SURVEYORS • PLANNERS

2633 CAMINO RAMON, SUITE 350

SAN RAMON, CALIFORNIA, (925) 866-0322

25 of 101

MARCH 1, 2024  
JOB NO.: 2763-000


**PROPERTY DESCRIPTION**  
**15' WATER LINE EASEMENT TO BE QUITCLAIMED (DN 99254099)**  
**LOT 1, TRACT 8460 (367 M 19)**  
**CITY OF DUBLIN, CALIFORNIA**

REAL PROPERTY, SITUATE IN THE INCORPORATED TERRITORY OF THE CITY OF DUBLIN, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING ALL OF THAT CERTAIN 15' WATER LINE EASEMENT RECORDED JULY 12, 1999, AS DOCUMENT NUMBER 99254099 OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY LYING WITHIN LOT 1, AS SAID LOT 1 IS SHOWN AND SO DESIGNATED ON THE FINAL MAP OF TRACT 8460, RECORDED NOVEMBER 15, 2021, IN BOOK 367 OF MAPS, AT PAGE 19, IN SAID OFFICE OF THE RECORDER OF ALAMEDA COUNTY.

ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

**END OF DESCRIPTION**

  
\_\_\_\_\_  
MARK H. WEHBER, P.L.S.  
L.S. NO. 7960



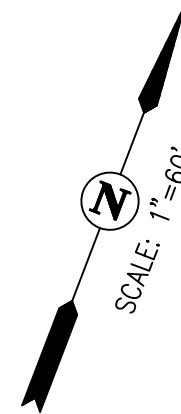
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101 PM 47

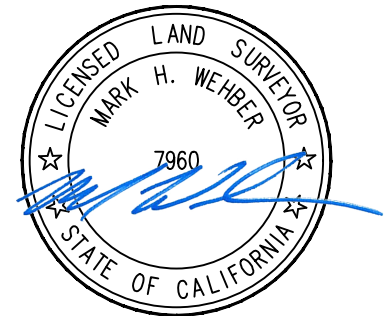
GREEN BEAR, LP  
PARCEL 2  
286 PM 5

LOT 1  
TRACT 8460  
367 M 19

ALAMEDA COUNTY FLOOD CONTROL AND WATER  
CONSERVATION DISTRICT



15' WATERLINE EASEMENT  
PER DN 99254099 TO BE QUITCLAIMED



SHEET 1 OF 1

# PLAT TO ACCOMPANY LEGAL DESCRIPTION

15' WATER LINE EASEMENT TO BE QUITCLAIM (DN 99254099)  
LOT 1, TRACT 8640, (367 M 19)  
CITY OF DUBLIN, CALIFORNIA  
MARCH 1, 2024

**Carlson, Barbee & Gibson, Inc.**

CIVIL ENGINEERS • SURVEYORS • PLANNERS  
2633 CAMINO RAMON, SUITE 350  
SAN RAMON, CALIFORNIA, (925) 866-0322

27 of 101

MARCH 1, 2024  
JOB NO.: 2763-000


**PROPERTY DESCRIPTION**  
**15' SEWER EASEMENT TO BE QUITCLAIMED (DN 99254099)**  
**LOT 1, TRACT 8460 (367 M 19)**  
**CITY OF DUBLIN, CALIFORNIA**

REAL PROPERTY, SITUATE IN THE INCORPORATED TERRITORY OF THE CITY OF DUBLIN, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING ALL OF THAT CERTAIN 15' SEWER EASEMENT RECORDED JULY 12, 1999, AS DOCUMENT NUMBER 99254099 OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY LYING WITHIN LOT 1, AS SAID LOT 1 IS SHOWN AND SO DESIGNATED ON THE FINAL MAP OF TRACT 8460, RECORDED NOVEMBER 15, 2021, IN BOOK 367 OF MAPS, AT PAGE 19, IN SAID OFFICE OF THE RECORDER OF ALAMEDA COUNTY.

ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

**END OF DESCRIPTION**

  
\_\_\_\_\_  
MARK H. WEHBER, P.L.S.  
L.S. NO. 7960

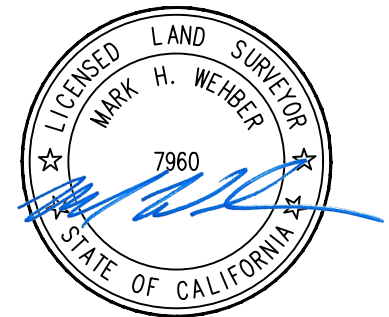
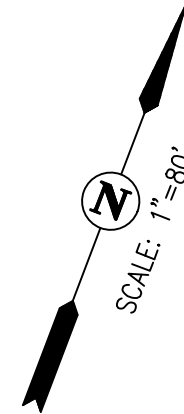
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CHIN  
PARCEL B  
101 PM 47

LOT 1  
TRACT 8460  
367 M 19

GREEN BEAR, LP  
PARCEL 2  
286 PM 5

15' SEWER EASEMENT PER DN 99254099  
TO BE QUITCLAIMED



ALAMEDA COUNTY FLOOD CONTROL AND WATER  
CONSERVATION DISTRICT

SHEET 1 OF 1

## PLAT TO ACCOMPANY LEGAL DESCRIPTION

15' SEWER EASEMENT TO BE QUITCLAIMED (DN 99254099)

LOT 1, TRACT 8460, (367 M 19)  
CITY OF DUBLIN, CALIFORNIA

MARCH 1, 2024

**Carlson, Barbee & Gibson, Inc.**

CIVIL ENGINEERS • SURVEYORS • PLANNERS

2633 CAMINO RAMON, SUITE 350

SAN RAMON, CALIFORNIA, (925) 866-0322

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT AUTHORIZING  
EXECUTION OF A QUITCLAIM OF EASEMENT TO AVALON WEST DUBLIN, L.P. WITHIN THE CITY OF DUBLIN

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WHEREAS, Avalon West Dublin, L.P. owns the property located at 7688 St. Patrick Way, Dublin, Alameda County Parcel No. 941-2855-001-00, ("Property"); and

WHEREAS, Avalon West Dublin, L.P. relocated Dublin San Ramon Services District ("District") water and sewer lines as part of the construction of St. Patrick Way Improvement Plans; and

WHEREAS, the District no longer requires the easement for the former water line and sewer line alignments within the Property for operation and maintenance purposes; and

WHEREAS, Avalon West Dublin, L.P. has granted the District an easement for the new water line and sewer line alignments that was recorded with Alameda County on October 5, 2023.

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

The General Manager is authorized and directed to execute a Quitclaim of Easement for the water line and sewer line easements within Alameda County Parcel No. 941-2855-001-00 to Avalon West Dublin, L.P.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 21st day of May, 2024, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Ann Marie Johnson, President

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



**TITLE:** Approve Master Agreement for Consulting Services with Carollo Engineers, Inc. and Authorize Execution of Task Order No. 1 for the Water System Master Plan and Operations Plan Update Project (CIP 20-W017)

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Motion, a Master Agreement for Consulting Services with Carollo Engineers, Inc. (Carollo) and authorize the General Manager to execute Task Order No. 1 in an amount not to exceed \$799,610 for the Water System Master Plan and Operations Plan Update Project (CIP 20-W017).

**SUMMARY:**

The District's facility master plans serve as planning documents to inform the Capital Improvement Program (CIP) for both expansion and replacement projects. The Ten-Year Capital Improvement Plan and Two-Year Capital Improvement Budget are incorporated into rate and fee studies to ensure that the District is collecting sufficient funds to maintain proper operation and maintenance of its enterprise systems. Master plans are generally updated every five to ten years or when a significant change occurs or is planned to occur. The District's Water System Master Plan was last updated in 2016. Since that time, new development and water conservation have shifted potable water use and overall demand patterns. Staff is recommending that the Board of Directors approve a professional services agreement and a task order with Carollo to complete the Water System Master Plan and Operations Plan Update Project (CIP 20-W017) in an amount not to exceed \$799,610.

**BACKGROUND:**

The District provides potable water distribution service to the City of Dublin and Dougherty Valley in the City of San Ramon. In fiscal year 2023 (July 1, 2022 to June 30, 2023), DSRSD served an average of 8.1 million gallons per day to approximately 27,000 potable water accounts. The District's entire potable water supply is purchased from the Zone 7 Water Agency. The District also delivers recycled water to approximately 480 irrigation accounts, but the recycled water system is not being evaluated as part of this Project.

DSRSD's potable water distribution system is shown in Attachment 1 and is comprised of 8 pressure zones (plus a small zone served by a pressure reducing valve), 4 turnouts, 14 storage reservoirs, 17 pump stations, and approximately 343 miles of pipelines ranging from 4 to 20 inches in diameter. Most remaining development within DSRSD's potable water service area is expected in central and eastern Dublin; western Dublin and Dougherty Valley are considered essentially built out.

The District periodically prepares a Water System Master Plan to assess the current operations and functionality of the water system, identify deficiencies, and prioritize recommendations for future water system improvements to address current operational issues and plan for future residential commercial, and industrial growth within the District's service area. The District last completed a Water System Master Plan in 2016.

Previous master plans focused on facilities to support development. However, since the last master plan was completed, new development, water conservation, hybrid work, and increased recycled water usage have shifted potable water use and overall demand patterns. In addition, there are fewer new facilities to plan for as the District's service area approaches buildout. Therefore, this Project will focus on optimizing the operations of existing facilities and the few remaining new facilities needed to support development.

Originating Department: Engineering and Technical Services	Contact: R. Chu/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$799,610 with 80% from Water Replacement (Fund 610) and 20% from Water Expansion (Fund 620)	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Map of existing potable water distribution system	

## **DISCUSSION:**

The Project will evaluate the performance of the water distribution system under existing and future conditions and develop a long-term plan to optimize water distribution system operations, replace or rehabilitate existing facilities, and add new facilities. The Project supports the following District's Strategic Plan goals:

- *Improve the resiliency of the District's water supplies against future uncertainties*
- *Improve energy efficiency and reliability for the District*

On January 16, 2024, staff solicited proposals from six consulting firms to provide engineering services for the Project. On March 12, 2024, three firms submitted proposals: West Yost Associates, Carollo Engineers, Inc., and Kennedy Jenks. Staff evaluated the proposals based on established criteria, which included project understanding and approach, scope of work, experience/qualifications, project schedule, level of effort, fee estimate, and interview performance. West Yost and Carollo were shortlisted and invited for interviews. At the conclusion of the interviews, staff unanimously selected Carollo as the consultant most qualified for the Project based on the project team's overall understanding of the Project, qualifications, experience with system water quality modeling, and ability to meet the Project schedule.

As shown in the table below, the proposed scope of work includes project management, data collection and review, update and calibration of the potable water system hydraulic model, evaluation of system capacity and operations, and development of a phased capital improvement plan.

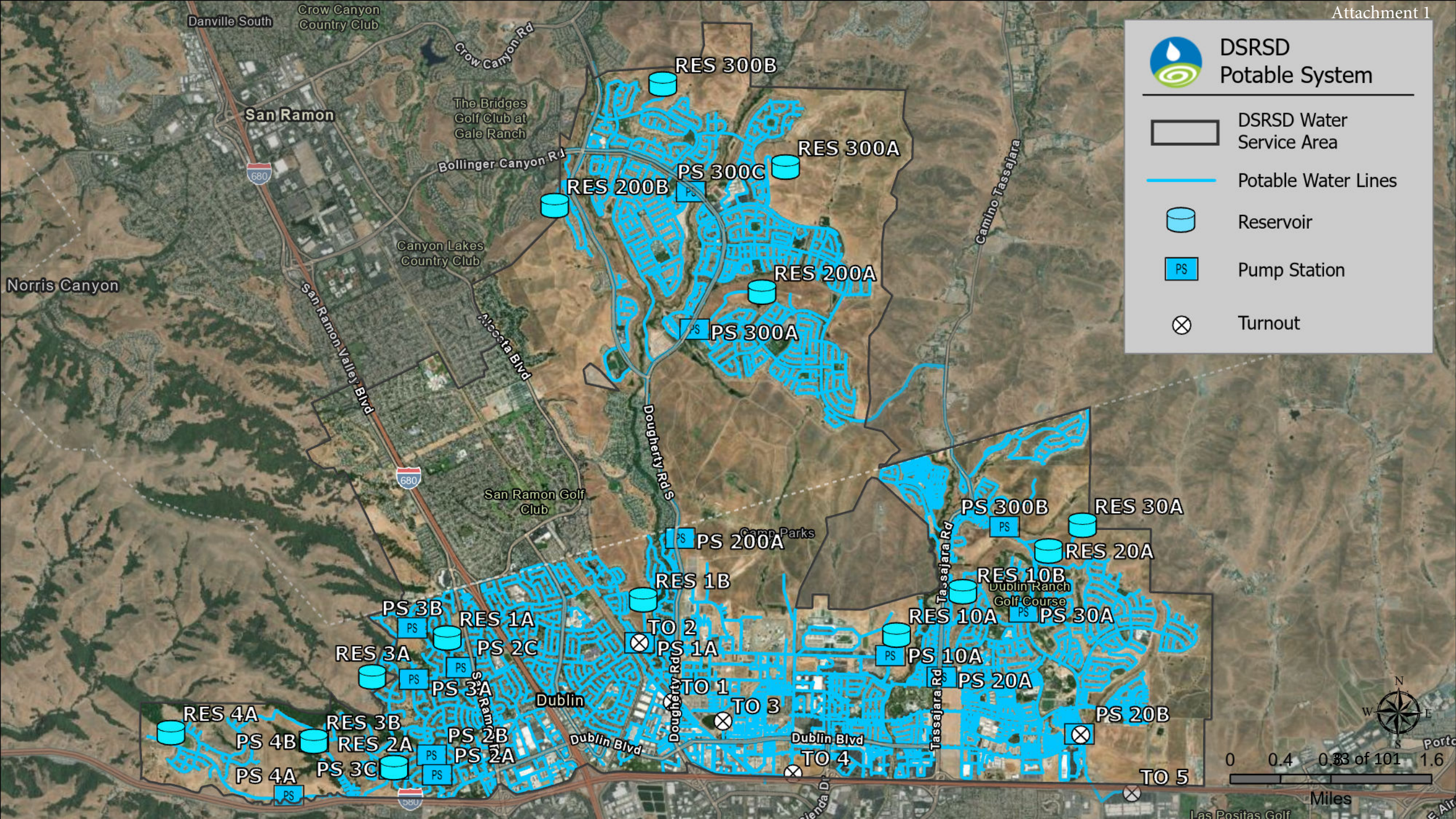
### **Water System Master Plan and Operations Plan Update Project (CIP 20-W017) Scope of Work and Estimated Fee**

<b>Task</b>	<b>Description</b>	<b>Fee</b>
1	Project Management	\$80,640
2	Data Collection and Background Review	\$22,950
3	Summarize Existing System and Review Demand Projections	\$44,030
4	Develop Water System Evaluation Criteria	\$31,320
5	Update and Calibration of Hydraulic Model	\$168,745
6	Evaluate Existing and Buildout Water System	\$122,360
7	Develop Operational Scenarios	\$172,450
8	Develop Capital Improvement Plan	\$71,405
9	Water System Master Plan and Operations Plan Update Report	\$85,710
	<b>Total Estimated Fee</b>	<b>\$799,610</b>

The estimated cost to complete this Project is \$799,610. The adopted Capital Improvement Program Two-Year Budget for 2024 and 2025 includes funding for the Project with a budget of \$1,008,000, with 80% funded by Water Replacement (Fund 610) and the remaining 20% funded by Water Expansion (Fund 620).

As projects are recommended and developed, they will be incorporated into the upcoming Capital Improvement Program update which staff will begin preparing in late 2024. The Water System Master Plan and Operations Plan Update Project is estimated to be completed by July 2025. Staff will present the Project results to the Board upon completion.









**TITLE:** Approve Revised Salary Ranges for Accounting Technician I/II Job Classifications

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, the revised salary ranges for the Accounting Technician I/II job classifications.

**DISCUSSION:**

Over the past few years, the Revenue & Billing Division in the Administrative Services Department has experienced frequent turnover and had difficulty recruiting a candidate with the appropriate education and experience to successfully perform the duties of the Senior Utility Billing & Customer Services (UBCS) Representative position. After evaluating the business need and duties within the Revenue & Billing Division, staff determined that the work was primarily at the technical level and that the knowledge, skills, and abilities needed to perform the technical work were substantially similar to the Accounting Technician I/II classification. As such, staff recommended that the vacant Senior UBCS Representative position be filled as an Accounting Technician I/II and that the job description for the Accounting Technician I/II be updated to incorporate the technical utility billing and revenue-related duties from the Revenue & Billing Division. By filling the vacant position with an Accounting Technician I/II, the District would be able to recruit for a candidate with an appropriate skillset to perform the technical level duties in the Revenue & Billing Division and provide greater efficiency in the division's day-to-day operations.

Due to the revisions to the Accounting Technician I/II job description and in accordance with the salary survey requirements in Section 12.3 and 12.4 of the Memorandum of Understanding between the District and the Stationary Engineers, Local 39 (Local 39), the District conducted a market survey of the District's nine (9) comparator agencies to find appropriate classification and salary matches for the revised Accounting Technician II classification. Because there are an insufficient number of external classification and salary matches, the recommended salary would be set internally benchmarked to the Human Resources Technician classification at \$8,000–\$9,725 per month, which would result in a 2.6% percent increase for the Accounting Technician II classification and for the current incumbents in the Accounting Technician II position assigned to the Financial Services Division. In accordance with the District's compensation plan, the Accounting Technician I classification is recommended to be set ten percent (10%) below the Accounting Technician II salary range at \$7,273–\$8,841 per month. There would be no budget impact since the increase in salary for the two (2) current incumbents in the Accounting Technician II positions assigned to the Financial Services Division would be offset by filling the vacant Senior UBCS Representative position in the Revenue & Billing Division with an Accounting Technician I/II position.

Human Resources staff has met and consulted with representatives of Local 39 on the revised job description and salary range for the Accounting Technician I/II classification, and Local 39 concurs with the proposed changes. The revised Accounting Technician I/II job description (Attachment 1) was approved by the General Manager on May 10, 2024.

In accordance with the District's New/Revised Job Classifications and Salary policy (P700-22-3) (Attachment 2) for all positions, the General Manager shall present the salary range for any new or revised job classification to the Board for approval and adoption. Upon adoption, staff intends to begin a recruitment to find the best qualified candidate to fill the vacant Accounting Technician I/II position assigned to the Revenue & Billing Division of the Administrative Services Department.

Originating Department: Office of the General Manager	Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Operating Budget FY 2024 & FY 2025	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Revised Accounting Technician I/II Class Description, effective May 10, 2024 Attachment 2 – New/Revised Job Classification and Salary policy (P700-22-3)	





## Class Description

**Effective Date:** May 10, 2024  
**Job Title:** Accounting Technician I/II  
**W/C Code:** 8810  
**FLSA Status:** Non-Exempt  
**Unit:** Local 39  
**Job Code:** 1311 / 1312

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### **DEFINITION**

Under direct and general supervision, in support of the assigned function, performs a variety of complex and technical accounting tasks in the areas of payroll, accounts payable, accounts receivable, general ledger, purchasing, cash receipts, utility billing and implementation and maintenance of the enterprise resources planning (ERP) system modules and specialized software. This class involves frequent contact with the public and external vendors; functions as a liaison to other divisions and departments by answering questions, resolving problems, and researching information while compiling, reconciling, and verifying general financial and statistical data; and performs other related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

#### **Accounting Technician I**

Receives direct supervision from the assigned supervisor. May receive technical and functional direction and training from higher-level professional staff. Exercises no direct supervision over staff.

#### **Accounting Technician II**

Receives general supervision from the assigned supervisor. May receive technical and functional direction and training from higher-level professional staff. Exercises no direct supervision over staff.

### **DISTINGUISHING CHARACTERISTICS**

#### **Accounting Technician I**

This is the entry-level classification within the Accounting Technician series. Initially under close supervision, incumbents with basic experience learn District systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

#### **Accounting Technician II**

This is the journey-level classification in the Accounting Technician series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

Positions in the Accounting Technician classification series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

**TYPICAL DUTIES****When assigned to financial services:**

- Performs and provides technical support in the preparation, maintenance, and operation of the accounting function, including the general ledger, payroll, accounts payable, purchasing, accounts receivable, cash receipts, and year end audit work papers.
- Reviews and processes timesheets and payroll on biweekly and monthly basis, researching and correcting discrepancies as required; files payroll taxes and submits employee retirement information to CalPERS.
- Reviews invoices and processes accounts payable on a weekly basis to support request for payments, reconciles discrepancies as required, and files quarterly sales and use tax.
- Prepares routine accounts receivable and general billing, follows up on past due invoices, and recommends write offs of uncollectible amounts.
- Oversees the collection, reporting, and reconciliation of daily payments, maintenance of vendor accounts, posting and retrieval of information on payments and other records.
- Composes correspondence relating to accounting and payroll inquiries.
- Exercises discretion in dealing with payroll and personal matters; handles sensitive data and information in regard to payroll processing.
- Prepares payroll reports for workers compensation premiums and other post-employment benefits (OPEB) contributions; prepares salary reports for estimating and calculating worker's compensation.
- Prepare and distribute year end reports and filings, such as Forms W-2, 1094-C, and 1099.
- Participates in month end and year end close and audit; prepares accruals and reports for auditors.
- Maintains voluntary deductions for deferred compensation and other benefit related programs.

**When assigned to revenue and utility billing:**

- Performs and provides technical support in the preparation, maintenance, and operation of the revenue and utility billing function, including the billing processing, payment collection, cash balancing, hydrant meter processing, meter reading, and customer service.
- Oversees the collection, reporting, and reconciliation of daily payments, maintenance of customer accounts, posting and retrieval of information on payments and other records.
- Maintains detailed financial records of all revenue billed and collected; balances cash; prepares journal entries and spreadsheets representing transactions; monitors payment arrangements and interprets administrative policies and resolve service and payment issues.
- Groups, organizes, and schedules meter routes to ensure timely and efficient collection of meter data; verifies readings to locate abnormal consumption, records reasons for fluctuations and ensures resolution.
- Coordinates service turn on and shut off activities.
- Reviews pre-billing reports, preparation and exporting of bill data to third party printer; reviews and proofs final billing data prior to mailing.
- Researches information from multiple systems to confirm accuracy of database, such as reviewing parcels to accurately link meters to addresses; creates, modifies, and maintains tables and data fields.
- Composes correspondence relating to utility billing inquiries.

- Exercises discretion in dealing with customer matters; handles sensitive data and information in regard to utility billing processing.

**When performing all assignments:**

- Demonstrates a full understanding and ensures compliance with federal, state, and local laws, as well as District policies, procedures, and memoranda of understanding (MOUs); responsible for writing, implementing, and training employees from other departments procedures and the use of the ERP system; notifies appropriate staff to address concerns or discrepancies.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special reports; generates reports and balances them appropriately.
- Gathers financial and statistical information and materials; compiles, reconciles, and verifies information and prepares financial, federal, and state mandated reports.
- Prepares, processes, reviews and verifies documents, records, and forms related to assigned area for accuracy, completeness, and conformance to applicable policies, rules, and regulations.
- Receives, interprets, transmits, and provides information by telephone or personal contact to employees and vendors; provides information on memoranda of understanding as requested; provides customer and public assistance; works with the appropriate government agencies on various related issues.
- Assists in the design and implementation of related software and development of related procedures.
- Evaluates the efficiency and effectiveness of business processes and procedures and provides recommendations for improvements.
- Prepares and maintains procedure manuals related to area of assignment.
- Provides training to staff on department and/or division procedures and programs as required.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

**QUALIFICATIONS**

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

*Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:*

**Knowledge of:**

- Terminology and practices of financial, accounting and billing document processing and record keeping, including payroll, accounts payable, accounts receivable, general ledger, purchasing and utility billing.
- Principles and practices of auditing payroll, accounts payable, accounts receivable, revenue, utility billing and other accounting and finance documents.
- General principles and practices of fund accounting, public agency budgeting, and purchasing/receiving policies and operations.
- Financial data analyses including benefit funds, labor distribution, and special revenue funds, and techniques for adjusting journal entries as needed.
- Principles and practices of data collection, analysis, and report preparation.

- Record keeping principles and procedures.
- Enterprise Resources Planning (ERP) systems and software related to accounting, payroll and utility billing processes.
- Business letter writing and report preparation.
- Basic arithmetic and statistical techniques.
- Applicable federal, state, and local laws; District, department, and division regulations, codes, policies, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Intermittently review documents related to department operations; observe, identify, and solve technical issues and procedural problems; understand, interpret, and explain department policies and procedures; explain operation and respond to accounting issues for the public and staff.
- Perform detailed accounting, record keeping, and financial office support work accurately and in a timely manner.
- Prepare financial reports and maintain ledgers and journals through the use of spreadsheets and/or word processing.
- Review payroll and other financial documents for completeness and accuracy.
- Learn prescribed formulas for calculation and reconciliation of assigned functions; perform mathematical calculations with speed and accuracy.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Maintain employee privacy related to sensitive, personal payroll data and information.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

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

Equivalent to an Associate degree in accounting, finance, business administration, or closely related field.

**Accounting Technician I**

One (1) year of responsible accounting or utility billing clerical experience.

**Accounting Technician II**

Two (2) years of responsible technical accounting experience including payroll, accounts payable, accounts receivable, utility billing or general ledger experience comparable to an Accounting Technician I.

**CERTIFICATES, LICENSES, REGISTRATIONS**

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

**DISASTER SERVICE WORKER**

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

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is frequently to talk or hear. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually quiet. The employee works in an office environment, which is temperature controlled.

**PHYSICAL DEMANDS**

**Standing**

Average Frequency: Up to 30 minutes.  
 Duration: Seconds to 5 minutes at a time.  
 Maximum Frequency: Up to 1 hour.  
 Duration: Seconds to 5 minutes at a time.  
 Surfaces: Tile, carpet, concrete, asphalt.  
 Description: Performs while communicating with coworkers during informal meetings, operating standard office equipment, accessing file drawers or shelves and performing other described job duties.

**Walking**

Average Frequency: ½ hour to 1 hour.  
 Duration: Seconds to 5 minutes at a time.  
 Maximum Frequency: Average frequency is consistent.  
 Duration: N/A  
 Surfaces: Tile, carpet, concrete, asphalt  
 Description: Within the building, to and from offices, relocating files/paperwork or office supplies, using a cart to transport office supplies or file boxes and performing other described job duties.

**Sitting**

Average Frequency: 7 ½ to 8 hours.  
 Duration: ½ hour to 2 ½ hours at a time.  
 Maximum Frequency: Average frequency is consistent.  
 Duration: N/A  
 Surfaces: Cushioned vehicle seat or office chair.  
 Description: Performs while performing various desk station activities, including using a computer, reading, writing, driving a vehicle, during meetings and performing other described job duties.

**Kneeling/Crouching/Squatting**

Average Frequency: 1 to 2 times.  
 Duration: Seconds at a time.  
 Maximum Frequency: 5 to 10 times.  
 Duration: Seconds at a time.  
 Surfaces: Tile, carpet.  
 Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers, or ground level.

**Crawling**

Not a job requirement.

**Laying On Back/Stomach**

Not a job requirement.

**Climbing/Balancing**

Average Frequency: 0 to 2 times.

Duration: Seconds at a time.  
 Maximum Frequency: Average frequency is consistent.  
 Duration: Seconds at a time.  
 Surfaces: Vehicle floorboard.  
 Description: Performs while entering or exiting a vehicle cab, one step.

### **Reaching**

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

Average Frequency: 6 to 8 times.  
 Duration: Seconds at a time.  
 Maximum Frequency: Average frequency is consistent.  
 Duration: N/A  
 Description: Performs while accessing or placing files, paperwork or binders and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

#### **Between Waist and Shoulder Level:**

Average Frequency: 7 to 8 hours.  
 Duration: Seconds to 15 minutes at a time.  
 Maximum Frequency: Average frequency is consistent.  
 Duration: N/A  
 Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine and scanners, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart to transport office supplies or file boxes, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

#### **Below Waist Level:**

Average Frequency: 1 to 2 times.  
 Duration: Seconds at a time.  
 Maximum Frequency: 5 to 10 times.  
 Duration: Seconds at a time.  
 Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers, or ground level. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

### **Pushing/Pulling**

Average Frequency: 10 to 20 times.  
 Duration: Seconds at a time.  
 Maximum Frequency: Up to 30 times.  
 Duration: Seconds at a time.  
 Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart to transport file boxes or related items. Unilateral or bilateral arm use.

**Twisting/Rotating**

**Waist:**

Not a job requirement.

**Neck:**

Average Frequency: 1 to 2 hours.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: During normal body mechanics, performing general office tasks, driving and performing other described job duties.

**Wrists:**

Average Frequency: Up to 15 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling office supplies and paperwork and performing other described job duties. Unilateral or bilateral hand use.

**Bending**

**Waist:**

Alternated with squatting, employee preference.

**Head/Neck:**

Average Frequency: 1 to 2 hours.

Duration: Seconds to 5 minutes.

Maximum Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Description: Performs during normal body mechanics, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and performing other described job duties.

**Wrists:**

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: During normal body mechanics, performs while handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.



**Lifting/Carrying**

**0 to 10 lbs.**

Objects: Writing utensils, paperwork/files, binders, telephone handset, office supplies, standard office tools and other related items.

Frequency: 1 to 2 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to 15 minutes at a time.

Distance: 0 to 25 feet.

Height: Ground to shoulder or above.

Description: Performs while utilizing a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

**11 to 30 lbs.**

Objects: File box.

Average Frequency: 1 time every 6 months.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Up to 50 feet.

Height: Ground to waist level.

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

**31 to 50 lbs.**

Not a job requirement.

**51 to 75 lbs.**

Not a job requirement.

**76 to 100 lbs.**

Not a job requirement.

**100+ lbs.**

Not a job requirement.

**Simple Grasping**

Average Frequency: 1 to 1 ½ hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

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

**Power Grasping**

Average Frequency: 1 time every 6 months.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

**Fine Manipulation**

Average Frequency: 6 to 7 hours.  
Duration: Seconds to 15 minutes at a time.  
Maximum Frequency: Average frequency is consistent.  
Duration: N/A  
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork, using a ten-key calculator/adding machine, and performing other described job duties. Unilateral or bilateral hand use.

**MACHINES/TOOLS**

Writing utensils  
Computer  
Standard office equipment including copy and fax machines, scanners and printers  
Telephone  
Standard office tools including staplers, stapler removers and other related items  
Vehicle  
Cart  
10-key calculator/adding machine

**WEIGHTS AND MEASURES**

**Items Weighed:**

File box (full) – 30 lbs.

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



# Policy

<b>Policy No.:</b> P700-22-3	<b>Type of Policy:</b> Personnel
<b>Policy Title:</b> New/Revised Job Classifications and Salary	
<b>Policy Description:</b> Non-standard job classifications and/or salary requiring Board approval and adoption	
<b>Approval Date:</b> 8/19/2014	<b>Last Review Date:</b> 2022
<b>Approval Resolution No.:</b> 53-14	<b>Next Review Date:</b> 2026
<b>Rescinded Resolution No.:</b> 71-11	<b>Rescinded Resolution Date:</b> 11/15/2011

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

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

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

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>August 19, 2014</b>	
Reviewed by Committee or Board:	Date:
<b>Board</b>	<b>December 4, 2018</b>
<b>Board</b>	<b>June 21, 2022</b>

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE SALARY RANGES FOR THE REVISED ACCOUNTING TECHNICIAN I/II JOB CLASSIFICATIONS

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

WHEREAS, the District has revised the requirements and responsibilities of the Accounting Technician I/II classifications and set the salary based upon the District's compensation plan; and

WHEREAS, the Accounting Technician I/II job classifications are subject to the provisions of the Memorandum of Understanding between the District and the Stationary Engineer, Local 39 (Local 39) dated December 13, 2021; and

WHEREAS, all meet and confer obligations have been met by the District and Local 39 pertaining to the revisions to the Accounting Technician I/II classifications and salary; and

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

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

1. The salary range for the Accounting Technician I classification is set to \$7,273–\$8,841 per month; and
2. The salary range for the Accounting Technician II classification is set to \$8,000–\$9,725 per month.

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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 21st day of May, 2024, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Ann Marie Johnson, President

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



**TITLE:** Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 47-23

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 47-23.

**DISCUSSION:**

By Resolution No. 47-23, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule, during its regularly scheduled meeting on December 5, 2023. The regulations require that the classification title and salary ranges for all public employee classifications at the District be listed on the publicly available pay schedule and be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” The classifications and corresponding salary ranges listed on the pay schedule are governed by the terms of the Memoranda of Understanding (MOUs), Personal Service Agreements (PSAs), and Salary and Benefits Resolution for Unrepresented Employees previously approved by the Board.

The pay schedule has been updated with the revised salary ranges for the Accounting Technician I/II classifications, which were presented to the Board of Directors in a separate Board agenda item on May 21, 2024.

Originating Department: Office of the General Manager	Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: Operating Budget FY 2024 and FY2025	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	48 of 101	

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

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 47-23

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

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

WHEREAS, by Resolution No. 47-23, the Board adopted pay schedule was approved on December 5, 2023; and

WHEREAS, the pay schedule shall be updated to reflect the revised base salary for the Accounting Technician I/II classifications, effective May 21, 2024, approved by the Board earlier this evening in this regularly scheduled meeting.

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 pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 47-23, attached as Exhibit "B," is hereby rescinded.

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

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 21st day of May, 2024, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Ann Marie Johnson, President

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

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

Non-Exempt, Hourly Classifications					Monthly Salary					Hourly Pay Rate				
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT I	H	2311	12/25/2023	67-21	9,003	9,453	9,927	10,423	10,942	51.9404	54.5365	57.2712	60.1327	63.1269
ACCOUNTING TECHNICIAN I	H	1311	5/21/2024	TBD	7,273	7,637	8,019	8,420	8,841	41.9596	44.0596	46.2635	48.5769	51.0058
ACCOUNTING TECHNICIAN II	H	1312	5/21/2024	TBD	8,000	8,400	8,820	9,261	9,725	46.1538	48.4615	50.8846	53.4288	56.1058
ADMINISTRATIVE ASSISTANT I	H	1611	12/25/2023	16-22	5,970	6,268	6,582	6,911	7,257	34.4423	36.1615	37.9731	39.8712	41.8673
ADMINISTRATIVE ASSISTANT II	H	1612	12/25/2023	16-22	6,568	6,897	7,241	7,602	7,982	37.8923	39.7904	41.7750	43.8577	46.0500
ADMINISTRATIVE ASSISTANT II (y-rated)	H	y1612	12/25/2023	16-22	0	0	0	0	8,419	0.0000	0.0000	0.0000	0.0000	48.5712
ADMINISTRATIVE ASSISTANT I - CONFIDENTIAL	H	4611	12/25/2023	62-22	6,267	6,581	6,910	7,257	7,620	36.1558	37.9673	39.8654	41.8673	43.9615
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL	H	4612	12/25/2023	62-22	6,896	7,240	7,601	7,982	8,381	39.7846	41.7692	43.8519	46.0500	48.3519
CONSTRUCTION INSPECTOR I	H	1431	12/25/2023	16-22	8,824	9,266	9,728	10,214	10,725	50.9077	53.4577	56.1231	58.9269	61.8750
CONSTRUCTION INSPECTOR II	H	1432	12/25/2023	16-22	9,704	10,189	10,699	11,234	11,796	55.9846	58.7827	61.7250	64.8115	68.0538
ELECTRICIAN I	H	1541	12/25/2023	16-22	8,624	9,055	9,509	9,983	10,483	49.7538	52.2404	54.8596	57.5942	60.4788
ELECTRICIAN II	H	1542	12/25/2023	16-22	9,488	9,963	10,460	10,983	11,533	54.7385	57.4788	60.3462	63.3635	66.5365
ENGINEERING/GIS TECHNICIAN I	H	1401	12/25/2023	16-22	8,078	8,482	8,907	9,353	9,820	46.6038	48.9346	51.3865	53.9596	56.6538
ENGINEERING/GIS TECHNICIAN II	H	1402	12/25/2023	16-22	8,888	9,333	9,801	10,290	10,804	51.2769	53.8442	56.5442	59.3654	62.3308
ENVIRONMENTAL CHEMIST I	H	2571	12/25/2023	67-21	9,280	9,743	10,230	10,745	11,279	53.5385	56.2096	59.0192	61.9904	65.0712
ENVIRONMENTAL COMPLIANCE INSPECTOR I (CLEAN WATER)	H	1421	12/25/2023	16-22	7,886	8,281	8,694	9,129	9,586	45.4962	47.7750	50.1577	52.6673	55.3038
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER)	H	1422	12/25/2023	16-22	8,674	9,109	9,564	10,042	10,543	50.0423	52.5519	55.1769	57.9346	60.8250
ENVIRONMENTAL COMPLIANCE INSPECTOR I (PRETREATMENT)	H	1561	12/25/2023	16-22	8,539	8,965	9,413	9,884	10,377	49.2635	51.7212	54.3058	57.0231	59.8673
ENVIRONMENTAL COMPLIANCE INSPECTOR II (PRETREATMENT)	H	1562	12/25/2023	16-22	9,393	9,862	10,354	10,872	11,416	54.1904	56.8962	59.7346	62.7231	65.8615
ENVIRONMENTAL HEALTH & SAFETY TECHNICIAN	h	1582	12/25/2023	16-22	8,000	8,400	8,820	9,261	9,725	46.1538	48.4615	50.8846	53.4288	56.1058
HUMAN RESOURCES ANALYST I	H	4331	12/25/2023	62-22	9,938	10,434	10,955	11,506	12,081	57.3346	60.1962	63.2019	66.3808	69.6981
HUMAN RESOURCES TECHNICIAN	H	4342	12/25/2023	62-22	8,000	8,400	8,820	9,261	9,725	46.1538	48.4615	50.8846	53.4288	56.1058
INFORMATION TECHNOLOGY ANALYST I	H	2371	12/25/2023	67-21	10,625	11,152	11,711	12,298	12,912	61.2981	64.3385	67.5635	70.9500	74.4923
INFORMATION TECHNOLOGY TECHNICIAN I	H	1371	12/25/2023	16-22	7,704	8,088	8,493	8,917	9,363	44.4462	46.6615	48.9981	51.4442	54.0173
INFORMATION TECHNOLOGY TECHNICIAN II	H	1372	12/25/2023	16-22	8,474	8,897	9,341	9,809	10,299	48.8885	51.3288	53.8904	56.5904	59.4173
INSTRUMENTATION AND CONTROLS TECHNICIAN I	H	1551	12/25/2023	16-22	9,306	9,770	10,259	10,772	11,310	53.6885	56.3654	59.1865	62.1462	65.2500
INSTRUMENTATION AND CONTROLS TECHNICIAN II	H	1552	12/25/2023	16-22	10,236	10,747	11,285	11,848	12,442	59.0538	62.0019	65.1058	68.3538	71.7808
INSTRUMENTATION, CONTROLS, AND ELECTRICAL SUPERVISOR	H	3555	12/25/2023	54-21	13,511	14,186	14,896	15,641	16,423	77.9481	81.8423	85.9385	90.3265	94.7481
JUNIOR ENGINEER	H	2400	12/25/2023	67-21	9,869	10,361	10,881	11,421	11,994	56.9365	59.7750	62.7750	65.8904	69.1962
LABORATORY TECHNICIAN	H	1572	12/25/2023	16-22	8,082	8,486	8,911	9,357	9,825	46.6269	48.9577	51.4096	53.9827	56.6827
LABORER - TEMPORARY/RA	H	9600	6/5/2018	28-18	0	0	3,987	4,160	4,334	0.0000	0.0000	23.0000	24.0000	25.0000
MAINTENANCE WORKER I	H	1601	12/25/2023	16-22	6,849	7,191	7,550	7,927	8,324	39.5135	41.4865	43.5577	45.7327	48.0231
MAINTENANCE WORKER II	H	1602	12/25/2023	16-22	7,535	7,911	8,307	8,721	9,157	43.4712	45.6404	47.9250	50.3135	52.8288
MANAGEMENT ANALYST I	H	2611	12/25/2023	67-21	9,435	9,906	10,401	10,922	11,467	54.4327	57.1500	60.0058	63.0115	66.1558
MECHANIC I	H	1531	12/25/2023	16-22	7,930	8,327	8,744	9,180	9,640	45.7500	48.0404	50.4462	52.9615	55.6154
MECHANIC II	H	1532	12/25/2023	16-22	8,724	9,161	9,618	10,099	10,604	50.3308	52.8519	55.4885	58.2635	61.1769
MECHANIC II (CRANE CERTIFIED)	H	1533	12/25/2023	16-22	8,943	9,390	9,859	10,351	10,869	51.5942	54.1731	56.8788	59.7173	62.7058
MECHANICAL SUPERVISOR	H	3535	12/25/2023	54-21	11,436	12,007	12,609	13,243	13,899	65.9769	69.2712	72.7442	76.4019	80.1865
OPERATIONS STOREKEEPER	H	1502	12/25/2023	16-22	7,994	8,394	8,813	9,254	9,718	46.1192	48.4269	50.8442	53.3885	56.0654
OPERATOR-IN-TRAINING	H	1520	12/25/2023	16-22	6,759	7,097	7,453	7,824	8,216	38.9942	40.9442	42.9981	45.1385	47.4000
SENIOR ELECTRICIAN	H	1544	12/25/2023	16-22	10,437	10,958	11,507	12,082	12,686	60.2135	63.2192	66.3865	69.7038	73.1885
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	1564	12/25/2023	16-22	10,333	10,849	11,391	11,961	12,559	59.6135	62.5904	65.7173	69.0058	72.4558
SENIOR INSTRUMENTATION AND CONTROLS TECHNICIAN	H	1554	12/25/2023	16-22	11,260	11,823	12,415	13,035	13,686	64.9615	68.2096	71.6250	75.2019	78.9577
SENIOR MECHANIC	H	1534	12/25/2023	16-22	9,598	10,078	10,581	11,110	11,666	55.3731	58.1423	61.0442	64.0962	67.3038
SENIOR MECHANIC (CRANE CERTIFIED)	H	1535	12/25/2023	16-22	9,838	10,329	10,846	11,387	11,956	56.7577	59.5904	62.5731	65.6942	68.9769
SENIOR PROCESS WASTEWATER TREATMENT PLANT OPERATOR	H	1524	12/25/2023	16-22	10,371	10,889	11,434	12,005	12,606	59.8327	62.8212	65.9654	69.2596	72.7269
SENIOR UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE	H	1354	12/25/2023	16-22	8,090	8,495	8,920	9,365	9,834	46.6731	49.0096	51.4615	54.0240	56.7146



DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR WASTEWATER TREATMENT PLANT OPERATOR	H	1523	12/25/2023	16-22	9,408	9,879	10,372	10,890	11,435	54.2769	56.9942	59.8385	62.8269	65.9712
SENIOR WATER/WASTEWATER SYSTEMS OPERATOR	H	1514	12/25/2023	16-22	10,273	10,788	11,328	11,894	12,488	59.2673	62.2385	65.3538	68.6192	72.0462
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN I	H	1361	12/25/2023	16-22	6,686	7,019	7,370	7,739	8,126	38.5731	40.4942	42.5192	44.6481	46.8808
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN II	H	1362	12/25/2023	16-22	7,354	7,722	8,108	8,513	8,938	42.4269	44.5500	46.7769	49.1135	51.5654
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE I	H	1351	12/25/2023	16-22	5,840	6,132	6,437	6,760	7,098	33.6923	35.3769	37.1365	39.0000	40.9500
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE II	H	1352	12/25/2023	16-22	6,424	6,745	7,082	7,436	7,808	37.0615	38.9135	40.8577	42.9000	45.0462
WASTEWATER TREATMENT PLANT OPERATOR I	H	1521	12/25/2023	16-22	7,775	8,162	8,570	9,000	9,449	44.8558	47.0885	49.4423	51.9231	54.5135
WASTEWATER TREATMENT PLANT OPERATOR II	H	1522	12/25/2023	16-22	8,553	8,980	9,430	9,900	10,396	49.3442	51.8077	54.4038	57.1154	59.9769
WASTEWATER TREATMENT PLANT SUPERVISOR	H	3525	12/25/2023	54-21	12,275	12,888	13,533	14,209	14,921	70.8173	74.3538	78.0750	81.9750	86.0827
WATER/WASTEWATER SYSTEMS OPERATOR I	H	1511	12/25/2023	16-22	8,284	8,697	9,133	9,590	10,069	47.7923	50.1750	52.6904	55.3269	58.0904
WATER/WASTEWATER SYSTEMS OPERATOR II	H	1512	12/25/2023	16-22	9,112	9,567	10,046	10,548	11,075	52.5692	55.1942	57.9577	60.8538	63.8942
WATER/WASTEWATER SYSTEMS OPERATOR II (ON CALL)	H	1513	12/25/2023	16-22	9,339	9,807	10,297	10,813	11,353	53.8788	56.5788	59.4058	62.3827	65.4981
WATER/WASTEWATER SYSTEMS SUPERVISOR	H	3515	12/25/2023	54-21	12,329	12,947	13,594	14,274	14,987	71.1288	74.6942	78.4269	82.3500	86.4635

Exempt Classifications					Monthly Salary					Bi-Weekly Pay Rate				
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	2312	12/25/2023	67-21	9,902	10,398	10,918	11,464	12,036	4570.15	4799.08	5039.08	5291.08	5555.08
ADMINISTRATIVE SERVICES DIRECTOR	S	5307	12/25/2023	62-22	18,388	19,307	20,272	21,286	22,351	8486.77	8910.92	9356.31	9824.31	10315.85
ASSISTANT ENGINEER	S	2401	12/25/2023	67-21	10,855	11,398	11,967	12,565	13,194	5010.00	5260.62	5523.23	5799.23	6089.54
ASSISTANT GENERAL MANAGER	S	5118	12/25/2023	62-22	19,768	20,757	21,794	22,884	24,029	9123.69	9580.15	10058.77	10561.85	11090.31
ASSOCIATE ENGINEER	S	2402	12/25/2023	67-21	12,482	13,107	13,762	14,450	15,173	5760.92	6049.38	6351.69	6669.23	7002.92
CLEAN WATER PROGRAMS ADMINISTRATOR	S	2422	12/25/2023	67-21	11,673	12,257	12,870	13,513	14,188	5387.54	5657.08	5940.00	6236.77	6548.31
ENGINEERING SERVICES DIRECTOR	S	5407	12/25/2023	62-22	18,388	19,307	20,272	21,286	22,351	8486.77	8910.92	9356.31	9824.31	10315.85
ENVIRONMENTAL CHEMIST II	S	2572	12/25/2023	67-21	10,207	10,717	11,253	11,816	12,406	4710.92	4946.31	5193.69	5453.54	5725.85
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS ADMINISTRATOR	S	2582	12/25/2023	67-21	11,442	12,014	12,613	13,246	13,908	5280.92	5544.92	5821.38	6113.54	6419.08
EXECUTIVE SERVICES SUPERVISOR	S	3385	12/25/2023	54-21	12,960	13,608	14,289	15,004	15,753	5981.54	6280.62	6594.92	6924.92	7270.62
FINANCE SUPERVISOR	S	3325	12/25/2023	54-21	12,768	13,407	14,078	14,781	15,520	5892.92	6187.85	6497.54	6822.00	7163.08
FINANCIAL ANALYST	S	2322	12/25/2023	67-21	11,145	11,702	12,288	12,902	13,546	5143.85	5400.92	5671.38	5954.77	6252.00
FINANCIAL SERVICES MANAGER	S	3326	12/25/2023	54-21	15,325	16,089	16,893	17,739	18,624	7073.08	7425.69	7796.77	8187.23	8595.69
GENERAL MANAGER	S	6118	12/23/2023	45-23	0	0	0	0	26,760	0.0000	0.0000	0.0000	0.0000	12350.77
GIS ANALYST	S	2412	12/25/2023	67-21	11,374	11,944	12,539	13,166	13,826	5249.54	5512.62	5787.23	6076.62	6381.23
HUMAN RESOURCES ANALYST II	S	4335	12/25/2023	62-22	10,932	11,479	12,054	12,655	13,288	5045.54	5298.00	5563.38	5840.77	6132.92
HUMAN RESOURCES AND RISK MANAGER	S	4336	12/25/2023	62-22	14,187	14,898	15,641	16,423	17,245	6547.85	6876.00	7218.92	7579.85	7959.23
INFORMATION TECHNOLOGY ANALYST II	S	2372	12/25/2023	67-21	11,684	12,269	12,882	13,526	14,203	5392.62	5662.62	5945.54	6242.77	6555.23
INFORMATION TECHNOLOGY MANAGER	S	3376	12/25/2023	54-21	15,256	16,018	16,820	17,664	18,547	7041.23	7392.92	7763.08	8152.62	8560.15
LABORATORY AND ENVIRONMENTAL COMPLIANCE MANAGER	S	3576	12/25/2023	54-21	13,175	13,834	14,527	15,251	16,016	6080.77	6384.92	6704.77	7038.92	7392.00
LABORATORY SUPERVISOR	S	3575	12/25/2023	54-21	11,738	12,324	12,941	13,588	14,267	5417.54	5688.00	5972.77	6271.38	6584.77
MANAGEMENT ANALYST II	S	2612	12/25/2023	67-21	10,377	10,897	11,441	12,014	12,613	4789.38	5029.38	5280.46	5544.92	5821.38
MECHANICAL SUPERINTENDENT	S	3536	12/25/2023	54-21	13,723	14,409	15,131	15,887	16,681	6333.69	6650.31	6983.54	7332.46	7698.92
OPERATIONS COMPLIANCE MANAGER	S	3596	12/25/2023	54-21	15,141	15,898	16,694	17,528	18,405	6988.15	7337.54	7704.92	8089.85	8494.62
OPERATIONS DIRECTOR	S	5507	12/25/2023	62-22	18,388	19,307	20,272	21,286	22,351	8486.77	8910.92	9356.31	9824.31	10315.85
PRETREATMENT PROGRAMS ADMINISTRATOR	S	2562	12/25/2023	67-21	10,801	11,340	11,908	12,503	13,127	4985.08	5233.85	5496.00	5770.62	6058.62
PRINCIPAL ELECTRICAL ENGINEER	S	3546	12/25/2023	54-21	15,834	16,625	17,455	18,328	19,246	7308.00	7673.08	8056.15	8459.08	8882.77
PRINCIPAL ENGINEER	S	3406	12/25/2023	54-21	15,834	16,625	17,455	18,328	19,246	7308.00	7673.08	8056.15	8459.08	8882.77
PRINCIPAL WATER/WASTEWATER SYSTEMS ENGINEER	S	3506	12/25/2023	54-21	15,834	16,625	17,455	18,328	19,246	7308.00	7673.08	8056.15	8459.08	8882.77
PUBLIC AFFAIRS PROGRAM ADMINISTRATOR	S	2142	12/25/2023	67-21	11,481	12,056	12,659	13,291	13,956	5298.92	5564.31	5842.62	6134.31	6441.23
PUBLIC AFFAIRS SPECIALIST	S	2122	12/25/2023	67-21	10,318	10,833	11,376	11,945	12,542	4762.15	4999.85	5250.46	5513.08	5788.62
PUBLIC AFFAIRS SUPERVISOR	S	3125	12/25/2023	54-21	13,133	13,789	14,480	15,205	15,965	6061.38	6364.15	6683.08	7017.69	7368.46

DSRSD Pay Schedule  
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR ENGINEER	S	3405	12/25/2023	54-21	14,032	14,734	15,470	16,243	17,055	6476.31	6800.31	7140.00	7496.77	7871.54
SENIOR ENVIRONMENTAL CHEMIST	S	2574	12/25/2023	67-21	11,229	11,790	12,380	12,999	13,648	5182.62	5441.54	5713.85	5999.54	6299.08
SENIOR HUMAN RESOURCES ANALYST	S	4334	12/25/2023	62-22	12,025	12,627	13,257	13,921	14,617	5550.00	5827.85	6118.62	6425.08	6746.31
SENIOR INFORMATION TECHNOLOGY ANALYST	S	2374	12/25/2023	67-21	12,852	13,495	14,170	14,879	15,623	5931.69	6228.46	6540.00	6867.23	7210.62
SENIOR MANAGEMENT ANALYST	S	2614	12/25/2023	67-21	11,415	11,986	12,585	13,214	13,875	5268.46	5532.00	5808.46	6098.77	6403.85
SENIOR QUALITY ASSURANCE CHEMIST	S	2564	12/25/2023	67-21	11,229	11,790	12,380	12,999	13,648	5182.62	5441.54	5713.85	5999.54	6299.08
SPECIAL ASSISTANT TO THE GENERAL MANAGER	S	5107	12/25/2023	62-22	15,988	16,788	17,628	18,509	19,435	7379.08	7748.31	8136.00	8542.62	8970.00
VISUAL COMMUNICATIONS SPECIALIST	S	2132	12/25/2023	67-21	10,318	10,833	11,376	11,945	12,542	4762.15	4999.85	5250.46	5513.08	5788.62
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	3526	12/25/2023	54-21	15,543	16,320	17,136	17,994	18,893	7173.69	7532.31	7908.92	8304.92	8719.85
WATER/WASTEWATER SYSTEMS SUPERINTENDENT	S	3516	12/25/2023	54-21	14,798	15,537	16,313	17,128	17,986	6829.85	7170.92	7529.08	7905.23	8301.23

RESOLUTION NO. 47-23

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 43-23

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

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

WHEREAS, by Resolution No. 43-23, the Board-adopted pay schedule was approved on November 7, 2023; and

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

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

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

WHEREAS, the Board amended the Unrepresented Employees Salary and Benefits Resolution, effective December 20, 2022; and

WHEREAS, the specific language of the labor contracts and salary and benefits resolution establish new base salaries effective the first day of the first pay period of calendar year 2024.

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

1. That the pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 43-23, attached as Exhibit "B," is hereby rescinded.
2. That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

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ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 5th day of December, 2023, and passed by the following vote:

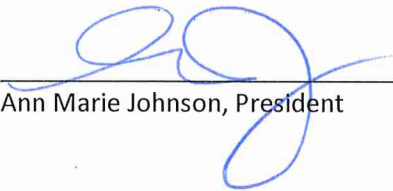
AYES: 5 – Directors Georgean M. Vonheeder-Leopold, Dinesh Govindarao, Richard M. Halket, Arun Goel, Ann Marie Johnson

NOES: 0

ABSENT: 0

ATTEST:

  
Nicole Genzale, District Secretary

  
Ann Marie Johnson, President



**TITLE:** Receive Presentation on 2023 Annual Water Quality Report

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on the District's 2023 Annual Water Quality Report.

**DISCUSSION:**

On May 21, 2024, staff will provide a presentation on the District's 2023 Annual Water Quality Report. The preparation of the Annual Water Quality Report is required by the Code of Federal Regulations (40 CFR Part 141 Subpart O), the California Health & Safety Code §116470, and California Code of Regulations, Title 22, Article 20. The Annual Water Quality Report contains information on the quality of the drinking water delivered by water systems and characterizes the risks (if any) from exposure to contaminants detected in the drinking water in an accurate and understandable manner. The report must include information about the source water; plainly worded definitions of maximum contaminant level (MCL), primary drinking water standard, and public health goal; detections of regulated contaminants; and detections of unregulated contaminants for which monitoring is required. The report must be published by July 1 of every year, and a certification of completion must be submitted to the Division of Drinking Water by October 1 of every year.

This year the [Annual Water Quality Report](#) (Attachment 1) was made available to the public on April 30. Notifications to customers were mailed out on May 1 and will continue through the June 15 billing cycle. Consistent with state law, the report includes information on regulated and unregulated contaminants in drinking water delivered to customers, an overview of the source water, definitions to help consumers understand the water quality tables, and a section devoted to frequently asked questions concerning aesthetic parameters related to water quality such as taste, odor, and hardness. The Annual Water Quality Report highlights that the drinking water that DSRSD delivers is heavily regulated and the quality of the drinking water delivered in 2023 met or exceeded federal and state drinking water standards.

<b>Originating Department: Operations</b>	<b>Contact: K. Fournier/D. Gill</b>	<b>Legal Review: Not Required</b>
<b>Financial Review: Not Required</b>	<b>Cost and Funding Source: N/A</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – 2023 Annual Water Quality Report</b> <b>Attachment 2 – Presentation Slides</b>	
<input type="checkbox"/> Resolution <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation	55 of 101	



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*

# 2023 ANNUAL WATER QUALITY REPORT

*April 30, 2024*

This report contains important information about your drinking water. Please contact Dublin San Ramon Services District (DSRSD) at 7051 Dublin Boulevard, Dublin CA 94568 or (925) 828-0515 for assistance.

Este informe contiene información importante sobre su agua potable. Póngase en contacto con Dublin San Ramon Services District (DSRSD) acudiendo a 7051 Dublin Boulevard, Dublin CA 94568 o llamando al (925) 828-0515 para recibir ayuda en español.

本报告包含您的饮用水相关的重要信息。如需中文帮助，请联系都柏林圣拉蒙服务区 (Dublin San Ramon Services District, DSRSD)，地址：7051 Dublin Boulevard, Dublin CA 94568 或电话：(925) 828-0515。

इस रपॉर्ट में आपके पीने के जल से सम्बंधित महत्वपूर्ण जानकारी है। हृदी में सहायता के लिए, Dublin San Ramon Services District (DSRSD) को 7051 Dublin Boulevard, Dublin CA 94568 अथवा (925) 828-0515 पर संपर्क करें।

## A Message from the General Manager

Dublin San Ramon Services District (DSRSD) is pleased to present the 2023 Annual Water Quality Report to provide our customers with important information about their potable (drinking) water. DSRSD purchases all of its potable water from Tri-Valley wholesaler Zone 7 Water Agency (Zone 7). The results of the water quality monitoring performed by Zone 7 and DSRSD confirm water delivered to customers met or exceeded all state and federal standards in 2023.

### Addressing forever chemicals in the water

Per- and polyfluoroalkyl substances (PFAS) are a group of manmade chemicals that have been used extensively since the 1940s to make consumer products waterproof, stain-resistant, or nonstick. Recognizing that PFAS are contaminants of emerging concern in drinking water, the U.S. Environmental Protection Agency (U.S. EPA) created new standards for water agencies to detect and respond to PFAS, and the State of California is in the process of creating similar standards.

Zone 7 actively monitors for PFAS in its water supplies and takes action to protect the public from PFAS exposure. In 2023, Zone 7 opened a PFAS treatment facility at Stoneridge Well to remove PFAS from its groundwater. The first of its kind in northern California, this facility will help ensure that the drinking water de-

livered to our customers complies with the new regulatory limits for PFAS. See page 4 for more information.

### Conservation as a way of life

Over the past several years Californians have come to expect extreme shifts in weather, moving from severe drought to historic wet weather events almost overnight. It is more crucial than ever that we work together to reduce water waste and save water for future droughts. DSRSD customers are eligible to apply for water-saving rebates through Zone 7 at [www.dsrds.com/rebates](http://www.dsrds.com/rebates).

### Ensuring a reliable water supply

DSRSD recognizes the importance of a resilient water supply for our customers now and for the future. To address droughts and other future uncertainties, DSRSD is collaborating with Zone 7 and other Tri-Valley water agencies to develop a diverse and climate-resilient water portfolio. Learn more about the Tri-Valley's water supply challenges and solutions at [www.trivalleywater.org](http://www.trivalleywater.org).

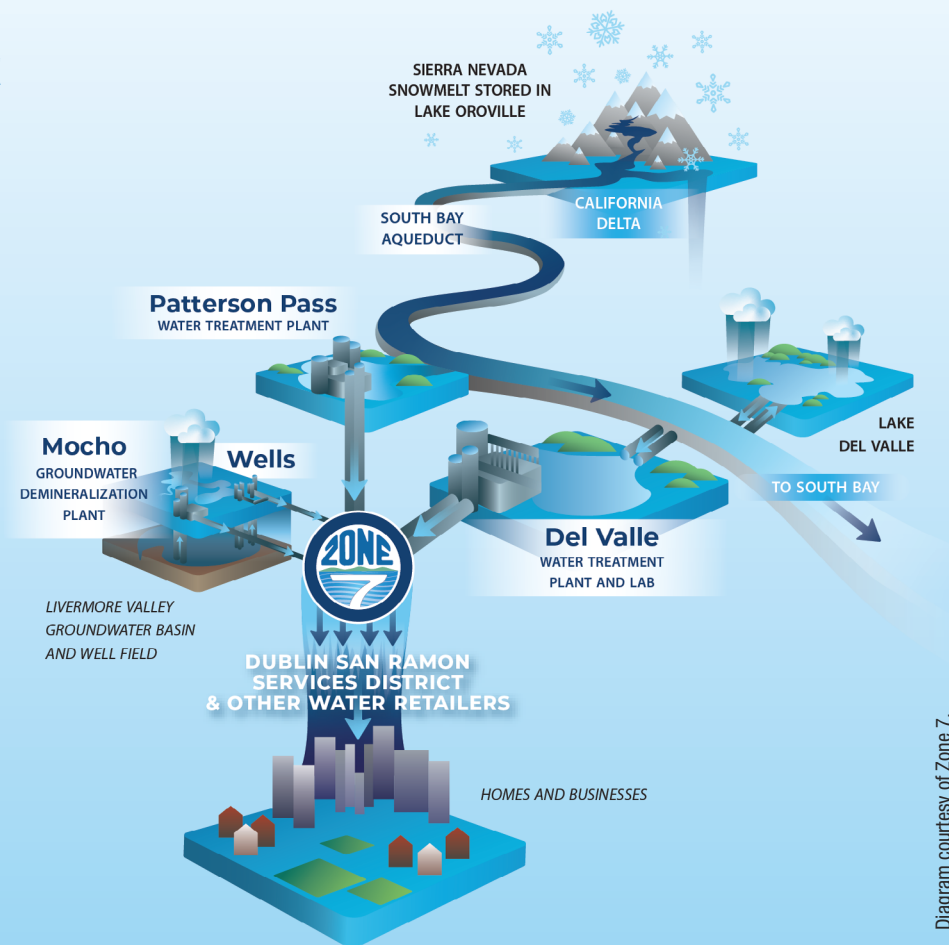
*Jan Lee, General Manager*



# SOURCES OF OUR POTABLE WATER

DSRSD purchases all of its potable water from Zone 7. This water comes from three sources: In 2023, about 95% was imported surface water from the California State Water Project and local rain runoff stored in Del Valle Reservoir, and about 5% was groundwater from local wells.

The surface water supply starts in the Sierra Nevada as rain and snow melt. Conveyed by the State Water Project from Lake Oroville on the Feather River in northern California, it travels through the Sacramento River, the Delta, and the South Bay Aqueduct to Zone 7's Del Valle and Patterson Pass treatment plants. When State Water Project allocations are restricted, more of our water comes from local sources. Learn more at <https://youtu.be/2F-T9DKNpDA?si=4nHihneBxOWII6RL>.



## Water Quality Standards Regulate Contaminants

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

### Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, that may come from wastewater treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, that can be naturally occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.

- Radioactive contaminants, that can be naturally occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U.S. EPA and the State Water Resources Control Board (State Water Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. State Water Board regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

Additional information on water safety is available from the State Water Board, Division of Drinking Water (DDW) at [www.waterboards.ca.gov/drinking\\_water/safedrinkingwaterplan](http://www.waterboards.ca.gov/drinking_water/safedrinkingwaterplan).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline 1(800) 426-4791.

Primary drinking water standards set maximum contaminant levels (MCL) and maximum residual disinfectant levels (MRDL) for substances that affect health, along with monitoring and reporting requirements for these substances and water treatment requirements. Secondary standards protect the odor, taste, and appearance of drinking water. Secondary standards do not have public health goals (PHG) because they are not based on health concerns.

## How We Monitor Water Quality

### Monitoring for Contaminants

DSRSD employees collect representative samples from numerous locations throughout the water distribution system. These samples undergo analysis in the District's laboratory, which is certified by the State Water Board DDW Environmental Laboratory Accreditation Program. Zone 7 monitors source water quality continuously online and through collecting samples for laboratory analysis. In all, DSRSD and Zone 7 test for more than 178 water quality parameters.

### Treatment and Disinfection

Zone 7 disinfects and removes pollutants from surface water using a multi-barrier approach, and groundwater is chloraminated (chlorine and ammonia) to maintain a disinfectant residual in the distribution system. After receiving treated water from Zone 7, DSRSD maintains a consistent residual level of disinfectant in its distribution system and flushes pipelines to prevent bacterial growth.

### Source Water Assessment

Zone 7 draws from a diverse portfolio of drinking water sources, including local and imported surface water as well as groundwater from wells. The agency carefully monitors all these sources to ensure their continued quality and to protect the safety of our water supply.

A source water assessment is conducted on each groundwater well as required by the State Water Board. Sanitary surveys for surface water supplies are conducted every five years. The latest sanitary survey for the California Delta and the State Water Project was conducted in 2022. Access to the sanitary survey can be found at [www.zone7water.com/post/source-water-assessment-reports](http://www.zone7water.com/post/source-water-assessment-reports).

Protecting our source water is an important part of providing safe drinking water to the public that meets the stringent Zone 7 water quality goals. By monitoring for potential contaminants, the agency can proactively address threats to water quality. For example, groundwater sources can be vulnerable to releases from chemical/petroleum pipelines, leaking tanks, groundwater contamination plumes, septic tanks, and wastewater collection systems. Surface water can become contaminated as it travels through the Sacramento and San Joaquin watersheds and the Delta. After leaving the Delta, water is transported to Zone 7 via the South Bay Aqueduct. The aqueduct water quality can become polluted from local cattle grazing, wildfires, wildlife activities, and recreational activities in the watersheds of the Bethany and Del Valle reservoirs. In order to deliver high-quality water, Zone 7 proactively participates in activities to improve water supply reliability and the water quality of the South Bay Aqueduct.

Copies of any public outreach materials, source water assessment reports or sanitary surveys are available by calling Pony Yim, Zone 7 Water Quality Chemist, at (925) 454-5791.

### 2023 Water Quality Test Results

The tables on pages 7 and 8 show the average level and range of each contaminant detected in the DSRSD water supply in 2023. All water supplied to customers during 2023 met the regulatory standards set by the state and federal governments. Additional unregulated parameters, such as sodium and water hardness, are included in the tables to assist customers in making health or economic decisions.

## Important Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. U.S. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline 1(800) 426-4791.

### Minimizing Exposure to Lead

Lead was not detected above the regulatory action level in the DSRSD water supply in the 2022 sampling event. If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. DSRSD is responsible for providing high-quality drinking water but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at [www.epa.gov/lead](http://www.epa.gov/lead).

Every three years, DSRSD is required to test the indoor tap water from a sample of homes built before 1986, when plumbing fixtures were allowed to contain lead. The District's next lead and copper sampling event will be in 2025; the last sampling event was conducted in 2022. The U.S. EPA requires that 90 percent of the samples be below the regulatory action level of 15 parts per billion. The District's results were much better than this standard. Out of the 48 homes included during the 2022 sampling event, no homes were at or above the regulatory action level. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline, 1(800) 426-4791, or at [www.epa.gov/lead](http://www.epa.gov/lead).

### Testing for Lead in Schools

In 2017, the State Water Board DDW required water systems to test for lead in schools if school districts requested to be tested. The California legislature then passed Assembly Bill 746 requiring water systems to test for lead in drinking water at all public K-12 schools by July 1, 2019. The testing involves sampling water at taps throughout the school—drinking fountains and kitchen facilities. DSRSD provides water to 20 public and 5 private K-12 schools in its service area. By the end of 2018, the District had tested all public schools and one private school (St. Raymond School was the only private school that requested lead testing). All tests were below the action level. Lead sampling information and results can be found at [www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/leadsamplinginschools.html](http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/leadsamplinginschools.html).



# PROTECTING OUR WATER SUPPLY IN THE AGE OF FOREVER CHEMICALS

With concern growing about the presence of “forever chemicals” known as PFAS in some water supplies, Zone 7 continues to actively monitor for PFAS in its water supplies and has been proactively addressing PFAS.

## What are PFAS?

Per- and polyfluoroalkyl substances (PFAS) are a large group of manmade substances that have been extensively used since the 1940s in common consumer products designed to be waterproof, stain-resistant, or nonstick. In addition, they have been used in fire-retarding foam and various industrial processes. PFAS are contaminants of emerging concern in drinking water due to a host of health impacts and the tendency of PFAS to accumulate in groundwater. There is growing evidence that long-term exposure above specific levels to certain PFAS can lead to adverse health effects such as developmental effects to fetuses during pregnancy or breastfed infants; cancer; or liver, immunity, thyroid, and other effects. PFAS can be measured in nanograms per liter (ng/L). One ng/L is equivalent to one drop of water in 20 Olympic sized swimming pools.

## PFAS Regulatory Update

The science on PFAS and impacts to the environment and public health have prompted regulatory actions in recent years.

### Federal EPA Efforts

In April 2024, the U.S. EPA adopted the first national primary drinking water regulation, which established legally enforceable levels called Maximum Contaminant Levels (MCLs) for six (6) PFAS compounds. The regulation requires that water agencies complete initial monitoring for six PFAS compounds by 2027. When PFAS levels are found to exceed certain levels, the agencies have until 2029 to implement solutions to reduce PFAS. After 2029, water agencies that have PFAS in drinking water which violated one or more of the PFAS MCLs must take action to reduce levels of these PFAS in their drinking water and must provide notification to the public of the violation. See the table to the right for U.S. EPA enforceable levels:

### California DDW Efforts

The State Water Board DDW is still in the process of establishing regulatory standards for PFAS chemicals in drinking water. While regulatory standards are being set, California has implemented drinking water advisory levels for four (4) PFAS compounds. See the table to the right for DDW current health-based advisory levels:



Diagram courtesy of Zone 7.

PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS) FEDERAL LEVELS (ng/L)	
PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS)	U.S. EPA MCL (ENFORCEABLE LEVELS) <sup>2</sup>
Perfluorooctanoic acid (PFOA)	4 ng/L
Perfluorooctanesulfonic acid (PFOS)	4 ng/L
Perfluorohexanesulfonic acid (PFHxS)	10 ng/L
Perfluorobutanesulfonic acid (PFBS)	-
Perfluorononanoic acid (PFNA)	10 ng/L
Hexafluoropropylene oxide dimer acid (HFPO-DA, Gen X Chemicals)	10 ng/L
Mixtures containing two or more of PFHxS, PFNA, HFPO-DA and PFBS	1 (unitless) Hazard Index

PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS) STATE LEVELS (ng/L)		
PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS)	STATE WATER BOARD DDW (ADVISORY LEVELS) <sup>1</sup>	
	NOTIFICATION LEVEL	RESPONSE LEVEL
Perfluorooctanoic acid (PFOA)	5.1 ng/L	10 ng/L
Perfluorooctanesulfonic acid (PFOS)	6.5 ng/L	40 ng/L
Perfluorohexanesulfonic acid (PFHxS)	3 ng/L	20 ng/L
Perfluorobutanesulfonic acid (PFBS)	500 ng/L	5000 ng/L
Perfluorononanoic acid (PFNA)	No levels established	
Hexafluoropropylene oxide dimer acid (HFPO-DA, Gen X Chemicals)	No levels established	
Mixtures containing two or more of PFHxS, PFNA, HFPO-DA and PFBS	No levels established	

<sup>1</sup> When a contaminant is found at concentrations greater than its advisory level, certain notification requirements and recommendations apply.

<sup>2</sup> Although the federal limits have been finalized, water agencies will have until 2029 to comply with the enforceable levels.



Ribbon cutting ceremony at the Stoneridge PFAS treatment facility. Photo courtesy of Zone 7.

## Actions Taken in Response to PFAS Detections

Zone 7 manages the water supply served to DSRSD. Zone 7 has conducted and completed a PFAS Potential Source Investigation and other PFAS studies that are available on Zone 7’s website. In addition to the studies, Zone 7 is actively monitoring for PFAS across its groundwater basin and surface water supply. In 2023, Zone 7 opened a new treatment facility at their Stoneridge well location which uses ion exchange treatment to remove PFAS. The agency is in the process of planning, designing, and building a second PFAS treatment facility at their Chain of Lakes well location. The second facility is projected to be in operation in Summer 2024. In addition, Zone 7 is currently conducting a study to determine the most effective treatment option for the Mocho wells location. A reverse osmosis (RO) membrane treatment facility already removes PFAS at these wells, but additional treatment capacity is required to meet the new PFAS standards. The study is expected to be finished by

the end of 2024, followed by design and construction phases.

Zone 7 continues to be proactive in operating its water supply systems to ensure the water supply from PFAS-affected groundwater wells remains below the response levels. These operational proactive measures include treatment at the Stoneridge Treatment Facility, blending well water and/or treatment through the Mocho Groundwater Demineralization Facility.

DSRSD is conducting testing for PFAS compounds during the EPA’s Unregulated Contaminant Monitoring Rule study in 2023-2024. The first quarter results are available in this Annual Water Quality Report.

## How can you learn more about PFAS in your drinking water?

To learn more about PFAS in your water supply you can visit Zone 7’s PFAS page at [www.zone7water.com/pfas-information](http://www.zone7water.com/pfas-information).

JANUARY - DECEMBER 2023 WATER QUALITY DATA - CONTAMINANTS DETECTED IN TREATED WATER SUPPLY PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS) GUIDANCE LEVELS, established by the State Water Board								
SOURCES	PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS)	RESPONSE LEVEL	NOTIFICATION LEVEL	CCRDL	SURFACE WATER		GROUNDWATER	
					AVERAGE	RANGE	AVERAGE	RANGE
§	Perfluorobutanesulfonic Acid (PFBS), ng/L	5000*	500	3	ND	NA	ND	ND - 5
§	Perfluorooctane Sulfonic Acid (PFOS), ng/L	40†	6.5	4	ND	NA	6	ND - 27
§	Perfluorooctanoic Acid (PFOA), ng/L	10†	5.1	4	ND	NA	ND	NA
§	Perfluorohexane Sulfonic Acid (PFxS), ng/L	20*	3	3	ND	NA	5	ND - 21‡
§	Perfluorohexanoic Acid (PFHxA), ng/L	NA	NA	3	ND	NA	ND	ND - 4

**Abbreviations/Units:** CCRDL = Consumer Confidence Report Detection Level (State Water Board established), ng/L = Nanograms per liter, NA = Not Applicable, ND = Monitored for but not detected at or above CCRDL.

\* Response level for PFBS and PFHxS are based on a single sample result.

† Response level for PFOA and PFOS are based on running annual average values.

‡ A sample at the Mocho Groundwater Demineralization Plant (MGDP) exceeded the PFHxS response level due to a brief flow surge during well startup on Feb 2, 2023. Operational procedures were modified to prevent future incidents. Subsequent samples were all below the response level.

§ Various man-made sources.

# TERMS USED

**AL—Regulatory Action Level:** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

## **COL—Chain of Lakes**

**CCRD—Consumer Confidence Report Detection Level:** The reporting level of a contaminant as defined by the U.S. EPA UCMR5 minimum reporting levels for 25 U.S. EPA 533 PFAS constituents.

**DLR—Detection Limit for Purposes of Reporting:** Established by the State Water Board, DDW.

**MCL—Maximum Contaminant Level:** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

**MCLG—Maximum Contaminant Level Goal:** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. EPA.

**mg/L—Milligrams per liter**, or parts per million (ppm)

**µg/L—Micrograms per liter**, or parts per billion (ppb)

**µS/cm—Microsiemens per centimeter**

**MRL—Method Reporting Level**

**MRDL—Maximum Residual Disinfectant Level:** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

**MRDLG—Maximum Residual Disinfectant Level Goal:** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

**NA—Not Applicable**

**ND—Not Detected:** Monitored for, but not detected at or above DLR or MRL. ND or value in range column indicates more than one analysis was performed during the year.

**ng/L - Nanograms per liter**

**NTU—Nephelometric Turbidity Units:** A measurement of turbidity as determined by the ratio of the intensity of light scattered by the sample to the intensity of the incident light.

**PHG—Public Health Goal:** The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California EPA.

**pCi/L—Picocuries per liter**

**RAA—Running Annual Average**

**TT—Treatment Technique:** A required process intended to reduce the level of a contaminant in drinking water.



## Sources of Contaminants

The major sources of regulated contaminants are listed below and correspond to numbers in the columns labeled “Sources.”

- 1 Human and animal fecal waste
- 2 Byproduct of drinking water disinfection
- 3 Drinking water disinfectant added for treatment
- 4 Water additive that promotes strong teeth; erosion of natural deposits; discharge from fertilizer and aluminum factories
- 5 Soil runoff
- 6 Various natural and man-made sources
- 7 Erosion of natural deposits; discharge of drilling wastes; and discharge from metal refineries
- 8 Erosion of natural deposits; discharge from mines and industrial wastes.
- 9 Erosion of natural deposits and discharge from fertilizer and aluminum factories
- 10 Erosion of natural deposits; runoff from fertilizer use; and leaching from septic tanks and sewage
- 11 Erosion of natural deposits
- 12 Substances that form ions when in water; seawater influence
- 13 Runoff/leaching from natural deposits; seawater influence
- 14 Runoff/leaching from natural deposits; industrial wastes
- 15 Runoff/leaching from natural deposits
- 16 Naturally-occurring minerals
- 17 Erosion of natural deposits; internal corrosion of household water plumbing systems; discharges from industrial manufacturers
- 18 Erosion of natural deposits; internal corrosion of household water plumbing systems; leaching from wood preservatives



# 2023 WATER QUALITY TEST RESULTS

LEAD AND COPPER RULE						
This rule is applicable to DSRSD's direct customers only. Per DDW approval, compliance monitoring is conducted once every three years. Data from August - September 2022 monitoring is summarized below:						
SOURCES	CONTAMINANT	NO. OF SAMPLES COLLECTED	90 <sup>TH</sup> PERCENTILE LEVEL DETECTED	NUMBER OF SITES EXCEEDING AL	AL	PHG
17	Lead (µg/L)	48	5.1	None	15	0.2
18	Copper (mg/L)	48	0.59	None	1.3	0.3

UNREGULATED CONTAMINANT MONITORING RULE 4 (UCMR4)					
U.S. EPA's fourth Unregulated Contaminant Monitoring Rule (UCMR4) requires monitoring of 30 contaminants between 2018 and 2020. Unregulated contaminant monitoring helps U.S. EPA and the State Water Board to determine where certain contaminants occur and whether the contaminants need to be regulated. The detected contaminants are from 2019.					
SOURCES	UNREGULATED CONTAMINANTS (UNITS)	MCL	MRL	AVERAGE	RANGE
2	Haloacetic Acids (five) (HAA <sub>5</sub> ) µg/L	No Standard	NA	3.2	<0.2 - 13
2	Haloacetic Acids (six) (HAA <sub>6</sub> ) Brominated µg/L	No Standard	NA	5.6	<0.2 - 25
2	Haloacetic Acids (nine) (HAA <sub>9</sub> ) µg/L	No Standard	NA	7.6	<0.2 - 31
14	Manganese µg/L	No Standard	0.40	0.45	NA

UNREGULATED CONTAMINANT MONITORING RULE 5 (UCMR5)					
UCMR5 which requires monitoring of 29 per- and polyfluoroalkyl substances (PFAS) and lithium was finalized in December 2021 with quarterly sample collection scheduled in 2023-2024. Contaminants were not detected in the samples for the sampling conducted in December 2023 and March 2024.					

## January - December 2023 Water Quality Data, Contaminants Detected in the Water Supply

Primary and Secondary Drinking Water Standards, established by the State Water Board DDW.

See page 2 for definition of Primary and Secondary Standards.

PRIMARY DRINKING WATER STANDARDS - DSRSD DISTRIBUTION SYSTEM						
SOURCES	CONTAMINANTS (UNITS)	MCL	DLR (MRL)	PHG (MCLG), [MRDLG]		
1	E. Coli	**		(0)	Total Number of Positive Samples: 1***	
2	Total trihalomethanes (TTHMs), (µg/L)	80	1 <sup>Δ</sup>	NA	Highest Locational RAA: 36	Range of All Samples: 2.4 - 48
2	Haloacetic acids (five) (HAA <sub>5</sub> ), (µg/L)	60	1 <sup>Δ</sup>	NA	Highest Locational RAA: 32	Range of All Samples: 1.0 - 53
3	Chloramines as Chlorine (mg/L)	MRDL = 4.0		[4]	Systemwide RAA: 2.3	Range of All Samples: 0.060 - 3.5
4	Fluoride (mg/L)	2	0.1	1	Systemwide Average: 0.8	Range of All Samples: 0.1 - 1

\*\* Under the California Total Coliform Rule, the MCL is exceeded if there is: (a) Any E. coli positive repeat following a total coliform positive sample, (b) A total coliform positive repeat, following an E. coli positive routine sample, (c) Failure to take all required repeat samples following an E. coli positive routine sample, or (d) Failure to test for E. coli when any repeat sample tests positive for total coliform.

\*\*\* Although E. coli was detected, the water system was not in violation of the E. coli MCL.

Δ TTHMs each component DLR is 1 µg/L. HAAs each component DLR is 1 µg/L except Monochloroacetic acid that has DLR of 2 µg/L.



Lake Oroville. Photo courtesy of the California Department of Water Resources, 2024.

PRIMARY DRINKING WATER STANDARDS - TREATED WATER SUPPLY								
SOURCES	CONTAMINANTS (UNITS)	MCL	DLR (MRL)	PHG, (MCLG), [MRDLG]	SURFACE WATER		GROUNDWATER	
5	Turbidity (NTU)	TT = 1 NTU Maximum		NA	Highest Level Found = 0.1 NTU		NA	
		TT = 95% of samples ≤ 0.3 NTU		NA	% of samples ≤ 0.3 NTU = 100%		NA	
6	Total Organic Carbon	TT = Quarterly RAA Removal Ratio ≥ 1.0		NA	Lowest Quarterly RAA Ratio = 1.2		NA	
INORGANIC CHEMICALS					AVERAGE	RANGE	AVERAGE	RANGE
7	Barium (mg/L)	1	0.1	2	ND	NA	ND	ND - .26
8	Selenium (µg/L)	50	5	30	ND	NA	ND	ND - 7
9	Fluoride (mg/L)	2	0.1	1	ND	NA	ND	ND - 0.1
10	Nitrate as Nitrogen (mg/L)	10	0.4	10	ND	ND - 1.5	3	0.8 - 3.9
RADIONUCLIDES					AVERAGE	RANGE	AVERAGE	RANGE
11	Gross Alpha particle activity (pCi/L) <sup>◇</sup>	15	3	(0)	3	3	ND	ND - 5
11	Uranium (pCi/L)	20	1	0.43	ND	ND	ND	ND - 4

◇ Gross alpha data is from 2017 except Hopyard Well 9 that was sampled in 2022.

SECONDARY DRINKING WATER STANDARDS								
SOURCES	CONTAMINANTS (UNITS)	MCL	DLR (MRL)	PHG, (MCLG), [MRDLG]	SURFACE WATER		GROUNDWATER	
					AVERAGE	RANGE	AVERAGE	RANGE
12	Conductivity (µS/cm)	1600		--	333	137 - 645	792	270 - 1054
13	Chloride (mg/L)	500		--	35	8 - 115	85	30 - 126
14	Sulfate (mg/L)	500	0.5	--	38	16 - 75	54	15 - 97
15	Total Dissolved Solids (mg/L)	1000		--	195	75 - 368	485	157 - 718
5	Turbidity (NTU)	5	(0.05)	--	ND	ND - 0.11	ND	ND - 0.16
14	Color, Unit	15	0		ND	ND - 2.5	ND	NA
14	Manganese, µg/L	50	10		ND	ND - 22	ND	NA
5	Foaming Agents (MBAS), µg/L	500	100	--	ND	NA	ND	ND - 100
ADDITIONAL PARAMETERS — Included to assist consumers in making health or economic decisions, i.e. low sodium diet, water softening, etc.								
16	Alkalinity as calcium carbonate (mg/L)	—		—	76	37 - 114	253	82 - 368
16	Boron (µg/L)	—	100	—	82	ND - 200	625	500 - 850
16	Total Hardness as calcium carbonate (mg/L)	—		—	73	29 - 120	301	81 - 473
16	Potassium (mg/L)	—		—	2.0	1.0 - 4.4	1.9	0.7 - 2.5
16	Sodium (mg/L)	—		—	46	18 - 102	68	30 - 84
16	pH (units)	—		—	8.8	8.2 - 9.4	7.8	7.5 - 8.9
16	Silica (mg/L)	—		—	11	6.6 - 13	22	7.7 - 28

# CONTAMINANTS NOT DETECTED IN ZONE 7 WATER SUPPLY

**NONE** of these contaminants were detected at or above the Detection Limit for Purposes of Reporting (DLR) in the Zone 7 water supply during 2023 monitoring.

PRIMARY DRINKING WATER STANDARDS			
<b>Organic Chemicals:</b> Volatile Organic Chemicals (VOCs)	Benzene Carbon Tetrachloride 1,2-Dichlorobenzene 1,4-Dichlorobenzene 1,1-Dichloroethane 1,2-Dichloroethane 1,1-Dichloroethylene cis-1,2-Dichloroethylene trans-1,2-Dichloroethylene	Dichloromethane 1,2-Dichloropropane 1,3-Dichloropropene Ethylbenzene Methyl-tert-butyl ether (MTBE) Monochlorobenzene Styrene 1,1,2,2-Tetrachloroethane Tetrachloroethylene	Toluene 1,2,4-Trichlorobenzene 1,1,1-Trichloroethane 1,1,2-Trichloroethane Trichloroethylene Trichlorofluoromethane 1,1,2-Trichloro-1,2,2-Trifluoroethane Vinyl Chloride Xylenes
<b>Organic Chemicals:</b> Synthetic Organic Chemicals (SOCs)	Alachlor Atrazine Bentazon Benzo(a)pyrene Carbofuran Chlordane 2,4-D Dalapon Dibromochloropropane (DBCP) Di(2-ethylhexyl)adipate Di(2-ethylhexyl)phthalate Dinoseb	Diquat Endothall Endrin Ethylene Dibromide (EDB) Glyphosate Heptachlor Heptachlor Epoxide Hexachlorobenzene Hexachlorocyclopentadiene Lindane Methoxychlor	Molinate Oxamyl Pentachlorophenol Picloram Polychlorinated Biphenyls Simazine Thiobencarb Toxaphene 2,3,7,8-TCDD (Dioxin) 1,2,3-Trichloropropane (TCP) 2,4,5-TP (Silvex)
Inorganic Chemicals	Aluminum Arsenic Antimony Asbestos Beryllium	Cadmium Chromium Cyanide Mercury Nickel	Nitrite (as nitrogen) Perchlorate Thallium Zinc
Radionuclides	Radium-226 Radium-228	Beta/photon emitters Tritium	Strontium-90

SECONDARY DRINKING WATER STANDARDS			
Aluminum	Copper	Iron	Methyl-tert-butylether (MTBE)
Odor-Threshold	Silver	Thiobencarb	



# QUESTIONS AND ANSWERS ABOUT OUR WATER

## Why does the taste of our tap water sometimes change?

Many factors can affect the taste of water. DSRSD's water is a blend of surface water and ground-water. The blend changes throughout the year and these variations can change taste and odor. Chlorine used to disinfect the water supply occasionally produces a chemical smell. Rapid algae growth in the Delta can cause an earthy or musty taste or smell. (These algae "blooms" can occur at any time but are most common from late spring through early fall.) None of the changes in taste or odor cause health concerns about water consumption.

Rotting food in the garbage disposal or bacteria in the P-trap under the drain can also cause a foul smell. To get rid of the odor, fill the sink with hot water, add an ounce of household bleach, and allow the water to drain slowly. If you have a water filter on your faucet or refrigerator, be sure to change it as often as recommended. Otherwise it becomes a breeding ground for bacteria that not only taste or smell foul but can make you sick.

## Why does our water taste different than EBMUD's?

East Bay Municipal Utility District (EBMUD) gets most of its water from the Mokelumne River watershed and channels it into an aqueduct east of the Delta. The water never passes through the Delta and that's why it tastes different than DSRSD's water, which is a blend of surface water that has flowed through the Delta and groundwater extracted from local wells.

## What is being done to improve water taste and address algae?

During warm months when algae blooms are more likely in the Delta, the California Department of Water Resources applies copper sulfate, and Zone 7 utilizes ozone to destroy some of the taste-and-odor-causing compounds released by algae. Ozonation improves overall water quality by destroying organic matter, reducing the formation of chlorine by-products, and treating other contaminants of emerging concern. Learn more at [www.zone7water.com/post/earthymusty-taste-and-odor-water](http://www.zone7water.com/post/earthymusty-taste-and-odor-water).

## What do you advise about water softeners?

DSRSD discourages customers from installing salt-regenerated water softeners because they add excess amounts of salt to our wastewater, which in turn increases the salinity of recycled water used for irrigation. The salt in recycled water seeps back into our groundwater basin where it degrades the quality of our drinking water supply. Zone 7 operates a demineralization plant to remove salt from groundwater, but this is an expensive process. The more softened water that is used in DSRSD, the higher the costs for all customers.

If having soft water is important to you, please consider using an exchange tank service. An exchange tank service company will install portable water softening tanks at your home and replace them on a regular schedule. The company disposes of the brine in the tanks under controlled conditions so it never enters DSRSD's wastewater, recycled water, or groundwater basin. Learn more at [www.dsrsd.com/your-account/water-quality/water-softeners](http://www.dsrsd.com/your-account/water-quality/water-softeners).

## How hard is our water?

Naturally occurring calcium and magnesium cause water to be "hard." We measure hardness by the amount of calcium carbonate in the water, expressed either as milligrams per liter (mg/L) or grains per gallon (gpg). Our water in 2023 was soft to very hard, in the range of 28-199 mg/L or 1.6-11.6 gpg. Because our water is a variable blend of surface and groundwater, hardness changes throughout the year and by location in DSRSD. Visit [www.zone7water.com/post/questions-about-hard-water](http://www.zone7water.com/post/questions-about-hard-water).



## Does our tap water contain fluoride?

Yes. Fluoride occurs naturally and is added to promote strong teeth. Voters in DSRSD's service area approved fluoridation in 1974, and treatment began in 1977. DSRSD complies with the optimal level of 0.7 milligrams of fluoride per liter of water (mg/L) and control range of 0.6 to 1.2 mg/L, as required by federal and state regulations. Information about fluoridation, oral health, and current issues is available from [www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/Fluoridation.html](http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/Fluoridation.html).



## What is being done to improve water hardness?

Zone 7 has a demineralization plant to slow down the buildup of salts and minerals in our groundwater basin and reduce the hardness of groundwater pumped from the Mocho Well Field in western Pleasanton.

## Contact Us

We encourage public interest and participation in District decisions affecting water service and other District business. Board meetings occur on the first and third Tuesday of every month at 6 p.m. at our district office:

DSRSD Boardroom  
7051 Dublin Blvd.  
Dublin, CA

The public is welcome. For agendas, minutes, and video recordings of past meetings, visit the District website.

### District website:

[www.dsrdsd.com](http://www.dsrdsd.com)

### Technical information regarding water quality:

Kristy Fournier  
Laboratory and Environmental  
Compliance Manager  
(925) 875-2322  
[fournier@dsrdsd.com](mailto:fournier@dsrdsd.com)

### General information:

Erin Steffen  
Public Affairs Program Administrator  
/ Public Information Officer  
(925) 875-2295  
[steffen@dsrdsd.com](mailto:steffen@dsrdsd.com)

### Service or bill inquiries:

Customer Service  
(925) 828-8524  
[customerservice@dsrdsd.com](mailto:customerservice@dsrdsd.com)

### Water conservation:

(925) 875-2245  
[www.dsrdsd.com/outreach/water-conservation](http://www.dsrdsd.com/outreach/water-conservation)

### Board of Directors:

Ann Marie Johnson, President  
Arun Goel, Vice President  
Richard Halket, Director  
Georgian Vonheeder-Leopold,  
Director  
Dinesh Govindarao, Director  
[board@dsrdsd.com](mailto:board@dsrdsd.com)

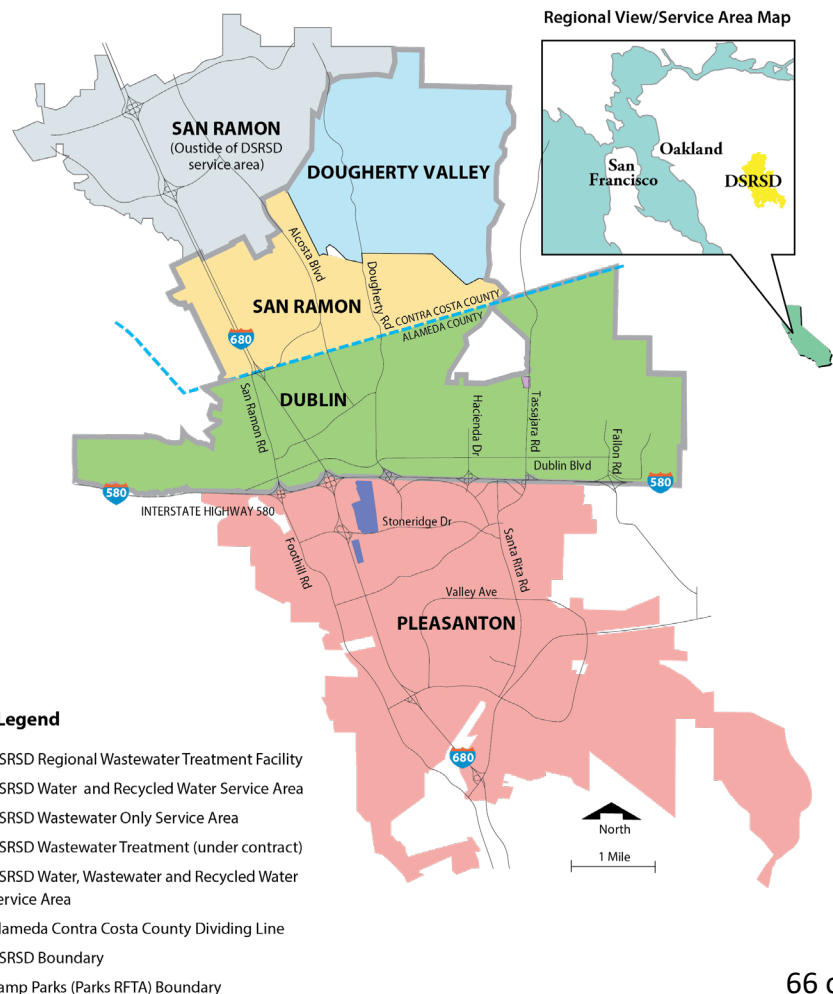


Photo courtesy of California Department of Water Resources, 2023.

The Del Valle Reservoir south of Livermore stores local rain runoff and is part of the Tri-Valley's surface water supply.

## Service Area

A public agency founded in 1953, DSRSD distributes water, recycles water, and collects, treats, and disposes of wastewater for 196,000 people in Dublin, Pleasanton, and the southern and Dougherty Valley portions of San Ramon.





# Annual Water Quality Report

**DSRSD Board Meeting**

*May 21, 2024*

*Kristy Fournier,*

*Laboratory and Environmental Compliance Manager*



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*



# Agenda

- » Background
- » Drinking Water Standards
- » Contaminants of Emerging Concern
- » Customer Frequently Asked Questions



**Dublin San Ramon  
Services District**

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# 2023 ANNUAL WATER QUALITY REPORT

*April 30, 2024*

## Background

- Data from January 1<sup>st</sup> – December 31<sup>st</sup>
- Must be made available by July 1<sup>st</sup>
- Certification of delivery is due October 1<sup>st</sup>

# Drinking Water: Testing

- **>42,000 analytes tested annually**
- **178 different chemical or microbiological analytes**
- **Drinking water meets or exceeds State and Federal Standards**







# DRINKING WATER STANDARDS

# Common Terms

## » Primary Standards– health effects

- Maximum Contaminant Limit (MCL)
- Action Limit (AL)

## » Secondary Standards- aesthetic effects

- Secondary Maximum Contaminant Limit (sMCL)



# Lead and Copper

- » Lead and Copper Rule Sampling
  - 48 samples collected in 2022
  - No detections above the regulatory levels for copper or lead
- » Lead Testing in Schools
  - 2017 State Water Board Requirement
  - Tested 24/25 schools
  - All results below the regulatory level for lead



# Primary Contaminants Detected

## » Distribution System

- Chloramines
- Disinfection by-products
- Fluoride
- *E.coli*

## » Source Water

- Surface water treatment
  - TOC and Turbidity
- Erosion of naturally occurring deposits
  - Inorganic Chemicals
  - Radiological
- Run-off from soil
  - nitrate



# Secondary Contaminants and Additional Parameters

## » Secondary Standards

- Conductivity
- Chloride
- Sulfate
- Total Dissolved Solids
- Turbidity
- Color
- Manganese
- Foaming agent

## » Additional Parameters

- Alkalinity
- Boron
- Total Hardness
- Potassium
- Sodium
- pH
- Silica



# CONTAMINANTS OF CONCERN



# Per- and Polyfluoroalkyl Substances (PFAS)

## » Detected

### ■ Groundwater

- Perfluorobutanesulfonic acid (PFBS)
- Perfluorooctane sulfonic acid (PFOS)
- Perfluorohexane sulfonic acid (PFHxS)
- Perfluorohexanoic acid (PFHxA)

# PFAS: Zone 7 Water Agency Treatment

## » Stoneridge Facility

- Open: Summer of 2023
- Treatment: Ion Exchange

## » Chain of Lakes

- Planned to open: Summer of 2024
- Treatment: Ion Exchange

## » Mocho Facility

- Conceptual design
- Planned to open: 2026 or 2027





# Unregulated Contaminant Monitoring Rule

## » UCMR 4 (2018-2020)

- 30 contaminants
- Detected
  - Disinfection by-products
  - Manganese

## » UCMR 5 (2023-2025)

- 30 contaminants (29 PFAS & Lithium)
- No detections



# FREQUENTLY ASKED QUESTIONS



# FAQs

- » Taste and odor
- » Hardness and total dissolved solids
- » Water softeners



## Taste and Odor

- Del Valle
  - Completed in Summer of 2020
  - \$49 million dollar investment
  - 40 MGD
- Patterson
  - Completed in Summer of 2022
  - \$110 million dollar investment
  - 24 MGD



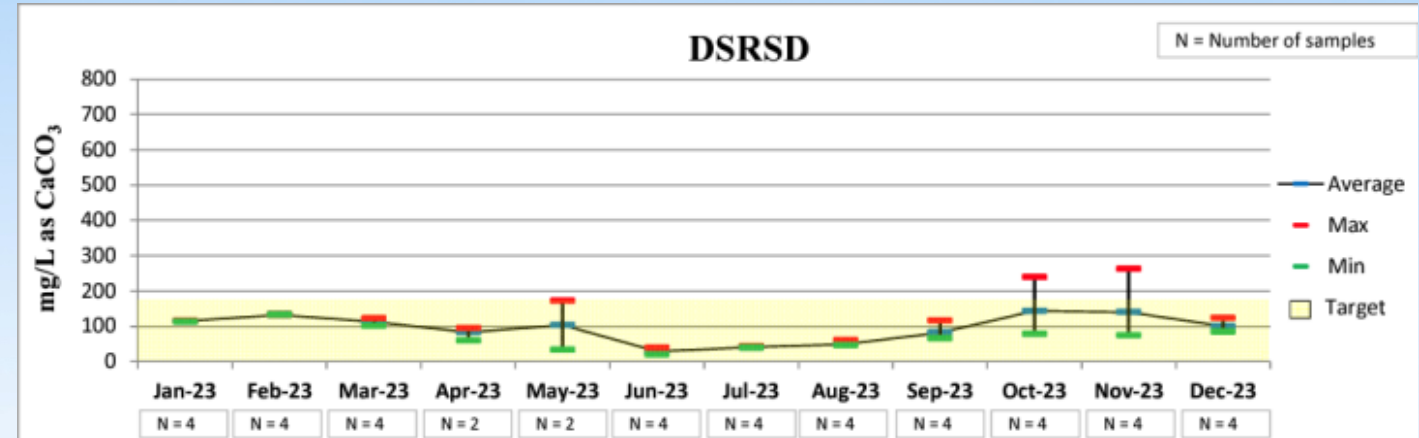
# Hardness

- » No health related limit or aesthetic limit
- » Cause: Natural occurring minerals in the source water

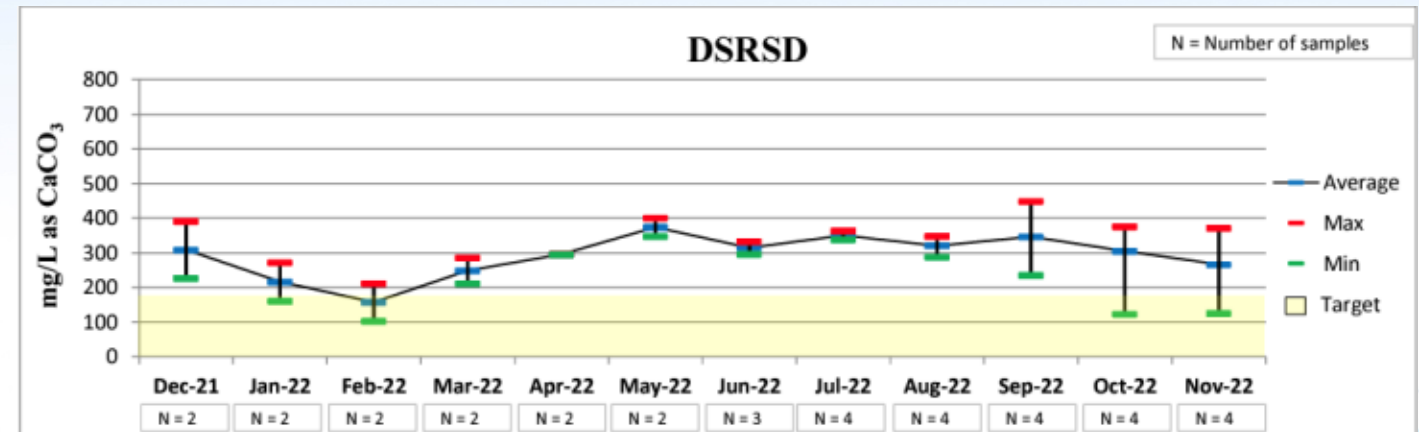
Hardness Classification	Calcium Carbonate Concentration (mg/L)
Soft	0-60
Moderately Hard	61-120
Hard	121-180
Very Hard	>180

# Hardness

» 2023 Wet Year



» 2022 Dry Year



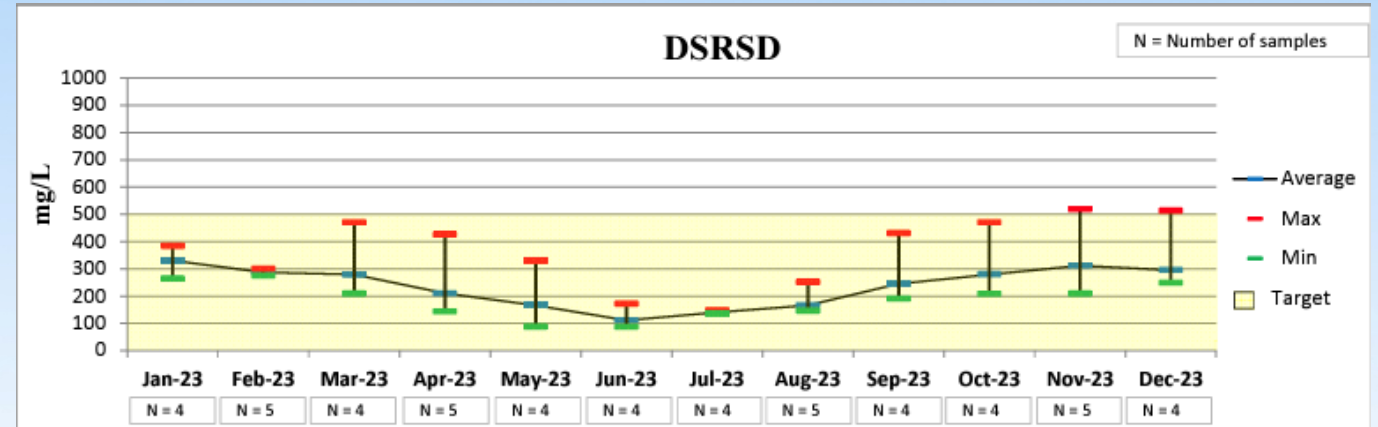


# Total Dissolved Solids (TDS)

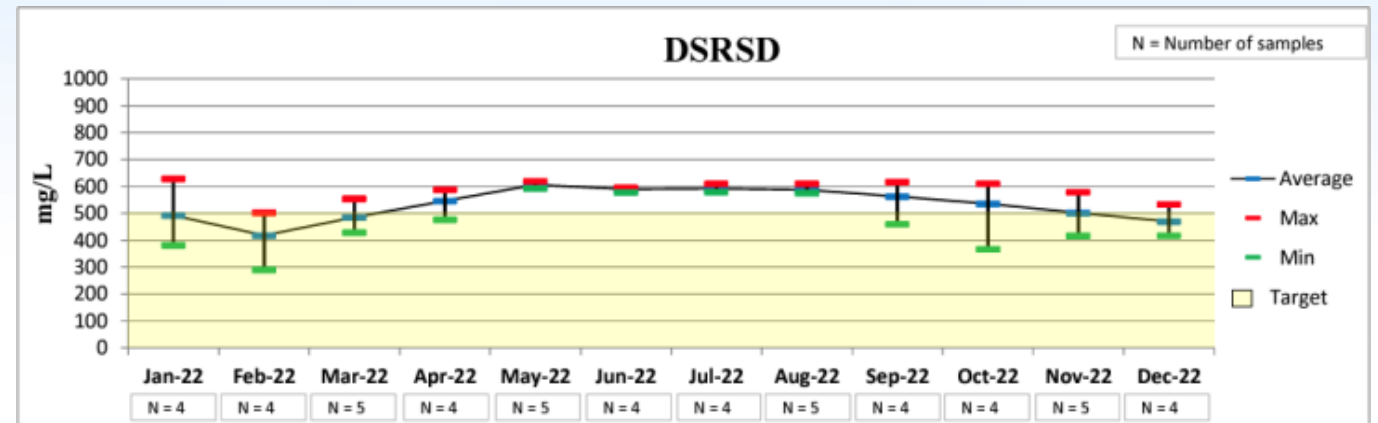
- » Cause: Natural occurring minerals in the source water
- » No health related limit
- » Secondary limit for TDS: 1000 mg/L
  - Consumer acceptance limit
    - Target: 500 mg/L- may notice taste, odor, scaling, hardness
    - Upper Limit: 1000mg/L
    - Short Term: 1,500 mg/L

# Total Dissolved Solids

» 2023 Wet Year



» 2022 Dry Year



# Water Softeners

- Types

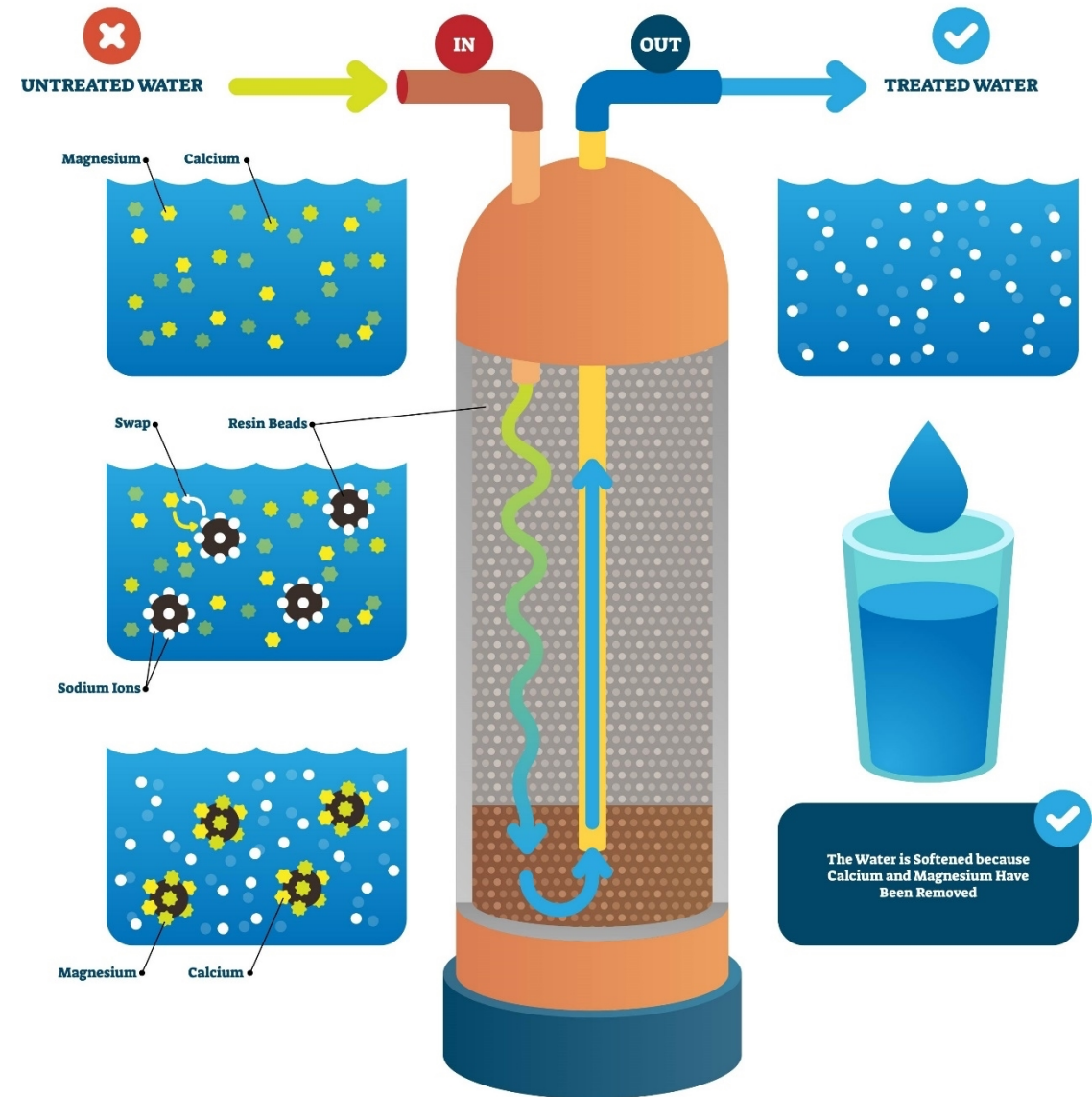
- Ion exchange: substitute Ca and Mg with Na ions
- Salt-free softeners

- No salt-regenerated water softener

- District Code, section 5.20.120
- Degrades recycled water quality

- If a water softener is desired

- Exchange tank service
- Salt-free softener





# Summary

- » **2023 Annual Water Quality Report now available**
- » **The drinking water provided to customers is frequently tested**
- » **Drinking water served meets and often exceeds drinking water standards**
- » **Water quality aesthetics are being addressed by Zone 7**



**Dublin San Ramon  
Services District**

*Water, wastewater, recycled water*

**Questions?**



**TITLE:** Receive Presentation on 2024 Water Supply Conditions and Long-term Water Resiliency Efforts

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on 2024 water supply conditions and long-term water resiliency efforts.

**SUMMARY:**

The District's Strategic Plan includes a goal to *"Improve the resiliency of the District's water supplies against future uncertainties."* Combined, the Strategic Plan and Water Resiliency policy (P300-21-1) provides guidance for the District to work collaboratively with Zone 7 Water Agency, the Tri-Valley water retailers, and other partner agencies on efforts to build a resilient and sustainable water supply future for District customers. On May 21, staff will provide the Board with a presentation on the status and progress made on water resiliency efforts in support of the District's Water Resiliency policy and Strategic Plan goal. The presentation will include a review of Zone 7's Annual Water Sustainability Report for 2024 and updates on long-term water resiliency projects and conservation efforts.

**BACKGROUND:**

The District receives its drinking water supplies from the Zone 7 Water Agency (Zone 7). Zone 7 is a State Water Project contractor that wholesales treated water to four retail water agencies: DSRSD, City of Livermore, City of Pleasanton, and Cal Water Livermore District. Zone 7 also delivers non-treated water supplies for agricultural uses and treated water to several direct customers.

Zone 7's primary source of supply is imported water delivered through the State Water Project. The State Water Project is a water storage and delivery system of reservoirs, natural waterways, aqueducts, and pumping plants that convey water more than 700 miles (two-thirds the length of California) from Oroville Reservoir through the Bay-Delta, and down to Southern California. Along the way, the State Water Project supplies water to 29 contractors, including Zone 7, who deliver water for urban and agricultural uses in Northern California, the Bay Area, the San Joaquin Valley, the Central Coast, and Southern California.

In addition to State Water Project supplies, Zone 7 also has a combination of other water supplies and storage facilities it uses to meet customer water demands. These include the following:

- Local surface water runoff captured in Del Valle Reservoir
- Local groundwater storage in the Livermore Valley Main Groundwater Basin (Main Basin)
- Local groundwater and surface water stored in former quarry lakes (Chain of Lakes)
- Non-local groundwater storage in the Semitropic Water Storage District and Cawelo Water District (Kern County groundwater banks)
- Short-term water transfers and exchanges with other water agencies

The quantity of water that Zone 7 delivers from each potential water supply source and storage facility varies each year based on a variety of factors, including hydrologic conditions and customer demands. On average, approximately 90% of Zone 7's water supply is imported through the State Water Project, and 10% is supplied through local runoff. Zone 7 conjunctively manages its groundwater and surface water supplies. In the years when Zone 7 had excess surface water supplies, surface water was stored in the Main Basin and Kern County groundwater banks. The stored surface water is

Originating Department: Engineering and Technical Services	Contact: I. Suroso/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Water Resiliency policy (P300-21-1)	



then available to be extracted from the groundwater basins during dry conditions when Zone 7's State Water Project supplies are insufficient to meet customer demands.

In addition to purchasing drinking water from Zone 7, DSRSD also delivers recycled water for irrigation. On average, approximately 25% of the District's water demands are met with recycled water.

#### **DISCUSSION:**

The District's 2024-2028 Strategic Plan includes the following goal and action items in support of the District's mission and vision:

*"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"*

The District's Water Resiliency policy (P300-21-1) provides guidance for building a resilient and sustainable water supply future for District customers. The Water Resiliency policy emphasizes the need for collaborative partnerships, advocates for an "all of the above" approach to exploring projects that build water resiliency for the Tri-Valley and prioritizes local and sustainable water projects that contribute to regional self-reliance.

On May 21, staff will provide the Board with a presentation on the status and progress made on the following water resiliency efforts in support of the District's Water Resiliency policy and Strategic Plan goal.

#### **2024 Annual Water Sustainability Report:**

In accordance with Zone 7's Water Supply Reliability policy, Zone 7's goal is to supply water that meets 100% of Municipal and Industrial (M&I) demands 90% of the time and at least 85% of M&I demands 99% of the time. Zone 7's Water Supply Reliability policy requires an annual review of sustainable water supplies and a demonstration of Zone 7's ability to meet water delivery requests over the next five years. The findings of this review are summarized in the Annual Water Sustainability Report that is presented to the Zone 7 Board each April and used by Zone 7 to determine whether a water shortage condition exists, and the associated response actions that need to be implemented. Any such actions will be coordinated with Tri-Valley's treated water retailers, including DSRSD.

On April 17, the Zone 7 Board received the 2024 Annual Water Sustainability Report for calendar years 2024–2028. Zone 7 projects being able to meet delivery requests over the next five years, assuming a 30% allocation from the State Water Project in 2024, followed by critically dry conditions in 2025 and 2026 and average hydrologic conditions in 2027 and 2028. Since Zone 7 prepared the 2024 Annual Water Sustainability Report, the Department of Water Resources has increased the 2024 State Water Project allocation to 40%.

Following an historically wet 2023 water year, Zone 7 started 2024 with the Main Basin storage at 96% of total capacity (245,000 acre-feet out of 254,000 acre-feet), of which 128,000 acre-feet is reserved for emergencies. Zone 7 also has 95,600 acre-feet of water stored in the Kern County groundwater banks.

#### **Long-term Water Resiliency Efforts:**

Long-term water resiliency efforts include:

- **Zone 7 Long-term Water Projects** – In April 2023, Zone 7 completed its 2022 Water Supply Evaluation (WSE) Update. The 2022 WSE Update uses a new water supply risk model with enhanced capabilities to evaluate a mix of water supply, conveyance, and storage projects that could be implemented to diversify and increase the long-term resiliency of the Tri-Valley's water supplies. A summary of the projects being explored by Zone 7 is provided in Table 1. The 2022 WSE concludes that multiple projects are required long-term to meet Zone 7's Water Supply Reliability policy goals.

- Supplemental Recycled Water Supplies – In partnership with the East Bay Municipal Utility District (EBMUD) and the DSRSD-EBMUD Recycled Water Authority (DERWA), the District is continuing to pursue supplemental supplies needed to expand the recycled water program. In March 2024, DERWA completed the [DERWA Recycled Water Supply Management Plan](#), which provides updated recycled water demand and supply projections and a roadmap for implementing strategies and projects needed to meet future recycled water demands.
- Long-term Conservation Framework (“Making Conservation a California Way of Life”) – In May 2018, Governor Brown signed Senate Bill 606 (Hertzberg) and Assembly Bill 1668 (Friedman) into law to establish a new foundation for long-term improvements in water conservation and drought planning to adapt to climate change and the resulting longer and more intense droughts in California. In September 2022, Senate Bill 1157 (Hertzberg) was signed into law, further lowering the indoor residential water use standard. Regulations to implement the new conservation laws are scheduled to go into effect in January 2025 and include a phased schedule of water use targets.

The District is currently preparing a comprehensive Water Conservation Master Plan to review the District’s current conservation programs and additional measures that will be needed to achieve the District’s water efficiency targets and comply with the new water regulations. This study is anticipated to be completed in the spring of 2025. The District will be required to be in compliance with the new water use objectives starting in 2027, which become increasingly more stringent over time. By 2040, the State Water Resources Control Board will start enforcement for non-compliance of the water use objectives.

**Table 1. Summary of Zone 7 Potential Long-term Water Reliability Projects**

Reference: Zone 7 Draft 2022 Water Supply Evaluation Update, March 2023

Potential Project	Description	Zone 7 Average New Supply	Zone 7 New Storage	New Conveyance	Estimated Online Date
Delta Conveyance Project (DCP)	The DCP involves construction of two new intake facilities in the North Delta and a single tunnel under the Delta to convey water from the new intakes to the existing Bethany Reservoir on the California Aqueduct. The purpose of the DCP is to modernize aging State Water Project infrastructure and restore and protect the reliability of State Water Project deliveries. The Delta is a critical conveyance component of the State Water Project, which diverts water in the South Delta for delivery to State Water Project contractors south of the Delta, such as Zone 7.	6,500 AFY of restored SWP supply	—	Single tunnel with total capacity of 6,000 cfs	2040
Sites Reservoir	Sites is a new off-stream reservoir located in Glenn and Colusa counties that would capture and store excess stormwater flows from the Sacramento River. Sites has a proposed storage capacity of 1.5 million acre-feet. Sites can be operated in coordination with the State Water Project and Central Valley Project reservoirs (e.g., Oroville, Shasta, Folsom), thereby increasing the flexibility and reliability of statewide water supplies. In addition to water supply and storage benefits, Sites will also provide a dedicated allocation of water for the environment.	8,000 AFY	62,340 AF	—	2030
Los Vaqueros Expansion (LVE)	The Los Vaqueros Reservoir is an off-stream reservoir located in Contra Costa County and is owned and operated by Contra Costa Water District. LVE proposed to expand the reservoir by an additional 115,000 acre-feet, bringing the new total capacity to 275,000. In addition to the expansion of the reservoir, LVE intends to construct the Transfer-Bethany Pipeline and other supporting facilities. The Transfer-Bethany Pipeline provides Zone 7 with an alternative conveyance route to bring water supplies into the Tri-Valley.	—	10,000 AF	Transfer-Bethany Pipeline with total capacity of 300 cfs	2030
Bay Area Regional Desalination Project (BARDP)	BARDP is a regional project that seeks to desalinate brackish water from the Delta to provide water supply to participating Bay Area water agencies. The project proposes construction of a desalination plant in eastern Contra Costa County. Brackish water would be diverted using Contra Costa Water District's existing Mallard Slough Pump Station and the desalination plant would remove the salts from the source water to produce fresh water. The proposed desalination plant has a planned production capacity of up to 20 million gallons per day.	5,600 AFY	—	None, but likely would be paired with LVE and/or EBMUD Reliability Intertie for conveyance	2030
Potable Reuse	Potable reuse involves constructing advanced treatment and supporting facilities needed to purify wastewater effluent to a level suitable for augmenting drinking water supplies either through indirect methods (e.g., groundwater recharge) or direct methods (e.g., raw water augmentation upstream of Zone 7's Del Valle Water Treatment Plant). Potable reuse in the Tri-Valley would include a partnership between Zone 7 and its retailers. Potable reuse operations were assumed to occur year-round with Livermore providing year-round wastewater supplies and DSRSD providing seasonal wastewater supplies. The assumed yields do not account for the potential reduction of wastewater flows due to conservation regulations that have set statewide lower indoor water use targets.	8,800 – 9,600 AFY	—	—	2030 with expansion in 2040

Potential Project	Description	Zone 7 Average New Supply	Zone 7 New Storage	New Conveyance	Estimated Online Date
Chain of Lakes (COLs) and COLs Pipeline	The COLs are a series of former and active gravel quarry pits located in the Tri-Valley in Pleasanton and Livermore. The COLs will ultimately consist of ten lakes named Lakes A through I and Cope Lake, connected through a series of conduits. Zone 7 currently owns Lake I and Cope Lake and expects Lakes A and H to be transferred to Zone 7 within the next few years once reclamation is completed. The remaining lakes will be transitioned to Zone 7 over the next decades, likely through 2060. Zone 7 envisions using the COLs for water management and building a pipeline to connect the COLs to Zone 7's water system. The COLs could store State Water Project water and also capture additional stormwater and local runoff.	3,000 AFY	150,572 AFY	Pipeline with total capacity of 20 MGD	N/A
EBMUD Reliability Intertie	This project is a proposed 30-inch diameter treated water pipeline to connect EBMUD and Zone 7's systems on the west side of Zone 7's transmission system. The reliability intertie provides alternative conveyance and could be used to deliver imported treated water to Zone 7 in case the Delta and/or South Bay Aqueduct are experiencing an outage.	—	—	10 MGD	N/A
Water Transfers	Transfers involve the purchase of water from willing sellers to supplement Zone 7's existing water supplies. The availability and pricing of water transfers are subject to water market conditions. Generally, water transfers are less expensive in wet years when extra water is available and more expensive in dry years when extra water is scarce. The 2022 WSE Update results show that transfers are likely to be needed near-term to meet Zone 7's Water Supply Reliability goals, prior to long-term projects coming online.	10,000 AFY	—	—	2023 to 2030

Abbreviations:

AF = acre-feet

AFY = acre-feet per year

cfs = cubic feet per second

MGD = million gallons per day



# Policy

<b>Policy No.:</b> P300-21-1	<b>Type of Policy:</b> Operations
<b>Policy Title:</b> Water Resiliency	
<b>Policy Description:</b> Provides guidance for building a resilient and sustainable water supply future for District customers	
<b>Approval Date:</b> 4/20/2021	<b>Last Review Date:</b> 2021
<b>Approval Resolution No.:</b> 22-21	<b>Next Review Date:</b> 2023
<b>Rescinded Resolution No.:</b> 89-15	<b>Rescinded Resolution Date:</b> 10/20/2015

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

1. Reliably meet existing and projected water demands within the District's water service area by supplying water to meet 100% of customer water demands 90% of the time and at least 85% of customer water demands 99% of the time.
2. Collaborate with local and regional partners to build a resilient and sustainable water supply through implementation of a diverse portfolio of water supply, conveyance, and storage projects that provides flexibility to manage our water system against future uncertainties.
3. Advocate for the continued exploration and development of a broad array of projects that have the potential to improve water resiliency for the Tri-Valley, such as Bay Area Regional Desalination, Delta Conveyance, Interties, Los Vaqueros Reservoir and Transfer Bethany Pipeline, Potable Reuse, Sites Reservoir, Water Transfers, and Expanded Recycled Water Programs.
4. Prioritize the use of locally available and sustainable water supply sources and projects that contribute to regional self-reliance.
5. Advance the development of near-term water resiliency projects through local partnerships and seek grant funding to facilitate project implementation and reduce costs to District customers.
6. Support efforts by other agencies to pursue grant funding for statewide and regional projects that improve water resiliency for District customers.



**Policy No.:** P300-21-1**Policy Title:** Water Resiliency

7. Ensure that during droughts and other water supply shortage conditions, Zone 7 Water Agency allocates water between the treated water retailers in an equitable manner that recognizes water use efficiency and investments in new water supplies that reduce potable water demands.
8. Meet the State's long-term water use and water loss efficiency standards by promoting reasonable and efficient use of water supplies through conservation programs and water optimization tools and technologies.
9. Maximize treated wastewater effluent as a valuable water resource and minimize environmental pollution to the San Francisco Bay by recycling 100% of the flows that enter the Regional Wastewater Treatment Plant, apart from treatment residual (brine).
10. Advocate for programs to protect and enhance the quality of drinking water delivered to District customers.



**TITLE:** Receive Presentation on Residential Graywater Systems

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on residential graywater systems.

**SUMMARY:**

In 2022, during the height of the last drought when outdoor watering restrictions were in place, the Board requested information on residential graywater systems as an alternative to using potable water for outdoor residential irrigation. Graywater is untreated household wastewater generated from hand washing, laundry, and bathing. This wastewater can be diverted from the household sewer to irrigate outdoor plants and landscape. Graywater is different than potable tap water and requires specific measures for its safe reuse and to avoid potential cross-connection with the potable water system. On May 21, staff will provide the Board with a presentation on residential graywater systems. Staff are proposing to provide interested homeowners with information on the simplest and most economical graywater system, the Laundry-to-Landscape (L2L) system. This system contains wastewater only from clothes washing machines for sub-surface irrigation and does not require a building permit to install.

**DISCUSSION:**

Graywater is untreated household wastewater from showers, bathtubs, clothes washing machines, and bathroom sinks. This household wastewater can be diverted from the sewer to irrigate outdoor plants and landscape. It contains some soap but is clean enough to use to irrigate plants. Chapter 15 of the California Plumbing Code defines and regulates residential graywater systems. Graywater is not the same as recycled water, which is highly treated at a centralized treatment plant to meet stringent regulations for the intended use.

There are three different types of graywater systems as described below and summarized in Table 1. They are listed from simplest to most complex.

- **Laundry-to-Landscape (L2L)** - Laundry-to-landscape systems divert graywater from the washing machine to the garden without cutting into existing plumbing. Washing machines have internal pumps which can be used to pump water directly out to the garden. A permit is not required as long as no pump (other than the washing machine itself) or surge tank is used and as long as all code requirements are met. The Laundry-to-Landscape system is the simplest and most economical graywater system for homeowners.
- **Simple System** - These systems include reusing water from a bathroom sink or shower. Simple systems require permits and involve altering plumbing and can include surge tanks and pumps. A surge tank is required for systems unable to accommodate peak flow rates and distribute the total amount of graywater by gravity drainage.
- **Complex System** - These systems supply a large volume of water. Complex systems rely on pumps, surge tanks, and filtration systems, are expensive to install, and require ongoing maintenance. Complex systems must be designed by a qualified professional.

Originating Department: Engineering and Technical Services	Contact: S. Olson/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – City of Dublin Graywater Laundry-to-Landscape System Outreach	

**Table 1. Three Types of Graywater System**

	<b>Laundry-to-Landscape (L2L)</b>	<b>Simple System</b>	<b>Complex System With Storage</b>
<b>Source of Water</b>	Laundry machine	Laundry machine, bathroom sinks, showers, bathtub	Laundry machine, bathroom sinks, showers, bathtub
<b>Plumbing System Requirement</b>	Separate above-ground piping/tubing to distribute graywater to appropriate plants; 3-way diverter valve required	Separate system from all onsite potable water piping	Separate system from all onsite potable water piping
<b>Surge/Storage Tank and Pump Requirement</b>	No	No	Yes
<b>Required Household Plumbing Alterations</b>	No	Yes	Yes
<b>Required Building Permit</b>	No, as long as household plumbing and irrigation line is not altered	Yes	Yes
<b>Required Backflow Prevention Assembly and Annual Backflow Device Testing</b>	No	Yes	Yes
<b>Amount Graywater Generated</b>	8-45 gallons per load	<250 gallons per day	>250 gallons per day

**Benefits and Challenges of Graywater Systems:**

Graywater systems allow customers to offset their use of potable water for outdoor irrigation with a source of water that would ordinarily flow to the wastewater collection system. This lowers customer potable water usage, which results in lower water bills. Graywater is also a drought-resilient water source, which is not subject to outdoor watering restrictions during potable water shortages.

Graywater systems do pose a potential public health risk regarding the potable water supply. If a graywater system is installed incorrectly, by directly connecting the graywater system to the domestic water system, graywater could flow into the homeowner's drinking water system and the public water supply when there are fluctuations in system pressure or system breaks. Therefore, information must be provided to interested homeowners on the proper way to install a graywater system.

Installation of graywater systems within the District's wastewater service area would reduce the amount of wastewater that flows to the Regional Wastewater Treatment Plant, potentially impacting the recycled water supply available for the DSRSD-EBMUD Regional Water Authority (DERWA) program. The DERWA program's current supply is limited during peak summer months, and DERWA and its member agencies are working to secure long-term supplemental supplies needed to meet buildout demands. A moratorium on new connections to the recycled water system has been in place since 2019.

The total amount of wastewater flow reduction varies depending on the type and number of graywater systems installed. This would only become a factor if a very large percentage of customers were to install graywater systems, which is unlikely.

### **Bay Area Graywater Outreach and Rebate Programs:**

Table 2 provides a summary of Bay Area agencies that have outreach materials for graywater systems on their websites. About half of the agencies surveyed provide a rebate for installation of a Laundry-to-Landscape graywater system. The only agency offering a rebate for a Simple or Complex system is the San Francisco Public Utilities Commission (SFPUC), who has been a leader in developing regulations for onsite graywater and recycled water systems, primarily due to the high cost of developing a city-wide recycled water distribution system.

Zone 7 Water Agency administers all conservation rebates on behalf of DSRSD and, to date, has not indicated an interest in expanding the rebate program to include graywater systems. The City of Dublin has information on Laundry-to-Landscape graywater systems posted on its website (Attachment 1). The City of Dublin would have the responsibility for permitting and enforcing the California Plumbing Code for installation of Simple or Complex graywater systems.

The City of Livermore initiated its Laundry-to-Landscape rebate program in 2022. Based on discussions with Livermore staff, there has been minimal interest in this program, even with the higher rebate amount. Livermore staff believes one of the reasons no one is applying for the rebate is due to the limited number of professional installers in the Tri-Valley area. Many graywater installers are in the South Bay area, offering very limited or no service to the Tri-Valley community. Based on discussions with other Bay Area agencies, it also appears that customers interested in installing a Laundry-to-Landscape graywater system are likely to do so with or without a potential rebate.

**Table 2. Bay Area Graywater Outreach and Rebate Programs**

<b>City/Agency</b>	<b>Outreach</b>	<b>Rebate</b>
<b>Alameda County Water District</b>	Information on Laundry-to-Landscape graywater systems on website	None
<b>City of Dublin</b>	Information on Laundry-to-Landscape graywater systems on website (Attachment 1)	None
<b>City of Livermore</b>	Information on Laundry-to-Landscape graywater systems on website	\$100 rebate for a Laundry-to-Landscape system
<b>City of Pleasanton</b>	Information on graywater systems on website	None
<b>East Bay Municipal Utility District (EBMUD)</b>	Information about graywater systems on website	\$50 rebate for a Laundry-to-Landscape system (for 3-way diverter valve)
<b>San Francisco Public Utilities Commission (SFPUC)</b>	Extensive information about graywater systems on website	Up to \$100 for a Laundry-to-Landscape system Up to \$225 for Simple and Complex systems
<b>Valley Water</b>	Information on graywater systems on website	Up to \$400 for a Laundry-to-Landscape system
<b>Zone 7 Water Agency</b>	Information on graywater systems on website	None

### **Next Steps:**

Staff plans to coordinate with the Cities of Dublin and San Ramon to develop and post information on residential graywater systems on the District's website. The material will include general information on graywater systems, with a focus on the simplest and most economical graywater system, the Laundry-to-Landscape (L2L) system. This system contains wastewater only from clothes washing machines for sub-surface irrigation and does not require a building permit to install.



## Community Development Department BUILDING & SAFETY DIVISION

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### GRAYWATER

#### Laundry-to-Landscape Systems

This document provides an overview of the steps and considerations involved with installing laundry-to-landscape systems—the most accessible source of graywater. Laundry-to-landscape systems do not require a building permit if the requirements outlined in Chapter 15 of the 2022 California Plumbing Code are followed.

#### Estimate your Graywater Production

**Weekly Graywater Produced = Loads per Week x Gallons per Load**

#### Decide What Plants to Irrigate

Plants with larger root zones do better with graywater-irrigation. The plants stay happier and healthier with consistent laundry water patterns.

##### Best for Graywater-Irrigation

Trees (especially fruit trees!)  
Shrubs/bushes  
Vines  
Perennials  
Large annuals

##### Not Appropriate for Graywater-Irrigation

Lawns  
Drought Established (e.g. Never irrigated)  
Small Plants, Sensitive Plants (e.g. Ferns)  
No root vegetables  
Not For Use in Raised Beds



For those with existing irrigation systems, identify a zone/valve that can be shut off and replaced with graywater.

**1503.1.1 Clothes Washer System.** A clothes washer system in compliance with all of the following is exempt from the construction permit and may be installed or altered without a construction permit:

1. If required, notification has been provided to the Enforcing Agency regarding the proposed location and installation of a graywater irrigation or disposal system.

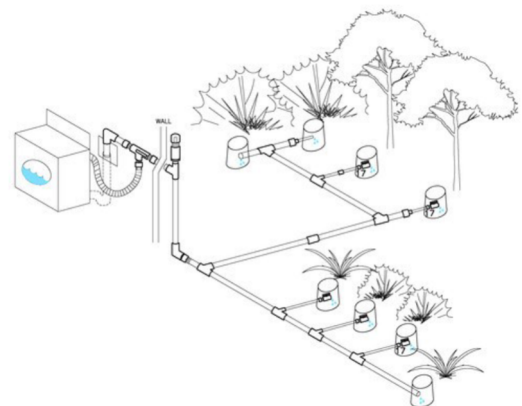
**NOTE – The City of Dublin does not require notification of a clothes washer system.**

2. The design shall allow the user to direct the flow to the irrigation or disposal field or the building sewer.  
The direction control of the graywater shall be clearly labeled and readily accessible to the user.

3. The installation, change, alteration or repair of the system does not include a potable water connection or a pump and does not affect other building, plumbing, electrical or mechanical components including structural features, egress, fire-life safety, sanitation, potable water supply piping or accessibility.

**Note:** The pump in a clothes washer shall not be considered part of the graywater system.

4. The graywater shall be contained on the site where it is generated.





5. Graywater shall be directed to and contained within an irrigation or disposal field.

6. Ponding or runoff is prohibited and shall be considered a nuisance.

7. Graywater may be released above the ground surface provided at least two (2) inches (51 mm) of mulch, rock, or soil, or a solid shield covers the release point. Other methods which provide equivalent separation are also acceptable.

8. Graywater systems shall be designed to minimize contact with humans and domestic pets.

9. Water used to wash diapers or similarly soiled or infectious garments shall not be used and shall be diverted to the building sewer.

10. Graywater shall not contain hazardous chemicals derived from activities such as cleaning car parts, washing greasy or oily rags, or disposing of waste solutions from home photo labs or similar hobbyist or home occupational activities.

11. Exemption from construction permit requirements of this code shall not be deemed to grant authorization for any graywater system to be installed in a manner that violates other provisions of this code or any other laws or ordinances of the Enforcing Agency.

12. An operation and maintenance manual shall be provided. Directions shall indicate the manual is to remain with the building throughout the life of the system and indicate that upon change of ownership or occupancy, the new owner or tenant shall be notified the structure contains a graywater system.

13. Graywater discharge from a clothes washer system through a standpipe shall be properly trapped in accordance with Section 804.1.

**Simple Graywater systems** = “exceed a clothes washer system and are less than 250 gallons per day”, defined in CPC section 1503.1.2.

**Complex Graywater systems** = “any graywater system that is not a clothes washer or simple system, and over 250 gallons per day”, defined in CPC section 1503.1.3.

**Both of these systems require plumbing plans and a building permit.**

**For more information on graywater systems, visit [www.greywateraction.org](http://www.greywateraction.org)**

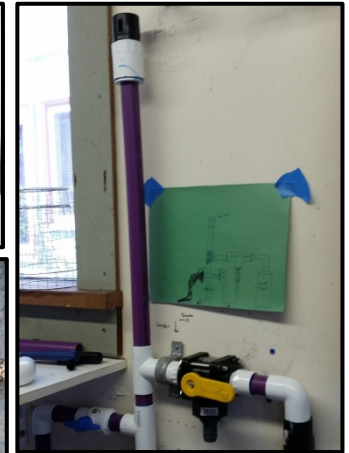


Photo credit: Central Coast Greywater Alliance and Greywater Action