

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, April 1, 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 March 18, 2025
Recommended Action: Approve by Motion
 - 7.B. Authorize Task Order No. 20 with City of Dublin under the Tri-Valley Intergovernmental Reciprocal Services Master Agreement for Design Services for the Village Parkway Main Replacement Project (CIP 24-W013)
Recommended Action: Authorize by Motion
 - 7.C. Reject All Bids for the WWTP HVAC Replacements Project (CIP 22-P010) and DERWA HVAC Replacements Project (CIP 22-R014)
Recommended Action: Reject by Motion

Board of Directors

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

- 7.D. Adopt Revised Risk Management for District Agreements with Contractors and Consultants Policy, Renamed to Risk Management for Agreements and Claims Policy, and Rescind Resolution No. 46-18
Recommended Action: Adopt Policy by Resolution

8. BOARD BUSINESS

- 8.A. Receive Presentation and Support the Proposed DSRSD-East Bay Municipal Utility District Recycled Water Authority (DERWA) Operations and Maintenance Budget for Fiscal Years 2026 and 2027
Recommended Action: Receive Presentation and Support by Motion
- 8.B. Approve Nomination of Director Georgean Vonheeder-Leopold as Alternate Special District Member to Alameda County Local Agency Formation Commission (LAFCO) and Appointment of Alternate Voting Delegate
Recommended Action: Approve by Resolution and Appoint by Motion

9. REPORTS

9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports
DSRSD/City of Pleasanton Liaison Committee Meeting of March 31, 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**

March 18, 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; Michelle Gallardo, Administrative Services Director; Steve Delight, Engineering Services Director/District Engineer; Mike Nakamura, Principal Electrical Engineer/Acting Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 p.m. No public comments received.

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

7. CONSENT CALENDAR

Director Johnson 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 March 4, 2025 – Approved

7.B. Adopt Revised Investment Policy, *Rescind Resolution No. 51-24*, and Reaffirm Authority Delegated to Treasurer to Invest District Funds – Approved – Resolution No. 7-25

8. BOARD BUSINESS

8.A. Receive Updates on Per- and Polyfluoroalkyl Substances (PFAS) in Water and Wastewater

General Manager Lee prefaced the item presentations by providing the Board with an overview of the District's strategic and collaborative efforts to address regulatory requirements, public health, and environmental risks pertaining to PFAS. She reported that PFAS have been detected in the Tri-Valley's groundwater and wastewater supplies at very low levels.

Ms. Lee then introduced Zone 7 Water Agency (Zone 7) General Manager Valerie Pryor, seated in the audience, and Zone 7 Groundwater Resources Manager Ken Minn, DSRSD

Laboratory and Environmental Compliance Manager Kristy Fournier, and Luhdorff & Scalmanini Consulting Engineers (LSCE) consultant Peter Leffler who provided this evening's presentations regarding Zone 7's PFAS management strategy, PFAS in wastewater, and the DSRSD regional hydrogeologic study. The three presentations were handed out to the Board and posted to the website as supplemental materials.

Following the presentations, Ms. Lee provided the following key takeaways:

- PFAS are a ubiquitous and widespread environmental issue that affects water and wastewater agencies.
- Zone 7 has been proactively addressing PFAS in the local groundwater basin and is already delivering drinking water that meets or exceeds future federal drinking water standards for PFAS.
- Based on the findings of the LSCE study, DSRSD facility operations are not contributing to the PFAS footprint in the Tri-Valley ground water basin.
- For as long as PFAS continue to be used in consumer products, PFAS will be present in the environment. The District and other agencies will continue to support and advocate for legislation banning PFAS in consumer products.

The Board and staff discussed various aspects of each of the three presentations including the sources, effects, and testing methods of PFAS compounds; Zone 7's new PFAS treatment facilities; Zone 7's success in securing grant funding for PFAS treatment and the cost savings to ratepayers; PFAS in wastewater studies performed regarding the San Francisco Bay Region and District facilities; and the ongoing need to monitor and advocate for legislation to remove PFAS from consumer goods. The Board thanked Zone 7 and DSRSD staff for their outstanding work and cooperative efforts to address this matter and provide this important update to the public.

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 written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the City of San Ramon State of the City Address on March 5 at the San Ramon Community Center, the Tri-Valley Non-Profit Alliance mayors' conversation at the Bankhead Theater on March 12 in Livermore, and the Alameda County Special Districts Association Annual Dinner on March 13 at the Wedgewood at Redwood Canyon Golf Course in Castro Valley. She summarized the activities and discussions at the meetings.

Director Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she also attended the City of San Ramon State of the City Address on March 5. She summarized the activities and discussions at the meeting.

Director Govindarao submitted a written report to Executive Services Supervisor/District Secretary Genzale. He reported that he also attended the City of San Ramon State of the City Address on March 5. He summarized the activities and discussions at the meeting.

Vice President Halket reported that he, President Goel, and Directors Govindarao and Vonheeder-Leopold represented DSRSD in the City of Dublin's 41st St. Patrick's Day parade on March 15. He thanked staff for their efforts organizing the fun event and noted it was a good showing for the District.

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:

- The Pleasanton State of the City Address will be held on Tuesday, March 25, at the Palm Event Center.
- The Zone 7 Water Agency ribbon cutting for the Chain of Lakes IX PFAS Treatment Plant will be held on Wednesday, March 26.
- The Contra Costa Special Districts Association Annual Dinner will be held on Thursday, March 27, at the Pleasant Hill Community Center.
- The DSRSD/City of Pleasanton Liaison Committee meeting will be held on Monday, March 31, at 4 p.m.

10. ADJOURNMENT

President Goel adjourned the meeting at 8:07 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Authorize Task Order No. 20 with City of Dublin under the Tri-Valley Intergovernmental Reciprocal Services Master Agreement for Design Services for the Village Parkway Main Replacement Project (CIP 24-W013)

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, the General Manager to execute Task Order No. 20 with the City of Dublin in an amount not to exceed \$195,727 under the Tri-Valley Intergovernmental Reciprocal Services Agreement for design services for the Village Parkway Main Replacement Project (CIP 24-W013).

SUMMARY:

The Capital Improvement Program Two-Year Budget includes the Village Parkway Main Replacement Project (CIP 24-W013) (Project), which will replace approximately 6,100 feet of existing District water mains and associated infrastructure along Village Parkway. The Project is being coordinated with the City of Dublin's (City) "Village Parkway Reconstruction and Complete Streets Project" which involves repaving Village Parkway. Staff recommends contracting design services, in an amount not to exceed \$195,727, for the Project with the City under the Tri-Valley Intergovernmental Reciprocal Services Master Agreement (Agreement). This contracting method maximizes efficiency by allowing agencies to share resources that support government functions such as procurement of consulting services.

BACKGROUND:

In March 2023, DSRSD and the City began coordination of two major capital projects located on Village Parkway. The District's Capital Improvement Program includes the Village Parkway Main Replacement Project (CIP 24-W013) (Project), which will replace approximately 6,100 feet of existing District water mains and associated infrastructure along Village Parkway. The asbestos cement pipeline was installed in the mid-1960's and needs to be replaced because it is nearing the end of its useful design life.

The City's "Village Parkway Reconstruction and Complete Streets Project" includes a comprehensive overhaul of Village Parkway, spanning from Amador Valley Boulevard to Kimball Avenue, as shown in Figure 1. The planned improvements will widen and repave the road, establish a separate bike lane, install new sidewalks, enhance landscaping, and upgrade street lighting.

Coordination of these two projects presents an opportunity to optimize resources and minimize construction-related disruptions.

To further improve efficiency, the City and District agreed to integrate the design and construction of the water main replacement into the City's overall project, ensuring a seamless approach to project delivery.

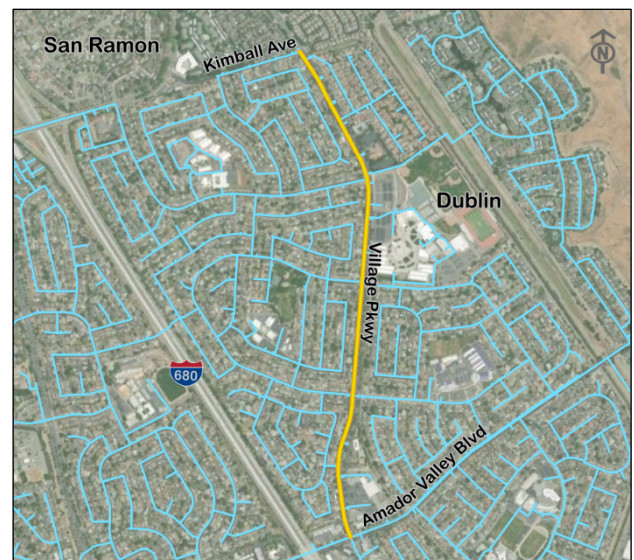


Figure 1 – City of Dublin Village Parkway Reconstruction and Complete Streets Project Site Map Limits

DISCUSSION:

The City's "Village Parkway Reconstruction and Complete Streets Project" includes replacement of approximately 6,100 feet of existing District water mains and associated infrastructure, including water service lines, meter boxes, valves, fire hydrants, and related appurtenances. To support project delivery, the City, in collaboration with District staff, conducted a competitive procurement process and selected CSW/Stuber-Stroeh Engineering Group (CSW/ST2) for professional

Originating Department: Engineering and Technical Services	Contact: K. Hammond/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$3,250,000 from Water Replacement (Fund 610)	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolutions <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	6 of 42	

engineering services. The City subsequently awarded a contract to CSW/ST2 for an amount not to exceed \$1,286,450 for the design of the complete project, with \$195,727 allocated to cover the design costs associated with the replacement of the District's water mains and related infrastructure.

To facilitate the design work, the District and the City propose executing Task Order No. 20 under the Tri-Valley Intergovernmental Reciprocal Services Master Agreement (Agreement), established in December 2014 in collaboration with the Cities of Dublin, Livermore, Pleasanton, and San Ramon, along with the Zone 7 Water Agency. This Agreement was designed to enhance efficiency and streamline the procurement of contracting and consulting services by allowing participating agencies to share resources and coordinate projects. Under the terms of Task Order No. 20, the City agrees to manage the overall design contract for the streetscape project and water main replacement. The District will be invoiced for its proportional share of the project design costs and provide stakeholder review and comment on the water main design plans, technical specifications, cost estimate, and bid schedule.

Staff recommends that the Board authorize the General Manager to execute Task Order No. 20, in an amount not to exceed \$195,727, for design services associated with the water main replacement within Village Parkway, spanning from Amador Valley Boulevard to Kimball Avenue.

The adopted Two-Year Capital Improvement Program (CIP) Budget and Ten-Year CIP Plan includes CIP 24-W013 for replacement of water mains in Village Parkway with an estimated budget of \$3,250,000, funded entirely out of the Water Replacement (Fund 610). The adopted fund budget for fiscal year 2025 has sufficient funding to cover the work that will be performed under Task Order No. 20.

NEXT STEPS:

If the Board approves Task Order No. 20, staff will work with the City to complete the Village Parkway Main Replacement Project design and bid documents. The design phase of the Project is anticipated to be completed in 6 to 12 months with construction anticipated to start in 2027. District staff will return to the Board to execute a different task order with the City under the Agreement for construction services at a future Board meeting.



TITLE: Reject All Bids for the WWTP HVAC Replacements Project (CIP 22-P010) and DERWA HVAC Replacements Project (CIP 22-R014)

RECOMMENDATION:

Staff recommends the Board of Directors reject, by Motion, all bids received for the WWTP HVAC Replacements Project (CIP 22-P010) and DERWA HVAC Replacements Project (CIP 22-R014).

SUMMARY:

The Capital Improvement Program Two-Year Budget includes the WWTP HVAC Replacements Project (CIP 22-P010) and DERWA HVAC Replacements Project (CIP 22-R014) (“Projects”) to replace aging heating, ventilation, and air conditioning (HVAC) infrastructure. Bids were opened February 4, 2025, ranging from \$3,668,600 to \$5,771,090. While staff reviewed the bid packets, a bid protest was received. Review of the bid packets revealed significant issues with the top four bids. Based on staff and General Counsel’s review of the bids received, staff recommends that the Board of Directors reject all bids and reassess the Projects.

BACKGROUND:

The Projects will replace aging HVAC infrastructure at the District’s wastewater treatment plant (WWTP), including equipment in the District’s laboratory, which is reaching the end of its useful life cycle. These upgrades will enhance energy efficiency in the WWTP and align with recommendations from the recently completed Energy Facilities Master Plan.

A significant portion of the work includes HVAC improvements for Building A at the WWTP. Building A serves as the administration and operations center for the WWTP and includes the laboratory facilities. The scope for Building A includes the replacement of the main air handling unit, general exhaust fan, two air-cooled chillers, six laboratory fume hoods, three laboratory canopy hoods, control valves, and modifications to associated ducting and piping. The Projects also include the replacement of the air handling unit and effluent fan for Building H (influent pump room), replacement of the chiller and associated water pumps for Building T (maintenance building), and the replacement of the rooftop package units on Buildings C (bar screens), M, and O (which contains equipment for the Jeffrey G. Hansen Water Recycling Plant operated by DSRSD and owned by the DSRSD-EBMUD Recycled Water Authority).



Figure 1 – WWTP

Originating Department: Engineering and Technical Services	Contact: R. Yamamoto/S. Delight	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolutions <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Bid Results Attachment 2 – Bid Protest Letter	



Figure 2 – Building A



Figure 3 – HVAC Equipment on Building A Roof

DISCUSSION:

The bid period for the Projects began on February 4, 2025, and six bids ranging from \$3,668,600 to \$5,771,090 were received on February 25, 2025. The engineer's estimate was \$3,250,000. As provided in the Bid/Contract Documents and California Public Contract Code, the District's Board of Directors retains the sole discretion to reject any or all non-responsive bids, to waive minor irregularities in a bid and award the contract, or to reject all bids. However, the Board of Directors may not waive any bid irregularity that is materially non-responsive (e.g., any irregularity which gives a bidder an unfair advantage over other bidders).

A bid protest was received on March 4, 2025, and reviewed by staff and General Counsel. The first low bid appears to be materially non-responsive due to failure to list all subcontractors proposed for any portion of the work exceeding 0.5% of the bid, as required pursuant to the Subletting and Subcontracting Fair Practices Act (Act) and the District's Instructions to Bidders. The second and third low bids also appear to be materially non-responsive due to failure to properly list the amount of work to be performed by each subcontractor which is also required by the Act and the District's Instructions to Bidders. The fourth low bid failed to include a signature certifying the bidder has the requisite qualifications and experience to perform the electrical work, and the bid is significantly greater than both the engineer's estimate and the amount budgeted for the Projects. Based on staff and General Counsel's review of the bids received, and in consideration of the best interests for the District, staff recommends that the Board of Directors reject all bids.

NEXT STEPS:

If the Board accepts the recommendation to reject all bids, staff will reassess the Projects in consideration of rebidding the work.


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

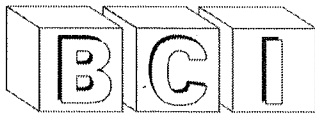
**Results of Bid Opening for
WWTP HVAC Replacements (CIP 22-P010) and DERWA HVAC Replacements (CIP 22-R014) Projects
Tuesday, February 25, 2025 @ 2 PM**

Engineer's Estimate:	\$ 3,250,000
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No.	Name of Bidder	Bid Amount
1	S&H Construction, Inc., Fremont, CA	\$ 3,668,600
2	Kevin M. Sullivan & Associates, Inc., Martinez, CA	\$ 4,228,255
3	Saboo Inc., Brentwood, CA	\$ 4,308,000
4	Blocka Construction, Inc., Pleasanton, CA	\$ 4,694,000
5	Dowdle and Sons Mechanical Inc., American Canyon, CA	\$ 4,770,000
6	ACCO Engineered Systems, Inc., San Leandro, CA	\$ 5,771,090

Contractor/Subcontractor	Contractor License No.	PWC Registration No.	Location	Trade	Amount of Work to be Performed
S&H Construction, Inc., Fremont, CA					
Carter Air Balance	725518	1000025683	Napa, CA	Air Balance	\$ 50,000
Digital Control	702114	1000010730	Rancho Cordova, CA	Controls	\$ 200,000
Kevin M. Sullivan & Associates, Inc., Martinez, CA					
Canning Electric	710973	1000037007	San Francisco, CA	Electrical	\$ -
Thompson Builders	626859	2000000396	Novato, CA	Structural & Roofing	\$ -
MB Inc.	762453	1000015900	Petaluma, CA	Balancing	\$ -
Saboo Inc., Brentwood, CA					
Kruse Plumbing Co.	512710	1000000600	Pittsburgh, CA	Plumbing	\$ 150,000
Kwan Wo Iron Works Inc.	643621	1000000941	Hayward, CA	Ironwork	\$ -
Vargas Mechanical Svcs. Inc.	1077486	2000008577	Stockton, CA	HVAC	\$ -
Todd & Sons	357651	2000000974	Auburn, CA	Concrete	\$ -
Blocka Construction, Inc., Pleasanton, CA					
Siemens Industry, Inc.	758796	1000002447	Fremont, CA	Controls	\$ 695,030
Axis Mechanical, Inc.	974024	1000021498	San Jose, CA	Hydronic Piping	\$ 787,744
Western Roofing Service	180533	1000000717	San Leandro, CA	Roofing	\$ 106,529
MESA 3	498292	1000026121	San Jose, CA	Balancing	\$ 43,601
Quality Air Service	801233	1000008354	San Leandro, CA	Duct Cleaning	\$ 38,800
ISEC Incorporated	333609	1000004089	Pleasanton, CA	Fume Hoods	\$ 254,197
Performance Contracting, Inc.	474795	1000004922	Livermore, CA	Insulation	\$ 69,450
Kwan Wo Ironworks	643621	1000000941	Hayward, CA	Structural	\$ 75,150

Contractor/Subcontractor	Contractor License No.	PWC Registration No.	Location	Trade	Amount of Work to be Performed
Dowdle and Sons Mechanical Inc., American Canyon, CA					
Metalset	701195	1000002976	Richmond, CA	Steel	\$ 125,000
BCI	290755	1000003398	Berkeley, CA	Concrete	\$ 103,481
Siemens	758796	1000002447	Rancho Cordova, CA	HVAC Controls	\$ 695,030
MESA 3	498292	1000026121	San Jose, CA	TAB	\$ 43,601
Bigge	9859	1000014540	San Leandro, CA	Hoisting	\$ 60,000
Debella	520449	1000001345	Santa Clara, CA	Insulation	\$ 63,000
Western Roofing	180533	1000000717	San Leandro, CA	Roofing	\$ 108,529
Quality Air Service	801233	1000008354	San Leandro, CA	Duct Cleaning	\$ 38,800
ACCO Engineered Systems, Inc., San Leandro, CA					% of Total Bid Amount
AES Industrial	1049754	100613979	San Leandro, CA	Concrete	2%
Brett Construction	705614	1000043029	Mountain View, CA	General Construction & Protection	3.5%
Anning Johnson	652825	1000000625	City of Industry, CA	Insulation	1.5%
Siemens	758796	1000002447	Fremont, CA	Controls	14%
RS Analysis	748756	1000012928	El Dorado Hills, CA	Testing and Balancing	1%
Maxim Crane	2590021	1000009236	Stockton, CA	Rigging	4.5%
D W Nicholson Corporation	68847	1000001407	Hayward, CA	Steel, Electrical	10%
ISEC	333609	1000004089	Pleasanton, CA	Fume Hoods	6%



Blocka Construction Inc.

*General Engineering Contractors
Industrial Mechanical & Electrical Construction*

445 Boulder Court
Pleasanton, CA 94566
Tel: (510) 657-3686
Fax: (510) 358-3370
E-mail: bids@blockainc.com
CA License No. 679326
DIR Registration No.: 1000000447

March 4, 2025

District Secretary
Dublin San Ramon Services District
7051 Dublin Blvd.
Dublin, CA 94568

To Whom It May Concern:

Re: WWTP HVAC Replacements Project (CIP 22-P010) and DERWA HVAC Replacements
Project (CIP 22-R014) – Bid Protest

Please accept this letter as a formal Bid Protest in relation to the above-noted project. It is our opinion that the three apparent low bidders, S&H Construction, Inc., Kevin M. Sullivan & Associates, Inc., and Saboo, Inc. are not the lowest responsive, responsible bidders for the following reasons:

S&H Construction, Inc.

1. The Acknowledgement of Principal's Signature (00410-3) accompanying the Bidder's Bond is not completed, signed or notarized as required.
2. S&H Construction, Inc. listed Digital Controls for Controls. Section 23 09 13 Part 1 – 1.01B clearly indicates that the Control System shall extension of the existing Siemens Building Automation System and all controllers and software shall match existing or be the latest version of existing. Additionally, Addendum 1 and Drawing M0.1a Scope of Work Note 8 directs Bidder's to contact Siemens directly and provides contact information specific to this project.
3. S&H Construction, Inc. did not list a Subcontractor to perform the structural steel scope. Drawing S0.1a Scope of Work Section VIII. Structural Steel Note 2 states "All steel members shall be made in approved Fabricators shop". S&H Construction, Inc. is not designated as an **AISC Certified Plant**, nor an **AISC Certified Fabricator or Erector**. We therefore believe they are not qualified to self-perform this scope. See <https://www.aisc.org/certification/>
4. Section 00460.B and Section 00461.C Company Experience require Bidder to include the Construction Time for listed projects. S&H Construction, Inc. failed to include this information.
5. If Bidder will self-perform the Electrical Work, Section 00461 requires Bidder to complete Sections C and F only. S&H Construction, Inc. failed to complete and sign Section F.
6. Section 00470 – Acknowledgement of Insurance Requirements, Section 00471 - Acknowledgement of Insurance Requirements for Designated Subcontractors, Section 00480 – Bidder's Affidavit of Non-Collusion Submitted with Bid, and Section 00490 – Affidavit of Safety Compliance are signed by the Office Assistant, Juan Langarica. Section 00300.A states "Bids by corporations must be executed in the corporate name by the president, a vice-president, or other corporate officers. Such bid shall be

accompanied by the enclosed Certificate of Authority to sign, attested by the Secretary or assistant secretary. No Authority to sign for the Office Assistant is included.

Kevin M. Sullivan & Associates, Inc.

1. Section 00412 – Iran Contracting Act Certification is not signed
2. Kevin M. Sullivan & Associates, Inc. listed Canning Electric for the Electrical Work in Document 00430. Bidders were required to include Section 00461 – Certification of Electrical Work Experience and Qualifications for the Subcontractor performing the Electrical Work. Kevin M. Sullivan & Associates, Inc. failed to include Document 00461 for Canning Electric. They instead included Document 00461 for Bockmon & Woody Electric Co., Inc., a Subcontractor not listed in Document 00430.
3. On Document 00430 – Designation of Subcontractors – Kevin M. Sullivan & Associates, Inc. failed to include the Amount of Work to be Performed by Designated Subcontractors.

Saboo, Inc.

1. Saboo, Inc. failed to include The Acknowledgement of Principal's Signature (00410-3) accompanying the Bidder's Bond, as required.
2. On Document 00430 – Designation of Subcontractors – Saboo, Inc. failed to include the Amount of Work to be Performed by Kwan Wo Ironworks, Vargas Mechanical Services, Inc. and Todd and Sons.

In view of the reasons outlined above, we believe the bids for S&H Construction, Inc., Kevin M. Sullivan & Associates, Inc. and Saboo, Inc. should be disqualified, and the project awarded to the lowest responsible bidder, Blocka Construction, Inc.

Respectfully Submitted,



Robert A. Blocka
President
Blocka Construction, Inc.

CC: Ryan Yamamoto, PM, DSRSD – via email
CC: S&H Construction, Inc. – via email
CC: Kevin M. Sullivan & Associates, Inc. - via email
CC: Saboo, Inc. - via email
CC: File



TITLE: Adopt Revised Risk Management for District Agreements with Contractors and Consultants Policy, Renamed to Risk Management for Agreements and Claims Policy, and Rescind Resolution No. 46-18

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the revised Risk Management for District Agreements with Contractors and Consultants policy, renamed to Risk Management for Agreements and Claims policy, and rescind Resolution No. 46-18.

DISCUSSION:

District policies are generally reviewed on a rotating four-year cycle to ensure that they remain current. The Risk Management for District Agreements with Contractors and Consultants policy (Policy) was last revised in 2018 and last reviewed in 2022. The Policy currently provides minimum insurance requirements for District contracts with contractors, vendors, and consultants. While the Policy is not due for review until 2026, staff recommends the Board review and consider revisions to address a business need to accommodate insurance requirement exceptions for contracts, delegate claims settlement authority to the General Manager, and to further streamline the government claims management process.

The District is a member of the California Sanitation Risk Management Authority (CSRMA) for its pooled insurance programs and follows the CSRMA procedures manual known as the Insurance Requirements in Contracts (IRIC). While the District's standard insurance requirements adhere to the IRIC guidelines, there are special circumstances in which the District may have a business need to make exceptions to standard insurance requirements for a contract or service. The Policy currently requires Board approval for each contract insurance exception which falls below certain thresholds.

The proposed revisions would delegate authority to the General Manager to approve all insurance requirement exceptions. Delegating authority to the General Manager will streamline the insurance exception approval process so the District can efficiently execute contracts for services determined to be of low risk. Additionally, the proposed delegation brings the District into alignment with industry best practice and is consistent with other water and wastewater agencies.

Additional proposed revisions would delegate authority to the General Manager to deny or settle government liability claims received by the District, up to the District's liability insurance deductible amount of \$100,000. The General Manager would consult with the Administrative Services Director, General Counsel, and CSRMA (in certain cases) to review claims and the District's potential liability to determine if denial or settlement is appropriate and in what amount. Delegating authority to the General Manager would streamline the claims management process and alleviate the Board from needing to review and deny or settle claims below the District's insurance deductible amount. Furthermore, the proposed delegation brings the District into alignment with industry best practice and is consistent with other water and wastewater agencies.

Lastly, staff proposes renaming the Policy. If adopted by the Board, the next review of the Risk Management for Agreement and Claims policy will be scheduled for 2029.

Originating Department: Administrative Services		Contact: S. Koehler/M. Gallardo	Legal Review: Yes
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 – Marked-up Risk Management for District Agreements with Contractors and Consultants Policy	



Policy

Policy No.: P-100-22-2	Type of Policy: Board Business
Policy Title: Risk Management for District Agreements with Contractors and Consultants <u>Risk Management for Agreements and Claims</u>	
Policy Description: Risk management system that provides for the required types of guidance for insurance requirements, limits of coverage and other provisions for agreements with contractors and consultants who do business with the District and claims management	
Approval Date: 9/18/2018 <u>TBD</u>	Last Review Date: 2022 <u>2025</u>
Approval Resolution No.: TBD <u>46-18</u>	Next Review Date: 2026 <u>2029</u>
Rescinded Resolution No.: 46-1446-18	Rescinded Resolution Date: 8/19/2014 <u>9/18/2018</u>

The purpose of ~~this~~ this policy of the Board of Directors of the Dublin San Ramon Services District is to provide for the required types of insurance, limits of coverage, and other provisions for District agreements with contractors and consultants and to delegate authority for settlement or denial of liability claims:

Insurance in District Agreements with Contractors and Consultants

The District requires that all contractors and consultants have appropriate insurance in place before the District can do business with them. Current insurance coverage requirements include general liability, automobile liability, ~~and~~ workers compensation, and other specialized policies as needed. Confirmation of appropriate insurance coverage protects the District against liabilities arising in the general course of business.

The District is a member of the California Sanitation Risk Management Authority (CSRMA), an association of wastewater agencies joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk costs in a reliable, economical and beneficial manner. To that end, CSRMA has issued a Procedure Manual for the Insurance Requirements in Contracts (IRIC) which recommends the following ~~guidelines for requirements and limits~~ to its member agencies:

- Establish minimum levels of coverage for different types of agreements ~~in use~~(Construction Projects, Services Agreements, Professional/Consultant Services, Environmental Risks, Tenants including office space tenants such as LAVWMA, and Community Use); and
- Establish insurance types necessary for each agreement ~~type~~; and
- Conform to CSRMA's suggested guidelines for best management practices.

The ~~requirements, insurance limits and other provisions contained in the~~ IRIC recommended requirements, insurance limits, and agreement terms shall ~~inform~~be the ~~District standard in regards to the~~ District's procurement and contracting procedures, standard agreements, standard specifications and similar documents routinely used by the District. District staff will generally follow the recommendations of CSRMA as set forth in their IRIC document (available at: www.csrma.org) to ensure best practice in the risk management arena.

Policy No.: P100-22-2

Policy Title: Risk Management for Agreements and Claims
Agreements with Contractors and Consultants

When special circumstances present special, limited, or extraordinary risks, the Administrative Services Director~~Manager~~, or designee, shall evaluate the need for additional or reduced levels of insurance coverage (including policies and/or amounts) and recommend coverage commensurate with the risk to the General Manager for approval. However, under no circumstance will the insurance requirements be reduced below \$1 million for general liability coverage and the State minimum for automobile liability coverage, without prior approval of the Board of Directors.

The General Manager is authorized and directed to make all necessary changes to conform the District's Sstandard Sspecifications, Sstandard Agreements, and the District's Purchasing Procedures to this Risk Management for District Agreements with Contractors and Consultants policy.

Claims Management Authority

The General Manager, or designee, is authorized by the Board of Directors to settle or deny any claim covered by the CSRMA Liability Program, if deemed appropriate to do so by the General Manager after consultation with the Administrative Services Director and General Counsel, in which all of the following conditions are met:

1. The entire occurrence from which the claim arises has an aggregate settlement value of no more than \$100,000; and
2. An appropriate release of claims has been signed and returned to the District by the claimant; and
3. All CSRMA Liability Program procedures have been met, including consultation with CSRMA if required by the Liability Program procedures.

All claims with an aggregate settlement value of more than \$100,000 shall be reviewed by the Board for settlement or denial and shall be administered in accordance with the CSRMA Pooled Liability Program Manual.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
September 18, 2018	
Reviewed by Committee or Board:	Date:
Board	October 18, 2022

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE RISK MANAGEMENT FOR DISTRICT AGREEMENTS WITH CONTRACTORS AND CONSULTANTS POLICY, RENAMING THE POLICY TO THE RISK MANAGEMENT FOR AGREEMENTS AND CLAIMS POLICY, AND RESCINDING RESOLUTION NO. 46-18

WHEREAS, on April 15, 2003, the Board initially adopted policies regarding risk management for District agreements with contractors and consultants; and

WHEREAS, by Resolution No. 46-18, the Board adopted revisions to the Risk Management for District Agreements with Contractors and Consultants policy on September 18, 2018; and

WHEREAS, the policy provides direction on insurance requirements for District agreements with contractors and consultants; and

WHEREAS, legal counsel and staff have reviewed the policy and recommend revisions to delegate authority to the General Manager for approval of all insurance requirement exceptions for District agreements with contractors and consultants; and

WHEREAS, legal counsel and staff also recommend revisions to provide direction and delegate authority to the General Manager for settlement or denial of liability claims received by the District up to an aggregate settlement value of no more than \$100,000.

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 Risk Management for District Agreements with Contractors and Consultants policy, is hereby renamed the Risk Management for Agreements and Claims policy, which is attached as Exhibit "A," is hereby adopted; and Resolution No. 46-18, attached as Exhibit "B," is hereby rescinded.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of April, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary

Policy No.:	Type of Policy: Board Business
Policy Title: Risk Management for Agreements and Claims	
Policy Description: Provides guidance for insurance requirements and claims management	
Approval Date: TBD	Last Review Date: 2025
Approval Resolution No.: TBD	Next Review Date: 2029
Rescinded Resolution No.: 46-18	Rescinded Resolution Date: 9/18/2018

The purpose of this policy of the Board of Directors of the Dublin San Ramon Services District is to provide for the required types of insurance, limits of coverage, and other provisions for District agreements with contractors and consultants and to delegate authority of settlement or denial of liability claims:

Insurance in District Agreements with Contractors and Consultants

The District requires that all contractors and consultants have appropriate insurance in place before the District can do business with them. Current insurance coverage requirements include general liability, automobile liability, workers compensation, and other specialized policies as needed. Confirmation of appropriate insurance coverage protects the District against liabilities arising in the general course of business.

The District is a member of the California Sanitation Risk Management Authority (CSRMA), an association of wastewater agencies joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk costs in a reliable, economical and beneficial manner. To that end, CSRMA has issued a Procedure Manual for the Insurance Requirements in Contracts (IRIC) which recommends the following to its member agencies:

- Establish minimum levels of coverage for different types of agreements in use; and
- Establish insurance types necessary for each agreement type; and
- Conform to CSRMA's suggested guidelines for best management practices.

The IRIC recommended requirements, insurance limits, and agreement terms shall inform the District's procurement and contracting procedures, standard agreements, standard specifications and similar documents routinely used by the District. District staff will generally follow the recommendations of CSRMA as set forth in their IRIC document (available at: www.csrma.org) to ensure best practice in the risk management arena.

When special circumstances present special, limited, or extraordinary risks, the Administrative Services Director, or designee, shall evaluate the need for additional or reduced levels of insurance coverage (including policies and/or amounts) and recommend coverage commensurate with the risk to the General Manager for approval.

Policy No.:**Policy Title:** Risk Management for Agreements and Claims

The General Manager is authorized and directed to make all necessary changes to conform the District's standard specifications, standard agreements, and the District's Purchasing Procedures to this policy.

Claims Management Authority

The General Manager, or designee, is authorized by the Board of Directors to settle or deny any claim covered by the CSRMA Liability Program, if deemed appropriate to do so by the General Manager after consultation with the Administrative Services Director and General Counsel, in which all of the following conditions are met:

1. The entire occurrence from which the claim arises has an aggregate settlement value of no more than \$100,000; and
2. An appropriate release of claims has been signed and returned to the District by the claimant; and
3. All CSRMA Liability Program procedures have been met, including consultation with CSRMA if required by the Liability Program procedures.

All claims with an aggregate settlement value of more than \$100,000 shall be reviewed by the Board for settlement or denial and shall be administered in accordance with the CSRMA Pooled Liability Program Manual.

RESOLUTION NO. 46-18

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING RISK MANAGEMENT FOR DISTRICT AGREEMENTS WITH CONTRACTORS AND CONSULTANTS POLICY AND RESCINDING RESOLUTION NO. 46-14

WHEREAS, the Dublin San Ramon Services District Board of Directors has previously adopted a Risk Management for District Agreements with Contractors and Consultants policy; and

WHEREAS, District policy is to review all Board policies every four years to ensure consistency with applicable regulations and update accordingly to reflect changes in law and/or ease of use and efficiency and best management practices; and

WHEREAS, the District is a member of the California Sanitation Risk Management Authority (CSRMA), an association of wastewater agencies joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk cost in a reliable, economical, and beneficial manner; and

WHEREAS, the insurance requirements proposed for adoption are in general accordance with the Guidelines for Insurance recommended by CSRMA to its member agencies; and

WHEREAS, the District wishes to minimize its risk while, at the same time, balance the need to manage the cost to the District for insurance; and

WHEREAS, there arises from time to time special circumstances which require insurance coverage tailored to the situations and risk faced by the District, and it is desirable to have in place a procedure for consideration of the insurance coverage appropriate to such circumstances; and

WHEREAS, the General Manager is authorized and directed to make all necessary changes to conform the District's Standard Specifications, Standard Agreements, and the District's Purchasing Procedures to this Risk Management for District Agreements with Contractors and Consultants policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency in the Counties of Alameda and Contra Costa, California, that the revised Risk Management for District Agreements with Contractors and Consultants policy, in

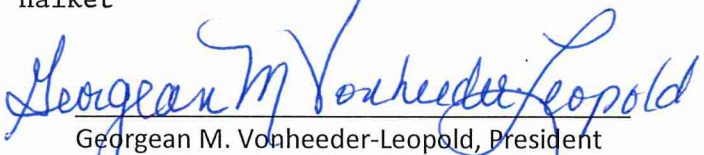
conformance with the California Sanitation Risk Management Authority (CSRMA) Insurance Requirements In Contracts, attached as Exhibit "A" is adopted; and Resolution No. 46-14, attached as Exhibit "B," is hereby rescinded.

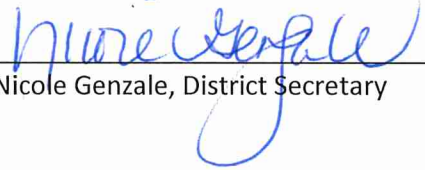
ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 18th day of September, 2018, and passed by the following vote:

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

NOES: 0

ABSENT: 1 - Director Richard M. Halket


Georgean M. Vonheeder-Leopold, President

ATTEST: 
Nicole Genzale, District Secretary



TITLE: Receive Presentation and Support the Proposed DSRSD-East Bay Municipal Utility District Recycled Water Authority (DERWA) Operations and Maintenance Budget for Fiscal Years 2026 and 2027

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation and support, by Motion, the proposed Dublin San Ramon Services District (DSRSD) – East Bay Municipal Utility District (EBMUD) Recycled Water Authority (DERWA) budgets for fiscal years 2026 and 2027 for the operation and maintenance of DERWA facilities.

SUMMARY:

In 1995, DSRSD and EBMUD formed DERWA, a Joint Powers Authority (JPA), to provide recycled water to DSRSD and EBMUD customers in the San Ramon Valley. DSRSD operates and maintains the Jeffrey G. Hansen Water Recycling Plant and DERWA transmission system and prepares the associated biennial operations and maintenance (O&M) budget. DSRSD's proposed fiscal year (FY) 2026 and FY 2027 budgets for the O&M of the DERWA recycled water facilities are \$6,495,000 and \$6,700,000 respectively. The proposed FY 2026 DERWA O&M budget includes a 3% overall increase from the current adopted budget for FY 2025 (\$185,000); followed by an increase of 3% in FY 2027 (\$205,000). The O&M budget typically represents approximately 75% of the total DERWA operating budget. Provision of O&M services for DERWA requires significant DSRSD resources. For this reason, DSRSD staff presents and requests support from the DSRSD Board on the DERWA O&M budget prior to inclusion in the DERWA annual budget. The DERWA Board of Directors is responsible for approval of the overall DERWA annual budget for FY 2026, which will be considered for adoption at DERWA's regular Board meeting on April 28, 2025.

BACKGROUND:

In 1995, DSRSD and EBMUD executed an agreement to form DERWA, a Joint Powers Authority (JPA), for the purpose of implementing a program to provide recycled water to DSRSD and EBMUD customers in the San Ramon Valley. The DERWA program further treats secondary effluent from the DSRSD Regional Wastewater Treatment Plant (WWTP) to produce disinfected tertiary recycled water suitable for irrigation and other approved uses. In 2003 and 2005, agreements were executed to implement the DERWA program, and deliveries of recycled water began in 2006. In 2014, the City of Pleasanton (Pleasanton) joined the recycled water program and entered into an agreement with DERWA for recycled water treatment and delivery services. Pleasanton started receiving recycled water supply starting with Val Vista Park adjacent to the WWTP. Currently, DSRSD uses about 57% of the recycled water provided by DERWA, and this recycled water makes up roughly 20% of DSRSD's entire annual water use.

Per Article 3B of the 2005 Operations Agreement, DSRSD is responsible for the operation and maintenance of the DERWA recycled water facilities. Article 3B of the Operations Agreement requires that DSRSD prepare a biennial operations and maintenance budget that must be submitted to the DERWA Authority Manager for review and inclusion in the annual DERWA budget for the DERWA Board's consideration. The O&M budget typically represents approximately 75% of the total DERWA operating budget. Provision of O&M services for DERWA requires significant DSRSD resources, so prior to inclusion in the DERWA annual budget, staff requests support from the DSRSD Board on the proposed O&M budget.

DISCUSSION:

DSRSD prepares a two-year DERWA O&M Budget for consistency with DSRSD's two-year budget cycle. However, DERWA adopts its budget one fiscal year at a time, per the 1995 DERWA Joint Powers Authority Agreement. The proposed budget includes funding for the Jeffrey G. Hansen Water Recycling Plant and the DERWA transmission system, which

Originating Department: Operations	Contact: C. Ferreyra/D. Gill	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: DERWA Operating Funds	
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 – Proposed DERWA O&M Budget for FY 2026 Attachment 2 – Proposed DERWA O&M Budget for FY 2027	

includes approximately 16.6 miles of pipeline, two reservoirs, and three pump stations.

As shown in Table 1, the proposed FY 2026 and FY 2027 DERWA O&M budgets are \$6,495,000 and \$6,700,000 respectively. The proposed FY 2026 DERWA O&M budget includes a 3% overall increase from the current adopted budget for FY 2025 (\$185,000); followed by an increase of 3% in FY 2027 (\$205,000).

Table 1 – Summary of Proposed FY 2026 and FY 2027 DERWA O&M Budgets

	FY 2025 Adopted Budget	FY 2026 Proposed Budget	FY 2027 Proposed Budget
<i>Labor</i>	\$1,584,000	\$1,685,000	\$1,740,000
<i>Electricity</i>	\$1,750,000	\$1,750,000	\$1,800,000
<i>Filter Backwash</i>	\$1,470,000	\$1,520,000	\$1,570,000
<i>Materials and Supplies</i>	\$1,223,000	\$1,223,000	\$1,260,000
<i>Contractual Services</i>	\$243,000	\$279,000	\$290,000
<i>Supplemental Supply Treatment</i>	\$40,000	\$40,000	\$40,000
Total	\$6,310,000	\$6,495,000	\$6,700,000

The proposed DERWA O&M budgets for FY 2026 and FY 2027 contain five major cost categories.

1. **Labor** – DSRSD furnishes all labor required for the O&M of DERWA facilities. The proposed FY 2026 labor budget comprises 26% of the total O&M budget and includes costs for 7,440 labor hours across various DSRSD positions. The proposed FY 2026 labor budget is \$1,685,000, a \$101,000 increase (6%) over FY 2025. The FY 2026 increase reflects the current fully burdened 2025 labor rates and minor redistributions of labor hours between positions. The FY 2027 increase includes an assumption of a 3% adjustment to labor rates in FY 2027.
2. **Energy** – The treatment and distribution of recycled water is an energy intensive process. Energy costs are apportioned roughly 90% for recycled water treatment and 10% for distribution (i.e., pumping). The proposed FY 2026 energy budget comprises 27% of the total O&M budget and is based on projected recycled water demand and rate increases from Pacific Gas & Electric (PG&E). Staff estimates the FY 2025 energy costs will be between \$1.5 million and \$1.6 million, depending on the weather conditions and associated irrigation demand in the spring and early summer of 2025. The FY 2025 budget assumed energy costs to be \$1.75 million. Given this projection, staff proposes a flat \$1.75 million for energy costs (i.e., no increase to the FY 2025 energy budget) for FY 2026 DERWA.
3. **Filter Backwash Treatment** – Article 3H of the 2005 Operations Agreement provides for DSRSD to charge DERWA for treatment of filter backwash streams that are discharged to the DSRSD WWTP based on rates adopted by the DSRSD Board. The proposed FY 2026 filter backwash budget comprises 23% of the total O&M budget and is based on projected DSRSD rate increases and projected inflationary DSRSD rate increases that take effect each year. DERWA and DSRSD are currently studying potential options to reduce the volume and/or strength of the filter backwash stream to mitigate the anticipated increase in treatment cost, an effort in line with the Operations Agreement, which contains language related to the potential for infrastructure improvements to address this cost.
4. **Materials and Supplies** – DSRSD is responsible for the provision of required materials and supplies for DERWA facilities. The proposed FY 2026 materials and supplies budget comprises 19% of the total O&M budget. Significant expenses in this category include chemicals, ultra-violet lamps, cable harnesses, and pump repair parts. Based on historical and year-to-date expenses, staff estimates the FY 2025 material and supply expenses will be below the adopted \$1.2 million budget for FY 2025. In addition, chemical price increases appear to have stabilized. Staff is proposing no increase to the FY 2025 material and supplies budget for DERWA.

5. **Contractual Services** – DSRSD provides the majority of the O&M services directly but utilizes some contracted services for efficiency. For example, DSRSD staff procures transformer testing, cathodic protection surveying, various inspection services, and maintenance support contracts from various third-party vendors. The proposed FY 2026 contractual services budget comprises 4% of the total O&M budget. Based on cost projections from vendors, staff recommends increasing the FY 2026 contractual services budget by \$36,000 (15%). No new or one-time contractual services are proposed as part of the FY 2026 budget.

DSRSD and EBMUD's share of DERWA O&M expenses are split based on projected recycled water demands. DERWA member agencies share the cost of actual O&M expenses based on a projected 76/24 split between DSRSD and EBMUD respectively. The City of Pleasanton is billed for actual demand, based on projected O&M expenses. At the end of each fiscal year, the costs are trued up based on actual expenses and demand in order to ensure each agency pays the proportionate share. The proceeds of recycled water sales to Pleasanton are then reimbursed to DSRSD and EBMUD accordingly.

NEXT STEPS:

The DERWA Board of Directors is responsible for approval of the overall annual DERWA budget and will review and consider adoption of the FY 2026 budget at DERWA's regular Board meeting on April 28, 2025. DSRSD's share of DERWA O&M expenses will be included in the District's upcoming two-year budget that the DSRSD Board will review and consider for adoption in June.

PROPOSED DERWA O&M BUDGET FOR FISCAL YEAR 2025-2026 (YEAR 1)

Summary:		<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	<u>Non-Recurring</u>
	LABOR	\$1,685,000	\$1,242,000	\$444,000	
	MATERIALS & SUPPLIES	\$4,491,000	\$4,262,000	\$229,000	\$0
	CONTRACTUAL SERVICES	\$279,000	\$146,000	\$133,000	\$0
	CCCSD Supplemental Supply Treatment Cost	\$40,000	\$40,000	\$0	\$0
		\$6,495,000	\$5,690,000	\$806,000	\$0
		\$0	\$0	\$0	\$0
Projected Demand:		<u>Total</u>			
	Days of operation	365			
	Annual acre feet	4,760			
	Annual million gallons	1,551			
Projected Unit Cost:		<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	
	Cost/AF	\$1,365	\$1,195	\$169	
	Cost/MG	\$4,188	\$3,669	\$520	

Detailed Breakdown:

	<u>Hours</u>	<u>Est. Rate</u>	<u>Labor</u>	<u>Treatment</u>	<u>Distribution</u>
LABOR					
DIVISION 51 - Field Operations					
WWSO II	350	\$205	\$71,764		\$71,764
Senior WWSO	120	\$217	\$26,052		\$26,052
Supervisor	40	\$261	\$10,422		\$10,422
Superintendent	20	\$313	\$6,254		\$6,254
Subtotal	530		\$114,492	\$0	\$114,492
DIVISION 52 - Plant Operations					
Operator II	300	\$205	\$61,512	\$61,512	
Senior WWTP Operator	3,000	\$226	\$676,560	\$676,560	
Senior Process Lead Operator	300	\$228	\$68,370	\$68,370	
Supervisor	80	\$294	\$23,542	\$23,542	
Subtotal	3,680		\$829,984	\$829,984	\$0
DIVISION 53 - Mechanical Maintenance					
Senior Mechanic	360	\$248	\$89,168	\$66,876	\$22,292
Mechanic II	700	\$225	\$157,605	\$50,434	\$107,171
Mechanical Supervisor	20	\$295	\$5,902	\$4,427	\$1,476
Mechanic I	150	\$205	\$30,702	\$23,027	\$7,676
Maintenance Worker I/II	150	\$177	\$26,510	\$19,882	\$6,627
Mechanic II (Crane Certified)	150	\$231	\$34,616	\$11,077	\$23,539
Subtotal	1,530		\$344,503	\$175,722	\$168,780
DIVISION 54 - Instrumentation, Controls & Electrical					
Sr Instrument/Controls Tech	100	\$244	\$24,431	\$12,216	\$12,216
Instrument Technician II	650	\$222	\$144,365	\$72,183	\$72,183
Senior Electrician	100	\$226	\$22,646	\$11,323	\$11,323
ICE Supervisor	90	\$293	\$26,385	\$19,789	\$6,596
Electrician II	550	\$206	\$113,229	\$84,921	\$28,307
Principal Electrical Engineer	90	\$344	\$30,921	\$15,461	\$15,461
Subtotal	1,580		\$361,977	\$215,892	\$146,085
DIVISION 40 - Engineering					
Senior Civil Engineer	20	\$313	\$6,263	\$3,758	\$2,505
Associate Engineer	100	\$279	\$27,915	\$16,749	\$11,166
Subtotal	120		\$34,178	\$20,507	\$13,671
Total Billable Labor	7,440		\$1,685,000	\$1,242,000	\$444,000

Note:

Budget details on Materials & Supplies and Contractual Services continued on next page.

PROPOSED DERWA O&M BUDGET FOR FISCAL YEAR 2025-2026 (YEAR 1)

<u>MATERIALS & SUPPLIES</u>	<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	<u>Non-Recurring</u>
Operations Supplies				
Aluminum Sulfate	\$280,000	\$280,000	\$0	
Citric Acid	\$9,000	\$9,000	\$0	
Polymer	\$150,000	\$150,000	\$0	
Sodium Hypochlorite	\$115,000	\$115,000	\$0	
Sand	\$13,500	\$13,500	\$0	
Quartz Sleeves	\$13,000	\$13,000	\$0	
SF cell rehabilitation	\$60,000	\$60,000	\$0	
SFUV Wipers/Sensors	\$73,000	\$73,000	\$0	
SFUV Lamps and associated parts	\$120,000	\$120,000	\$0	
SF UVI Probe sensors with housings (5 units for spare)	\$12,000	\$12,000	\$0	
Backwash Waste	\$1,515,000	\$1,515,000	\$0	
Electricity (PG&E)	\$1,750,000	\$1,540,000	\$210,000	
Water (Pleasanton bills)	\$1,500	\$1,000	\$500	
Pleasanton Potable Water Make-up	\$0	\$0	\$0	
Supplies/Expenses (misc)	\$3,000	\$2,000	\$1,000	
Subtotal	\$4,115,000	\$3,903,500	\$211,500	\$0
Mechanical Supplies				
SF Airlift Assembly replacement (est 10 units)	\$19,000	\$19,000	\$0	
Compressor parts	\$7,000	\$5,000	\$2,000	
Gauges/valves	\$20,000	\$20,000	\$0	
HVAC maintenance	\$8,000	\$8,000	\$0	
Metering pumps	\$3,000	\$3,000	\$0	
Pump repair parts	\$32,000	\$25,500	\$6,500	
Sand pump liners (6 units)	\$36,000	\$36,000	\$0	
Hydro-cyclones (6 units)	\$20,000	\$20,000	\$0	
Subtotal	\$145,000	\$136,500	\$8,500	\$0
Electrical Supplies				
21 KV equipment	\$2,000	\$2,000	\$0	
Analyzer and Instruments spare parts	\$3,000	\$3,000	\$0	
Major Project Parts	\$6,200	\$4,700	\$1,500	
Metering parts	\$8,300	\$8,300	\$0	
Misc Corrective Parts	\$11,000	\$7,700	\$3,300	
Motor/VFD repairs and parts	\$14,000	\$9,800	\$4,200	
SFUV ballast replacements	\$15,500	\$15,500	\$0	
Cable harnesses	\$21,000	\$21,000	\$0	
Subtotal	\$81,000	\$72,000	\$9,000	\$0
Laboratory Services/Analysis				
Compliance Testing	\$100,000	\$100,000	\$0	
Salt Mgmt Plan sampling/analysis	\$20,000	\$20,000	\$0	
Operational Support Testing	\$30,000	\$30,000	\$0	
Subtotal	\$150,000	\$150,000	\$0	\$0
Total Materials & Supplies	\$4,491,000	\$4,262,000	\$229,000	\$0
<u>CONTRACTUAL SERVICES</u>				
PSR1 Motor Rehab	\$10,000	\$10,000	\$0	
21 KV Transformer Testing, annual	\$9,000	\$9,000	\$0	
21kV Tri-Annual PM Service (FYE27 est \$3,300)	\$0	\$0	\$0	
480V Annual PM Service	\$20,000	\$20,000	\$0	
Cathodic Protection Survey	\$15,000	\$7,000	\$8,000	
Misc Repair services, as needed	\$15,000	\$10,000	\$5,000	
Professional Services, as needed	\$40,000	\$2,500	\$37,500	
PLC Support, annual	\$70,000	\$20,000	\$50,000	
Sub-surface Repairs, as needed	\$25,000	\$0	\$25,000	
SCADA Software Support, annual	\$25,000	\$17,500	\$7,500	
SFUV System Inspection	\$50,000	\$50,000	\$0	
Total Contractual Services	\$279,000	\$146,000	\$133,000	\$0
<u>CCCSD SUPPLEMENTAL SUPPLY</u>				
Secondary Treatment Cost	\$40,000	\$40,000	\$0	
TOTAL O&M BUDGET (LABOR, MATERIALS & SERVICES)	\$6,495,000	\$5,690,000	\$806,000	\$0

PROPOSED DERWA O&M BUDGET FOR FISCAL YEAR 2026-2027 (YEAR 2)

Summary:		<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	<u>Non-Recurring</u>
	LABOR	\$1,742,000	\$1,286,000	\$457,000	
	MATERIALS & SUPPLIES	\$4,628,000	\$4,345,980	\$280,220	\$0
	CONTRACTUAL SERVICES	\$290,000	\$147,800	\$142,500	\$0
	CCCSD Supplemental Supply Treatment Cost	\$40,000	\$40,000	\$0	\$0
		\$6,700,000	\$5,819,780	\$879,720	\$0
		\$0	\$0	\$0	\$0
Projected Demand:		<u>Total</u>			
	Days of operation	365			
	Annual acre feet	4,760			
	Annual million gallons	1,551			
Projected Unit Cost:		<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	
	Cost/AF	\$1,408	\$1,223	\$185	
	Cost/MG	\$4,320	\$3,753	\$567	

Detailed Breakdown:

	<u>Hours</u>	<u>Est. Rate</u>	<u>Labor</u>	<u>Treatment</u>	<u>Distribution</u>
LABOR					
DIVISION 51 - Field Operations					
WWSO II	350	\$211	\$73,917		\$73,917
Senior WWSO	120	\$224	\$26,834		\$26,834
Supervisor	40	\$268	\$10,735		\$10,735
Superintendent	20	\$322	\$6,442		\$6,442
Subtotal	530		\$117,927	\$0	\$117,927
DIVISION 52 - Plant Operations					
Operator II	300	\$211	\$63,357	\$63,357	
Senior WWTP Operator	3,000	\$232	\$696,857	\$696,857	
Senior Process Lead Operator	300	\$256	\$76,827	\$76,827	
Supervisor	80	\$303	\$24,249	\$24,249	
Subtotal	3,680		\$861,290	\$861,290	\$0
DIVISION 53 - Mechanical Maintenance					
Senior Mechanic	360	\$255	\$91,843	\$68,883	\$22,961
Mechanic II	700	\$232	\$162,333	\$51,947	\$110,387
Mechanical Supervisor	20	\$304	\$6,079	\$4,559	\$1,520
Mechanic I	150	\$211	\$31,623	\$23,717	\$7,906
Maintenance Worker I/II	150	\$182	\$27,305	\$20,479	\$6,826
Mechanic II (Crane Certified)	150	\$238	\$35,654	\$11,409	\$24,245
Subtotal	1,530		\$354,838	\$180,994	\$173,844
DIVISION 54 - Instrumentation, Controls & Electrical					
Sr Instrument/Controls Tech	100	\$252	\$25,164	\$12,582	\$12,582
Instrument Technician II	650	\$229	\$148,696	\$74,348	\$74,348
Senior Electrician	100	\$233	\$23,325	\$11,663	\$11,663
ICE Supervisor	90	\$302	\$27,177	\$20,383	\$6,794
Electrician II	550	\$212	\$116,625	\$87,469	\$29,156
Principal Electrical Engineer	90	\$354	\$31,849	\$15,924	\$15,924
Subtotal	1,580		\$372,836	\$222,369	\$150,468
DIVISION 40 - Engineering					
Senior Civil Engineer	20	\$323	\$6,451	\$3,871	\$2,581
Associate Engineer	100	\$288	\$28,752	\$17,251	\$11,501
Subtotal	120		\$35,204	\$21,122	\$14,082
Total Billable Labor	7,440		\$1,742,000	\$1,286,000	\$457,000

Note:

Budget details on Materials & Supplies and Contractual Services continued on next page.

PROPOSED DERWA O&M BUDGET FOR FISCAL YEAR 2026-2027 (YEAR 2)

<u>MATERIALS & SUPPLIES</u>	<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>	<u>Non-Recurring</u>
Operations Supplies				
Aluminum Sulfate	\$288,400	\$288,400	\$0	
Citric Acid	\$9,300	\$9,300	\$0	
Polymer	\$154,500	\$154,500	\$0	
Sodium Hypochlorite	\$118,500	\$118,500	\$0	
Sand	\$13,900	\$13,900	\$0	
Quartz Sleeves	\$13,400	\$13,400	\$0	
SF cell rehabilitation	\$61,800	\$61,800	\$0	
SFUV Wipers/Sensors	\$75,200	\$75,200	\$0	
SFUV Lamps and associated parts	\$123,600	\$123,600	\$0	
SF UVI Probe sensors with housings (5 units for spare)	\$12,400	\$12,400	\$0	
Backwash Waste	\$1,570,000	\$1,570,000	\$0	
Electricity (PG&E)	\$1,800,000	\$1,540,000	\$260,000	
Water (Pleasanton bills)	\$1,500	\$1,000	\$500	
Pleasanton Potable Water Make-up	\$0	\$0	\$0	
Supplies/Expenses (misc)	\$3,100	\$2,000	\$1,100	
Subtotal	\$4,246,000	\$3,984,000	\$261,600	\$0
Mechanical Supplies				
SF Airlift Assembly replacement (est 10 units)	\$19,000	\$19,000	\$0	
Compressor parts	\$7,000	\$5,000	\$2,000	
Gauges/valves	\$20,000	\$20,000	\$0	
HVAC maintenance	\$8,000	\$8,000	\$0	
Metering pumps	\$3,000	\$3,000	\$0	
Pump repair parts	\$33,000	\$25,500	\$7,500	
Sand pump liners (6 units)	\$36,000	\$36,000	\$0	
Hydro-cyclones (6 units)	\$20,600	\$20,600	\$0	
Subtotal	\$147,000	\$137,100	\$9,500	\$0
Electrical Supplies				
21 KV equipment	\$2,000	\$2,000	\$0	
Analyzer and Instruments spare parts	\$3,000	\$3,000	\$0	
Major Project Parts	\$6,200	\$4,700	\$1,500	
Metering parts	\$8,300	\$8,300	\$0	
Misc Corrective Parts	\$11,000	\$7,700	\$3,300	
Motor/VFD repairs and parts	\$14,400	\$10,080	\$4,320	
SFUV ballast replacements	\$16,000	\$16,000	\$0	
Cable harnesses	\$21,600	\$21,600	\$0	
Subtotal	\$83,000	\$73,380	\$9,120	\$0
Laboratory Services/Analysis				
Compliance Testing	\$100,000	\$100,000	\$0	
Salt Mgmt Plan sampling/analysis	\$20,600	\$20,600	\$0	
Operational Support Testing	\$30,900	\$30,900	\$0	
Subtotal	\$152,000	\$151,500	\$0	\$0
Total Materials & Supplies	\$4,628,000	\$4,345,980	\$280,220	\$0
<u>CONTRACTUAL SERVICES</u>				
PSR1 Motor Rehab	\$10,000	\$10,000	\$0	
21 KV Transformer Testing, annual	\$9,300	\$9,300	\$0	
21kV Tri-Annual PM Service	\$3,000	\$0	\$3,000	
480V Annual PM Service	\$20,600	\$20,000	\$600	
Cathodic Protection Survey	\$15,500	\$7,000	\$8,500	
Misc Repair services, as needed	\$15,500	\$10,000	\$5,500	
Professional Services, as needed	\$41,200	\$2,500	\$38,700	
PLC Support, annual	\$72,100	\$20,000	\$52,100	
Sub-surface Repairs, as needed	\$25,800	\$0	\$25,800	
SCADA Software Support, annual	\$25,800	\$17,500	\$8,300	
SFUV System Inspection	\$51,500	\$51,500	\$0	
Total Contractual Services	\$290,000	\$147,800	\$142,500	\$0
<u>CCCSD SUPPLEMENTAL SUPPLY</u>				
Secondary Treatment Cost	\$40,000	\$40,000	\$0	
TOTAL O&M BUDGET (LABOR, MATERIALS & SERVICES)	\$6,700,000	\$5,819,780	\$879,720	\$0



TITLE: Approve Nomination of Director Georgean Vonheeder-Leopold as Alternate Special District Member to Alameda County Local Agency Formation Commission (LAFCO) and Appointment of Alternate Voting Delegate

RECOMMENDATION:

Staff recommends the Board of Directors take the following actions:

1. Approve, by Resolution, the nomination of Director Georgean Vonheeder-Leopold as the Alternate Special District Member to the Alameda County Local Agency Formation Commission (Alameda LAFCO); and
2. Appoint, by Motion, a Director as an alternate voting delegate to participate in the election on May 14, 2025, in the event that President Goel is unable to attend.

DISCUSSION:

Director Vonheeder-Leopold has been serving as the Alternate Special District Member on Alameda LAFCO since 2013. Her term will expire on May 5, 2025 (the first Monday of May). Pursuant to Government Code Section 56332, the Alameda County Independent Special District Selection Committee (ISDSC) will hold an election whenever a vacancy exists among members representing independent special districts. Relevant materials from Alameda LAFCO are included as Attachment 1. The alternate representative will serve a four-year term.

As an independent special district in Alameda County, DSRSD is entitled to nominate, by a Board resolution, one of the DSRSD Boardmembers for the Alternate Special District Member seat. Of the DSRSD Boardmembers, only Director Vonheeder-Leopold has expressed an interest in being nominated. If the Board approves her nomination, staff will coordinate with Director Vonheeder-Leopold to complete the required transmittals prior to the nominating deadline of May 9, 2025.

On May 14, 2025, ISDSC, composed of the presiding officers of the legislative bodies of each independent special district in Alameda County, will hold an election to fill the Alternate Special District Member seat. The Board may appoint another Boardmember as an alternate voting delegate in the case President Goel is unavailable to participate in the election. LAFCO has confirmed that an electronic voting option will be provided if President Goel nor the alternate can attend the in-person meeting.

NEXT STEPS:

Upon approval by the Board, staff will submit the required paperwork to Alameda LAFCO and send a notice of nomination to the other ISDSC members.

Originating Department: Office of the General Manager	Contact: V. Chiu/J. Lee	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> 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 – Alameda LAFCO Notice dated January 21, 2025, with first three attachments (ISDSC Rules, Government Code Section 56332, Nomination and Voting Delegate Form)	



LAFCO

Alameda Local Agency Formation Commission

January 21, 2025

Board Presidents
Independent Special District Selection Committee

SUBJECT: Alameda LAFCO – Notice of Alternate Special District Seat Term Expiration

Dear Committee Members:

This letter serves as notice that the term of the Alternate Special District Member on the Alameda Local Agency Formation Commission (LAFCO) will expire on May 5, 2025 (the first Monday of May). Therefore, Alameda LAFCO, in conjunction with the Alameda County Chapter of the California Special District Association, is calling a meeting of the Alameda County Independent Special District Selection Committee (ISDSC) for **Wednesday, May 14, 2025 at 10:00 A.M.**, after the regular Alameda County Special District Association meeting. Candidate nominations are due **Friday, May 9, 2025**. Please note that the incumbent, Georgean Vonheeder-Leopold, has indicated that she plans to seek re-election.

Alameda LAFCO's mission is to work for the citizens and government agencies of Alameda County by encouraging efficient municipal services, balancing infrastructure needs for sustainable growth, and conserving the environment and public resources such as prime agricultural and open space land. Being on LAFCO offers an opportunity for special districts to have a voice in governmental reorganization issues potentially affecting them, as well as the County overall. The independent special districts in Alameda County have had two regular seats and one alternate seat on Alameda LAFCO since July 1994.

The purpose of the ISDSC is to elect special district members to LAFCO. The ISDSC consists of the presiding officers of the legislative bodies of each independent special district in Alameda County. Pursuant to Government Code Section 56322, and the ISDSC rules, a district's Board may appoint one of its members to attend the meeting if the presiding officer is unable to attend. For your information, enclosed are the ISDSC rules (Attachment 1) and Government Code Section 56322 (Attachment 2).

For this election each independent special district is entitled to nominate one Board Member. For the alternate seat, nominees can be from either enterprise or non-enterprise districts. The nominees must meet the eligibility requirements outlined in Section VI of the ISDSC's rules. A nomination and voting delegate form is enclosed for your use (Attachment 3). Eligible nominees may circulate a statement of qualifications prior to or at the May 14th ISDSC meeting.

Per the ISDSC's rules, any district nominating, a candidate must ratify that nomination by Board resolution. Furthermore, upon nomination, the nominating district must provide written notice to all other districts of their candidate selection. No resolution is needed from a district that does not wish to nominate a candidate. Attached is a list of each district's contact information (Attachment 4).

Administrative Office

Rachel Jones, Executive Officer
224 West Winton Avenue, Suite 110
Hayward, California 94544
T: 510.670.6267
www.alamedalafco.org

Nate Miley, Regular
County of Alameda

David Haubert, Regular
County of Alameda

Lena Tam, Alternate
County of Alameda

Vacant, Regular
City of Pleasanton

John Marchand, Regular
City of Livermore

Michael McCriston, Alt.
City of Dublin

Ralph Johnson, Chair
Castro Valley Sanitary District

Mariellen Faria, Regular
Eden Township Healthcare District

Georgean Vonheeder-Leopold, Alternate
Dublin San Ramon Services District

Sblend Sblendorio, Regular
Public Member

Bob Woerner, Alternate
Public Member

30 of 42

Friday, May 9, 2025

Nominations are due from each district. Please complete and return the attached form to Alameda LAFCO. Please note that pursuant to Government Code Section 56332, “if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.”

Friday, May 9, 2025

Each district submits the name of the presiding officer or designee who will be voting at the May 14th meeting. Please complete and return the attached form to Alameda LAFCO.

Before, Wednesday, May 14, 2025

All nominating agencies must ratify their district’s nominee via board resolution and send notice of the nomination to the presiding officers of all the other districts (see attached contact information). Please submit a copy of the resolution to Alameda LAFCO.

Wednesday, May 14, 2025

The ISDSC’s meeting location or meeting link will be provided by **Friday, May 9, 2025**.

Should you have any questions, please contact me directly by telephone at 510.670.6267 or by e-mail at rachel.jones@acgov.org.

Respectfully,



Rachel Jones
Executive Officer

Revised 1/14/04

RULES
FOR THE LAFCO
INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

Adopted April 13, 1994

By: Alameda County Chapter, California Special Districts Association

SECTION I PURPOSE

The purpose of the Independent Special District Selection Committee (ISDSC) shall be to appoint the regular and alternate special district members to the Alameda County Local Agency Formation Commission (LAFCo) whenever a vacancy exists among members representing independent special districts (Government Code Section 56332).

SECTION II MEMBERSHIP

The ISDSC shall be composed of the presiding officer of the legislative body of each independent special district either located wholly within Alameda County or containing territory within Alameda County that represents 50% or more of the assessed value of taxable property of the district. The district may appoint one of its members as an alternate ISDSC member in the event the presiding officer is unavailable (Government Code Section 56332).

SECTION III MEETINGS

The LAFCo Executive Officer shall give written notice to the presiding officer of each eligible independent special district that a meeting of the ISDSC will be held on a specified date and at a specified time and place pursuant to:

- A. A vacancy existing among the members or alternate member representing independent special districts upon the Commission; or
- B. Receipt of a written request by one or more members of the ISDSC representing districts having 10% or more of the assessed value of taxable property within Alameda County (Government Code Section 56332).

All meetings of the ISDSC shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

SECTION IV QUORUM

Each presiding officer or alternate member attending the meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the ISDSC business. No meeting shall be convened by the LAFCo Executive Office prior to establishing a quorum.

SECTION V VOTING

Each member of the ISDSC shall be entitled to one vote for each independent special district of which he or she is the presiding officer (Government Code Section 56332).

SECTION VI ELIGIBILITY

To be eligible for nomination and selection to the Alameda County Local Agency Formation Commission, an individual:

- A. Must be an elected or appointed independent special district officer within Alameda County (Government Code Section 563323);
- B. Must be a resident of Alameda County (Government Code Section 563323);
- C. Must not be a member of the legislative body of a city or county (Government Code Section 563323);
- D. Must act in such a manner so as to represent the diverse interests of all agencies, not his or her individual district; and
- E. Must be willing to make a time commitment to fulfilling his or her county-wide role representing all special districts.

An elected or appointed independent special district board member who is an employee of the State of California, a county, a city, or a special district is eligible for nomination and selection to the Commission as a special district representative (Government Code Section 563323).

SECTION VII SEATING DESIGNATION

The seating of special district representatives on the Alameda County Local Agency Formation Commission shall be in accordance with the following designations:

- 1. One regular seat shall be designated as an "Enterprise District" seat;
- 2. One regular seat shall be designated as a "Non-Enterprise District" seat; and

3. One alternate seat shall be designated from either an Enterprise or Non-Enterprise district.

An "Enterprise" district is defined as any jurisdiction that derives the majority of its total revenues from user fees and/or service charges.

A "Non-Enterprise" district is defined as any jurisdiction that derives the majority of its total revenues from property taxes.

SECTION VIII NOMINATING PROCESS

Each independent special district shall be entitled to nominate a maximum of one board member from any district.

Each special district board shall determine its own internal process for selecting a name to be placed in nomination and for ensuring said nominee meets the eligibility criteria as set forth in Section VI.

- Districts are required to ratify said nominee by adoption of a board resolution.

Upon selection of a district nominee, the presiding officer of the district shall provide written notification of their nominee to the presiding officers of all other independent special districts.

An eligible district nominee may circulate a statement of his/her qualifications prior to the date of the ISDSC meeting.

SECTION IX BALLOTING PROCESS

At the meeting of the ISDSC, the balloting shall be conducted in accordance with the following:

- A. If vacant, the first balloting shall be for selection of the "Enterprise District" representative. The candidate receiving a simple majority shall be declared the winner. In the event of a tie or no majority winner, a run-off ballot(s) shall be conducted.
- B. If vacant, the second balloting shall be for selection of the "Non-Enterprise District" representative. The candidate receiving a simple majority shall be declared the winner. In the event of a tie or no majority winner, a run-off ballot(s) shall be conducted.
- C. If vacant, the third balloting shall be for selection of the alternate representative. The candidate receiving a simple majority shall be declared the winner. In the event of a tie or no majority winner, a run-off ballot(s) shall be conducted.

When previous balloting has taken place for Enterprise and/or Non-Enterprise vacancies, the ballot for the alternate representative shall also include the names of all non-winning candidates from the other ballots, if the candidate so desires.

Upon completion of the balloting, the ISDSC shall provide written notification to the LAFCo Executive Officer of the name(s) of the Committee's appointment(s) to the Commission.

SECTION X ALTERNATE NOMINATING AND BALLOTING PROCESS

In the event that the LAFCo Executive Officer determines that securing a quorum of ISDSC members for a meeting is not feasible, the LAFCo Executive Officer may conduct business of the ISDSC in writing (Government Code Section 56332).

SECTION XI TERMS OF OFFICE

Regular representatives shall serve staggered four year terms. The alternate representative shall serve a four year term.

If a representative or alternate is unable to complete a full term, and more than one year is remaining in the uncompleted term, a nominating and balloting process shall be conducted in accordance with these bylaws.

The expiration date of the term of office of each member shall be the first Monday in May in the year in which the term of the member expires (Government Code Section 56334).

Any district member may be removed at any time and without cause by a majority vote of the ISDSC, as the appointing body (Government Code Section 56334). Failure to attend three regular Commission meetings in a calendar year may be grounds for possible removal by the ISDSC.

SECTION XII MEMBER DISQUALIFICATION

At the time of appointment of a regular member or alternate, the ISDSC may, by majority vote, provide that the member or alternate is disqualified from voting as a member of the Commission on any proposal affecting the district of which the member is a representative (Government Code Section 56332).

56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate

is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee, for the purpose of appointing the special district members or filling vacancies, is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballot, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer, with prior concurrence of the presiding officer or his or her alternate as designated by the governing body, may transmit materials by electronic mail.

(4) If the executive officer has transmitted the call for nominations or ballot by electronic mail, the presiding officer, or his or her alternate as designated by the governing body, may respond to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

The executive of the council shall announce the results of the election within seven days of the date specified.

(7) All election materials shall be retained by the executive of the council for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive of the council" means the executive of the council or designee as authorized by the commission.

(Amended by Stats. 2015, Ch. 114, Sec. 8. (AB 1532) Effective January 1, 2016.)

Alameda LAFCO Special District Alternate Seat Election 2025

Please complete the following information and
return by **Friday, May 9, 2025 to:**

Rachel Jones, Executive Officer
Alameda LAFCO
224 West Winton Avenue, Suite 110
Hayward, CA 94544

Telephone: (510) 670-6267
Email: rachel.jones@acgov.org

Name of presiding officer or designee who will attend and vote at the May 14, 2025 ISDSC election meeting at 10:00 A.M., following the Alameda County Special Districts Association meeting.

NAME: _____

DISTRICT: _____

NOMINATING DISTRICTS ONLY

You may nominate a maximum of one Board member for the LAFCO alternate seat and the nomination must be ratified by a Board resolution prior to May 14, 2025.*

Candidate Name for Alternate Seat:

**** If your district is nominating a candidate, you must notify all 14 other independent district presiding officers by mail, fax or e-mail (see enclosed list of contact information).***

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT NOMINATING DUBLIN SAN RAMON SERVICES DISTRICT DIRECTOR GEORGEAN VONHEEDER-LEOPOLD FOR THE ALTERNATE SPECIAL DISTRICT MEMBER SEAT ON THE ALAMEDA COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO)

WHEREAS, Georgean Vonheeder-Leopold is a member of the Board of Directors of Dublin San Ramon Services District, an independent special district in Alameda County; and

WHEREAS, Georgean Vonheeder-Leopold is currently and has been a lifelong resident of Alameda County; and

WHEREAS, Georgean Vonheeder-Leopold meets the eligibility criteria for nomination and selection to the Alameda County Local Agency Formation Commission (Alameda LAFCO) as specified in Section VI of the Rules for the LAFCO Independent Special District Selection Committee and desires to have her name placed into nomination; and

WHEREAS, Georgean Vonheeder-Leopold has been actively involved with matters of local agency formation since 1977 when she worked on the campaign to incorporate Dublin and San Ramon; and

WHEREAS, Georgean Vonheeder-Leopold continued this involvement through her appointment to the Dublin Municipal Advisory Committee that led to the incorporation of the City of Dublin in 1982 where she has served in many roles including Planning Commissioner and City Councilmember; and

WHEREAS, Georgean Vonheeder-Leopold has a near continuous record of elected, appointed, and volunteer service in the community as documented in her candidate statement, which is attached hereto, as Exhibit "A," and by this reference made a part of this resolution.

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 as follows:

1. That it hereby nominates District Director Georgean Vonheeder-Leopold for the Alternate Special District Member seat on the Alameda LAFCO.
2. That the District Secretary is directed to forward a copy of the resolution to the Alameda LAFCO no later than May 9, 2025.
3. That the District Secretary is directed to notify in writing all other districts of the candidate nomination, in accordance with the requirements in the letter dated January 21, 2025, from the Alameda LAFCO to the presiding officers of the legislative bodies of each independent special district in Alameda County.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 1st day of April, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary

The Dublin San Ramon Services District Board of Directors Unanimously Nominates and Endorses

Georgian M. Vonheeder-Leopold

for Alameda LAFCo Alternate Special District Representative
May 2025 – May 2028



Georgian Vonheeder-Leopold would like to serve as an Alternate Special District Representative to the Alameda County Local Agency Formation Commission (LAFCo) because she says, “LAFCo is an essential step in managing growth in California.”

Georgian is a lifetime resident of Alameda County and a resident of Dublin since 1971. In 1977, while raising four children, she became involved in local government. She had been active in Scouting and youth sports with her children when she was asked to serve on the Dublin Municipal Advisory Committee. She worked on the campaign to incorporate Dublin and San Ramon which eventually led to the incorporation election for the City of Dublin in 1982 and the City of San Ramon in 1983.

She served on the first Dublin Planning Commission which was tasked with writing the first general plan. She was privileged to vote for the approval of the plan as a Planning Commissioner, and one month later, in April 1984, as a City Councilmember where she served until 1990, including as Vice Mayor for the final four years.

As a Boardmember of the Dublin San Ramon Services District, she continues to serve on various local, regional, and state boards, and is entering her 25th year on the Board.

Current Government Experience

- Dublin San Ramon Services District Board of Directors (started 1992)
President in 2014, 2018, and 2023
- California Association of Sanitation Agencies Board of Directors (since 2014)
Secretary-Treasurer 2020–2021, President 2022–2023
- Dublin San Ramon Services District-East Bay Municipal Utility District Recycled Water Authority Board of Directors (founding member, 1995)
Chair in 2012, 2016, and 2020
- California Special Districts Association, Alameda County Chapter Executive Committee (since 2012)
Treasurer 2020 to present
- Alameda County LAFCo (since 2013)
Alternate Special District Representative 2013 to present

Past Leadership Experience

- City of Dublin Historian 2008–2020
- Dublin Historical Preservation Association Member since 1990, Treasurer 2005–2020
- Dublin Fine Arts Foundation Treasurer 1997–2019
- Livermore-Amador Valley Water Management Agency Board of Directors
- Tri-Valley Water Authority Board of Directors
- Tri-Valley Transportation Committee
- Dublin City Council 1984–1990, Vice Mayor for two terms
- Dublin Municipal Advisory Committee 1977–1982
- League of California Cities, East Bay Division
- Dublin Planning Commission 1982–1984
- Dublin Heritage and Cultural Arts Commission 2002–2012
- Alameda County Commission on the Status of Women 2000–2009
- Dublin Housing Authority Board of Directors
- Dublin Chamber of Commerce Board of Directors
- State President Junior Native Daughters of the Golden West



**Dublin San Ramon
Services District**

Water, wastewater, recycled water



**Please vote for Georgian M. Vonheeder-Leopold
on May 14, 2025.**