



AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, February 4, 2025

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

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 District 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. Written comments received by 3 p.m. on the day of the meeting will be provided to the Board.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of January 21, 2025

Recommended Action: Approve by Motion

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

Recommended Action: Accept by Motion

7.C. Approve Revised Job Classification for Administrative Services Director

Recommended Action: Approve by Resolution

8. BOARD BUSINESS

- 8.A. Receive Presentation on Ava Community Energy Service Plans
Recommended Action: Receive Presentation and Provide Direction
- 8.B. Receive Presentation on Implementation of the Energy Facilities Master Plan (CIP 22-P009)
Recommended Action: Receive Presentation and Provide Direction
- 8.C. Receive Presentation on Proposed Solar Energy Projects (CIP 24-A045 and CIP 24-A046)
Recommended Action: Receive Presentation and Provide Direction

9. REPORTS

9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports
DERWA Board Meeting of February 3, 2025
- 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 REGULAR MEETING OF THE BOARD OF DIRECTORS

January 21, 2025

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

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

District staff present: Jan Lee, General Manager/Treasurer; Steve Delight, Engineering Services Director/District Engineer; Ken Spray, Finance Director; Dan Gill, Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Jesus Ponce, Water/Wastewater Systems Operator I

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

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

7. CONSENT CALENDAR

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

7.A. Approve Regular Meeting Minutes of January 7, 2025 – Approved

7.B. Rescind Infrastructure Responsibilities and Funding Policy and Rescind Resolution No. 4-10 – Approved – Resolution No. 2-25

7.C. Rescind Auditor Selection and Services Policy and Rescind Resolution No. 52-21 – Approved – Resolution No. 3-25

8. BOARD BUSINESS

8.A. Approve Amendment No. 1 to the Agreement for Personal Services between General Manager, Shu-Jan (Jan) R. Lee and Dublin San Ramon Services District

General Counsel Coty stated that before any discussion regarding Agenda Item 8.A., a provision of the Brown Act requires that the Board “orally report a summary of [the]

recommendation for final action on the ... salary [and other] compensation ... of a local agency executive," such as the General Manager. The recommendation is also summarized in the agenda packet Staff Report for Agenda Item 8.A., with further details in the attached proposed Amendment No. 1 to the Agreement for Personal Services. He reported that the recommendation is to:

- Adjust the General Manager's base salary by 2.64% - a Merit Adjustment of \$8,477.52 annually.
- Adjust the General Manager's base salary by 2.3% - a Cost-of-Living-Adjustment of \$7,580.76 annually - applied after the Merit Adjustment.

The total increase to the General Manager's base salary, after the merit and cost-of-living adjustments are applied, is 5% (\$16,058.28) for a new annual base salary of \$337,176.00, which will be effective retroactive to December 23, 2024.

Director Vonheeder-Leopold MOVED to approve Resolution No. 4-25, Approving and Authorizing Execution of Amendment No. 1 to the Agreement for Personal Services Between Shu-Jan (Jan) R. Lee and Dublin San Ramon Services District. Director Govindarao SECONDED the MOTION, which CARRIED with FIVE AYES.

8.B. 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. 50-24

Human Resources and Risk Manager Samantha Koehler reviewed the item for the Board.

Vice President Halket MOVED to approve Resolution No. 5-25, Adopting a Pay Schedule in Accordance with the California Code of Regulations, Title 2, Section 570.5 and Rescinding Resolution No. 50-24. Director Johnson SECONDED the MOTION, which CARRIED with FIVE AYES.

8.C. Receive Presentation on the 2025 Strategic Plan Update

General Manager Lee reviewed the item for the Board and introduced West Yost consultants Abigail Madrone and David Garrison who gave a presentation (handed out to the Board and posted to the website as supplemental materials). The Board provided feedback on the proposed Strategic Plan goals, strategies, and objectives outlined in the presentation. An updated draft Strategic Plan informed by the Board's feedback received this evening will be prepared for the Board's review on March 4.

9. REPORTS

9.A. Boardmember Items

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

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

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association chapter meeting on January 8

hosted by Central Contra Costa Sanitary District. She summarized the activities and discussions at the meeting.

Director Govindarao reported that the San Ramon State of the City Address will be held on Wednesday, March 5.

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

9.B. Staff Reports

General Manager Lee reported on the following items:

- A DERWA Board meeting will be held on Monday, February 3, at 6 p.m.
- The CASA Winter Conference will be held January 29–31 in Palm Springs.
- The NACWA (National Association of Clean Water Agencies) Winter Conference will be held on the same dates as the CASA conference in the neighboring city of Rancho Mirage and will host a joint mixer with CASA.

10. ADJOURNMENT

President Goel adjourned the meeting at 7:32 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



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

RECOMMENDATION:

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

DISCUSSION:

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

The following report is presented this month for acceptance:

Ref Item B: Treasurer's Report

The Treasurer's Report as of December 31, 2024, is attached as required under Government Code §53646. The District portfolio has a fair value of \$251,925,934, is in conformity with the District's Investment policy and provides sufficient cash flow liquidity to meet the next six months' expenses.

Originating Department: Finance	Contact: T. Lucero/K. Spray	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Summary of Regular and Recurring Reports with: Ref B – Treasurer's Report	6 of 40

SUMMARY OF REGULAR AND RECURRING REPORTS

Ref	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Warrant List	Monthly	Board Direction	Posted monthly on website		Posted monthly on website
B	Treasurer's Report	Quarterly	CA Government Code 53646	11/5/2024	Yes	May 2025
C	Quarterly Financial Report	Quarterly	Budget Accountability Policy	11/19/2024		2/18/2025
D	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	8/6/2024		August 2025
E	Employee and Director Reimbursements greater than \$100 ¹	Annually – Fiscal Year	CA Government Code 53065.5	8/6/2024		August 2025
F	Utility Billing Leak Adjustments ²	Annually – Fiscal Year	Utility Billing Leak Adjustments Policy	8/6/2024		August 2025
G	Annual Rate Stabilization Fund Report	Annually – After Audit	Financial Reserves Policy	5/6/2024		March 2025
H	Capital Projects Created from Programs	Quarterly	Budget Accountability Policy	11/19/2024		2/18/2025
I	Capital Budget Adjustments Approved by the General Manager			11/19/2024		

¹ Reimbursements also reported monthly in the Warrant List (Ref A).² Per Utility Billing Leak Adjustments policy, a report will be presented to the Board if total credits in any fiscal year exceed \$25,000.

Dublin San Ramon Services District
Treasurer's Report - Portfolio Management Summary
As of: December 31, 2024

Description	Par Value	Fair Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	\$47,503,648	\$47,503,648	\$47,503,648	19.81%	100%	Yes	4.73%
Certificate of Deposit	3,250,000	3,209,401	3,250,000	1.36%	30%	Yes	2.89%
Corporate Bonds	26,767,000	25,596,699	26,713,595	11.14%	30%	Yes	1.33%
Federal Agency	70,166,667	67,431,313	69,505,700	28.99%	100%	Yes	2.28%
LAIF - Operating	20,693,547	20,685,683	20,693,547	8.63%	100%	Yes	4.43%
Municipals	39,125,000	37,072,706	38,532,559	16.07%	100%	Yes	2.54%
US Treasury	34,475,000	33,037,489	33,574,426	14.00%	100%	Yes	3.97%
Total / Average	\$241,980,861	\$234,536,939	\$239,773,475	100.00%			2.92%
Bank of America - Concentration	17,388,996	17,388,996	17,388,996				
Total Cash & Investments	\$259,369,857	\$251,925,934	\$257,162,471				2.92%

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

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



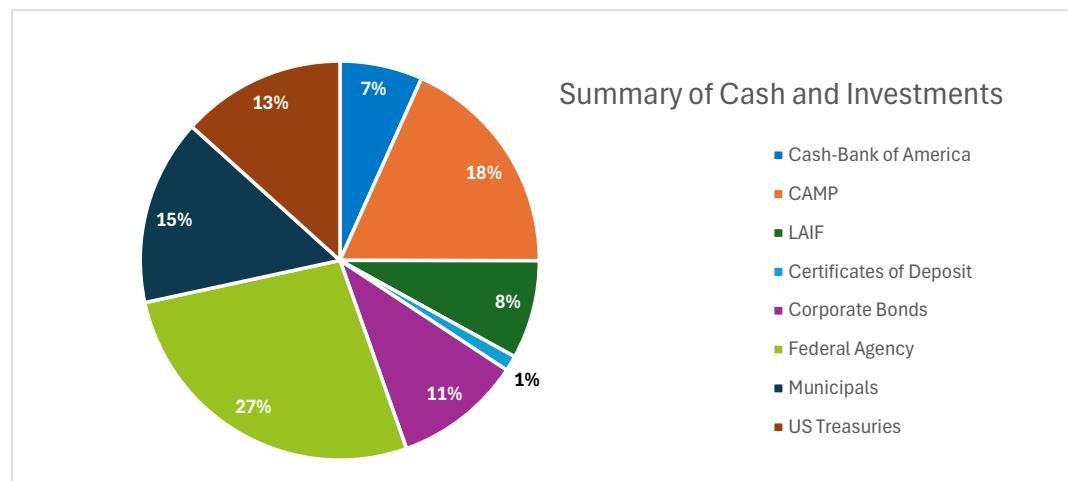
Jan Lee, Treasurer

Dublin San Ramon Services District
Treasurer's Report - Portfolio Management Summary
As of: September 30, 2024

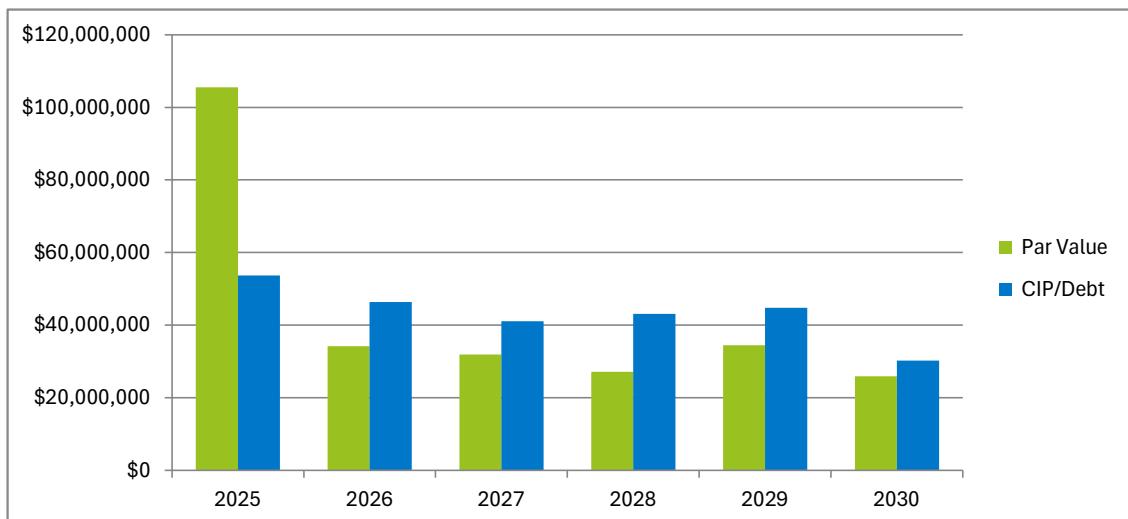
Description	Par Value	Fair Value	Book Value	% of Portfolio	Permitted by Policy	In Compliance	YTM @ Cost
CAMP	\$49,926,061	\$49,926,061	\$49,926,061	21.82%	100%	Yes	5.29%
Certificate of Deposit	3,250,000	3,204,839	3,250,000	1.42%	30%	Yes	2.89%
Corporate Bonds	25,000,000	23,951,932	25,000,000	10.93%	30%	Yes	1.13%
Federal Agency	65,166,667	62,977,204	64,493,920	28.19%	100%	Yes	2.16%
LAIF - Operating	20,451,019	20,493,171	20,451,019	8.94%	100%	Yes	4.58%
Municipals	39,125,000	37,552,929	38,492,463	16.82%	100%	Yes	2.54%
US Treasury	28,000,000	27,428,903	27,183,843	11.88%	100%	Yes	3.65%
Total / Average	\$230,918,747	\$225,535,039	\$228,797,307	100.00%			2.96%
Bank of America - Concentration	18,497,801	18,497,801	18,497,801				
Total Cash & Investments	\$249,416,548	\$244,032,839	\$247,295,108				2.96%

Investment Review for : December 31, 2024
Summary of Current Cash & Investments

	Par Value	% of Cash & Investments	Avg Maturity (in Years)	Avg Yield
Cash-Bank of America	\$17,388,996	6.70%		
CAMP	47,503,648	18.32%		4.73%
LAIF	20,693,547	7.98%		4.43%
Certificates of Deposit	3,250,000	1.25%	0.0	2.89%
Corporate Bonds	26,767,000	10.32%	0.0	1.33%
Federal Agency	70,166,667	27.05%	0.1	2.28%
Municipals	39,125,000	15.08%	0.0	2.54%
US Treasuries	34,475,000	13.29%	0.0	3.97%
Total / Average	\$259,369,857	100.00%	0.0	2.92%



Investment / Cash needs next 5 years



FYE	Par Value	CIP/Debt
2025	\$105,586,190	\$53,691,599
2026	34,250,000	46,376,434
2027	31,895,000	41,115,199
2028	27,173,667	43,109,715
2029	34,490,000	44,761,271
2030	25,975,000	30,184,797
	\$259,369,857	\$259,239,015

Description	CUSIP/Ticker	Credit Rating (1)	Settlement Date	Par Value	Fair Value	Book Value	Coupon Rate	YTM @ Cost	Days To Maturity	Maturity Date	Accrued Interest
Bank of America - Concentration	MM0000			17,388,996	17,388,996	17,388,996	0.000	0.000	1		0.00
CAMP LGIP	LGIP6300			47,503,648	47,503,648	47,503,648	0.000	4.730	1		
Certificate of Deposit											
BANK HAPOALIM 0.5 12/15/2025	06251A2Q2		12/14/2020	250,000	241,560	250,000	0.500	0.500	349	12/15/2025	58.22
BANK OF AMERICA NA 5.05 6/8/2026	06051XEG3		6/6/2024	250,000	253,378	250,000	5.050	5.050	524	6/8/2026	864.73
BMW BANK OF NO AMERICA 0.5 11/20/2025	05580AXU3		11/20/2020	250,000	242,169	250,000	0.500	0.500	324	11/20/2025	140.41
BRIDGEWATER BANCSHARES 0.45 11/28/2025	108622LL3		11/30/2020	250,000	241,803	250,000	0.450	0.450	332	11/28/2025	3.08
CENTRAL BANK CO 0.45 1/27/2026	15258RAV9		1/27/2021	250,000	240,390	250,000	0.450	0.450	392	1/27/2026	12.33
DISCOVER BANK 3.1 5/27/2025	254673E69		5/24/2022	250,000	248,873	250,000	3.100	3.100	147	5/27/2025	785.62
FLAGSTAR BANK NA 5/6/2026	33847GJA1		6/13/2024	250,000	253,235	250,000	5.000	5.000	528	6/12/2026	616.44
MEDALLION BANK CD 0.45 1/29/2026	58404DJN2		1/29/2021	250,000	240,347	250,000	0.450	0.450	394	1/29/2026	9.25
MERRICK BANK 5.4 4/4/2025	59013KXG6		10/4/2023	250,000	250,679	250,000	5.400	5.400	94	4/4/2025	998.63
MORGAN STANLEY BANK NA 5.515 4/11/2025	61690DFE3		10/11/2023	250,000	250,745	250,000	5.515	5.515	101	4/11/2025	3,059.69
MORGAN STANLEY BANK NA 5.515 4/4/2025	61768EZS5		10/4/2023	250,000	250,680	250,000	5.515	5.515	94	4/4/2025	3,324.11
STATE BANK OF INDIA 0.55 11/24/2025	856283R57		11/23/2020	250,000	242,198	250,000	0.550	0.550	328	11/24/2025	143.15
WELLS FARGO BANK NA 5.05 6/4/2026	949764PG3		6/4/2024	250,000	253,346	250,000	5.050	5.050	520	6/4/2026	933.90
Sub Total / Average Certificate of Deposit				3,250,000	3,209,401	3,250,000	2.887	2.887	317		10,949.56
Corporate Bonds											
ALPHABET INC 0.45 8/15/2025-25	02079KAH0	S&P-AA+	9/16/2021	3,000,000	2,928,510	3,000,000	0.450	0.600	227	8/15/2025	5,100.00
APPLE INC 2.9 9/12/2027-27	037833DB3	S&P-AA+	10/24/2024	1,767,000	1,699,536	1,713,595	2.900	4.099	985	9/12/2027	15,515.24
BANK OF NY MELLON 1.6 4/24/2025-25	06406RAN7	S&P-A	10/5/2020	5,000,000	4,951,600	5,000,000	1.600	0.618	114	4/24/2025	14,888.89
PROCTER & GAMBLE 1.9 2/1/2027	742718FV6	S&P-AA-	2/10/2022	5,000,000	4,754,050	5,000,000	1.900	1.910	762	2/1/2027	39,583.33
STANFORD UNIVERSITY 1.289 6/1/2027	85440KAC8	S&P-AAA	12/10/2021	5,000,000	4,606,120	5,000,000	1.289	1.475	882	6/1/2027	5,370.83
TOYOTA MOTOR CREDIT CORP 0.8 1/9/2026-21	89236THW8	S&P-A+	3/4/2021	2,000,000	1,927,118	2,000,000	0.800	0.902	374	1/9/2026	7,644.44
WALMART INC 1.05 9/17/2026-26	931142ER0	S&P-AA	9/17/2021	5,000,000	4,729,765	5,000,000	1.050	0.942	625	9/17/2026	15,166.67
Sub Total / Average Corporate Bonds				26,767,000	25,596,699	26,713,595	1.392	1.329	564		103,269.40
Federal Agency											
FFCB 0.8 3/9/2026-23	3133EMSU7	S&P-AA+	3/9/2021	5,000,000	4,794,820	5,000,000	0.800	0.800	433	3/9/2026	12,444.44
FFCB 0.9 8/19/2027-21	3133EL4D3	S&P-AA+	8/19/2020	4,500,000	4,111,092	4,500,000	0.900	0.900	961	8/19/2027	14,850.00
FFCB 1.5 12/14/2026-22	3133ENHA1	S&P-AA+	12/14/2021	5,000,000	4,731,845	5,000,000	1.500	1.500	713	12/14/2026	3,541.67
FFCB 2.69 4/4/2028	3133ENTL4	S&P-AA+	5/14/2024	3,000,000	2,838,450	2,830,821	2.690	4.600	1,190	4/4/2028	19,502.50
FFCB 3.03 3/20/2029	3133EEUH1	S&P-AA+	5/14/2024	2,000,000	1,894,022	1,888,191	3.030	4.520	1,540	3/20/2029	17,001.67
FFCB 4.75 4/30/2029	3133ERDH1	S&P-AA+	5/8/2024	4,000,000	4,055,996	4,038,334	4.750	4.500	1,581	4/30/2029	31,666.67
FHLB 0.5 1/28/2026-22	3130AKN69	S&P-AA+	1/28/2021	5,000,000	4,803,015	5,000,000	0.500	0.500	393	1/28/2026	10,625.00
FHLB 1.25 11/10/2026-22	3130APL4	S&P-AA+	11/10/2021	5,000,000	4,724,865	5,000,000	1.250	1.250	679	11/10/2026	8,854.17
FHLB 1.5 3/30/2028-21	3130ALNS9	S&P-AA+	3/30/2021	4,166,667	3,795,854	4,166,667	1.500	1.500	1,185	3/30/2028	15,625.00
FHLB 3.05 4/28/2025-23	3130ARU82	S&P-AA+	4/29/2022	4,000,000	3,983,204	4,000,000	3.050	3.050	118	4/28/2025	21,350.00
FHLMC 0.5 9/30/2025-22	3134GWUE4	Moody's-Aaa	10/2/2020	2,000,000	1,944,956	2,000,000	0.500	0.510	273	9/30/2025	2,500.00
FHLMC 0.55 9/30/2025-21	3134GWWT9	Moody's-Aaa	10/2/2020	3,000,000	2,918,514	3,000,000	0.550	0.558	273	9/30/2025	4,125.00
FHLMC 3.15 3/27/2025-22	3134GXP6	Moody's-Aaa	6/27/2022	5,000,000	4,984,590	5,000,000	3.150	3.150	86	3/27/2025	41,125.00
FNMA 0.5 2/18/2025-22	3135GA4W8	Moody's-Aaa	11/18/2020	5,000,000	4,974,460	5,000,000	0.500	0.500	49	2/18/2025	9,236.11
FNMA 0.75 10/8/2027	3135G05Y5	Moody's-Aaa	8/16/2024	4,500,000	4,083,516	4,152,605	0.750	3.730	1,011	10/8/2027	7,781.25
FNMA 3.625 9/26/2029-25	3135GAVL2	S&P-AA+	10/1/2024	5,000,000	4,812,330	4,960,811	3.625	3.808	1,730	9/26/2029	45,312.50
FNMA 4.625 5/16/2029-25	3135GASQ5	S&P-AA+	5/30/2024	4,000,000	3,979,784	3,968,272	4.625	4.830	1,597	5/16/2029	23,125.00
Sub Total / Average Federal Agency				70,166,667	67,431,313	69,505,700	1.949	2.276	790		288,665.98
LAIF LGIP	LGIP1001			20,693,547	20,685,683	20,693,547	4.434	4.434	1		0.00
Municipals											
CA DWR CENTRAL VLY PROJ 1.051 12/1/2026-21	13067WSW3	S&P-AAA	5/2/2022	5,000,000	4,696,335	5,000,000	1.051	3.175	700	12/1/2026	4,379.17
CA ST DEPT OF WTR RESO 1.16 12/1/2027	13067WRE4	S&P-AAA	9/30/2024	2,240,000	2,037,491	2,093,462	1.160	3.550	1,065	12/1/2027	2,165.33
CITY OF OAKLAND 1.83 1/15/2027	672240WV6	S&P-AA	3/18/2020	1,895,000	1,797,318	1,895,000	1.830	1.820	745	1/15/2027	15,990.64
ORANGE UNIFIED SD.235 5/1/2026	684133LE9	S&P-AA	12/19/2019	2,000,000	1,949,314	2,000,000	2.350	2.240	486	5/1/2026	7,833.33
POMONA CA UNIF SCH DIST 1.775 8/1/2028	732098PJ1	None	9/30/2024	1,860,000	1,696,592	1,746,674	1.775	3.610	1,309	8/1/2028	13,756.25
STATE OF CALIFORNIA 3.05 4/1/2029	13063DMB1	S&P-AA-	5/22/2024	4,630,000	4,360,497	4,371,151	3.050	4.530	1,552	4/1/2029	35,303.75
STATE OF CALIFORNIA 3.5 4/1/2028	13063DGC6	S&P-AA-	5/27/2021	2,000,000	1,941,230	2,000,000	3.500	1.425	1,187	4/1/2028	17,500.00
STATE OF HAWAII 0.852 10/1/2025-20	419792ZL3	S&P-AA+	10/20/2021	5,000,000	4,875,895	5,000,000	0.852	0.975	274	10/1/2025	10,650.00
STATE OF MINNESOTA 0.86 8/1/2027	60412AVW0	S&P-AAA	8/25/2020	5,000,000	4,582,710	5,000,000	0.860	0.873	943	8/1/2027	17,916.67
State of Ohio 2.15 5/1/2026	677522T61	S&P-AA+	11/20/2019	5,000,000	4,868,060	5,000,000	2.150	2.220	486	5/1/2026	17,916.67
UNIV OF CALIFORNIA CA REV 3.349 7/1/2029	91412HFG3	S&P-AA	8/15/2024	4,500,000	4,267,265	4,426,273	3.349	3.750	1,643	7/1/2029	75,352.50
Sub Total / Average Municipals				39,125,000	37,072,706	38,532,559	1.912	2.544	925		218,764.31
Treasury											
T-Bond 2.75 5/31/2029	91282CES6		6/18/2024	4,000,000	3,739,376	3,760,384	2.750	4.270	1,612	5/31/2029	9,368.13
T-Note 1.25 9/30/2028	91282CCY5		9/4/2024	4,500,000	4,021,173	4,130,052	1.250	3.629	1,369	9/30/2028	14,217.03
T-Note 2.875 8/15/2028	912828V9		9/3/2024	4,500,000	4,282,560	4,382,914	2.875	3.653	1,323	8/15/2028	48,515.62
T-Note 3.125 8/31/2029	91282CFJ5		9/10/2024	5,000,000	4,735,350	4,925,960	3.125	3.473	1,704	8/31/2029	52,658.84
T-Note 3.5 9/30/2029	91282CLN9		10/24/2024	3,000,000	2,887,851	2,938,881	3.500	3.976	1,734	9/30/2029	26,538.46
T-Note 3.875 12/31/2029	91282CGB1		12/19/2024	4,975,000	4,859,759	4,905,882	3.875	4.186	1,826	12/31/2029	0.00
T-Note 4.125 10/31/2029	91282CLR0		11/8/2024	3,500,000	3,461,150	3,497,080	4.125	4.144	1,765	10/31/2029	24,328.38
T-Note 4.625 4/30/2029	91282CPK5		5/7/2024	5,000,000	5,050,270	5,033,272	4.625	4.452	1,581	4/30/2029	38,967.54
Sub Total / Average Treasury				34,475,000	33,037,489	33,574,426	3.264	3.966	1,608		214,594.00
Total / Average				259,369,857	251,925,934	257,162,471	2.650	2.920	629		836,243.25

**TITLE:** Approve Revised Job Classification for Administrative Services Director**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, the revised, job definition, duties, and qualifications for the Administrative Services Director job classification, effective February 4, 2025.

DISCUSSION:

The General Manager has directed the revision of the Administrative Services Director job classification to update the job classification with the functions in the Administrative Services Department. With the Board's approval of the Finance Director classification on August 6, 2024, the financial and utility billing and customer services functions were transitioned from the Administrative Services Department to the new Finance Department. Based on a study of the District's organizational functions, the Administrative Services Department, led by the Administrative Services Director, will include the following functions: human resources and risk management, public affairs, information technology, workplace safety, security, emergency preparedness, and legislative affairs.

In accordance with the New/Revised Job Classifications and Salary policy (Attachment 1), job titles, job definitions, job duties, and salary range for all senior management positions shall be presented to the Board by the General Manager for approval and adoption. The revised job classification (Attachment 2) includes the updated definition, duties, distinguishing characteristics, and qualifications to remove the financial services, utility billing, and customer services functions, and to add the public affairs, legislative affairs, workplace safety, security, and emergency preparedness functions under the oversight of the Administrative Services Director.

Upon approval of the new job classification, to be effective February 4, 2025, the General Manager intends to fill the Administrative Services Director position. The full-time equivalent (FTE) position for the Administrative Services Director is already budgeted as part of the fiscal year ending 2025 operating budget and there is no increase in cost associated with this job classification revision.

The Administrative Services Director position will continue to be an unrepresented senior manager classification and will remain subject to terms and conditions of employment specified in the Salary and Benefits Resolution for Unrepresented Senior Management Employees.

Originating Department: Administrative Services	Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – New/Revised Job Classification and Salary policy Attachment 2 – Revised Administrative Services Director Job Classification, effective February 4, 2025 – redline version Attachment 3 – Revised Administrative Services Director Job Classification, effective February 4, 2025 – clean version	



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

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

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

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

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



Job Description

Effective Date: April 7, 2021February 4, 2025
Job Title: **Administrative Services Director**
W/C Code: 8810
FLSA Status: Exempt
Unit: Unrepresented
Job Code: asm5307

DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Director for the Administrative Services Department including ~~financial services, customer services~~, human resources and risk management, ~~public affairs, executive services, and~~ information technology, ~~workplace safety and security, emergency preparedness, and legislative affairs~~. Provides reliable and innovative administrative management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the General Manager. Exercises general direction over management staff, direction over supervisory and professional staff, and direct and general supervision over administrative staff.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Administrative Services including ~~financial services, customer services~~, human resources and risk management, ~~executive services~~public affairs, ~~and~~ information technology, workplace safety and security, emergency preparedness, and legislative affairs.

TYPICAL DUTIES

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Class Description: Administrative Services Director

- Plans, coordinates, and oversees the District-wide annual budget, mid-year, and mid-cycle review process; monitors implementation of District-wide budget to ensure adequate financing; and conducts on-going analysis of the District's financial condition, reporting to and advising the General Manager and Board accordingly.
- Directs, reviews, and participates in studies related to wastewater and water services charges and fees; makes related recommendations.
- Oversees and manages accounting, utility billing and customer service, purchasing, and investment and audit activities.
- Advises senior and executive staff on personnel and employee relations matters; investigates employee relations issues, concerns and problems, assists the General Manager in the negotiation and administration of the rules and regulations governing employer-employee relations; manages and directs a comprehensive personnel program, including provisions of the personnel merit system.
- Plans, organizes, and oversees and manages human resources functions, including recruitment and selection, classification and compensation, employee benefits, workers' compensation, and educational and training programs; plans and coordinates organizational personnel planning and development programs.
- Provides advisory and procedural guidance and recommendations to the General Manager and senior managers with matters related to bargaining unit concerns, labor agreement negotiations, grievances, or other sensitive labor relations problems; administers final agreements. May act as lead negotiator during labor agreement negotiations.
- Oversees and manages the District's risk management program including overseeing loss prevention activities, purchased insurance, and investigation and settlement of liability claims and worker's compensation cases; may serve as the District's Risk Management Officer by delegation of authority by the General Manager.
- Oversees and manages the District's public affairs and outreach programsOversee and manages executive services including implementation and maintenance of a comprehensive District records management program and oversees administrative support to the Board of Directors and joint powers agencies.
- Oversees and manages the District's workplace safety, security, and emergency preparedness and response programs.
- Oversees and manages functions related to legislative and intergovernmental activities and programs.
- Oversees and manages information technology services including researching and implementing systems designed to improve the efficiency and security of District operations.
- Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Leads and/or supports District efforts in various aspects of labor relations as assigned.
- 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.

Knowledge of:

- Principles and practices of public sector administration of financial services, human resources, risk management, workplace safety and security, emergency preparedness, public affairs, legislative affairsexecutive services, customer services, and information technology.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of public sector labor relations, including effective negotiation techniques, grievance resolution methods, and progressive discipline.
- Principles, practices, and techniques of human resources and risk management in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; employee relations, including the interpretation of laws, regulations, policies, and procedures; worker's compensation administration; and risk management analysis and administration.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, direct and assess the administration and operations of the Administrative Services Department including financial service, human resources, risk management, workplace safety and security, emergency preparedness, public affairs, legislative affairsexecutive services, customer services, and information technology.
- Prepare and administer a department budget.
- Develop and implement department policies and procedures.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Class Description: Administrative Services Director

- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Establish, maintain, and foster positive effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION AND EXPERIENCE

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

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

Ten (10) years of increasingly responsible experience in public administration, finance, human resources management, or information technology including five (5) years of supervisory or administrative responsibility. Human resources and employee relations experience in highly preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

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

AND

Possession of an active license as a California Certified Public Accountant (CPA) issued by the California State Board of Accountancy is desirable.

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

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

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

PHYSICAL DEMANDS

Standing

Average Frequency: Up to $\frac{1}{2}$ hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing field observations, during special events including parades or working at a booth.

Walking

Average Frequency: $\frac{1}{2}$ hour to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 30 minutes at a time.
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

Sitting

Average Frequency: 7 to $7\frac{1}{2}$ hours.
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 times.

Class Description: Administrative Services Director

Duration: Seconds at a time.
Maximum Frequency: Up to 10 times.
Duration: Seconds at a time.
Surfaces: Tile, carpet.
Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level and performing other described job duties.

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 2 to 4 times a week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Stair steps, vehicle floorboard.
Description: Performs while ascending or descending stairs to access plant sites during field observations, entering/exiting vehicle cab, one step and performing other described job duties.

Reaching

Above Shoulder Level:

Average Frequency: 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 minutes.
Duration: Seconds to 1 minute at a time.
Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 7 hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

Class Description: Administrative Services Director

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

Pushing/Pulling

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Neck:

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

Wrists:

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

Bending

Waist: Alternated with squatting, employee preference.

Head/Neck:

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

Wrists:

Average Frequency: 2 to 3 hours.

Class Description: Administrative Services Director

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

Lifting/Carrying

0 to 10 lbs.

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

11 to 30 lbs.

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

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while handling paperwork and files, handling office supplies, using a telephone handset, driving in conjunction with maneuvering a steering wheel and performing other described job duties. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 time per month.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while retrieving and relocating a file box, as needed. Bilateral hand use.

Fine Manipulation

Average Frequency: 4 $\frac{1}{2}$ to 5 $\frac{1}{2}$ hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 6 $\frac{1}{2}$ hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils
Computer
Standard office equipment including copy and fax machines, scanners and printers
Telephone
Standard office tools including staplers, stapler removers and other related items
Vehicle

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

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

Job Description

Effective Date: February 4, 2025
Job Title: Administrative Services Director
W/C Code: 8810
FLSA Status: Exempt
Unit: Unrepresented
Job Code: 5307

DEFINITION

Under general direction and as part of the Senior Management team, serves as the Department Director for the Administrative Services Department including human resources and risk management, public affairs, information technology, workplace safety and security, emergency preparedness, and legislative affairs. Provides reliable and innovative administrative management in assigned areas to advance the goals and mission of the District. Coordinates activities with other Departments and with external organizations.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the General Manager. Exercises general direction over management staff, direction over supervisory and professional staff, and direct and general supervision over administrative staff.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for directing a wide variety of comprehensive functions and/or programs related to Administrative Services including human resources and risk management, public affairs, information technology, workplace safety and security, emergency preparedness, and legislative affairs.

TYPICAL DUTIES

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the District and sets goals for the Department to support the strategic plan.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence and reports.
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development of the department budget; in accordance with direction received, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends mid-cycle and one-time budget adjustments, administers and manages the Department so as to meet the approved budget.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Class Description: Administrative Services Director

- Advises senior and executive staff on personnel and employee relations matters; investigates employee relations issues, concerns and problems, assists the General Manager in the negotiation and administration of the rules and regulations governing employer-employee relations; manages and directs a comprehensive personnel program, including provisions of the personnel merit system.
- Oversees and manages human resources functions, including recruitment and selection, classification and compensation, employee benefits, workers' compensation, and educational and training programs; plans and coordinates organizational personnel planning and development programs.
- Provides advisory and procedural guidance and recommendations to the General Manager and senior managers with matters related to bargaining unit concerns, labor agreement negotiations, grievances, or other sensitive labor relations problems; administers final agreements. May act as lead negotiator during labor agreement negotiations.
- Oversees and manages the District's risk management program including overseeing loss prevention activities, purchased insurance, and investigation and settlement of liability claims and worker's compensation cases; may serve as the District's Risk Management Officer by delegation of authority by the General Manager.
- Oversees and manages the District's public affairs and outreach programs
- Oversees and manages the District's workplace safety, security, and emergency preparedness and response programs.
- Oversees and manages functions related to legislative and intergovernmental activities and programs.
- Oversees and manages information technology services including researching and implementing systems designed to improve the efficiency and security of District operations.
- Serves on a variety of standing and ad-hoc committees and District work groups while providing leadership to those efforts.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Leads and/or supports District efforts in various aspects of labor relations as assigned.
- 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.

Knowledge of:

- Principles and practices of public sector administration of human resources, risk management, workplace safety and security, emergency preparedness, public affairs, legislative affairs and information technology.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of public sector labor relations, including effective negotiation techniques, grievance resolution methods, and progressive discipline.

Class Description: Administrative Services Director

- Principles, practices, and techniques of human resources and risk management in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; employee relations, including the interpretation of laws, regulations, policies, and procedures; worker's compensation administration; and risk management analysis and administration.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, direct and assess the administration and operations of the Administrative Services Department including human resources, risk management, workplace safety and security, emergency preparedness, public affairs, legislative affairs and information technology.
- Prepare and administer a department budget.
- Develop and implement department policies and procedures.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Establish, maintain, and foster positive effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION AND EXPERIENCE

The minimum qualifications described on class specification represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education,

Class Description: Administrative Services Director

licensing and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

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

Ten (10) years of increasingly responsible experience in public administration including five (5) years of supervisory or administrative responsibility. Human resources and employee relations experience is highly preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

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

DISASTER SERVICE WORKER

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

WORK ENVIRONMENT

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

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

PHYSICAL DEMANDS

Standing

Average Frequency: Up to $\frac{1}{2}$ hour.

Class Description: Administrative Services Director

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

Walking

Average Frequency: $\frac{1}{2}$ hour to 1 hour.
Duration: Seconds to 5 minutes at a time.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to 30 minutes at a time.
Surfaces: Predominantly tile, carpet, concrete, asphalt; however, dirt, gravel, mud, metal grating, grass, uneven terrain, all possible.
Description: Performs within the building, to and from offices, relocating files, paperwork or office supplies, performing field observations, during special events including parades, setting up booths, and performing other described job duties.

Sitting

Average Frequency: 7 to $7\frac{1}{2}$ hours.
Duration: 30 minutes to 1 hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Cushioned vehicle seat or office chair.
Description: Performing various desk station activities including using a computer, reading, writing, driving a vehicle during meetings and performing other described job duties.

Kneeling/Crouching/Squatting

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

Crawling

Not a job requirement.

Laying on Back/Stomach

Not a job requirement.

Climbing/Balancing

Average Frequency: 2 to 4 times a week.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.

Class Description: Administrative Services Director

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

Reaching

Above Shoulder Level:

Average Frequency: 5 to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 10 minutes.
Duration: Seconds to 1 minute at a time.
Description: Performs while accessing or placing files or paperwork and related items on and off upper shelves, facilitating meetings including writing on whiteboards and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 7 hours.
Duration: Seconds to 20 minutes at a time.
Description: Performs while using a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, during special events and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

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

Pushing/Pulling

Average Frequency: Up to 10 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while opening or closing file cabinet drawers. Unilateral or bilateral arm use.

Twisting/Rotating

Waist: Not a job requirement.

Class Description: Administrative Services Director

Neck:

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

Wrists:

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

Bending

Waist: Alternated with squatting, employee preference.

Head/Neck:

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

Wrists:

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

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

Objects: Writing utensils, paperwork/files, telephone handset, office supplies, standard office tools and other related items.
Average Frequency: 2 to 3 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to 15 minutes at a time.
Distance: 0 to 25 feet.
Height: Ground to shoulder or above.

Class Description: Administrative Services Director

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

11 to 30 lbs.

Objects: File box.

Average Frequency: 1 time per month.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Less than 5 feet.

Height: Ground to waist level.

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

31 to 50 lbs.

Not a job requirement.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

Simple Grasping

Average Frequency: 2 to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

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

Power Grasping

Average Frequency: 1 time per month.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

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

Fine Manipulation

Average Frequency: 4 $\frac{1}{2}$ to 5 $\frac{1}{2}$ hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Up to 6 $\frac{1}{2}$ hours.

Duration: Seconds to 20 minutes at a time.

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork, pressing telephone buttons to make outgoing calls, operating

Class Description: Administrative Services Director

office equipment by pressing buttons, using writing utensils to complete paperwork and performing other described job duties. Unilateral or bilateral hand use.

MACHINES/TOOLS

Writing utensils

Computer

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

Telephone

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

Vehicle

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

File box (full) – 30 lbs.

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

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE REVISED JOB DEFINITION AND JOB DUTIES FOR THE ADMINISTRATIVE SERVICES DIRECTOR JOB CLASSIFICATION

WHEREAS, the Board of Directors has authority to establish job titles, definitions, salaries and job duties, for all senior manager positions as described in the New/Revised Job Classification and Salary policy last revised by Resolution No. 53-14; and

WHEREAS, the job definition and duties for the Administrative Services Director have been updated to reflect the functions in the Administrative Services Department, including human resources and risk management, public affairs, information technology, workplace safety, security, emergency preparedness, and legislative affairs; and

WHEREAS, the Administrative Services Director is subject to the provisions of the Salary and Benefits Resolution for Unrepresented Senior Management Employees, approved by Resolution No. 28-24 on August 6, 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, that the revised job definition and job duties for the Administrative Services Director shall be as described in the Job Classification for the Administrative Services Director, effective February 4, 2025.

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 4th day of February, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Receive Presentation on Ava Community Energy Service Plans

RECOMMENDATION:

Staff recommends the Board of Directors receive an update on Ava Community Energy service plans and provide direction on enrolling the remaining District-managed electric service accounts served by Pacific Gas and Electric (PG&E) in Ava Community Energy's Bright Choice service plan.

SUMMARY:

Community Choice Aggregation (CCA) is a California program that allows local governments to procure cleaner power for their residents, customers, and businesses while still receiving transmission and distribution services from their existing utility provider. Alameda and Contra Costa Counties each have a CCA agency, Ava Community Energy and MCE, respectively. Ninety-five (95%) of the District's electric service accounts are served by a CCA agency. Staff recommends enrolling the remaining three District-managed electric service accounts, the Regional Wastewater Treatment Plant and two Livermore-Amador Valley Water Management Agency (LAVWMA) pumps stations, in Ava Community Energy's Bright Choice service plan which offers power at slightly lower rates than PG&E. This recommendation is consistent with the District's Energy policy that states, *"In the operation of DSRSD facilities, promote and adopt cost-effective operational practices, programs, and initiatives to manage energy costs and minimize impacts on the environment."*

BACKGROUND:

CCA is a program that allows cities, counties and other qualifying governmental entities to procure cleaner, greener energy for their residents and businesses. CCA agencies or Community Choice Aggregators (CCAs) were formed to address a growing public demand for renewable energy sources and concerns with energy pricing. By pooling their energy demand, communities can leverage their collective buying power to negotiate more favorable rates with suppliers, thus advancing their commitment to purchasing cleaner energy sources at competitive rates. CCA participants still benefit from the existing utility infrastructure for transmission, distribution, metering, and billing services, like those provided by PG&E.

MCE, formerly known as Marin Clean Energy, was California's first CCA program, established in 2010. MCE operates as a not-for-profit public agency providing electricity services across 38 communities in Marin, Napa, Solano and Contra Costa Counties. MCE partners with PG&E for delivery, and focuses on sourcing cleaner energy, reducing emissions, and supporting local reinvestment.

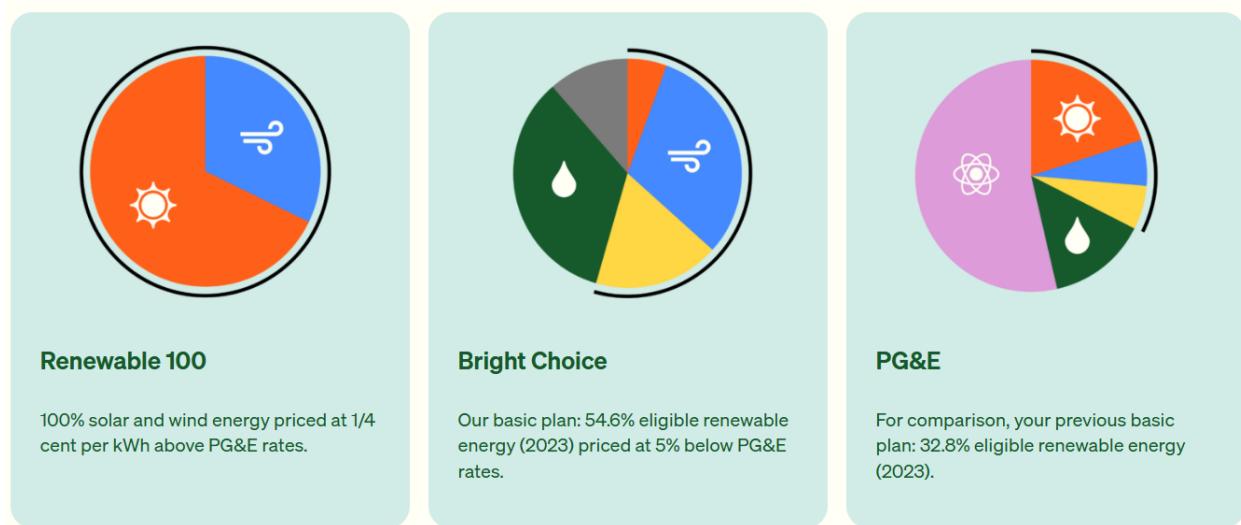
In 2018, Alameda County and 11 of its cities formed Ava Community Energy (Ava), which was formerly East Bay Community Energy. Ava is a not-for-profit public agency that serves the cities of Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, Tracy, and Union City. Ava also serves the unincorporated areas of Alameda County.

DISCUSSION:

The District manages 58 individual electric service accounts, including 14 accounts on behalf of LAVWMA. In 2021, the District opted almost all electric service accounts in Alameda County into Ava's Bright Choice service plan. As shown on the following figure, Bright Choice has an energy portfolio of about 55% renewable sources (e.g., wind, solar, and hydropower) and rates at approximately 5% below current PG&E rates.

Originating Department: Operations	Contact: D. Gill	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

Ava Community Energy Service Plans



In 2021, three service accounts, the Regional Wastewater Treatment Plant and two LAVWMA pump station accounts, were not eligible to participate in Ava given net metering restrictions. Based on discussions with Ava, staff has learned that Ava recently updated its connection standards so that these services are now eligible to participate. Staff recommends enrolling the remaining District-managed electric service accounts served by PG&E in Ava's Bright Choice service plan to benefit from the cost savings offered by the lower rates. For the Regional Wastewater Treatment Plant, energy costs (excluding natural gas) were \$1.5 million in fiscal year 2024. Enrolling in Bright Choice could reduce the cost by an estimated 5% or approximately \$75,000 per year. The majority of the electricity supplied to the Regional Wastewater Treatment Plant is for production of recycled water and, therefore, the DSRSD-EBMUD Recycled Water Authority (DERWA) would also see a reduction in energy costs.

The energy cost for the two electric service accounts at the LAVWMA pump stations was approximately \$2 million in fiscal year 2024. The Bright Choice rate structure would reduce the cost by an estimated 5% or \$100,000 per year. LAVWMA energy costs are charged to LAVWMA as operating expenses and allocated to the member agencies in proportion to the volume of wastewater discharged by each LAVWMA member agency. Therefore, the cost savings would be shared by all LAVWMA member agencies.

Next Steps:

If the Board agrees with staff's recommendation, staff will proceed with the process of switching the Regional Wastewater Treatment Plant from PG&E to Ava Community Energy's Bright Choice service plan. Staff will also work with LAVWMA to enroll the two LAVWMA electric services account in Bright Choice.



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

RECOMMENDATION:

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

DISCUSSION:

The District's 2024–2028 Strategic Plan includes action items to: (1) *"Develop a District energy policy and District energy master plan that evaluates sustainable energy sources and opportunities for cost-effective energy conservation and efficiency"*; and (2) *"Initiate cost-effective energy projects consistent with the District's energy policy, business needs, and future regulations."* In January 2024, staff completed preparation of the Energy Facilities Master Plan (Energy Master Plan) and reviewed the findings and recommendations with the Board. The Energy Master Plan informed preparation of the District's [Energy policy](#), which was adopted on February 20, 2024, and provides guidance for improving long-term energy efficiency and reliability for the District.

The Energy Master Plan encompassed a comprehensive, top-to-bottom assessment of the District's energy and greenhouse gas impacts for all its facilities, including the wastewater treatment plant, potable and recycled water distribution systems, administrative buildings, and fleet. The recommended portfolio of projects from the Energy Master Plan includes 14 Capital Improvement Program (CIP) projects and 3 non-CIP projects. When fully implemented, the portfolio of 17 projects is expected to substantially reduce the District's energy consumption and greenhouse gas emissions, while providing other major benefits including stabilizing and reducing energy costs, diversifying energy supplies with renewable energy sources, ensuring regulatory compliance for the District's fleet vehicles, and improving energy reliability throughout the District.

Every two years, the District adopts a two-year CIP budget and ten-year CIP plan. Staff is currently in the process of preparing the two-year CIP budget for fiscal years (FYs) 2026 and 2027 and ten-year CIP plan for FYs 2026 through 2035, which would incorporate the portfolio of Energy Master Plan projects. The total capital cost to implement the Energy Master Plan projects is estimated at \$123 million. If fully implemented, these projects would add \$73 million to the District's CIP over the next 25 years. Many of the energy-related CIP projects are already included in the current ten-year CIP plan but implementation costs have been adjusted to account for inflation.

The additional capital cost to implement the energy-related CIP projects would be distributed among four of the District's capital funds: Local Wastewater Replacement (Fund 210), Regional Wastewater Replacement (Fund 310), Regional Wastewater Expansion (Fund 320), and Water Replacement (Fund 610). Staff has conducted a preliminary analysis of the fiscal impacts of incorporating the additional costs of the proposed energy-related CIP projects on the affected funds using ten-year financial models. While most of the affected capital funds are projected to have sufficient funding to accommodate the additional energy-related expenditures, Regional Wastewater Replacement (Fund 310) may face fiscal challenges due to the significant costs associated with the Cogeneration Engine Replacement Project.

On February 4, staff will provide a presentation on the potential fiscal impacts of incorporating the Energy Master Plan projects into the upcoming CIP and discuss strategies for alleviating pressure on Regional Wastewater Replacement (Fund 310). Staff will incorporate direction from the Board into the proposed CIP budget that will be reviewed with the Board in May 2025 and considered for adoption in June 2025.

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



TITLE: Receive Presentation on Proposed Solar Energy Projects (CIP 24-A045 and CIP 24-A046)

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on proposed solar energy projects (CIP 24-A045 and CIP 24-A046) and provide direction to: (1) proceed with issuing a request for proposals to solar power purchase agreement (PPA) providers for installation and maintenance of solar energy systems at four District-owned sites and (2) partner with the Livermore-Amador Valley Water Management Agency (LAVWMA) on the proposed solar project at the LAVWMA site.

SUMMARY:

In support of the District's Strategic Plan and Energy policy, on February 20, 2024, the Board approved the addition of two solar projects to the Capital Improvement Program (CIP) Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025 to pursue installation of solar energy systems at District-owned facilities. In March 2024, the District contracted with ARC Alternatives to analyze the feasibility of installing solar at four facilities (District Administrative Office, Field Operations Facility, Regional Wastewater Treatment Plant, and LAVWMA pump station) to diversify the District's energy portfolio with additional renewable energy sources and help stabilize long-term energy costs. On February 4, 2025, staff will provide a presentation to the Board on the results of the solar feasibility analysis, including potential energy offsets, proposed solar layouts, and calculated financial net-benefit. Based on the results of the analysis, staff recommends that the District proceed with issuing a request for proposals to solar power purchase agreement (PPA) providers for installation and maintenance of solar energy systems at the four sites and partner with LAVWMA on the proposed solar project at the LAVWMA site.

BACKGROUND:

The District's 2024–2028 Strategic Plan includes action items to: (1) *"Develop a District energy policy and District energy master plan that evaluates sustainable energy sources and opportunities for cost-effective energy conservation and efficiency"*; and (2) *"Initiate cost-effective energy projects consistent with the District's energy policy, business needs, and future regulations."* In January 2024, staff completed preparation of the Energy Facilities Master Plan and reviewed the findings and recommendations with the Board. The Energy Facilities Master Plan informed preparation of the District's [Energy policy](#), which was adopted on February 20, 2024, and provides guidance for improving long-term energy efficiency and reliability for the District.

The Energy Facilities Master Plan recommends pursuing two new solar projects to diversify the District's energy portfolio with additional renewable energy sources and help stabilize long-term energy costs. In support of the Strategic Plan and Energy policy, on February 20, 2024, the Board approved adding the two new solar projects to the CIP Ten-Year Plan and Two-Year Budget for Fiscal Years 2024 and 2025. These projects were accelerated to take advantage of available, but limited, funding opportunities through federal, state, and local grants and to support the District's transition to a zero-emissions fleet as required by State regulations.

Originating Department: Engineering & Technical Services	Contact: S. Delight	Legal Review: Not Required
Financial Review: Not Required	<p>Cost and Funding Source:</p> <p>Off-Site Solar Facilities (CIP 24-A045) Budget: \$100,000, Fund Split: Local Wastewater Replacement (Fund 210) – 1%; Regional Wastewater Replacement (Fund 310) – 38%; Water Replacement (Fund 610) – 61%</p> <p>On-Site Solar, Battery Storage and Electric Vehicle Charging Station (CIP 24-A046) Budget: \$100,000, Fund Split: Local Wastewater Replacement (Fund 210) – 8%; Regional Wastewater Replacement (Fund 310) – 36%; Regional Wastewater Expansion (Fund 320) – 24%; Water Replacement (Fund 610) – 32%</p>	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		35 of 40

The On-Site Solar, Battery Storage and Electric Vehicle Charging Station Project (CIP 24-A046) would install solar facilities, battery storage, and electric vehicle charging stations at three District-owned sites – (1) the District’s Administrative Office, (2) the Field Operations Facility, and (3) the Regional Wastewater Treatment Plant. The Off-Site Solar Facilities Project (CIP 24-A045) includes installation of solar arrays around the perimeter of the LAVWMA effluent storage basins and pump station. The LAVWMA Board of Directors has previously expressed support for exploring solar energy opportunities at the site. Since DSRSD owns the LAVWMA property, discussions with LAVWMA on potential solar projects at the LAVWMA site have been on hold pending the results of the District’s solar feasibility analysis.

Both CIP projects assumed solar purchase power agreements (PPA) as the funding source for construction of the solar arrays. A solar PPA is a financial agreement where a third-party developer assumes responsibility for the planning, permitting, design, installation, operations, and maintenance of a solar energy system installed on an owner’s property at little to no cost to the owner. In return, the site owner agrees to purchase power generated from these solar facilities at unit rates built into the terms of the agreement. Solar PPAs typically range from 15 to 25 years and are commonly used by public agencies to minimize upfront capital costs and staffing that would be required to maintain the new solar projects. As a result of this funding assumption, the CIP project budgets include project management and professional consulting services to facilitate the implementation of the projects. The adopted CIP project budgets do not include the cost to purchase, install, and operate the proposed solar energy systems, which would be borne by the PPA provider.

DISCUSSION:

In March 2024, staff contracted with ARC Alternatives (ARC), a professional solar energy consultant, to analyze the feasibility of adding solar energy systems at District-owned facilities. A summary of the findings for each facility site is described in this section and will be presented to the Board on February 4, 2025.

For each facility site, ARC evaluated the site energy demand, available space for solar arrays, potential energy offset, and calculated financial net benefit. The net benefit is calculated by comparing the utility savings after solar to the total solar costs. For example, if the utility savings after solar are \$1,000,000, and the total solar costs are \$800,000, then the net benefit is \$200,000.

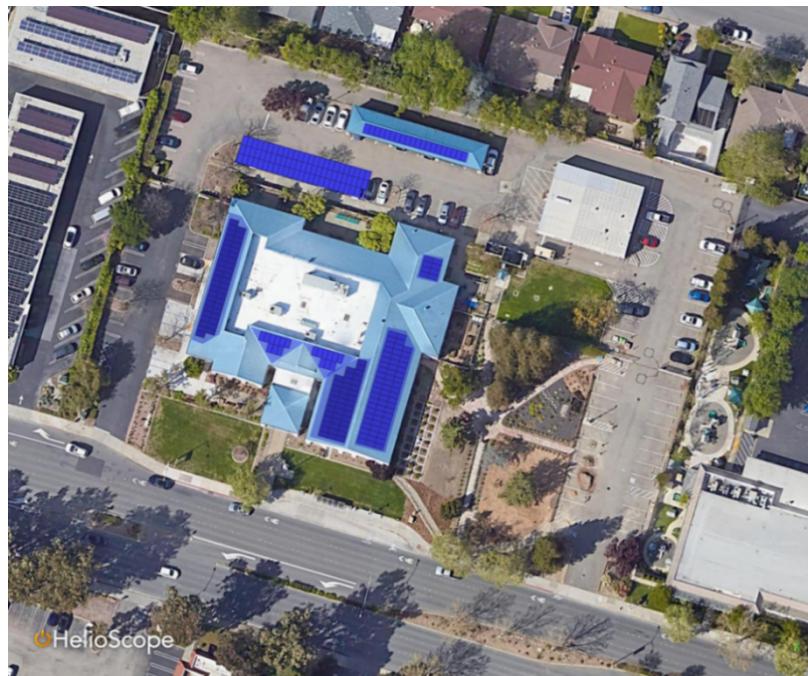
Key financial analysis assumptions:

- 20-year useful life/term of the project
- 3.5% annual increase in utility costs (i.e., PG&E costs, used as a basis for comparison for net benefit)
- 0.5% annual degradation of solar cells (i.e., over time, solar cells produce less energy)
- \$0.21 per kWh fixed power purchase cost (i.e., paid to the PPA provider over the life of the agreement)

District Administration Office:

The District Administrative Office’s annual energy demand of 230,500 kilowatt hours (kWh) can be offset 99% with a 150-kW (kilowatt) solar array. A proposed layout of the solar array is shown in Figure 1. Most of the panels would be installed on the roof of the existing structures, but one new carport structure would be installed. Some trees may need to be removed in the parking area to accommodate the new structure. ARC estimates the net benefit to be \$150,000 over the 20-year term.

Figure 1 – Solar Layout at the District Administrative Office Facility



Field Operations Facility:

The Field Operations Facility's annual energy demand of 255,000 kilowatt hours (kWh) can be offset 100% with a 170-kW (kilowatt) solar array. A proposed layout of the solar array is shown in Figure 2. Most of the panels would be installed on a new structure that would shade both employee and District vehicle parking. In addition, some panels would be installed on the roof of the existing structure. Some trees may need to be removed in the parking area to accommodate the structure. The feasibility study estimates the net benefit to be \$610,000 over the 20-year term.

Figure 2 – Solar Layout at the Field Operations Facility



Wastewater Treatment Plant:

The Wastewater Treatment Plan's annual energy demand of 3,930,000 kilowatt hours (kWh) can be offset 18% with a 450-kW (kilowatt) solar array. The Wastewater Treatment Plan has a relatively low energy offset due to high energy usage and limited space for large solar arrays. A proposed layout of the solar array is shown in Figure 3. Most of the panels would be installed on new structures that would shade parking areas. Some panels would also be installed on the roof of existing structures. Some trees may need to be removed in the parking area to accommodate the new structures. The feasibility study estimates the net benefit to be \$3.1 million over the 20-year term.

Figure 3 – Solar Layout at the Regional Wastewater Treatment Plant



LAVWMA:

The LAVWMA holding basin and pump station's annual energy demand of 8,600,000 kilowatt hours (kWh) can be offset 18% with a 1,005-kW (kilowatt) solar array. Like the Wastewater Treatment Plant, the LAVWMA site has a relatively low energy offset due to high energy usage and limited space for large solar arrays. A proposed layout of the solar array is shown in Figure 4. All panels would be installed on new structures that are on the north, west and south sides of the site. Trees that screen the site may need to be removed along the west and south sides to accommodate the new structures. The feasibility study estimates the net benefit to be \$2.6 million over the 20-year term.

The net benefit at LAVWMA is less than the Wastewater Treatment Plant due to LAVWMA's load profile, which is predominantly related to pumping requirements. LAVWMA's energy usage is the highest during the winter months as a result of low recycled water demands in the wintertime and wet weather flows. This coincides with a time when solar production is at the lowest because of greater cloud cover and fewer daylight hours. When solar production is at the highest in the spring and summer, recycled water demands are also at a peak, reducing the need for discharge and thus, pumping. During this time, the value of excess power generated and sold to the grid is low.

The financial analysis assumes a rate structure change because the site is eligible for the "B-20 Option S" rate structure, which is more favorable for customers who have renewable energy. In order to take advantage of this new rate structure, the LAVWMA site would be required to install a Battery Energy Storage System with a power rating of at least 10% of peak demand over the last 12 months. For LAVWMA, this means a battery over 180 kW is required. This battery would not meet the electrical requirements needed to be a suitable backup power source for LAVWMA, but the net benefit of switching to B-20 Option S is greater than the cost to install the battery.

LAVWMA is located within an easement on property owned by the District. An additional consideration for installing solar at LAVWMA is PG&E's Renewable Energy Self-Generation Bill Credit Transfer (RES-BCT) program, which allows a local government with one or more eligible renewable generating facilities to export energy to the grid and receive generation credits for benefiting accounts of the same local government. If the District was able to participate in the RES-BCT program, credits from generating solar power at the LAVWMA site could be applied towards other District energy accounts. Unfortunately, the RES-BCT program is not a viable option for the District because the program is near capacity and it is unlikely, based on the application queue and project schedule, that the project could be approved for the RES-BCT program in a timely manner. The RES-BCT program cap for PG&E is 105.25 megawatts (MW), which would be exceeded with all the projects currently in the application queue for the RES-BCT program. The only way that the RES-BCT cap can be adjusted is through state legislation.

Figure 4 – Solar Layout at the LAVWMA Site



Since it is unlikely that the District would be able to participate in the RES-BCT program for the LAVWMA site, staff recommends installing solar on the LAVWMA site in partnership with LAVWMA. The District currently manages, pays, and bills LAVWMA for energy costs as part of overall operating expenses. The District could proceed with working with a PPA provider to install solar at the LAVWMA sites and both the PPA costs and energy savings would be reflected in the operating expenses charged to LAVWMA.

Cumulative Net Benefit:

As shown in Table 1 on the next page, the solar feasibility analysis estimates a total cumulative net benefit of \$6,460,000 over a 20-year period by installing solar at the 4 sites, assuming the use of a PPA provider. The cumulative annual net benefit is estimated to be realized immediately, ranging from \$75,000 in the first year to over \$600,000 in year 20. The adopted budgets for the Off-Site Solar Facilities Project (CIP 24-A045) and the On-Site Solar, Battery Storage and Electric Vehicle Charging Station Project (CIP 24-A046) assumed solar PPAs as the funding source for construction of the solar arrays. As a result of this funding assumption, the CIP project budgets include project management and professional consulting services to facilitate the implementation of the projects. The adopted CIP project budgets do not include the cost to purchase, install, and operate the proposed solar energy systems, which would be borne by the PPA provider. Costs to purchase power from a selected PPA provider would be incorporated into the annual operating budget.

Table 1 – Cumulative Net Benefit

SITE NAME	PPA NET BENEFIT
DISTRICT ADMINISTRATIVE OFFICE	\$150,000
FIELD OPERATIONS FACILITY	\$610,000
WASTEWATER TREATMENT PLANT	\$3,100,000
LAVWMA	\$2,600,000
<i>TOTAL</i>	<i>\$6,460,000</i>

NEXT STEPS:

Staff is seeking direction from the Board to: (1) proceed with issuing a request for proposals to solar PPA providers for installation and maintenance of solar energy systems at four District-owned sites and (2) partner with LAVWMA on the proposed solar project at the LAVWMA site. If the Board concurs with staff recommendations, a request for proposals is anticipated to be released in the spring 2025, and the PPA agreement would be considered by the Board for approval in early summer 2025. Staff estimates the solar installations could be completed within 18 months.